



**EYE BANK  
ASSOCIATION  
of AMERICA**

# **EXHIBITOR PROSPECTUS**

**EBAA 49<sup>th</sup> ANNUAL MEETING**

**JUNE 2-5, 2010**

*The Westin Hilton Head Resort  
Hilton Head, South Carolina*

*Don't miss out on this opportunity to participate in  
three of the most important and productive days of the year!*



# **EYE BANK ASSOCIATION of AMERICA**

## **Eye Bank Association of America (EBAA)**

### **49th Annual Meeting**

**The Westin Hilton Head Resort**

**Hilton Head, South Carolina**

**June 2-5, 2010**

The EBAA Annual Meeting has an attendance of over 250 eye bank executives, hospital development coordinators, ophthalmologists and technicians. They set the pace for change and are constantly looking for new products, services and technologies. The EBAA Annual Meeting is the one place they know they will find what they are looking for.

The EBAA Annual Meeting is the ideal venue for your company to promote its products and services to a wide variety of national and international leaders. Your competitors attend each year--don't miss this opportunity to keep up, and to showcase your company to a wide variety of decision-makers. Plus, you can make sales directly from your booth.

#### **Who Attends? Your Future Customers!**

Over 95% of the eye banks in North America are represented at this meeting. Eye banks must purchase state of the art equipment, supplies and services to aid in sight restoration.

## EXHIBITOR INFORMATION

### EXHIBIT HOURS

These hours are tentative and subject to change. An updated schedule will be sent with confirmations in May.

#### Wednesday, June 2

3:00 pm-5:00 pm Exhibitor Move In

#### Thursday, June 3

7:30 am-8:30 am Breakfast in Exhibit Hall  
6:00 pm-7:00 pm Welcome Reception in Exhibit Hall

#### Friday, June 4

8:00 am-9:00 am Breakfast in Exhibit Hall  
3:30 pm-4:00 pm Refreshment Break in Exhibit Hall

#### Saturday, June 5

7:30 am-8:30 am Breakfast in Exhibit Hall  
12:00 pm Exhibitor Move Out

### EXHIBIT FEES\*

<b><u>Organization Type</u></b>	<b><u>By April 1</u></b>	<b><u>After April 1</u></b>
<b>Commercial &amp; For Profit Organizations</b>	\$1200	\$1400
<b>EBAA Member Organizations</b> <i>(Active, Associate and Contributor)</i>	\$600	\$700
<b>Non-Profit Organizations</b>	\$700	\$800
<b>Extra Meeting Badges</b> <i>(Each booth includes two badges)</i>	\$125	\$125
<b>Annual Dinner Tickets</b>	\$125	\$125

## EXHIBITOR REGISTRATION INCLUDES:

Each booth includes:

- Program Book
- Meeting Gift
- Two Name Badges
- Welcome Reception Drink Tickets
- Breakfasts/Breaks on Thursday, Friday, and Saturday
- Attendance to all General and Scientific Sessions

In addition, exhibitors receive:

- Free Mailing Labels: The EBAA office will send (via email), to the primary contact listed on the exhibitor registration form, one set of mailing labels of all registered attendees (in a pdf format) no later than May 5<sup>th</sup>, and a final set of attendee labels will be sent in the same format following the meeting and will arrive no later than July 2. In addition, the EBAA will provide each exhibitor with an updated attendee list in their meeting registration packet.
- Free Listing in the Annual Meeting Program: Your listing includes your company name, address, contact person, telephone and fax numbers with a brief description of your products and services. You will also be listed in the pre-meeting issue of *Insight*, the EBAA newsletter.
- Free Website Listing: You will be listed as an exhibitor for the annual meeting on the EBAA website if your registration is received on or before April 1, 2010.

**\*Exhibit Space includes one 6' X 30" skirted table, two chairs, and a wastebasket (free-standing displays must not be greater than 8 feet in length behind the table).**

## IMPORTANT DATES/DEADLINES

April 1	Early bird registration ends Sponsorship forms submission deadline
April 14	Deadline to submit written description for program book
April 15	Hotel reservation deadline
May 1	Deadline for sponsors to submit ad copies
May 15	Deadline to place electrical order with hotel
June 2	Exhibitor move-in (3:00 pm) Westin Hilton Head

***SPONSORSHIPS ARE WELCOME – see attached documents for additional opportunities for the 2010 EBAA ANNUAL MEETING.***



**SECURITY RELEASE:**

The Exhibit Area may not be locked and secured. The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor's displays, equipment and other property brought upon the premises of the Westin Hilton Head Hotel and shall indemnify and hold harmless the EBAA and Westin agents, servants and employees from any and all such loses, damages and claims. Please sign below to acknowledge that the EBAA bears no responsibility for any loss or damage in connection with the EBAA Annual Meeting at Westin Hilton Head Resort. If these arrangements are not suitable, exhibitors are responsible for making alternative arrangements to ensure adequate safety of items of value.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ELECTRICALPOWER/INTERNET:**

Order forms will be sent with registration confirmations. All orders must be placed by May 15 with the hotel.

**SHIPPING INFORMATION:**

All materials may be shipped directly to the hotel no more than three (3) days prior to the meeting dates. The hotel will assess a handling fee determined by weight.

**SHIPPING LABELS:** All labels should include the following:

EBAA/June 2-5  
(Name of your company and person picking up the packages on site)  
c/o The Westin Resort Hilton Head Island  
2 Grasslawn Avenue  
Hilton Head Island, SC 29928-5536

**BOOTH NUMBERS:** Booth numbers are not necessary for shipping.

**I request that my exhibit table will not be placed next to the following vendor(s):**

\_\_\_\_\_  
\_\_\_\_\_

**ORGANIZATION DESCRIPTION FOR PROGRAM BOOK:**  
**DUE by APRIL 14**

Please provide a type written description of the company, products, and/or services. This information will be printed in the meeting program and may not exceed 100 words.

Send program book descriptions to:

**Trish Hardy, EBAA Information Specialist**

[trish@restoresight.org](mailto:trish@restoresight.org)

Fax: 202-429-6036

**CANCELLATION POLICY:**

Exhibitors canceling prior to **May 1, 2010**, will be charged 50% of the exhibit fee. Exhibitors canceling after **May 1, 2010** are not eligible for a refund.

**HOTEL:** Upon receipt of your registration form, you will be given the website link for the Westin Hilton Head Resort to make your hotel reservation. Room rates are \$199.00 per night plus tax. **Reservations must be made by April 15 to get the group rate.**

**TRAVEL:** There is an airport on Hilton Head Island that is minutes away from the resort. The Savannah, Georgia airport is approximately a 45-minute drive.

**PRIZE DONATIONS:** There will be a beach competition the afternoon of Wednesday, June 2. Prizes will be given to the "winning teams." Please contact us if your company would like to contribute one of the prizes for this exciting competition. These prizes will replace those formerly collected for the annual raffle.

**COMMUNICATION**

Please direct all communications regarding exhibits to:

Tricia Stevens Petras, Annual Meeting Planner  
105 Twin Ridge Lane, Richmond, VA 23235

(804) 320-2833/phone

(804) 272-1320/fax

E-mail: [tpetras@restoresight.org](mailto:tpetras@restoresight.org)