



**JUNE 17-20
DALLAS**

2020 ANNUAL MEETING EXHIBITOR PROSPECTUS



Details

June 17-20, 2020
Fairmont Dallas Hotel
International Ballroom
Dallas, Texas

Why Exhibit with EBAA?

The EBAA Annual Meeting, with an attendance of over 350 eye bank professionals and corneal surgeons, is the ideal venue for companies to promote their products and services to leaders in the eye banking profession from the US and around the world.

Highlights

- Access to eye bank professionals from around the US and the world at the premiere eye banking meeting of the year
- Dedicated Exhibit Hall hours, including six meal and break functions in the Exhibit Hall
- EBAA LIVE - the newly revamped Exhibit Hall Reception
- New activities, components, and design elements to create a dynamic experience
- Two complimentary tickets to the Wednesday Social Event

Who Will be at this Meeting?

- Eye Bank Executives
- Eye Bank Technicians
- Quality Assurance Professionals
- Eye Bank Decision-Makers
- Corneal Tissue Processing Technicians
- Hospital Development Coordinators
- Researchers
- Corneal Surgeons
- Leaders in Eye Banking

Included with Your Registration

Meeting Access: Access to the Exhibit Hall as well as general and scientific educational sessions.

Table Information: One 6'x30" skirted table, two chairs, a wastebasket and power strip. Free-standing displays that are greater than 8 feet in length behind the table cannot be accommodated.

Attendee Information: The EBAA Meeting App will feature an attendee list. A complete list of attendee contact information, including mailing address and email address will be sent out before and after the meeting.

Food & Beverage: Two tickets to the Wednesday night social event, breakfast and lunch on Thursday and Friday, and two drink tickets for EBAA LIVE Reception. Additional social event tickets and Awards Dinner tickets may be purchased.

EBAA LIVE: A fun, interactive evening reception in the Exhibit Hall. The event will take place on Thursday, June 18 and will include dedicated exhibit time, drinks, food, games, activities, drawings, and more!

Exposure: Listing in the EBAA Meeting App and website with logo and information. The organization will also be featured in EBAA's monthly newsletter, "Insight", as well as other messaging and social media content.

Representatives: Each registration includes access and name badges for two individuals. Badges may be purchased for up to two additional attendees.

Important Dates

March - April: Table Selection (Ongoing)

April 20: Early Bird Rates End

April 22: Preliminary Attendee Information Distributed

May 20: Registration Ends

May 20: Hotel Room Block Deadline

June 17-19: EBAA Annual Meeting

June 25: Attendee Contact Information Distributed



Exhibitor Registration Fees

Organization Type	Through April 20	After April 20
EBAA Member:	\$750	\$850
Non-Member (Non-Profit)	\$1,000	\$1,250
Non-Member (For-Profit)	\$1,750	\$2,000
Extras		
3rd Meeting Badge	\$250	\$350
4th Meeting Badge	\$400	\$500
Raffle Sponsorship	\$500	\$500
Extra Social Event Ticket	\$55	\$65
Awards Dinner Ticket	\$150	\$200

Exhibit Hall Hours

Wednesday, June 17

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

Thursday, June 18

7:00am - 8:15am Breakfast in Exhibit Hall

11:00am - 1:00pm Lunch in Exhibit Hall

5:45pm - 8:00pm EBAA LIVE

Friday, June 19

7:30am - 9:00am Breakfast in Exhibit Hall

11:00am - 1:00pm Lunch in Exhibit Hall

1:00pm - 3:00pm Exhibit Hall Move-Out

*These hours are subject to change.

Sponsorship Opportunities

EBAA has developed a range of sponsorship packages to help you promote your organization and communicate the benefits of your products and services. Sponsorship opportunities range from Platinum (\$20,000), Gold (\$10,000-19,999); Silver (\$5,000-9,999) and Sponsor (\$2,000-4,999). Opportunities include:

- Welcome Reception
- Lunch in Exhibit Hall
- Meeting Wi-Fi
- Continental Breakfast
- A/V Support
- Meeting App
- Hotel Room Keys
- Keynote Speaker
- Refreshment Break
- Shipping Sponsorship
- Banner Ad in Meeting App

Please contact [Kevin Corcoran](#) for more information.

Sponsorship of Exhibit Hall Raffles

EBAA will hold a series of raffles during each exhibit hall function. Each raffle is available for sponsorship.

Raffle sponsoring benefits include:

- Raffle ticket collection at your table
- Drawing and announcement of the winner
- Additional recognition as a raffle sponsor

To sponsor a raffle, add it to your exhibitor registration during checkout.



Exhibitor Guidelines

Exhibitor Move-In

Exhibitor move-in will take place Wednesday, June 17, 3 pm - 5 pm. Please set up your table at this time to be ready for the breakfast in the Exhibit Hall on Thursday morning. One 6'x30" skirted table, two chairs, a wastebasket and electrical power will be provided. Free-standing displays that are greater than 8 feet in length behind the table cannot be accommodated.

If you completed a credit card authorization form, your exhibit materials will be delivered to your table. If you do not complete a credit card authorization form, proceed directly to the Exhibit Hall and a hotel representative will be there to assist you and have your materials delivered directly to your table. You will need to sign for all your materials upon delivery and authorize the charges to be billed to your room.

Electrical and AV Needs

Each exhibitor will receive one outlet and power strip as part of the exhibitor package, unless you indicated during registration that power was not needed. If additional power or AV equipment is necessary, exhibitors may order directly through PSAV using the attached form no later than Wednesday, May 27th.

Empty Container Instructions

Each empty container should have a sticker with your company name and table number. These containers should be left in front of the table and will be picked up and stored until tear-down on Friday at 1 pm. Please make sure that your containers are completely empty as they will not be accessible during show hours. The UPS Store will store your containers at a cost of \$50 per piece.

Labor and Safety Information

Installation & Dismantle: The Fairmont does not install or dismantle any equipment. Each vendor will be responsible to set up and tear down their exhibit.

The UPS Store does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact the Fairmont Dallas to be sure the material will be allowed at the facility. The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by Exhibitors.

Exhibit Hall Flooring

The Exhibit Hall is carpeted.



Exhibitor Guidelines

Exhibitor Move-Out

Exhibitor move-out will begin to move out of the Exhibit Hall on Friday, June 19, at 1 pm. The Fairmont Dallas will provide you with a handling agreement form. If you plan to use a corporate UPS or FedEx account for your outbound shipment, it is recommended that you print your labels or bring waybills containing your corporate account number. Be sure your freight carrier knows the company name and table number when making arrangements to collect your exhibit materials. Pickup of out-bound shipments by any carrier other than UPS or FedEx must be coordinated ahead of time with the Fairmont Dallas, and may be subject to additional fees.

Please have all carriers pick up their freight no later than 5:00 pm on Monday, June 22, 2020. The Business Center is not responsible for any packages or freight left in the Exhibit Hall without our direct knowledge of shipping arrangements.

Breakdown Instructions

The hotel will collect all addressed and labeled packages/exhibit materials at each table. Please ensure all materials are clearly labeled and packaged that will be shipped out. Any items left behind in the ballroom will be discarded by the hotel. Note: If packages do not have the appropriate air/ground bills, the packages will not be shipped.

All Exhibitor materials must be removed from the exhibit facility floor by 3:00 PM on Friday, June 19.

Highlighted Evening Social Functions

EBAA LIVE

A fun and lively reception will be held in the Exhibit Hall on Thursday, June 18, from 5:30-7:30pm. The event will take place during peak attendance of the meeting and will include food, drinks, and a variety of activities. EBAA LIVE is a great opportunity to engage with attendees in an enjoyable and relaxed atmosphere, while discussing your latest products and services.

An Evening in the Orinoco Rainforest

Each exhibitor will receive 2 complimentary tickets to the social event on Wednesday, June 17 at the Dallas World Aquarium. The evening will include food and drinks, as you stroll through the Orinoco Rain Forest. Guests will have the opportunity to see a variety of animals, including birds, sloths, crocodiles, and a manatee. The evening is a great way to network with the attendees in a fun and relaxed environment.

EBAA Contact for Exhibitors

For more information on exhibiting at the EBAA 2020 Annual Meeting, please contact [Genevieve Casaceli](#).

Shipping and Handling Information

Packages from all carriers including UPS/FedEx/USPS/DHL/Freight that are shipped to and from The Fairmont Dallas are handled by The UPS Store located on the property. UPS Store Pricing Guide is located at the end of this document.

The UPS Store (located inside the Fairmont Dallas) will accept crated, boxed or skidded materials beginning June 12, 2020. Additional storage fees will apply to each package received more than five calendar days before delivery to recipient. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Materials are accepted at the hotel Monday through Friday between the hours of 7:30 am - 6:30 pm and on Saturdays between the hours of 10:00am-3:00pm.

Inbound Shipping Instructions:

Once packages arrive, a UPS Store associate will call or place a room message for the guest. All packages received by The UPS Store require a signature release before leaving The UPS Store custody. Release signatures are captured at the time of package pickup at The UPS Store or during delivery to the recipient on hotel property. Inbound receiving and handling fees will be applied to all packages.

When addressing the packages going to the Hotel, please use the individual guest name that will be on-site to sign for the packages as noted below:

The Fairmont Hotel

C/o <Guest Name> - <EBAA Annual Mtg 6/17-20>

1717 N. Akard St.

Dallas, TX 75201

<Phone number>

Please DO NOT address your packages to a hotel employee or Event Manager as this could cause a delay in receiving the package. To ensure proper delivery time for your event, please schedule your package to be delivered to the hotel one or more days prior to the start of your event. Packages scheduled to be delivered on the day of your event may cause a delivery delay.

Outbound Package Handling Instructions:

Hotel guests, including conference attendees and exhibitors have the option to either use a pre-paid carrier shipping label or ship directly with The UPS Store. Shipping charges can be applied to your room, master account or with a major credit card. For packages not shipped directly through The UPS Store, package handling fees apply. If you do not have a pre-paid label, see The UPS Store for assistance. Boxes, carrier envelopes and shipping supplies for both FedEx and UPS are available at The UPS Store. Pickup of outbound shipments by any carrier other than UPS or FedEx, including Freight shipments, 2 must be coordinated in advance with The UPS Store. Outbound receiving and handling fees will be applied to all packages.



EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS		ORDERED BY		

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered by the days rented. Please include applicable Sales Tax on equipment rental.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax. Labor and/or service charges may apply and/or loss damage waiver.

Shipping Instructions – Mark any materials sent to the venue as follows:

1. Address Packages to: The Fairmont Dallas, 1717 N. Akard Street, Dallas, TX 75201
2. Hold for Arrival - Attn: Guest's Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

Form Submission – Email completed forms to: smcgregor@psav.com.

MONITORS

	PRICE	QTY	DAYS	TOTAL
■ 22" Multi sync monitor <input type="checkbox"/> Single-pole stand	\$ _____	_____	_____	\$ _____
■ 32" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand	\$ _____	_____	_____	\$ _____
■ 46" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand	\$ _____	_____	_____	\$ _____
■ 55" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand	\$ _____	_____	_____	\$ _____

AUDIO EQUIPMENT

	PRICE	QTY	DAYS	TOTAL
■ Wired handheld microphone	\$ _____	_____	_____	\$ _____
■ Wireless microphone <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier	\$ _____	_____	_____	\$ _____
■ Powered speaker <i>Up to five people</i>	\$ _____	_____	_____	\$ _____
■ Sound system ■ <i>two speakers, two stands, one mixer, one wired microphone</i> ■ <i>up to 20 people</i>	\$ _____	_____	_____	\$ _____
■ 4-channel mixer	\$ _____	_____	_____	\$ _____

ACCESSORIES

	PRICE	QTY	DAYS	TOTAL
■ Laptop	\$ _____	_____	_____	\$ _____

PROJECTION

	PRICE	QTY	DAYS	TOTAL
■ LCD projector	\$ _____	_____	_____	\$ _____
■ Tripod screen <input type="checkbox"/> 5' <input type="checkbox"/> 6' <input type="checkbox"/> 7' <input type="checkbox"/> 8'	\$ _____	_____	_____	\$ _____

INTERNET

	PRICE	QTY	DAYS	TOTAL
■ Wired internet connection	\$ _____	_____	_____	\$ _____
■ Wireless internet connection	\$ _____	_____	_____	\$ _____

LIGHTING

	PRICE	QTY	DAYS	TOTAL
■ Up-light	\$ _____	_____	_____	\$ _____

POWER

	PRICE	QTY	DAYS	TOTAL
■ 120V – 5 AMP	\$ _____	_____	_____	\$ _____
■ 120V – 15 AMP	\$ _____	_____	_____	\$ _____
■ 208V Single Phase – 30 AMP	\$ _____	_____	_____	\$ _____
■ 208V Single Phase – 60 AMP	\$ _____	_____	_____	\$ _____
■ 208V Three Phase – 30 AMP	\$ _____	_____	_____	\$ _____
■ 208V Three Phase – 60 AMP	\$ _____	_____	_____	\$ _____
■ 25' AC cable	\$ _____	_____	_____	\$ _____
■ Power strip	\$ _____	_____	_____	\$ _____

RIGGING

All rigging requests should be placed using the [Rigging Request Form](#).

CUSTOM ITEMS

	PRICE	QTY	DAYS	TOTAL
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____

SPECIAL REQUESTS

Please add any items not listed above that you require.

Sabrina McGregor

The Fairmont Dallas

1717 N. Akard St., Dallas, TX 75201

■ office: 214.382.9994 ■ email: smcgregor@psav.com



THE UPS STORE PRICE LIST
FOR HOTEL GUESTS/GROUPS
(Effective May 1, 2017)

Computer Usage		Faxing	
\$0.59/min. \$1.95 min.		\$2.00 – Outgoing Domestic 1st page	
Boarding passes – No Charge		\$1.00 per page – Outgoing pages after the 1st	
		\$1.00 per page – Incoming pages	
Printing/Copies			
Black & white 8.5"x11"		Scanning	
\$.29 - (1 - 100 copies)		\$4.95 – Scanning service (includes 1st Page)	
\$.24 - (101 - 500 copies)		\$.25 per page	
\$.19 - (501 - 1000 copies)			
\$.15 - (1001 + copies)		Binding	
\$.49 - Black & white 8.5"x14"		\$4.95 per book (Comb)	
\$.49 - Black & white 11"x17"		\$5.95 per book (Coil)	
Color 8.5"x11"		\$1.00 covers/backs (clear, black, blue)	
\$1.49 - (1 - 50 copies)			
\$1.29 - (51 - 100 copies)		Laminating	
\$1.09 - (101 - 500 copies)		\$2.95 - 8.5"x11"	
\$0.89 - (501 + copies)		\$3.95 - 8.5"x14"	
\$1.89 - Color 8.5"x14"		\$4.95 - 11"x17"	
\$1.89 - Color 11"x17"			
Document Shredding			
USPS Metered Mail		\$1.95 per pound	
Domestic Postcard - \$0.45			
Intl. Postcard/Letter - \$1.95		Corrugated Boxes**	
Priority Mail Flat Rate Envelope - \$9.63	6x6x6	\$1.57	14x14x14 \$4.80 \$4.60
			14 14 \$5.07
	8x8x8	\$2.00	16x16x16 \$5.85 \$5.07
	10x10x10	\$2.81	16 16 \$7.00
	12x12x12	\$3.84	18x18x18
			18
			20x20x20
			20
USPS Stamps		**Various other sizes available	
Regular First Class Stamp - \$0.65			
First Class Book of 20 - \$11.80			
Shipping UPS/USPS/DHL Services - Retail rates		Office/Travel Supplies See In store pricing	

Package Handling Charges		
Weight	Inbound Receiving Charges	Outbound Handling/Drop Off Charges
1 to 10 lbs	\$5.00	\$5.00
10.1 - 20 lbs	\$12.00	\$12.00
20.1 - 40 lbs	\$25.00	\$25.00
40.1 - 60 lbs	\$60.00	\$60.00
60.1 - 100 lbs	\$75.00	\$75.00
100.1 + lbs	\$120.00	\$120.00
Crates & Pallets	\$250.00	\$250.00
Oversize Fee (over 75")	\$25/day	\$25/day
Storage Fee (after 5 days)	\$5/day	\$5/day
\$25/day pallets		\$25/day pallets