



JUNE 5-8, 2024 • KANSAS CITY

2024 ANNUAL MEETING EXHIBITOR PROSPECTUS



Details

June 5-8, 2024

Loews Kansas City Hotel
Kansas City, MO

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.

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 and two chairs. Free-standing displays that are greater than 8 feet in length behind the table cannot be accommodated.

Attendee Information: 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 are included. 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 5: Early Bird Rates End

April 10: Preliminary Attendee Information Distributed

May 3: Registration Ends

May 13: Hotel Room Block Deadline

June 5-8: EBAA Annual Meeting



Exhibitor Registration Fees

Fee Type	Through April 5	April 6 - May 3
EBAA Member:	\$800	\$1,000
Non-Member (Non-Profit)	\$1,250	\$1,500
Non-Member (Corporate)	\$2,000	\$2,250
3rd/4th Meeting Badge	\$350	\$500

Exhibit Hall Hours

Wednesday, June 5

12:00pm - 4:00pm Exhibitor Move-In

5:15pm - 7:00pm Welcome Reception

Thursday, June 6

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

12:00pm - 1:00pm Lunch in Exhibit Hall

3:15pm - 3:45pm Break in Exhibit Hall

Friday, June 7

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

11:30am - 1:00pm Lunch in Exhibit Hall

1:00pm - 3:00pm Exhibitor Move-Out (NOTE: Exhibitors may choose to stay through breakfast on Saturday)

Saturday, June 8

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

8:45am - 10:00am Exhibitor Move-Out

*These hours are subject to change.

Sponsorship Opportunities

EBAA has developed a wide range of sponsorship packages for added visibility. 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 5, 12 pm - 4 pm. Any packages shipped to you will be delivered to your table. Please set up your table at this time to be ready for the Welcome Reception in the Exhibit Hall that evening.

Exhibitor Move-Out

Exhibitor move-out will take place on Friday, June 7, 1 pm - 3 pm, following the lunch in the Exhibit Hall. NOTE: New in 2024, we are allowing exhibitors to stay through breakfast on Saturday morning, if they choose. This will give you an opportunity to connect with corneal surgeons who may only be arriving on Friday after many exhibitors have already left.

If you are leaving on Friday, your packages must be taped up with a pre-created label on the boxes. Exhibitors will be provided an additional form to fill out on-site which will need to be taken to the Bell Stand so they know that you have packages that need to be picked up.

If you are leaving on Saturday, move-out will take place on Saturday, June 8, from 8:45 am – 10:00 am, following the breakfast in the Exhibit Hall. Your packages must be taped up with a pre-created label on the boxes. Exhibitors will be provided an additional form to fill out on-site which will need to be taken to the Bell Stand so they know that you have packages that need to be picked up.

AV/Electrical Orders

Please order your AV/electrical orders in advance using [this link](#). Enter City Beautiful for the Room/Location. Please note we will have WiFi in the meeting space so the WiFi package is not needed unless you envision streaming something from your table.

EBAA Contact for Exhibitors

For more information on exhibiting, please contact Genevieve Magnuson.

Genevieve@restoresight.org

814-418-9839



Information for Package and Box Deliveries

Incoming Packages

Loading Dock address: **1534 Baltimore, Kansas City, MO 64108**

In order to avoid any confusion or misplaced materials, anything being sent to the Hotel should be addressed as follows:

Attention: (Guest Name/Exhibitor Name)

(Group Name and On-Site Representative)

Guest/Exhibitor Telephone Number

Company Name

Event Date(s)

Meeting Room Name

There is a handling charge for all incoming items and outgoing items handled by Team Members. Service fee and prices are as follows:

Incoming Package Handling Fees	Price / Each	Outgoing Package Handling Fees	Price / Each
Carrier Envelope	\$2.00	Carrier Envelope or Padded Package	\$2.00
Padded Package	\$5.00	All Boxes	\$10.00
1-10 lbs.	\$5.00	Pallet	\$300.00
11-20 lbs.	\$10.00		
21-40 lbs.	\$20.00		
41-60 lbs.	\$40.00		
61+ lbs.	\$75.00		
Pallet	\$300.00		

Storage over (3) days is \$25.00 per item, per day.

Pallet Storage is \$50.00 per pallet, per day

If delivery is required within the hotel, an additional \$100.00 per pallet will apply.

Boxes and materials sent to the hotel for your event must not reach the hotel earlier than three (3) days prior to the function without the consent of your Hotel Representative. An extra labor fee for storing and delivering to the function room of large shipments of boxes is charged based on amount of time spent by the hotel staff in handling these materials.

Outgoing Packages

Outgoing group packages must be **sealed and labeled** prior to **requesting** that the hotel staff pick them up.

All UPS / FedEx pick-ups must be originated by shipper, the hotel cannot set up UPS / FedEx pick-ups.

Group is responsible of removal of pallets and shipping materials. If pallets and shipping materials are not removed, removal fee of \$10 per pallet will apply and will be added to the Guest or group master account.

Convention Center Package Delivery

There is an ADDITIONAL service fee for packages delivered by Team Members of Loews Hotels & Co. between the hotel and the Kansas City Convention Center. Service fees and prices are as follows:

Convention Center Delivery Fee	Price Per Piece		
Carrier Envelope	\$1.00	21-40 lbs.	\$10.00
Padded Pak	\$2.50	41-60 lbs.	\$20.00
1-10 lbs.	\$2.50	61+ lbs.	\$37.50
11-20 lbs.	\$5.00	Pallets	\$150.00 each

KANSAS CITY

Package Handling Form

There is a handling charge for all incoming and outgoing items handled by the team members of Loews Hotels & Co. Service fees and prices are as follows:

Incoming Package Handling	Price	Number of Packages
Carrier Envelope	\$2.00	
Padded Pak	\$5.00	
1-10 lbs.	\$5.00	
11-20 lbs.	\$10.00	
21-40 lbs.	\$20.00	
41-60 lbs.	\$40.00	
61+ lbs.	\$75.00	
Pallets	\$300.00 each	

Outgoing Package Handling	Price	Number of Packages
Carrier Envelope & Padded Pak	\$2.00	
All Boxes	\$10.00	
Pallets	\$300.00 each	

I acknowledge that I am accepting the above listed packages for the associated charges for a total of \$_____.

Date of Handling: ____/____/____ Circle One: Incoming or Outgoing

Scheduled Pick-Up Date & Time: _____

Room Number: _____ Meeting Location: _____

Guest Name: _____

Guest Signature: _____

Internal use only

Team Member Name: _____

*Outgoing packages must be sealed and labeled prior to hotel staff picking them up. All UPS / FedEx pick-ups must be originated by shipper, the hotel cannot set up UPS / FedEx pick-ups.

1515 Wyandotte Street
Kansas City, MO 64108

T 816.897.7070
F 816.897.7010
loewshotels.com

LOEWS
HOTELS

