Deposit & Booth Assignments

Your $1,000 deposit per each 10'x10' booth and completed contract should be sent in soon! Booth space will be assigned at the end of January 2016 based on the ADHA Exhibitor Point System and date contract received. After Feb. 1, 2016, booths will be assigned as first-come, first-served.

Exhibitor Service Contractor

The official Exhibitor Service Contractor will send the online exhibitor manuals approximately eight (8) weeks prior to the exhibition. These manuals will provide information to help prepare you for the show.

Exhibitor Registration/Hotel Information

Each 10'x10' booth receives four (4) complimentary exhibitor badges. Online registration opens in mid-January. Additional badges are available for purchase.

The ADHA has secured discounted room rates at Omni Pittsburgh Hotel and the Westin Pittsburgh Hotel starting at $159 (+ taxes). If you need to make room reservations for five (5) or more booth personnel, you may use the Exhibitor Housing block request form. Support the Association and make your hotel accommodations within the ADHA’s group block!

Additional Registration/Housing information can be found in the Exhibitor Resource Center at www.adha.org/annual-session.

Act Now! Send your completed application and $1,000 deposit per each 10'x10' booth space as noted on the Exhibitor application or complete online at www.adha.org/annual-session then click on the Exhibit link.

General Exhibit Information:

Exhibit Set-up: Thursday, June 9
8:00 a.m. – 5:00 p.m.
Friday, June 10
7:30 a.m. – 8:30 a.m.

Show Hours: Friday, June 10
9:00 a.m. – 4:00 p.m.
Saturday, June 11
10:00 a.m. – 3:00 p.m.

Exhibit Move-out: Saturday, June 11
3:01 p.m. – 10:00 p.m.
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The Exhibit Hall is NOT carpeted. Exhibit booths must adhere to the International Association of Exhibitions and Events (IAEE) standard booth heights/configurations. Each booth is sold as a 10' deep and 10' wide space.
APPLICATION FOR EXHIBIT SPACE
ADHA’s 2016 CLL at the 93rd Annual Session
EXHIBITS 2016

Exhibit Hall B
David Lawrence Convention Center
June 10 – 11, 2016
Pittsburgh, PA

RETURN THIS APPLICATION TO:

AMERICAN DENTAL HYGIENISTS’ ASSOCIATION
Exhibits Coordinator/ EXHIBITS 2016
444 N. Michigan Avenue, Suite 3400
Chicago, Illinois 60611
Phone: 312/440-8931
Fax: 312/467-1806

For ADHA Use:

Date Received: __________________
Booth Assigned: __________________
Price of Booth: __________________
Deposit Received: __________________
Balance Due: __________________
Total Paid: __________________
ADHA Signature: __________________

All provisions of the show rules and regulations, printed on reverse side are part of the contract.

BOOTHES ARE ASSIGNED IN EARLY FEBRUARY 2016
(BASED ON PRIORITY POINTS/DATE CONTRACT RECEIVED.

WE HEREBY APPLY, SUBJECT TO THE TERMS PRINTED ON THE REVERSE SIDE OF THIS APPLICATION FOR
SPACE FOR OUR OCCUPANCY IN THE EXHIBITION AREAS AS FOLLOWS:

We will need a total of ___________ booths.
1st choice __________________________
2nd choice __________________________
3rd choice __________________________

Provide at least three choices

WE AGREE THAT:

1. $1,000 deposit for each 10’x10’ booth request will be sent with application for exhibit space.
   (Make check payable to ADHA; ADHA accepts all types of credit cards.
2. Assignment of space made by ADHA will be considered as accepted unless rejected by us in writing, within fourteen days
   of receipt of notification of space assignment.
3. Payment in full will be made within 30 days of notification of space assignment.
4. Approximately 8 weeks prior to the show, all exhibitor information, service and event forms will be sent to exhibitors.
5. All the provisions printed on the reverse side are a part of this contract.
6. It is not always possible to assign one of the preferred choices; however, within the guidelines of the ADHA point system,
   ADHA will try to make an assignment in the required area. ADHA cannot guarantee space to all applicants and this
   contract shall be effective only after acceptance and signature by an authorized representative of ADHA.

REQUIRED INFORMATION

In 20 words or less, please submit a description of your product(s) and service(s) to be exhibited which will be used
in the Exhibit Hall Directory. PLEASE PRINT CLEARLY:

___________________________________________________________________________ ___________________

Please list the names of exhibitors which you do not wish to be near. Every effort will be made to avoid adjacent
placement; however, this cannot be guaranteed:

____________________________________________________________________________________________

___________________________________________________________________________ ___________________

COMPANY NAME: _____________________________________________________________________________
Address: ___________________________________ City: __________________ State: ________ Zip Code:______
Phone: _____________________________ Fax:  ___________________ Website:____________________________

Please list information as WHO SHOULD RECEIVE THE EXHIBITOR MANUAL

COMPANY NAME: _____________________________________________________________________________
Contact Name: ________________________________________________________________________________
Address: ___________________________________ City: __________________ State: ________ Zip Code:______
Phone: _____________________________ Fax:  ___________________ Email:_______________________

INDIVIDUAL CONTACT INFORMATION:

Authorized By: (please print) Title: __________________________
Signature: __________________________________ Date: __________________
Phone: __________________________________ Fax:  ___________________ Email:_______________________
CC #:_________________________________ Exp.Date: ___________ Vcode: ________ Signature: __________________

Please retain one copy for your files.
RULES AND REGULATIONS

EXHIBIT DATES AND TIMES
Friday, June 10, 2016 9:00am - 4:00pm
Saturday, June 11, 2016 10:00am - 3:00pm

BOOTH ASSIGNMENTS
Booth assignments will be made according to the ADHA points system in early February. After February 1 assignments will be made on a first-come first-served basis.

BOOTH RATES, PAYMENTS AND REFUND POLICY
Rental prices are $2,500, $2,150, $1,950 and $1,750 for standard 10’x10’ booths. The exhibit area will be available as of 8:00am Thursday, June 9. All exhibits must be fully assembled by 5:00pm on Saturday, June 9. No one will be permitted to assemble exhibits during exhibit hours.

RESERVATION CANCELLATION POLICY
See full rules for details.

PROPERTY DAMAGE
Nothing shall be posted on, or nailed, screwed, or otherwise attached to the columns, walls, floors, or other parts of the convention center or any building or structure without prior written approval of the proper building authority. Packing, unpacking and assembly of exhibits shall be done only in designated areas and in conformance with the direction of the exhibit coordinator. The convention center or convention hall manager or their assistants.

CANCELLATION
In case the premises of David Lawrence Convention Center are destroyed or damaged, or if the exposition fails to take place as scheduled, or if the Association cancels the exposition for any reason, or if the Association is forced to evacuate the premises by order of a court of competent jurisdiction or if the American Dental Hygienists’ Association, through no fault of its own, is unable to hold the exposition due to the inability to obtain such necessary licenses, permits or other governmental approvals, then the Association shall have the right to cancel all contracts for the exposition. The Association shall not be liable for any loss or damage, or if the exposition fails to take place as scheduled, or is interrupted or discontinued, or interfered with by any act of God, any fire, accident, vandalism or other causes.

AMENDMENTS
Any matters not specifically covered by the preceding rules and regulations shall be solely subject to the decision of the American Dental Hygienists’ Association. ADHA shall have full power to interpret, amend, and enforce these rules and regulations, provided any amendments, when made are brought to the notice of exhibitors. Each exhibitor, for itself and its employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereof in conformance with the preceding sentence.

DISTRIBUTION OF SAMPLES AND SOUVENIRS
Distribution of samples and souvenirs is permitted providing there is no interference with adjoining exhibitors, and its conducted on a dignified basis.

NOISE AND SOUND DEVICES
Mechanical reproduction of sound or music relating to an exhibit must be kept at all times below a volume so as not to project beyond the confines of the exhibitor’s booth.

NO SHOW POLICY
Exhibitor is responsible for obtaining the appropriate music license. The Exhibitor represents and warrants that unauthorized music will not be used in the booth and that the Exhibitor will indemnify and hold ADHA harmless from any loss attributed to the breach of this provision.

DELIVERY OF MATERIAL
No freight or truck shipment will be accepted by the convention center. The official drayage firm will be Freeman.

EXHIBITOR SHOW KITS
Show kit containing literature and rules for all labor, service, electrical connections, furniture and miscellaneous equipment will be emailed to the individual names on the contract by the Freeman Service Contractor, Freeman, approximately 8 weeks prior to the show.

SECURITY
Reasonable precaution will be taken to protect properly during the installation, show and removal periods. However neither the American Dental Hygienists’ Association, the management of the downtown hotels or the David Lawrence Convention Center are responsible for the safety of the property of exhibitor from theft, damage by fire, accident, vandalism or other causes.

FIRE AND ELECTRICAL REGULATIONS
All exhibitors must abide by the fire and electrical regulations of Nashville, TN.

TAXES AND LICENSES
Exhibitor shall be solely responsible for obtaining any licenses, permits or approvals under federal, state or local laws applicable to its activities at the Event. Exhibitor shall be solely responsible for obtaining any necessary tax identification numbers and permits and for paying all taxes, license fees, use fees, royalties or other fees, charges, levies or penalties that become due to any governmental authority in connection with its activities at the Event.

OUTSIDE EXHIBITS/HOSPITALITY SUITE
Exhibitors that leave excessive literature and/or display materials in areas outside its booth or display area for an extended period of time will be deemed guilty of “material abandonment”. All associated costs for material removal will be charged to the exhibiting company.

SOFT WARE HOSPITALITY SUITE
Exhibitor is prohibited, without express advance written approval from The American Dental Hygienists’ Association (ADHA), from displaying products/services and/or other advertising material in areas outside its booth space such as, but not limited to, parking lots, convention center lobbies, hallways, lobbies and wings, fire exits, rest rooms, etc., as well as conducting unauthorized hospitality functions during official Event hours. All requests for a hospitality suite or public function space must be made through the American Dental Hygienists’ Association. If Exhibitor cancels or fails to occupy the exhibit space during official Event hours, ADHA reserves the right to notify the applicable venue to cancel any hospitality space and/or convention center guest rooms under Exhibitor’s name. Exhibitor shall remain liable for the payments made to the convention center or applicable venue.