

# FLORIDA DENTAL CONVENTION

June 20 - 22, 2024 | Orlando, FL | Gaylord Palms Resort

THE OFFICIAL MEETING OF THE FLORIDA DENTAL ASSOCIATION



florida dental  
ASSOCIATION  
CONVENTION

## Private Meeting Space Sponsorship Form

Whether you need space to hold a private meeting or a hosted client event, expand your capacity for dedicated face-to-face discussions by sponsoring meeting space. Please use this form for one function only. If you have multiple functions, submit a separate request for each. Room assignment is based on space availability and compatibility with the overall FDC program and is on a first-come, first-paid basis.

**The sponsorship fee is based on room availability and subject to approval and sponsorship level, sponsorship includes the following:**

- Listing of meeting on FDC website
- Listing of meeting on FDC mobile app
- Listing of meeting in onsite program (deadline is April 2, 2024)
- Listing of meeting in daily pages during FDC
- Logo included in the exhibitor listing in the onsite program

*Please review the terms and conditions below before submitting your sponsorship information.*

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Billing Person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Onsite Phone: \_\_\_\_\_

### EVENT DETAILS

Print Meeting as: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Max number of attendees: \_\_\_\_\_

- Type of function:
- Breakfast  Happy Hour
  - Luncheon  Business Meeting (w/o food & beverage)
  - Dinner  Business Meeting (with food & beverage)
  - Reception

- Type of set-up:
- Theater  U Conference
  - Rounds  Conference
  - Classroom  Reception
  - Hollow Square

AV Required:  Yes or  No

I'd like to request a suite for my meeting:  Yes or  No

Any Additional Details: \_\_\_\_\_

## Terms & Conditions

Space for meetings and events can only be assigned in the hours that do not conflict with the scientific program hours. These are the hours before 8 AM and after 5:30PM on Thursday through Saturday. We will also assign space for meetings during the hours 12 and 2 PM on Thursday and Saturday. Meetings cannot be scheduled between 11:30 AM and 1 PM on Friday due to the FDA Awards Luncheon. No independent continuing education shall be offered during FDC.

Please keep in mind that limited space is available on Friday. The FDA House of Delegates first session is on Friday afternoon from 1:30-3 PM with Reference Committees immediately following from 3-5 PM and the second House of session on Saturday 9-11:30 AM.

If the day or time of your requested function conflicts with speaker lectures or other meetings, you will be contacted to discuss an alternative solution. It is extremely important that all information received from you be accurate since details of your function become part of the official FDC schedule.

Upon approval of your meeting, you will receive the Gaylord Palms catering and A/V menu, as well as a hotel contact to work with to assist with room setup, food & beverage, A/V, and any other needs you may have. You will be responsible for coordinating your events needs and the costs associated with them.

Cancellation of any scheduled meeting or function must be made directly with the FDC department and may be subject to cancellation fees.

*The Florida Dental Association makes every effort to provide exhibiting companies with meeting space. Upon approval of this request, you will receive written confirmation indicating the room name/number. Reassignment of meeting rooms may occur to accommodate the overall balance of the meeting. All groups are financially responsible for costs related to food & beverage guarantees, furniture and equipment, audio-visual, phones and electrical charges, if applicable. Upon confirmation of your space assignment, you will receive a list of contact names and vendors to fulfill these requests. Each organization must arrange direct billing with these vendors. All meetings must conform to the FDC guidelines for Allied and Specialty meetings.*

**Contact Brooke Martin, Marketing Coordinator, at 850.350.7103 or [bmartin@floridadental.org](mailto:bmartin@floridadental.org) with questions.**