

# 2014 Kentucky Meeting **Teamwork Creates Champions**



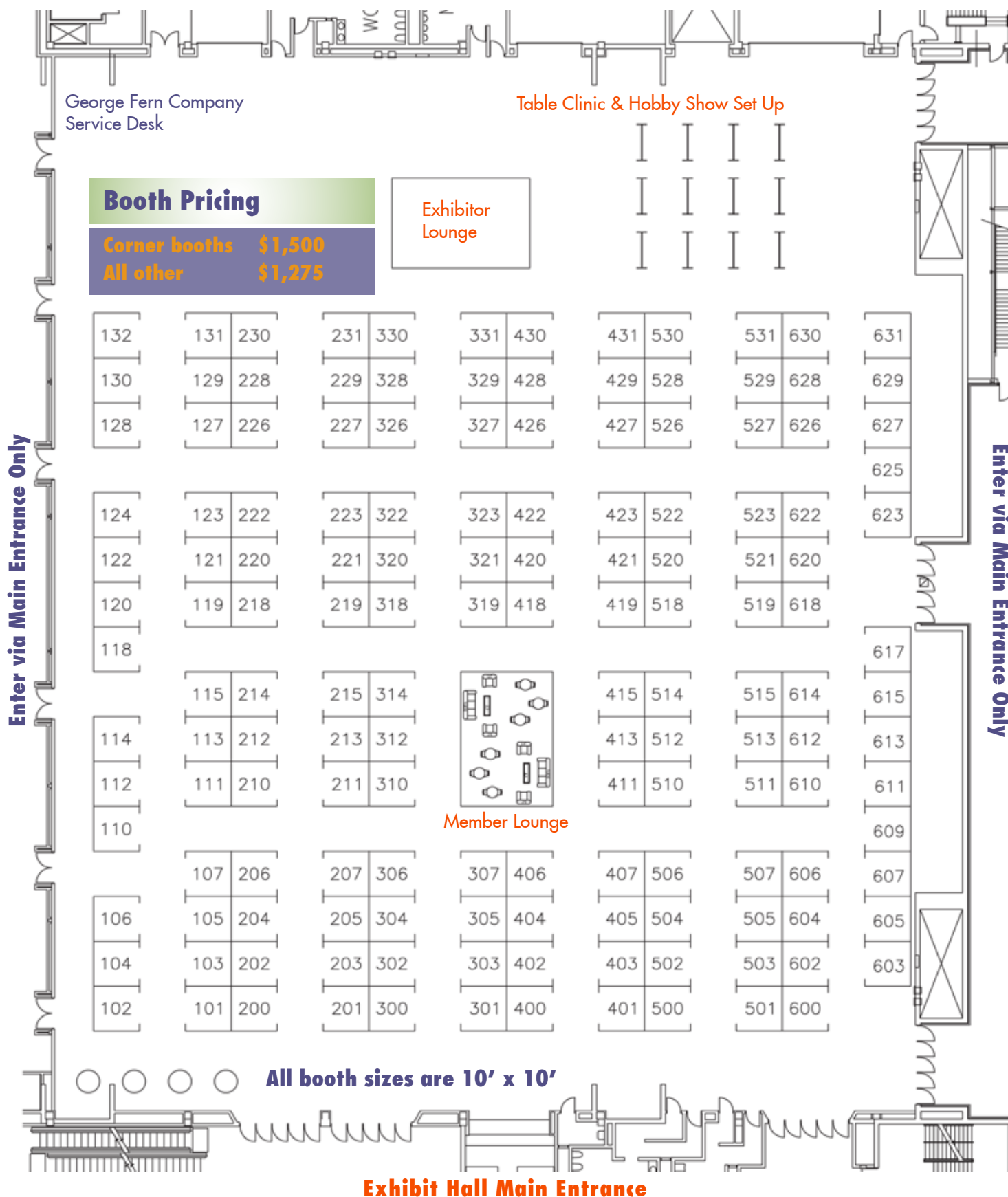
**Prospectus for Exhibitors** · March 13-16, 2014

Kentucky Dental Association · Hyatt Regency Hotel · Kentucky International Convention Center · Louisville, KY

# Exhibit Hall Hours

9 a.m. - 6:30 p.m.

9 a.m. - 4 p.m.



## Exhibit Hours

The following is a schedule of the KDA Exhibit Hours. These hours are designed to give the attendee and exhibitor ample time to interact during the meeting.

### Friday, March 14, 2014

9:00 a.m. - 6:30 p.m.

### Saturday, March 15, 2014

9:00 a.m. - 4 p.m.

The exhibit hall will be available to EXHIBITORS ONLY for equipment assembly and general set-up from 8:00 a.m. - 6:00 p.m. on Thursday, March 13, 2014

Servicing by the George E. Fern Co., the convention decorator, will be from 8:00 a.m. - 6:00 p.m., Thursday, March 13, 2014. Companies that dismantle their booth(s) before the posted show closing time without consent of show management may forfeit priority placement for the following year's show. All exhibits must be removed from the hall by 11:00 p.m., Saturday, March 15, 2014.

## Exhibit Arrangement

Signs WILL BE permitted in the exhibit hall. Signs should remain directly above the space assigned and should not extend into any other exhibit space. No interference with the light or space of other exhibitors will be allowed. Signs not meeting this criteria will be removed. No signs or other articles shall be posted, nailed or otherwise attached to any of the pillars, walls, doors, etc., in such a manner as to deface or destroy them. No attachments can be made to the floors by nails, screws, or any other devices that would in any way damage or mar them.

## Miscellaneous Regulations

Gasoline, kerosene, acetylene or other flammable or explosive substances will not be permitted in the building except by written permission of the management. Exhibits will be examined for these things, but failure to do so will not relieve the exhibitor from responsibility for having introduced them into the building. Exhibits in operation must be protected so that the dripping of oil on the floor will not occur.

## Cancellations/Penalties for Non-payment

All cancellations must be in writing. Cancellations received after January 6, 2014 will be assessed a \$300.00 administrative fee per booth.

## No Refunds will be issued after February 1st.

B) Space not paid in full by January 6, 2014 is subject to cancellation or reassignment, without refund at the option of the Kentucky Dental Association.

## Registration

Each person attending will be required to register and wear a badge, which will distinguish him/her as a member, exhibitor or visitor as may be required by the Rules and Regulations of the Kentucky Dental Association.

Badges will be made on-site only and representatives will need to verify that they are regular employees of the company. Parties ask-

ing admission as exhibitors without these credentials will be refused.

Visiting representatives of exhibitors will be given a badge on presentation of proper credentials to the chairman of exhibits.

## Uncontrollable Eventualities

In the event of fire, strikes or other unavoidable circumstances rendering the building unfit for

use, exhibit space contracts will not be binding.

## Cooperation of Exhibitors Requested

The foregoing regulations with reference to exhibits have been formulated for the best interest of exhibitors and the hearty cooperation of our patrons is requested. All points not covered are subject to settlement by the Exhibit Chairman.

## Non-solicitation Policy

With the exception of exhibitors operating with designated booth spaces, no attendee may solicit business on the exhibit floor or in any other Kentucky Dental Association convention space. Violation of this policy will result in immediate expulsion from the meeting.





# Rules and Regulations

It is agreed that exhibitors and their agents will indemnify and hold harmless the Kentucky Dental Association and its agents from all liability, which might ensue from any cause whatsoever.

## Dental Laboratories

As of July 15, 2010, the laws regarding dental laboratories have changed.

Dental laboratories are no longer required to register with the Board of Dentistry to do business in the Commonwealth of Kentucky.

To protect the public, dentists and dental laboratories may do business in Kentucky subject to Kentucky statutory requirements.

Dental laboratories need to check with the Kentucky Board of Dentistry directly for a list of these requirements.

## Price of Space:

This includes booth space, a stool, a sign, general illumination, police and watchmen.

## Application for Space:

Assignment - Reservations will be taken in the order of their mailing, determined by Post Office cancellation time and date stamped on your letter of application.

## Contract for Space:

Each exhibitor must execute a contract for the right to use the space allotted, and must forward such contract accompanied by a deposit of \$500.00 per booth space when application is made, and must pay the balance on or before January 6, 2014. Any application received without a deposit will be returned. Applications received after January 6, 2014 must be accompanied by payment in full. No space may be sublet without the written consent of the Exhibit Chairman.

## Deposit for Space:

A minimum of \$500.00 per booth space is payable immediately with application. The balance will be due January 6, 2014. Make personal or company checks payable to the Kentucky Dental Association. Fees will be assessed, up to the maximum allowed by law, for checks not honored by the bank. Visa and MasterCard are also accepted. No refunds of deposits will be made after January 6, 2014.

## Care of Exhibits:

Exhibit material must be set up by 9:00 a.m., Friday, March 14, 2014. All exhibit material should be sent with exhibitor's name and booth number to: Kentucky Dental Association Meeting, George E. Fern Company, 3752 Crittenden Drive, Louisville, KY 40209, where it will be held for release to you, not to the convention center or hotel, as they cannot provide storage. Exhibitors are required to arrange displays so as not to obstruct the general view or conceal other exhibits. It is suggested that exhibitors having large or bulky exhibits select wall space. No partitions other than those provided by the Association will be permitted.

## Removal of Exhibits:

To expedite the removal of exhibit materials, arrangements have been made with the George E. Fern Company for the removal of all materials by Saturday evening.

## Booths:

The Chairman has secured booths for the exhibitors which will enhance the effectiveness, uniformity and beauty of the exhibits. A sign bearing the name of each individual exhibitor will be printed and placed above the allotted space.

## Display Advertisement:

Advertisements not meeting with the approval of the Exhibit Chairman must, upon the request of the Chairman, be removed.

## Special Equipment and Alterations:

The George E. Fern Company, 3752 Crittenden Drive, Louisville, KY 40209, will be the official decorator for the 2014 Kentucky Dental Association Meeting. Exhibitors requiring special counters, decorations and furniture will be sent order forms from the George E. Fern Company after the Exhibit Chairman has assigned booth spaces. Charges for these services will be made directly to the exhibitors, however, if you prefer to use your own furniture, you may do so at no additional cost. Exhibitors must use a credit card, personal check or corporate check for decorations, etc. ordered at the meeting. The George E. Fern Company does not bill for these services. If you have any questions regarding the services provided by the Fern Company, you may reach them at (502) 367-0254.

## Electrical Service:

All Electrical Service must be ordered directly from the Kentucky International Convention Center. Order forms will be sent from the George E. Fern Company.

## Police:

The Kentucky Dental Association will furnish police protection day and night, but will not guarantee exhibitors against loss of any kind. Nothing may be removed from the exhibit hall after 6:00 p.m. on Thursday, March 13th (Set-up day) and 6:30 p.m. on Friday, March 14th.

## Registration:

Each person attending will be required to register and wear a badge, which will distinguish him/her as a member, exhibitor, visitor, etc.

**Sales:** ABSOLUTELY NO CASH SALES ALLOWED.

## Correspondence:

All correspondence relative to exhibits should be directed to:

Kentucky Dental Association  
Janet Glover, Director of Meetings  
1920 Nelson Miller Parkway  
Louisville, KY 40223  
Phone: (502) 489-9121