

NEW ORLEANS ACADEMY OF OPHTHALMOLOGY
73rd Annual Symposium
February 1-4, 2024

**OUTTA SIGHT: GETTING GROOVY WITH GLAUCOMA, CATARACT AND
REFRACTIVE, AND OCULOPLASTICS**

Thank you for supporting our 73rd Annual Symposium! Please review the following for answers to many of your questions. If further information is needed, please email: Edavie@noao.org. Once onsite, we will have limited access to email and voicemail. In an emergency, please text Courtney Finkelstein at 504 432-4624.

The following RULES AND REGULATIONS will govern all exhibits:

1. Exhibitors' representatives can obtain badges at the Registration Desk on Thursday, February 1, beginning at 4:00 p.m.
2. As of this time, exhibitor set up will be available at 9:00 pm on Thursday, February 1 until 7:00 am on Friday, February 2. NOAO is working to extend the set up time to include earlier access to the exhibit hall. Dismantling of exhibits may not begin until after 5:00 p.m. on Saturday, February 3. UNDER NO CONDITIONS are exhibits to be removed before Saturday at 5:00 p.m. All exhibits must be completely removed from the exhibit area by 8:00 p.m. on Saturday, February 3. Any exhibitor removing his/her exhibit PRIOR to the Saturday indicated time will not be invited to return to New Orleans Academy of Ophthalmology meetings in the future.

Exhibit hours will be as follows:

Friday, February 2, 2024	7:00 a.m. - 6:00 p.m.
Saturday, February 3, 2024	7:00 a.m. - 5:00 p.m.

3. The official management of the general services contract for the exhibits is ALLIANCE EXPOSITION, 3761 Louisa St., New Orleans, LA 70126, telephone number (888) 528-2011. To insure exhibitors the availability of needed equipment and services, ALLIANCE EXPOSITION will forward complete shipping instructions and information regarding furniture, electrical work, labor for erecting and dismantling exhibits, signs, poster service and drayage to exhibitors in advance. Additionally, ALLIANCE EXPOSITION will maintain a service desk in the exhibit area during the entire set up and dismantling periods for the convenience of exhibitors.

4. **DO NOT SHIP DISPLAYS OR ANY FREIGHT TO THE SHERATON NEW ORLEANS HOTEL DIRECTLY.** There are no facilities to handle and store exhibit material at the hotel prior to the meeting, nor will the hotel receive or be responsible for such shipments. NOAO will be unable to assist you with locating, transporting, or unloading any materials not shipped through ALLIANCE EXPOSITION.

ALL FREIGHT AND EXPRESS SHIPMENTS should be addressed as follows:

<Insert Company Name and Booth >

New Orleans Academy of Ophthalmology presents the 73rd Annual Symposium: "Outta Sight! Getting Groovy with Glaucoma, Cataract & Refractive, and Oculoplastics"

**c/o Alliance Exposition / Freight Force / All Star Freight
5600 Jefferson Hwy
Bldg W4, Ste 122
Harahan, LA 70123**

5. All demonstrations, interviews or other activities must be confined to the limits of the exhibit booth. Exhibits should be so arranged that attendance will be inside of space rented.
6. Canvassing in any part of the exhibit or meeting rooms by anyone representing or connected with a non-exhibiting firm is strictly forbidden. Canvassing by exhibitors will not be permitted outside of allotted space. No advertising matter will be permitted outside the exhibit space without the permission of the New Orleans Academy of Ophthalmology.
7. Exhibitor representatives who wish to attend the general session shall adhere to the following rules of conduct. A) Attendee solicitation and any accompanying sales materials are strictly prohibited in the room. B) Casual conversation with other representatives in the room is not permitted. C) No more than 4 representatives from one company may be in the general session hall at one time.
8. The New Orleans Academy of Ophthalmology reserves the right to restrict exhibits which, because of noise, method of operation, or for any other reason become objectionable and also to prohibit any exhibit which, in the opinion of the New Orleans Academy of Ophthalmology, may detract from the general character of the display.
9. No Exhibitor will organize or participate in any events, meetings, exhibitions, or functions held during the weekend of the New Orleans Academy of Ophthalmology Annual Symposium without prior written approval of the NOAO. Exhibitors must notify the NOAO in advance of all exhibitor sponsored functions using the **Exhibitor Sponsored Event Approval Form**. No events may be held during official NOAO scientific or social functions, unless pre-approved in writing by the NOAO. Failure to notify the NOAO about exhibitor sponsored events and/or to comply with these rules could result in a ban from future symposia.
10. It is mutually agreed that the New Orleans Academy of Ophthalmology, ALLIANCE EXPOSITION and the Starwood Hotels & Resorts Worldwide shall not be liable to the exhibitor for any damages to or for the loss or destruction of an exhibit or the property of the exhibitor or injuries to his/her person resulting from any cause. All claims for any such loss, damage or injury are expressly waived by the exhibitor. It is required that the exhibitors carry adequate insurance on all exhibits in an amount not less than \$2,000,000 Combined Single Limit for personal injury and property damage. All material used in decorating must be flame-proofed. Guard service will be provided by the New Orleans Academy of Ophthalmology during the hours the exhibits will be closed.