

2025 ANNUAL MEETING EXHIBITOR PACKET

Iowa Academy of Otolaryngology



Friday

October 10, 2025



Time

5:30 PM - 9:00 PM



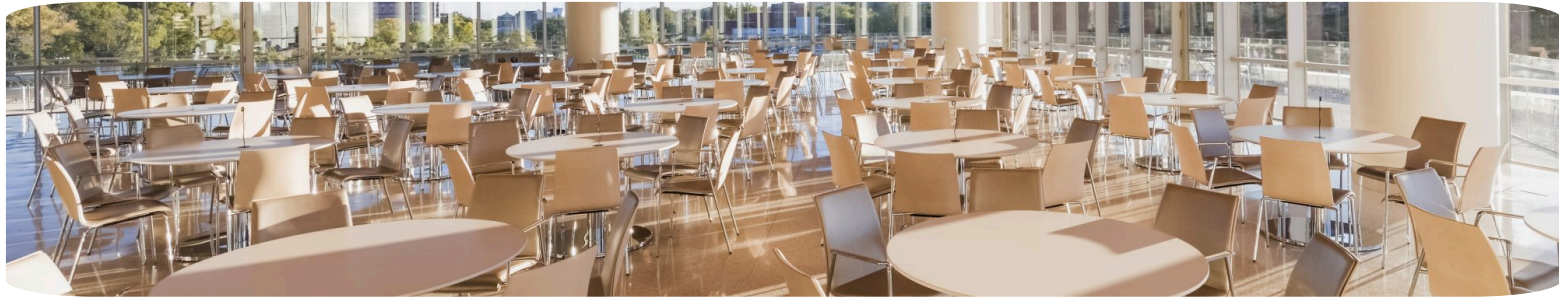
Hancher Auditorium,
141 East Park Road
Iowa City, IA 52242



515-421-4773



gflaming@iowamedical.org



IAO Annual Meeting

Hosted by the Iowa Academy of Otolaryngology, the Annual Meeting is our premier event. Each year, new topics of interest are chosen by the Board of Directors to focus on during the dinner to create opportunities for ENTs across the state to learn together. IAO prides ourselves in developing cutting-edge programming for our members and being leaders in best practices across the state. This year, we will be focusing on a panel-style discussion to contrast the different practice models across the state, as well as having a discussion about AI use in the field.

Hancher Auditorium

This year, the Annual Meeting will be held at the beautiful Hancher Auditorium's Stanley Cafe. Sitting beside the river on the University of Iowa's campus, Hancher is the perfect backdrop for physicians to gather and network with exhibitors. The space is expansive and will allow for more exhibitor space than ever before.

We are thrilled to bring this event to Hancher for the evening and look forward to welcoming you there.

Exhibitor Schedule

Friday, October 10

4:30 - 5:00 PM	Exhibitor set up
5:30 - 6:30 PM	Networking Hour with Attendees
6:30 - 7:30 PM	Program and Dinner
7:30 - 9:00 PM	Networking
9:00 PM	Exhibitor load out

***Exhibitors are visible and accessible throughout evening

Booth Details

\$1,500 per booth (4 ft round table)

Each booth includes:

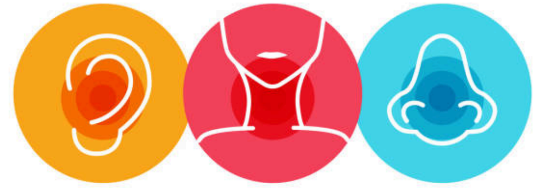
Table and two chairs

Identification sign

Exhibitor credentials & food and beverage



Iowa Academy of Otolaryngology



Setup and Removal

No booth may set up prior to Friday October 10, 4:30 PM. All booths must be set up by 5:30. The exhibits officially open at 5:30 PM and close for the day at 9:00 PM.

Exhibit hall tear down will follow the close of business at the meeting. **All exhibit materials must be removed from the hall by 10:00 PM.**

To register, please complete the online exhibitor registration no later than September 19, 2025. Please note, you will have the option to be invoiced and pay by check. Checks should be made out to Iowa Academy of Otolaryngology and returned to: 515 East Locust Street Suite 400 Des Moines, IA 50309

Please direct questions to:
gfleming@iowamedical.org

Meals & Events

The following events and meals are included in the cost of the exhibit booth for representatives:

Friday Hors D'evours, Dinner, and Drinks

Friday educational sessions

Additional Booth Furnishings

In addition to the package we offer, your company may choose to add on power to your booth. Power capabilities are available for those who indicate in their registration that they will need access to power. With questions about the power supply, please direct your questions to IAO and we will consult with our AV company.

Reserve Booth Space

Booth assignments are made on the basis of availability and the date your contract is received. Priority is awarded to prior exhibitors.

Space will not be assigned without payment. Following receipt of contract and fees, the individual listed as the main contact will receive a confirmation email indicating booth approval. Booth assignments will be communicated one week prior to the event. We reserve the right to adjust the floor plan or to deny an exhibit to any questionable firm.

Shipping

If your company will be shipping any items directly to the hotel, please notify IAO so that we may ensure those items are available for you the day of the meeting. We will coordinate with the hotel a pickup location for any items shipped ahead of time.

Exhibitor Representatives

Conference badges are required for people working the exhibit area. Exhibiting organizations are required to register each representative with a **maximum of two** per booth. During your online registration, you will list all persons who will be working at your exhibit booth. Please register your main point of contact first.

Terms & Conditions of Exhibiting

1. The Iowa Academy of Otolaryngology, referred to as IAO here after, act for exhibitors or their representatives in the capacity of agent - not as principal. IAO assumes no liability for any act of omission or commission in connection with this agency. The exhibitor and representative hereby release and, in addition, agree to hold harmless IAO and Hancher Auditorium from any and all costs, expenses, and liabilities for loss or damage ensuing from any cause.
2. Each party agrees to be responsible for its own property, through insurance or self-insurance, and to hold harmless of all other parties from damage caused by theft or other perils normally covered by extended coverage, or fire.
3. IAO will determine eligibility of any company for exhibit. IAO may request removal of any exhibit or promotion, wholly or in part, if in its opinion, it is not in keeping with the character and purpose of IAO.
4. Exhibits should not project beyond the space allocated nor should they obstruct or interfere with traffic to other exhibits.
5. Refunds will be issued on a case-by-case basis, but not after 4 weeks prior to the conference. Companies will be responsible for covering the refund fee associated with their purchase.

Representative Name Date

Grace Fleming
IAO, Executive Director