

College of Syntonic Optometry

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EXHIBITOR INFORMATION

83rd International Conference on Light and Vision

When: October 28th-31, 2015

Where: La Fonda on the Plaza
Santa Fe, New Mexico
United States

Room Reservations: **1-800-523-5002 or 1-505-982-5511**

COLLEGE OF SYNTONIC OPTOMETRY or #777269

Before September 28, 2015

Contact: Irene Wahlmeier

Phone: 1-719-547-8177

syntonics@q.com

The members of the College of Syntonic Optometry (CSO) invite you to join us for our 83rd International Conference on Light and Vision.

As an exhibitor you receive:

- A 6' x 30' " skirted table (skirted in front and on the two sides) with two chairs and one waste can.
- Two Exhibitor Registration badges
- An opportunity to be included in the Friday exhibitors luncheon

If you would like to donate a raffle prize for the Exhibitor Raffle, which is held during the Exhibitor Luncheon indicate it on your exhibitor application in the space provided. Please bring the raffle prize (if possible) with you. Your contributions are always appreciated.

The exhibitor booth does not include a conference fee. If you wish to attend the lectures, please register as such.

EXHIBIT POLICIES & CHARGES

All displays including banners must be free-standing. Nothing shall be attached to walls, ceilings, partitions or doors.

Charges for additional needs such as lighting, electricity, and wireless Internet access are available. This will be the responsibility of the individual exhibitor making the request.

LA FONDA does not have the ability to receive crates or large pieces of equipment (items over 50 lbs.); therefore, crates and large pieces of equipment (items over 50 lbs.) will be turned away if delivered directly to **LA FONDA**.

SHIPPING/HANDLING/STORAGE

Packages, boxes and/or items associated with this meeting may be delivered to **LA FONDA** up to three (3) working days prior to the date(s) of the function. The following information must be on all packages/boxes/items:

- Name of Organization and/or Name of Meeting
- Name of Convention Services Manager
- Group Contact/Guest Name
- Start Date of Meeting

LA FONDA reserves the right to refuse a package/box/item that appears to be damaged, and will not be liable for the condition of the contents of any package/box/item delivered to the hotel.

The following handling charges will apply:

1 to 10 lbs.	\$ 1.00 per package/box/item
11 to 20 lbs.	\$ 3.00 per package/box/item
21 to 35 lbs.	\$ 5.00 per package/box/item
36 to 50 lbs.	\$ 7.00 per package/box/item
50-plus lbs.	\$ 7.00 per package/box/item, <i>plus</i> .10 per pound over 50 lbs.

These charges apply to both one-way *and* round-trip deliveries within the hotel, and they are not subject to either gratuity or tax.

LA FONDA will hold and store items left after an event for no more than two (2) business days. It is the responsibility of the contracting party to arrange for pick-up of these items.

Please see attached form for Electrical, Telephone and Internet Service

High-speed wireless internet access without networking capabilities. (This means computers cannot talk to each other, or share files.)

LA FONDA provides complimentary high-speed wireless internet access for all hotel guests and meeting attendees.

LA FONDA'S complimentary high-speed wireless internet service is intended for general use only.

ROOM RESERVATIONS

The group rate of **\$139 per night** for a traditional room will be honored **three (3)** days pre- and post-convention dates, based upon availability.

Exceptions are the upgraded accommodations. Pre- and post-convention rates for any of the upgraded accommodations will be quoted at the time the request is made; these upgraded accommodations will also be subject to availability.

LA FONDA is a non-smoking Hotel. Smoking is not allowed in any of the Hotel's sleeping accommodations, meeting space, food and beverage outlets and public space.

CUT-OFF DATE

Monday, September 28, 2015

La Fonda's Reservations Department at:
800-523-5002 or 505-982-5511 and then choose #1

Identify Self as part of the: **COLLEGE OF SYNTONIC OPTOMETRY or #777269**

TAX

All sleeping room rates are subject to Lodger's Tax of 7% and Gross Receipts Tax of 8.1875%, totaling 15.1875%. These taxes are subject to change without notice.

CHECK-IN/CHECK-OUT TIME

Check-in time is 3:00 p.m. Check-out time is 12:00 noon.

CHANGE OF DEPARTURE DATE PENALTY

Individual group attendees may change their hotel departure date as late as the day they arrive. Upon check-in they will be asked to re-confirm their departure by signature. They may change their departure date at this time with no penalty.

Any guest departing before their re-confirmed departure date will be subject to a one-time, flat fee of \$100.00, plus tax. This "early-out" penalty will be limited to \$100.00 (plus tax), regardless of how much earlier they will be departing the Hotel.

NOTE: Group attendees that must leave on short notice due to an emergency will not be charged an early-out penalty.