

# AADGP DENTAL GROUP EXPO '19

## EXHIBITOR F.A.Q.s



### HOW DO I CONTACT THE PLANET HOLLYWOOD RESORT?

Planet Hollywood Resort & Casino  
3667 S. Las Vegas Blvd.  
Las Vegas, NV 89109  
Ph: 866-919-7472

### WHAT IS THE FORMAT?

The AADGP meeting does not feature a traditional exhibit hall format. The AADGP meeting has a table-top format, promoting a product or service through a demonstration, printed materials or just an exchange of information. This format has worked extremely well in the past, allowing for a more informal interaction between exhibit staff and attendees.

### WHERE IS THE EXHIBIT HALL LOCATED?

The exhibit hall is located in the Celebrity Ballroom at Planet Hollywood.

### WHEN IS EXHIBIT SET-UP?

Set-up is January 30th, 2019 from 2:00pm to 5:00pm. The Opening Reception will be held from 5:00pm to 7:00pm also in the Exhibit Hall.

### WHEN IS BREAKDOWN?

Breakdown is February 2, 2019 from 12:00 pm to 5:00 pm. Any materials not removed from the exhibit area by 5:00 pm will be disposed of by the hotel or Freeman and may incur charges.

### WHAT ARE EXHIBIT HOURS?

Exhibit hours are informal. However, we do recommend that your table be staffed during all meals/social functions. Exhibit staff are welcome to attend any of the educational programs during the three-day meeting. In addition, registered exhibitor staff may attend all meal events by showing their name badge.

### WHEN WILL THE EXHIBIT HALL ASSIGNMENTS BE MADE?

You will be notified about your exhibit space approximately 4 - 6 weeks prior to the meeting date.

### HOW DO I CONTACT THE EXPOSITION SERVICE?

In early November, you will be emailed a link for the Freeman Exposition Service's Exhibitor Service Kit. Please contact Freeman directly or see form A-2 of the kit to order your basic booth package which will include a 6' skirted table, two (2) chairs, one (1) 7"x 44" ID sign and one (1) wastebasket. Each booth package is \$50.00 if you order by January 9, 2019. Additional exhibitor requirements such as electrical outlet, phone lines and

other decorating requests should also be made through Freeman. Your booth number is not required to order your kit.

Their contact information is :

Freeman

6555 West Sunset Road

Las Vegas, NV 89118

Phone: 702.579.1700

Fax: 469.621.5604

Email:

[freemanlasvegases@freemanco.com](mailto:freemanlasvegases@freemanco.com)

### WHAT SIGNAGE OR DISPLAYS ARE ALLOWED?

All signage is the responsibility of the Exhibitor. Free-standing background displays/banners are allowed. However, they must not exceed 8' wide or 8' tall. Displays/banners must completely fit within the parameters of your booth and must not interfere with the adjacent exhibits. Meeting management will have final decision regarding complaints received from exhibitors involving such interference.

### IS THERE SECURITY?

Although the exhibit hall will be locked at night, additional security will not be provided. It is recommended that valuable items be removed when your display table is unoccupied.



### **HOW IS SHIPPING HANDLED?**

Shipping will be handled through Freeman. All shipments must be shipped prepaid and can begin arriving on January 3, 2019 and can be received in Freeman's warehouse no later than January 25 2019. Each box should include the name of the person picking the package up at the hotel, your company name, and "Dental Group Expo '19." The address for the warehouse is:

Dental Group Expo '19  
C/O FREEMAN  
6675 W Sunset Rd  
Las Vegas, NV 89118

### **WHAT IS THE DEADLINE FOR HOTEL REGISTRATION?**

Vegas is always a desirable location for many. Please make reservations as early as possible. The contracted rate is available until January 1, 2019, but reservations will be accepted on a space available basis. Reservations can also be made by calling Planet Hollywood at 866-503-4782. Group Discount Code for Planet Hollywood: SMAAD7. To book your room online, visit the AADGP Conference web page for the "Passkey" hyperlink.

Additional information will be available on the AADGP website at:  
[www.aadgp.org](http://www.aadgp.org).

### **WHEN WILL MEETING PACKETS BE DISTRIBUTED?**

Meeting packets (one per exhibiting company), including a registrant list, will be available during registration. Registration will begin on January 30th, at 2:00pm.

### **WHAT IF THERE ARE CHANGES TO MY STAFF?**

Please notify us of any changes/additions you may have to your staff personnel by January 11, 2019. If we do not hear from you by this date, it will be assumed the information listed on your exhibitor contract is correct and name badges will be produced for these persons.

### **WHEN WILL ATTENDEE LISTS BE SENT?**

We will be sending you a list for those individuals who have pre-registered for the conference the week of January 11th, 2019.

### **WHEN IS THE ON-SITE GUIDE AD DEADLINE?**

Artwork to be published in the official onsite guide must be sent to the Academy office by December 21, 2018. (Note: There will be no exceptions to this deadline.)

All ads must meet the following requirements:

Sponsor ad (full page) size is:

7-3/4" wide x 10-1/4" tall

Patron ad (half page) size is:

7-3/4" wide x 5" tall

All files must be PC based in one of the following formats: .pdf, .psd, .indd (CS5), .tiff, .eps (CS5) or .jpg. Remember to include all supporting images and fonts. (Ads that do not meet these requirements will not be included in the program). All ads are black & white.

Files may be sent electronically to:  
[aadgp@aadgp.org](mailto:aadgp@aadgp.org).

Flash drives / CDs can be mailed to:  
AADGP Meeting Department  
2525 E. Arizona Biltmore Cir.  
Suite 127  
Phoenix, AZ 85016

