



# ACVO 2010

October 6-9, San Diego CA

ACVO 41st Annual Conference  
and Trade Show  
Paradise Point Resort & Spa  
October 7-9, 2010  
San Diego, CA

**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.
- Exhibitors are the guests of honor at a reception specifically designed to 'launch' the exhibit show (Thursday evening).
- 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 July 31, 2010).
- 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 2010 ACVO newsletter, which will be distributed to 340 ACVO Diplomates and 60 Residents.
- Company name listed in the 2010 meeting registration materials for all attendees to see.
- A complete listing on the ACVO website pre and post meeting.
- A printed list of attendees (provided at the conference).
- An up-to-date list of attendees mailed 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 enclosed!)

## Thank You 2009 Sponsors!

### Gold

CARA Limited  
Endo Optiks

Intervet/Schering-Plough Animal Health Corporation

### Silver

Acrivet, Inc.  
Aventix  
CERF

Dan Scott & Associates, Inc.  
I-MED Pharma

### Bronze

MWI Veterinary Supply

### General Supporters

Clarity Medical Systems  
Legally Mine  
HUB International  
MSI Precision Specialty Instruments  
Optigen  
Prescription Center  
Sontec Instruments  
Welch Allyn, Inc.

## Important Dates

### April 5, 2010

Preferred vendor registration opens.

### April 19, 2010

General vendor registration opens.

### July 15, 2010

All sponsor payment balances due.

### July 30, 2010

Pre-registration closes.

### July 30, 2010

Exhibitor description and contact information submission deadline.

### July 30, 2010

Deadline for proceedings advertising.

### August 6, 2010

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

### October 7-9, 2010

Exhibit show.

## Exhibitor Schedule

### & attendee breaks in exhibit hall

*(times are approximate and may change)*

#### Thursday, October 7, 2010

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

#### Friday, October 8, 2010

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

#### \*Saturday, October 9, 2010

7am-3pm exhibits open  
7am-8am continental breakfast in exhibit hall  
12pm-1pm attendee lunch on own  
3pm exhibit hall closes  
3pm-5pm tear down

Exhibits must be off the floor by 5pm.

*(\*Saturday - 100 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?

### 2009 Attendees included. . .

ACVO/ECVO Ophthalmologists = 270  
Non-member DVMs = 93  
Ophthalmology Residents = 79  
Ophthalmology Interns = 46  
DVM Students = 15  
Technicians = 1  
General Practitioners for the Saturday course = 55  
Exhibitor representatives = 104 (63 booths)  
Registered Companions = 32  
**Total attendees: 695**

### 2008 Attendees Included. . .

ACVO/ECVO Ophthalmologists = 239  
Non-member DVMs = 93  
Ophthalmology Residents = 87  
Ophthalmology Interns = 32  
DVM Students = 13  
Technicians = 103 (including VOTS)  
General Practitioners for the Saturday course = 75  
Exhibitor representatives = 105 (60 booths)  
Registered Companions = 31  
**Total attendees: 778**

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 Sunset Ballroom. General sessions will be held down the hall in the Paradise Ballroom bringing attendees within close proximity to exhibitors. Breaks and continental breakfasts will be held in the exhibit hall to attract attendees to your booth.

**Floor plans for the exhibit hall and conference area and booth availability information are available online at [www.ACVOconference.org](http://www.ACVOconference.org)**

## Contact the ACVO

PO Box 1311, Meridian Idaho 83680  
Phone: 208-466-7624, E-mail: [office10@acvo.org](mailto:office10@acvo.org)

## Exhibit Space Rental Includes

- One draped display 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 (\$65/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 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 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.
- Two registrants are included per booth space purchased. If more representatives attend, badges may be purchased for \$65 each.
- All badge list additions and changes must be submitted in writing and received by August 6, 2010. 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 7, 2010. 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 7, 2010 may be reassigned without refund. Exhibits must remain intact and manned during exhibit hours until closing at 3pm Saturday, October 9, 2010. 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 July 30, 2010, with full payment. If registration is not received by July 30, 2010, 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 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 19th, 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.....\$350  
Non-Exhibiting Vendors..... \$575

### Half Page (5" h x 7.5" w)

Exhibitors ..... \$200  
Non-Exhibiting Vendors..... \$325

## 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 July 30, 2010. 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 July 30, 2010 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 \$65. 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 September 22, 2010, 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 340 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.

## 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.

## 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 for details.

## 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).....	\$875
One 'prime' booth (6' W x 6' D).....	\$925
Additional Exhibitor Badge.....	\$65ea
Digital Attendee List.....	\$65

## 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 July 31, 2010 will receive a refund minus a 25% administrative charge.

**No refunds will be made after July 31, 2010.** 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 Paradise Point 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 - PARADISE POINT RESORT & SPA

Paradise Point Resort & Spa is located in the heart of San Diego's Mission Bay just minutes from SeaWorld Adventure Park and a short drive from world-famous San Diego Zoo.

### Room Rates & Reservations

Single/Double/Triple/Quad..... \$220\*  
\*offered May 1 - September 6, 2010 (as available)  
(taxes are not included)

Call Paradise Point Resort & Spa and give the group code of 'ACVO' for these reduced rates (as available). You must call by September 6, 2010 to receive these rates. Contact the hotel reservation desk at 800-344-2626.

## Networking Opportunities

### Friday Evening Gala

The Friday Gala will be held 7pm-9pm on property. Tickets will be \$80.00 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 2010 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 \$175,000 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 2009 was included in the December 2009 Diplomat newsletter and on the ACVO web site. Make sure your company is on this list for 2010! To donate, please contact the ACVO 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:

- 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 340 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 (\$350 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, \$100 off the price of one booth, two free tickets to the Friday gala (worth \$160), and a free digital list of attendees.

### **Gold Level \$5,000—\$7,499**

Free half page ad in the proceedings book, \$75 off the price of one booth, and a free digital list of attendees.

### **Silver Level \$2,500—\$4,999**

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

### **Bronze Level \$1,500—\$2,499**

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

## SPECIFIC SPONSORSHIPS

(co-sponsorships available for most items below)

### Meals & Breaks

- Wednesday Evening Welcome Reception at SeaWorld..... \$5000 (attendance, 400 flow)
- Friday Evening Gala..... \$5000 (attendance, 450-500)
- Exhibitors' Reception (Thursday)..... \$2000 (attendance, 400-500 flow)
- Continental Breakfasts..... \$1750ea (available for Thursday, Friday and/or Saturday)
- Coffee Breaks..... \$1750ea (available for Thursday, Friday and/or Saturday)
- New Diplomates Luncheon..... \$750 (40 attend, new diplomates, Board Members, Chairs)

### Printed Materials

- Annual Proceedings Books..... \$2700 (650 copies distributed)
- Logo bags or note folders..... \$1500 (fee plus cost of logo bags)
- Badge Lanyards..... \$2000 (your name on lanyards)
- Name Badges..... \$2000 (your 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 (550ppl each day, Thurs—Sat; or \$500 per day)
- Optional course & wet lab—general sponsor "ERG lab"..... \$2000 (attendance 80-100)
- "Specialty Day of Ophthalmology for General Practitioners"..... \$2000 (all day Saturday, attendance 100 General Practitioners)
- Memorial Lecture..... \$1250 (attendance 550)
- Poster Session..... \$ 500 (attendance, 500 flow, one day)

### Fun/Networking Events

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

### Registration Packets

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

Sponsorships are accepted on a first come, first serve basis. 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 office10@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 7-9, 2010 | San Diego, California

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## #1 Company Contact Information

Company Name: \_\_\_\_\_

Contact's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_  
(if different from company address)

City / State / Postal Code: \_\_\_\_\_

City / State / Postal Code: \_\_\_\_\_

Company Website Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Company Email: \_\_\_\_\_

Contact's Email: \_\_\_\_\_

Company Tax ID # (required) \_\_\_\_\_

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## #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) \_\_\_\_\_ \$875 ea (7' W x 6' D)

'Prime' 'table-top' booth(s) \_\_\_\_\_ \$925 each (7' W x 6' D)

### Additional Representatives

Two representatives are included for each booth purchased.

Additional representatives \_\_\_\_\_ \$65 ea

### Booth Preference

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

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_

### 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.)

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## #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, \$65

\_\_\_\_\_ Access attendee list, \$65

### 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.

\_\_\_\_\_ ½ page – exhibiting companies \$200

\_\_\_\_\_ ½ page – NON exhibiting companies \$325

\_\_\_\_\_ Full page – exhibiting companies \$350

\_\_\_\_\_ Full page – NON-exhibiting companies \$575

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

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## #4 Networking Opportunities

### Gala Tickets (details on [www.ACVOconference.org](http://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

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## #5 Finalizing the Details

### Totals

\$ \_\_\_\_\_ Exhibit rental fee(s)

\$ \_\_\_\_\_ Additional representative fee

\$ \_\_\_\_\_ Digital attendee list

\$ \_\_\_\_\_ Proceedings advertisements

\$ \_\_\_\_\_ Sponsorship commitment  
(Could be paid as late as July 15<sup>th</sup>)

\$ \_\_\_\_\_ Friday Gala tickets

\$ \_\_\_\_\_ Fun Run tickets

\$ \_\_\_\_\_ Late fee after July 30<sup>th</sup> \$100

(\$ \_\_\_\_\_ Less discounts with sponsorships)  
(See 'Sponsorship Menu' for deductions.)

Total due the ACVO: \$ \_\_\_\_\_

Total paid today: \$ \_\_\_\_\_  
(Less sponsorship amount is okay.)

## #6 Provide Payment Information

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

### **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

Exp Date: \_\_\_\_\_ Total to charge today: \$ \_\_\_\_\_

Total to charge, July 15<sup>th</sup>: \$ \_\_\_\_\_  
(sponsorships only)

Card number: \_\_\_\_\_

Name on card: \_\_\_\_\_

Billing address: \_\_\_\_\_  
( \_\_\_\_\_ same as 'company address')

Vin # on back of card: \_\_\_\_\_

Payment signature: \_\_\_\_\_

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## #7 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 July 31, 2010. After July 31st, 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 July 31st, then the vendor will be granted permission as of August 1st to purchase said booths requested. Payment will not be charged for booths 4 or higher until they are confirmed August 1st.
- All booths must be prepaid. Sponsorship fees may be delayed until July 15, 2010.
- 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 1<sup>st</sup>.
- Unless a written request for refund has been received by the ACVO prior to July 31, 2010, 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 Paradise Point 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.

\_\_\_\_\_ (signature required to reserve booth)

Accepted & Approved by Date  
Exhibitor Representative (signature)

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### 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: \_\_\_\_\_