

**PRESENTATION THEATER**  
**Reservation Form**

This form must be complete upon submission. Incomplete forms may result in loss of reservation. A separate form must be completed for each theater booking.

EXHIBITING COMPANY \_\_\_\_\_

REPRESENTING AGENCY *IF APPLICABLE* \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ TITLE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

**\$7,500 per session (50 attendees)**

**\$10,000 per session (75 attendees)**

Inclusions:

- Promotion of the Presentation/Course
- Registration Services (including VOA)
- Coffee Service (for 50 attendees)
- Seating (for 50 attendees)
- Podium, Microphone & Sound System
- TV Screen
- Initial accreditation fee

Inclusions:

- Promotion of the Presentation/Course
- Registration Services (including VOA)
- Coffee Service (for 75 attendees)
- Seating (for 75 attendees)
- Podium, Microphone & Sound System
- TV Screen
- Initial accreditation fee

**PAYMENT DUE BY DECEMBER 1, 2016**

- Additional food services, internet drop and audio visual needs are available for an additional fee. Requests should be submitted in writing to SECO staff directly.
- Payments should be made payable to SECO International, LLC via company check, cashier's check or wire transfer only. Wire transfer information shall be provided upon request.
- The exhibitor is responsible for 50% of the participation fee for cancellations made by December 31, 2016. Cancellations made after that date will not be refunded.
- The presentation title, lecturer, content outline and targeted group is due to SECO International by January 6, 2017.

**TERMS & CONDITIONS**

- Participation in the Presentation Theater Series is limited to SECO 2017 Exhibitors.
- Presentation Theater seating capacity is limited to the chosen size of either 50 or 75 attendees per session.
- Mention of competing products/services will not be permitted within the Presentation Theater Series presentations.
- Participation in the Presentation Theater Series will be free of charge to registered SECO 2017 optometrists, allied ophthalmic professional, resident and student attendees and accessible on a first come, first served basis based upon availability. Targeted group options are available at the exhibitor's request.
- The Presentation Theater Series will be unopposed by continuing education courses and held during exhibit hall hours (unless otherwise requested by the exhibitor).
- Exhibit Hall presentations may be educational or promotional in nature. Those presentations that wish to be accredited cannot be promotional in nature. All fees associated with the development and execution of promotional presentations will be the responsibility of the exhibitor, including lecturer expenses (such as honoraria, travel, lodging, etc.). For accredited educational presentations, unrestricted philanthropic grant funding will be requested.

This document contains all terms agreed upon by parties with respect to subject matter of this agreement and supersedes all prior agreements and communications between parties concerning such subject matter, whether oral or written. This agreement may be amended only in writing signed by party against whom enforcement of amendment is sought. The undersigned represents and warrants that they have authority to enter into this agreement on behalf of their company or firm and hereby agrees to the above.

**AUTHORIZED SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_