



JAMAICA DENTAL ASSOCIATION BOOTH RENTAL AGREEMENT – 2016 FEBRUARY 10-13, 2016

BOOTH RENTAL RATES AND DEPOSITS (JAMAICA PEGASUS HOTEL, KINGSTON, JAMAICA)

PER 10' X 8' BOOTH	- US \$500.00
PER 10' X 10' BOOTH	- US \$600.00
PER 10' X 20' BOOTH	- US \$1,100.00
TABLE TOP	- US \$350.00
CAR BOOTH	- US \$700.00 for 2 cars
	-US \$1,000.00 for 4 cars

A 50% non-refundable deposit, per booth, **MUST accompany the application.**

Applications submitted without a deposit will not be processed until the deposit is received. Reservations for booth space will not be accepted over the telephone. Balance of payment is due not later than **January 7, 2016**. Non-payment for space by this date may be interpreted by the Convention Committee to mean that the exhibiting company no longer wishes to reserve space, and the booth reservation will be moved to the waiting list. The JDA reserves the right to resell this space to another company. For applications submitted after **January 7, 2016**, full payment must accompany the application. Full payment of booth fees and any past due debts owed to the JDA must be received before the booth space can be occupied at **THE JAMAICA PEGASUS HOTEL**.

RULES AND REGULATIONS GOVERNING EXHIBITS AND ACTIVITIES

The rules and regulations stated in the Exhibitors Prospectus constitute a bona fide part of the contract for exhibit space. The JDA and the Convention Committee reserve the right to render all interpretations and decisions, should any questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the exposition. The JDA restrict exhibits that detract from the general character of the exhibition. This includes persons, objects, conduct, printed material, or anything of a character that may be objectionable to the exhibits as a whole. Exhibits should be presented in a manner that is consistent with the JDA's policies on sexual harassment and non-discrimination. All matters and questions not covered in these policies are subject to the final judgment and decision of the JDA and the Convention Committee.

APPROPRIATE BADGING

Exhibitor badges will reflect the name of the company shown on the application/contract for exhibit space. Each company representative must wear his/her own badge for admission to and while in the Exhibit Hall. Badges are not transferable among company employees, representatives, dealers, guests, and/or others. Supplementing the official badge with business cards, ribbons, or company logos is not permitted.

BOOTH STAFFING

As a courtesy to conference attendees and fellow exhibitors, and to maintain a positive company image, exhibitors must open their exhibit on time each day and staff the booth at all times during the exhibit hours. Each exhibiting company is expected to staff its booth adequately during all exhibit hours. Aisles must be kept clear and exhibits arranged so the exhibit personnel are inside the space rented.



BREACHES OF CONTRACT

Breaches or infractions of the exhibitors' contractual obligations could affect the status of the company's future eligibility to exhibit and/or result in the termination of the exhibitor's display privileges at the JDA expositions. Termination may become effective during the exposition, at which time the exhibitor must remove his/her exhibit as soon as possible without the disruption of the exhibition. Expulsion of, or restrictions placed on, an exhibitor may not give rise to a claim for any refund of rental or other exposition expenses.

DAMAGE TO CONVENTION FACILITY

The exhibitor must surrender space occupied in the same condition as it was at the time of occupation. Exhibitors will be responsible for any damage done to the convention facility, and for any and all claims and demands on account of any injury or death or damage of property occurring in or upon exhibitor's booth space or because of the acts of the exhibitor, their employees, licensees, agents, or contractor and exhibitor agrees to and shall indemnify and hold harmless JDA from and against any and all liability and claims and demands which may arise from or be assessed in connection with the foregoing undertakings and responsibilities of the exhibitor. No nails, tacks or screws may be driven into the floor, wall or woodwork of the building.

DISMANTLING OF EXHIBITS

We would like all exhibits to remain intact until the closing of the show on **Saturday, February 13, 2016 at 5:00 p.m.** However, if that cannot be accommodated, please ensure that there is as little disruption as possible. Please advise early, as this will determine your booth assignment.

ENTERING ANOTHER EXHIBITOR'S BOOTH

Exhibitor personnel should not enter another exhibitor's booth space without obtaining permission, nor should personnel block access to another booth.

FORMS OF ENTERTAINMENT OR AMUSEMENT

Attention-getting devices in the form of entertainment or amusement must be approved by the Convention Committee prior to the opening of the exposition. Only activities that, at the discretion of the Convention Committee, are in keeping with the professional environment of the exposition will be allowed.

GENERAL

All matters and questions not covered by the regulations are subject to the decision of the JDA. JDA may amend the regulations at any time, and all amendments that may be so made shall be equally binding on all parties affected by them, as are the original regulations. In the event of any amendment or additions to these regulations, JDA will give written notice to such exhibitors that may be affected by them.

INSPECTION OF BOOTHS

The Convention Committee along with the JDA's representative will inspect each booth prior to the opening of the exposition to ensure that the exhibitor has adhered to the rules and regulations set forth in this document. The Convention Committee will inform the exhibitor of any infractions, and all corrections must be made before the exposition opens.



SECURITY

Guards from the hotel will be engaged to provide protection for the overall exhibition from the beginning of move-in to the end of move-out, but not for any particular exhibit. The JDA, the security vendor from **THE JAMAICA PEGASUS HOTEL** will not be held responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes. The JDA strongly recommends that each exhibiting company secure a rider policy through its insurance agent to cover all booth and display items during transportation to and from this conference, as well as during installation, exhibit days, and dismantling.

SMOKING

Smoking is not allowed in the Exhibit Hall.

EATING

No eating is allowed in the Exhibit Hall OR at Exhibit Booths or Table tops except where coffee breaks are placed.

SOLICITING

All business activities, circulars, and advertising material of the exhibitor must be conducted and/or distributed only within the booth(s) assigned to the exhibitor. No material may be placed on seats or attached to walls, ceilings, or woodwork in the Exhibit Hall or left in the public spaces for distribution.

SUBLETTING OF SPACE

Exhibitors may not assign, sublet, or apportion the whole or any part of the space allocated without prior knowledge and written consent of the Convention Committee. Exhibitors may not display or advertise products of any kind other than those manufactured or sold by them in the regular course of their business without prior written consent of the Convention Committee.

GENERAL BOOTH ARRANGEMENT GUIDELINES

Booth decorations are to be professional, standard booth design. Decorations that reflect against the character of the JDA or utilize offensive attention-getting actions are prohibited. Exhibitors will be bound to the booth rules printed in the Exhibitors Service Kit, including the following:

- Exposed or unfinished sides and/or backs of exhibits and displays must be draped or finished so as to present an attractive appearance when viewed from aisles or adjoining exhibits.
- All exhibits will be inspected during set up and, at the direction of the Exhibits Coordinator.
- Noise from electrical or mechanical apparatus must not interfere with or cause annoyance to other exhibitors.
- The JDA reserves the right to determine at what point sound constitutes interference with others and if it must be discontinued.

OVER-THE-COUNTER SALES

Exhibitors are encouraged to offer information that is educational, professional and instructional.



PRINTED MATERIALS/SIGNAGE

Distribution of promotional materials printed by exhibitors or their agents is limited to the exhibit area rented by the exhibitor. Materials are not permitted in the JDA Registration area, meeting rooms or at refreshment breaks, unless previous arrangements have been made with the JDA. In addition, hotel room drops are not permitted unless approved by the JDA.

CANCELLATION/REDUCTION POLICY

All cancellations/reductions must be received in writing on company letterhead. Booths cancelled/reduced by **January 7, 2016** are subject to a US\$50.00 cancellation/reduction fees.

Cancellations/reductions after **January 7, 2016** will merit a 50% refund based on the total booth cost. No refunds will be made for cancellation/reductions after **February 6, 2016**.

BOOTH ASSIGNMENTS

Applications received after **January 7, 2016** will be assigned on a first-come, first-served, space available basis. Applications received after that date cannot be guaranteed a listing in the Annual Convention programme.

NOTE: A company that has not settled all previous accounts with the JDA will not be assigned booth space.

Only a limited number of exhibitors will be able to obtain assignments in the prime areas around the entrance. If it becomes necessary to relocate an exhibitor for any reason, the Convention Committee will contact the exhibitor by phone to discuss alternatives.

INSTALLATION AND DISMANTLE OF EXHIBITS

Hours – Each booth must be ready for final inspection by the Exhibits Coordinator not later the 5:30 p.m. on **Wednesday, February 10, 2016**. All exhibits must remain intact until the show closes at 5:30 p.m. on **Saturday, February 13, 2016**.

- Early breakdown can cause the exhibitor to lose:
 - Priority points and Prime location for future conventions

EXHIBITOR SERVICE KIT

Complete show management information, instructions and schedule of prices regarding booth size, room layout, etc., also electrical use and telephone lines are included in the kit.

BADGING

Appropriate badges are required to enter the Exhibit Hall and hotel for set-up and dismantle. Confirmed exhibitors may pick up their badges at the registration desk. A complete list of staff who will be manning the booth, along with dates, must be sent to the Convention Committee no later than **January 7, 2016**. This is to ensure a smooth process at the hotel and to have badges imprinted.

All exhibiting companies must register their personnel in advance. Six complimentary exhibit badges are provided per each 10' x 10' booth space. After six badges, there will be a U\$3.00 fee per additional exhibit personnel. All badges can be picked up on site.



JDA EXHIBIT SPACE APPLICATION FORM
THE JAMAICA PEGASUS HOTEL KINGSTON
10-13 FEBRUARY 2016

DELIVER COMPLETED FORM WITH DEPOSIT TO: *Dr L Taylor, Shop 1, Monty's Plaza, 26 Old Hope Road, Kingston 5*

Complete this form by printing or typing all sections. Sign and return along with payment to the address above. Deposit cheque to be made out to the **Jamaica Dental Association**.

COMPANY NAME

KEY CONTACT NAME

TITLE

ADDRESS

PHONE NUMBER

FAX NUMBER

E-MAIL ADDRESS

RENTAL FEES

Exhibit space rental charge is US\$ _____. The balance is due by **JANUARY 7, 2016**. **Applications received after JANUARY 7, 2016 must include full exhibit rental fee. ALL APPLICATIONS MUST INCLUDE A CHEQUE TO RECEIVE A SPACE ASSIGNMENT.** Any faxed application must send a cheque within seven days in order to hold the space assignment.

All cancellations/reductions must be made in writing. Booths cancelled after **January 7, 2016** are subject to a cancellation fee. Cancellations/reductions after **February 6, 2016** are not eligible to receive a refund.

Payment by cheque (Payable to the Jamaica Dental Association) _____

Locate our exhibit NEAR (list company name) _____

Locate our exhibit AWAY from (list company names) _____

Please state if additional power strips are required for your booth. (One is included in package) _____

Prize donation from your company? (Please indicate item and value) _____

We agree to abide by all the rules and regulations governing the exposition in the meeting prospectus and which are part of the application. Acceptance of this application by the JAMAICA DENTAL ASSOCIATION constitutes a contract.

AUTHORIZED SIGNATURE

DATE
