



# SPONSORSHIP PROSPECTUS

FEBRUARY 16 - 19, 2024 | PUERTO RICO



*education · inspiration · fellowship*

“

The energy of the mind is the essence of life.

- ARISTOTLE

”

## Welcome

Welcome to the Ophthalmology EnVision Summit. This annual conference was created by physicians to support and empower leaders in an innovative format for continuing medical education. Become an EnVisionary sponsor today to join our amazing, innovative community.

### WHEN

February 16-19, 2024

### WHERE

El Conquistador Resort, Puerto Rico

### WHAT

Multi-specialty Ophthalmology Meeting, AMA PRA Category 1 Credit(s)™, and Concurrent Optometry Meeting with PER® Continuing Education Credits

### WHAT'S NEW

New Optometry Program

### WHY

Be a part of this new way of learning. *Don't miss out!*

[www.envisionsummit.org](http://www.envisionsummit.org)

## ALL THE BUZZ

### Attendee Quotes

*"Without a doubt, this was one of the most enjoyable meetings I've attended. I was particularly impressed by the focus on women physicians and appreciated the perfect balance struck between a family-friendly atmosphere and a stunning tropical setting that's easily accessible."*

*"I got more out of EnVision Summit than attending the large, national conferences. I had a lot of opportunities for networking in a small and intimate setting."*

*"It appears to get bigger and better every year and lots of thought goes into the planning. It is my favorite meeting of the year!"*

*"EnVision Summit offers everything you want in a meeting: great educational content, inspiring speakers, and fantastic networking opportunities as well as something few other meetings have to offer—a great kids' program!"*



Bonnie An Henderson, MD



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Gain valuable exposure and prominent recognition through one or more of these available opportunities.

## SPONSORSHIPS

- **PLATINUM SPONSOR — \$49,000**  
Offers all core benefits for eight attendees plus access to registration listings, premier booth and signage opportunities, listing on the website and mobile app, and acknowledgment at opening session.
- **GOLD SPONSOR — \$30,000**  
Offers all core benefits for six attendees plus access to registration listings, upgraded booth and signage opportunities, listing on the website and mobile app, and acknowledgment at opening session.
- **SILVER SPONSOR — \$15,000**  
Offers tradeshow access for four attendees plus a complimentary booth, signage opportunities, and listing on the website and mobile app.
- **BRONZE SPONSOR — \$10,000**  
Offers exhibitor registration for two attendees plus a complimentary booth, limited signage opportunities, and listing on the website and mobile app.
- **PARTNER SPONSOR — \$4,000**  
Offers exhibitor registration for one attendee and listing on the website and mobile app.

**Additional Branding Opportunities Available**

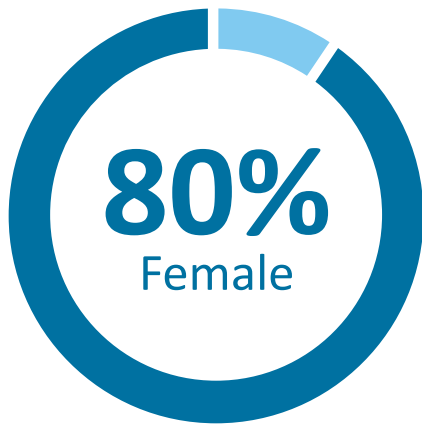
## BY THE NUMBERS

400+



### Ophthalmology Registrants

New in 2024! Growing Audience with Optometry Program



26 Sponsors & Partners

97 Youth Registrants

## International Footprint



## SEEN & HEARD

Attendee Quotes

*"EnVision Summit is my favorite ophthalmology conference of the year. Great opportunity for networking. I will come back every year!"*

*"The perfect place to be in February! Great to see friends and meet new friends in such a beautiful and relaxed environment."*

*"Great opportunity to meet up and coming doctors as well as reconnect with teaching leadership. The lecture hall was terrific, and the kids were ecstatic with the Youth Program!"*

*"This is a meeting with relevance in life and practice issues unlike any other. Great place to meet new colleagues and make plans for collaborative efforts to support patient care."*

## SPONSORSHIP LEVELS

Gain high-value exposure and prominent recognition for your company, products, and services through one of our sponsorship opportunities.

### PLATINUM SPONSOR — \$49,000

Platinum sponsorship includes eight representative registration badges; a preregistration attendee list; a complimentary premier booth location; and a premier listing on onsite signage, the Summit website and mobile app, press releases, and email blasts. You will receive special recognition at the opening session.

### GOLD SPONSOR — \$30,000

Gold sponsorship includes six representative registration badges, a preregistration attendee list, a complimentary upgraded booth location, listing on onsite signage and the Summit website and mobile app, and special recognition at the opening reception.

### SILVER SPONSOR — \$15,000

Silver sponsorship includes four representative registration badges, a complimentary exhibit booth, and listing on onsite signage and the Summit website and mobile app.

### BRONZE SPONSOR — \$10,000

Bronze sponsorship includes two exhibitor registration badges, a complimentary booth, and listing on onsite signage and the Summit website and mobile app.

### PARTNER SPONSOR — \$4,000

Partner sponsorship includes exhibitor registration for one and listing on the Summit website and mobile app.

[VIEW SPONSORSHIP FORM](#)

### Add-On Branding Opportunities

Information on grant and mealtime symposia opportunities available through PER<sup>®</sup> is available on the next page.

1. **Co-sponsorship (2 companies) of Saturday Twilight Symposia** for optometrists and ophthalmologists combined (two 30-minute Saturday evening promotional lectures including 5-min. intro by each company executive and one additional badge for each company) — \$22,500 from each company for a total of \$45,000
2. **Friday Opening Welcome Reception** (15-min. intro by company executive or speaker plus two additional badges for the company sponsorship) — \$20,000
3. **Exclusive Mobile App Sponsor** (display your logo and link of your choice on the mobile app and email with app download instructions, logo to be included on mobile app signage, one push notification per day, option to provide welcome video for app) — \$10,000
4. **Lanyards** — \$8,500
5. **T-Shirts** — \$7,500
6. **Meeting Bag for Attendees** — \$7,500
7. **Sponsor Youth Program** — \$6,000
8. **Banners at Registration Desks** — \$5,000
9. **Break Sponsorship** (company name and logo prominently displayed on break tables) — \$5,000 per break or \$15,000 for all four breaks
10. **Eblast with Banner Ads** — \$2,500
11. **Eblast with Meeting Content** — \$2,500
12. **Logo & Link** (display your logo and link of your choice on the EnVision Summit website)

Additional sponsorships opportunities may be available. To learn more, please email us at [info@envisionsummit.org](mailto:info@envisionsummit.org).

# GRANT OPPORTUNITIES THROUGH PER<sup>®</sup>



While corporate sponsorships are still available through EnVision Summit directly, the CME medical education grants and symposia are now offered through Physicians' Education Resource<sup>®</sup> (PER<sup>®</sup>). The grant opportunities available in 2024 are detailed below.

For more information or to provide a grant, please contact PER<sup>®</sup> directly at the phone number or email address listed below.

## Eli Anseume

Senior Manager of Educational Strategy  
(908) 307-4414  
eanseume@gotoper.com

### The Grant Support Deliverables for the EnVision Summit 2024 include:

#### 1.0 Credit Hour Live Hybrid Mealtime Symposia:

- Expert panel discussion featuring 2-4 key opinion leader faculty members.
- Hosted in-person at the EnVision Summit 2024 and live streamed.
- Symposia held during breakfast, dinner, and afternoon sessions.

#### 1.0 Credit Hour Enduring Online Activity:

- Online enduring activity with the same educational objectives as the live symposia.
- Hosted for 12 months post-conference, providing access to over 2,000+ participants.

#### 0.25 Credit Hour Print Pieces:

- Print enduring component distributed in the pages of Ophthalmology Times and Optometry Times.
- Provides a credit hour value for participants.



# EXHIBIT LOCATION – DATES – HOURS



## Hotel Location

El Conquistador  
1000 El Conquistador Ave  
Fajardo, Puerto Rico 00738

## Exhibits Installation

Thursday, February 15      1:00 PM – 5:00 PM

## Exhibits Dismantle

Monday, February 19      10:00 AM – 2:00 PM

## Exhibit Hours

Exhibit area hours will be held during meal and break times.

*All F&B will be located in this exhibit area during breaks.*

## Preliminary Program Schedule

(Subject to change)

### FRIDAY, FEBRUARY 16

Registration	1:00 PM – 6:00 PM
General Session	1:00 PM – 6:00 PM
Welcome Reception	6:30 PM – 8:30 PM

### SATURDAY, FEBRUARY 17

Breakfast Session	7:00 AM – 7:45 AM
General Session	8:00 AM – 10:00 AM
Break with Exhibitors	10:00 AM – 10:30 AM
General Session	10:30 AM – 12:30 PM
Lunch Session	12:30 PM – 1:30 PM
*Optional Ancillary Schedule	2:00 PM – 5:00 PM
Spotlight Program	6:30 PM – 8:30 PM

### SUNDAY, FEBRUARY 18

Breakfast Session	7:00 AM – 7:45 AM
General Session	8:00 AM – 10:00 AM
Break with Exhibitors	10:00 AM – 10:30 AM
General Session	10:30 AM – 12:30 PM
Lunch Session	12:30 PM – 1:30 PM
*Optional Charitable Event	2:00 PM – 5:00 PM

### MONDAY, FEBRUARY 19

Breakfast Session	7:00 AM – 7:45 AM
General Session	8:00 AM – 10:00 AM
Break with Exhibitors	10:00 AM – 10:30 AM
General Session	10:30 AM – 12:30 PM

## Space Assignment

EnVision Summit exhibits are an extension of the continuing education program. To be accepted, the products and services should be related to ophthalmic medical fields. Applications will be assigned space on a first come, first serve basis. Exhibit space is limited; thus, companies are limited to the exhibit tier they applied for. Requests for additional tabletop spaces in addition to what is included in the contracted exhibit tier will be reviewed on an individual basis.



## Booth Space Guidelines

Exhibits are for dissemination of information and displaying products that can easily fit within the allotted tabletop exhibit space. Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of products and display material on the table may not exceed 7ft. Products and displays cannot wrap around to produce any type of sidewall. All exhibitors are required to keep their materials within their exhibit space. Portable, pop-up back walls are permitted in the back of booth space and are subject to placement approval.

### **YOU ARE REQUIRED TO NOTIFY THE EXHIBITS MANAGER IF YOU ARE BRINGING IN EQUIPMENT AND INCLUDE SIZE OF MATERIALS.**

We will not provide storage for empty containers and boxes. All containers and boxes not on display must be stored out of sight within the exhibitor's booth space. All exhibits are subject to review onsite with modification where necessary. Custom-built booth displays are strictly prohibited.

To eliminate any package delays, please utilize the addressing instructions below. Use only the individual's name that will be onsite to sign for the package(s). Please **DO NOT** address your packages to a hotel employee or Event Manager as this could cause the package to be delayed.

To ensure proper delivery time for your event, please schedule your package to be delivered to the hotel one day, but no earlier than seven days, prior to the start of your event. Packages scheduled to be delivered on the day of your event may cause a delivery delay.

### **When shipping materials to the hotel, please include the following information on all packages to ensure proper delivery and storage.**



El Conquistador Resort  
1000 El Conquistador Ave  
Fajardo, Puerto Rico 00738

**Conference Name & Date:** EnVision Summit, 02/16-19/2024

**Client/Guest Name:** Your Name

**Hold for Arrival:** Your Arrival Date

**Location:** Atlantic Foyer

**Package # of #**

Please include a packing slip on the inside and outside of each box.

Any cargo coming into the hotel, especially ocean freight, needs to be consigned to the group name and notify party should be El Conquistador Resort. A copy of the bill of lading, BL, commercial invoice must be sent to El Conquistador's shipping department three weeks prior to group arrival to properly process for tax exemption. There is a receiving and handling charge of \$40 per 100lbs or fraction for freight.

### **A NOTE ON SHIPPING CARRIERS**

Due to the time and distance between Puerto Rico and the mainland, standard times and services may not apply. Overnight and Express Services will guarantee overnight delivery from anywhere on the mainland to Puerto Rico. Priority Overnight Service from Puerto Rico will reach the United States and major areas of Canada. **Overnight or Express Services are automatically charged the 6.6% excise tax.**

**There are NO Saturday deliveries in Puerto Rico for Overnight or Express Services** (i.e., Overnight sent on Friday will be received on Monday; 2-Day Express sent on Thursday will be received on Monday).



## Payment Schedule

Full payment and company information due with the application form.

Contracts submitted without payment will not be binding, and space will not be assigned or held.

## Cancellation Policy

Cancellation of assigned booth space must be submitted in writing. Cancellations will not be taken over the phone.

Cancellations received after contract is submitted on or after December 4, 2023, will forfeit 85% cancellation fee.\*

Exhibitors canceling space on or after December 11, 2023, will forfeit 100% of the exhibit fee.\*

Exhibitors who fail to pay the cancellation fee will not be permitted to exhibit at the meeting until the balance is paid in full.

\*If the exhibition is sold out and the canceled space is resold, the penalty will be reduced to 50%.

## Payment Methods

Checks and electronic bank transfers.

### Paying By Check

EnVision Summit  
P.O. Box 252  
Georges Mills, NH 03751

### Electronic Bank Transfer Details

For wire transfer instructions, please contact Bonnie Henderson, MD, by emailing [info@envisionsummit.org](mailto:info@envisionsummit.org)

[VIEW SPONSORSHIP FORM](#)

## Housing

EnVision Summit will be hosted at El Conquistador Resort, Puerto Rico. We have negotiated group rates for attendees and exhibitors. Reservations should be received by the housing cutoff date of Monday, December 4, 2023.

**A follow-up email will be sent when housing reservations open.**

*Reservations received after the above date will be accommodated on availability at the published rate. We have made every effort to ensure the housing block is large enough to accommodate all attendees; however, we strongly advise that you make all reservations as early as possible.*



# IMPORTANT DATES



## DECEMBER 2023

DECEMBER 2023						
SUN	MON	TUES	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	24	26	27	28	29	30
31	1	2	3	4	5	6

### December 4

Booth cancellations on or after this date will forfeit 85% of the booth fee.

Hotel reservations must be made to receive the discounted rate.

### December 11

Booth cancellations on or after this date will forfeit 100% of the booth fee.

## JANUARY 2024

JANUARY 2024						
SUN	MON	TUES	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

### January 15

Complimentary mailing lists with attendee names, cities, and states distributed via email.

Certificate of Insurance form due to Exhibits Manager.

### January 17

Exhibitor order forms due to hotel for electrical & AV.

## FEBRUARY 2024

FEBRUARY 2024						
SUN	MON	TUES	WED	THU	FRI	SAT
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2

### February 15

#### Exhibit Installation

1:00 PM – 5:00 PM

All booths must be set up no later than 5:00 PM

### February 16

#### Exhibit Area Open:

2:00 PM – 4:00 PM

### February 16 – February 17

#### Exhibit Area Open:

7:00 AM – 12:00 PM

#### February 19 exhibit dismantle:

10:00 AM – 2:00 PM

## FDA Regulations

Exhibitors must abide by all applicable Food and Drug Administration (FDA) regulations, including but not limited to any or all approval requirements. Exhibitors are reminded that the FDA generally prohibits the advertising or other promotion of investigational or unapproved drugs and devices. The FDA also forbids the commercial promotion of approval drugs or devices for unapproved uses.

Unapproved devices may be displayed only if they are the subject of an effective investigational device exemption (IDE) or if they are the subject of a pending 510 (k) premarket notification application. Any investigational product that is displayed or graphically depicted within the exhibit must (a) contain no claims of safety or effectiveness, (b) contain no comparative claims to other marketed products, and (c) be accompanied by a sign clearly and prominently stating that the device is limited by federal law to investigational use and is not approved by the FDA for commercial distribution in the United States.

Exhibitors may not sell, commercialize, or take orders or names with respect to an investigational drug or device or a device that is the subject of pending 510 (k) application unless limited to research or investigational use. These restrictions are not intended to limit the full exchange of scientific information regarding an investigational drug or device.

If the FDA or a court of competent jurisdiction determines that a company's exhibit at an ASCRS meeting is in violation of any FDA regulations, including but not limited to the promotional restrictions and rules described above, the company may be subject to sanctions, including but not limited to exclusion from exhibiting at subsequent meetings. Compliance with FDA regulations should be addressed to the appropriate agency within the FDA.

## General Terms and Regulations

1. These rules and regulations constitute an essential part of the contract for the exhibit space. During the exhibit, EnVision Summit reserves the right to render all interpretations and to establish further regulations as may be deemed necessary for the general success of the exhibition.
2. EnVision Summit reserves the right to decline, prohibit, or expel an exhibit which, in its judgment, is out of keeping with the character of the exhibition, this reservation being all inclusive as to person, things, printed matter, product, conduct, etc. Should the exhibit be expelled, space payments will not be refunded.
3. Exhibitors shall be bound by all pertinent laws, codes, and regulations of municipal or other authorities having jurisdiction over the exhibit facility or the conducting of said exhibit, together with the rules and regulations of the owners and/or operators of the facility in which the exhibition is held.
4. It is agreed that if the exhibitor fails to comply in any respect with the terms of the agreement, then EnVision Summit shall have the right, without notice to the exhibitor, to cancel their space and sell or offer for sale the exhibit space covered by this contract, with said exhibitor to be liable for any deficiency, loss, or damage suffered by the exhibition by reason of the premises stated, which loss or damage the exhibitor agrees to pay the exhibition upon demand together with reasonable expenses and costs incurred by reason thereof.
5. It is further agreed that actual occupation of the exhibit space by an exhibit is of the essence thereof and that should the exhibition be unable to affect the sale of the space as herein provided, the exhibition is then expressly authorized to occupy or cause said space to be occupied in such manner as it may deem in the best interest of the exhibition, without any rebate or allowance whatsoever to the exhibitor and without in any way releasing said exhibitor from any liability hereunder, and said exhibitor expressly agrees to pay the exhibition the full sum therein forth.
6. EnVision Summit shall have full power in the interpretation and enforcement of all rules and regulations contained herein and the power to make such amendments thereto and such further rules and regulations as it shall consider necessary for the proper conduct and success of the exhibition.
7. I understand that by providing my mailing address, email address, telephone number, and fax number, I consent to receive communications sent by or on behalf of EnVision Summit (and their subsidiaries and affiliates) via regular mail, email, telephone, or fax. I understand that EnVision Summit may share my contact information with other organizations.

## Violations

Specific actions may be taken by EnVision Summit for violation of provision of these guidelines. Violations of any EnVision Summit policies, rules, or regulations may result in the loss of priority points for future space assignments at any EnVision Summit meetings and or immediate removal from the exhibit area and or denial of exhibit space at future meetings. The action taken will be determined on the basis of the particular circumstances of the violations but in cases involving major violations may include legal action.

## Evaluation of Space Application

In order to preserve and maximize the educational value of the technical exhibit program, EnVision Summit will examine all space applications and evaluate the proposed exhibits to determine whether they satisfy certain basic criteria.

Permission to exhibit does not constitute in any way an EnVision Summit endorsement or approval of the exhibited products or services or guarantee that space will be assigned. The examination and evaluation of space applications will be performed in accordance with guidelines established by the EnVision Summit Committees. The principle criteria to be considered in reviewing applications shall include, but not limited to, whether the products or services proposed for exhibition relate specifically to the practice or advancement of ophthalmology generally and/or cataract and refractive surgery specifically, whether the proposed exhibit is of educational value to ophthalmologist, cataract, and refractive surgeons, and whether the products or services in question are safe and effective.

Companies with complaints filed against them with state or federal consumer affairs regulatory agencies, the Better Business Bureau, or EnVision Summit members may be required to provide an explanation of the resolution of those complaints. Exhibitors shall not exhibit any products or services other than those included in their space.



## Access to Exhibits

Exhibitors may not enter another exhibitor's booth or take literature or photographs without approval.

## BioMedical Waste

Exhibits may not include the use of biomedical waste including, but not limited to, animal tissue, disposable needles, sharps, human blood, or products contaminated with blood.

## Care of Facility

Protection of convention facility property: Nothing shall be posted on, or tacked, nailed, screwed or otherwise attached to the columns, walls, floors, or other parts of the facility or convention hall exhibit area without permission from the proper building authority.

## Catastrophe

EnVision Summit will not be liable for the fulfillment of this contract as to the delivery of exhibit space if non-delivery is due to any of the following causes: By reason of the facility being damaged or destroyed by fire, act of God, public enemy, war or insurrections, strikes, the authority of the law, postponement of cancellation of the exposition, or for any cause beyond their control. It will, however, in the event of its not being able to hold an exhibit for any of the above-named reasons, reimburse exhibitors on a prorata basis on any amount paid in, less any and all legitimate expenses incurred, such as but not limited to rent, advertising, salaries, operating costs, etc.

## Dismantle of Exhibits

The dismantling period is 10:00 AM – 2:00 PM, Monday, February 19, 2024.

All exhibitor displays or materials left in the exhibit area after 2:30 PM will be packed and shipped at the discretion of the show management, and all applicable service charges will be applied to the exhibitor of record. If an exhibitor violates these regulations, the exhibitor may be denied exhibit space in future trade expositions. Please book your travel arrangements accordingly.

Exhibit booths must be staffed during all open show hours.

## Duty of Care

As an attendee of the 2024 EnVision Summit you are responsible for your health and to make the event staff aware of your current health conditions.

Please do not attend the meeting if you are experiencing any of the following:

- A fever (>100°F) or a sense of having a fever
- A new cough that you cannot attribute to another health condition
- Shortness of breath that you cannot attribute to another health condition
- The loss of taste or smell
- Chills you cannot attribute to another health condition
- A sore throat that you cannot attribute to another health condition
- New muscle aches (myalgia) that you cannot attribute to another health condition

## Acknowledgment

Due to the nature of infectious diseases like COVID-19 and their presence in society, no physical environment is free of the risk of transmission. The rules and guidelines communicated by EnVision Summit can mitigate but cannot eliminate this risk. Registered attendees acknowledge they are responsible for checking the event website and their email for communications regarding any changes to the current guidelines for this event.

## Giveaways

Exhibiting companies may distribute descriptive product literature and samples of their listed products to each booth visitor. Exhibitors who wish to distribute items of educational nature other than product samples must notify Bonnie Henderson at [info@envisionsummit.org](mailto:info@envisionsummit.org) by January 15, 2024. Samples of giveaways sent to EnVision Summit for review will not be returned. In response to the Pharmaceutical Research and Manufacturers of America's (PhRMA) new codes governing interactions with healthcare professionals and in supporting similar changes from the Advanced Medical Technology Associates (AdvaMed), the only giveaway allowed are those designed primarily for the education of patients or healthcare professionals.

Where permitted by law, it is appropriate for companies to offer items that are not substantial value (\$100 or less) and do not have value to healthcare professionals outside of their professional responsibilities. For example, anatomical model for use in the examination room is intended for the education of the patients and would be acceptable. EnVision Summit, in its sole discretion, shall have the right to prohibit the distribution of any item it deems objectionable or otherwise inappropriate.

Prescription drug samples may be distributed to physicians only in accordance with the Prescription Drug Marketing Act. Distribution of approved items must not create a nuisance or cause interference with adjoining exhibits.

## Floor Covering

The exhibit area has carpet. Companies are prohibited from providing their own floor covering.

## Hanging Signs

Hanging signs are strictly prohibited within the exhibit area.



*"Excellent conversations in a relaxed setting that allowed us to build relationships and create mentorship."*

## Insurance Certificates (EACs)

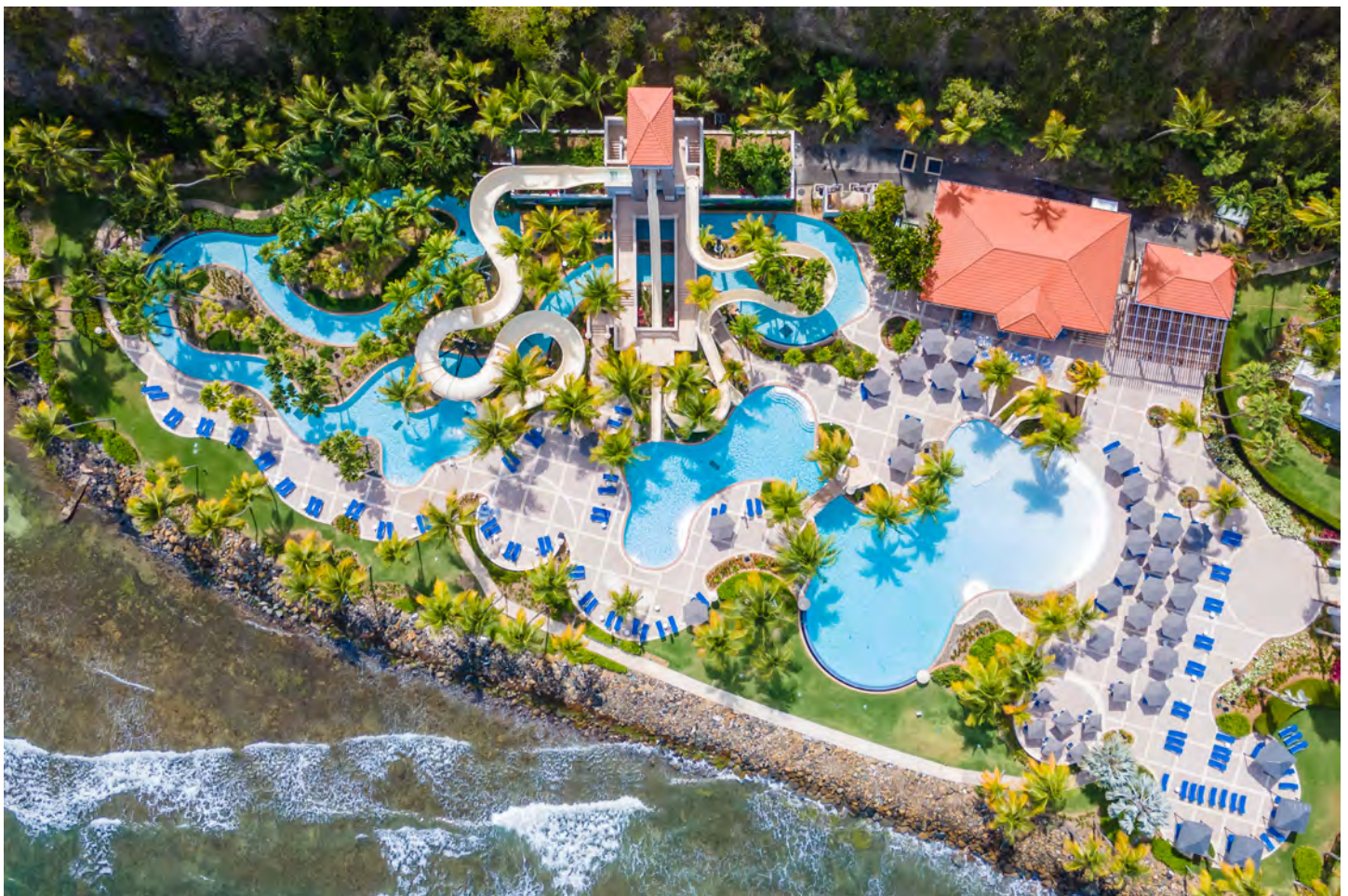
Exhibitors shall secure or maintain a public liability insurance policy acceptable to EnVision Summit as to coverage limits and agrees to name EnVision Summit as an additional insured on any such policy(ies). Exhibitor shall furnish a certificate of insurance no later than January 15, 2024, showing EnVision Summit named as an additional insured, and exhibitor, upon demand, agrees to furnish EnVision Summit proof of payment of the premium on any such policy(ies).

Policy(ies) shall expressly provide that the policy(ies) shall not be cancelled or altered without at least 10 days prior written notice to EnVision Summit from the insurance company. Exhibitor expressly agrees to indemnify and hold harmless EnVision Summit and its management, agents, and employees from any and all liability, claims, loss damages, or expenses, including counsel fees and costs resulting from injuries to any person, including other exhibitors, the agents, employees, and attendees, or damage to any property, including property owned by the exhibitors, in connection with its use of exhibit space. Exhibitor agrees that the exhibition assumes no responsibility for the safety or employees from theft, damage by fire, accident, or any other cause whatsoever. Attention is called to the necessity for insurance covering all risks (liability, fire, theft, damage, etc.) on your exhibit from place of shipment to the exhibition facility, return, and during exhibition.

Host Hotel/Insurance: Exhibitor expressly agrees to adhere to all convention rules and regulations published by the hotel. Exhibitor also agrees to meet all hotel insurance requirements and accepts sole and complete responsibility for securing required license/permits needed, for example, from ASCAP/BMI for the use of music in booth area.

Insurance certificates must be sent to [info@envisionsummit.org](mailto:info@envisionsummit.org) no later than January 15, 2024. EnVision Summit must be listed as a coinsured on the certificate.

**Certificate Holder: EnVision Summit, P.O. Box 252, Georges Mills, NH 03751**



## Installation of Exhibits

Installation hours: 1:00 PM – 5:00 PM, Thursday, February 15, 2024. All exhibit boxes must be empty and stowed under the tabletop exhibit no later than 5:30 PM. Display space not claimed and occupied by 5:30 PM will be cancelled or reassigned without notification or refund.

If the exhibit is on hand, EnVision Summit reserves the right to assign labor to set up any display that is not in the process of being erected by 5:00 PM on February 15, 2024, and/or to order the removal of all display materials not in the process of being set by 5:00 PM on February 15, 2024.

The charge for labor to complete either of these options will be billed to the exhibitor and EnVision Summit shall have no liability for such work. Labor within the booth can be provided either through an exhibitor, an appointed contractor, or the official service provider. All individuals working in the exhibit area must be badged.

Packing, unpacking, and assembly of exhibits shall be done only in designated areas and in conformity with the directions of the convention hall manager or their assistants. All booths must be set up no later than 5:00 PM on February 15, 2024.

## Outstanding Balance/Payment Information

Companies that have a past balance due with EnVision Summit, including but not limited to any meeting, function, or media project, will not be permitted to exhibit at this meeting until the balance is paid in full.

## Promotional Material

Exhibitors may not use the name or logos of EnVision Summit in promotional material without written consent. While at the exhibition, distribution of advertising material and exhibitor solicitation of any sort shall be restricted to the exhibitor's booth. Neither company's exhibits nor products may extend into the aisle or beyond the limits of the assigned booth.

Any promotional activity performed by the exhibitor outside the confines of the assigned booth, including promotional activities outside the confines of the meeting facility, requires preapproval by EnVision Summit. This includes, but is not limited to, the use of promotional materials such as billboards, street solicitors, taxi cabs, and mobile billboards. EnVision Summit reserves the right to require exhibitors to cease unapproved promotional activities. Continuation of this activity after notification to desist may result in expulsion from the meeting and denial of participation in future meetings. EnVision Summit is not responsible for any reimbursement of ceased activities or lost expenses of any kind.



## Professional Behavior

Professional behavior is expected by each company, its representatives, and exhibitor-appointed contractors at all times during the EnVision Summit meeting. Any provocation of another either verbally, physically, or by any other means will result in all parties involved surrendering their badges immediately and being escorted off the premises by security and all parties being prohibited from attending the remainder of the meeting, exposition, and functions. If there is more than one offense, EnVision Summit will prohibit the parties' attendance at ALL future EnVision Summit events.

## Selling

Selling or order taking is permitted, but exhibitor is expected to maintain proper decorum, follow EnVision Summit high standards, and be consistent with the educational purposes and integrity of the show and profession. Exhibitors must obtain any/all permits/licenses required by the host state/city prior to selling/taking orders on site. All taxes related to sales/orders on site are the sole responsibility of the exhibitor.

# SPONSORSHIP COMMITMENT FORM



Company \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Submitted by \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

*You are hereby authorized to reserve the sponsorship/support opportunities indicated below for use at the EnVision Summit. By signing this application, the applicant agrees to fulfill all sponsorship responsibilities set forth by the EnVision Summit and their agents. Failure to abide by these rules and regulations will result in forfeiture of all moneys paid or due Management under terms of this agreement. Full payment is required with the application form.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

## PLEASE SELECT AN OPTION

### Sponsorship Packages:

- PLATINUM SPONSOR — \$49,000
- GOLD SPONSOR — \$30,000
- SILVER SPONSOR — \$15,000
- BRONZE SPONSOR — \$10,000
- PARTNER SPONSOR — \$4,000

### Add-On Branding Opportunities:

- Saturday Symposium Co-sponsorship — \$22,500
- Welcome Reception Speech — \$20,000
- Mobile App Sponsor — \$10,000
- Lanyards — \$8,500
- T-Shirts — \$7,500
- Meeting Bag for Attendees — \$7,500
- Sponsor Youth Program — \$6,000
- Registration Desk Banners — \$5,000
- Per Break Sponsorship — \$5,000
- Break Sponsorship — \$15,000 for all 4 breaks
- Eblast with Banner Ads — \$2,500
- Eblast with Content — \$2,500
- Website Logo and Link — \$2,500
- Meeting Bag Inserts — \$2,500

Enclosed is my check made payable to “EnVision Summit”  
*Please complete this form and mail it with an enclosed check to the address below.*

I wish to use the Electronic Funds Transfer option  
*Please complete this form and email it to [info@envisionsummit.org](mailto:info@envisionsummit.org). A representative will contact you with wire instructions.*

Total Amount Enclosed/To Be Transferred \$ \_\_\_\_\_ Date \_\_\_\_\_

### MAIL OR EMAIL THIS FORM

**Mail to:** EnVision Summit, P.O. Box 252  
Georges Mills, NH 03751  
**Email to:** [info@envisionsummit.org](mailto:info@envisionsummit.org)

### QUESTIONS



For questions, please email  
[info@envisionsummit.org](mailto:info@envisionsummit.org)