



19122 Camellia Bend Circle
Spring, TX 77379
Tel/Fax (281) 651-1745
www.IABDM.org

IABDM Annual Conference

October 19-21, 2017 (Vending Oct 20th-21th)
The Woodlands, Texas

Exhibitor Information/Application

If you've exhibited with us before, you know we do our best to take care of you and give you ample opportunities to let attendees know about the goods and services you provide.

This year our conference is at the Marriott Waterway 1601 Lake Robbins Drive, The Woodlands, TX 77380
USA Phone: +1-281-367-9797

Rooms are \$159.

Fly into Bush Intercontinental Airport.

Vendor Perks

- All vendors will receive a follow-up **contact list of registrants**.
- **Vendors may attend the lectures**, but to get CE credits, you will have to register as an attendee.

Exhibitor Fees

Single booth, 2 staff members: \$800 (+ \$350 per each additional staff member)

Includes one 6' table and two chairs. Does NOT include electricity. You must make arrangements for power directly with the hotel.

Double booth, up to 4 staff members: \$1400 (a \$200 savings!)

Includes two 6' tables side-by-side or one 6' table with an additional 6' of space. Does NOT include electricity. No booth-sharing will be permitted.

FULL payment is expected at the time you apply for your booth space.

Early Bird Pricing!

Buy your booth space before April 15, 2017
and save 20% on exhibitor fees!

Discount applies ONLY to your booth fee.

Select your booth space in advance: Go to our website and view the vendor layout with all the booth numbers (<https://iabdm.org/events/annual-meeting/floor-plan/>). As vendors take booths, we will post their names so you may choose who you are near.

Booth reservations are on a first-come, first-served basis and subject to approval. IABDM has the right to refuse any reservation request. If a reservation is accepted, the registration form you submit becomes a written contract between you and the IABDM.

Internet: WiFi is available in the conference center. We are paying for basic service.

Power: A/V request - make arrangements for power directly with the hotel.

Set-up: Thursday, Oct. 19, 5pm to 11:45pm

Exhibition: Friday, Oct. 20 and Saturday 21, 8am to 5pm

Tear-down: Saturday, after last speaker

Absentee Exhibitor

If you are unable to join us but still want to be represented as a supporter, we do offer absentee vendor status for \$300. You will be allowed a full page advertisement – printed at your expense – to be placed in participant gift bags. We encourage you to include samples, as well.

All materials must be shipped one (1) month before the conference. Mail to 19122 Camellia Bend Circle, Spring, TX 77379.

Cancellation Policy

Cancellations made in writing **before August 9, 2017** will receive an 85% refund. After that date, no refunds will be given.

Exhibitor Requirements

- We must know in advance what you will be vending. This will help us avoid duplication of products (e.g., MLM goods). When you submit your booth request, please include a brief (100 words or less) description of your company's products, devices, and/or services.
- Subletting booth space is not permitted.
- If your booth generates any amount of trash, you must supply a small waste container.
- If you require electricity, you must make arrangements for it directly with the hotel.
- Your booth set-up may not block or cover another exhibit, hallway, or exit.
- Each exhibitor will indemnify, defend, and hold harmless the International Academy of Biological Dentistry and Medicine from any and all incidents, claims, demands, defense costs, liability, expense, and damages to the fullest extent of the law, in any way related to this event, including claims based on alleged negligence.

Shipping to the Hotel

Any packages may be shipped to the hotel in care of the IABDM meeting. You **MUST** label each box with the group name and date of the convention.

Hotel shipping requirements:

- All boxes must be labeled with the group name and date of program.
- The hotel cannot assume responsibility for storage of boxes received more than three (3) days prior to the scheduled meeting/program.
- After your event, any boxes to be shipped out of the hotel must be properly packaged and labeled with a shipping address, return address, and method of payment on your departure date.
- The hotel is not responsible for packing or for supplying any packing materials. Any materials left behind without shipping instructions will be discarded within three (3) business days.

THE IABDM IS NOT RESPONSIBLE FOR THEFT. IT IS YOUR RESPONSIBILITY TO STORE ANY VALUABLES YOU MAY BRING.

Questions? Contact IABDM Executive Director Dawn Ewing at drdawn@drdawn.net or 281-651-1745 (phone or fax).

APPLICATION FOR EXHIBITORS
PLEASE TYPE!

Name of Company: _____

Address: _____

City: _____ State _____ Zip: _____ Country _____

Telephone _____ Fax _____ Website _____

Email _____ Contact person _____

Exhibitor Name _____ Exhibitor Name _____

Exhibitor Name _____ Exhibitor Name _____

Credit Card Number _____ MC VISA AMEX Check

Expiration Date _____ CID # _____

Cost of Booth: **Please make sure you fill out this section completely.** **Subtotal**

Single Booth \$800 (2 exhibitors) Double booth spaces \$1400 (4 exhibitors) _____

Extra Staff at booth \$350 per person Please list name above. _____

We are requesting booth number _____ first choice _____ 2nd choice _____

Lunch for staff \$60 **per person, per day**, Friday/Saturday (circle which days you are purchasing lunch tickets; there are places to eat in hotel and within walking distance that are less expensive)

Don't forget the early bird discounts! Available until April 15, 2017.

Copy of the syllabus in **paper or jump drive**, \$50 per copy (circle preference) _____

Absentee vendor \$300.00 _____

Total _____

Please give a brief description of your company and its products, devices or services: