



... *Exhibitor Packet* ...

95TH ANNUAL MEETING

October, 29 - November 1, 2015 • The Westin Kierland Resort & Spa • Scottsdale, AZ

BLANK INSIDE FRONT COVER



March 2015

Dear Technical Exhibitor:

This will be the twenty-seventh year that the Rocky Mountain Society of Orthodontists has invited technical exhibitors to its Annual Meeting. We are excited about the mutual benefits we believe this will afford to your company and to the orthodontists of the Rocky Mountain region. Your participation in this year's meeting will provide countless opportunities to network and speak directly with the orthodontists attending the meeting without competition for their attention from patients and the distractions which always accompany a busy orthodontic office schedule. This year also brings a special value to your participation.

This year's meeting will be held at the Westin Kierland Resort and Spa in Scottsdale, Arizona. The meeting dates are October 31 – November 1, 2015. The technical exhibits are scheduled to be open on Friday, Saturday and Sunday:

Friday, October 30, 2015 – 7:30am-1:00pm
Saturday, October 31, 2015 – 7:30am-1:00pm
Sunday, November 1, 2015 – 7:30am-1:00pm

The hall will be available Thursday, October 29th from 1:00pm-5:00pm for exhibitor setup and on Sunday the November 1st from 1:00pm-3:00pm for exhibit removal.

The goal of the RMSO Technical Exhibitors Committee is to provide a quality experience for the registered attendees and to expand the awareness and knowledge of the orthodontists participating in the Annual Meeting. In an effort to continually improve we have reviewed evaluations from prior RMSO meetings to create a more successful meeting for everyone involved. We have made every effort to coordinate open-exhibit hours with the doctors "open" time, maximizing attendee and exhibitor interaction.

In an effort to reward the support of our exhibitors, a point system has been developed to assist in the fair assignment of exhibit space. The point system outlined in this packet will be the basis for exhibit space assignments at the 2015 Annual Meeting.

To provide an additional opportunity for contact with attendees continental breakfasts and all coffee breaks have been scheduled in the exhibit hall.

To reserve space for the 2015 meeting, please complete the Official 2015 Exhibitor Application/Contract, and send with payment to the RMSO as described on the application (included on the last page of this brochure).

The Technical Exhibitors Committee, on behalf of the entire RMSO, extends a warm welcome to you, and hopes that you will join us in Arizona as a participant in the 2015 Rocky Mountain Society of Orthodontists Annual Meeting.

Sincerely,

Dr. Michael Duryea
RMSO President

AN INVITATION TO EXHIBIT

EVENT

The 95th Annual Meeting of the Rocky Mountain Society of Orthodontists is scheduled for October 29-November 1, 2015 at the Westin Kierland Resort and Spa, Scottsdale, AZ.

EXHIBIT DATES AND TIMES

Friday, October 30, 2015	7:30 am – 1:00 pm
Saturday, October 31, 2015	7:30 am – 1:00 pm
Sunday, November 1, 2015	7:30 am – 1:00 pm

SPONSORSHIPS

The following functions are available for full or co-sponsorship by exhibitors.

	Full Sponsorship	Co-Sponsorship
Welcome Reception	\$3,000	\$ 1,500 X 2
Coffee Breaks	\$500 each	

Sponsoring companies will receive acknowledgments in an issue of the RMSO electronic newsletter, a sign at the designated event, as well as recognition in the official meeting program and on the RMSO website event page.

PURPOSE OF EXHIBITS

The purpose of the exhibits, an integral part of the RMSO's educational activities, is to compliment the professional clinical sessions by enabling registrants to see, hear, examine, question, and evaluate the latest developments in equipment, supplies and services which are recommended for use in their practices.

ELIGIBILITY

The RMSO reserves the right to determine the eligibility of any company, product and promotion, or part thereof that in their opinion is not in keeping with the character and purpose of the show. Exhibits that detract from the character of the show; including persons, conduct or printed matter may be evicted by the RMSO. In the event of an eviction RMSO is not liable for refunds.

HOTEL INFORMATION

The Westin Kierland Resort & Spa

6902 E. Greenway Parkway
Scottsdale, AZ 85254
(480) 624-1259
Room Rate: \$249 single/double

EXHIBITORS INSTALLATION AND DISMANTLE

Exhibitor Installation Thursday, October 29, 2015, 1:00pm – 5:00pm

Exhibitor Dismantle Sunday, November 1, 2015, 1:00pm – 3:00pm

All items to be exhibited must fit on the top of the 6' table provided. There are no restrictions on display height, but display boards/backdrops cannot extend beyond the table dimension. (You may place a display board in front or behind your table, but not to either side.)

BOOTH RENTAL INCLUDES

Company and product/service listing in the program booklet
One skirted table and two chairs

APPLICATION FOR EXHIBIT SPACE

Please review the entire prospectus prior to applying for space. RMSO regulations and guidelines included here are important to the success of the show.

The Official Application/Contract is enclosed and the exhibit floor plan is located on the last page of the prospectus.

Applications for space must be made on the enclosed Official Exhibit Application/ Contract. No telephone requests will be accepted. Please return the completed and signed application with a check in the amount \$875.00

The deadline for receipt of the Exhibitor Application/Contract for space is August 14, 2015 or until the exhibit hall is sold out. Applications received after that date will be assigned to an available booth space once assignments from applications received prior to August 14th have been made.

ASSIGNMENT OF EXHIBIT SPACE

Exhibit space locations will be assigned based on the following:

- The selection of the location for each exhibitor within the exhibitor area will be on a point system.
- 1 point for each year participated as an exhibitor with the RMSO.
- 1 point for each space taken.
- If there is a tie in points, the date the contract is received will determine priority.
- The RMSO reserves the right to decline any application, or prohibit an exhibit based on the criteria established for the meeting.
- Exhibits of companies whose sole purpose is to recruit employees, associates, partners or shareholders are not permitted.

Confirmation of booth assignment will be mailed to the contact by September 1, 2015. The RMSO reserves the right to rearrange the floor plan and relocate any exhibit upon consultation with said exhibitor. Spaces cannot be assigned, sublet, or otherwise disposed of without consent of the RMSO.

(Exhibitors will receive 1 point towards their total years participated with the RMSO by exhibiting in this year's show.)

EXHIBIT SPACE RATES AND TERMS OF PAYMENT

The RMSO 2015 Annual Session Exhibit Space Rates is \$875.00.

Exhibit space is defined as one draped and skirted table with two chairs. A check for \$875 must accompany the application/contract. Applications/contracts received without payment will be returned. All technical exhibitors' application fees must be made by credit card, check, or draft on U.S. currency, made payable to the RMSO.

CANCELLATION OF EXHIBIT SPACE

Any exhibit space cancellation received after the exhibit space confirmation letters have been sent is subject to the following:

Cancellations received before July 17, 2015 are subject to a refund, less a \$50 administrative fee. Cancellations received after July 17, 2015 are subject to a cancellation penalty equal to 100% of the total cost of the space canceled, unless the entire exhibit floor is sold out. In that event, the cancellation penalty is equal to 25% of the total cost of the \$875.00 deposit for the exhibit space canceled. The cancellation notice must be received in writing by July 17, 2015 to receive a refund.

REGISTRATION OF COMPANY REPRESENTATIVES

A pre-registration form will be mailed to each exhibiting company. For those who return the form, a badge will be waiting in the registration area at the The Westin Kierland Resort & Spa beginning on Thursday, October 29, 2015. If your company does not pre-register, exhibitors will be asked to show identification showing they are an employee of the exhibiting company prior to receiving a badge. Each person attending the exhibition will be required to register and wear a badge. The transfer of a badge will bar all involved from participating in this and future meetings.

ELECTRICAL REQUIREMENTS

Please complete the enclosed electrical order form and send to The Westin Kierland Resort & Spa if you need electricity.

EXHIBIT HALL SECURITY

RMSO will provide general hotel security provided by the The Westin Kierland Resort & Spa. The exhibit meeting room will be locked nightly. It is recommended that each exhibitor take the necessary precautions to protect his/her exhibit space, as exhibitors will be responsible for their products and space materials.

SHIPPING / RECEIVING INFORMATION

The Westin Kierland Resort & Spa will be able to accept shipments directly (not to arrive any earlier than 3 days prior to the RMSO Annual Meeting). Please complete the enclosed shipping notification form and return to The Westin Kierland Resort & Spa. The shipping address is:

The Westin Kierland Resort & Spa
Attn: Hotel Guest Name & Arrival Date
Rocky Mountain Society of Orthodontists
6902 E. Greenway Parkway
Scottsdale, AZ 85254

SOLICITATION BY NON-EXHIBITOR PERSONNEL

Firms and representatives of firms not assigned exhibit space are prohibited from soliciting business during the Annual Meeting. Violators will be promptly ejected from the convention area.

LIABILITY

The exhibitor assumes entire responsibility and liability for losses, damages and claims arriving out of injury or damage to exhibitor's displays, equipment and other property brought upon the premises of the hotel; and shall indemnify and hold harmless, the RMSO, the hotel, agents, servants and employees from any and all such losses, damages and claims.

CARE OF BUILDING

Exhibitors will be held responsible for any damage done to the building by them, their agents or employees. Building walls, woodwork or floor must not be defaced or altered. Tacking, taping or nailing of signs, banners, etc. to any walls or woodwork is prohibited.

RELOCATION OF EXHIBITS

The RMSO reserves the right to alter the location of exhibitors, or of spaces shown on the official floor plan if deemed advisable in the best interest of the exposition. The RMSO shall have the further right to prohibit, bar, prevent and remove any exhibit, or proposed exhibit, or any part or portion thereof, which in the judgment of the RMSO is unsuitable or inappropriate for the exhibitors or purposes of the RMSO Annual Meeting. Such right shall extend, but shall not be limited to all equipment, material, displays, installations and other items of things constituting part of, or used, or distributed in connection with any such exhibit.

SALES DURING SHOW

No sales are to be made for delivery at this exhibition. Orders may be placed for delivery shipped from exhibitor's regular place of business. The RMSO reserves the right to place additional restrictions on the sale and filling of orders as it may deem necessary. Violation of these rules will result in ejection from the convention area.

EXHIBITOR HOSPITALITY SUITES

Exhibitors are requested to open hospitality suites only after 6:00 pm each day of the meeting. All suite requests must be made through the RMSO office.

EXHIBITOR SEMINARS, LECTURES AND FUNCTIONS

As a condition of granting exhibit space, the exhibitor agrees not to conduct any seminars, lectures or clinics in the same geographical area (within a 150 mile radius) three days before, during or three days following the Annual Meeting.

The RMSO prohibits prize contests or lotteries held in the exhibit space unless coordinated through the RMSO office. Requests for scheduled social functions must be made through the RMSO, but are prohibited when scheduled at times competing with official RMSO functions.

RECRUITMENT

Recruitment of any type is not permitted at the RMSO Annual Meeting. This includes recruitment of orthodontists, staff or exhibit personnel.

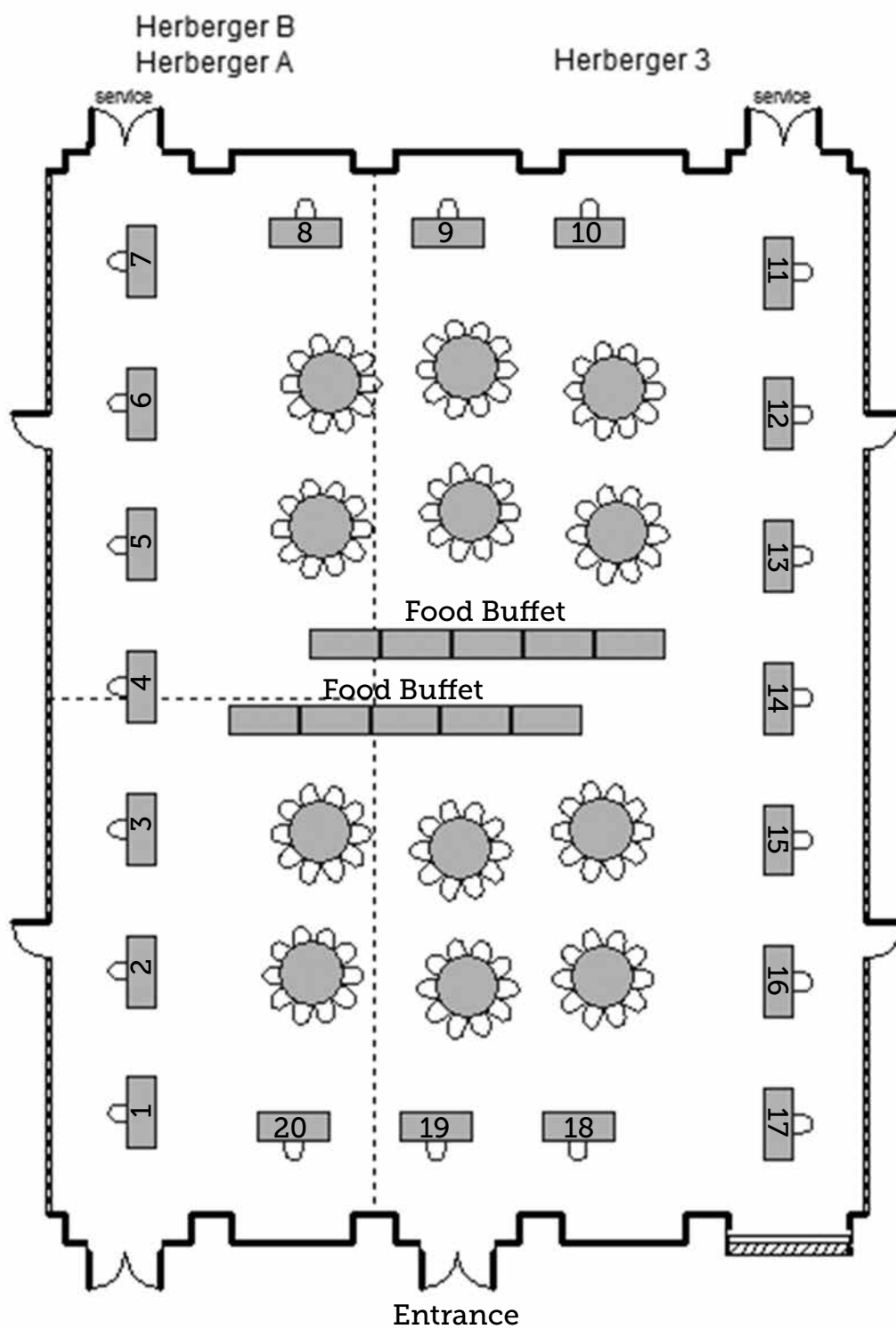
If a firm conducts such activity, they will be asked to leave and will not be invited to participate at future RMSO meetings.

FOR ADDITIONAL INFORMATION

Should you require additional information, please feel free to contact:

Dorothy Shadrick
Executive Director
Rocky Mountain Society of Orthodontists
6000 East Evans, #3-205
Denver, CO 80222
dorothyshadrick@acemgmt.com
Phone: (303) 758-9611
Fax: (303) 758-9616

FLOORPLAN



Rocky Mountain Society of Orthodontists
95th Annual Meeting
October 29-November 1, 2015
The Westin Kierland Resort & Spa, Scottsdale, AZ

EXHIBITOR CONTRACT

This contract is made and entered into by the Rocky Mountain Society of Orthodontists hereinafter referred to as the RMSO. The RMSO has released unto the party listed below (the "Exhibitor") certain space, hereinafter described, at The Westin Kierland Resort, Scottsdale, AZ, for exhibition during the 2015 RMSO Annual Meeting. All rules and regulations as outlined in the Exhibitor Prospectus are accepted upon signature by the Exhibitor and made part of this contract. RMSO reserves the right to unilaterally terminate the exhibitor's space contract at any time before or during the meeting for any violation of the Exhibitor Rules and Regulations. In case of termination, the exhibitor surrenders possession of booth space immediately upon notice. The RMSO may change or add information to the exhibitor prospectus with notification to exhibitors.

Please print or type:

Company Name _____
(as you wish it to appear on your name badge and program book)

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Email _____

Authorizing Signature _____

Print or Type Name _____

Title _____

Date _____

Name and title of contact (if different than above): _____

20 words or less a description of products / services for the program book _____

List up to two exhibitors you do not want to be next to _____
(Every effort will be made to accommodate your request.)

Accepted by RMSO: _____
Authorized Signature

Exhibit Space Investment

\$875 Table Top

Space Request

Number of Table Tops requested _____

1st choice _____ 2nd choice _____ 3rd choice _____

____ I will require electricity at my table top.

(May affect booth location depending on hotel configuration)

Return Contract and payment to:

RMSO

6000 East Evans Ave., #3-205

Denver, CO 80222

Phone: (303) 758-9611

Fax: (303) 758-9616

Payment Information

☐ Visa ☐ MasterCard ☐ Discover ☐ Amex ☐ Check: # _____

Credit Card# _____ Exp: ____ / ____

Billing Zip: _____

Cardholder Name: _____

Signature: _____

For RMSO use only:

Date Application/ Payment Received: _____

Date Cancellation Received: _____

Date Confirmation Sent: _____

Booth Number Assigned: _____

*Please retain a copy of this agreement for your records



THE WESTIN
KIERLAND
RESORT & SPA
PHOENIX-SCOTTSDALE

Event/Function: Rocky Mountain Society of Orthodon

Date: October 29-November 1, 2015

SHIPPING NOTIFICATION REQUIRED BEFORE ANY SHIPMENTS WILL BE ACCEPTED

Hotel Contact: Jessica Barnes

Convention Services Manager: Erika White

Email: _____

Phone: _____

Fax: (480) 624-1350

Attendee Contact:

Group Name: _____ Guest Name: _____

Cell Phone: _____ Guest Email: _____

Quantity of Items Shipped: Tracking Number (Must be provided for all items shipped):

Packages/Boxes: _____

Pallets/Crates: _____

Shipping Date: _____ Expected Arrival Date: _____

Deliver To:

Guestroom

Meeting Room

Hold For

☐
☐
☐

Room Name: _____ Date: _____ Time: _____

Guest Name: _____ Date: _____ Time: _____

Method of Payment:

Bill to Guestroom

Bill to Credit Card

☐
☐
☐

Guest Name/Room #: _____

Cardholder's Email: _____

Credit card security is very important to Starwood. Accordingly, we have developed a secure website that you may use to transmit payment information (including credit card authorization forms and other documents that contain credit card information) in a more secure manner to our hotels. Please provide the cardholder's email, so an invite can be sent to access the eCredit Card Authorization Form. Your shipment(s) will not be released, until the credit card information has been submitted and received.

Pricing:

The price for receiving/off loading will be \$.50 per pound

The price for storage will be \$.50 per pound per day starting on the 4th day

The Storage of large crates/cases will be subject to a fee of \$35.00 per day

There will be an additional \$5.00 per box fee for receiving boxes sent to non-registered guests. The Service Express attendant will collect this fee and post.

Shipping Address: Westin Kierland Resort & Spa

ATTN: Hotel Guest Name, Guest Arrival Date

Program Name

6902 E. Greenway Pkwy, Scottsdale, AZ 85254







Exhibitor Electrical Order Form

Provided by American Audio Visual Center

THE WESTIN
KIERLAND RESORT & SPA
Phoenix / Scottsdale

Production Electrical Requirements	Daily Rate	QTY	# of Days	Total	Customer Information	
60amp 3phase 208volt cam-lok (5 wire) service:	\$325.00				Company Name:	
100amp 3phase 208volt cam-lok (5 wire) service:	\$450.00					
200amp 3phase 208volt cam-lok (5 wire) service:	\$900.00				Event Name:	
400amp 3phase 208volt cam-lok (5 wire) service:	\$1,900.00					
60amp single phase 208volt cam-lok (5 wire) service:	\$230.00				Event Dates:	
100amp single phase 208volt cam-lok (5 wire) service:	\$300.00					
60amp 3phase 208volt Edison distribution panel (9-120v circuits):	\$900.00				Company Address:	
100amp 3phase 208volt Edison distribution panel (15-120v circuits):	\$1,050.00					
200amp 3phase 208volt Edison distribution panel (30-120v circuits):	\$2,400.00					
Exhibit and Breakout Room Electrical Requirements	Daily Rate	QTY	# of Days	Total	Email Address:	
20amp single phase 120volt receptacle:	\$75.00				Order Placed By: (pls print)	
Extension Cord (circle one) 10ft 25ft 50ft	\$10.00				Authorized Signature (void if not signed)	
6way power strip:	\$10.00					
Specialty Electrical requirements	Daily Rate	QTY	# of Days	Total	Ordering Instructions	
20amp single phase 208-220 volt:**	\$150.00				**The Total charge per item is determined by multiplying: <i>Daily Rate x Number of Days of Use/Rental</i> **Please include applicable sales tax on equipment rental. **To guarantee equipment availability and advanced rate, please send this form 7days prior to delivery. **Operator labor, if requested, is subject to the prevailing hourly rate/5 hours minimum.	
30amp single phase 208-220 volt:**	\$170.00					
50amp single phase 208-220 volt:**	Call for Quote					
60amp single phase 208-220volt:**	Call for Quote					
20amp three phase 208-220 volt:**	\$225.00					
30amp three phase 208-220 volt:**	255.00					
50amp three phase 208-220 volt:**	Call for Quote					
60amp three phase 208-220 volt:**	Call for Quote					
Delivery Information Onsite Contact: Onsite Contact Number:						
Total Cost: (Please Note, labor charges may apply)					Booth #	Room #
Subtotal:					Delivery Date:	Time:
Sales Tax (8.3% of Subtotal):					Pickup Date:	Time:
Total Due:						
AAVC offers a wide range of A/V and Electrical Equipment. Let us configure a custom package to your specifications!						
Return for Processing	Tax Exempt Status	General Conditions				
The Westin Kierland Resort and Spa American Audio-Visual Center 6902 E Greenway Pkwy Scottsdale, AZ 85254 Direct: 480-624-1014 Fax: 480-624-1013	We require proof of your tax exempt status. Pls include your exemption form with this request.	Wall outlets are not part of meeting space. Separate outlets must be ordered for each meeting or booth to be connected. All materials and equipment furnished remain property of the Hotel. Local Ordinance prohibits more than four (4) connections per outlet box to prevent overloading of circuits. When requesting special plug in / receptacles to NEMA configuration, number is required. We reserve the right to refuse connections to hazardous wiring and equipment. All vehicles to be displayed inside the Resort are required to be emptied of fuel and battery disconnected prior to entrance. Banners/Signage: any damages incurred to walls or ceiling due to tape, bails, and/or screws will result in additional charges for the repairs of such damages. Electrical questions should be directed to the Audio Visual Department at (480) 624-1014.				
	Thank you for your patronage!					

Please do not place any credit card information on this form.
We will email you with a request for payment via a secure internet link. Thank you.

BLANK INSIDE BACK COVER

... *Future Dates* ...



RMSO / SWSO Joint Meeting
The Eldorado Hotel and Spa &
Santa Fe Community Convention Center
Santa Fe, NM
September 15-18, 2016



Constituent
American Association of **Orthodontists**