

# OEIS 11TH ANNUAL NATIONAL SCIENTIFIC MEETING

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**PARIS LAS VEGAS HOTEL**

APRIL 25 - 27, 2024



**Industry Sponsorship & Exhibitor Prospectus**



# OEIS 11TH ANNUAL NATIONAL SCIENTIFIC MEETING

The Outpatient Endovascular and Interventional Society (OEIS) would like to thank all industry sponsors, exhibitors, and attendees for participating in the 2023 OEIS Annual National Scientific Meeting!

## THE OEIS AIMS TO:

- Enhance the safety, quality and patient satisfaction of outpatient endovascular and interventional procedures.
- Develop standards of practice for the operation of outpatient endovascular and interventional cases.
- Promote education to the medical community and public regarding outpatient endovascular procedures.
- Support research on medical, financial and management issues of outpatient endovascular and interventional centers.
- Foster collaboration and unity among multiple specialties, industry and service partners to advance this healthcare delivery model.
- Provide a forum to share experiences and best practices among practitioners.
- Advocate for outpatient endovascular and interventional centers with governmental bodies, insurance companies and industry.
- Provide leadership on how this new, innovative healthcare delivery model integrates into our rapidly evolving healthcare system.



## TARGET AUDIENCE

The meeting is presented for the benefit of those physicians, surgeons, researchers, residents, fellows, and allied health professionals involved in all medical disciplines including:

**Vascular Surgeons • Interventional Radiologists • Interventional Cardiologists  
Outpatient Interventionalists**



## OEIS LEADERSHIP

### EXECUTIVE COMMITTEE

**Bob Tahara, MD**, President

**Bret Wiechmann, MD**, Past President

**Sam Ahn, MD**, President Elect

**Gerald Niedzwiecki, MD**, Secretary/Treasurer/Program Chair

### BOARD OF DIRECTORS

**George Adams, MD**, Interventional Cardiology

**Curtis Anderson, MD**, Interventional Radiology

**Stephen Daugherty, MD**, Vascular Surgery

**Eric Dippel, MD**, Interventional Cardiology

**Paul Gagne, MD**, Vascular Surgery

**Robert Kennedy, MD**, Interventional Radiology

**Rafael Malgor, MD**, Vascular Surgery

**Pat Ryan, MD**, Vascular Surgery

**Fadi Saab, MD**, Vascular Surgery

**Paul Varosy, MD**, Interventional Cardiology

**Craig Walker, MD**, Interventional Cardiology

**Mike Watts, MD**, Interventional Radiology





## FOUNDING MEMBERS

**Samuel Ahn, MD**, Vascular Surgery  
**Michael Arata, MD**, Interventional Radiology  
**Enrico Ascher, MD**, Vascular Surgery  
**John Blebea, MD**, Vascular Surgery  
**Jeff Carr, MD**, Interventional Cardiology  
**Krishna Jain, MD**, Vascular Surgery  
**William Julien, MD**, Interventional Radiology  
**Elias Kassab, MD**, Interventional Cardiology  
**Yazan Khatib, MD**, Interventional Cardiology  
**Christopher LeSar, MD**, Vascular Surgery  
**Guy Mayeda, MD**, Interventional Cardiology  
**Gerald Niedzwiecki, MD**, Interventional Radiology  
**David C. Sperling, MD**, Vascular & Interventional Radiology  
**Bret Wiechmann, MD**, Interventional Radiology





## HOTEL ACCOMODATIONS

- On behalf of our OEIS meeting attendees, a special group room rate of \$125.00 per night (plus taxes and resort fee) has been negotiated for your stay at Paris Las Vegas. To make your reservations, please [click here](#).
- For guests that prefer to phone in reservations, may call 1-800-CAESARS (223-7277). Use the group code to identify the group, SPOEI4. However, be aware that a processing fee per reservation will be incurred if you choose NOT to use the dedicated weblink.
- Please note guests may make reservations in the block at group rate until **Tuesday, April 2nd, 2024**. After that time, the group rate will be offered based on hotel availability only.



# SPONSORSHIP OPPORTUNITIES

## Industry Satellite Symposiums

When hosting a Satellite Symposium:

- Meeting room will be provided and pre-set with a stage, podium, LCD projector and screen. Sponsor is responsible for any additional Audio Visual needs.
- One promotional sign placed in the registration area to help promote the symposia (OEIS will provide).
- Sponsor may provide two (2) directional signs for outside of session room.
- The sponsor is responsible for all costs associated with food and beverage. Sponsor will coordinate with the hotel directly.
- Topic and Speakers are the Sponsor's choice.
- CME Credits are the Sponsor's responsibility, but not required.
- One (1) Complimentary Industry Registration will be provided for Key Speaker.
- One (1) email blast sent by OEIS to target audience highlighting your program. We highly recommend that an RSVP be included in the email blast so that the sponsor knows how many attendees are anticipated to attend. This will help determine food and beverage requirements.
- Your promotional flyer will be included with registration materials.
- Inclusion in the OEIS mobile app and printed program.



# MEAL SYMPOSIUMS & WORKSHOPS

## **BREAKFAST SYMPOSIUMS – FRIDAY, APRIL 26 & SATURDAY, APRIL 27**

7:00 AM – 8:00 AM | \$12,000

## **LUNCH SYMPOSIUMS – FRIDAY, APRIL 26 & SATURDAY, APRIL 27**

12:00 PM – 1:00 PM | \$17,500

## **DINNER SYMPOSIUM – FRIDAY, APRIL 26**

7:00 PM – 8:30 PM | \$15,500

## **INDUSTRY HANDS-ON WORKSHOPS**

This is an opportunity to host a Hands-on Workshop. Content and presenters are the sponsor's choice. Companies wishing to conduct a workshop should contact [Julie@oeisregistry.com](mailto:Julie@oeisregistry.com) for guidelines and applicable fees.

## **WELCOME RECEPTION – FRIDAY, APRIL 26**

5:15 PM – 6:45 PM | The sponsor is responsible for all costs associated with food & beverage.

The OEIS Welcome Reception will take place in the Exhibit Hall and is open to all registered attendees.

When sponsoring the Welcome Reception:

- Sponsor will be acknowledged during the General Session and will have an opportunity to address attendees.
- Your Company's support will be recognized in the Annual Meeting printed program, Meeting App along with prominent on-site signage.
- Branding opportunities to include napkins and cups to be provided by sponsor.

## **DAILY BREAKS - FRIDAY, APRIL 26 & SATURDAY, APRIL 27 AM & PM INCLUDED | \$2,500/DAY**

Attendees are encouraged to visit our exhibitors during all scheduled breaks.

- Your Company will be recognized with signage at each food and beverage station.
- Your Company support will be recognized in Annual Meeting printed program, Meeting App along with prominent on-site signage.
- Branding opportunities to include napkins and cups (to be provided by OEIS).

# SPONSORSHIP APPLICATION FORM

Sponsorship Opportunities are granted on a first come, first serve basis.  
***Please check each box that you are interested in sponsoring:***

## **BREAKFAST SYMPOSIUMS | 7:00 AM – 8:00 AM | \$12,000 each**

☐ Friday, April 26      ☐ Saturday, April 27

## **LUNCH SYMPOSIUMS | 12:00 PM – 1:00 PM | \$17,500 each**

☐ Friday, April 26      ☐ Saturday, April 27

## **DINNER SYMPOSIUM | 7:00 PM – 8:30 PM | \$15,500**

☐ Friday, April 26

## **WELCOME RECEPTION | 5:15 PM – 6:45 PM | The sponsor is responsible for all costs associated with food & beverage**

☐ Friday, April 26

## **DAILY BREAKS - AM & PM INCLUDED \$2,500 each day**

☐ Friday, April 26      ☐ Saturday, April 27

**Complete and email this page to:**

**Julie Paterson:**  
[Julie@oeisregistry.com](mailto:Julie@oeisregistry.com)

**Questions?**

**Call Julie at: (224) 567-0039**

**Name of Accrediting Organization:** \_\_\_\_\_

**Supporting Company Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Once space has been assigned and confirmed by OEIS you will be put in direct contact with the hotel. Catering, special set fees, AV, electrical / telecommunications and labor are not included in the fee. Each supporter is responsible for all changes to the facility. By signing below you are authorizing OEIS to charge the total fee indicated on this form to your credit card.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# MARKETING SUPPORT OPPORTUNITIES



## **Conference Meeting Bags – \$6,000 (Exclusive)**

This is an opportunity to have your company logo along with the OEIS logo printed on the conference meeting bags. All registered attendees will receive a Conference Bag upon checking in at Registration. Bags will be provided by Sponsor. Your promotional flyer will be included in the Meeting bag.

## **Lanyards – \$5,000 (Exclusive)**

This is an opportunity to have your company logo along with the OEIS logo printed on the lanyards. All registered attendees will receive a name badge with lanyard upon checking in at Registration. Lanyards will be produced by OEIS.



## **Conference Note Pads - \$2,500 (Exclusive)**

This is an opportunity to have your company logo printed on note pads. Note pads will be distributed at Opening Session. The sponsor will supply the note pads.

# MARKETING SUPPORT OPPORTUNITIES



## **Conference Padfolio – \$4,000 (Exclusive)**

**GET NOTICED** at the Strategic Marketing Workshop. This is an opportunity to have your company logo printed on the front cover. Padfolios will be distributed to each Marketing Workshop participant. Your promotional flyer will be inserted in each Padfolio. Sponsor will supply Padfolio.



## **Eblast – \$2,500 Each (Non-Exclusive)**

Speak directly to your target audience through email blasts. Your customized message will be e-mailed to all registered attendees either before or after the meeting. Each sponsor is limited to (1) before and (1) after the meeting.

## **Mobile Device Charging Stations – \$4,000 Each**

Sponsor logo will be incorporated into the design of the mobile device recharge station where attendees can recharge their cell phones, iPads, tablets, etc. The Sponsor is responsible for all associated production and labor costs. Charging stations will be placed in the General Session/Exhibit Hall foyer.



# MARKETING SUPPORT OPPORTUNITIES

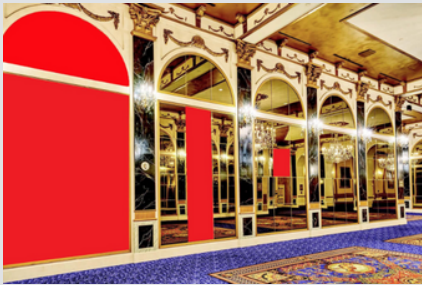


## **Guest Room Drops - \$2,500 Each (Non-Exclusive)**

Deliver your message through the hotel with room drops to registered attendee's rooms.

## **Paris Foyer Mirror Clings - \$3,000 (Non-Exclusive)**

Promote your organization to attendees as they travel down the foyer to the Exhibit Hall and General Session with eye-catching mirror advertisements. Company is responsible for supplying artwork and associated production costs. Placement dependent on space availability.



## **Paris Foyer Floor Clings - \$3,000 (Exclusive)**

Promote your organization or booth to attendees as they travel down the foyer to the Exhibit Hall or direct attendees to your booth with custom floor graphics. Company is responsible for supplying artwork and associated production costs. Placement dependent on space availability



## **Hand Sanitizer Stations - \$3,000 Each**

Sponsor logo will be incorporated into the design of the hand sanitizer stations located within the General Session and Exhibit Hall. Company is responsible for supplying the artwork and associated production costs.



**For questions or concerns, please contact Julie Patterson at: [julie@oeisregistry.com](mailto:julie@oeisregistry.com) or call Julie at: (224) 567-0039**

# CHOOSE YOUR MARKETING SUPPORT

Marketing Support Opportunities are granted on a first come, first serve basis. Please check each box the you are interested in supporting:

- ☐ **Conference Meeting Bags - \$6,000 (Exclusive)**
- ☐ **Lanyards - \$5,000 (Exclusive)**
- ☐ **Conference Note Pads - \$2,500 (Exclusive)**
- ☐ **Conference Padfolio - \$4,000 (Exclusive)**
- ☐ **Eblast - \$2,500 Each (Non-Exclusive)**
  - ☐ Pre-Conference
  - ☐ Post-Conference
- ☐ **Mobile Charging Stations - \$4,000 Each**
- ☐ **Guest Room Drops - \$2,500 Each (Non-Exclusive)**
  - ☐ Thursday, April 25, 2024
  - ☐ Friday, April 26, 2024
- ☐ **Mirror Clings - \$3,000 Each (Non-Exclusive)**
- ☐ **Floor Clings - \$3,000 (Exclusive)**
- ☐ **Hand Sanitizer Stations - \$3,000 Each**

**Complete and email this page to:**

**Julie Paterson:**

[Julie@oeisregistry.com](mailto:Julie@oeisregistry.com)

**Questions?**

**Call Julie at:** (224) 567-0039

**SOCIAL EVENTS OR MEETINGS:** Companies wishing to conduct a meeting or a social event must complete a Hotel Meeting Space Approval Application. For guidelines, instructions, applications, deadlines, and applicable fees, please email Julie Patterson at [julie@oeisregistry.com](mailto:julie@oeisregistry.com). Meeting space is limited and is assigned on a first come first serve basis. OEIS Industry Partners are eligible for a discount.

**Supporting Company Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

By signing this document, company agrees to the the following commitment and that full payment is due with this agreement. **In the event of cancellation after February 1, 2024 a refund will not be issued.** All applicable artwork must be submitted to OEIS for approval prior to use. Only OEIS exhibitors will be allowed to participate in the OEIS Marketing program.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## EXHIBIT SPACE OPTIONS

### **Exhibitor – 6' x 30" Tabletop Display - \$5,600**

*Each exhibit space includes the following:*

- (1) 6' X 30" draped table
- (2) Chairs
- (1) Wastebasket
- (2) Exhibitor Registrations

Additional badges can be purchased at \$200.00 each.  
Exhibitor listed on the OEIS Annual Meeting Website.

### **Exhibitor – 10' x 10' Booths - \$8,700**

*Each exhibit space includes the following:*

- 10' x 10' Exhibit Space Backwall and sidewall Drapes
- (1) 6' Skirted Table
- (2) Chairs
- (1) Wastebasket
- (4) Exhibitor Registrations

Additional badges can be purchased at \$200.00 each.  
Exhibitor listed on the OEIS Annual Meeting Website.

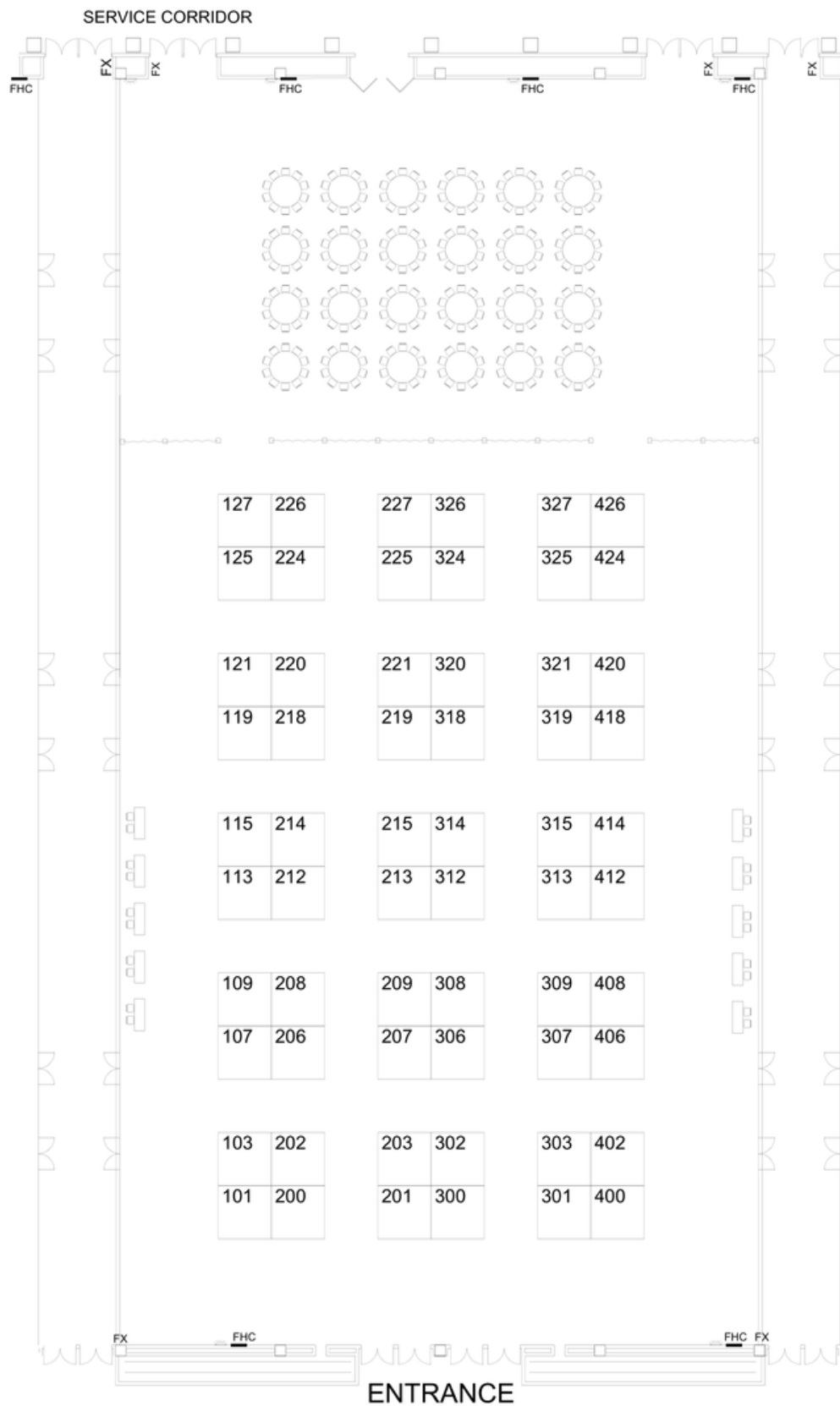
### **Exhibitor – 10'x 20' Booths \$17,500**

*Each exhibit space includes the following:*

- 10' x 20' Exhibit Space Backwall and sidewall Drapes
- (1) 6' Skirted Table
- (2) Chairs
- (1) Wastebasket
- (8) Exhibitor Registrations

Additional badges can be purchased at \$200.00 each.  
Exhibitor listed on the OEIS Annual Meeting Website.

# EXHIBIT FLOOR PLAN



# RESERVE YOUR EXHIBIT SPACE

Exhibit spaces are granted on a first come, first serve basis. Please choose your exhibit space below.

☐ **Exhibitor - 6' x 30" Tabletop Display - \$5,600**  
**Each exhibit space includes the following:**

- (1) 6' x 30" draped table
- (1) Wastebasket
- (2) Chairs
- (2) Exhibitor Registrations

☐ **Exhibitor - 10' x 10' Booths - \$8,700**  
**Each exhibit space includes the following:**

- (1) 10' x 10' Exhibit Space w/ Backwall and Sidewall Drapes
- (1) 6' Skirted Table
- (2) Chairs
- (1) Wastebasket
- (4) Exhibitor Registrations

☐ **Exhibitor - 10' x 20' Booths - \$17,500**  
**Each exhibit space includes the following:**

- (1) 10' x 20' Exhibit Space w/ Backwall and Sidewall Drapes
- (1) 6' Skirted Table
- (2) Chairs
- (1) Wastebasket
- (2) Exhibitor Registrations

Please email a 50 word description to [julie@oeisregistry.com](mailto:julie@oeisregistry.com)

When emailing description please include the following:

1. "OEIS Annual National Scientific Meeting" in the subject line of your email
2. Company Name and Mail Address
3. Company Website Address
4. 50 Word Description

If your description is over 50 words we reserve the right to edit your submission.

**NOTE: Additional badges may be purchased on the OEIS Annual Meeting Website.**

**Exhibiting Company Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Web Address (URL):** \_\_\_\_\_

Location Preferences: Note that booth locations will be given on first come, first serve basis depending on when applications are received and space availability.

**1st choice** \_\_\_\_\_ **2nd choice** \_\_\_\_\_ **3rd choice** \_\_\_\_\_ **4th choice** \_\_\_\_\_

**Would like to be near** \_\_\_\_\_ **Would NOT like to be near** \_\_\_\_\_

By signing this document, company agrees to the the following commitment and that full payment is due with this agreement. **In the event of cancellation after February 1, 2024 a refund will not be issued.** All descriptions and logo must be approved by OEIS prior to use.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# EXHIBIT SPACE AGREEMENT 1/2

The Outpatient Endovascular and Interventional Society, and its authorized representatives are hereinafter referred to as "Show Management."

**1. PAYMENT AND REFUNDS.** Applications must be accompanied with the total booth fee. Applications received without such payment will be processed but space assignments will not be made. If Show Management receives a written request for cancellation or downgrade of space on or before February 1, 2024, the exhibitor will be liable for a 20% processing/administrative fee. For cancellations or downgrades received after February 1, 2024, no refunds will be issued. It is expressly agreed by the exhibitor that in the event they fail to pay the space rental at the times specified, or fail to comply with any other provisions contained in these rules and regulations concerning the use of exhibit space, Show Management shall have the right to reassign the booth location shown on the face of the contract or to take possession of said space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may deem proper. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages, the amount paid for the exhibit space reservation, regardless of whether or not Show Management enters into a further lease for the space involved.

**2. SPACE RENTAL AND ASSIGNMENT OF LOCATION.** Whenever possible, space assignments will be made by Show Management in keeping with the preferences as to location requested by the exhibitor. SHOW MANAGEMENT, HOWEVER, RESERVES THE RIGHT TO MAKE THE FINAL DETERMINATION OF ALL SPACE ASSIGNMENTS IN THE BEST INTERESTS OF THE MEETING.

**3. USE OF SPACE, SUBLETTING OF SPACE.** No exhibitor shall assign, sublet, or share the space allotted with another business or firm unless approval has been obtained in writing from Show Management. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors or agents in the exhibitor's display, parent or subsidiary companies excepted. Exhibitors must show only goods manufactured or dealt by them in the regular course of business. Should an article of non-exhibiting firm be required for operation or demonstration in an exhibitor's

display, identification of such article shall be limited to the usual and regular nameplate, imprint or trademark under which same is sold in the general course of business. No firm or organization not assigned exhibit space will be permitted to solicit business within the Exhibit Areas.

**4. EXHIBITORS AUTHORIZED REPRESENTATIVE.** Each exhibitor must name one person to be his representative in connection with installation, operation and removal of the firm's exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary and for which the exhibitor shall be responsible. The exhibitor shall assume responsibility for such representative being in attendance throughout all exposition periods; and this representative shall be responsible for keeping the exhibit neat, manned and orderly at all times. For their own safety and protection, children sixteen (16) years of age and under will not be admitted to the exhibit halls at any time.

**5. INSTALLATION AND REMOVAL.** Show Management reserves the right to fix the time for the installation of a booth prior to the Show opening and for its removal after the conclusion of the Show. Installation of all exhibits must be fully completed by the opening time of the exposition. Any space not claimed and occupied three hours prior to opening, may be resold or reassigned without refund. No exhibitor will be allowed to dismantle or repack any part of his/her exhibit until after the closing of the Show.

**6. ARRANGEMENT OF EXHIBITS.** Each exhibitor is provided an Official Exhibitor Kit. The Exhibitor Kit describes the type and arrangement of exhibit space and the standard equipment provided by Show Management for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions and limitations contained in the Exhibitor Kit (which can be found on the OEIS website [www.oeisociety.org](http://www.oeisociety.org)). If, in the sole opinion of Show Management, any exhibit fails to conform to the Exhibitor Kit guidelines, or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the exposition.

**7. EXHIBITS & PUBLIC POLICY.** Each exhibitor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention

and public safety, while participating in this meeting. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor. Show Management and service contractors have no responsibility pertaining to the compliance with laws as to public policy as far as individual exhibitor's space, materials and operation is concerned. Should an exhibitor have any questions as to the application of such laws, ordinances and regulations to his exhibit or display, Show Management will endeavor to answer them. All booth decorations must be flame-proofed. Electrical wiring must conform with the National Electrical Code Safety Rules. If inspection indicates any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to cancel all or such part of his exhibit as may be irregular, and effect the removal of same at exhibitor's expense. Exhibitors will not be permitted to store behind their booth background any excess material such as cardboard cartons, literature, etc. If unusual equipment or machinery is to be installed or if appliances that might come under fire codes are to be used the exhibitor should communicate with Show Management for information concerning facilities or regulations. Exhibitors must comply with City and State fire regulations.

**8. STORAGE OF PACKING CRATES AND BOXES.** Exhibitors will not be permitted to store packing crates and boxes in their booths during the exhibit period, but these, when properly marked, will be stored and returned to the booth by service contractors. It is the exhibitor's responsibility to mark and identify their crates. Crates not properly marked or identified may be destroyed. Show Management assumes no responsibility for the contents of crates or boxes improperly labeled as "empty". Because of the lack of storage facilities, it may be necessary to store empty crates and cartons outside the building. Every effort will be made to protect the crates from the elements, but neither Show Management nor its service contractors will assume any responsibility for damage to them. The removal and return of large crates that cannot be handled by hand trucks will be charged at prevailing rates. Crates, boxes, or other exhibit materials unclaimed by the exhibitor after the Show will be removed at the exhibitor's expense. Exhibitors will be billed by Show Contractors for removal time and materials at prevailing rates.



# EXHIBIT SPACE AGREEMENT 2/2

**9. OPERATION OF DISPLAYS.** Show Management reserves the right to restrict the operation of, or evict completely, any exhibit which, in its sole opinion, detracts from the general character of the exposition as a whole. This includes, but is not limited to, an exhibit which, because of noise, flashing lights, method of operation, display of unsuitable material, are determined by Show Management to be objectionable to the successful conduct of the exposition as a whole. Use of so-called "barkers" or "pitchmen" is strictly prohibited. All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions. Direct Sales. No retail sales are permitted within the exhibit area at any time, but orders may be taken for future delivery. Contests, Drawings & Lotteries. All unusual promotional activities must be approved in writing by Show Management no later than 60 days prior to the opening of the exposition. Literature Distribution. All demonstrations or other activities must be confined to the limits of the exhibitor's booth space. Distribution of circulars may be made only within the space assigned to the exhibitor distributing such materials. No advertising circulars, catalogs, folders, or devices shall be distributed by exhibitors in the aisles, meeting rooms, registration areas, lounges, or grounds of the host facility. Trade publishers are prohibited from soliciting advertising during the Show. Trade publications may be distributed from their booth, but automatic distribution is prohibited. Live Animals. Live animals are prohibited. Models. Booth representatives, including models or demonstrators, must be properly and modestly clothed. Excessively revealing attire is prohibited. Sound. Exhibits which include the operation of musical instruments, radios, sound projection equipment, public address systems or any noise making machines must be conducted or arranged so that the noise resulting

from the demonstration will not annoy or disturb adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Operators of noisemaking exhibits must secure approval of operating methods before the exhibit opens.

**10. SOCIAL ACTIVITIES.** Exhibitor agrees to withhold sponsoring hospitality suites/rooms or other functions during official show activities, including exhibit hours, social functions, educational seminars and any other related activity scheduled by Show Management.

**11. LIABILITY AND INSURANCE.** The Hotel and the Exhibitor shall each obtain and maintain insurance in amounts sufficient to provide coverage for any liabilities which may reasonably arise out of or result from any activities conducted at the Hotel. Evidence of such insurance shall be provided to the other party at the request of such party.

**12. INDEMNIFICATION.** To the extent permitted by law, the Exhibitor agrees to protect, indemnify, defend and hold harmless OEIS, The Bellagio Las Vegas Hotel, and their respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out of or connected with the Exhibitor's exhibit, except that nothing in this indemnification shall require you to indemnify the Hotel or OEIS for that portion of any claim that is finally determined to arise out of the negligence or willful misconduct of the Hotel. Hotel will defend, indemnify and hold harmless the Exhibitor from and against all claims, actions or causes of action, liabilities and costs arising from the errors, negligence or willful misconduct of Hotel's employees or agents in connection with the performance of the obligations hereunder which results in direct physical injury, death or damage to tangible personal property, provided that the Exhibitor gives prompt notice of the claim to Hotel and provides all reasonable assistance therein. Property Damage. Exhibitor shall be responsible for any loss of or damage to property of the other party hereto, including, but not limited to, loss or damage occasioned by theft, fire, smoke, acts of God, public enemy, riot, civil commotion or other insurable casualty, and Exhibitor expressly waives any claim for liability

against the other party hereto with respect to any such loss or damage. Accordingly, it shall be the responsibility of Show Management and Exhibitor, respectively, to secure its own insurance or otherwise protect itself and its property against such loss or damage.

**13. CARE OF BUILDING AND EQUIPMENT.** Exhibitors or their agents shall not injure or deface any part of the exhibit building, the booths, or booth contents or show equipment and décor. When such damage appears, the exhibitor is liable to the owner of the property so damaged.

**14. AMERICANS WITH DISABILITIES ACT.** Exhibitors acknowledge their responsibilities under the Americans with Disabilities Act (hereinafter "Act") to make their booths accessible to handicapped persons. Exhibitor shall also indemnify and hold harmless Show Management, and facility against cost, expense, liability or damage which may be incident to, arise out of or be caused by Exhibitor's failure to comply with the Act.

**15. OTHER REGULATIONS.** Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of Show Management. SHOW MANAGEMENT SHALL HAVE FULL POWER TO INTERPRET, AMEND, AND ENFORCE THESE RULES AND REGULATIONS, PROVIDED EXHIBITORS RECEIVE NOTICE OF ANY AMENDMENTS WHEN MADE. EACH EXHIBITOR AND ITS EMPLOYEES AGREES TO ABIDE BY THE FOREGOING RULES AND REGULATIONS AND BY ANY AMENDMENTS OR ADDITIONS THERETO IN CONFORMANCE WITH THE PRECEDING SENTENCE. EXHIBITORS OR THEIR REPRESENTATIVES WHO FAIL TO OBSERVE THESE CONDITIONS OF CONTRACT OR WHO, IN THE OPINION OF SHOW MANAGEMENT, CONDUCT THEMSELVES UNETHICALLY MAY IMMEDIATELY BE DISMISSED FROM THE EXHIBIT AREA WITHOUT REFUND OR OTHER APPEAL.

**16. PHOTOGRAPHS.** OEIS plans to take photographs and video material at OEIS events and reproduce them in OEIS educational, news, or promotional material, whether in print, electronic, or other media, including websites. By participating in OEIS events, I grant OEIS the right to use my photograph for such purposes.

**NAME (please print):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## EXHIBIT INFORMATION (1/3)

**Exhibit schedule subject to change based on final program.**

### **Exhibitor Installation:**

Thursday, April 25, 2024 8:00 AM – 5:00 PM

### **Exhibit Hours:**

#### **Friday, April 26, 2024**

7:00 AM – 8:00 AM	Breakfast in Exhibit Hall
10:00 AM – 10:30 AM	Break in Exhibit Hall
12:00 PM – 1:00 PM	Lunch in Exhibit Hall
3:00 PM – 3:30 PM	Break in Exhibit Hall
5:15 PM – 6:45 PM	Welcome Reception in Exhibit Hall

#### **Saturday, April 27, 2024**

7:00 AM – 8:00 AM	Breakfast in Exhibit Hall
10:00 AM – 10:30 AM	Break in Exhibit Hall
12:00 PM – 1:00 PM	Lunch in Exhibit Hall
3:00 PM – 3:30 PM	Break in Exhibit Hall

### **Exhibitor Dismantle:**

Saturday, April 27, 2024 3:30 p.m. – 7:00 p.m.

**NOTE:** Exhibitors are invited to attend the Welcome Reception on Friday, April 26, 2024, from 5:15 PM to 6:45 PM in the Exhibit Hall.

**SOCIAL EVENTS OR MEETINGS:** Companies wishing to conduct a meeting or a social event, must complete a Hotel Meeting Space Approval Application. For guidelines, instructions, applications, deadlines, and applicable fees, please e mail Julie Patterson at [julie@oeisregistry.com](mailto:julie@oeisregistry.com). Meeting space is limited and is assigned on a first come first serve basis.

### **Exhibitor Space Requirements:**

Depending on the type of exhibit that is chosen, your exhibit will be either a 6' x 30" tabletop display, a 10' x 10' or a 10' x 20' exhibit booth. If you choose the larger exhibit booths, please note that these spaces are designated for exhibitors who will be bringing large equipment, custom island exhibits, portable displays, and/ or modular inline displays. OEIS has a limited number of these exhibit booths available, and they will be allocated on a first come, first served basis depending on when applications are received, payment has been remitted, and space availability. If you have any free-standing floor exhibits or standing equipment that would be displayed, we request that you inform OEIS of this in advance. Please note that all of your materials, information and equipment must be no larger than 6' x 30" wide tabletop display.

## EXHIBIT INFORMATION (2/3)

### **Space Assignment:**

Preference of space assignment will be given in the order in which applications are received. Following the February 1, 2024, deadline, exhibit assignments will be allocated depending on space availability. Exhibitors wishing to avoid assignment of space adjacent to a particular company should indicate that on their application.

Careful consideration will be given to such requests. Please note that OEIS reserves the right to alter the exhibit floor plan at any time along with the exhibit schedule based on the final program.

### **Payment**

To confirm your exhibit space full payment must be remitted along with a completed application for exhibit space. If we do not receive full payment with your application, we will not be able to confirm your exhibit space until full payment is received. Applications received after February 1, 2024, will be accepted depending on space availability.

### **Cancellation Policy**

Cancellations received in writing on or before February 1, 2024 will be subject to a 20% processing/administrative fee based upon the total tabletop display or exhibit booth fee. No refund is possible for cancellations after February 1, 2024.

### **Electrical/Telecommunications/Computers/AV**

Order forms for Electrical /Telecommunications /Computers /AV will be included in the Exhibitor Services Kit, which will be sent to you once the completed contract has been completed and payment is remitted.

### **Dismantling of Exhibits**

All exhibits must remain intact until the official closing time of 3:30PM on Saturday, April 27, 2024, and may not be dismantled or removed, in whole or in part, before that time. Exhibit Personnel Participants affiliated with exhibits must be registered. Each person will be issued an exhibitor badge and must be employed by the Exhibitor or have a direct business affiliation. If you are purchasing a 10' x 20' booth, your company will receive (8) complimentary name badges. If you are purchasing a 10' x 10' exhibit booth, your company will receive four (4) complimentary name badges. If you are planning on purchasing a 6' tabletop display, your company will receive two (2) complimentary name badges. Additional name badges are \$200 each.

**To purchase additional name badges, please email your request to:**  
**[julie@oeisregistry.com](mailto:julie@oeisregistry.com)**

## EXHIBIT INFORMATION (3/3)

### **Special Needs**

Please contact the OEIS office if you have needs that will require special accommodations.

### **Conducting Exhibits**

No individual raffles or quiz-type contests of any type will be permitted. The Society reserves the right to refuse applications which do not meet the standards required or expected, as well as the right to curtail exhibits or parts of the exhibit that reflect negatively on the character of the meeting. This applies to displays, literature, advertising, novelties, souvenirs, conduct of personnel, etc.

### **Security**

There will not be security furnished in the exhibit area when exhibits are closed. The safekeeping of the exhibitor's property shall remain the responsibility of the exhibitor, and we strongly advise all valuables to be removed each night for safekeeping.

### **Fire Protection**

All materials used in the exhibit area must be flame proofed and fire-resistant to conform to the local fire ordinances and in accordance with regulations established by the local Fire Department. Crepe paper or corrugated paper, flameproof or otherwise, will not be permitted. Excelsior or other paper is not to be used in crating merchandise. Display racks, signs, spotlights, and special equipment must be approved before use, and all displays are subject to inspection by the Fire Department. Any exhibit or parts thereof found not to be fireproof may be dismantled. All aisles and exits must be always kept clear, and fire stations and fire extinguisher equipment are not to be covered or obstructed.

### **Protection of the Hotel Building**

Exhibitors will be held liable for any damage caused to hotel property, and no material or matter of any kind shall be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors or other parts or portions of the hotel building or furnishings. Whatever may be necessary to properly protect the building, equipment or furniture will be installed at the expense of the exhibitor.

### **Insurance**

The Hotel and Exhibitor shall each obtain and maintain insurance in amounts sufficient to provide coverage for any liabilities which may reasonably arise out of or result from any activities conducted at the Hotel. Evidence of such insurance shall be provided to the other party at the request of such party.



# PAYMENT FORM

Exhibit spaces, sponsorships, and exclusive marketing opportunities are granted on a first come, first served basis. Please submit this payment form and all supplemental documentation in a timely manner. Thank you!

☐ **INVOICE (contact name):** \_\_\_\_\_ **(contact email)** \_\_\_\_\_

☐ **PAY BY CREDIT CARD: amount to be charged** \_\_\_\_\_

☐ **VISA** ☐ **MASTERCARD** ☐ **DISCOVER** ☐ **AMEX**

**CREDIT CARD #:** \_\_\_\_\_ **EXP DATE:** \_\_\_\_\_ **SECURITY CODE:** \_\_\_\_\_

**NAME AS IT APPEARS ON CARD:** \_\_\_\_\_

**CARDHOLDER'S SIGNATURE:** \_\_\_\_\_

**BILLING ADDRESS:** \_\_\_\_\_

**BILLING CITY:** \_\_\_\_\_ **BILLING STATE:** \_\_\_\_\_ **BILLING ZIP:** \_\_\_\_\_

Complete and email this payment form along with your sponsorship application form, marketing support form, exhibit space reservation and the exhibitor space agreement signature page to:

**Julie Patterson:** [julie@oeisregistry.com](mailto:julie@oeisregistry.com)

**Questions? Call Julie at:** (224) 567-0039

We agree to abide by all rules and regulations set forth in this prospectus. By signing this payment form, company agrees to the following commitment and understands that full payment is due with this agreement. **In the event of cancellation after February 1, 2024 a refund will not be issued. A 3% processing fee will be applied to any payments made with a credit card.** All descriptions, logos and other artwork must be approved by OEIS prior to use.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_





# THANK YOU FOR PARTNERING WITH US

We look forward to seeing you at the 2024 Annual Meeting

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## CONTACT US

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[www.oeisweb.com](http://www.oeisweb.com)



[\(888\) 548-6347](tel:(888)548-6347)

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## SOCIAL MEDIA

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