



WASHINGTON
ACADEMY OF
EYE PHYSICIANS
& SURGEONS

WAEPS 2017 Annual Meeting March 31, 2017

Washington State Convention Center, Seattle, WA

Exhibitor Prospectus

Who Attends?

Four internationally renowned educators will be presenting cutting-edge information for the practicing ophthalmologists. Ophthalmic medical personnel and practice managers will also be in attendance. Anticipated attendance for this meeting is expected to be over 200 physicians and approximately 480 ophthalmic assistants/technicians from throughout the Pacific Northwest.

Where?

Washington State Convention Center
Seattle, Washington

<http://www.wsccl.com/audience/exhibitors>

When is the exhibitor hall open for attendees?

March 31, 2017, 7:00 AM – 6:30 PM

Exhibitor move in and move out:

Move in: Thursday 3/30/2017: 12:00 – 5:00 PM and Friday 3/31/2017, 6:00 AM – 7:00 AM

Move Out: Friday 3/31/2017: 3:50 – 5 p.m. and 6:30 to 7 p.m.

Please note: exhibitor breakdown and move-out prior to this designated time is strictly prohibited.

What Do Exhibitors Get?

- Two complimentary exhibit representative passes/name badges
- Table Top: 6' x 2' display table, two chairs (Standard Registration)
OR Booth Space: 8 x 10 booth w/pipe & drape, two chairs (Premium Registration)
- Print acknowledgement on posters and in the conference e-syllabus
- Complimentary breakfast, snacks, and lunch during the conference
- Participation at the President's Reception Friday, March 31, 5:15 to 6:30 PM

What Does the Schedule Look Like?

7:00 AM – Registration / Breakfast / Visit Exhibitors

8:00 AM – 9:40 AM – First Session

9:40 AM – 10:10 AM – Coffee / Visit Exhibits

10:10 AM – 12:00 PM – Second Session

12:00 PM – 2:00 PM – Lunch

2:00 PM – 3:20 PM – Third Session

3:20 PM – 3:50 PM – Coffee / Visit Exhibits

3:50 PM – 5:15 PM – Fourth Session

5:15 PM – President's Reception

Where Can I Stay?

A discounted room block is available at the nearby [Motif Hotel](#). The rate is \$179 per night.

What if I Need Electricity, Internet, etc.?

These are provided by Washington State Convention Center Exhibitor Services. Details about services you can order are on their [website](#). (Search for our meeting "WAEPS 2017 Annual Meeting" listed on Thursday, March 30, 2017). You do not need your booth number. You can type in the name of your company on the order form, since we will be assigning booths around March 10. For additional assistance, you can contact them via email: Exhibitor.Services@wscc.com or by phone: 206-694-5015. If you have any additional questions, contact the WAEPS office: 206-956-3650.

Can I See Who Is Attending?

A hard copy list of attendees will be provided at the conference. An electronic mailing list of attendees, excluding phone, fax and email addresses is available after the meeting upon request.

How Many Representatives Can Attend?

All exhibitor representatives must be registered. Two registrations are included with your exhibitor agreement. There is a \$150.00 fee for each additional representative.

Shipping

Advance shipments can be made through our exhibitor services company, Triumph. Please address your shipment as follows:

Company Name & Booth Number
 Washington Academy of Eye Physicians & Surgeons
 Triumph Expo & Events Inc.
 12614 Interurban Ave South
 Seattle, WA 98168

Triumph will accept crated, boxed or skidded materials up to 30 days prior to the deadline date. Generally the deadline for shipments to be received by Triumph is a few days prior to the meeting. Please contact Triumph for the exact deadline.

Outbound shipping can also be arranged through Triumph.

Confirmation / Booth/Table Assignments:

Contact show management below if you have not received an exhibitor confirmation within 10 days of submitting your exhibitor agreement. You will be notified of your exhibit space assignment no later than March 10, 2017. Booth assignments are based on the order exhibitor agreements are received with payment in full.

Cancellations Policy:

Cancellations received by 5 p.m. PST on March 1, 2017 will be charged a \$250 service fee. No refunds will be issued for cancellations received after March 1, 2017.

Show Management Questions:

Debra Alderman, WAEPS Exec. Director: phone: 206-956-3650; Fax: 206-441-5863; Email: debra@wsma.org

WAEPS Exhibit Rules and Regulations:

- Exhibitors with equipment displays or 10'-wide floor mount displays, are *required to purchase an 8 x 10 booth*.
- Table top exhibits are limited to table mounted displays, and one pop-up floor display no more than 3' wide. Pop up displays cannot be placed on either side of your table nor block the view of other exhibit tables. Floor mount displays and chair must be placed flush against the wall, behind exhibit table.
- All representatives of commercial entities must participate as part of an official exhibitor booth. No exceptions.
- The Washington Academy of Eye Physicians & Surgeons (WAEPS) reserves the right to restrict exhibits, without refund, which may be falsely entered.
- Distribution of literature, samples, etc., in the exhibit area by firms that are not participating as paid exhibitors is strictly prohibited.
- No subletting of space is permitted without the consent of Debra Alderman, WAEPS Executive Director, debra@wsma.org
- Social or other activities sponsored by an exhibitor that might conflict with the conference schedule must be cleared with the show management.
- Exhibitors are responsible for shipping, storage, and installation of exhibit materials, and all costs involved thereby.
- WAEPS and The Washington State Convention Center (WSCC) do not guarantee against theft, vandalism or other damage to exhibitor booths.
- It is expressly understood that exhibitors shall indemnify and hold harmless WAEPS and WSCC of all liability (damage or accident) that might ensue from any cause in connection with transfer, installation, maintenance or removal of exhibits, or in display of exhibits.
- In the event of fire, strikes, or other uncontrollable circumstances, the contract for space will not be binding.
- It is expressly understood that WAEPS will not pay for special equipment, facilities and services ordered by exhibitors.
- Electrical and other apparatus must be operated so that the noise does not interfere with other exhibitors.
- All electrically wired display material must comply with requirements of the National Board of Fire Underwriters.
- Aisles must be kept clear. To this end, exhibits must be arranged so that exhibitors and their representatives will be within their exhibit space.
- Care must be taken by the exhibitor not to deface or destroy any part of the exhibit areas. In the event of property damage caused by a representative, his or her company will be held responsible.
- Use of the name "Washington Academy of Eye Physicians & Surgeons" or that of any officer of said Association, in recommendation of a product or services, is expressly prohibited.
- Table space not occupied by the close of the exhibit installation period as specified above, will be forfeited by the exhibitor, and this space may be resold, reassigned or used by the conference management.

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