

# International Academy of Biological Dentistry and Medicine

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[www.IABDM.org](http://www.IABDM.org)

## IABDM Annual Conference October 11– 13, 2018 (Vending Oct 12–13) Scottsdale, AZ

### 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 Doubletree Resort by Hilton Paradise Valley 5401 Scottsdale Rd Scottsdale, AZ 85250 480-947-5400

### Vendor Perks

- Vendors may donate items to go in the attendees bags that are given at registration.
- 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:** \$850 (+ \$350 per each additional staff member)

Includes one 6' table and two chairs. Does NOT include electricity. Download the A/V request form from our website to make arrangements for power directly with the hotel.

**Double booth, up to 4 staff members:** \$1600 (a \$100 savings!)

Includes two 6' tables side-by-side or one 6' table with an additional 6' of space. Does NOT include electricity. Download the A/V request form from our website to make arrangements for power directly with the hotel. No booth-sharing will be permitted.

**Atrium BOOTH SPACES, 2 staff members \$1,500**

Larger area, roughly the size of 2 booth spaces and perfect for those who need more room for their exhibit – or want THE BEST exposure. Only 10 Atrium spaces available. (Note: This area is NOT locked at night.) Does NOT include electricity. Download the A/V request form from our website to make arrangements for power directly with the hotel. 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, 2018  
and save 10% 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. As vendors take booths, we will post their names so you may select 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.

**Power:** Download the A/V request form from our website to make arrangements for power directly with the hotel.

**Move-in:** Thursday, Oct. 11, 5pm to 11:00pm

**Exhibition:** Friday, Oct. 12 and 13, 8am to 5pm

**Move-out:** 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 1 month before the conference. Contact IABDM for shipping details.

## **Cancellation Policy**

Cancellations made in writing **before August 9, 2018**, will receive an 85% refund. After that, 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.
- If you require an Internet connection, 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

Special arrangements must be made in advance for receiving any equipment, goods, displays or other materials which will be sent, delivered or brought to the DoubleTree Resort by Hilton Paradise Valley - Scottsdale. Failure to do this may result in deliveries being refused or materials being unavailable when requested. The DoubleTree Resort by Hilton Paradise Valley - Scottsdale will not accept deliveries more than three (3) days prior to your arrival date. Storage fees may apply.

Any materials sent to the hotel must be marked as follows:

1. Hold for Arrival: Attn: Guest Name & Organization Name
2. Complete Return Address
3. DoubleTree Contact Person(s) Name
4. Number of Boxes
5. Address Package as follows: 5401 N. Scottsdale Road, Scottsdale, AZ 85250

The charge for receiving and storage is as follows:

One (1) to 300 Pounds	Complimentary
301 Pounds or more	\$.40 per pound

All box deliveries will be charged a fee of \$5.00 per piece. Should hotel labor be required to load or unload shipments, labor will be charged at \$50.00 per person, per hour with a minimum charge of \$200.00. Should the hotel be required to rent equipment to assist in the loading or unloading of equipment (forklift, additional hand trucks, etc.) any and all charges will be billed to the vendor.

After your event, any boxes to be shipped out of the hotel must be properly packaged and labeled with 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](mailto: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 # \_\_\_\_\_

## Exhibit Fees (Please make sure you fill out this section completely)

Single Booth \$850 (2 exhibitors) Double booth spaces \$1600 (4 exhibitors) \$ \_\_\_\_\_

Extra Staff at booth \$350 per person ( list names above) \$ \_\_\_\_\_

Tickets to Friday night event, \$120 per person \$ \_\_\_\_\_

We are requesting booth number \_\_\_\_\_ 1st choice \_\_\_\_\_ 2<sup>nd</sup> choice

Lunch for staff **\$60 per person, per day**, Friday/Saturday (circle which days you are purchasing for) \$ \_\_\_\_\_

**Don't forget the 10% early bird discounts! Available until April 15, 2018!**

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

Absentee vendor \$300.00 \$ \_\_\_\_\_

Total Amount \_\_\_\_\_

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