





# EXHIBITOR POLICIES

## 2020 Continuing Education Programs

Embassy Suites, 1325 E. Dyer Road, Santa Ana, CA 92705

The Hills Hotel, 25205 La Paz Road, Laguna Hills, CA 92653

### Exhibitor Cost:

- Individual meeting exhibit space may be purchased throughout the year for a fee \$350 per meeting.
- An EXHIBITOR SEASON TICKET provides a table reservation for all four meetings for the cost of \$1200.
  - Exhibiting Season Ticket holders will have company link and logo displayed on all CE email blasts.

### All Exhibitor Registrations Include:

- One 6 ft linen draped table.
- One representative buffet meal.
- Electricity, internet, and exhibitor raffle tickets for member raffle participation.
- Insertion of company marketing materials into guest attendee registration packets. Please provide any brochures, flyers and/or business cards *the week prior to the CE event*. We will not be able to include materials received subsequent to this deadline.
- Participating exhibitors will be acknowledged at the meeting.
- A list of all exhibitors will be included in the guest registration packets.
- A list of registered attendees will be provided to each exhibitor the following morning.

### Restrictions:

- All payments are due at the time the reservation is made.
- Space is limited and will be confirmed on a first-come, first-paid basis.
- Only one vendor per table – no sharing of space is permitted.
- A registration fee of **\$60 for each additional representative per meeting**. This fee includes one buffet meal.
- Electricity and internet access are available with advanced notification.
- Exhibitors may set up their displays at 4:00 pm. Exhibit Salon doors remain locked until then.
- **Vendor table locations are pre-assigned** at the discretion of OCDS. Your table assignment will be indicated by company signage on each table. You will be required to relocate if table has been designated to another vendor.
- There are no refunds available for unattended meetings.

### Meeting Format:

- Exhibit set up is at 4:30p.m.
- Guest registration begins at 5:00p.m.
- Buffet dinner begins at 5:00p.m. Buffet, dining tables and exhibitor tables will be in the same location.
- The lecture is from 6:00p.m. to 9:00p.m. with a 10-minute break held at approximately 7:30pm.
- Participating exhibitors may attend the lecture at the OCDS member dentist discounted fee of \$99 per person.
- Exhibitors are not permitted in the Lecture Hall unless lecture seating reservation has been purchased.
- Exhibitors are welcome to stay until the lecture concludes or leave after the break.

### Raffle Drawing:

Exhibitor raffle drawing will be held at each CE meeting during our 2020 season. The goal of the drawing is to encourage attendees to visit each of our exhibitors.

### Acceptance of Policies:

Please sign below indicating you have read, understand and accept the OCDS Exhibiting Policies. Once your registration form is completed and the policies document signed, please FAX along with credit card payment information to Diana Alcazar (714) 978-2686 or mail along with your check to OCDS, 295 S. Flower St., Orange, CA 92868-3414. **No cancellation refunds will be issued within seven days of the event.**

Attending Representative: \_\_\_\_\_ Date: \_\_\_\_\_

August 2019