



EXHIBITOR CONTRACT RULES AND REGULATIONS

Greater Philadelphia Valley Forge Dental Conference®
Valley Forge Casino Resort
www.gpvfdc.org

1. **CONTRACT FOR SPACE:** All applicants for exhibit space are required to complete the contract.
2. All space will be assigned according to date received; availability of space; longevity of exhibit activities at the Conference; practicality and advisability of space in relation to competitive lines. All spaces will be considered on the above basis and assigned at the discretion of the Exhibit Committee. All exhibitors acknowledge that it is not possible to know the final location of other exhibitors including competing business exhibitors. All exhibitors acknowledge that it is possible that businesses, that they consider competitors, could be in close proximity to their booth. All exhibitors acknowledge that GPVFDC Conference Coordinators will attempt to relocate an exhibitor only when an open booth is available, or only when another contracted exhibitor agrees to an exchange of booth spaces, but GPVFDC cannot guarantee a change will be available.
3. **CANCELLATION:** All cancellations must be made in writing to the Second District Dental Association. Cancellation of the contract may be made 45 days prior to event date for fee to be refunded. If space is canceled after 45 days said fee will be forfeited. The GPVFDC reserves the right to cancel the Greater Philadelphia/Valley Forge Dental Conference® for any reason prior to 60 days before the event date. If such a decision is made, all fees will be returned to exhibitors.
4. **EXHIBITS:** Exhibit hall space are considered in the following priorities:
 - Manufacturers, suppliers, and distributors of products that are of general interest to ADA members and their staff.
 - Providers of professional, financial, consulting, and other services that are of general interest to ADA members and their staff subject to approval of the steering committee.
 - No subletting of exhibit space is allowed.

5. **INSURANCE:** Exhibitor agrees to protect, indemnify, and hold harmless the Second District Dental Association from any and all liability, loss, damage or expense resulting from the negligent acts or omissions of exhibitors. All exhibitors are required to have liability insurance with a minimum limit requirement of 1 million/2 million and provide an insurance certificate naming the Greater Philadelphia/Valley Forge Dental Conference® as “additional insured” prior to the conference.
6. **SECURITY:** Exhibitor acknowledges that the GPVFDC does not provide security guards. It is not to be inferred that the GPVFDC is liable for loss, damage, etc. that may be incurred by the exhibitor. GPVFDC advises exhibitors to not leave any valuable items unattended at any time.
7. **RESTRICTIONS:** Aisle space may not be used for booth purposes, signs or distribution of literature or samples. Such activity must take place on the provided exhibit table. All exhibitors agree, as part of any GPVFDC exhibition contract, that all display materials used must remain within the confines of their assigned table space. Additionally, any display materials (banners, pull-up signs, etc.) must not infringe on adjacent booth spaces, or in any way, block access or viewing of adjacent booth spaces. If there is a request to reposition the offending materials and they do not comply, these materials will be removed. Exhibitor acknowledges that additional companies or guests are **not** permitted in the exhibit area without the express permission of the GPVFDC. Any exceptions approved by the GPVFDC must be then registered in accordance with the GPVFDC rules and procedures.
8. **VIOLATIONS:** Persons whose firms have not rented exhibit space are prohibited from soliciting business in any form in the Exhibit area or during the lecture day. Violators will be promptly ejected. Behavior by an exhibitor, his/her employee or representatives judged to be disruptive to the orderly conduct of the Greater Philadelphia/Valley Forge Dental Conference® may result in ejection from the convention and future denial of exhibit space. Two or more written complaints will result in an investigation on site by the Second District, with action determined immediately.
9. Exhibiting companies may not offer a company sponsored course that runs concurrently with this Conference within a 25-mile radius. If an exhibiting company intentionally ignores the Conference policy, their exhibit space shall be automatically forfeited.
10. **SET-UP AND TEAR-DOWN:** Hours for exhibit set-up will be the morning of the event beginning at 7:15 AM. Exhibit tear down is at 4:00 PM or before. (Times are subject to change.)
11. **EXHIBIT HOURS:** 7:15 AM to 3:30 PM (or earlier if course ends earlier)



EXHIBITOR REGISTRATION

I, (please print First/Last name) _____
am the authorized representative for:

Company: _____

I acknowledge receipt of, and agree to, the conditions presented herein.

Signed _____ Date _____