

78th Annual DETROIT DENTAL REVIEW

November 15, 2019 Exhibitor & Sponsorship Form

Location: The Marriott Dearborn Inn, Dearborn, Michigan
The Detroit Dental Review - an all-inclusive, one-day meeting under one roof!
CE, Lunch and Exhibits

Featuring

- Three major educational tracks
* Speakers to be announced March 15, 2019
- Exhibit Hall - meet and network with Dentists, Office Manager, Purchasers

Exhibit Booth Location

- Exhibitors have choice of main hallway or general exhibit area.
- General Exhibit Hall will have prize drawing announcement boards, staggered break times for attendees, continental breakfast, staggered break times for attendees, luncheon food distribution
- Exhibit Hall game to encourage traffic to your exhibit booth.

Sponsors

- Main program sponsorship \$7500 - logo in all event marketing, brochures, email, and logo on signage at event. Welcome message to all participant, recognition on event website and announcement in each breakout session. Message included with logo on final CE certificate distribution
- Speaker sponsorship \$2000 - announcement in speaker breakout session, logo in event brochure, recognition on website
- Break sponsorship - \$2000 - logo on onsite program and at all food breaks at the event, recognition on the event website.

Location:

The Dearborn Inn

20301 Oakwood Boulevard

Dearborn, Michigan 48124

Important Rules and Regulations

Booth Assignments:

In assigning exhibit space consideration is given by the point system to:

Number of consecutive years as an exhibitor with Detroit District

Number of years as an exhibitor with Detroit District

Number of booth spaces reserved in previous year's show

Completed Contract and deposit received by early deadline

Sponsorship of a speaker and/or special event

Deposit in by deadline, September 30, 2019 for initial booth assignments.

Booth Assignments will be made during the first two weeks of October 2019.

Unless the Detroit District Dental Society is notified to the contrary, within ten days after space assignment, it is agreed that the exhibitor has accepted assignment. The Exhibit Committee reserves the right to change booth assignments without notice. The Exhibit Committee cannot guarantee that competitors will not be assigned next to or across from one another. The Exhibit Committee reserves the right to decline or prohibit any exhibit or proposed exhibit, which in its judgment is not suitable or in keeping with the character of the meeting. Each Exhibitor must execute a contract for the right to use space allotted. Upon signing space contract, all exhibitors agree that these rules and regulations and all other provisions in this prospectus are considered as a part of such contract. The Exhibit Committee reserves the right to interpret the rules and regulations as well as make all decisions on all points the rules and regulations do not cover. Decisions of the Exhibit Committee are final.

SUB-LETTING OF SPACE IS STRICTLY PROHIBITED

No exhibitor shall assign, sub-let or apportion the whole or any part of his allotted space.

Deposit and Payment:

\$500 (inline) and \$600 (premium/corner) deposit per booth is required with the exhibit contract; a deposit guarantees a booth(s) assignment. Deposit due September 30, 2019. Final payment due on or before November 1, 2019. An invoice for the balance of the booth fee will be sent immediately after space assignment has been made. Failure to do so may result in cancellation of contract and loss of preferred booth space. NO REFUNDS will be permitted after space assignments have been made.

Exhibitor Name Badges:

Exhibitors and their representatives are required to register with the Detroit District Dental Society office before admittance to the exhibit floor. Exhibitors must furnish the names of representatives whom they wish to have admitted to the Detroit District Review no later than Oct. 13, 2019.

Each vendor will be allowed up to 10 complimentary badges for each booth rented. If company registrants exceed the complimentary number, the company must remit a pre-registration fee of \$10.00 per person.

Any exhibitor who registers after the pre-registration date of Oct. 13, 2019 will be charged an on-site registration fee of \$25.00 per person.

Service Contractor and Shipping:

All Shipments must go through The Dearborn Inn. Upon assignment of space, exhibitors will be mailed a packet with separate forms for special facilities and services; electrical, and freight handling, etc...

Charges for special facilities or services shall be payable to The Dearborn Inn by the exhibitor upon completion of the appropriate form supplied. Do not send payments to Detroit District Dental Society.

Shipments need to be arranged with The Dearborn Inn.

Ship Early! Shipments should reach The Dearborn Inn on or before Nov. 8, 2019.

The Detroit District Dental Society assumes no responsibility for any exhibitor's shipments.

Electrical Requirements must be ordered through The Dearborn Inn and paid by exhibitor.

Each booth comes with an 6' table, 2 chairs, identification sign and a wastebasket. Other booth furnishings can be ordered at exhibitor's expense through The Dearborn Inn (form enclosed with packet post space assignment).

Questions related to the facility contact Marcy Dwyer at (248) 506-4574 or email centeraloffice@detroitdentalsociety.com

Liability:

It is expressly understood and agreed between exhibitors and the Society that the Detroit District Dental Society shall be under no liability for loss of, or damage to, goods or property of exhibitors, as well as accidents to representatives of exhibitors, and each exhibitor on signing space contract expressly releases the Detroit District Dental Society from and agrees to indemnify it against all claims. The Society cannot guarantee exhibitors against loss by theft or otherwise. All exhibitors are URGED to carry "All Risk Insurance" for the meeting.

Food:

Continental Breakfast service 8am

2 lunches are included with each booth space. Extra Breakfast/Lunch tickets can be ordered for \$25 each.

All food service for the Review will be served in the exhibit hall

Be prepared for great traffic.

SET-UP and TEAR-DOWN

Friday, November 15, 2019, 6-8 a.m. Set-up and 5:45-7:00 p.m. Tear-down

It is prohibited to tear-down early. Exhibitors that ignore this policy will be subject to an early exhibit termination fee of \$100.

Exhibitor Game Prize Drawing - we are looking for door prizes for the drawing

To encourage booth traffic there is a participant drawing before every break and during lunch for all participants. Please donate any items we may use for this drawing.

Join us for a Post Review Reception at the conclusion of the courses. (4:30 – 5:45pm)

Detroit District Dental Society November 15, 2019 Exhibit/ Sponsor Reservation Form

Sponsorship

- _____ Main Program Sponsor \$7,500.00 (selection of one optional meeting booth included)
- _____ Speaker Sponsor \$2,000.00 (selection of one optional meeting booth included)
- _____ Break Sponsor \$2,000.00 (selection of one optional meeting booth included)

Exhibit Booth (please list quantity of booths)

- _____ Inline Booth \$950.00 each
- _____ Corner or Premium Booth \$1,050.00 (shaded areas and hallway) each

Booth fee schedule is listed on the bottom of the floor plan page (tables are \$950 (inline) and \$1,050 (premium/ corner and hallway) each/ See shading for premium and corner booths.

Deposit of \$500 (inline) and \$600 (corner/premium) per booth is REQUIRED

1st Choice No. _____ 2nd Choice No. _____ 3rd Choice No. _____

Check # _____ (Make Payable to Detroit District Dental Society) Amount \$ _____

MC Visa Am Exp. Credit Card # _____

Exp Date _____ Security Code _____ Signature: _____

Company _____
 Address _____
 City/State/Zip _____
 Telephone (____) _____ Email: _____

Contact Personnel:

- Authorizing the application _____
- On-Site contact person _____
- On-Site contact email _____

Category of Products or Services to be exhibited:

- _____ Equipment _____ Supplies _____ Computer-related _____ Insurance _____ Laboratory
- _____ Pharmaceuticals _____ Education _____ Practice Mgt _____ Other

NO REFUNDS PERMITTED AFTER SPACE ASSIGNMENTS HAVE BEEN MADE

Deposit/Payment- A deposit of \$500 (inline) and \$600 (corner) per booth space must accompany this application for exhibit space. No space(s) will be assigned without deposit. Space assignments will be made the week of October 3-7, 2018. Full payment must be received on or before October 16, 2018. Failure to remit full payment may result in cancellation. No exhibitor will be listed in the Final Program if full payment is not received. Please see official rules and regulations for details.

Authorizing Agent: in signing and submitting this contract for exhibit space, we agree and abide by all the rules and regulations as outlined in the Exhibitor’s Prospectus and all other provisions of this contract. We also agree to abide by subsequent additions to the event’s rules and regulations which may become necessary for the good of the exhibition, including all on-site rulings which may be made by the Detroit District Dental Society exposition manager and committee.

Name _____ Title _____

Signature _____ Date _____

COMPLETE, SIGN AND FAX or MAIL-with APPROPRIATE PAYMENT – TO: Detroit District Dental Society, 6 Parklane Blvd Suite 434, Dearborn MI 48126 Questions? Call 313-337-4900 or email: centraloffice@detroitdentalsociety.com fax is 313-337-4579.

OFFICE

USE Booth Assigned # _____ Date: _____ Fee _____

ONLY Final Payment \$ _____ Date _____ Pymt type _____

The exhibit committee reserves the option to alter the layout based on final booth reservations and logistics of working with the facility.

