

August 31st - September 2nd, 2017
Ritz-Carlton Hotel Cancun, Mexico



"VERITATIS LUX OCULO INSERVIENS"

Technical Exhibition



**World Action Plan for ROP:
*An avoidable visual disability***



Informes e inscripciones:
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www.servimed.com.mx/rop2017





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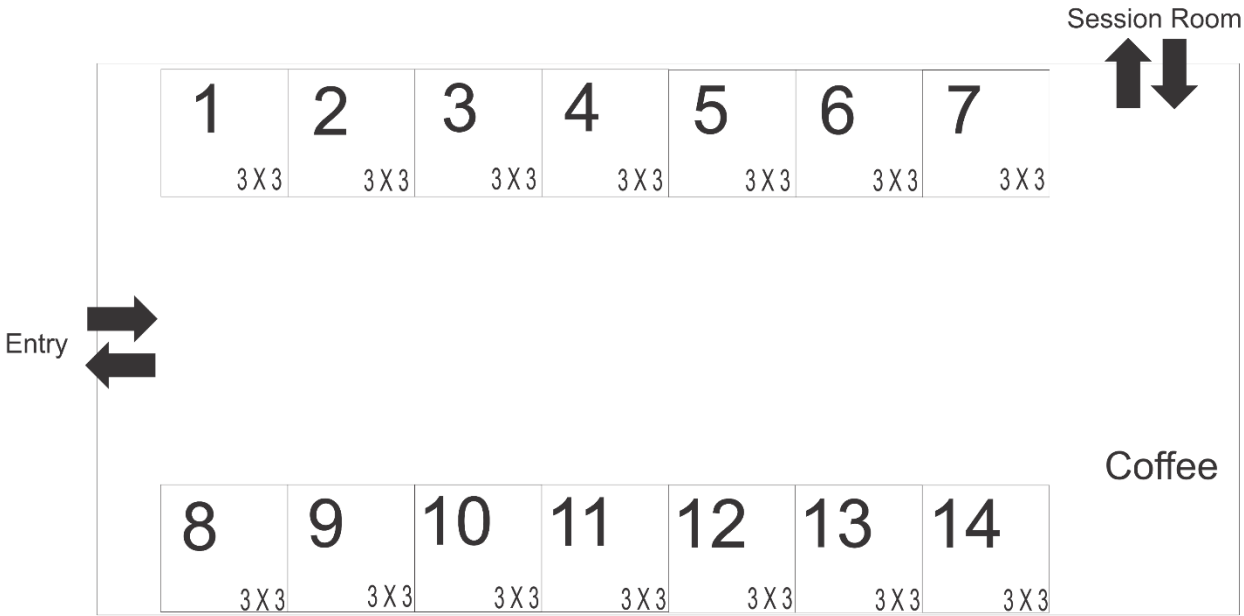


The Organizing Committee of the **World Action Plan for ROP: An avoidable visual disability** is pleased to invite you to participate in the exhibition which will be held from August 31st to September 2nd, 2017 at the Ritz-Carlton Hotel in Cancun, Mexico

More than 400 medical specialists will participate in this event. Including ophthalmologists, neonatologists, nurses and technicians.

The Scientific Committee has prepared a program on topical issues with the participation of national and international speakers, whom are experts in the subject.

EXHIBITION AREA





SPACES AND COST CHART

BOOTH	BOOTH FRONT	DEPTH	AREA	COST USD
1	3	3	9	\$3,600.00
2	3	3	9	\$3,600.00
3	3	3	9	\$3,600.00
4	3	3	9	\$3,600.00
5	3	3	9	\$3,600.00
6	3	3	9	\$3,600.00
7	3	3	9	\$3,600.00
8	3	3	9	\$3,600.00
9	3	3	9	\$3,600.00
10	3	3	9	\$3,600.00
11	3	3	9	\$3,600.00
12	3	3	9	\$3,600.00
13	3	3	9	\$3,600.00
14	3	3	9	\$3,600.00

The rental fee is excluding booth construction and includes the following:

- * Dividing walls
- * Letterhead with the name of your company
- * One double outlet
- * One table and two chairs
- * 3 exhibitor badges per 9m²
- * Each additional badge has a cost of USD \$40

We reserve the right of changing the location of your booth in accordance with the surface rented.

Maxium height allowed: 2.50 m



HOW TO BOOK EXHIBITION SPACE

Please complete the enclosed Exhibition Contract and return it to B.P. Servimed. Upon receipt of your contract we will send you a confirmation and invoice for an advance payment of 50% of the total amount.

You will be given three choices of booth, and we will assigned in a first come first served basis.

The exhibition of USED EQUIPMENT is forbidden. If the exhibitor does not comply to this rule, will be expelled from the exhibition and will not receive any refund.

TERMS OF PAYMENT AND DISCOUNT

After the enclosed Exhibition Contract is received by the Congress Organizer, a confirmation and an invoice for the 50% of the total amount will be sent and is due to being pain within three weeks after receipt. **The balance of the full payment is due and payable before July 31st**

Discounts may apply as follows:

- * 10% discount if the total amount is paid by April 5th, 2017
- * 5% discount if 50% of the total amount is paid by April 5th and the other 50% by May 5th, 2017

CANCELLATION

If the hired space is cancelled 60 days prior to the congress, a 10% rental fee will be charged due to administrative expenses. If the space is cancelled between 30 and 59 days before the event, a 20% rental fee will be charged. If the space is cancelled less than 30 days before the congress, the total rental fee will be charged without any refund.

CONTRACTORS

Free build exhibitors are free to appoint booth designers and construction contractors of their choice. It is, however, each company's responsibility to ensure that all such contractors are familiar with the Exhibition and the hotel's regulations and they comply with these.

Any exhibitor contracting with a setup and dismantling company for the show must require the company to submit a letter to Congress Management stating which exhibitors they will be serving, along with proof of liability, workers' compensation insurance and proof of compensation for their laborers.

Exhibitor appointed contractors must conform to the policies printed herein and to any that apply to the Congress exhibitors.



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APPLICATION/CONTRACT FOR EXHIBIT SPACE IN THE TRADE EXHIBITION

Date: _____

Company name:

Mailing Address:

No	Street	City	State
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Zip code	Country	Telephone	Country
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E-mail _____

Name of the person in charge of the event:

Title: _____ Phone / Extension _____

E-mail _____

Products and services intended to be exhibited:

(This contract must be accompanied by the catalogues of the equipments, products or services to be exhibited)

Booth No. (s) _____ / _____ / _____
1st Choice
2nd Choice
3rd Choice

Special requirements: _____

Enclosed payment in the amount of \$.....

Important Remarks:

1. This contract will only be processed upon receipt of 50% of the total amount
2. The exhibitor accepts all the terms and conditions of the regulations of the exhibition Manual which is part of this contract.
3. The person who signs this contract is an authorized representative.

Signature of the authorized representative

Signature of Servimed's Representative



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SUPPORT OPPORTUNITIES TYPES OF PARTICIPATION AND SPONSORSHIPS

The Organizing Committee cordially invites exhibiting companies to consider the following support opportunities:

Academic Support

Speakers
Accommodation for speakers or participants
Registration
Audiovisual equipment
Coffee Breaks
Simultaneous interpretation

Academic Participation

Workshops
Scientists breakfast
Symposium

Social Events

Welcome Reception
Speakers' Dinner
Congress Dinner

Brand Presence

Congress notebooks
Lanyards
Congress bags
Signage
Printed material
Bag inserts



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SUPPORT OPPORTUNITIES

B.P. Servimed should receive the contract or quotation signed by an authorized representative of the company.

TERMS OF PAYMENT FOR SUPPORT OPPORTUNITIES

Upon receipt of your contract we will send you a confirmation and invoice for an advance payment of 50% of the total amount.

All sponsorships must be paid in full at least 30 days before the date of the start of the event.

CANCELLATION FOR SUPPORT OPPORTUNITIES

If the support opportunities are cancelled 60 days prior to the congress, a 10% fee will be charged due to administrative expenses. If the sponsorship is cancelled between 30 and 59 days before the event, a 20% fee will be charged. If the space is cancelled less than 30 days before the congress, no refund will apply.



APPLICATION/CONTRACT FOR SUPPORT OPPORTUNITIES

Date: _____

Company name: _____

Mailing Address:

No	Street	City	State
----	--------	------	-------

Zip code	Country	Telephone	Country
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E-mail _____

Name of the person in charge of the event:

Title: _____ Phone / Extension _____

E-mail _____

Types participation and sponsorships that want to be hired:

- | | |
|-----------------------------------|----------------------------|
| _____ Speakers | _____ Workshops |
| _____ Accommodation | _____ Scientific breakfast |
| _____ Registration | _____ Symposium |
| _____ Audiovisual equipment | |
| _____ Coffee service | |
| _____ Simultaneous interpretation | |
| _____ Welcome reception | _____ Congress Notebooks |
| _____ Speakers' Dinner | _____ Lanyards |
| _____ Congress Dinner | _____ Congress Bags |
| | _____ Signage |
| | _____ Printed Materials |

Special requirements: _____

Important Remarks:

1. This contract will only be processed upon receipt of 50% of the total amount
2. The exhibitor accepts all the terms and conditions of the regulations of the exhibition Manual which is part of this contract.
3. The person who signs this contract is an authorized representative.

Signature of the authorized representative

Signature of the Servimed representative



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CONTACT

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EXHIBIT AREA RULES AND REGULATIONS

One of the objectives of BP Servimed, SA de CV is to organize meetings and congresses aimed to professionals interested in attending. In addition to these events there is a Technical Exhibition, within the same course or congress' venue, in which the companies that commercialize medical equipment and medicines are able to exhibit or sale under the following:

RULES

1. INVITATION

Before every course or congress, BP Servimed will send an invitation informing the exhibit plan, the cost of every booth, the payment schedule and every detail related to each Technical Exhibit.

2. ASSIGNMENT OF EXHIBIT SPACE

Exhibitors will choose the booth of their preference. This will be reserved with a 50% down payment. The other 50% must be paid before July 31st, otherwise the reserved space will be reassigned.

3. PAYMENT

The installation of booths will not be allowed unless they are paid in full by the date previously established.

4. CONTRACT

The exhibitor must send to B.P Servimed an application/contract for the required space, specifying the kind of equipment or products to be exhibited during the event. THE PROMOTION OF USED EQUIPMENT WILL NOT BE AUTHORIZED.

5. CANCELLATION

If the space is cancelled 60 days prior to the congress, a 10% rental fee will be charged due to administrative expenses. If the space is cancelled between 30 and 59 days before the event, a 20% rental fee will be charged. If the space is cancelled after this date, the total rental fee will be charged without any refund.

6. BADGES

Only participants previously registered and with a congress official badge will be allowed to visit the technical exhibition; therefore, a list with the personnel's names in charge of the booths must be sent 20 days previously to the congress. In case of requiring more badges during the event these will be charged according to the fee set by the Organizing Committee. Badges will only be given to those who prove by an official ID or a letter signed by a representative of the company their relationship with the exhibit company. The badge is personal and cannot be transferred to another person.

7. MODELS

The exhibitor will be able to hire models from the event's official agency previously hired by the organizing committee. The access to any other person will not be allowed.

8. BOOTH ASSEMBLY

The booth will be assembled only on the date and place set by the Organizing Committee through the PCO (Professional Conference Organizer) according to the following rules:

- Alcohol is forbidden in the exhibition area, and it is the exhibitor's responsibility to warn his staff.
- The setup staff must carry an official ID issued by their company.
- Every equipment and material introduced to the exhibit area must be included in a written list. The list should be given to the security personnel of the venue when the goods enter the exhibition area.

9. EXHIBITION AREA

The exhibit area must correspond to the space hired and under any circumstances the exhibitor will be allowed to occupy a different area.

9.1 It is strictly forbidden to serve alcoholic beverages within the trade exhibition area.

9.2 Exhibitors must adhere to the set-up and dismantling hours indicated by the Organizing Committee.

10. EQUIPMENT ACCESS

The equipment and material will only be allowed to access the exhibit area by the admission areas authorized by the venue and under the responsibility of the exhibitor.

11. BOOTH DESIGN

The exhibitor is free to design his booth to his convenience and according to the following rules:

11.1 All the materials, labour and assembly will be paid by the exhibitor

B.P. SERVIMED, S.A. de C.V.

Barranca del Muerto No. 520, Col. Alpes, 01010, México, D.F.

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E-mail: rop2017@servimed.com.mx <http://www.servimed.com.mx/rop2017>



11.2 In some cases, materials such as chairs, tables, table cloths and decoration plants will be given free of charge by the venue. Any additional service must be hired by the exhibitor.

11.3 It is not allowed to put any kind of equipment or furniture higher than 2.50 mts to divide one booth from another.

11.4 The exhibitor will not be authorized to use any kind of material that may cause any damage to the venue facilities or to change the characteristics of the place including walls, floor and doors.

11.5 The exhibitor will have to check the conditions in which the area is received and in case of noticing any damage it must be notified immediately to the Exhibition Coordinator and to the venue representative.

11.6 Any damage caused to the venue will only be the responsibility of the exhibitor and he will have to make the arrangements for the proper reimbursement.

12. LOCATION OF BOOTHS

The Organizing Committee reserves the right to make changes of booth location.

13. LENGTH OF THE EXPOSITION

The exhibitor will have his booth assembled as long as the event lasts and it will be unassembled and taken away the day and hour the exhibition coordinator designates it. Anticipated withdrawal from the venue is not permitted.

14. TECHNICAL EXHIBIT SPACE

The exhibitor will strictly show all his equipment and audiovisual materials only in the assigned area for the technical exhibit. Any attempt to commercialize and advertise outside the booth or the authorized areas is banned.

The exhibitor will be able to set an extra room to attend his clients as long as he follows these rules:

14.1 A written request must be sent to the exhibition coordinator.

14.2 Being on service from 20 hrs to 24 hrs only

14.3 Medical equipment or audiovisual material cannot be shown in this area by any circumstances, according to Rule No. 11.

15. BROCHURES AND PAMPHLETS

The exhibitor will be able to use and distribute brochures, pamphlets and souvenirs in his booth previously presented and approved by the Coordinator. The B.P. Servimed or the event logos cannot be used in any of these articles unless the Organizing Committee had previously expressed his written approval..

16. CONTESTS

The exhibitor will be able to organize contests and give away presents for the participants previously approved by the Coordinator. The contests will only be organized in the place and hour the Exhibition Coordinator allows it.

17. SURVEYS

The exhibitor will not be able to make any survey that may involve information of other companies or preferences for future events unless they are authorized by the Organizing Committee.

18. SATELLITE SIMPOSIA

The exhibitor will be able to organize satellite symposia and promotion cocktails as long as he had previously informed the program, the participating professors and any other details related to the Organizing Committee. These events will only be announced if they are previously authorized

19. PROMOTING OTHER EVENTS

The exhibitor will not be able to distribute any posters and pamphlets of other companies' congresses unless he has the approval of the Organizing Committee.

20. SECURITY

The security of any object exhibited in every booth is responsibility of the exhibitor. The Organizing Committee will hire security service for the general area during the hours the exhibition remains closed.

21. ANOTHER SITUATIONS

Any other situation not considered in these regulations will be analyzed by the Organizing Committee who will propose solutions to any problems. These regulations may be modified at any moment by the Organizing Committee.

NAME AND SIGNATURE OF THE
REPRESENTATIVE OF THE COMPAN

B.P. SERVIMED, S.A. de C.V.

Barranca del Muerto No. 520, Col. Alpes, 01010,
México, D.F.

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