



2010 American Glaucoma Society Annual Meeting
Naples Grande Resort, March 4-7, 2010
Naples, Florida

Exhibitor Information

Dear Exhibitor,

We are delighted with your planned participation in the American Glaucoma Society's 21st Annual Meeting at the Naples Grande Resort, in Naples, Florida. This meeting celebrates the 25th anniversary of the American Glaucoma Society.

The following information should help answer many common questions about the meeting, as well as help you plan for your upcoming trip to Naples. Please read it carefully.

We look forward to seeing you in Naples!

Annual Meeting Quick Reference

The exhibit hall will be located in the Orchid Ballroom, on Level 2 of the Naples Grande Resort. Registration will be located in Acacia I, also on Level 2.

	<u>Exhibitor Registration</u>	<u>Exhibit Installation</u>	<u>Exhibit Hours</u>	<u>Exhibit Dismantle</u>
Wednesday, March 3	5:00pm -8:00pm	5:00pm -8:00pm		
Thursday, March 4	7:00am-7:00pm		7:00am-5:30pm	
Friday, March 5	7:00am-6:00pm		7:00am-6:00pm	
Saturday, March 6	7:00am-2:00pm		7:00am-4:30pm	
Sunday, March 7	7:00am-10:30am		7:00am-10:30am	10:30am-12:00pm

Material Handling Rates

Drayage charges will be assessed for all packages/boxes received, stored and handled by The Naples Grande Resort & Club:

- \$5.00 for each package/box 0-49 lbs
- \$25.00 for each package/box 50 lbs and over
- Pallets and cases will be individually assessed.

Fees include:

- Receiving, handling and storage of boxes for no more than 3 days prior to the group's arrival and 2 days after group's departure.
- Delivery of shipments to meeting room(s), exhibit booths as requested.
- Handling of materials/boxes in preparation for outgoing shipment (not including shipping fees)

All packages can be retrieved from the business center at the Naples Grande, located on Level 2. You can reach the business center at 239-597-3232, extension 5852 or email to busctr@naplesresort.com.

Shipping

If you are planning to ship any packages to The Naples Grande Resort & Club prior to your arrival, please label them as follows:

The Naples Grande Resort & Club
Hold For: Individual Name/ AGS
475 Seagate Drive
Naples, FL 34103

Table top Exhibits:

The exhibit hall is designed for tabletop exhibits; with each exhibitor's table 6 ft in length. Please refrain from bringing exhibits that are larger than the allotted space. Large items that are placed on the floor can be intrusive to other exhibitors by blocking or impeding attendees from getting to other exhibit tables. If a large item that is critical to your exhibit will not fit on your 6 ft table you must contact AGS prior to the meeting so proper placement on the exhibit floor can be assessed. You may be required to rent a second space to accommodate the floor item. Items not cleared with AGS prior to arrival may not be allowed to be set up.

In general, exhibit space is assigned on a first come, first serve basis. Every effort will be made to place exhibitors in locations that are to their benefit. However, if needed space will be allocated on any basis deemed most appropriate.

ACCME Guidelines

No commercial promotional materials shall be displayed or distributed in the educational space before, during, or after a CME activity. Representatives of commercial supporters may not engage in sales activities while in the room where educational activity takes place.

Support of AGS CME activities does not influence AGS booth space assignment decisions.

Services Provided:

For your table top exhibit, we will provide a wastebasket and two chairs per each 6ft table. Tables will be skirted.

Electrical & Audio/Visual Needs

Should your table top exhibit require electricity and/or audio/visual equipment, you may either fill out the a/v form on the AGS website, or contact the hotel directly. The hotel contact is:

Jose E. Brao
Catering and Convention Service Manager
jose.brao@hilton.com
Phone 239.594.6036
Fax 239.597-1567

Electrical services will NOT automatically be set up in the Orchid Ballroom. If you need electrical services you MUST contact the hotel prior to your arrival, or return the a/v form to the AGS office.

Removal of Trunks and Crates

All trunks, crates, boxes or any other items used to transport items for your table top exhibit must be removed from the exhibit hall floor and placed in storage prior to the floor opening on Thursday, March 4 at 7:00am.

Location of Storage Onsite

Exhibitor storage will be located on Level 2 in the Hibiscus room. Please note that storage is only for trunks and crates. Giveaways, product literature, etc., must be stored under your table. If an item does not fully fit under your table it must be taken to the storage room.

Security and Insurance

A storage room will be available for overnight use if desired. However, neither AGS nor the hotel can assume responsibility for loss of, or damage to, exhibitors' property. Exhibitors are encouraged to take security precautions to protect their own property. Each exhibitor carries the responsibility of maintaining adequate insurance coverage against injury to persons, damage to or loss of property.

Liability

AGS will bear no liability for personal injuries or property loss or damage to an exhibitor, its employees, contractors or business invitees, regardless of the cause, unless such injury or damage results from the gross negligence or intentional wrongful acts of AGS.

Each exhibitor, in reserving space, agrees to indemnify, defend and hold harmless AGS from any and all claims, liability, damages or expenses (including attorney's fees) asserted against them or incurred by them as a result of, in connection with, or arising from any loss of or damage to property, or injury to persons resulting from, arising out of, or in any way connected with the negligence or wrongful acts or omissions of the exhibitor or its agents or employees, contractors, or business invitees.

All exhibits must be in compliance with all local, state and federal statutes, ordinances, rules, orders and regulations that are in force or applicable during the meeting, including without limitation, the Americans with Disabilities Act of 1992, and as amended.

Exhibit Registration Desk

The exhibit service desk will be located in Acacia 1 on the second level of the hotel. Please refer to the chart on the first page for service hours.

Badges

All exhibitors and accompanying representatives must register for the meeting and pick up their badge prior to setting up on the exhibit floor. Exhibitors are allowed 2 complimentary registrations and can register up to 2 additional registrations. Those without badges will not be allowed on the exhibit hall floor. Please be sure to submit all names prior to arriving onsite.

Booth Staff

Exhibits must be staffed during exhibit hours. Booth staff members are expected to dress and conduct themselves in a professional manner, consistent with a medical meeting.

Ancillary Meetings & Events

Exhibitors may not plan, be part of, or encourage AGS attendee participation in any functions during the following days and hours:

Thursday, March 4	8:00am – 6:30pm
Friday, March 5	7:00am – 6:00pm
Saturday, March 6	7:00am – 5:00pm
Sunday, March 7	7:00am- 11:00am

Exhibitors planning events at the Naples Grande must contact the hotel to request space. All space requests will be vetted through AGS for approval. To request space, please contact:

Jose E. Brao

Catering and Convention Service Manager

jose.brao@hilton.com

Phone 239.594.6036

Fax 239.597-1567

Registered exhibitors are welcome to attend the AGS Welcome Reception and Gala Dinner. Please provide us with the names of your exhibitor representatives at your earliest convenience or no later than Wednesday, February 5, 2010

Housing

Housing for exhibitors will be available beginning December 4th. The housing link can be accessed via the AGS homepage at www.glaucomaweb.org/

Notification of exhibit location

All exhibitors will be notified of their booth location, via email, in February.

Future AGS dates and locations

St. Regis Monarch Beach, Dana Point, CA March 3-6, 2011
Waldorf Astoria, New York City, New York, March 1-4, 2012

Contact

The American Glaucoma Society
655 Beach Street
San Francisco, CA 94109
Direct: (415) 447-0587
ags@aao.org
www.americanglaucomasociety.net

Registration:

Adriana Gordon, AGS Client Services Coordinator
agordon@aao.org

Meeting logistics:

Rebekah Stout, Meetings Manager
rstout@aao.org