

# 79th Annual DETROIT DENTAL REVIEW

## November 6, 2020 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

- Major educational tracks in one location for a full day of Continuing Education  
\* Speakers to be announced March 15, 2020
- Exhibit Hall - meet and network with Dentists, Office Manager, Purchasers

### Exhibit Booth

- 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.
- Strengthen relationships with Dentists and their staff in the Greater Detroit Area

### 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, 2020 for initial booth assignments.

Booth Assignments will be made during the first two weeks of October 2020.

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 August 1, 2020. Final payment due on or before October 1, 2020. 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. 15, 2020

Each vendor will be allowed up to four complimentary badges for each booth rented. If company registrants exceed the complimentary number, the company must remit a pre-registration fee of \$25.00 per person. Any exhibitor who registers after the pre-registration date of Oct. 15, 2020 will be charged an on-site registration fee of \$45.00 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. 4, 2020. 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](mailto: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 6, 2020, 6-8 a.m. Set-up and 4:45-6:00 p.m. Tear-down. It is discouraged to tear-down early.

## Exhibitor Game Prize Drawing - we are looking for door prizes

for the drawing to continue the exhibit hall game. This is done 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. This exhibitor game has proven popular for increasing interaction with the exhibitor booths in the past. Donated items can be product, gift cards to retail establishments such as restaurants, gas stations, online shopping, non-perishable food, services, lunch for a dental team, spa or hotel gift certificates, sporting equipment, kitchen or home items, clothing, gift baskets, or contact the DDDS office with your suggestion.

### Conduct

All exhibitor staff must conduct themselves in a professional, respectful manner at the program. Those not complying may be asked to leave the event and not entitled to any refund.

### Purpose

All exhibit booths and sponsors must be approved by the Detroit District Dental Society. The organizations reserves the right to refuse any submission if not accepted by the committee. The intent is all exhibitors are dental related and bring valuable information to the participants. The exhibiting of products or services at the event does not constitute endorsement by the Detroit District Dental Society of the products or services exhibited.

Detroit District Dental Society November 6, 2020 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) each

Booth fee is (tables are \$950 (inline) and \$1,050 (premium/ corners) each/ See shading for premium and corner booths on floor plan. Deposit of \$500 (inline) and \$600 (corner/premium) per booth is REQUIRED

1st Choice No. \_\_\_\_\_ 2<sup>nd</sup> Choice No. \_\_\_\_\_ 3<sup>rd</sup> 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 \_\_\_\_\_

<p>Will you need electricity at the exhibit booth? Charge \$20 if requested by 10/1/2020. After \$40</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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Door Prize

Planning to submit a door prize for the Exhibitor Game? \_\_\_\_ Yes \_\_\_\_ Contact person for door prize \_\_\_\_\_

Category of Products or Services to be exhibited:

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

DEPOSITS/PAYMENTS/ NO REFUNDS PERMITTED AFTER AUGUST 1, 2020

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 2020. Full payment must be received on or before October 1, 2020. Failure to remit full payment may result in cancellation. No exhibitor will be listed in the Final Program if full payment is not received.

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.Fax is 313-337-4579. Questions? Call 313-337-4900 or email: centraloffice@detroitdentalsociety.com

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.

### 2020 Detroit Dental Review Exhibit Layout

