



XXVII

**Regional Pan-American
Congress of Ophthalmology**

March 15-17, 2024 • San Juan, Puerto Rico



**The Pan-American Association of
Ophthalmology (PAAO)**

&

The Puerto Rican Ophthalmology Society (SPO)

**XXVIII Regional Pan-American Congress of
Ophthalmology**

Exhibitor Prospectus

Jointly Provided by:



Please Join Us:

The Pan-American Association of Ophthalmology (PAAO) and Puerto Rican Ophthalmology Society (SPO) invite you to exhibit at the [XXVII Regional Pan-American Congress of Ophthalmology](#) to be held March 15-17, 2024 at The Puerto Rico Convention Center, San Juan, PR.

Exhibits will be open on Friday, March 15, Saturday, March 16 and Sunday, March 17, 2024.

About the Conference:

The Puerto Rican Ophthalmology Society is a nonprofit organization with the affiliation of 180 ophthalmologists who are actively involved in ophthalmology field. Our initiative provides to the committed health professional across a broad range of medical disciplines the opportunity to learn, grow or just familiarize with the most updated information in the eye care field. Our Society is committed to providing the most current information and resources for the ophthalmology community to help ensure that individuals with ophthalmologic pathologies receive high-quality care.

The Pan-American Association of Ophthalmology (PAAO) and the Puerto Rican Ophthalmology Society (SPO) will celebrate the [XXVII Regional Pan-American Congress of Ophthalmology](#). The topics to be discussed are Cataract, Glaucoma, Oculoplastic, Genetics, Pediatrics, Cornea, Biopsy, Retina among others.

We are expecting 500+ attendees from Puerto Rico, United States and Latin America for our 2024 meeting.

Exhibit space is limited and we encourage exhibitors to register early in order to guarantee a spot.

We hope you will join us along with our growing number of exhibitors in San Juan in March, 2024.

Exhibit Guide:

The Pan-American Association of Ophthalmology (PAAO) and the Puerto Rican Ophthalmology Society (SPO) are pleased to provide the following opportunities for organizations to advertise their products and services to attendees of the conference. Whether you are displaying your products in the exhibit space, interacting with participants at one of our social events, sponsoring a meal function or gaining brand recognition for your company through program advertising, your message will reach key decision makers.

Exhibit Dates:

Meeting Dates: Friday, March 15 to Sunday, March 17, 2024

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Set-Up Time: Thursday, March 14, 2024 from 9:00am - 5:00pm

Exhibit Move-Out/Breakdown: Sunday, March 17 after 2:00pm

Shipping services must be coordinated directly with the PR Convention Center. All registered exhibitors will be provided full shipping information upon registration for the event.

Exhibit Hours: Exhibit Hall will be open at all times during the meeting

Friday, March 15, from 8:00 am - 5:30 pm

Premium face-to-face times:

7:00 - 8:00 am:	Registration & Breakfast
10:10 - 10:40 am:	Morning Refreshment Break
2:10 - 2:30 pm:	Afternoon Refreshment Break

Saturday, March 16, from 8:00 am - 5:40 pm

Premium face-to-face times:

7:00 - 8:00 am:	Registration & Breakfast
10:05 - 10:25 am:	Morning Refreshment Break
3:00 - 3:30 pm:	Afternoon Refreshment Break

Sunday, March 17, from 8:00 am - 12:50 pm

Premium face-to-face times:

7:00 - 8:00 am:	Registration & Breakfast
10:05 - 10:25 am:	Morning Refreshment Break

Booth Fees:

Exhibit fee includes one six-foot skirted table, two chairs and a 5amp electricity connection.

Maximum number of exhibit spaces is 50.

Benefits of Exhibiting

- Complimentary exhibitor name badges
- Company name listed in program material
- Build recognition of your company and awareness of your products
- Multiple opportunities to meet with influential physicians in a direct professional environment

Sponsorship Categories:

- **Diamond \$40,000 (Three available)**
 - One, 30' x 30' exhibition space in a premium location
 - Company logo in all printed and digital material and congress bag
 - Two inserts in the Congress bag
 - Eight exhibitor's badges
 - Promotional Lunch conference (30 minutes)
- **Platinum \$25,000 (Three available)**
 - Three, 8' x 10' exhibition spaces in a premium location
 - Company logo in all printed and digital material
 - Five exhibitor's badges
 - Promotional Breakfast conference (30 minutes)
- **Gold \$12,000**
 - Two, 8' x 10' exhibition space
 - Company logo in all printed and digital material
 - Three exhibitor's badges
- **Silver \$7,500**
 - One, 8' x 10' exhibition space
 - Two exhibitor's badges
- **Bronze \$5,000**
 - One, 6' x 30" tabletop
 - Two exhibitor's badges

Additional Exhibitor Exclusive Sponsorship Opportunities:

All sponsored meals and breaks will take place in the exhibit hall.

Friday Welcome Reception	\$10,000.00
Coffee Breaks (morning and afternoon)	\$5,000.00
Congress Bags Inserts	\$350.00 per insert
Additional Exhibitors Badges	\$400.00 per badge

To reserve your Exclusive Sponsorship, please contact Nestor Curet at 787-289-8989 or to amec@amec-pr.com

Please also note that any special events (i.e. any organized social events or technical programs and seminars during and around the conference days) must be in consultation with, and formally pre-approved by the conference organizers. Without exception, all exhibitors and attendees to the Conference are required to strictly adhere to this condition.

Exhibitor Registration Form

The exhibitors badge admits the exhibitor representative to all access at the exhibitor's session. Exhibitor's badges are limited to the sponsorship category selected. All other booth representatives are welcome to buy additional registration badges with the registration form or at the main entrance. All representative names due: February 15, 2024. On-site name badges will not be printed until after attendee registration on March 15, 2024 has concluded.

Full Conference Registration (1)

Name	Title
Phone	Email

Additional Representative (1)

Name	Title
Phone	Email

Additional Representative (2)

Name	Title
Phone	Email

Additional Representative (3)

Name	Title
Phone	Email

Is this your first time exhibiting at this meeting? ☐ Yes ☐ No

How did you hear about this meeting?

☐ Mailing ☐ Email ☐ Internet

☐ Other, please specify _____

Method of Payment:

How to Reserve your Exhibit Booth/Space:



Online: To register online or to download a .pdf of the Exhibitor Registration Form and Exhibitor Application/Contract, please visit <https://www.paao2024.com>



Email: Email completed Exhibitor Registration Form and Exhibitor Application/Contract Form. Credit card payments only: amec@amec-pr.com

Exhibitor Application/Contract

Complete, sign and return the Application/Contract and Registration Form. Enclose a check payable to Sociedad Puertorriqueña de Oftalmología (Tax ID # 66-0231203) or submit your credit card information. To register online or to download a .pdf of the Exhibitor Registration Form and Application/Contract, please visit:

<https://paao2024.com>

Organization or Company Name

Display Name (if different from company name)

Contact Name (to whom all correspondence should be sent)

Title

Exhibitor Address

City, State, and Zip

Phone

Fax

Email

Display Fees

- ☐ Diamond Sponsorship - \$40,000.00
- ☐ Platinum Sponsorship - \$25,000.00
- ☐ Gold Sponsorship - \$12,000.00
- ☐ Silver Sponsorship - \$7,500.00
- ☐ Bronze Sponsorship - \$5,000.00
- ☐ Additional Exhibitors Badges - \$400.00

Do you require a 6 foot skirted table top at your display?

☐ Yes ☐ No

To reserve your Premium Sponsorship, please contact Nestor Curet, at 787-289-8989 or amec@amec-pr.com

Payment Options (Tax ID # 66-0231203)

Check # Enclosed _____ payable to:

Sociedad Puertorriqueña de Oftalmología

Charge to: ☐ Visa ☐ MC ☐ AMEX ☐ DISCOVER

Exp Date:

Security Code:

Name on card:

Signature:

Important Deadline: Payment is due February 15, 2024.

We agree to abide by all of the contract provisions governing this exhibit and which are part of this application. Acceptance of the application by The Pan-American Association of Ophthalmology (PAAO) and The Puerto Rican Ophthalmology Society (SPO), and constitutes a contract.

Authorized Signature

Date

Cancellation Policy

The booth fee is due on or before February 15, 2024. No company may exhibit unless payment for booth space has been received in full. Applications received after February 15, 2024 will be considered based on availability.

All cancellations must be sent in writing. If written cancellation is received by: February 15, 2024, exhibitors will receive a 50% refund. No refunds will be issued after February 15, 2024.

Contract Provisions

Exhibits and exhibitors are subject to the following regulations. The term “Joint Providers” herein refers to the The Pan-American Association of Ophthalmology (PAAO) and The Puerto Rican Ophthalmology Society (SPO), collectively.

The Pan-American Association of Ophthalmology (PAAO) and The Puerto Rican Ophthalmology Society (SPO) has produced this continuing medical education meeting for Ophthalmologists. Exhibitors are expected to display their products and/or discuss their services with awareness of the professional and practical needs of conference attendees. The Pan-American Association of Ophthalmology (PAAO) and The Puerto Rican Ophthalmology Society (SPO) reserve the right to refuse space that, in their sole opinion, is unlikely to contribute to the overall objectives of this educational activity. No commercial promotional materials shall be displayed or distributed in the same room as the educational activity immediately before, during, or immediately after the educational activity or outside of the officially designated space.

Exhibitor Representative Responsibilities: Exhibitor must name at least one person to be the official onsite representative and responsible party. The official representative will receive all relevant materials relating to the educational activity. That representative shall be authorized to enter into such agreements as may be necessary for fulfillment of obligations to the Joint Providers and to other contractors and subcontractors. At least one representative must be at the display during exhibit times. Badges are not transferable.

Payments and Cancellations: Payment in full for exhibit space is due no later than February 15, 2024. Exhibitors who cancel before February 15, 2024, will receive a refund less a 50% cancellation fee. Exhibitors who cancel on or after February 15, 2024, will receive no refund. No cancellations shall be acknowledged unless received in writing. The date upon which the notice of cancellation is received shall apply as the official date of cancellation.

Space Agreement: This application for exhibit space, the notice of assignment by the “Joint Providers” and the full payment of rental charges, together constitute an agreement for a right to use the space. The “Joint Providers” reserve the right to make the final space assignment or change the space assignment should it be necessary in the best interest of the exhibit show.

Arrangements of Exhibits: Exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others. The standard equipment provided to the exhibitor by the conference will consist of one six-foot skirted table, two chairs, wastebasket, one program syllabus and one complimentary conference registration. Exhibit fixtures, components and identification signs will be permitted to a maximum of eight feet. All display fixtures over eight feet in height and placed within 10 linear feet of an adjoining exhibit must be confined to the back half of the area.

Fire Regulations: All material used in the exhibitor area must be made of flame-proof materials and conform to all fire department regulations. Decorations may not include balloons, crepe paper, cellophane or confetti.

Care of Buildings: Exhibitors or their agents shall not injure or deface the walls or floors of the buildings, the booths and/or equipment or furnishings in the space provided. The Exhibitor will be held liable for any such damage caused by the responsible representative or his agent.

Use of Exhibit Space: No Exhibitor shall assign, sublet or share the whole or any part of the space allotted without the consent of the Joint Providers and approval of the terms thereof. No Exhibitor is permitted to show goods other than those manufactured or handled in their regular course of business. No firm or organization not assigned space will be permitted to solicit business in any manner within the exhibit area.

Sound Devices and Noise Level: The use of devices for the mechanical reproduction of sound is prohibited. Any demonstrations or presentations must be conducted at a low volume so nearby exhibitors are not disturbed.

Entertainment: The Exhibitor agrees not to sponsor any group function such as hospitality suites, tours, film showings, speeches or other activities during the meeting and exhibition hours that would in any way interfere with member attendance at regular conference education sessions or meetings or induce visitors away from the conference or Exhibitor Hall. The Exhibitor must receive approval from the Joint Providers in advance for any intended group functions.

Direct Selling: In the event that Exhibitor engages in on-location transactions, Exhibitor will be responsible for complying with all federal, state and local laws regarding sales taxes and laws that may pertain to such sales. Please refer to local government websites, www.hacienda.pr.gov and www.sbp.ogpe.pr.gov

General Restrictions: (A) Exhibitors can distribute only those food and drink samples that are manufactured or handled by them in the regular course of business. No outside food and beverage products may be distributed by exhibitors except upon written authorization of the PR CONVENTION CENTER. (B) The Joint Providers reserve the right to restrict exhibits that, because of noise, methods of operation or for any reason become objectionable, and also to prohibit or evict without refund any exhibit or person that in the opinion of the Joint Providers may detract from the general character of the conference. (C) No display material exposing an unfinished surface to neighboring exhibitors or an aisle will be permitted. (D) Exhibitors are not permitted to set up displays in hotel rooms, hotel suites or lobbies.

Liability and Insurance: Exhibitors will take reasonable precautions to safeguard exhibits. The Joint Providers will not be liable for loss or damage to property of the Exhibitor or exhibitor representatives or employees from theft, fire, accident or any other cause beyond their control. Exhibitors are advised to insure themselves at their own expense against property loss or damage and against liability for personal injury. The Joint Provider's liability for injury to persons or loss or damage to property shall be limited to such as may be caused by their negligence. Exhibitors will indemnify the Joint Providers against, and hold harmless from, negligence of the Exhibitor in connection with its use of display space.

Restrictions of Exhibits:

The PAAO and The SPO reserves the right to restrict or prohibit exhibits that are deemed unacceptable for any reason. This may include people, items, conduct, printed materials or anything that may be objectionable to the exhibition. If such restriction occurs, neither PAAO or SPO will not be liable for any refunds, rentals or exhibit expenses. The decision of the PAAO & SPO regarding exhibit applications is final.

Security:

The PAAO and The SPO will provide 24 hours security in the exhibit hall. Neither the security company, PAAO or SPO nor the PR Convention Center is responsible for any loss or damage to the exhibitor property.

The Pan-American Association of Ophthalmology (PAAO) and The Puerto Rican Ophthalmology Society (SPO) reserves the right to interpreting make final decisions regarding all rules and conditions not currently included in this prospectus to assure the success of this meeting.