

Great Lakes Association of Orthodontists

Indiana, Michigan, Ohio, Ontario, W. Pennsylvania

Middle Atlantic Society of Orthodontists

Delaware, Washington D.C., Maryland, New Jersey, Eastern Pennsylvania, Puerto Rico

2024 GLAO/MASO Annual Session

*“Reflect * Refresh * Renew”*

October 17 - 20, 2024

The Westin Beach Resort & Spa at Frenchman’s Reef, St. Thomas US Virgin Islands



EXHIBITOR INFORMATION

We are looking forward to your participation in the Joint Annual Session of the Great Lakes Association of Orthodontists and the Middle Atlantic Society of Orthodontists at The Westin Beach Resort & Spa at Frenchman’s Reef, St. Thomas US Virgin Islands on October 17 - 20, 2024. We will have an excellent educational program for doctors and staff, great networking opportunities and dedicated exhibit hours.

RENTAL FEE: \$3,000 per table top (\$3,250 after August 1, 2024); \$5,000 for 2 tables (\$5,500 after August 1, 2024)

TABLE TOP REGISTRATION INCLUDES:

- One (1) 6' x 30" linen-less table (no pipe and drape provided): Two (2) chairs, one (1) Table ID sign; Carpeted exhibit hall
- Company and product/service listing in meeting app
- Two (2) exhibitor personnel registrations per table (additional personnel may register for \$250 per person)
- Welcome Reception, continental breakfasts, Sunday celebration breakfast, daily beverage breaks and tickets to the Saturday Pool Party.
- Doctor contact information.

TABLE TOP ASSIGNMENTS: Table assignments will be based on the date the completed "GLAO/MASO Exhibitor Contract" AND payment are received. If more than one contract is received on the same day, priority assignment will be made based on prior exhibit history. **Priority placement will be given to partners according to level of partnership.**

REGISTRATION: Confirmation of table assignment, and a link to register representatives, will be emailed by August 15th, to the individual indicated on the contract. **The deadline for the completed exhibitor attendee registration form is September 20, 2024, and company description for the onsite materials and app is September 5, 2024.**

SETUP: Thursday, October 17, from 1:00 pm - 5:00 pm.

TEARDOWN: Sunday, October 20, from 9:30 am - 11:30 am.

SHOW HOURS:

Friday, October 18, 7:00 am to 12:30 pm.

Saturday, October 19, 8:00 am to 12:30 pm.

Sunday, October 19, 7:30 am to 9:30 am.

CERTIFICATE OF INSURANCE: A Certificate of Insurance must be provided to the GLAO office by September 5, 2024. All exhibitors must provide a certificate of insurance to be admitted to the hall (see terms and conditions for insurance requirements).

CANCELLATION POLICY: A full refund, less a \$100 processing fee, will be issued for cancellations received in writing by August 1, 2024. No refunds will be issued after August 1, 2024. Refunds will be sent within 30 days after the event.

EXHIBITOR SERVICE KITS: Exhibitor service kits will be sent to the contact on the Exhibitor Contract by August 15th. At that time, the names of those attending will be requested.

HOUSING: The Westin Beach Resort & Spa at Frenchman’s Reef is the host hotel. Information for reservations will be provided after your exhibit registration is complete and full payment is received.

PARTNERSHIP OPPORTUNITIES: Opportunities are still available to receive increased recognition at the 2024 Annual Session! Go to <https://www.glaomaso2024.com/partnerships.html> to review the Sponsorship & Exhibitor Guide on the **Partnerships** page of the GLAO/MASO Annual Session website or contact the GLAO office!

FOR MORE INFORMATION: Visit the **GLAO/MASO Annual Session** website, <https://www.glaomaso2024.com/> for the latest information, as it becomes available or contact the GLAO office: Karla Dunbar, Exhibitor Coordinator, 614-221-5720; GLAO@AssnOffices.com

GLAO 2024 Annual Session Tentative Program

Dedicated Exhibit Hall Hours

Thursday, October 17

1:00 pm – 5:00 pm EXHIBITS SET UP

Friday, October 18

7:00 am – 12:30 pm EXHIBITS OPEN

7:00 am – 8:30 am

*Continental Breakfast with Exhibitors

7:45 am – 12:00 pm

General Session

12:30 pm - 5:30 pm

*Networking & Beverage Break with Exhibitors

Optional Tours & Activities

1:30 pm

Fun Run

5:30 pm – 6:30 pm

*Welcome Reception

Saturday, October 19

7:00 am - 8:00 am

Wellness Activities

7:15 am – 8:15 am

GLAO & MASO Member/Business Meetings

8:00 am – 12:30 pm

EXHIBITS OPEN

8:00 am – 9:00 am

*Continental Breakfast with Exhibitors

8:30 am – 12:30 pm

General Session

1:30 pm – 3:30 pm

*Networking & Beverage Break with Exhibitors

After 3:30 pm

*Pool Party

Optional Tours & Activities

Sunday, October 20

7:30 am – 9:30 am

EXHIBITS OPEN

8:00 am – 9:00 am

*Celebration Breakfast with Exhibitors

9:30 am – 11:30 am

Exhibits Teardown

**Complimentary for exhibitors & attendees!*

This tentative program is subject to change at the discretion of GLAO/MASO.

Great Lakes Association of Orthodontists

Indiana, Michigan, Ohio, Ontario, W. Pennsylvania

Middle Atlantic Society of Orthodontists

Delaware, Washington D.C., Maryland, New Jersey, Eastern Pennsylvania, Puerto Rico

2024 GLAO/MASO Annual Session

*“Reflect * Refresh * Renew”*

October 17 - 20, 2024



The Westin Beach Resort & Spa at Frenchman's Reef, St. Thomas US Virgin Islands

TERMS & CONDITIONS FOR EXHIBITORS

- CONTRACT:** All applicants for exhibit space are required to submit a complete and signed contract. All terms and conditions as outlined with this contract are accepted upon signature by the Exhibitor and made part of this contract.
- FLOORPLAN:** The Great Lakes Association of Orthodontists and Middle Atlantic Society of Orthodontists reserves the right to alter the location of tables as shown on the official floor plan and to assign (see Exhibitor Information for assignment information).
- EXHIBITOR ELIGIBILITY:** The GLAO and MASO shall have the right to determine eligibility & prohibit or remove any exhibit or proposed exhibit, which in the judgment of the GLAO/MASO is unsuitable or inappropriate for the exhibition or purposes of such exhibition; and such right shall extend, but not be limited, to persons, equipment, materials, displays, installation and other items constituting part of, or distributed in connection with any such exhibit, without refund. Action may be taken by the GLAO/MASO against exhibitors who violate any of the rules or policies, which may include being prohibited from participating in future GLAO/MASO Annual Sessions.
- REJECTED CONTRACTS:** The GLAO and MASO reserves the right to reject an application for any reason whatsoever at their sole discretion. In the event an exhibit contract is not accepted by GLAO/MASO, the deposit for the exhibit space will be refunded to the applicant.
- SOLICITATION, CONCURRENT MEETINGS, NON-EXHIBITORS:** Firms and representatives of firms not assigned exhibit space are prohibited from soliciting business during the 2024 Annual Session. Violators will be requested to promptly leave the convention area. No exhibitor shall assign, sublet or apportion the whole or any portion of space allotted, nor shall an exhibitor be permitted to exhibit therein any goods other than those manufactured or distributed by him/her in the regular course of his/her business. Violation of this rule shall be cause for the offender to be asked to leave the show without refund. Displays or demonstrations by exhibitors may not be held in any area other than the exhibit hall. Exhibitors are requested to open hospitality suites or conduct events/meetings only with date and time approved by the GLAO/MASO.
- CERTIFICATE OF INSURANCE:** A Certificate of Insurance must be provided to the GLAO/MASO office no later than September 5, 2024. All exhibitors and display houses must provide certificates to be admitted to the hall. Certificates are to name the GLAO/MASO Joint 2024 Annual Session as additional insured with policy date through October 20, 2024. Coverage should include comprehensive general liability of at least \$1,000,000 per occurrence. Workman's Compensation should be for full compliance employees for any work done on the exhibitor's behalf.
- GENERAL INSURANCE/ LIABILITY INFORMATION:** Each party involved in the Annual Session is responsible for any claims arising out of its own negligence and intentional acts, and those of its employees or agents. Each party agrees to be responsible for its own property through insurance. It is understood that the GLAO, MASO, The Westin Beach Resort & Spa at Frenchman's Reef, and their agents will have no liability of any kind for injury to any person or for any loss or damage to property of exhibitors prior, during or after the Annual Session. The GLAO and MASO will not be liable for damages caused by failure to provide, or delays in providing, exhibit areas due to natural disasters, strikes, riots, or any other circumstance beyond the control of the GLAO, MASO, or for any negligent or intentional acts of any exhibitor or any third party. By signing the exhibit contract, you agree to indemnify, save, defend, and hold the GLAO and MASO harmless from any and all damages, liabilities, actions and demands, including reasonable attorney's fees arising out of, or related to, your negligent and/or intentional actions in exhibiting at the Annual Session, and any breach of these rules and policies.
- SECURITY:** GLAO/MASO will not provide Exhibit Hall security. The Exhibit Hall will be locked at night but Exhibitors will be expected to remove valuables (laptops, etc.) from the Exhibit Hall at night. Tables located in the foyer cannot be secured. The GLAO/MASO and The Westin Beach Resort & Spa at Frenchman's Reef are not liable for loss, damage, or theft that may be incurred by the exhibitor.

Great Lakes Association of Orthodontists

Indiana, Michigan, Ohio, Ontario, W. Pennsylvania

Middle Atlantic Society of Orthodontists

Delaware, Washington D.C., Maryland, New Jersey, Eastern Pennsylvania, Puerto Rico

2024 GLAO/MASO Annual Session

*“Reflect * Refresh * Renew”*

October 17 - 20, 2024



The Westin Beach Resort & Spa at Frenchman's Reef, St. Thomas US Virgin Islands

TERMS & CONDITIONS FOR EXHIBITORS

9. **SHOW HOURS:** Hours for exhibit set-up will be Thursday, October 17, 2024 from 1:00 pm to 5:00 pm. Exhibits will be open Friday, October 18, 2024 from 7:00 am to 12:30 pm; Saturday, October 19, 2024, from 8:00 am to 12:30 pm and Sunday, October 20, 7:30 am to 9:30 am. Tear-down will be on October 20, 2024, 9:30 am to 11:30 am. **Tear-down is not to begin prior to 9:30 am.** Shipping assistance will be available at that time.
10. **SET UP & DISMANTLING RESTRICTIONS:** Exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others. To preserve the sight line to the neighboring exhibitor, anything above the height of the table must be placed within the back half of your exhibit space. Any additions or improvements to exhibit space other than included equipment shall be at exhibitor's expense and must comply with fire department and underwriter rules. The aisles, passageways and overhead spaces remain strictly under control of the GLAO and MASO. Items will only be permitted in these areas by special permission of the GLAO and/or MASO. Exhibit noise may not interfere with other exhibitors. All items left in hall after dismantling hours will be disposed of or handled at the host hotel's discretion at exhibitor's expense. The exhibitor must surrender his display space in the same condition as it was when occupied. Compliance with local fire and state tax ordinances is required.
11. **CONDUCT:** Exhibitors and their agents are expected to act at all times in a professional manner. Any disruptions or unacceptable conduct may result in ejection from the Exhibit Hall, at the discretion of the GLAO and MASO, with no refund of space rental fees.
12. **PHOTOS AND VIDEOS BY EXHIBITORS:** The GLAO and MASO encourages all exhibitors to post about their involvement in the Annual Session on all social media platforms. However, exhibitors may only photograph and videotape their own displays. All other photography and videotaping in the Exhibit Hall is strictly prohibited. Any exhibitor caught doing so will be permanently dismissed from the exhibit hall with no refund of their exhibit charges.
13. **USE OF THE GLAO, MASO OR ANNUAL SESSION LOGO:** The GLAO and MASO reserves the right to prohibit the use of the GLAO, MASO and the Annual Session logo in any advertising, promotional piece, and incentive items. Requests for use of the Annual Session logo must be reviewed and approved in advance by the GLAO office.
14. **COMMENTS:** These terms and conditions have been established to promote the best interests of all exhibitors and attendees. If you have suggestions that may improve the operation of the exhibit hall, please contact the GLAO at 877-274-6420 or GLAO@AssnOffices.com.
15. **TAX ID:** The Great Lakes Association of Orthodontists is incorporated in Ohio as a 501 (c) 6 not-for-profit organization under the International Revenue Service; tax ID #31-6038972

