

Great Lakes Association of Orthodontists

Indiana, Michigan, Ohio, Ontario, W. Pennsylvania



2022 GLAO Annual Session

“Rock Your Smile”

September 16 - 17, 2022

Hilton Cleveland Downtown, Cleveland, Ohio

EXHIBITOR INFORMATION

We are looking forward to your participation in the Annual Session of the Great Lakes Association of Orthodontists at the Hilton Cleveland Downtown in Cleveland, Ohio on September 16 - 17, 2022. We will have an excellent educational program for doctors and staff, great networking opportunities and dedicated exhibit hours.

RENTAL FEE: \$2,500 per booth (\$2,700 after July 7, 2022)

BOOTH REGISTRATION INCLUDES:

- One (1) 8' deep x 10' wide booth, one (1) 6' covered and skirted table (8' high back wall & 3' high side rail drape): Two (2) chairs, one (1) waste basket, one (1) Booth ID sign; Carpeted exhibit hall
- Company and product/service listing in meeting app
- Two (2) exhibitor personnel registrations per booth (additional personnel may register for \$200 per person)
- Two continental breakfasts, two lunches, daily beverage breaks and tickets to the Friday evening Rock & Roll Hall of Fame Event
- Doctor contact information.

DECORATOR: Fern Exposition: (614) 253-1500

BOOTH ASSIGNMENTS: Booth assignments will be based on the date the completed "GLAO 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. For multiple booths, assignments will be made within the same row and not on the end caps. Confirmation of booth assignment, an Exhibitor Service Kit, and a link to register representatives, will be emailed by July 31st, to the individual indicated on the contract.

SETUP: Thursday, September 15, from 12:00 pm - 5:00 pm.

TEARDOWN: Saturday, September 17, from 1:30 pm - 3:30 pm.

SHOW HOURS:

Friday, September 16, 7:30 am to 4:00 pm.

Saturday, September 17, 7:30 am to 1:30 pm

CERTIFICATE OF INSURANCE: A Certificate of Insurance must be provided to the GLAO office no later than August 4, 2022. All exhibitors and display houses must provide certificates to be admitted to the hall. Certificates are to name the Great Lakes Association of Orthodontists as additional insured with policy date through September 17, 2022. 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.

CANCELLATION POLICY: A full refund, less a \$100 processing fee, will be issued for cancellations received in writing by July 7, 2022. No refunds will be issued after July 7, 2022. Refunds will be sent within 30 days after the event. Deadline for the 2022 GLAO onsite materials and app will be August 4, 2022.

REGISTRATION: Exhibitor service kits will be sent to the contact on the Exhibitor Contract by July 31st. At that time, the names of those attending will be requested. You may also register for ticketed events at that time.

HOUSING: The Hilton Cleveland Downtown is the host hotel. Reservations may be made by calling 1-216-413-5000 and requesting the GLAO rate or online through the link found at www.GLAO.org. Make your reservation as soon as possible! **Discounted rates are only available until August 26, 2022 or until the room block is full.**

PARTNERSHIP OPPORTUNITIES: Opportunities are still available to receive increased recognition at the 2022 Annual Session! Review the partnership opportunities document at www.GLAO.org or contact the GLAO office!

FOR MORE INFORMATION: Check the GLAO website (www.GLAO.org) for the latest information, as it becomes available or contact the GLAO office:
Karla Dunbar, Exhibitor Coordinator
614-221-5720; GLAO@AssnOffices.com

THANK YOU FOR YOUR SUPPORT OF THE GLAO!

GLAO 2022 Annual Session Tentative Program Dedicated Exhibit Hall Hours

Thursday, September 15

12:00 pm – 5:00 pm EXHIBITS SET UP

Friday, September 16

7:30 am – 4:00 pm EXHIBITS OPEN

7:30 am – 8:30 am *Continental Breakfast in Exhibit Hall

8:30 am – 3:30 pm Doctor & Staff Sessions

9:30 am – 10:00 am *Networking & Beverage Break in Exhibit Hall

12:00 pm - 1:30 pm *Lunch in Exhibit Hall

3:30 pm – 4:00 pm *Networking & Beverage Break in Exhibit Hall

4:00 pm – 5:00 pm GLAO Business Meeting

6:30 pm – 9:30 pm *Rock and Roll Hall of Fame Event

Saturday, September 17

7:30 am – 1:30 pm EXHIBITS OPEN

7:30 am – 8:30 am *Continental Breakfast in Exhibit Hall

8:30 am – 3:30 pm Doctor & Staff Sessions

9:30 am – 10:00 am *Networking & Beverage Break in Exhibit Hall

12:00 pm - 1:30 pm *Lunch in Exhibit Hall

1:30 pm – 3:30 pm EXHIBIT TEAR DOWN

***Complimentary for exhibitors**

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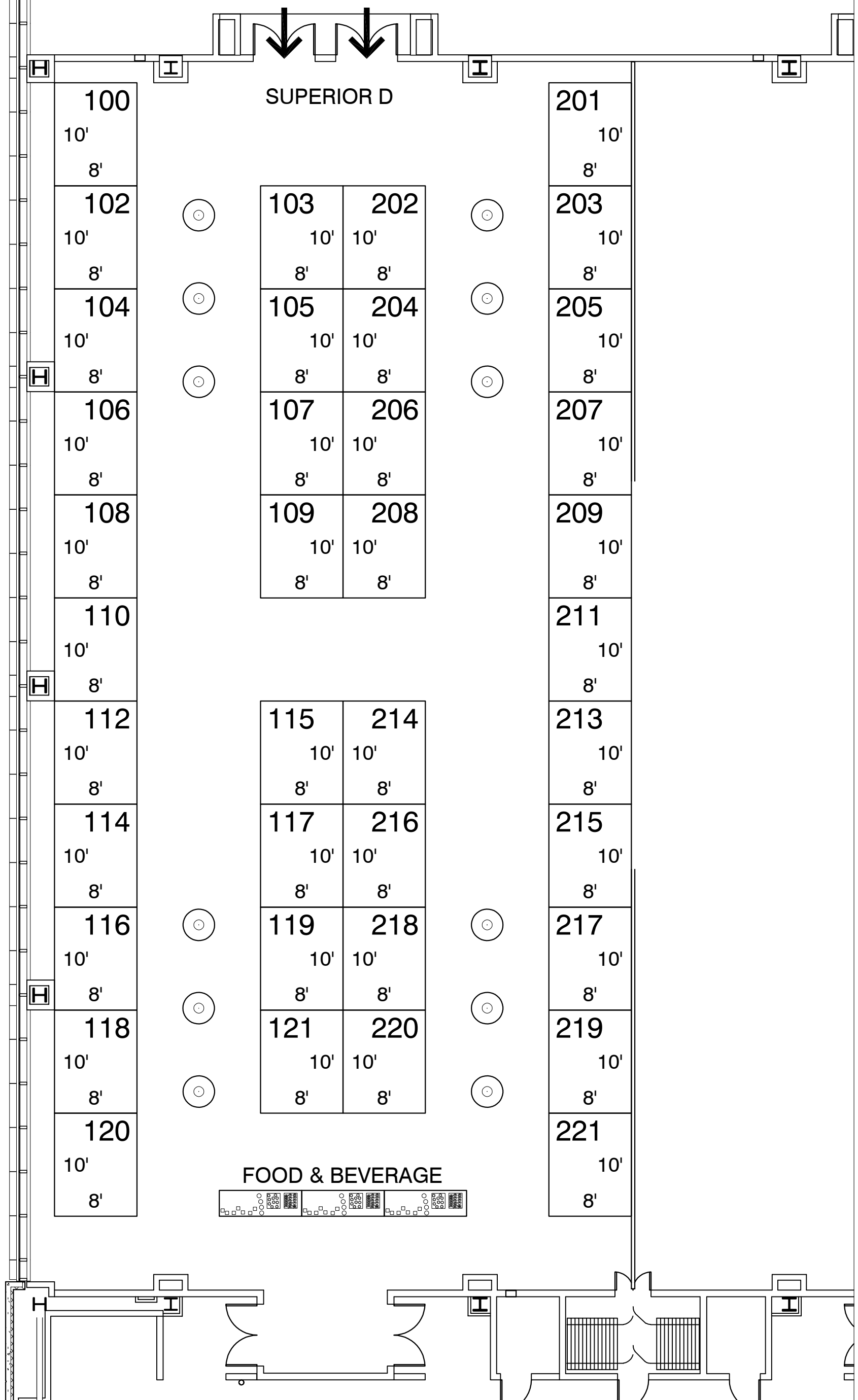
Hilton Cleveland Downtown, Cleveland, Ohio



RULES AND REGULATIONS FOR EXHIBITORS

- CONTRACT:** All applicants for exhibit space are required to submit a complete and signed contract. All rules and regulations 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 (GLAO) reserves the right to alter the location of booths as shown on the official floor plan (see Information page for assignment information) and to assign.
- EXHIBITS:** The GLAO shall have the right to determine eligibility & prohibit or remove any exhibit or proposed exhibit, which in the judgment of the GLAO 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 against exhibitors who violate any of the rules or policies, which may include being prohibited from participating in future GLAO Annual Sessions.
- SOLICITATION, CONCURRENT MEETINGS, NON-EXHIBITORS:** Firms and representatives of firms not assigned exhibit space are prohibited from soliciting business during the 2022 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. Deadline for information to be listed in the program is August 4, 2022.
- LIABILITY, INSURANCE & INDEMNIFICATION:** Exhibitor is responsible for all damages to the exhibit premises and for any and all claims and demands on account of any injury or death or damage to property done in or about the premises used by the exhibitor, his/her employees, servants, agents, licenses or contractors occasioned by their negligence and hereby agrees to indemnify the GLAO, the Hilton Cleveland Downtown and its employees, agents, or servants, against all claims losses or damages to persons or property and costs defending claims arising out of or caused by any negligence on the part of the exhibitor installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof. It is the sole responsibility of the exhibitor to obtain proper insurance and to provide proof of insurance, as requested. The exhibitor, upon signing the contract, releases the GLAO and/or the Hilton Cleveland Downtown from any and all claims for such loss, damage or injury.
- CERTIFICATE OF INSURANCE:** A Certificate of Insurance must be in the GLAO office by August 4, 2022. All exhibitors must provide a certificate of insurance to be admitted to the hall (see Information page for insurance requirements).
- SECURITY:** The GLAO 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 and the Hilton Cleveland Downtown are not liable for loss, damage, or theft that may be incurred by the exhibitor.
- SHOW HOURS:** Hours for exhibit set-up will be Thursday, September 15, 2022 from 12:00 pm to 5:00 pm. Exhibits will be open Friday, September 16, 2022 from 7:30 am to 4:00 pm; Saturday, September 17, 2022, from 7:30 am to 1:30 pm. Tear-down may begin on September 17th, 1:30 pm to 3:30 pm. **Tear-down is not to begin prior to 1:30 pm.** Shipping assistance will be available at that time.
- REFUNDS / CANCELLATION:** A full refund, less a \$100 processing fee, will be issued for cancellations received in writing by July 7, 2022. No refunds will be issued after July 7, 2022. Refunds will be sent within 30 days after the event. Deadline for the printed program and/or app will be August 4, 2022. The GLAO reserves the right to cancel the 2020 Annual Session for any reason. If such a decision is made, all payments will be refunded to exhibitors.
- 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. Items will only be permitted in these areas by special permission of the GLAO. Exhibit noise may not interfere with other exhibitors. All items left in hall after dismantling hours will be disposed of or handled at the convention center'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.
- 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, with no refund of space rental fees.
- COMMENTS:** These rules 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.
- 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

ENTRANCE



Every effort has been made to ensure the accuracy of all information contained on this floor plan. However, no warranties, either expressed or implied are made with respect to this floor plan. If the location of building columns, utilities or other architectural components of the facility is a consideration in the construction of an exhibit, it is the sole responsibility of the exhibitor to physically inspect the facility to verify all dimensions and locations.

Great Lakes Association of Orthodontists September 16-17, 2022

Facility: Hilton Cleveland Downtown	Drawn By: Gail Bamforth
City & State: Cleveland, OH	Show Number: 560
Location: Superior D	Revised: 2/6/2020 9:08 AM
A.E. Jeff Lockshine	Drawing File: 560_20_Great Lakes Association of Orthodontists_rev3

Legend:			
Superior D- option1 as of 02/06/2020			
Dimension	Size	Qty	SqFt
8'x10'	80	38	3,040
Totals:		38	3,040

