

OPTICON[®] 2017

OCTOBER 6 - 8, 2017

DISNEY'S CONTEMPORARY RESORT, LAKE BUENA VISTA, FL



COMPANY NAME: _____

CONTACT PERSON: _____ TITLE: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: _____ FAX: _____

EMAIL*: _____ COMPANY WEBSITE: _____

*ABO-NCLE will correspond with Exhibitors mostly by email. Email addresses will not be sold or shared under any circumstances.

BOOTH NUMBER PREFERENCE

First Choice: _____ Second Choice: _____ Third Choice: _____

BOOTHS WILL BE ASSIGNED ON A FIRST-COME, FIRST-SERVED BASIS IN ORDER OF CONTRACT RECEIPT.

Two Full Conference Registrations for Booth Personnel are included with your booth purchase. Booth Personnel will represent your organization in the Optical Exhibit Showcase. Please provide the badge information as follows:

1. NAME: _____ TITLE: _____ EMAIL: _____

2. NAME: _____ TITLE: _____ EMAIL: _____

Additional registrations are available for purchase at the regular conference registration fee.

PAYMENT INFORMATION

SPONSORSHIP (INCLUDES BOOTH)

SPONSORSHIP AMOUNT: \$ _____

CREDIT CARD:

AMERICAN EXPRESS

VISA

MASTERCARD

EXHIBIT IN OPTICAL EXHIBIT SHOWCASE ONLY

EXHIBIT BOOTH (10' x 10'): \$ 1,000

TOTAL DUE: \$ _____

NAME ON CREDIT CARD:

FORM OF PAYMENT (PLEASE CHOOSE ONE)

CHECK

CREDIT CARD NUMBER:

Please make checks payable to: American Board of Opticianry & National Contact Lens Examiners (ABO & NCLE)

Credit card and check payments should be sent directly to:

ABO & NCLE
6506 Loisdale Road, Suite 330
Springfield, VA 22150
Attn: Naomi Mundy, Sr. Dir. Mktg & Ind. Relations

EXPIRATION DATE: _____

SIGNATURE OF CREDIT CARD HOLDER:

Or you can fax credit card payments to: 703-719-9144.

TODAY'S DATE: _____



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FOR ADDITIONAL INFORMATION
VISIT WWW.ABO-NCLE.ORG/CONFERENCE



Exhibitor Terms and Conditions

- Contract for Space:** This application for space assignment by the American Board of Opticianry & National Contact Lens Examiners (ABO-NCLE), hereinafter referred to as Management, becomes a contract when signed by the exhibiting company (Exhibitor) and accepted by ABO-NCLE. Management makes no guarantee as to the booth traffic which Exhibitor may experience during the Conference.
- Cancellation of Conference and/or Exhibition:** Should the Conference be canceled, postponed, or abandoned thirty days (30) or more prior to the opening date, the Exhibitor shall be refunded the amount paid for rental space. However, if the Conference is canceled, postponed, or abandoned within thirty (30) days prior to the opening date, 50% of the money paid for rental will be refunded.
- Payments for Space:** Applications must be accompanied by 100% of the total amount due, made payable to ABO-NCLE. All space must be paid in full by August 30, 2017. After that date all reserved booth spaces not paid in full will be released for resale. Contracts submitted after that date must be accompanied by payment in full.
- Assignment of Exhibit Space:** Exhibit Management shall assign space to the Exhibitor for the period of the Conference in priority order based on receipt of signed contracts with payment.
- Cancellation of Space:** Cancellation notification from the Exhibitor must be submitted in writing to Management. Refund of the total amount paid less a \$100 processing fee per 10' x 10' booth space will be made if cancellation is received before August 30, 2017. No refunds will be made for cancellations received on or after August 30, 2017.
- Forfeiture:** If Exhibitor does not follow the rules and regulations set by Management, the Exhibitor shall forfeit the amount paid for space, regardless of whether or not the exhibit space is subsequently leased. Exhibitor explicitly agrees that in the event he or she fails to install his or her products in the assigned exhibit space, or fails to remit payment for required space rental at the times specified, Management shall have the right to take possession of said space and lease the same or any part thereof to such parties and upon such terms and conditions as it may deem proper.
- Rejection of Application:** Management reserves the right to cancel or refuse rental of display space to any person or company whose conduct or display of goods is, in the opinion of Management, incompatible with the general character and objectives of the Conference.
- Installation and Dismantling:** No materials can be accepted in the exhibit hall prior to 8:00am on Friday, October 6, 2017. All exhibits must be completely set-up by 11:30am on Friday, October 6, 2017. Any space not claimed and occupied or for which no special arrangements have been made prior to 11:30am on Friday, October 6 may be resold or reassigned by ABO-NCLE without any obligation on the part of ABO-NCLE for any refund whatsoever. Special arrangements may be made for late set-up with prior approval from Management. Exhibitor will **not** be permitted to store packing crates and/or boxes in the booth or in the exhibit hall during the Conference. No trunks, cases, or packing material shall be brought into or out of the exhibit space during the scheduled exhibit hall open hours. Dismantling of exhibits **must not** begin before 3:00pm on Saturday, October 7, 2017. Exhibitors agree by signing this contract that they will remain on the exhibit hall floor until the official close of the exhibit hall. Exhibitors who dismantle their exhibit booth prior to this time will be fined \$500 and will not be allowed to exhibit at future ABO-NCLE meetings until the fee is paid. All exhibit materials must be packed and ready for shipment **no later than** 5:00pm on Saturday, October 7.
- Contractor Services and Information:** Where an Official Contractor has been designated to perform services during the Conference - such as the rental of furniture, set-up of exhibits, electrical work, plumbing, labor, decorating, or any other service - no Exhibitor or representative shall contract for such services with any other than the said Official Contractor, unless permission has been secured in writing in advance from Management.
- Union Labor:** If required by local ordinances, Exhibitor must comply with all union regulations applicable to installation, dismantling and display of the exhibits. Exhibitor should direct specific questions relating to labor to Management.
- Relocation:** Management reserves the right to relocate an Exhibitor's booth space due to modifications of the exhibit facility, fire marshal restrictions, or any other reason in the best interest of the overall Conference.
- Security and Liability:** All local, state and federal laws shall be observed during the Conference in the exhibit hall. The Exhibitor shall observe all safety regulations of the facility, directives by security personnel and Management personnel. The Exhibitor shall be liable for all damage to persons or property, economic losses which have been caused by the construction, equipment, exhibits, and/or any employees acting on its behalf. Management will provide 24-hour security during the construction of and dismantling times as well as throughout the duration of the exhibit hall, but will not be liable for the loss or damage or any Exhibitor property.
- Loss, Damage and Injury:** Management will not be responsible for any injury, loss, or damage that may occur to an Exhibitor's employee or property from any cause whatsoever. Management will not be liable for any injury, loss or damage which may be sustained by any person who may be on the premises leased to an Exhibitor, or watching, observing, or participating in any demonstration or exhibit of Exhibitors.
- Repair of Damages:** The cost of repairing any damage caused by the Exhibitor, its employees, representatives, or agents to the hotel will be billed to and paid by the Exhibitor. Nothing will be posted on, tacked, nailed, screwed, or otherwise attached to the columns, walls, floor, ceiling, furniture, or other property of the hotel.
- Circularization and Solicitation:** Distribution of circulars or promotional material may be made only within the booth assigned to the Exhibitor presenting such material. Promotional material may not be distributed or left for attendees to pick up in the aisles, registration area, or anywhere else in the hotel. Non-exhibiting companies/organizations will not be permitted to solicit business within the exhibit area or anywhere in the hotel.
- Interpretation and Amendment:** Management shall have full power to interpret or amend these rules. The Exhibitor agrees to abide by any rules or regulations that may hereafter be adopted by Management, which shall be as much a part hereof as though fully incorporated herein.
- Minors Attendance Policy:** No children under 18 years of age shall be allowed to be present at any exhibit unless accompanied by a responsible adult and approved by Management.