

**Exhibitor Agreement**  
*Scheie Eye Institute 150<sup>th</sup> Anniversary Meeting*  
Friday - Saturday, May 5 - 6, 2023

Company Name: \_\_\_\_\_ (“Exhibitor”)  
**(As acknowledged in course materials)**

**Exhibit Fee:**

\$2,500 per 6-foot table-top Exhibit

# of Tables Requested \_\_\_\_\_ @ \$ \_\_\_\_\_ each = \$ \_\_\_\_\_

Representative Names (*only 2 representatives may attend at no charge*):

1) \_\_\_\_\_ 2) \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

*Select the day you will attend:*

**Friday, May 5, 2023 – Lab Research Day**

**BRB II/III Auditorium at Penn Medicine**  
421 Curie Blvd, Philadelphia, PA 19104  
7:30 am – 5:30 pm

**Saturday, May 6, 2023 – Clinical Day (Limited Space)**

**Kozart Auditorium at the Scheie Eye Institute**  
51 N. 39<sup>th</sup> Street, Philadelphia, PA 19104  
7:30 am – 4:45 pm

All exhibitors will be provided with a 6’ table and chairs. Set-up begins on Friday, May 5<sup>th</sup> at 6:30 am in the BRB II/III Auditorium Foyer and on Saturday, May 6<sup>th</sup> at 6:30 am in the lobby of the Scheie Eye Institute. If you require additional set-up time, please contact us, and we will assist in any way we can. Exhibitors should expect participants to begin arriving at 7:30 am. Although the exhibit area is secured, vendors are discouraged to leave any valuable items, such as laptops or phones unattended.

Break-down of exhibits must be completed by 5:30 pm on Friday, May 5<sup>th</sup> and by 4:45 pm on Saturday, May 6<sup>th</sup>.

**Display Information**

Exhibitors are responsible for supply, set-up, take-down, delivery, and any additional costs of display needs beyond the 6’ skirted table. Please let us know what your needs are so that we can accommodate your display:

Will you be bringing your own tablecloth?  Yes  No

Will you need electricity for your display?  Yes  No

Will you bring your own extension cord?  Yes  No

What type of equipment is being displayed (lights, machines, etc.)? \_\_\_\_\_

How many pieces of equipment need electricity? \_\_\_\_\_

Do any machines require any special outlets for operation? Name outlet type: \_\_\_\_\_

What additional information regarding your exhibit should we know? \_\_\_\_\_

*Scheie Eye Institute 150<sup>th</sup> Anniversary Meeting*  
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**Meeting Location & Display Details**

Scheie Eye Institute 150<sup>th</sup> Anniversary Meeting will be held Friday - Saturday, May 5<sup>th</sup> – 6<sup>th</sup>, 2023. On Friday, May 5<sup>th</sup> in the BRB II/III Auditorium, 421 Curie Boulevard, Philadelphia, PA 19104. On Saturday, May 6<sup>th</sup> in the Kozart Auditorium of the Scheie Eye Institute, 51 North 39<sup>th</sup> Street, Philadelphia, PA 19104.

Table assignments will be designated on a 1<sup>st</sup> come; 1<sup>st</sup> serve basis and both venues. ***Please note that there is limited space on Saturday, May 6<sup>th</sup> at the Scheie Eye Institute.*** Continental breakfast and breaks will be set-up among the exhibits in each foyer. Each exhibitor can expect to receive one 6'' skirted table and 2 chairs. Please be sure your exhibit materials fit within the specs. If needed, you are welcome to purchase additional booth space.

**Overnight Information**

If you require an overnight room reservation, please call the Hilton Inn at Penn Hotel directly at 215-222-0200, the Sheraton University City at 215-387-8000 or Homewood Suites at 215-382-1111. There are no special room rates for this conference.

**Attendee Registration**

If you would like to attend all or any of the sessions during the Scheie Eye Institute 150<sup>th</sup> Anniversary Meeting, you must complete the registration form either online or by fax or mail and submit payment. Please visit <https://upenn.cloud-cme.com/ScheieEye2023> for registration and additional conference information.

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**Payment Methods (check the one that applies):**

Check

Make your check payable to the **Trustees of the University of Pennsylvania/CME** and return it with the completed exhibit agreement to the address below (Our Tax ID number is 23-1352685):

Crystal Mathis  
Office of Continuing Medical & Interprofessional Education  
Penn Medicine  
150 Anatomy Chemistry Building, 3620 Hamilton Walk  
Philadelphia, PA 19104-6061

Credit Card (**DO NOT INCLUDE CREDIT CARD INFORMATION ON THIS FORM**)

If paying by Credit Card, you may fax or email this completed form.

Fax: 215-898-1888 or Email: [ycry@upenn.edu](mailto:ycry@upenn.edu)

You will then be contacted by Crystal Mathis to complete the transaction.

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Questions: [Elizabeth Butler](#): 215-898-6126 or [Crystal Mathis](#) or 215-746-8133

\*\*\*A wire transfer is also available for payment\*\*\*

Please contact Crystal Mathis at [ycry@upenn.edu](mailto:ycry@upenn.edu) for further instructions

### Shipping Information

*(Please label all boxes with the following information)*

Friday, May 5<sup>th</sup>, 2023

BRB II/III Auditorium

421 Curie Blvd

Philadelphia, PA 19104

Attention: Ansheai Spence-Jones

215-898-6189

Saturday, May 6<sup>th</sup>, 2023

Kozart Auditorium at the Scheie Eye Institute

51 N. 39<sup>th</sup> Street

Philadelphia, PA 19104

Attention: John Dempsey

215-662-8069

### HOLD FOR CONFERENCE

Ansheai Spence/John Dempsey

The Scheie Eye Institute – 150<sup>th</sup> Anniversary Meeting

May 5 – 6, 2023

[YOUR COMPANY] ♦ [REPRESENTATIVE'S NAME]

Package # \_\_\_\_\_ of \_\_\_\_\_

**Please do not ship any materials to the venue before Thursday, May 4, 2023**

### Terms & Conditions

Educational activities in the exhibit area which appear to compete with the scientific program and present research results that are being presented concurrently in the scientific program are prohibited. This includes, but is not limited to, displaying posters or other promotional materials summarizing research results, promoting meeting faculty, or distributing meeting materials such as syllabi, handouts, slides, or invitations.

The only activities which may be appropriate in exhibits are for the purpose of informing meeting participants about an organization and its products and services.

The distribution (either for free or for sale) of educational enduring materials on-site that award CME credit, including but not limited to full-text reprints or copies of articles or journal self-study programs, audiotapes, videotapes, or CD ROMs, is prohibited.

Exhibitor assumes entire responsibility for all claims, losses, costs, expenses, and damages to persons or property, as well as governmental charges or fines and attorney's fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof.

In addition, Exhibitor does not hold the meeting venue or the University of Pennsylvania responsible for maintaining insurance to cover Exhibitor's property.

By signing below, you agree to the terms and conditions of this agreement.

\_\_\_\_\_  
Authorized Exhibitor Representative

\_\_\_\_\_  
Date