Oklahoma Academy of Ophthalmology

2018 Codequest Seminar Exhibit Application

Saturday, April 14, 7 am – 12:30 pm
Samis Education Center, 1200 Children's Avenue
Oklahoma City, OK 73104

Or apply online at www.OklahomaEyes.org

Company Name (as it should appear): _____

Product/Service: _____

Representative Name(s): _____

Contact Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____ E-mail address: _____

☐ I have read and agree to the rules and regulations (on reverse side)

Signature: _____ Title: _____

Registration Fees

✓ 6 foot Tabletop Exhibit — $750 per exhibit table

(Make checks payable to Oklahoma Academy of Ophthalmology or include credit card info below.)

Card Number: _____

Expiration Date: _____ CVV #: _____

Name on Card: _____

Complete Billing Address: _____

Signature: _____

(*The CVV # is the 4-digit number on the front of American Express cards or the 3-digit number on the back of other cards*)

Oklahoma Academy of Ophthalmology
401 West 15th Street, Suite 825, Austin, Texas 78701
512-370-1549 (phone) 512-370-1637 (fax)
exec@OklahomaEyes.org www.OklahomaEyes.org

Exhibitor Rules and Regulations
Oklahoma Academy of Ophthalmology
Codequest 2018
For entire list of rules and regulations, go to www.OklahomaEyes.org

Qualifications of an Exhibitor: OAO Show management will, in its sole discretion, determine whether a prospective Exhibitor is eligible to participate in the OAO Show. Exhibitors shall be limited to those whose products or services are related to ophthalmic medical, professional, or practice interests. The OAO reserves the right to refuse to provide exhibit space to any exhibitor not compatible with the general character and objectives of the OAO Show, or if the OAO Show is full upon receipt of the application. Exhibits are available on a first come, first served basis. Once the exhibit hall is sold out, companies have the option of being on a wait list in the event that another company cancels.

Assignment of Exhibit Space:

a) Exhibitor may consider his/her space as reserved in the OAO Show upon acceptance of the application. However, placement will not be assigned until full payment has been received.
b) OAO Show management reserves the right to assign exhibit space, change the floor plan or move Exhibitor's exhibit space, without prior notice, if OAO Show management determines that it is in the best interest of the OAO Show.

Payment Policy:

a) Payment need not accompany the signed application.
b) Payment must be received by March 31, 2018 in order to be listed in the on-site materials as an Exhibitor, and to avoid cancellation.
c) Types of payment: check drawn on a US bank, credit cards (VISA, MC, AMEX). Payment may be made with credit card via www.OklahomaEyes.org.

Cancellation by Exhibitor

a) A 50% refund will be made to the Exhibitor if written notice is received by March 15, 2018.
b) After this date, no refunds will be issued. There will be no credit for resale of space.
c) This cancellation date will apply regardless of the date on which OAO Show accepted the Exhibitor's application.
d) OAO assumes no responsibility for having included the name of the cancelled Exhibitor in materials related to the OAO Show.

Cancellation by OAO:

a) If, after the contract is entered into, the OAO fails or is unable to provide an Exhibitor with the opportunity to exhibit at the OAO Show, due to fire, strikes, authority of the law, act of God or any other cause or reason, and the Exhibitor is not responsible for such failure, the Exhibitor's sole and exclusive remedy shall be the return of all monies that it has paid in connection with the Application/Contract. In such case, the OAO shall bear no further liability or responsibility under such agreement.
b) If Exhibitor fails to make payment by the deadline, OAO Show management may terminate the contract.
c) OAO Show management reserves the right to refuse Exhibitor permission to move in and set up and exhibit if the Exhibitor is in arrears of any payment.

Insurance Requirements and Exhibitor Appointed Contractors

a) Exhibitors shall carry their own insurance to cover exhibit material against damage and loss, and public liability insurance of at least $1 million per occurrence and $1 million aggregate, against injury to the person and property of others.
b) The Exhibitor shall, at its sole cost and expense, procure and maintain through the terms of the contract for exhibit space, workers' compensation insurance in full compliance with all federal and state laws governing all of the Exhibitor's employees engaged in performance of work for the Exhibitor.
c) Policies shall list the OAO as a named additional insured.
d) Carrier must be licensed to do business in Oklahoma.
e) If requested by the OAO, Exhibitor may be required to submit a certificate of insurance evidencing the required insurance.
f) Exhibitor Appointed Contractors (EAC) are individually required, at their own expense, to secure and maintain insurance coverage equivalent to that listed above, and may also be asked to furnish a certificate of insurance.
g) Any EAC must adhere to and will be bound by the Rules and Regulations and terms stated in this contract.
h) Exhibitors will be responsible for their EAC's.

Liability for Damages or Loss of Property. The exhibitor shall protect, indemnify, and hold harmless OAO, the hotel, and the respective employees and agents from any and all liability, loss, damage, or expense by reason of any injury or injuries sustained by any persons or property or loss of property or income that might be derived therefrom occurring in or about the exposition premises or entrances thereto or exits therefrom, including that caused by resulting from the negligence of OAO. The hotel shall not be responsible or liable for any injury, loss, or damage to any property or person brought in by the exhibitor or otherwise located in the exhibition premises.

Exhibit Booth Details

a) Each Exhibitor will be provided with a 6' by 24" draped table, two chairs, and an electrical outlet if needed. Exhibitors must conform to this or equivalent floor space.
b) Telephone service, decorating services, and internet connections are not provided by the OAO.
c) Security guard services are not provided by the OAO. All items brought into the facility are done so at the Exhibitor's own risk. The Exhibitor is solely responsible for the security and safeguarding of their exhibit and its contents at all times.