

TOA exhibit confirmation May 4-5, 2024

Thank you for supporting the Texas Ophthalmological Association (TOA) as an exhibitor at our 2024 Annual Meeting, to be held Saturday and Sunday, May 4-5, at the **Kay Bailey Hutchison Convention Center (KBHCC)**, located at 650 S. Griffin St., Dallas, TX 75202. Our meeting will be on Level 3, in Ballroom D. The exhibit area will be next door to the general session.

The OMNI and the convention center are connected via a skybridge. Once inside the convention center, take the escalators to Level 3 and look for signage to Ballroom D.

[Click here to view the layout \(not to scale\) and table assignment.](#)

Your TOA exhibit fee includes the following:

- 6' x 30" draped (black) tabletop and two chairs.
- 8-foot wide and 3-foot-deep exhibiting space. Exhibitors must conform to this or equivalent floor space.
- The ballroom is carpeted.
- Recognition on on-site signage and promotional materials.
- Attendance for up to two representatives at a time at food functions and the Saturday President's Reception.
- Pre- and post-show attendees mailing lists (note - due to continuing medical education rules, attendees must opt in to have their names on the attendee list that is provided to supporters. It is TOA's policy to never share e-mail addresses; only mailing addresses will be provided.)

Electrical Services

Freeman is the power provider. Clint.Schuessler@freeman.com is our contact person and he will email you to find out power needs. Or you may email him and provide your table number.

Internet Services

There is free 1Mbps wifi throughout the KBHCC (suitable for checking emails and viewing websites). If you need high speed internet or wired internet, contact Nycole Smith at nsmith@smartcity.com and indicate your exhibit number and that you are part of the Texas Ophthalmological Association in ballroom D3, level 3, May 4-5. Here is a [form](#) with information.

Name Badges

Please wear your own company name badge. Do let me know via [email](#) the names of the representatives who will attend (please only 2 representatives on site at the same time).

Shipping & Loading

Because of the limited set up time on Saturday morning, you are encouraged to bring your materials that morning instead of shipping in advance. The convention center does not generally

allow use of the loading dock for individuals, but let me know if you must use the loading dock. You are encouraged to self-park in KBHCC parking lot (see parking info in this email).

If you need to ship materials, the best option is to ship your materials to the “[UPS Store S. Lamar St.](#)” located right across the skybridge in the OMNI Dallas Hotel, on the second floor. The UPS Store address is 555 S. Lamar St, Dallas, TX 75202 and phone is 214-652-4256. It is open every day of the week with the following hours: M-F 7 am – 6 pm, Saturday and Sunday, 9 am – 4 pm. There may be handling fees depending on the weight of boxes. [Information is found here.](#)

Parking

Self-parking is available at the convention center. The rate is \$20/day with no ins and outs. The center has a 2-level covered garage and two on-site flat lots. There are numerous private parking lots in the immediate area. The most convenient parking for our meeting will be in Garage G, which is the upper most level of the garage, located at the corner of [Griffin St and Memorial Dr.](#) Overflow is in Garage P, located on the lower level. Upon entry, pull a ticket and be sure to take it with you. When you leave, pay the fee either at a garage pay station or at the exit or in advance at [space.aceparking.com](#). The garage hours are 5am – midnight and overnight parking is discouraged because the gates will close at midnight.

Convention Center surface lots have no overnight parking and no in/out privileges and are located at: parking lot C (\$17/day), between Griffin St & Lamar St at Ceremonial Dr and parking lot E (\$12/day), at corner of Memorial Dr & Hotel St.

Parking next door at the OMNI is \$25/day for self-parking and \$40 for valet parking.

TOA Show Schedule – Ballroom D3, Level 3

Saturday, May 4

7 – 10 am: Exhibitor Move-in (we will have coffee available).
10 am: Exhibit Hall Opens; Attendee Lunch in the Exhibit Hall.
12 – 5:45 pm: Educational Program
2:40 – 3:10 pm: 30-minute dedicated coffee/dessert break in the Exhibit Hall.
5:45 – 6:45 pm: TOA President’s Reception in the Exhibit Hall. **We will roll in a hosted bar and have passed appetizers with the physicians. Be sure to stay!**

Sunday, May 5

7 - 8 am: Breakfast in Exhibit Hall.
8 am – Noon: Educational Program.
10:30 – 11 am: 30-minute dedicated break in the Exhibit Hall.
Noon – 2 pm: Exhibitor Move-Out

[Click here to view the CME schedule.](#) The physicians are on their own for dinner on Saturday after the reception.

Security

Security will not be provided in the exhibit area. Exhibitors are urged to remove all valuables during non-exhibit hours. Exhibitor agrees that neither the TOA, nor the facility management is financially liable for theft, damage, loss, or disappearance of any kind. The TOA recommends all Exhibitors contact their insurance agents to confirm proper coverage of exhibit materials. The facility will be locked during the time that exhibits are not being shown; however, certain facility employees will have access to the space for cleaning, etc. Any additional security must be arranged by the Exhibitor at his own expense, directly from the facility.

Image Capture

By attending and participating in events and activities held during the TOA 2024 Annual Meeting, attendees grant TOA (and its employees and agents) permission to capture, retain, and utilize the attendees' image, likeness, voice, and actions, whether captured live or recorded, in any format or medium. Any such images, voices or likeness captured during the annual conference may be used for display, exhibition, publication, or reproduction in any medium or context for any purpose, including, but not limited to, commercial or promotional purposes, without further notice, authorization, or compensation.

Feel free to contact me with any questions or concerns. Thank you for your support of the TOA.

Sincerely,