General Exhibit Information:

**Exhibit Set-up:**
- Thursday, June 19  8:00am–5:00pm
- Friday, June 20  7:30am-8:30am

**Show Hours:**
- Friday, June 20  9:00am-4:00pm
- Saturday, June 21  10:00am-3:00pm

**Exhibit Move-out:**
- Saturday, June 21  3:01pm – 10:00pm

Your $1,000 deposit per each 10’ x 10’ booth and completed contract should be sent in soon! Booth space will be assigned at the end of January 2014 based on the ADHA Exhibitor Point System and date contract received. After February 1, 2014 booths will be assigned as first-come, first-served.

**Exhibitor Service Contractor**

The official Exhibitor Service Contractor will send the online exhibitor manuals approximately 8 weeks prior to the exhibition. These manuals will provide information to help prepare you for the show.

Booth prices vary based on location in the Exhibit Hall (see color code below):

- $2,500
- $2,150
- $1,950
- $1,750

The Exhibit Hall is carpeted. Exhibit booths must adhere to the International Association of Exhibitions & Events (IAEE) standard booth heights/configurations. Each booth is sold as a 10’ deep and 10’ wide space.

**Exhibitor Registration + Hotel Information**

Each 10’ x 10’ booth receives 4 complimentary exhibitor badges. Online registration opens in mid-January. Additional badges are available for purchase.

ADHA has secured discounted room rates at Caesar Palace Las Vegas at $179++. If you need to make room reservations for 5 or more booth personnel, you may use the Exhibitor Housing block request form beginning in January 2014. Support the Association and make your hotel accommodations within ADHA’s group block!

Additional Registration/Housing information can be found in the Exhibitor Resource Center at www.adha.org/annual-session.

Act Now! Send your completed application and $1,000 deposit per each 10’ x 10’ booth space as noted on the Exhibitor application.

Adhered to the International Association of Exhibitions & Events (IAEE) standard booth heights/configurations. Each booth is sold as a 10’ deep and 10’ wide space.
APPLICATION FOR EXHIBIT SPACE
ADHA’s 2014 CLL at the 91th Annual Session
EXHIBITS 2014

Octavius Ballroom       June 20-21, 2014       Las Vegas, NV
Caesars Palace

RETURN 2 COPIES OF THIS APPLICATION TO:                     For ADHA Use:

AMERICAN DENTAL HYGIENISTS’ ASSOCIATION
Exhibits Manager/2014 EXHIBITS 2014
444 N. Michigan Avenue, Suite 3400
Chicago, Illinois 60611
Phone: 312/440-8526
Fax: 312/440-6746

All provisions of the show rules and regulations,
printed on reverse side are part of the contract.

BOOThS ARE ASSIGNED IN EARLY FEBRUARY 2014
(BASED ON PRIORITY POINTS/DATE CONTRACT RECEIVED.

WE HEREBY APPLY, SUBJECT TO THE TERMS PRINTED ON THE REVERSE SIDE OF THIS APPLICATION FOR
SPACE FOR OUR OCCUPANCY IN THE EXHIBITION AREAS AS FOLLOWS:

We will need a total of __________ booths.
1st choice ______________________________
2nd choice _____________________________
3rd choice _____________________________

WE AGREE THAT:
1. $1,000 deposit for each 10’x10’ booth request will be sent with application for exhibit space.
   (Make check payable to ADHA; ADHA Accepts American Express, Discover, MasterCard, & Visa)
2. Assignment of space made by ADHA will be considered as accepted unless rejected by us in writing, within fourteen days
   of receipt of notification of space assignment.
3. Payment in full will be made within 30 days of notification of space assignment.
4. Approximately 8 weeks prior to the show, all exhibitor information, service and event forms will be sent to exhibitors.
5. All the provisions printed on the reverse side are a part of this contract.
6. It is not always possible to assign one of the preferred choices; however, within the guidelines of the ADHA point system,
   ADHA will try to make an assignment in the required area. ADHA cannot guarantee space to all applicants and this
   contract shall be effective only after acceptance and signature by an authorized representative of ADHA.

REQUIRED INFORMATION
In 20 words or less, please submit a description of your product(s) and service(s) to be exhibited which will be used
in the Exhibit Hall Directory. PLEASE PRINT CLEARLY:
___________________________________________________________________________
___________________________________________________________________________
Please list the names of exhibitors which you do not wish to be near. Every effort will be made to avoid adjacent
placement; however, this cannot be guaranteed:
____________________________________________________________________________________________

Please list information as it should APPEAR IN THE EXHIBIT DIRECTORY

COMPANY NAME: ________________________________
Address: _____________________________________ City: ______________ State: ________ Zip Code:______
Phone: _____________________________ Fax: ___________________ Website:____________________________

Please list information as WHO SHOULD RECEIVE THE EXHIBITOR MANUAL

COMPANY NAME: ________________________________
Contact Name: __________________________________________________________________________________
Address: _____________________________________ City: ______________ State: ________ Zip Code:______
Phone: _____________________ Fax: ___________________ Email:_______________________

INDIVIDUAL CONTACT INFORMATION:
Authorized By: (please print) ____________________________________________________________________
Signature: ____________________________________________________________________Title: _________________
Date: _________________
Phone: ___________________ Fax: ___________________ Email:_______________________
CC #: ___________________ Exp.Date: _______________ Vcode: ______________ Signature ________________________

Please retain one copy for your files.
RULES AND REGULATIONS

EXHIBIT DATES AND TIMES
Friday, June 20, 2014 9:00am - 4:00pm
Saturday, June 21, 2014 10:00am - 3:00pm

Exhibitors will be permitted access to their booths one half hour before the opening of exhibits and one half hour after the closing. No one will be permitted access to the exhibit area other than during those hours mentioned without permission from ADHA. Exhibitors are required to be present and occupy their exhibit space during the exhibit hours listed above.

BOOTH ASSIGNMENTS
Booth assignments will be made according to the ADHA points system in early February. After February 1 assignments will be made on a first-come first-served basis.

BOOTH RATES, PAYMENTS AND REFUND POLICY
Rental prices are $2,500, $2,150, $1,950 and $1,750 for standard 10’x10’ booths. Please refer to the floor plan for details.

The exhibit rental includes:
- Back drop and three foot draped siderails
- General cleaning of aisles and normal lighting
- ID sign with exhibitor name and booth number.

A charge of $1,000 rental space per 10’x10’ booth will be made on all cancellations made prior to January 1, 2014. Cancellations after January 1, 2014 will be charged full space rental. Cancellations of exhibit space must be submitted to ADHA in writing. Telephone cancellations are not accepted.

BOOTH PERSONNEL
Exhibitors may receive four (4) complimentary exhibitor badges for each 10’x10’ booth to be registered 30 days in advance of the meeting. Additional exhibitor badges may be purchased for $75 per badge. Booth personnel will be provided with a name badge and exhibitor ribbon.

INSTALLATION AND DISMANTLING OF EXHIBITS
The exhibit area will be available as of 8:00am Thursday, June 19. All exhibits must be fully assembled by 5:00pm on Thursday, June 19. No one will be permitted to assemble exhibits during exhibit hours.

All exhibits must remain intact until the official closing time and shall not be dismantled or removed before that time. Crates and materials may not be brought in to the Exhibit Hall before closing time on Saturday, June 21 for the dismantling of exhibits. Failure to adhere to this regulation may result in forfeiture of the exhibitor’s points for this show. The exhibit area must be cleared before 10:00pm, Saturday, June 21, 2014.

NO SHOW POLICY
If Exhibitor, through circumstances beyond control, is delayed in arrival or set-up, Exhibitor must notify the Event Director at the Event Facility. Non-notification will result in resale of space, and no refunds will be made.

SUBLetting OF SPACE
No Exhibitor shall assign, sublet or apportion the whole or any portion of space allotted, nor exhibit therein, and goods other than those described in the application, nor permit any representative of any firm not exhibiting to solicit business or take orders in said space.

EXHIBIT ELIGIBILITY
The Association reserves the right without recourse to absolutely control or prohibit any exhibit or any part of an exhibit, which in its opinion is not in the best interest of the attendees, dealers, exhibitors, or the Association. The Exhibitor is responsible for obtaining the appropriate music license. The Exhibitor is prohibited from distributing any merchandise or goods which in its opinion is not in the best interest of the attendees, dealers, exhibitors, or the Association.

The Exhibitor is responsible for obtaining the appropriate music license. The Exhibitor is prohibited from distributing any merchandise or goods which in its opinion is not in the best interest of the attendees, dealers, exhibitors, or the Association.

LIABILITY AND INSURANCE
Exhibitor shall protect, save, and keep the American Dental Hygienists’ Association, Caesars Palace and their employees, officers and agents harmless from any damage or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or those holding under the exhibitor. And further, exhibitor shall at times, protect, indemnify, save and keep harmless the American Dental Hygienists’ Association, Caesar’s Palace and their employees and agents against and from any loss, cost, damage, liability or expense (including attorney’s fees) arising from or out of by the reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees and business invitees, which arise from or out or by reason of said exhibitor’s occupancy and use of the hotel’s exhibit area or any part thereof.

All property of the exhibitor is understood to remain under custody and control of the exhibitor, in transit to and from within the confines of the exhibit area. Exhibitors are advised to carry fireproof insurance in an amount o less than $2,000,000 to cover exhibit material against damage or loss and public liability insurance against injury to the person or property of others. The American Dental Hygienists’ Association and Harrah’s Entertainment assume no responsibility for the safety of the properties of the exhibitors, employees, officers, agents, or employees from theft, damage by fire accident, or any other cause.

PROPERTY DAMAGE
Nothing shall be posted on, or tack, nailed, screwed, or otherwise attached to the columns, walls, floors, or other parts of the hotel or convention center exhibit area without prior written consent of the building authority. Packing, unpacking and assembly of exhibits shall be done only in designated areas and in conformity with direction of the exhibit coordinator, the hotel or convention hall manager or their assistants.

CANCELLATION
In case the premises of Caesars Palace are destroyed or damaged, or if the exposition fails to take place as scheduled, or is interrupted or discontinued, or interfered with by any act of God, emergency declared by any governmental authority in connection with its activities at the Event, the exhibit contract may be terminated by ADHA. In the event of any such termination, Exhibitor releases ADHA and waives any and all claims for any type of damage and agrees that the sole liability of ADHA shall be to return to each exhibitor that exhibitor’s prorated share of loss and expenses incurred and committed by ADHA for the convention.

AMENDMENTS
Any and all matters not specifically covered by the preceding rules and regulations shall be solely subject to the decision of the American Dental Hygienists’ Association. ADHA shall have full power to interpret, amend, and enforce these rules and regulations, provided any amendments, when made are brought to the notice of exhibitors. Each exhibitor, for itself and its employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto in conformance with the preceding sentence.

DISTRIBUTION OF SAMPLES AND SOUVENIRS
Distribution of samples and souvenirs is permitted providing there is no interference with adjoining exhibitors, and its conducted on a dignified basis.

NOISE AND SOUND DEVICES
Mechanical reproduction of sound or music relating to an exhibit must be kept at a sufficiently low volume so as not to project beyond the confines of the exhibitor’s booth.

The Exhibitor is responsible for obtaining the appropriate music license. The Exhibit Hall is carpeted.

SECURITY
Reasonable precaution will be taken to protect property during the installation, show and removal periods. However neither the American Dental Hygienists’ Association nor Caesars Palace are responsible for the safety of the property of the exhibitor from theft, damage by fire, accident, vandalism or other causes.

FIRE AND ELECTRICAL REGULATIONS
All exhibitors must abide by the fire and electrical regulations of Las Vegas, Nevada.

TAXES AND LICENSES
Exhibitor shall be solely responsible for obtaining any licenses, permits or approvals under federal, state or local laws applicable to its activities at the Event. Exhibitor shall be solely responsible for obtaining any necessary tax identification numbers and permits and for paying all taxes, license fees, use fees, royalties or other fees, charges, levies or penalties that become due to any governmental authority in connection with its activities at the Event.

BOOTH ABANDONMENT
Exhibitors that leave excessive literature and/or display materials in their booth at the end of the published move-out times will be deemed guilty of “material abandonment.” All associated costs for material removal will be the charged to the exhibiting company.

OUTSIDE EXHIBITS/HOSPITALITY SUITE
Exhibitor is prohibited, without express advance written approval from The American Dental Hygienists’ Association (ADHA), from displaying products or services and/or other advertising material in areas outside its booth space such as, but not limited to, parking lots, hotel lobbies, lounges, corridors, sleeping rooms, etc., as well as conducting unauthorized facility tours. Exhibitor shall not operate hospitality suites during hours in which the Event is open or when any Organizer-sponsored activities are being held. Exhibitor is prohibited from hosting hospitality functions during official Event hours. All requests for a hospitality suite or public function space must be made through the American Dental Hygienists’ Association. If Exhibitor cancels or fails to occupy the exhibit space during official Event hours, ADHA reserves the right to notify the applicable venue to cancel any hospitality suite and/or hotel guest rooms under Exhibitor’s name. Exhibitor shall remain liable for the payments made to the convention center or applicable venue.