EXHIBIT ELIGIBILITY POLICY
The South Dakota Dental Association (SDDA) views the Exhibit Hall as an integral part of the educational and scientific programs during Annual Session. Exhibitors are limited to firms, organizations and agencies whose exhibits promote an awareness of products, technologies and services that are recognized and approved by the SDDA as adding value to the SDDA Annual Session. Products or services eligible for exhibiting at the SDDA Annual Session must be germane to, and effective and useful in, the practice of dentistry. However, products and services offered by responsible companies that are not related to dentistry, but are of interest to dentists, may exhibit, at the discretion of the SDDA, but will not be assigned space until all dental-related companies receive their assignments. The SDDA has the sole right to determine the final eligibility/qualification of any firm, organization, agency or product for inclusion in the Exhibit Hall. Rules of the SDDA shall, in all instances, be final. If the SDDA finds that an approved company misrepresented itself to gain approval to exhibit, the SDDA reserves the right to cancel the contract at any time, including while on-site at the meeting. If the SDDA cancels misrepresented company’s contracts, the company is responsible for any fees due to the SDDA or its vendors at the time of cancellation.

INSTALLATION OF EXHIBITS
- Wednesday, May 13, from 2:00 pm - 5:00 pm or Thursday, May 14, from 7:00 am - 8:00 am. (CAUTION: the registration area is VERY BUSY from 7:30-8:00 am on Thursday with people registering for the Keynote Address!)
- Register at the SDDA registration desk inside Exhibit Hall 2.

EXHIBIT HOURS
- Thursday, May 14, 8:00 am – 5:00 pm CST
- Friday, May 15, 8:00 am – 1:00 pm CST

REMOVAL OF EXHIBITS
- Friday, May 15, no earlier than 1:00 pm. Removal must be completed by 3:00 pm unless advance arrangements have been made.

BOOTH SPECIFICATIONS
- 10’ x 10’, carpeted, with black back drapes and side rails.
- 1 complimentary 8’ skirted table, two chairs and wastebasket.
- Extension cords, power strips, etc. may be required and will be the exhibitor’s responsibility.
- Access to electricity is available. Higher voltages will require special handling. Such advance arrangements and special charges are the responsibility of the exhibitor and are at the expense of the exhibitor.
- Free WiFi.
- Complimentary coffee.

BOOTH CANCELLATION
- Prior to April 14, 2020, $50 will be retained to cover expenses already incurred by the SDDA.
- Between April 15 and April 30 a 50% refund will be given.
- After April 30, no refund will be given.

Extenunating circumstances are to be evaluated by the SDDA Annual Session Planning Committee.

CHOOSE YOUR OWN BOOTH SPACE
Carefully examine the booth layout on the SDDA’s website, www.sddental.org, click on Meetings/Events, then SDDA Annual Session, Exhibitor Information, prior to choosing your booth. Changes are made to the floor plan as booths are sold.

Subletting or dividing exhibit space is not allowed except by permission of the exhibitors chair. Distribution of materials and displays must be limited to the booth space purchased.

REGISTRATION
A registration fee of $100 will be charged for each representative not exhibiting or advertising. Only persons listed at the registration desk and wearing an SDDA name badge will be allowed in the Exhibit Hall.

DRAYAGE & STORAGE
The Convention Center has agreed to receive freight for storage no more than one week prior to the event. If you require assistance with transportation and/or storage of freight, you are responsible for making the necessary arrangements.

EXHIBITORS’ RECEPTION
There will be a reception in the Exhibit Hall on Thursday, May 14 from 3:00-5:00 pm. Here's your chance to give away prizes, show off new products, services, etc.

PRIZES
Exhibitors are encouraged to have drawings or contests at their booths. Prizes may be a product or service offered by the exhibiting company, organization or commercial product of general appeal. The product or service must be usable by the winner without the purchase of additional goods or services. Exhibitors are responsible for distribution of their prizes.

Annual Session attendees, after acquiring 10 vendor signatures, can turn in their cards to the SDDA registration desk to be eligible for a cash prize drawing. Drawing to be held on Friday at 12:10 pm.

The SD Dental Foundation will be holding a golf outing the afternoon of Wednesday, May 13, 2020. If you would like to sponsor a pin prize, contact Dr. Melissa Gibson at 605-335-8030/ mas71279@gmail before May 1.

INDIVIDUALS STAFFING YOUR BOOTH
Please be sure to provide a copy of the above information to all of the individuals staffing your booth, and also let them know if you ordered an extra table, meal tickets, electricity, etc.

ADVERTISING IN THE PROGRAM BOOK
All exhibitors with a paid registration by May 1, 2020, will be listed in the Annual Session Program Book.

Additional advertising space may be purchased:
- Full Page (7 1/2” tall x 4 1/2” wide): $125.00
- Half Page (3 1/2” tall x 4 1/2” wide): $75.00

Please e-mail your black and white ad to brenda.goeden@sddental.org.

BREAK SPONSORSHIP OPPORTUNITIES
Here’s your opportunity to be recognized for sponsoring coffee and break food. Sponsorship is only $750 and each sponsor will be listed on signage during the event.

EXHIBIT HALL LUNCHES
Please be sure to pre-register to order lunches for your representatives, as very few lunch tickets are available to purchase on-site. The Convention Center does not offer any other food vendors in their facility during this convention.

CONVENTION CENTER CONTACT
Jessica Adamski
Sioux Falls Convention Center
1201 N West Avenue
Sioux Falls, SD 57104
Email: jessica_adamski@spectraxis.com
Phone: 605-367-4167 Fax: 605-367-4141

ROOM RESERVATIONS
Sheraton Hotel
1211 N West Ave
Sioux Falls, SD 57104
Phone: 605-331-0100 Fax: 605-373-1033

Note: Ask for SDDA group rates. Please register under individual names, not companies.

SDDA CONTACT
Brenda Goeden, Exhibits Manager
South Dakota Dental Association
804 N Euclid Ave, Ste 103
Pierre, SD 57501
E-mail: brenda.goeden@sddental.org
Phone: 605-224-9133 Fax: 605-224-9168

Register on-line!
www.sddental.org, click on Meetings/Events, then SDDA Annual Session, then Exhibitor Information.
RESERVATION FORM

Company/Organization __________________________________________

Type of Exhibit ________________________________________________

(Please be specific — lab, equipment, supplies, etc.)

Address ______________________________________________________

City/State/Zip _________________________________________________

Phone _______________________________________________________

Contact Person ______________________________________________

E-mail Address ________________________________________________

Does your booth need electricity? Yes ___ No ___

Booth Selection: Please examine the booth layout provided on the SDDA’s website at www.sddental.org, click on Meet-
ing/Events, then SDDA Annual Session, Exhibitor Information for available booths and to ensure that the booth(s) you
select is still available. In the event of duplicate selection of the same booth(s), preference will be given based on exhibi-
tor longevity with the SDDA.


Please list the names of individuals staffing your booth(s). Badges for names not included on this list will NOT be processed after

On-site Main Contact Name ____________________________ Name ____________________________

Mailing Address ____________________________________________ Name ____________________________

__________________________________________________________ Name ____________________________

Phone ____________________________________________________ Name ____________________________

E-mail Address ______________________________________________ Name ____________________________

EXHIBIT BOOTH SPACE

$____ $585 for 1st booth ($685 after March 31, 2020)

$____ $485 for each additional booth ($585 after March 31, 2020) - (If registering on-line use Promo Code

SDDA20 for discount)

$____ $20 per extra table (1st table is complimentary)

$____ $75 for 1/2 page ad in Program Book

$____ $125 for full page ad in Program Book

$____ $750 coffee/break sponsorship

$____ $20 each for Thursday Exhibit Hall lunch ticket

$____ $20 each for Friday Exhibit Hall lunch ticket

$____ Total Check enclosed ______ Bill me (not applicable for 1st time exhibitors) ______

Please use my credit card ______

Send form and payment to:

South Dakota Dental Association
804 N Euclid, Ste 103, Pierre SD 57501
Phone: 605-224-9133, Fax: 605-224-9168

OR BETTER YET:

Register on-line at www.sddental.org

Click on Meetings/Events, then

SDDA Annual Session, Exhibitor Information

I authorize the South Dakota Dental Association

to charge the amount shown:

VISA ___ MASTERCARD ___ AMEX ___

Card # __________________________ security code __________________________

Exp. Date ________________________

Amount to be charged: $ ________________________

Name on card (please print): ________________________

Signature ________________________