

Meeting Space

The Academy has reserved hotel meeting space at the following hotels from Thursday, Oct. 10, through Tuesday, Oct. 15, for use by exhibitors who have purchased exhibit space and wish to hold functions prior to or during AAO 2019:

- Fairmont San Francisco
- Grand Hyatt San Francisco
- Hilton San Francisco Union Square
- InterContinental San Francisco
- JW Marriott
- Palace Hotel
- Parc 55 Hotel San Francisco, A Hilton Hotel
- Park Central San Francisco
- San Francisco Marriott Marquis
- St. Regis Hotel
- W San Francisco
- Westin St. Francis

All meeting space at official Academy hotels must be reserved through the Academy. It is a violation of Academy regulations to reserve space directly at official Academy meeting space hotels and will result in a loss of priority points.

Exhibitors may not plan, be part of, or encourage AAO 2019 attendee participation in any scientific, technical, informational, or other meeting, seminar, event, function, or gathering off the premises of Moscone Center during meeting hours. You may hold your event during the hours listed below:

Date	Morning	Evening
Thursday, Oct. 10	Any time	Any time
Friday, Oct. 11	Any time	Any time
Saturday, Oct. 12	End by 8:00 a.m.	After 5:30 p.m.
Sunday, Oct. 13	End by 8:00 a.m.	After 5:30 p.m.
Monday, Oct. 14	End by 8:30 a.m.	After 5:30 p.m.
Tuesday, Oct. 15	End by 8:30 a.m.	After 1:00 p.m.

Note: 24-hour room holds will not be allowed.

Exhibitors must request space online by providing details on meeting space requirements, contact information and payment. Space is assigned on a first-come basis.

Request space online at aao.org/meetingspace.

Companies requesting hotel meeting space will be charged a \$250 nonrefundable administrative fee per event, per day. The last day to get the early rate for meeting space requests is Wednesday, Aug. 7. Fees increase to \$350 per function beginning Thursday, Aug. 8. There is a \$100 change fee for changes to assigned events, including date and time changes. Payments may be made by credit card only.

If outside management or a third party will coordinate the company's event, the exhibiting company contact must complete the Third Party Authorization found in the new Exhibitor Portal Checklist.

*Representatives of outside management or the Third Party must complete a Request for Third Party Authorization form, which can be downloaded from the Academy's website at Exhibitor Central or on the hotel meeting space web page. **When this is submitted to exhibitions@aao.org the exhibiting company contact will be asked to complete the Third Party Authorization found in the new Exhibitor Portal Checklist.***

Once the meeting space request has been submitted, a confirmation will be sent within five (5) business days that will contain the contact information for hotel staff. Exhibitors will work directly with the hotel and must finalize a contract with the assigned hotel within three (3) weeks of the space assignment or the meeting space is subject to cancellation.

All time and/or date changes should be made directly with the Academy's Meeting Services Specialist, Ashley Warriner. Do not make these changes directly with the hotel. Food and beverage minimums may apply. If your company cancels the event, they may be liable for cancellation fees to the hotel.

Exhibitors are allowed one sign at the entrance of the assigned meeting space.

Before preparing promotional materials for the event, carefully review the Marketing section of this Prospectus for guidelines on how these events may be publicized.

Exhibitors may not use the official shuttle bus routes to transport attendees to any offsite function unless they have notified the Academy of this intention and have paid for the additional vehicles to supplement the route. Exhibitors may work with the official shuttle bus service provider, Kushner & Associates, to make arrangements for their own transportation needs. Contact exhibitions@aao.org for instructions.

Meeting Space questions should be directed to:

Ashley Warriner, CMP
Meeting Services Specialist
Email: awarriner@aao.org

Hotel Reservations

The Academy has contracted over 14,000 hotel rooms at over 80 San Francisco hotels for AAO 2019. Thirty-five percent (35%) of the hotel rooms have been designated for exhibitor representatives. Hotels included in the Academy's block are considered official hotels.

Exhibitors are required to secure all guest rooms at official Academy hotels through the Academy's official hotel reservation provider, Expovision.

Exhibitor hotel reservations will open in two tiers.

- Exhibiting companies in the top 50 in priority points, and those who secure 20 or more rooms each night will receive a hotel reservation form and link to the Hotel Reservation Information containing a list of official hotels, rates, amenities and distance to Moscone Center. The hotel reservation form is due Wednesday, May 8 to the Expovision offices.
- On Wednesday, May 29, exhibitor hotel reservations open online for all other exhibiting companies. They will select from the available hotel inventory and with immediate confirmation, booking hotel reservations online is the most efficient way to secure rooms. A deposit for the first night's room and tax will be required at the time of booking for each room requested

Exhibitor guest room blocks are for exhibiting company personnel only. They may not be used for physician attendees.

Exhibitors are allocated a number of sleeping rooms based on the booth size they have secured for AAO 2019. The same calculation is used for the number of complimentary exhibitor badges they may have for employees to staff the booth or attend the meeting.

Cancellation of exhibit space will result in the cancellation of all exhibitor hotel reservations.



Expovision is the official housing company of the Academy. If you book through another housing company that solicits your business, rooms may not actually be secured when representatives arrive to check-in. Remember to look for the Academy's Official Contractor designation on promotional information you receive in your email inbox!

Exhibitors must secure all sleeping rooms at official Academy hotels through Expovision over the dates of Oct. 7 - 17. Exhibitors who do not will be penalized priority points.

Exhibitors who utilize ninety-five percent (95%) or more of their initial reserved hotel block through the Academy's official hotel reservation provider will receive two (2) priority points.

New! Exhibitors who book their hotel room block through Expovision will receive one (1) priority point.