



JUNE 21-24 • DALLAS

2023 ANNUAL MEETING EXHIBITOR PROSPECTUS



Details

June 21-23, 2023

Fairmont Dallas

Dallas, Texas

Why Exhibit with EBAA?

The EBAA Annual Meeting, with an attendance of over 300 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.

Who Will be at this Meeting?

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

Included with Your Registration

Meeting Access: Exhibitors may attend all educational sessions.

Table Information: One 6'x30" skirted table, two chairs, and a wastebasket. 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 email address, will be sent out before and after the meeting.

Food & Beverage: Breakfast and lunch on Thursday and Friday and two drink tickets per representative for the Exhibit Hall Reception. Social event tickets and Awards Dinner tickets may be purchased.

Exhibit Hall Welcome Reception: Kick-off the first day of the meeting at this welcome reception, which offers opportunities to network and connect with meeting attendees.

Exposure: Listing in the EBAA Meeting App and website with logo and information. The organization will also be featured in EBAA communications and social media.

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

Important Dates

April (Ongoing): Table Selection

April 28: Early Bird Rates End

May 3: Preliminary Attendee Information Distributed

May 22: Hotel Room Block Deadline

May 26: Registration Ends

June 21 - 24: EBAA Annual Meeting

June 28: Attendee Contact Information Distributed



Exhibitor Registration Fees

Fee Type	Through April 28	April 29 - June 9
EBAA Member:	\$800	\$1,000
Non-Member (Non-Profit)	\$1,200	\$1,400
Non-Member (Corporate)	\$2,000	\$2,250
3rd/4th Meeting Badge	\$350	\$500

Exhibit Hall Hours

Wednesday, June 21

- 12:00pm - 4:00pm Exhibitor Move-In
- 5:00pm - 7:00pm EBAA Welcome Reception

Thursday, June 22

- 7:00am - 7:45am Breakfast in Exhibit Hall
- 12:00pm - 1:00pm Lunch in Exhibit Hall
- 3:30pm - 4:00pm Break in Exhibit Hall

Friday, June 23

- 7:30am - 8:45am Breakfast in Exhibit Hall
- 11:45am - 1:00pm Lunch in Exhibit Hall
- 1:00pm - 3:00pm Exhibitor Move-Out

*These hours are subject to change.

Sponsorship Opportunities

EBAA has developed a wide range of sponsorship packages for added visibility. There are multiple sponsorship opportunities available, at varying price points, to further communicate your products and services to hundreds of eye bankers and corneal surgeons. These sponsorships come with a number of benefits and recognition opportunities. For more information, please visit the [sponsorship page](#) or contact [Genevieve Magnuson](#).

Exhibitor Guidelines

Exhibitor Move-In

Exhibitor move-in will take place Wednesday, June 21, 12 pm - 4 pm. The UPS Store on-site will deliver any packages shipped to you to your table. Please set up your table at this time to be ready for the Exhibit Hall Welcome Reception in the Exhibit Hall that evening. One 6'x30" skirted table, two chairs, and a wastebasket will be provided. Free-standing displays that are greater than 8 feet in any dimension behind the table cannot be accommodated.

Exhibitor Move-Out

Exhibitor move-out will take place on Friday, June 23, 1 pm - 3 pm, following the lunch in the Exhibit Hall. All Exhibitor materials must be removed from the exhibit facility floor by 3:00 pm. Packages that have pre-printed labels on them can be left at your table, and UPS will pick them up after move-out has ended.

Electrical and A/V Needs

Electrical and A/V requests can be submitted using their [online order form](#). Please order in advance.

Exhibit Hall Location

International Ballroom

Exhibit Hall Flooring

The Exhibit Hall is carpeted.

EBAA Contact for Exhibitors

For more information on exhibiting at the EBAA 2023 Annual Meeting, please contact Genevieve Magnuson.

Genevieve@restoresight.org

814-418-9839

Package Handling Instructions

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. There are two (2) types of package handling services – Inbound and Outbound:

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 and include the following services:

1. Package receiving at hotel dock.
2. Logging and tracking of each package from inception to guest acceptance.
3. Providing package notification/alerts.
4. Securely storing packages until Guest is ready.
5. Pickup or delivery of packages anywhere on property.
6. Reporting.

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> - <Event Name>
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,

must be coordinated in advance with The UPS Store. Outbound receiving and handling fees will be applied to all packages and include the following services:

1. Pickup of packages anywhere on hotel property.
2. Transporting packages to hotel dock.
3. Securely storing packages until picked-up by carrier.
4. Reporting.

Package Handling Fees (per package)

<u>Inbound Receiving Fees</u>	<u>Outbound Handling Fees</u>
1-10.00 lbs: \$5.00	1-10.00 lbs: \$5.00
10.1-20.00 lbs: \$12.00	10.1-20.00 lbs: \$12.00
20.1-40.00 lbs: \$25.00	20.1-40.00 lbs: \$25.00
40.1-60.00 lbs: \$60.00	40.1-60.00 lbs: \$60.00
60.1-100.00 lbs: \$75.00	60.1-100.00 lbs: \$75.00
100.1 + lbs: \$120.00	100.1 + lbs: \$120.00
Crates & Pallets: \$250.00	Crates & Pallets: \$250.00

Contact Information

The UPS Store (#6621)
1717 N. Akard St.
Dallas, TX 75201
214-720-7455
Store6621@theupsstore.com