



EXHIBITOR INFORMATION/GUIDELINES
141st ANNUAL SESSION
May 15 & 16, 2025
The Monument | Rapid City, SD

1. **DIRECT CONTACT** with dentists and dental auxiliaries will be provided to all exhibitors. Exhibits will be displayed in the Rushmore Hall in The Monument.
2. **ALL EXHIBIT BOOTHS** will be 10' x 10' with piping, draping, and carpeting. Each booth will include one complimentary table, two chairs and a wastebasket. Electricity (110V) will be available. Other voltages will require special handling. Such advanced arrangements and special charges are the responsibility, and at the expense, of the exhibitor. Rushmore Hall is carpeted.
3. **SPECIAL EQUIPMENT AND LIGHTING** for displays is the responsibility of, and at the expense of the exhibitor. Lighting in the exhibit area is ample for all ordinary purposes.
4. **INSTALLATION OF EXHIBITS** will be Wednesday, May 14 from 2:00pm-7:00pm. or Thursday, May 15 from 7:00am-7:30am. (*Note: This time is very busy due to dental professionals registering*) Exhibit hours on Thursday, May 15th will be 7:30am-5:00pm (MT) and on Friday, May 16th 8:00am-1:00pm (MT). You must check in with the SDDA registration desk before setting up your exhibit.
5. **REMOVAL OF EXHIBITS** shall not begin until Friday, May 16th at 1:00p.m.
6. **DECORATIONS MUST BE** 100% fire resistant by order of the State Fire Marshall. See page 2 for more decoration guidelines.
7. **FOOD & BEVERAGE** questions. See page 2 for guidelines and suggestions.
8. **SUBLETTING OR DIVIDING** exhibit space is not allowed except by permission of the exhibit's manager. Distribution of materials and displays must be limited to the booth space purchased.
9. **THE CONVENTION CENTER** has agreed to receive freight for storage three business days prior to the first move in day of the event. The Monument is not responsible for any packages left at the facility. Vendors must arrange for packages to be shipped back prior to leaving at the end of the event. Vendors will be charged a fee of \$75/hr, minimum of \$75.00, for delivery or pick up that requires use of a forklift. All shipments must be prepaid and can be shipped or delivered to:
The Monument
2025 SDDA Annual Session Vendor Name
& Booth # 444 Mt. Rushmore Rd. N.
Rapid City, SD 57701
10. **IF YOU REQUIRE** assistance with transportation and/or storage of freight, you are responsible for making the necessary arrangements.
11. **EACH EXHIBIT BOOTH** must have a sign/banner designating their company. **Booth locations can only be changed by permission of the exhibits manager.**
12. **SECURITY** for the exhibit area will be provided.
13. **HOSPITALITY** will not be observed in conflict with sessions of the convention.
14. **THE SOUTH DAKOTA DENTAL ASSOCIATION (SDDA)** reserves the right to restrict the exhibits that may become objectionable. This includes persons, things, conduct, printed matter, or anything not in keeping with the scientific character of the exhibits.
15. **LIABILITY:** Neither the SDDA nor its agents or representatives will be responsible for injury, loss or damage that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever, except for those claims related to injury due to SDDA, its agents or representative's gross negligence or willful misconduct.
16. **THIS INFORMATION** is part of the reservation for space between the SDDA and the exhibiting firm. Matters not covered are subject to the decision of the exhibits manager and the executive director. The SDDA does not guarantee or assume responsibility against loss.
17. **Individuals** not exhibiting/advertising or registered **MAY NOT** visit the convention floor. You must be registered as a convention guest and have an SDDA issued name badge. The registration fee is \$100.00 for these representatives.

Issued by: South Dakota Dental Association

804 N Euclid Ave, Ste 103
Pierre, SD 57501

Exhibits Manager: Melissa Afdahl, SDDA

melissa@sddental.org
Phone: (605) 609-1152
Fax: (605) 224-9168

The Monument Tradeshow Information & Guidelines

Failure to comply with the venue and SDDA guidelines may result in a fine to your company. It is our attempt to keep the exhibitor costs budget friendly and when guidelines are not adhered to, this increases the cost to host an exhibitor show.

Items NOT Allowed in The Monument:

- Helium Balloons
- Balloons with Confetti
- Open-Flamed Candles
- Sparkles, Glitter, Confetti
- Adhesive Stickers
- Crockpots/Microwaves/Grills/Mini Fridges

Canopies/Tents

Due to current fire safety codes and regulations, canopies and/or tents regardless of size will not be allowed for use or display inside of the facility. Exceptions may be made by Guest Services, Safety and Security Manager on a case by case basis.

Food & Beverage

The Monument does not allow outside food and beverage to be brought into the facility. Peak Hospitality, a division of The Monument, is the exclusive food and beverage provider of The Monument.

Absolutely no alcohol is to be brought in - no exceptions.

You must inform The Monument staff if you or your exhibitors plan on any food or beverage sampling during your event. The sampling of alcoholic beverages is strictly prohibited.

Samples may only be distributed from exhibitors that are lawful manufacturers or distributors of food/beverage products. Samples can only be distributed from those specific exhibitor booth locations.

* Food items are limited to "bite size" (1 X 1 inches or 1 ounce).

* Non-Alcoholic Beverages limited to maximum of 2 ounces.

Vendors are not allowed to prepare and/or sell hot or cold food items that are intended to be consumed on-site. Approved third-party vendors selling on-site consumable items are required to pay commission of 30% of the net daily sales, less sales tax, to Peak Hospitality. If you are selling food or beverage items during the show it must not be in direct competition with what Peak Hospitality will provide during the show.

Please notify your Exhibits Manager if you need access to water or a drain. This requires prior approval and proper placement for those needs.

Food Labels

Per South Dakota Cottage Food Laws, food prepared at a residence may not be sold unless it has a label that includes the following information:

- Name of the product;
- Name of the producer;
- Physical address of production;
- Telephone number of the producer;
- Date the product was made or processed;
- Ingredients;
- A disclaimer that states: "This product was not produced in a commercial kitchen. It has been home-processed in a kitchen that may also process common food allergens such as tree nuts, peanuts, eggs, soy, wheat, milk, fish, and crustacean shellfish."

Candy Dishes

Items such as candy bars and bottled water must be purchased through The Monument. A complimentary candy dish provided by the vendor/exhibitor at their booth may be exempt, as long as the candy is bite-size and individually wrapped in portions of one ounce or less and manufactured in a licensed commercial facility.

These bite-sized candies must not contain peanuts. Shell peanuts are not allowed in the facility.

Parking

The Monument offers complementary parking on-site. The Monument is not responsible for damage, lost or stolen property.