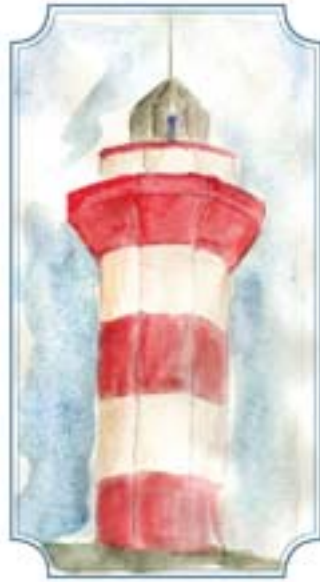


ACVO
2011 CONFERENCE



Hilton Head, SC
OCTOBER 26-29

ACVO 42nd Annual Conference
and Trade Show
Hilton Head Marriott Resort
October 27-29, 2011
Hilton Head, SC

EXHIBITOR PROSPECTUS

Can you afford not to be there?

The exhibit show features 50-60 vendors from every section of the veterinary ophthalmology industry. Products represented in the past include:

- Bandage Lenses
- Books / Periodicals / Education Aid
- Cameras
- Capsular Tension Rings
- Cryosurgery Instruments
- Custom Diamond and Instrument Design
- Delivery Pumps
- Electronic Ocular Medication
- Glaucoma Control Implants
- Head-Mounted Operating Microscopes / Procedure Headlights
- Healthcare Finance / Start-ups, Buy-outs, Refinances, Construction Financing
- Hospital Equipment
- Instrument Cleaning / Care Systems
- Intraocular Lenses (IOLs)
- Laser / Endoscopy Products
- Management / Computer Services
- Microscope, New / Reconditioned
- Needles and Syringes
- Neutraceuticals
- Nutritionals
- Ophthalmic Equipment Repair Services
- Ophthalmoscopes
- Phacoemulsification Systems
- Pharmaceuticals
- Polymer Based Biodegradable Devices
- Pre-owned Ophthalmic Equipment
- Refractive Instruments
- Research Programs / Training
- Program Sponsorship
- Silicone Implants (Intraocular prostheses)
- Slit Lamps
- Soft and Rigid Gas Permeable Contact Lenses and Lens Care Products
- Surgical Instruments
- Surgical Skills Training Simulator
- Sutures
- Tear Test Strips
- Therapeutic Soft Contact Lenses
- Tonometers
- Ultrasound Equipment
- Viewing Lenses / Transilluminators
- Viscoelastics
- Viscous Ophthalmic Lubricants
- Vitreoretinal Surgery Supplies (Perfluorcarbon / Silicone Oil)

When you exhibit at the ACVO Conference you will receive. . .

- 1 – 2 company representatives per booth to attend the conference and exhibit.
- 24 hours to exhibit, allowing for plenty of contact time with attendees.
- Continental breakfasts and breaks are hosted in the exhibit area each day to build traffic and vendors are welcome to partake.
- Invitation to attend Friday evening social event with potential clients.
- Attendance to scientific sessions on a space-available basis (no continuing education certificate provided without separate attendee registration).
- One copy of the official proceedings book per exhibit booth purchased.
- Your company contact information listed in the official proceedings for future reference (if registered by August 1, 2011).
- A listing on signage at the meeting; posted each day near the registration desk and in the exhibit area.
- A listing and thank you in the December 2011 ACVO newsletter, which will be distributed to 340 ACVO Diplomates and 60 Residents.
- Company name listed in the 2011 meeting registration materials for all attendees to see.
- A complete listing on the ACVO website pre and post meeting (logos and links used where appropriate).
- A printed list of attendees (provided at the conference).
- An up-to-date list of attendees provided after the conference (includes late registrants and walk ups). The option to purchase a digital list is available for registrants only.

Sponsors: Your package includes all of the above and additional signage at the sponsored event and verbal recognition at that event and/or during an appropriate time at the meeting when possible. (Also receive sponsorship discounts plus freebees – see sponsorship menu!)

Thank You 2010 Sponsors!

Gold



Silver



Bronze



General Supporters



Important Dates

April 1, 2011

Preferred vendor registration opens.

April 15, 2011

General vendor registration opens.

July 15, 2011

All sponsor payment balances due.

August 1, 2011

Pre-registration closes.

August 1, 2011

Exhibitor description and contact information submission deadline.

August 1, 2011

Deadline for proceedings advertising.

August 12, 2011

All new/updated attendee exhibitor names must be submitted to the ACVO office.

October 27-29, 2011

Exhibit show.

Exhibitor Schedule

& attendee breaks in exhibit hall

(times are approximate and may change)

Thursday, October 27, 2011

6am-10am exhibits set up
10am-5pm exhibits open
7am-8am continental breakfast in exhibit hall
12pm-1pm attendee lunch on own

Friday, October 28, 2011

7am-2pm exhibits open
7am-8am continental breakfast in exhibit hall
12pm-1pm attendee lunch on own
7pm-9pm optional Gala networking

*Saturday, October 29, 2011

7am-3:30pm exhibits open
7am-8am continental breakfast in exhibit hall
12pm-1pm attendee lunch provided in exhibit hall
4:00pm exhibit hall closes
4:00pm-6pm tear down

Exhibits must be off the floor by 6pm.

*(*Saturday: 50-80 General Practitioners will also visit the floor.)*

What is the ACVO?

The purpose of the American College of Veterinary Ophthalmologists is to advance ophthalmology in all phases of veterinary medicine. 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 to recognize individuals who have fulfilled such standards

Who Attends?

2010 Attendees included. . .

ACVO/ECVO Diplomates = 244
Non-Diplomates = 104
Residents = 97
Interns = 33
Technicians = 2 (+100 VOTS attendees)
Students = 11
General Practitioners Course registrants = 24
Guest registrations = 31
Exhibitors = 95 (57 booths)
Total registered attendees = 741

2009 Attendees included. . .

ACVO/ECVO Ophthalmologists = 270
Non-member DVMs = 93
Ophthalmology Residents = 79
Ophthalmology Interns = 46
DVM Students = 15
Technicians = 1 (+100 VOTS attendees)
General Practitioners for the Saturday course = 55
Exhibitor representatives = 104 (63 booths)
Registered Companions = 32
Total attendees: 795

ACVO attendees either make the final decision or participate in the decision to buy products and services for their practice or organization.

Exhibit Floor Plan

The exhibit hall will be located in the Lexington Grand Ballroom A-F. General sessions will be held adjacent in the Lexington Grand Ballroom G-J bringing attendees within close proximity to exhibitors. Breaks and continental breakfasts will be held in the exhibit hall to attract attendees to the exhibit area.

Floor plans for the exhibit hall and conference area and booth availability information are available online at www.ACVOconference.org

Contact the ACVO

PO Box 1311
Meridian Idaho 83680
Phone: 208-466-7624
Fax: 208-466-7693
E-mail: office11@acvo.org

Exhibit Space Rental Includes

- One draped display six foot table (**company cannot supply own tables**).
- Two chairs and one trash can.
- Booth area vacuumed for no additional fee. (No carpet needed).
- Two complimentary exhibitor badges per booth purchased (\$100/additional pass).
- General overhead lighting and climate control of the exhibit hall.

Booth Types, Construction & Sizes

- **This is a TABLE-TOP show only.** One 2.5' x 6' draped display table per booth (table sizes may vary slightly) will be supplied. **Encroachment is not allowed!**
- Exhibits and displays must be confined to the rented space (7'W x 6'D, includes side clearance). The maximum height of a table top 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. The aisles are common property of all exhibitors and must not be obstructed at any time. Fire code regulations prohibit exhibits from extending into aisles.
- A freestanding backdrop may be used (not to extend more than 7' in total width), or a banner may be attached to the front of the table. Booth signage is not provided. The hotel will not allow signage to hang on the walls.

Booths do not include decorations or utilities such as internet, signage, electrical outlets, special lighting or water. Furnishings and accessories beyond what is listed are not included. Pipe and drape is not used. Hotel contact information to order audio/visual and power will be provided in confirmation materials.

Exhibitor Badges

- An exhibitor is defined as any employee of an exhibiting company; company representatives who are qualified to answer questions about displayed products and services must be present in booths continuously during exhibit hours. Booth sharing is not allowed.
- Two registrants are included per booth space purchased. If more representatives attend, badges may be purchased for \$100 each.
- All badge list additions and changes must be submitted in writing and received by August 12, 2011. Changes will not be accepted by phone. Pre-registering representatives, keeping the ACVO updated with changes, and pre-paying for all extra badges accelerates the badge pick up process.
- Exhibitors may not share badges under any circumstances and must wear a badge to enter the exhibit hall.
- The badges are valid for access into the show and some educational sessions, but do not include access into ticketed events.

Installation and Dismantling of Exhibits

Exhibitor setup is from 6am-10am, Thursday, October 27, 2011. Thursday is the only day scheduled for setup; no exhibits may be set up before or after this time. All exhibits must be fully operational by 10am Thursday. Any booth space not claimed by 9am Thursday, October 27, 2011 may be reassigned without refund. Exhibits must remain intact and manned during exhibit hours until closing at 3:30pm Saturday, October 29, 2011. 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 your invitation to exhibit at the ACVO conference for one year. Exhibits must be off the floor by 6pm.

Contract, Payment, & Space Assignment

To secure booth space at the ACVO conference the completed original application **must be received** by August 1, 2011, with full payment. If registration is not received by August 1, 2011, a \$100 late fee will be added to the rates and those companies may not be included in the proceedings book. Assignments will not be made without full payment. When the ACVO accepts an application for booth space, it becomes a contract and is considered a binding agreement between the ACVO and the company submitting the application.

Space assignment is prioritized for sponsors. Otherwise, placement is based on the date 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 vendors are given two weeks priority to secure booths. After April 15th, registration is opened to all interested parties. The ACVO makes the final decision regarding exhibitor placement.

Exhibitors will be notified in writing of the final placement. If the assigned space is unacceptable, the exhibitor must notify the ACVO within 10 days of receipt of the assignment to request changes. Changes are not guaranteed. No response from the exhibitor constitutes acceptance of the assigned exhibit space.

Company Marketing

Company Marketing is an integral part of the success of your show experience. We understand the value of your investment and have created a comprehensive list of enhanced marketing opportunities to assist you in generating sales and increasing your brand awareness among ACVO conference attendees.

Proceedings Advertisements

Make the most of your trade show experience, run an advertisement or 'invitation' to your booth in the ACVO proceedings book, which is collected by members who review the enclosed abstracts for years to come. The book includes the daily schedule, activities, exhibitor list, product descriptions, abstracts and necessary last-minute details needed by attendees. Ads placed in the ACVO proceedings book are sure to be noticed by attendees. Exhibitors' prices are discounted.

Full Page (10"h x 7.5"w)

Exhibitors.....\$400
Non-Exhibiting Vendors..... \$575

Half Page (5"h x 7.5"w)

Exhibitors \$225
Non-Exhibiting Vendors..... \$400

Ad Specifications

All ads are printed black/white or gray scale. For best results, do not use high contrast photos. Ads must be submitted black/white or gray scale via a digital file. JPEG or high resolution PDF files are preferred and will yield the best results. Ads must be formatted to the correct size, or distortion of the ad may occur (contact the ACVO office for specifications and sizes). Typesetting will not be provided by the ACVO.

Submission Deadline

Ad submission deadline is August 1, 2011. The ACVO will not refund advertising that is not included in the program due to vendors missing the artwork submission deadline and/or for those vendors who do not adhere to the submission specifications listed above. Ad copies received after August 1, 2011 may not be included in the program.

Mailing Labels

Pre-show and post-show mailings can extend your conference presence. To assist exhibitors in making the most of the conference experience, the ACVO attendee digital mailing lists are available for sale for \$100. Names and mailing addresses for pre-registered attendees are included in the pre-show printed mailing list. The post-show list includes names and addresses of all attendees, including walk-ups. The pre-show list should be available by October 13, 2011, and the post-show list should be available within two weeks after conference ends.

Attendee Packet Inserts

Every ACVO attendee receives a registration packet, which is a great place to insert a promotional piece. An average 8" x 10" insert is \$850 or \$1.50 per attendee (inserts limited to five companies).

Print Advertising

The ACVO newsletter, directory, and Journal of Ophthalmology are excellent ways to build a strong presence with ophthalmologists throughout the year. The ACVO newsletter runs twice per year and targets 350 veterinary ophthalmologists plus 60 ophthalmology residents, primarily in the U.S. Advertisements in the journal will help you reach over 1,800 general practice veterinarians in the United States, Europe, and Asia. Contact the ACVO office for deadlines and pricing.

Sponsorship

If you would like to receive recognition as a sponsor, please see details on the sponsorship menu. Contact the ACVO with any questions.

Vision for Animals Foundation Auction

Please consider donating an item to the tax deductible foundation silent auction. Contact ACVO VAF for details.

Promotional Activities

All activities involving conference attendees must be scheduled, organized, and coordinated through the ACVO. This includes receptions, hospitality suites, wet labs, and CE among others.

The ACVO reserves the right to control the hours of operation.

Official Service Contractor

Service contractor information will be included in your registration confirmation letter.

Shipping & Storage

Shipping and storage details will be included in your registration confirmation letter.

Costs & Payment

One booth (6' W x 6' D).....	\$900
One 'prime' booth (6' W x 6' D).....	\$950
Additional Exhibitor Badge.....	\$100ea
Digital Attendee List.....	\$100

Cancellation Policy

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

Cancellations must be received in writing via mail, fax or e-mail. Requests received prior to August 1, 2011 will receive a refund minus a 25% administrative charge.

No refunds will be made after August 1, 2011. In the event of cancellation, ACVO assumes no responsibility for having included the name of the canceled exhibitor in conference materials.

Insurance

The ACVO and the Hilton Head Marriott Resort 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 requested at least 30 days before the exhibit date.

Hotel Information

HOST HOTEL - HILTON HEAD MARRIOTT RESORT

As the closest resort hotel to the beach, the Hilton Head Marriott Resort provides the best ocean views Hilton Head Island has to offer. We recommend you stay at the hotel as there are no other hotels in close proximity. Parking fees are reduced and free internet is available to guests. Free shuttle service roundtrip to Shelter Cove Marina will also be provided.

Room Rates & Reservations

\$179.00 resort view

\$199.00 ocean view

\$219.00 ocean front

*offered May 1 - August 22, 2011 (as available)

(taxes are not included)

Call Hilton Head Marriott Resort and give the group code of 'ACVO' for these reduced rates (as available). Hotel reservations will be available in early May, 2011. You must call by August 22, 2011 to receive these rates. A direct link and phone number for reservations will be provided on the ACVO conference website.

Networking Opportunities

Friday Evening Gala

The Friday Gala will be held 7pm-9pm on property. Tickets will need to be purchased separately and program will be announced at a later date. This is a good opportunity to network with attendees.

Silent Auction

Past ACVO Vision for Animals Foundation auctions have been successful due to the generosity of sponsors and buyers. Help us prepare for another successful auction at the 2011 conference by making a donation. The Foundation's goal is to raise enough money to develop a self-funding grant program. It has already funded more than \$178,000 in research grants in the past seven years! Your company may wish to participate by donating an item for the auction. This donation is tax-deductible and will attract attention to your company and products. Cash and/or personal donations are also welcome.

Thank you again for your past and future participation. A donor list for 2010 was displayed at the 2010 Conference and on the ACVO web site. Make sure your company is on this list for 2011! To donate, please contact the ACVO VAF office at 208-466-7624.

ACVO Conference Sponsorship Opportunities

Gain maximum exposure for your company at the ACVO annual conference. Your company will be heavily acknowledged for your sponsorship. Please contact our office if you would like to reserve a sponsorship option. We appreciate your support of the veterinary ophthalmologist profession. Please note that general sponsorships and co-sponsorships are available.

SPONSORSHIP ACKNOWLEDGEMENT

Your company will receive:

- Increased exposure to over 700 attendees.
- A listing on signage as a sponsor posted at the registration desk and in the exhibit area each day.
- A sponsor ribbon to be placed on your company representatives' name badges.
- Your company contact information listed in the official proceedings book for future reference (if sponsorship is paid by July 15th).
- One copy of the official proceedings book per sponsor package purchased.
- A thank you as a valued sponsor in the December ACVO newsletter, distributed to approximately 350 ACVO Diplomates and 60 residents.
- Your company name listed in the following year's meeting registration materials for all vendors and attendees to see.
- A complete listing of your company's sponsorship and link to your web site off of the ACVO web site pre and post meeting.
- Additional signage at your sponsored event.
- Verbal recognition at that event and/or during an appropriate time at the meeting when possible.
- "Freebies" based on the overall sponsorship level listed in the following section.

SPONSORSHIP LEVELS

You may choose to be a general sponsor (\$500 or higher) or sponsor a specific event. In addition to the sponsor recognition, you will receive the following bonuses as a thank you for your sponsorship:

Platinum Level \$7,500 +

Free full page ad in the proceedings book, \$150 off the price of one booth, two free tickets to the Friday gala (worth \$160), and a free digital list of attendees (\$100 value).

Gold Level \$5,000—\$7,499

Free half page ad in the proceedings book, \$100 off the price of one booth, and a free digital list of attendees (\$100 value).

Silver Level \$2,500—\$4,999

\$50 off the price of one booth, \$75 off the price of running an ad in the proceedings book, and a free digital list of attendees (\$100 value).

Bronze Level \$1,500—\$2,499

\$50 off the price of one booth and a free digital list of attendees (\$100 value).

SPECIFIC SPONSORSHIPS

(co-sponsorships available for most items below)

Meals & Breaks

- Wednesday Evening Welcome Reception.....\$5000 **1/2 SOLD**
(attendance, 400 flow)
- Friday Evening Gala..... **\$5000 SOLD**
(attendance, 450-500)
- Box Lunch with Exhibitors.....\$2000
- Continental Breakfasts.....\$2000ea
(available for Thursday, Friday and/or Saturday)
- Coffee Breaks.....\$1500ea
(available for Thursday, Friday and/or Saturday)
- New Diplomates Luncheon..... **\$750 SOLD**
(40 attend, new diplomates, Board Members, Chairs)

Printed Materials

- Annual Proceedings Books..... **\$2700 SOLD**
(650 copies distributed, free full page ad on back cover)
- Logo bags **\$1000 SOLD**
(fee plus cost of item)
- Logo spiral-bound small notebooks.....\$750
(fee plus cost of item)
- Badge Lanyards..... **\$2000 SOLD**
(your name on lanyards)
- Name Badges.....\$2000
(your company name on front of ALL name tags with logo when possible)

Educational Courses

- Audio/Visual for General Session (your logo on screens between sessions) **\$1500 SOLD**
(550ppl each day, Thurs—Sat; or \$600 per day)
- Optional course & wet lab—general sponsor "Anesthesia Lab".....\$2000
(attendance 50-80)
- "Specialty Day of Ophthalmology for General Practitioners".....\$2000
(all day Saturday, attendance 50-80 General Practitioners)
- Memorial Lecture.....\$1000
(attendance 550)
- Poster Session.....\$ 500
(attendance, 500 flow, one day)
- Internet Café..... **\$2000 SOLD**
(2-3 complimentary computers)
- Photography Competition..... **\$550 SOLD**
(Thursday and Friday)

Fun/Networking Events

- Fun Run..... **\$500ea SOLD**
(\$500 for food/\$500 T-shirts, attendance, 50-80)

Registration Packets

- Registration packet inserts.....\$850 **2 SOLD**
(available to up to 5 companies = \$1.33/attendee)

Sponsorships are accepted on a first come, first serve basis. Sponsorship level is also considered in regard to priority booth placement. If there are specific items not listed that you would like to sponsor or if you would like to reserve a sponsorship, please contact the ACVO, at 208-466-7624 or office11@acvo.org.

Dear Vendors/Exhibitors,

We are compiling a reference list of veterinary ophthalmic product/service categories. This list will be provided to ACVO conference attendees as a quick reference to make searching for a product/service easier. This will lead them directly to you as the product/service provider which they can cross reference with the vendor guide in the proceedings. Please give us your company's name and put a check mark next to any type of product/service that your company provides. Please contact us with any questions. Thank you in advance for your time!

Company Name: _____

- **Product/Service Categories**
- **Books / Periodicals / Education Aid**____
- **Cameras**____
- **Diagnostic Equipment**____
- **Healthcare Finance / Start-ups, Buy-outs, Refinances, Construction Financing**____
- **Hospital Equipment**____
- **Management / Computer Services**____
- **Pharmaceuticals, Supplies and Drug Delivery**____
- **Research Programs / Training Program Sponsorship**____
- **Surgical Equipment**____
- **Surgical Supplies and Instruments**____
- **Other**_____ (fill in blank)

Please return to the ACVO office with your registration form.

ACVO
PO Box 1311
Meridian ID 83680
Fax to: 208-466-7693



Application for Commercial Exhibits & Sponsorships
ACVO Conference | October 27-29, 2011 | Hilton Head, South Carolina

#1 Company Contact Information

Company Name: _____
Address: _____
City / State / Postal Code: _____
Company Website Address: _____
Telephone: _____ Fax: _____
Company Email: _____
Company Tax ID # (required) _____

Contact's Name: _____
Address: _____
(if different from company address)
City / State / Postal Code: _____
Telephone: _____ Fax: _____
Contact's Email: _____

#2 Booth Selection

Note booth size, encroachment is NOT allowed. Read Exhibitors Prospectus for all details, rules and regulations.

Exhibit Rental Fees

Standard 'table-top' booth(s) _____ \$900 ea (7' W x 6' D)
'Prime' 'table-top' booth(s) _____ \$950 ea (7' W x 6' D)

Booth Preference

We request the following booth locations: (booth # from floor plan)

1st _____ 2nd _____
3rd _____ 4th _____

Additional Representatives

Two representatives are included for each booth purchased.
Additional representatives _____ \$100 ea

Name(s) of ALL Representative(s) Attending

1. _____
2. _____
3. _____
4. _____

Placement Consideration

We request that our space NOT be in the immediate proximity of the following companies:

(ACVO will not be responsible for conflict of assignments due to exhibitor's failure to complete this section. We will do our best to place you according to the request but it is not guaranteed.)

#3 Marketing Enhancements

Attendee Lists

Printed attendee lists will be provided at the conference. Option to purchase a digital list, available 2 weeks prior and post-meeting.

_____ Excel attendee list, \$100
_____ Access attendee list, \$100

Sponsorships

See 'Sponsorship Menu' in Exhibitor's Prospectus for a complete list of options. List event and amount below.

Preferred: _____
Additional: _____
Alternate(s): _____
General sponsorship amount: _____

Proceedings Advertisements

See Exhibitor's Prospectus for size and requirements. (Ads are due to the ACVO office by July 30, 2011)

_____ ½ page – exhibiting companies \$225 _____ ½ page – NON exhibiting companies \$400
_____ Full page – exhibiting companies \$400 _____ Full page – NON-exhibiting companies \$575

#4 Networking Opportunities

Gala Tickets (details on www.ACVOconference.org)

Complimentary tickets are provided to some sponsors. See 'Sponsor Menu'.

_____ Number of tickets Gala \$80 ea

Fun Run

Includes registration and t-shirt.

_____ Number of fun run attendees, \$10 ea

Welcome Reception

Wednesday evening.

_____ Number of attendees, FREE

(Form continues on the next page. Please make sure to fax/mail both sides of the form.)

#5 Finalizing the Details

Totals

\$ _____ Exhibit(s) rental fee
 \$ _____ Additional representative fee
 \$ _____ Digital attendee list
 \$ _____ Proceedings advertisements
 \$ _____ Sponsorship commitment
 (Could be paid as late as July 15th)
 \$ _____ Friday Gala tickets
 \$ _____ Fun Run tickets
 \$ _____ Late fee after August 1st - \$100
 (\$ _____ Less discounts with sponsorships
 (See 'Sponsorship Menu' for deductions.)
 Total due the ACVO: \$ _____
 Total paid today: \$ _____
 (Less sponsorship amount is okay before July 15th.)

#6 Sign the Agreement

This Application for Commercial Exhibits and Sponsorships is a contract. By submitting this application to the ACVO, you agree to the following:

- To qualify for the early rate, the Application and full payment must be received by ACVO no later than 5pm on August 1, 2011. After August 1st, discounts are not applicable.
- All booth space is assigned by the ACVO. The ACVO reserves the right to change the floor plan or booth assignments at any time.
- Due to space limitations vendors will only be guaranteed up to 3 booths for purchase. If the vendor wishes to reserve more than 3 booths, that is permitted on a temporary basis. If the booths are not needed for sale to other companies as of August 1st, then the vendor will be granted permission as of August 2nd to purchase said booths requested. Payment will not be charged for booths 4 or higher until they are confirmed August 2nd.
- All booths must be prepaid. Sponsorship fees may be delayed until July 15, 2011.
- Cancellations must be received in writing via mail, fax or e-mail. Requests received prior to July 30th will receive a refund minus a 25% administrative charge. No refunds will be made after August 1st.
- Unless a written request for refund has been received by the ACVO prior to August 1, 2011, all exhibitors submitting this contract will be expected to pay the full price of any booths or sponsorships. "No-shows" will still be expected to pay.
- Neither the Marriott Hilton Head Resort & Spa, the ACVO, nor any of their representatives, employees, or contractors will be responsible for any injury, loss or damage that may occur to the exhibitor, their employees, or exhibit materials from any cause whatsoever, either prior to, during, or subsequent to the Show/Conference. Proof of insurance is necessary to exhibit.
- Submission of this form does not guarantee acceptance of booth reservation. A confirmation letter must be received verifying participation.

Accepted & Approved by Exhibitor Representative (signature)

(signature required to reserve booth)
Date

#7 Provide Payment Information

Full payment is required to reserve a booth.
Sponsorship fees: Sponsorship fees may be paid at a later date but must be received by July 15th.

Mail contract & check payment to:

ACVO
 PO Box 1311
 Meridian Idaho 83680

Or fax contract and credit info to: 208-466-7693

Questions, contact staff at: 208-466-7624

Visa MC Discover

Total to charge today: \$ _____
 Total to charge, July 15th: \$ _____
 (sponsorships only)
 Name on card: _____
 Payment signature: _____
 Billing address: _____
 (_____ same as 'company address')

ACVO OFFICE USE ONLY

Date Received: _____ Total Amount Due: \$ _____
 Check/CC#: _____ Date Payment Received: _____
 Amount Received: \$ _____
 Amount Still Due: \$ _____
 Date Full Payment Received: _____
 Sponsorship: _____
 Booth(s) Assigned: _____
 Data Base: _____
 Outlook: _____ Confirmation: _____

Card number: _____ Exp Date: _____ CVC # on back of card: _____