

EXHIBITOR PROSPECTUS

ACVO 55th Annual
Conference & Exhibit Hall



AMERICAN COLLEGE
OF VETERINARY
OPHTHALMOLOGISTS



OFFICE@ACVO.ORG
(208) 466-7624



Key Dates

March 6

Exhibit Hall and sponsorship registration opens to 2023 conference sponsors. ***They will be contacted directly based on their prior sponsorship tier.***

April 1

Exhibit Hall and sponsorship registration opens to 2023 conference exhibitors.

April 8

Exhibit Hall registration opens to all interested companies, based on space availability. Sponsorships may be available.

May 1

Exhibitor description, contact information and proceedings advertisements are due.

July 1

Exhibitor registration closes and all updated attendee exhibitor badges must be submitted to the ACVO office.

office@acvo.org

October 23-26

55th Annual ACVO Conference

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What is the ACVO?

The purpose of the American College of Veterinary Ophthalmologists is to advance ophthalmology in all phases of veterinary medicine. The ACVO conference is the world leader in size and quality of ophthalmology-specific CE, attracting 900-1000 veterinary professionals from around the world.

Objectives are to: provide an organizational structure to facilitate efficient exchange of ideas of interest to specialists in veterinary and comparative ophthalmology, encourage education, training, and research in veterinary ophthalmology, establish standards of training and experience in this field, and recognize individuals who have fulfilled such standards. ACVO attendees typically either make the final decision or heavily participate in the decision making process to buy products and services for their practice or organization. An exhibit hall provides vendors and buyers an opportunity to connect, sell/buy and collaborate.

CONVENTION CENTER & HOTEL

Savannah Convention Center

The **Exhibit Hall & General Sessions** will be located at the **Savannah Convention Center**.

www.savconventioncenter.com

1 International Dr,
Savannah, GA 31421

Westin Savannah Hotel

Waterfront Resort on the Savannah River. Conveniently walkable to the Savannah Convention Center and enjoy a delightful ferry ride to the Savannah Historic District.

The hotel room block will open May 1st.

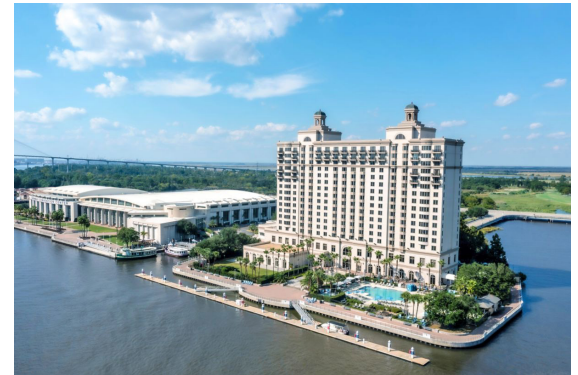


EXHIBIT HALL HOURS

Wednesday, 10/23	Thursday, 10/24	Friday, 10/25	Saturday, 10/26
Exhibit Hall Set Up 11:00 am - 5:00 pm	Exhibit Hall Open 7:00 am - 5:00 pm	Exhibit Hall Open 7:00 am - 5:00 pm	No Exhibit Hall
Welcome Reception 6:00 pm - 7:30 pm	Breakfast in the Exhibit Hall 7:00 am - 8:00 am	Breakfast in the Exhibit Hall 7:00 am - 8:00 am	Optional Networking
	AM Break 45 Minutes	AM Break 45 Minutes	Breakfast provided 7:00 am - 8:00 am
	Attendee Lunch Boxed lunches for attendees and exhibit hall booth representatives will be served in the exhibit hall during the Thursday Lunch Hour.	Attendee Lunch <i>No Lunch Served, on own.</i>	Lunch provided 12:00 pm - 1:00 pm
	PM Break 45 Minutes	PM Break 45 Minutes	
		Exhibit Hall Breakdown 5:00 pm - 7:00 pm	

MARKETING & EVENTS

Advertising

Networking

Proceedings Advertisements

Secure an advertisement or 'invitation' to your booth in the ACVO proceedings, which is referenced by members who review the enclosed abstracts and speaker notes. This includes the daily schedule, activities, exhibitor list, vendor product guide, product descriptions, and abstracts.

FULL PAGE	10" h X 7.5" w
Exhibitors	\$700
Non-Exhibitors	\$1,000
HALF PAGE	5" h X 7.5" w
Exhibitors	\$475
Non-Exhibitors	\$850

Digital Attendee List - \$300

The Digital Excel ACVO attendee list (for exhibitors only) is available for sale for \$300. The pre-show list should be available two weeks prior to the meeting, and the post-show list should be available within two weeks after the conference ends. (Note: Mailing addresses are provided, but attendee emails are only provided if they give permission, per federal privacy laws.)

Digital Lead Capture - \$249

Lead Capture by Cvent allows you to scan attendees name badges to receive their contact information. Details and pricing on the conference website.

This will be purchased directly through Cvent.

Wednesday Welcome Reception

The Welcome Reception will be held from 6pm-7:30pm in the Exhibit Hall and is open to all registered conference attendees. This is a well attended opportunity to network and promote your services.

Thursday Happy Hour

The Thursday Evening Happy Hour will take place immediately after the general session from 5pm-6pm. This will provide attendees with the opportunity to meet for drinks and socialize before dinner on their own. The location will be posted on the website this summer.

Friday VAF Event

The ACVO Vision for Animals Foundation auctions have been successful due to the generosity of sponsors and attendees. Help VAF prepare for another successful auction at the next conference by donating. Exhibitors may also register with VAF to attend. The location will be posted on the website this summer.

To donate or purchase tickets, please contact VAF at: www.visionforanimals.org.

ACVO Vision for Animals Foundation is separate non-profit entity.

ACVO 2025
Grapevine, TX
October 15- 18, 2025



SPONSORSHIP LEVELS

Registration Policy

In an effort to more appropriately recognize companies that sponsor and financially support ACVO's programs year-round, a benefit of sponsorship. Priority booth and sponsorship selection at the upcoming ACVO Conference. Priority for registration will be calculated based upon a vendor's overall sponsorship and advertisements purchased within that present year, including vendor advertisements, sponsorship of the Service Animal event, proceedings advertisements, exhibit booths purchased, and conference sponsorship for the current year that has been paid in full. (Sponsorship for the Vision for Animals Foundation, cannot be considered in this equation; although we appreciate your support of this sister-organization.)

	PLATINUM \$7,500+	GOLD \$5,000 - \$7499	SILVER \$2,500 - \$4,999	BRONZE \$1,500 - \$2,499
Proceedings Book Ad Printed & Digital	FREE COLOR FULL PAGE	FREE COLOR HALF PAGE	\$200 OFF ad	N/A
Excel Attendee List Two weeks before conference and two weeks post conference	INCLUDED	INCLUDED	Printed to PDF	Printed to PDF
Sponsor Level Floor Graphic At your booth	X-LARGE	LARGE	MEDIUM	SMALL
Logo on Emails Included on all promotional emails and meeting wrap up emails	X-LARGE (Linked)	LARGE (Linked)	MEDIUM	SMALL
Logo on Website ACVOconference.org	X-LARGE (Linked)	LARGE (Linked)	MEDIUM	SMALL
Logo on General Session PowerPoints	X-LARGE	LARGE	MEDIUM	SMALL
Prominent On-Site Logo Placement Logo on banners throughout the conference	X-LARGE	LARGE	MEDIUM	SMALL
ACVO Vendor Market Place Year round online advertisement for ACVO Members & Residents	Logo (Linked)	Logo (Linked)	Name Only	Name Only
First Option Selection Booth & Sponsorship selection the following year	TOTAL RANKING	TOTAL RANKING	TOTAL RANKING	TOTAL RANKING

SPONSORSHIP OPTIONS

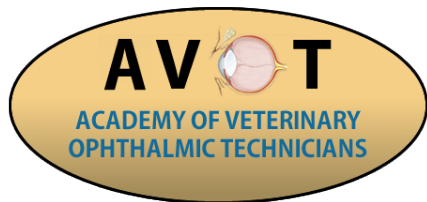
First option is provided to 2023 sponsors, contact the ACVO office for availability.

Notebooks	\$10,000	ACVO to-order notebooks, ACVO and sponsor logo-branded.
WIFI	\$7,500	Company name as the WIFI password when hotel permits. (2024 at the convention center and hotel.)
General Session Thursday, Friday & Saturday	\$7,500	Logo on screens consistently rotating as exclusive sponsor, beginning of general session, two times daily. Plus, floor cling or banner at main entrance of General Session room.
Proceedings Book Outside Back Cover	\$6,000	Full page, color, back outside cover of the proceedings book, and a linked logo on the back of the digital copy of the proceedings book.
Proceedings Book Inside Front Cover	\$6,000	Full page, color, front inside cover of the proceedings book, and a linked logo in the digital copy of the proceedings book.
Conference App	\$6,000	Conference App that attendees will be able to access schedules, proceedings book, and hotel information. Logo will be shown on the "home" screen.
DEI Re-Charge Room Thursday, Friday & Saturday	\$6,000	The DEI Committee will host a Re-Charge area for attendees needing a break from the crowds or charge electronics. Logo signage, recognition in the proceedings book, website, and ACVO App.
Welcome Reception Wednesday	\$5,000	Logo signage on floor in the Exhibit Hall, recognition in the proceedings book, website, and ACVO App.
DEI Happy Hour Thursday	\$5,000	The DEI Committee will host a one-hour HAPPY HOUR immediately following the general session on Thursday. This will include drinks only. Logo signage in the room, recognition in the proceedings book, website, and ACVO App.
Career Fair	\$5,000	Logo signage in the room, recognition in the proceedings book, website, and ACVO App.
Boxed Lunches Thursday Only	\$5,000	Boxed lunches will be available to attendees in the Exhibit Hall. Logo signage in the room, recognition in the proceedings book, website, and ACVO App.
Resident Manuscript Awards	\$4,000	Announcement in the General Session of three winners of pre-submitted manuscript awards. Company logo and ACVO's logo on the crystal awards. Each winner receives \$500 and the award.

SPONSORSHIP OPTIONS

DEI, In-Depth Speaker	\$3,000 each	DEI In-Depth Speaker will present on <i>ALLYSHIP: ACTION TO ACCOUNTABILITY</i> . See the website for speaker details. Logo PPT in the room, recognition in the proceedings book, website, and App.
In-Depth, Panel	\$3,000 each	In-Depth Speaker Panel will present on <i>POST-OPERATIVE FIBRIN: THE VETERINARY OPHTHALMOLOGY EXPERIENCE</i> . See the website for speaker details. Logo PPT in the room, recognition in the proceedings book, website, and App.
In-Depth Speakers Two Options	\$3,000 each	Two In-Depth speakers will present on two different topics. See the website for speaker details and topics. Logo PPT in the room, recognition in the proceedings book, website, and App.
New Diplomate Lunch	\$3,000	Logo signage in the room, recognition in the proceedings book, website, ACVO App, and a brief speaking opportunity (two minutes) at the lunch. (50+ Attendees)
Poster Session	\$3,000	The Poster Session will be close to the General Session room and Exhibit Hall. Logo signage in the room each day, recognition in the proceedings book, website, and ACVO App.
Keynote Speaker Saturday	\$3,000	Recognition in the proceedings book, website and ACVO App. PPT slide before the lecture.
Masters' Course Sunday	\$3,000	Private breakfast & AM break will be served. Logo PPT in the room, recognition in the proceedings book, website, and ACVO App. (50-100 Attendees)
Residents' Workshop Saturday	\$3,000	Recognition in the proceedings book, website and ACVO App. PPT slide before the lecture.
Grab & Go Breakfast Thursday, Friday & Saturday	\$3,000 each day	Logo signage in the Exhibit Hall, recognition in the proceedings book, website, and ACVO App. Thursday and Friday will be served in the Exhibit Hall.
AM/PM Breaks Thursday, Friday & Saturday	\$3,000 each day	Logo signage near drinks, recognition in the proceedings book, website, and ACVO App. Thursday and Friday will be served in the Exhibit Hall.
Lunch Buffet Saturday Only	\$3,000	Buffet lunch with seating immediately following the Keynote Speaker. Logo signage in the room, recognition in the proceedings book, website, and ACVO App.
Directional Clings Floor Cling	\$1,500 each	"Visit our Booth # + Logo" Placed in main paths to Exhibit Hall, Wednesday-Friday at the convention center. 24" x 24" cling.

SPONSORSHIPS OPTIONS



The **Academy of Veterinary Ophthalmic Technicians (AVOT)** are hosting their annual meeting at the Savannah Convention Center on Thursday, 10/24 and Friday, 10/25.

AVOT sponsorships will reach 150-180 technicians, but sponsored items be credited to the ACVO sponsorship levels.

AVOT THURSDAY BREAK AM or PM	\$5,500	AVOT only break located at the AVOT session. Logo signage by the break. 15-minute time slot to address AVOT members in person (with a PPT) during the scheduled break.
AVOT FRIDAY BREAK AM or PM	\$5,500	AVOT only break located at the AVOT session. Logo signage by the break. 15-minute time slot to address AVOT members in person (with a PPT) during the scheduled break.
AVOT AUDIO/VISUAL Thursday AND Friday	\$2,000	AVOT Session. Logo on screens consistently rotating as exclusive sponsor, beginning of AVOT session, two times daily. 15-minute time slot to address AVOT members in person (with a PPT) during the AVOT Session.
Speak at the Session	\$1,500	15-minute time slot to address AVOT members in person (with a PPT) AVOT session only.
Speak at the Session	\$1,000	10-minute time slot to address AVOT members in person. AVOT session only.
Speak at the Session	\$500	5-minute time slot for the AVOT President to speak on your behalf about your company. AVOT session only.

EXHIBIT BOOTH

Booth Pricing

\$2750	Island	16' X 12'
\$1375	Prime	8' X 6'
\$1265	Standard	8' X 6'
\$300	Additional Exhibitor Badges	

The Updated Exhibit Hall Floor plan is on the conference website.

<https://www.acvoconference.org/exhibit-hall-2024>

Company Logo on the ACVO Conference Website	Company Name & Contact Info Proceedings Book & ACVO Vendor Marketplace
Attendee list (PDF) Provided on Wednesday, 10/23/24	Two Exhibit Hall Badges per single booth
Option to Purchase Lead Capture App provided by CVENT	Grab & Go Breakfasts & Breaks Thursday & Friday
Boxed Lunch on Thursday Only Registered exhibit hall representatives	Welcome Reception Wednesday evening in the exhibit hall
Saturday Breakfast & Lunch Optional networking opportunity	DEI Thursday Happy Hour Immediately after the general session (not in the exhibit hall)

Booth Details	Booth Size
One draped standard, six (6) foot table	Exhibits and displays must be confined to the rented space (8'W x 6'D includes side clearance). The maximum height of a display is 10' at the back of the booth and 4' in the front half of the booth space. Exhibits may not exceed these parameters.
Two chairs, sign, and trash can Exhibit Hall is carpeted	Booth Size is 8' wide X 6' deep. Encroachment is not allowed.
Complimentary WiFi	The aisles are common property of all exhibitors and must not be obstructed at any time. Fire code regulations prohibit exhibits extending into aisles.
Inclusion in all pre-conference, on-site, printed, digital, wrap up, and on-demand conference promotions	A freestanding backdrop may be used (not to extend more than booth in total width), or a banner may be attached to the front of the table. Booth signage is not always provided. The facility will not allow signage to hang on the walls.

TERMS & CONDITIONS

Contract & Payment

To secure booth space, when available, the completed application **must be received** with full payment. The booth will not be considered definite until full payment has been processed.

Any changes to Company descriptions, logos and contact info must be received by June 1st via email (office@acvo.org) to be inserted all print and digital marketing.

If registration is not received by June 1st, a \$500 late fee will be assessed. Late companies may be excluded from the proceedings book. **Assignments will not be made without full payment.** When the ACVO accepts an application for booth space, payment, and confirms in writing, it becomes a contract and is considered a binding agreement between the ACVO and the company submitting the application.

Space assignment is prioritized and confirmed for sponsors as outlined in the current Vendor/Sponsor Policy. Otherwise, placement is based on the date and time of receipt of the application and full payment, exhibitor preference, and location of competitors. Past exhibiting history is not considered in booth assignments, but the immediate past year's exhibitors are given two weeks priority to secure booths in March. Beginning April 2nd, registration is open to all interested companies. The ACVO reserves the right to make the final decision regarding exhibitor placement. Exhibitors will be notified in writing of final placement via email. If the assigned space is unacceptable, the exhibitor must notify the ACVO within two business days of receipt of the assignment to request changes. Changes are not guaranteed. No written response from the exhibitor will constitute acceptance of the assigned exhibit space. **Refunds will not be made based upon approval of placement.**

Shipping & Storage

Once the signed contract and payment are received, a confirmation and receipt will be emailed with additional instructions and information regarding shipping and set-up.

Official Service Contractor

Service contractor information will be included in your registration confirmation letter. We encourage you to utilize the recommended drayage company to ensure that your shipments will not be rejected by the convention center.

Insurance

The ACVO and the host hotel or conference center require that each exhibitor maintain worker's compensation, commercial general liability, personal injury, and blanket contractual liability insurance at limits of at least one million (\$1,000,000) per occurrence and one million (\$1,000,000) aggregate.

Such insurance, maintained by the exhibitor, must be issued, and include coverage of the indemnification obligations of the exhibitor under these rules and regulations, and shall name the ACVO as additional insured. A certificate of Insurance may be sent to ACVO at least 30 days before the exhibit date.

TERMS & CONDITIONS

Cancellation Policy

All cancellations must be received in writing via e-mail. (office@acvo.org).

EXHIBIT BOOTHS

Will receive a refund minus a 50% administrative charge before June 1st. Refunds will not be granted on or after June 2nd. In the event of cancellation, ACVO assumes no responsibility for having included the name of the canceled exhibitor in conference materials. If the in-person conference is canceled, ACVO will work with exhibitors to find a mutually agreeable solution.

SPONSORSHIP

Sponsorship cancellations are non-refundable once submitted.

Installation & Dismantling

Exhibitor setup from 11am-5pm on Wednesday prior to the Welcome Reception. All exhibits must be fully operational by 5pm to participate in the ACVO Welcome Reception. Any booth space not claimed by 4pm Wednesday, may be reassigned without refund.

Exhibits must remain intact during exhibit hours until closing on Friday at 5pm.

Early tear down or removal of merchandise after the first day of installation and before dismantling time is strictly prohibited. Violation of this rule could result in a forfeiture of exhibit space and the revocation of an invitation to exhibit at the ACVO conference for one year. Violating companies will also lose on-site pre-registration privileges.

Exhibit Hall Badges

An exhibitor is defined as any employee of an exhibiting company, and/or company representatives who are qualified to answer questions about displayed products and services, and who must be present in booths continuously during exhibit hours.

Booth sharing is not allowed unless a distributor relationship can be demonstrated.

All badges will reflect the registered company and must be worn by all exhibit booth staff.

Two exhibit hall badges are included per booth space purchased. If more representatives attend, badges may be purchased for \$300 each. These cannot be switched among representatives.

All badge list additions and changes must be submitted via email (office@acvo.org) and received by June 1st. Changes will not be accepted over the phone.

Exhibitors must wear a badge to enter the exhibit hall and may not share badges under any circumstances. Security in the hall will not permit access without a badge.

The badges are valid for access into the exhibit hall, for some meals and events and some educational sessions, but do not include access into ticketed events.

2023/2024

EXHIBITOR/SPONSOR POLICY

Registration Policy

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Current Vendor/Sponsor Pre-registration

Current year conference sponsors will be assigned a date/time to register for the following year's conference, while on-site. Registration priority and time will be provided in a document inserted into the registration packet at the conference. Companies that miss their allotted registration time at the conference will forfeit their opportunity to pre-register, they would then be eligible to register April 1st.

Number of Booths per Exhibitor

Exhibitors will be allowed to reserve their preferred booths. The number of booths available per exhibitor may vary annually based upon availability. This current policy will stay in place in order to allow smaller/new vendors to attend during meetings where ACVO has limited booth space, while also honoring commitments to dedicated vendors.

2023/2024

EXHIBITOR/SPONSOR POLICY

Timeline

2024 Registration for all exhibitors and sponsors will be tiered as such:

Tier 1 pre-selection

Vendors that sponsored or supported the ACVO during the 2023 year will be invited, in rank-order based upon overall annual support, to register by March 6, 2024.

Tier 2 pre-selection

All vendors that intend to sponsor in 2024 must confirm their commitment of the preferred sponsorship opportunity, in writing to the ACVO office by March 15, 2024. If they do not, their first-option booth selection may not be granted, and the vendor may choose to re-register during the Tier 3 registration process, opening March 20, 2024.

Tier 3 registration, on/after March 20, 2024

Previous year's vendors, that did not wish to sponsor the following year, would continue to receive priority registration as gratitude for their involvement. These individuals will again have the opportunity to secure available sponsorship at any time, sponsorships committed would be figured into booth selection priority for that year as possible. Sponsorships committed at this date could still elevate a vendor's registration order for the following year's registration process on site.

Tier 4 registration, on/after April 2, 2024

This is the date registration will open for all companies not yet registered. Any sponsorships provided at this time will apply toward current sponsorship recognition, and towards total spending in 2025.

Questions & Comments

If you seek clarification about any of these policies, please email our staff at office@ACVO.org for more information. Alternatively check the ACVOconference.org for updates to the exhibit policies and floor plans when available.