



T·O·D·S MEETING

THOMPSON OKANAGAN DENTAL SOCIETY

Onsite Exhibitor Manual

October 20-22, 2022

Annual TODS Meeting Exhibitor Information

We look forward to welcoming you to the Thompson Okanagan Dental Society (TODS) Meeting. The following important will assist you to prepare your exhibit tabletop or booth space.

As the Contact Exhibit Representative, you are asked to ensure all your exhibitor personnel attendees are aware of the attached TODS Guidelines. By purchasing and being accepted as an exhibitor, the Contact Exhibit Representative has agreed to abide by these guidelines.

As a gentle reminder, sharing exhibit booth or tabletop space is not permitted unless they are ***subsidiaries owned*** by one parent company. All exhibit attendees must be employees of the exhibiting company. Access to the Convention Centre is restricted exclusively to exhibitor personnel that have paid and received confirmation of exhibit space. **To protect the exclusive right of our exhibitors to do business, we do not permit registration of individuals that are not exhibiting.**

TODS MEETING CONTACT INFORMATION

TODS Meeting Coordinator
Ms. Lane Shupe, CDA, CMP
Kelowna, BC
Tel: (250) 764-2120 | Cell: (250) 212-2397
Email: shupe@direct.ca

CONFERENCE VENUE

Delta Grand Okanagan Resort and Conference Centre
1310 Water Street
Kelowna, BC V1Y 9P3
Telephone: (250) 763-4500

Official Exhibit Display Provider

Showtime Event & Display Services is the official TODS Meeting exhibit display provider and will be onsite during move-in and move-out to assist you. Showtime Event & Display Services can provide rentals of additional display materials, lighting, or extension cords not included with your booth or tabletop exhibit fee.

SHOWTIME EVENT & DISPLAY SERVICES

Katie Boyle, Exhibitor Services Coordinator
Unit 1 – 325 Bay Avenue, Kelowna, BC
Canada V1Y 7S3

Office: (236) 420-5077 / 1 800 721-0029

Mobile: (250) 258-8974

Email: infodesk@showtimedisplay.com
www.showtimedisplay.com

DISPLAY AND SHIPPING INFORMATION

- Display materials **CANNOT** be shipped directly to the Delta Grand Okanagan Resort as they do not have storage facilities. **The Delta has informed us that no materials will be accepted but instead returned to the sender.** Pre-Show Shipments should be sent to Showtime for Pre-Show Storage.
- Display materials are to be brought into the hotel through the loading dock. The loading dock is accessed off Water Street between King Taps and The Brew Pub at the South end of the Hotel. **The Delta Grand Okanagan Resort will not permit any display materials through the Convention Centre Doors or any other entrance.**
- If you require pre-show and post-show storage, additional audio-visual equipment, display materials, etc. please contact Showtime Event & Display Services.



Exhibit Booth Information

See the exhibit floorplan, included with this Manual for your exhibit booth or tabletop placement. Changes to exhibit spaces are not permitted, without the express permission, from the TODS Meeting Coordinator.

<p>Exhibit Hours Thursday, October 20, 2022 5:00pm – 7:00pm <i>Exhibit Floor is Open to All Dental Professionals (Meeting Registrants and Non-Meeting Registrants).</i></p> <p>Friday, October 21, 2022 10:00am – 6:00pm <i>Restricted to TODS Meeting - Paid Registrants Only</i></p> <p><i>There are no exhibits on Saturday, October 22, 2022</i> <i>Exhibits must be open and manned during exhibit hours.</i></p>	<p>Move-In for exhibits Thursday, October 20, 2022 12:00pm – 5:00pm</p> <p>On-site Registration opens Thursday, October 20, 2022 at 5:00pm</p> <p>Dismantling Exhibits Friday, October 21, 2022 6:00pm – 8:00pm* <i>*Exhibits and materials must be completely removed by 8:00pm. Displays may NOT be dismantled prior to 6:00pm.</i></p>
<p>Display Booth:</p> <p>Display booth with pipe & drape. Your display CANNOT exceed 8 feet in length and 8 feet in depth. A 10-foot display booth is not permitted.</p> <p>Display booths are located in the Okanagan Ballroom.</p>	<p>Tabletop Display:</p> <p>Tabletop display space has back drape only. Space is limited to 6 feet in length and 6 feet in depth.</p> <p>Tabletop displays are located in the Grand Foyer.</p>
<p style="text-align: center;">Included in your rental fee for Tabletops and Booths:</p> <ul style="list-style-type: none"> * 1-6' skirted display table & 2 chairs * Floor carpet * Wireless Internet * 1-power outlet (may require extension cord) * Security (7:00pm Thursday to 10:00am Friday) * Registration for ONE exhibit personnel. <p style="text-align: right;">PLUS: Food Services, as outlined below</p> <p style="text-align: right;">AND Complimentary inclusion in the Buyers Guide Section of the TODS Meeting Program for those who returned the form by July 31, 2022.</p>	
<p>Display Materials</p> <p>All display materials must be contained within the space assigned. TODS reserves the right to alter any Exhibit that may interfere with or impede the traffic flow of the delegates through the Exhibit Area.</p>	<p>Exhibit Plans</p> <p>TODS reserves the right at any time, without prior notification, to alter exhibits, aisles, and locations to best serve the interests of the event. TODS Committee decisions in this regard will be final.</p>
<p>Electrical & Internet Services:</p> <p>One electrical plug included in your exhibit fee. If you require additional electrical this must be coordinated through Lane Shupe. A wireless internet code is provided onsite. If you require wired Internet service, this must also be coordinated through Lane Shupe.</p>	<p>Overhead ceiling lighting is supplied to each tabletop and display booth. If you require additional lighting to highlight your exhibit, this lighting can either be brought with you or rented on site from ShowTime Event and Display Services.</p>



Exhibit Badges and Additional Exhibit Personnel

One exhibit personnel registration is included in your Display Booth or Tabletop Fee. **Up to five (5) additional** exhibit personnel registrations may be purchased at \$199 each (before October 9, 2022) or \$237 each (October 9, 2022). See your [Exhibit Personnel Confirmation Email](#) to make additions or changes to your exhibit personnel please contact Ms. Lane Shupe via email shupe@direct.ca.

Exhibit badges may be picked up by exhibitor personnel at the TODS Registration Desk, located at the Delta Grand Okanagan Resort. **Picture ID is required to collect your badge.** You are not permitted to pick up another exhibitor's badge. Badge sharing is **not permitted**.

Silent Auction Fundraiser:

WALL OF WINE FUNDRAISER
Friday, October 21, 2022, from 10:00 am – 5:00 pm

proceeds support the
THOMPSON OKANAGAN DENTAL SOCIETY ENDOWMENT FUND.

Please consider participating in our annual fundraiser. Money raised through our yearly fundraiser will be permanently invested by Central Okanagan Foundation creating investment returns used to provide ongoing support to dental related charities within the Thompson Okanagan Region.

Contact, Gayle Faigan our TODS Chair of Fundraising (250) 470-7232 or gaylefaigan@gmail.com

Thank you for your continued support.

Food Service Schedule

Thursday, October 20 5:00pm – 7:00pm Exhibit Floor Open	Water station Light snack provided	Exhibit Area
Friday, October 21 7:30 – 10:30am Exhibit Floor opens at 10:00am	Coffee and Tea stations for exhibitors and registrants, a snack is offered at 10:00am	Exhibit Area
Friday, October 21 Suggested exhibitor seating time due to space limitations: (11:30am – 12:00pm) and (1:00pm – 1:30pm)	Hot buffet lunch for all exhibitors and registrants. Dessert, Coffee and Tea	Lower Conference Level Exhibit Area
Friday, October 21 4:00 – 6:00pm	Tradeshow Reception, with complimentary appetizers and complimentary drink ticket.	Exhibit Area

Airline Travel Discounts

Take advantage of the 2022 TODS Meeting discounts on WestJet and Air Canada using these promo codes:

Air Canada: UFHT62E1 (Online code)

WestJet: 6Q8G0YW (Online code)



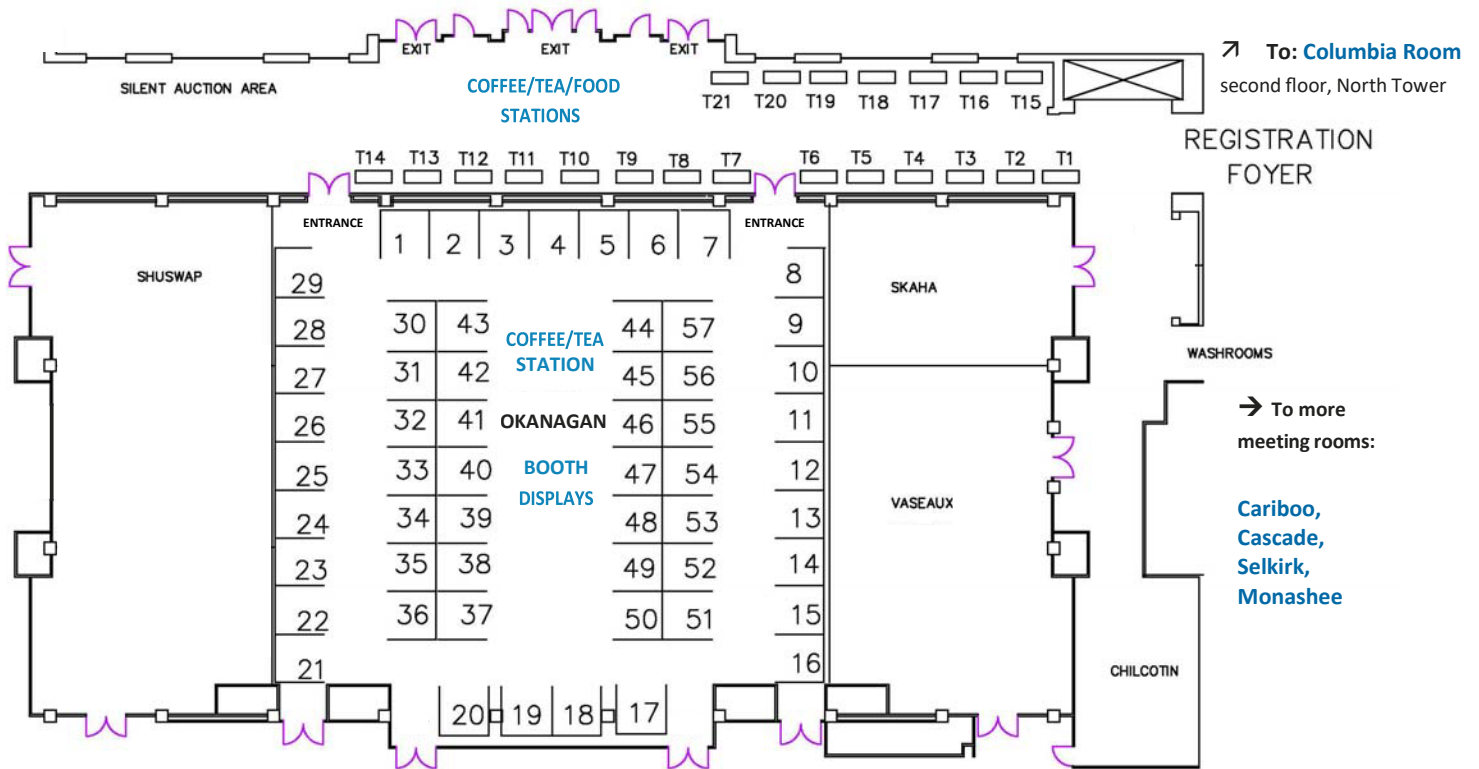
Exhibit Hours

Thursday, October 20

5:00 pm - 7:00 pm

Friday, October 21

10:00 am - 6:00 pm



www.TODSMEEETING.COM

Exhibitor Guidelines and Conditions

The following guidelines and conditions of exhibiting are designed to give structure to the relationships between TODS and exhibitors. TODS and its organizers are the sole authority for resolving questions or issue arising from the interpretation of the following guidelines and conditions. The authorized signing officer of this Agreement is responsible to ensure the company representatives will be aware of and comply with these guidelines.

- 1. Failure to set up**, open and staff your exhibit during the times outlined in this document will result in removal from the invitation list of all future TODS Dental Meetings. TODS reserves the right to re-sell the unoccupied exhibit space.
- 2. Exhibit access:** No display material can be brought through the front entrances of the resort or conference center. The services access is located at the south end of the Delta Grand Okanagan Resort and must be used to transfer all booth display materials and equipment or shipped via the Exhibit Display Provider, Showtime Event & Display Services.
- 3. Dismantling:** All materials must be removed from the hotel by 8:00 pm on Friday, October 21, 2022.
- 4. Early dismantling** of your display is not permitted without the express permission of TODS Exhibit Manager. If you chose to leave the Trade Show early without express permission by the TODS Meeting Coordinator, your company will not be invited to participate in future TODS Dental Meetings.
- 5. Exhibit Rental Specifications:** Confirmation and exhibit space assignments will be communicated in writing by the TODS Meeting Coordinator. Exhibitors will be accepted, and space allocated by date of paid application until all space is sold. The TODS Meeting reserves the right to accept or reject an application and to assign all exhibit space at its discretion.
- 6. Limitations:** The right to exhibit is limited to individuals, firms, manufacturers, and dealers, who have contracted, been accepted, and paid in full for exhibit space. Only authorized personnel shall participate in the setup, operation and dismantling of the exhibits. Any violations may, at the sole discretion of the TODS Meeting result in the expulsion of the violator from the exhibit hall and convention without obligation by the TODS Meeting to refund fees or honor claims for damage. **The TODS Meeting restricts rental availability of 2 booths or tabletop display spaces to a company, individual or association.**
- 7. No Sharing Exhibit Space:** Absolutely no sharing of exhibit booths or tabletop space is permitted unless they are subsidiaries owned by one parent company. We restrict access to the Convention Centre exclusively to exhibitor personnel and company representatives that have paid and received confirmation of exhibit space. **To protect the exclusive right of our exhibitors to do business we do not permit registration of individuals that are not exhibiting.**
- 8. Display Booth:** Display booths are 8' x 8'. Displays must fit along the back wall of the space. **The Fire Marshall has dictated that a 10-foot display may NOT be angled in the space.** This will be strictly enforced. Displays arriving on-site that exceed the 8-foot length will be reduced by ShowTime Event & Display, at the company's expense.
- 9. Display Tabletop:** is limited to 6' in length and 6' in depth.
- 10. Cancellations, No Shows, Unmanned Exhibits and Returned Cheques:** The TODS Meeting assesses a service charge of **\$30.00** on cheques returned for any reason. We do not accept post-dated cheques or US Funds. If written cancellation is received the Exhibit Manager prior to September 16, 2022 and the cancelled space can be resold, the exhibit fees, less a \$50.00 administration fee will be returned. **There will be no refunds issued after September 16, 2022.**
- 11. Promotional Materials:** Nothing shall be posted on, nailed on or otherwise attached to columns, walls, floors or other parts of the building and furnishings of the Delta Grand Okanagan Resort. Neither the Delta Gran Okanagan Resort nor the TODS Meeting will be responsible for any loss, damage disappearance or theft of any exhibitor's materials.
- 12. Lighting:** Special and/or additional illumination of your exhibit and electrical requirements must be arranged in advance or on-site through Showtime Convention & Display. All electrical wiring, installation and connections shall be made at the exhibitor's expense and solely by designated, approved personnel. Illuminated display booths and electrical equipment on display must conform to the rules and regulations of the Canadian Standards Association.
- 13. Subletting:** No exhibitor shall sublet or apportion the whole or any part of the space allotted nor exhibit therein any goods other than those manufactured or handled by the exhibitor in the regular course of his business or take orders in the exhibitors' space for any such other goods.
- 14. Quality of Display:** Agents, solicitors, and representatives of firms selling commercial products in connection with the convention will not be permitted to use sample rooms and space elsewhere in the hotel for display of their products without prior written authorization from the TODS Meeting. Advertising, solicitation, and distribution of literature for commercial products will not be permitted except in the



exhibit hall and in accordance with approval of the TODS Meeting.

15. **Booth Regulations:** No background may be placed to obstruct, block, or interfere with the lighting or visibility of an adjacent booth, aisle or exit. Aisle space may not be used for exhibit purposes or solicitation of business. Tabletop exhibitors must stay within the confines of the tabletop and space directly between the exhibit table and the wall. Fire regulations do not permit spillage into the aisles or any other unused space. Distribution of materials outside the booth is also expressly forbidden.

Distribution of samples, etc. is permitted providing it does not interfere with an adjoining exhibitor and is conducted in a dignified manner. Noise makers, blinking lights, or any action which, in the opinion of the TODS Meeting Organizers, may be a source of annoyance or danger to the health or safety of others will not be permitted. Neither the Delta Grand Okanagan Resort nor the TODS Meeting **assume any responsibly** for samples, services or the content of printed materials distributed and provided by the exhibitor to the meeting attendees, hotel and TODS staff, or other exhibitors.

Prizes, raffles, or contests must be conducted and contained within the individual booth or tabletop display. The TODS Meeting will not participate in the activity, advertise the activity or accept any responsibility for the distribution or solicitation of prizes recipients.

Distribution of refreshments or other products for consumption not manufactured or related to the activities of the exhibitors are subject to the rules and regulations governing the Delta Grand Okanagan Resort.

No signs or other articles are to be fastened to the walls, drapes, ceiling, etc. of the hotel by any method whatsoever. The use of thumb tacks, scotch tape, nails, screws, bolts or any tools or material which could mark the floor or walls is prohibited. The exhibitor shall be responsible for all damage to structure, furnishings, etc. which may be caused by his representatives, employees or guests, etc.

The TODS Meeting reserves the right to prohibit the installation or enforce the removal of any exhibit which in the opinion of the TODS Meeting may be detrimental to the convention or the interests of the TODS Meeting or to cancel at any time if an article exhibited herewith is misrepresented.

16. **Fire Regulations:** Fire hose cabinets must be left accessible and in full view at all times. All aisles must be kept clear and all exhibits to fire stairs unobstructed. All drapes, table coverings, display materials and papers used for decorating purposes must be flame proof and subject to inspection by the Fire Department and the Delta Grand Okanagan Resort. No flammable fluids or substances may be used or shown in the booths. Dust covers, if required, must be supplied by the exhibitor and must be flame proof.

17. **Insurance:** The TODS Meeting will take reasonable precaution to prevent loss to exhibitors' goods but under no circumstances will The TODS Meeting or the Delta Grand Okanagan Resort assume any responsibility for the loss or damage which may ensue from any cause in connection with transfer, installation, maintenance, or removal of exhibits. Neither the TODS Meeting nor the Delta Grand Okanagan Resort will be responsible in any way for goods while on exhibit. The TODS Meeting will not assume any responsibility for the loss or damage caused to exhibitors by theft, fire, damage, personal injury, or otherwise. Exhibitors are strongly advised to protect their display material and equipment and to cover their property and person with suitable insurance.

18. **Limitation of Liability:** In the event that it is impossible for the TODS Meeting to permit any exhibitor to occupy the premises the booth payment shall be refunded. The TODS Meeting is released from any kind and all claims for damage which may arise in consequence thereof. Neither the Delta Grand Okanagan Resort nor the TODS Meeting **assume any responsibly** for samples, services or the content of printed materials distributed and provided by the exhibitor to the meeting attendees, hotel and TODS staff, or other exhibitors. All liability is assumed by the exhibitor.

19. **Compliance with Regulations:** The TODS Meeting reserves the right to take such action and to make such changes as are considered necessary to the efficient and proper conduct of the exhibition. The TODS Meeting reserves the right to restrict exhibits which become objectionable. Non-compliance with regulations as determined by the TODS Meeting can result in removal of the offending exhibitor or closing of his exhibit without indemnity and the TODS Meeting is released from any kind and all claims for damage which may result thereof.

20. **Governing Law:** Each and all provisions of these Conditions and Guidelines shall be deemed an integral part of the contract for exhibit space with the same force and effect as if set forth in said contract. The law governing the interpretation and implementation of this contract is the law prevailing from time to time in the province of British Columbia.

21. **General:** All matters not covered in these regulations are subject to decision and contract of the TODS Meeting notwithstanding anything in the application for space or contained in these regulations. The TODS Meeting reserves the right to change the date but not reduce the aggregate time of the convention or to transfer the convention to another building, if necessary, as deemed by the TODS Meeting.

22. **Variations:** Neither verbal arrangement nor any variation of this Agreement or its conditions is binding on the TODS Meeting unless confirmed to the Lease in writing by the TODS Exhibit Manager.

