



EXHIBITOR WELCOME

Welcome to the 2018 Pacific Northwest Dental Conference!

The Committee on the Pacific Northwest Dental Conference (PNDC) appreciates your participation in the largest dental meeting in the Pacific Northwest. We look forward to a very successful event!

Badge Registration Information

To register your exhibit booth representative(s), please visit <https://pndc2018.expotracker.net/exhibitors/default.aspx>. Select your company from the drop down menu and enter "PNDC2018" for your password.

Please read the following carefully. Exceptions to these guidelines will not be made on-site.

- Exhibitors may pre-register a maximum total of ten (10) complimentary personnel per 10'x10' booth. A \$10 fee will be assessed for each additional registrant.
- Exhibitor pre-registration is due June 15, 2018. After this date, booth personnel must be registered on site and a \$25 fee will be assessed for each registrant (a maximum of ten (10) allowed).
- Dentists and dental staff may NOT register as a guest. Violators will risk the loss of exhibit privileges.
- All pre-registered badges will be available for pick-up at the Vendor Desk in the Registration Area of the Meydenbauer Center. Company ID will be required for badge pick-up.
- Global Experience Specialists (GES) will offer on a case by case basis the opportunity for an exhibitor or their carrier to come and pick up their freight by 12:00 p.m. on Saturday, June 23, 2018. However, this is only with special permission given.

Exhibitor Schedule

Exhibitors bringing in their own freight and/or setting up their own booths must adhere to this schedule:

DAY	EVENT	HOURS	REGISTRATION
Tues, June 19	General Service Contractor Move-In	(No Exhibitor Access)	(No Exhibitor Access)
Early exhibitor move-in upon request only; limited availability. Contact pndc@wsda.org or (206) 973-5219			
Wed, June 20	Exhibitor Move-In	8:00 a.m. to 5:30 p.m.	8:00 a.m. to 5:00 p.m.
Exhibitors must vacate the exhibit hall by 5:30 p.m. — Exhibitor CONTRACTORS ONLY are permitted to stay until 8:00 p.m.			
Thurs, June 21	Exhibits Open	10:00 a.m. to 7:30 p.m.	9:00 a.m. to 6:00 p.m.
Fri, June 22	Exhibits Open Exhibitor Move-Out	9:00 a.m. to 4:00 p.m. 4:00 p.m. to 10:00 p.m.	8:00 a.m. to 3:30 p.m.

If you have any questions, please contact rachelj@wsda.org or (206) 973-5219

■ Exhibitor welcome, continued

Advance Shipping Instructions

The official drayage company for railroad, truck and express shipments is GES, Global Experience Specialists. Shipments must be prepaid and addressed as follows:

TO (Your company name)
c/o GES, Global Experience Specialists
4060 Lind Avenue
Renton, WA 98057

FOR
Booth # _____
Pacific Northwest Dental Conference
WSDA June 21 & 22, 2018

Advance shipments may begin arriving on May 17, 2018
Advance shipments must be delivered to the above address NO LATER than June 15, 2018.
The Meydenbauer Center will not accept freight for exhibitors.

Booth Set-up

All exhibitors are welcome to set-up and dismantle their own booth and carry their own freight in and out of the facility, provided they can do so within one hour and without the use of tools (product does not apply to this rule). Vehicles over 6-9" must load in through the loading dock. Because of limited space, vehicles should be unloaded as quickly as possible, then move to alternate parking areas. Hand carried freight can be loaded in through the freight elevator on the first level of the parking garage. Exhibitors are provided with half an hour (1/2) complimentary parking should they enter and depart within that half-hour period. Prevailing rates apply for exhibitors who stay longer.

All pallets and crates must be removed from the facility by the conclusion of the event. Black mats will be provided by Meydenbauer Center and must be in place prior to any pallets being set in carpeted areas.

Please note that event garbage will only be disposed of if it is set outside of the booth at the end of the evening. GES will not enter your booth for cleaning or trash removal.

Insurance Reminder

If you have not submitted the required certificate of insurance for the PNDC, please do so by **April 20, 2018!**

Rule #14 in the 2018 PNDC Rules & Regulations:

Insurance. Each exhibitor shall carry and maintain all such insurance coverage as may be required, including, without limitation, comprehensive general liability insurance and hazard insurance protecting WSDA and its members against all risks assumed or incurred in connection with its exhibit at the Pacific Northwest Dental Conference. All such insurance shall name WSDA, its officers, directors, staff, and agents as additional insured. Exhibitors are required to send proof of insurance by April 20, 2018. No company will be allowed to set-up without the required insurance.

If you have any questions, please contact rachelj@wsda.org or (206) 973-5219

■ Exhibitor welcome, continued

Exhibitor Appointed Contractors

To register your Exhibitor Appointed Contractor(s) please visit <https://ordering.ges.com/061601323/agreementgeseac>

Exhibitors electing to use a contractor or exhibit builder other than GES may use another contractor provided the following conditions are met:

Exhibitors using non-official contractors must notify Show Management and GES in writing by May 16, 2018 at 5:00 p.m. No exceptions. Notification must be made on either the exhibiting companies' letterhead and/or the Approval Request Form included in the exhibitor packet. Notification from the exhibitor appointed contractor without the aforementioned paperwork will not be accepted.

You must include the name and address of the contractor, name of the supervisor to be in attendance, a certificate of insurance, and a statement that the contractor will comply with all rules and regulations of WSDA, the facility, and state and local ordinances.

It's the exhibitor's responsibility to follow these rules. We recommend forwarding a copy of this information to your appointed contractor well in advance of the event.

Island and Multiple Booth Areas

Companies that have two (2) corner booths must follow height and width restrictions. (Visit <https://tinyurl.com/2018Island> for additional information)

Electrical

All electrical services for the event must be secured through Meydenbauer Center's Technical Services department. You can order utility services through the PNDC exhibit system by clicking the technical services link. The cost of electrical services increases if ordered after the first event move-in day.

Balloons

Helium balloons are not allowed in the Meydenbauer Center.

Food and Beverage Samples and Giveaways

Meydenbauer Center is the exclusive provider of all food and beverage within the building. A food and beverage order form is included in this packet. If you have special requests, please contact Courtney Barnes at cbarnes@meydenbauer.com.

Exhibitors who wish to sample food or beverage products are limited to one (1) ounce portions of food and two (2) ounce portions of beverages.

Security

Security will be provided in the exhibit hall while the exhibit area is closed. Exhibitors will not be allowed access into the exhibit hall during these times without permission from show management. No freight will be removed from the show floor without permission from show management.

If you have any questions, please contact rachelj@wsda.org or (206) 973-5219