



August 2016

The SCDA Convention Committee is completing the details for the 148th Annual Session being held April 27 - 30, 2017 at the Charleston Marriott, Charleston, South Carolina.

Below are key features for the 2017 exhibitors:

- *Thursday Welcome Reception in exhibit area followed by allotted time for exhibitors to host client dinners*
- *Standard electrical outlet included in the exhibitor fee*
- *Exhibitor promotion through conference website with links to exhibitor website*
- *Annual Session attendee list will be for sale for exhibiting companies only and free for sponsors. Cost is \$100.*
- *A light breakfast in the Exhibit Hall on Thursday and Friday as well as scheduled AM & PM with beverage service located in the exhibit hall.*

Exhibit Hours (subject to change):

Set-up: Wednesday, April 26 from 5:00 – 9:00 pm. All exhibits must be set-up by 8:00 am on Thursday April 27.
Exhibits Open: Thursday, April 27 from 9:00 am – 5:30 pm & Friday, April 29 from 8:00 am – 4:00 pm
Dismantle: Friday, April 28 from 4:00 – 7:30 pm. Exhibit material must be removed from the ballroom area by 7:30 pm.

We are making every effort to send attendees your way, so please plan to stay set up during the hours that are advertised.

Be sure to return your contract and payment by **November 30, 2016** to receive the **discounted rate** for your exhibit space. Once your booth is assigned in late December, we will email a confirmation letter to the contact name listed on your exhibitor contract. Show service order forms will be posted on our event website in January of 2017.

In the coming months, more information will be posted on our conference website at www.scdaannualsession.com or contact our Annual Session Commercial Chairperson, Dr. Julia Mikell, 803-260-7125, mikelljulia23@gmail.com. In addition, you may contact Laura Jordan, Conference Planner, at 803-892-3104, or laura@creativeeventsandmeetings.com. And certainly you can contact me at 803-781-2439, or w.burn73@gmail.com.

We look forward to seeing you at our 148th Annual Session! We are planning an awesome meeting – thank you for being a large part of it!

Sincerely,

Dr. William A. Burn, III
2017 Convention General Chair

Exhibit Space Application/Contract

*South Carolina Dental Association 148th Annual Session
April 27 – 30, 2017, Charleston Marriott, Charleston, South Carolina*

This application is hereby made for the reservation of space as indicated below. Space preference at the Charleston Marriott is as follows, with the understanding the exhibits committee makes the final decision on space assignments. **All exhibitor communications will be done through email, so please be sure to put the appropriate contact person's information in the contract, so that they will receive all information.**

Exhibitor's Firm Name: _____
(PLEASE list your company name as you would like printed in all promotional material)

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Email: _____

Company Website Address: _____
(link will be posted on our conference website)

Booths Selection: 1st Choice: _____; 2nd Choice: _____; 3rd Choice: _____

Firms we prefer **NOT** to be located near or beside: _____

	<u>Cost</u>	<u>Quantity</u>	<u>Total</u>
<u>BEFORE November 30, 2016</u>			
10' x 8' Exhibits 1-8 & 45-50	\$1180	_____	\$ _____
8' x 6' Exhibits 51-65	\$1080	_____	\$ _____
8' x 8' Exhibits 17-44	\$1080	_____	\$ _____
<u>AFTER November 30, 2016</u>			
10' x 8' Exhibits 1-8 & 45-50	\$1280	_____	\$ _____
8' x 6' Exhibits 51-65	\$1180	_____	\$ _____
8' x 8' Exhibits 17-44	\$1180	_____	\$ _____
TOTAL			\$ _____

Payment Type: Visa; MasterCard Discover American Express Mailing Check

Credit Card #: _____ Exp. Date: _____

Name as it appears on card: _____ CVV Code: _____
(3 digit code on back or 4 digit code on front of AMX)

Signature: _____ **Total to Charge: \$** _____
(Authorization to charge to credit card amount indicated)

**Make checks payable to SCDA and return it to:
SCDA Exhibits, 120 Stonemark Lane, Columbia, SC 29210 or email to ski@scda.org**

Exhibitor fee includes: one 6' skirted table, two chairs, one 110V electrical outlet, trashcan and a small booth sign. Each exhibitor will receive 4 exhibitor badges per 8' contracted space. Exhibitor space will be assigned based on sponsorship level and then on a first-come first-serve basis according to when signed contract and full payment is received. All attachments are a part of this contract. If you have questions, contact our Annual Session Commercial Chair Dr. Julia Mikell, 803-260-7125, mikelljulia23@gmail.com. You may also contact Laura Jordan, conference planner, 803-892-3104, laura@creativeeventsandmeetings.com.

Rules and Regulations Governing Exhibits

*South Carolina Dental Association 148th Annual Session
April 27 – 30, 2017, Charleston Marriott, Charleston, South Carolina*

These regulations have been formulated in the best interest of all exhibitors and by signing the enclosed contract, you agree to be bound by the following:

1. Character of Exhibit: The Commercial Chair or his/her duly authorized agent, reserves the right to decline or prohibit any exhibit, exhibition, exhibitor or proposed exhibit which, in his opinion, is not suitable to or in keeping with, the character of the exhibition. He shall also have the authority to adopt and enforce reasonable rates and regulations.
2. Allotment of Space: Assignments will be made with priority to our 2017 sponsors and then in order of receipt of contract and payment in full. The Commercial Chair will work with exhibitors to achieve the best possible arrangement; however, the final decision of booth assignments shall be made by the Commercial Chair and priority will be given based on level of sponsorship. No space will be rented/leased directly by Charleston Marriott to a company which is not an exhibitor; nor will the hotel rent/lease space outside the immediate exhibit hall area to a company without prior written approval of the SCDA.
3. Booth Sizes and Costs: Booth sizes, as explained elsewhere, are on the enclosed schematic. The rental cost for an 8' x 6' or 8' x 8' is \$1080. An 8' x 10' space will be \$1180. These prices are valid if payment in full and signed contract is received prior to November 30, 2016. After this date, exhibit space fees will increase \$100 per space. No exhibitor will be allowed in the exhibit area until all payments have been made and the terms of their contract fulfilled. ***Exhibitors using a 10' portable display unit in their exhibit space must rent a 10' exhibit space.***
4. Subletting: The rights of an exhibitor are not assignable to any other firm or persons whatsoever, and no exhibitor can use exhibit space without the consent of the Commercial Chair.
5. Liability: The SCDA, Commercial Chair and SCDA Event Planner will not be responsible for the loss of any exhibits, or parts of any exhibits, by fire, water, or any other causes, nor for the loss or damage of any goods, nor injuries to the exhibitor or his representative(s). Exhibits and exhibit equipment are brought in to the exhibit hall/tent area at the exhibitor's risk.
6. Care of the Charleston Marriott: Exhibitors will be held responsible for any damage to the building by them or their employees, and exhibitors shall hold the SCDA and SCDA Event Planner harmless against liability resulting from negligence on the exhibitor's part.
7. Time: Exhibitors may set-up on Wednesday, April 26 from 5:00 pm – 9:00 pm. All exhibits must be set-up by 8:00 am on Thursday, April 27. Dismantle is on Friday, April 28 4:00 pm – 7:30 pm. All exhibit material must be removed from the hall by 7:30 pm (hours are subject to change).

Out of respect for other exhibitors and our attendees, the SCDA Convention Committee strongly encourages exhibitors NOT to dismantle their booth prior to 4:00 pm on Friday, April 28. Thanks for your consideration!

8. Hours of Exhibits: Thursday, April 27 from 9:00 am – 5:30 pm & Friday, April 28 from 8:00 am – 4:00 pm (subject to change). On Thursday and Friday workers with proper badges may enter the exhibit area one hour before the exhibits are to open.
9. Tables and Signs: A table 18" X 6' (which will be draped), two chairs, a regulation sign (with booth number indicated) and a wastebasket will be furnished by the SCDA at no additional charge. For other accommodations, please see information listed in #10 of this document.
10. A standard electrical outlet is provided. If you need additional power, outlets or special lines run, please complete the Electrical, Telecommunications, Plumbing and Optional Setups: The Charleston Marriott requires that electrical, telecommunications/internet and plumbing service be ordered directly from them prior to April 7, 2017.

All other supplies should be ordered directly from Displays Unlimited. All service order forms will be posted on our exhibitor registration site in January of 2017.

11. The SCDA shall not be financially liable or otherwise obligated in the event the meeting is canceled, postponed or relocated on account of strikes, fires, casualties, acts of God or other causes beyond the SCDA's control.
12. Consignment of Goods: All storage and drayage is to be contracted through Displays Unlimited and paid for by the exhibitor. **The Charleston Marriott does NOT accept and/or store shipments from exhibitors.**
13. All exhibitors must register and wear the SCDA badge at all times they are in proximity of convention activities. Exhibitor on-line registration will be available in January of 2017. **Unregistered sales representatives working the exhibit hall should be reported to Dr. Julia Mikell, SCDA Commercial Chair.**
14. Cancellation Policy: Refunds for cancellations 90 days or more prior to the meeting will be the original amount paid, minus \$250 administrative fee, on the provision that the space(s) under contract can be filled. **No refund will be made if cancellation occurs within 90 days of the meeting.** Refunds will be made only at the conclusion of the meeting.
15. Exhibitor assumes responsibility and agrees to indemnify and defend SC Dental Association, SCDA Event Planner and Charleston Marriott and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises. The Exhibitor understands that neither SC Dental Association nor the Charleston Marriott maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.