

Great Lakes Association of Orthodontists

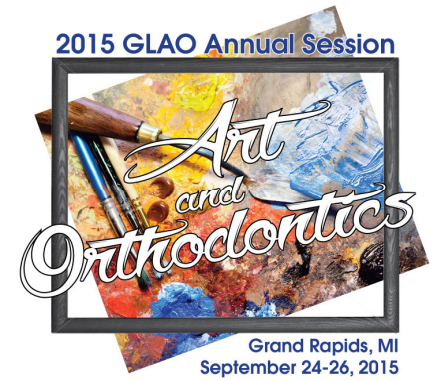
Indiana, Michigan, Ohio, Ontario, W. Pennsylvania

2015 GLAO Annual Session

"Art and Orthodontics"

September 24 - 26, 2015

DeVos Place, Grand Rapids, MI



RULES AND REGULATIONS FOR EXHIBITORS

1. **CONTRACT:** All applicants for exhibit space are required to submit a complete and signed contract.
2. **FLOORPLAN:** The GLAO reserves the right to alter the location of booths as shown on the official floor plan (see Information page for assignment information).
3. **EXHIBITS / FLOORPLAN:** GLAO shall have the right to prohibit, bar, prevent, and remove any exhibit or proposed exhibit, which in the judgment of the GLAO is unsuitable or inappropriate for the exhibition or purposes of such exhibition; and such right shall extend, but not be limited, to persons, equipment, materials, displays, installation and other items constituting part of, or distributed in connection with any such exhibit, without refund.
4. **SOLICITATION, CONCURRENT MEETINGS, NON-EXHIBITORS:** Firms and representatives of firms not assigned exhibit space are prohibited from soliciting business during the 2015 Annual Session. Violators will be requested to promptly leave the convention area. No exhibitor shall assign, sublet or apportion the whole or any portion of space allotted, nor shall an exhibitor be permitted to exhibit therein any goods other than those manufactured or distributed by him/her in the regular course of his/her business. Violation of this rule shall be cause for the offender to be asked to leave the show without refund. Displays or demonstrations by exhibitors may not be held in any area other than the exhibit hall. Exhibitors are requested to open hospitality suites or conduct events/meetings only with date and time approved by GLAO. Deadline for information to be listed in the program is June 15, 2015.
5. **LIABILITY, INSURANCE & INDEMNIFICATION:** Exhibitor is responsible for all damages to the exhibit premises and for any and all claims and demands on account of any injury or death or damage to property done in or about the premises used by the exhibitor, his employees, servants, agents, licenses or contractors occasioned by their negligence and hereby agrees to indemnify GLAO, the DeVos Place and its employees, agents, or servants, against all claims losses or damages to persons or property and costs defending claims arising out of or caused by any negligence on the part of the exhibitor installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof. It is the sole responsibility of the exhibitor to obtain proper insurance and to provide proof of insurance, as requested. The exhibitor, upon signing the contract, releases the GLAO or DeVos Place from any and all claims for such loss, damage or injury.
6. **CERTIFICATE OF INSURANCE:** A **Certificate of Insurance must be in the GLAO office by September 1, 2015.** All exhibitors must provide certificate of insurance to be admitted to the hall (see Information page for insurance requirements).
7. **SECURITY:** The GLAO will not provide Exhibit Hall security. The Exhibit Hall will be locked at night but Exhibitors will be expected to remove valuables (laptops, etc.) from the Exhibit Hall at night. Booths located in the foyer cannot be secured. The GLAO and DeVos Place are not liable for loss, damage, or theft that may be incurred by the exhibitor.
8. **SHOW HOURS:** Hours for exhibit set-up will be Thursday, Sep. 24, 2015 from 12:00 pm to 5:00 pm. Exhibits will be open Friday, September 25, from 7:30 am to 6:00 pm and Saturday, September 26, 2015, from 7:30 am to 4:00 pm. Tear-down may begin on September 26th, 4:00 pm to 6:00 pm. **Tear-down is not to begin prior to 4:00 pm.** The Decorator Company and shipping assistance will not be available until 4:00 pm.
9. **REFUNDS / CANCELLATION:** A 50% refund will be issued for cancellations received in writing by July 15, 2015. No refunds will be issued after July 15, 2015. Refunds will be sent within 30 days after the event. Deadline for the printed program will be August 14, 2015. The GLAO reserves the right to cancel the 2015 Annual Session for any reason. If such a decision is made, all payments will be refunded to exhibitors.
10. **SET UP & DISMANTLING RESTRICTIONS:** Exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others. Any additions or improvements to exhibit space other than included equipment shall be at exhibitor's expense and must comply with fire department and underwriter rules. The aisles, passageways and overhead spaces remain strictly under control of GLAO. Items will only be permitted in these areas by special permission of GLAO. Exhibit noise may not interfere with other exhibitors. All items left in hall after dismantling hours will be disposed of or handled at the convention center's discretion at exhibitor's expense. The exhibitor must surrender his display space in the same condition as it was when occupied. Compliance with local fire and state tax ordinances is required.
11. **COMMENTS:** These rules have been established to promote the best interests of all exhibitors and attendees. If you have suggestions that may improve the operation of the exhibit hall, please contact the GLAO Office at 877-274-6420 or GLAO@AssnOffices.com

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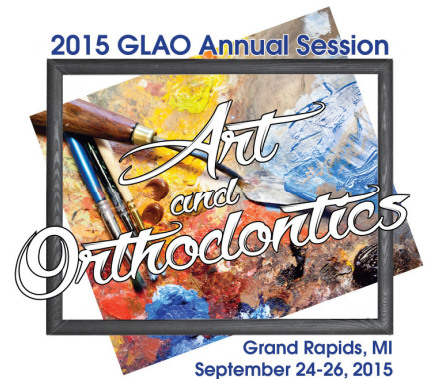
2015 GLAO Annual Session

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DeVos Place, Grand Rapids, MI

2015 GLAO Annual Session



EXHIBITOR INFORMATION

We are looking forward to your participation in the Annual Session of the Great Lakes Association of Orthodontists at DeVos Place in Grand Rapids, Michigan on September 24 - 26, 2015. We will have an excellent educational program for doctors and staff, great networking opportunities and dedicated exhibit hours.

Investment

\$2,000 per booth (\$2,150 after July 15, 2015)

Booth Includes

One (1) 8' deep x 10' wide booth, one (1) 2' x 6' covered and skirted table, two (2) chairs, one (1) waste basket, one (1) Booth ID sign, two (2) registrations per booth, carpeted exhibit hall, doctor attendee labels (if requested), complimentary Welcome Reception, continental breakfasts, lunches and beverage breaks.

Decorator

Art Craft Display, Inc.
(800) 292-2033

Booth Assignments

Booth assignments will be based on the date the signed "GLAO Exhibitor Contract" AND payment are received. If more than one contract is received on the same day, priority assignment will be made based on prior exhibit history. Confirmation of booth assignment will be emailed to the contact indicated on the contract from the GLAO office by early August. Priority placement will be given to sponsors according to level of sponsorship.

Setup: Thursday, September 24, from 12:00 pm - 5:00 pm.

Teardown: Saturday, September 26, from 4:00 pm - 6:00 pm.

Show Hours

Friday, September 25, 7:30 am to 6:00 pm.

Saturday, September 26, 7:30 am to 4:00 pm.

Certificate of Insurance

A Certificate of Insurance must be provided to the GLAO office no later than September 1, 2015. All exhibitors and display houses must provide certificates to be admitted to the hall. Certificates are to name the GLAO 2015 Annual Session as additional insured with policy date through September 26, 2015. Coverage should include comprehensive general liability of at least \$1,000,000 per personal injury for each occurrence and \$500,000 for property damage for each occurrence. Workmen's Compensation should be for full compliance employees for any work done on the exhibitor's behalf.

Cancellation Policy

A 50% refund will be issued for cancellations received in writing by July 15, 2015. No refunds will be issued after July 15, 2015. Refunds will be sent within 30 days after the event. Deadline for the 2015 GLAO printed program will be August 14, 2015.

Registration

Exhibitor service kits will be sent to the contact on the Exhibitor Contract by early August. At that time, the names of those attending will be requested.

Housing

The Amway Grand Plaza Hotel is the host hotel. Reservations may be made by calling 1-800-253-3590 and requesting the GLAO rate or online through the link found at www.GLAO.org. **Advanced reservations are suggested, as a sold out hotel is anticipated due to the city-wide event, ArtPrize, in Grand Rapids.**

Sponsorship Opportunities

Opportunities are still available to receive increased recognition at the 2015 Annual Session! Review the sponsorship opportunities document at www.GLAO.org or contact the GLAO office!

For More Information

Check the GLAO website for additional information as it becomes available or contact the GLAO office:

Karla Dunbar, Exhibitor Coordinator
614-221-5720 / GLAO@AssnOffices.com
www.GLAO.org

SPACE IS LIMITED, SO REGISTER TODAY!

THANK YOU FOR YOUR SUPPORT

GLAO 2015 Annual Session Tentative Program September 24 - 26, 2015

Thursday, September 24

12:00 pm – 5:00 pm EXHIBITS SET UP

Friday, September 25

7:30 am – 6:00 pm	EXHIBITS OPEN
7:30 am – 8:30 am	*Continental Breakfast in Exhibit Hall
8:00 am – 3:30 pm	Doctor & Staff Sessions
9:30 am – 10:30 am	Beverage Breaks in Exhibit Hall
12:00 pm – 1:30 pm	*Box Lunch in Exhibit Hall
3:30 pm – 5:00 pm	Beverage Breaks in Exhibit Hall
4:00 pm – 5:00 pm	GLAO Business Meetings
5:00 pm – 6:00 pm	*Welcome Reception in Exhibit Hall

Saturday, September 26

7:30 am – 4:00 pm	EXHIBITS OPEN
7:30 am – 8:30 am	*Continental Breakfast in Exhibit Hall
8:00 am – 3:30 pm	Doctor & Staff Sessions
9:30 am – 10:30 am	Beverage Breaks in Exhibit Hall
12:00 pm – 1:30 pm	*Box Lunch in Exhibit Hall
3:30 pm – 4:00 pm	Beverage Breaks in Exhibit Hall
4:00 pm – 6:00 pm	EXHIBIT TEAR DOWN

**Complimentary for meeting attendees and exhibitors*

Great Lakes Association of Othodontists

September 24th – 26th, 2015 • DeVos Place – Ballrooms A–D

