

Valley Forge Dental Conference March 7-8-9, 2012

RULES AND REGULATIONS

1. **CONTRACT FOR SPACE:** All applicants for exhibit space are required to complete the contract (on page 1).
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.
3. **CANCELLATION:** All cancellations must be made in writing to the Second District Dental Association. Cancellation of the contract may be made prior to December 31, 2011 and fee will be refunded. If space is canceled after December 31, 2011, said fee will be forfeited.

The Second District also reserves the right to cancel the Valley Forge Dental Conference for any reason prior to December 31, 2011. If such a decision is made, all fees will be returned to exhibitors.

4. **EXHIBITS:** The VFDC welcomes applications from exhibitors throughout the world to participate in its Annual Conference. Requests for space in the VFDC exhibit hall 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 VFDC as "additional insured" prior to the conference.
6. **SECURITY:** The Second District in cooperation with the Valley Forge Radisson Hotel will provide round-the-clock security guards. These security measures will not infer, however, that the Second District is liable for loss, damage, etc. that may be incurred by the exhibitor.
7. **RESTRICTIONS:** Aisle space may not be used for booth purposes, signs or distribution of literature or samples. Such activity must take place inside the exhibit booth.
8. **VIOLATIONS:** Persons whose firms have not rented exhibit space are prohibited from soliciting business in any form in the Exhibit Hall. Violators will be promptly ejected. Behavior by an exhibitor, his/her employee or representatives judged to be disruptive to the orderly conduct of the VFDC Annual Session 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 Exhibit and General Chairpersons, with action determined immediately.
9. **SOUND:** Live or recorded music is not permitted on the floor of the VFDC exhibit hall unless written agreement is presented by the American Society of Composers, Authors and Publishers (ASCAP) Broadcast Music, Inc. or other such music organizations.
10. Exhibiting companies may not offer a company sponsored course that runs concurrently with the Valley Forge Dental Conference within a 50-mile radius. If an exhibiting company intentionally ignores the VFDC policy, their exhibit space shall be automatically forfeited.

11. **SET-UP and TEAR-DOWN:** Hours for exhibit set-up will be Tuesday, March 6 from 12 noon to 10:00 PM.
Tear-down cannot begin until 2:00 PM on Friday, March 9.

12. **EXHIBIT HOURS:** Wednesday, March 7 10:00 AM to 4:00 PM
Thursday, March 8 10:00 AM to 4:00 PM
Friday, March 9 10:00 AM to 3:00 PM