

Greater Capital District Dental Symposium

The Annual Membership Meeting of the
Third District Dental Society



**Are you Ready
for the
GCDDS?**

Third District Dental Society's Greater Capital District Dental Symposium Sponsorship and Exhibitor Set Up Information

Exhibitor's Hall is on September 23rd at the Albany Marriott, 189 Wolf Road in Albany, NY. 518-458-8444

The Exhibit Hall layout is attached.

Feel free to contact Kathleen Moore, Executive Director with any questions or concerns at 518-782-1428 or by email director@third-district.org
Questions the day of the meeting can be answered at the registration desk.

Schedule for the Day

| | |
|-----------------|--|
| 5:00 am | Setup – <u>No setup prior to this time</u> |
| 7:30 am | Exhibitor Hall opens |
| 9:00 – Noon | Morning sessions |
| 10:30 am | Mid-Morning Break |
| 12:15 – 1:15 pm | Luncheon |
| 1:15 – 2 pm | Exhibitor Hall |
| 2:00 - 5 pm | Afternoon sessions |
| 3:00 pm | Afternoon Break (<i>at the discretion of the speakers</i>) |
| 3:00 pm | Drawings |
| 3:00 pm | Break down exhibits |

A few thing you need to know

Name Badges and Lunch tickets will be found at your exhibit space upon arrival

Lunch (pre orders only)

Box lunches are to be picked up at the Registration Desk at 11:30 am.

Plated Lunch (pre-paid) is served at 12:15 in the Dining Room.

Name Badges has an icon for your choice if pre-ordered. No Icon - no lunch, sorry

Sponsors who receive a complementary lunch will have an icon on their name badge and will have a seat at the

Reserved Lunch tables

Drawing

Each attendee was provided a yellow or blue Exhibitor Visit Card. Use your stamp provided in one box.

This will help

attendees make eye contact with you. Use this opportunity to sell yourself! Drawings are at approx 3 pm and winners

announced in the course rooms with gift.

Drawing contributions are gratefully accepted. Contact Kathy Moore with your companies gift with your business card. They should be actual gifts and not coupons for discounts.

Electrical Requirements

Exhibits have been placed as close as possible to the few outlets provided by the Marriott per registration.

Please bring a short cord and power strip

Internet Connection

\$20. per user pre-ordered. You will be provided a user name and password at the registration desk

Overnight Guest Rooms: a block of rooms may have been sold, however contact Donna LaRocca at [518-437-6333](tel:518-437-6333) at the Albany Marriott request Third District Dental Society room rate of \$141.00

Locations/Size/Allowances

- Exhibit consists of: (1) One-6 ft by 3 ft table with table cover and skirting; 1 or 2 chairs
- Displays larger than 6 foot are required to purchase a double exhibit
- Changes in exhibit location can only be accommodated with unsold exhibit spaces
- If you place your exhibit in a space other than the space assigned , you will be required to move
- Payment must be received before a space is assigned
- All vendors requesting space after available space is sold out, will be placed on a waiting list in the order of receipt
- Vendors that leave their space vacant or unattended the full day, may not receive an invite the following year
- Signage: The hotel does not allow posting on the walls

**Thank you for supporting our Greater Capital District Dental Symposium.
We appreciate your participation and will love to hear your feedback**