



FREQUENTLY ASKED QUESTIONS

The following are questions commonly asked by our exhibitors. If one of your questions is not listed below, please contact us and we will gladly assist you.

Where can I find a copy of the exhibit booth application?

The exhibit booth application is located on our website at rmdonline.com.

How should I submit my application for space?

You can download and submit a printed application by mail or fax or submit online at rmdonline.com. If paying by check, your application can be submitted by mail only.

What is included with our booth space?

Booth rental includes a standard booth identification sign (black and white, 26 characters), 10 booth personnel badges per 10' X 10' space, listing in the RMDC Onsite Guide, free shuttle bus service, Exhibitor Lounge privileges and a complimentary furniture package (one draped table or counter, one black chair or stool and one wastebasket). You must request the furniture package from **Freeman** by **December 31, 2019**. It is NOT ordered for you. Please note that booth space is not carpeted.

What is NOT included in the price of a booth?

The booth price does not include carpet, additional tables and chairs beyond the complimentary furniture package (which must be ordered separately), electrical, internet, material handling, shipping, etc. These supplies may be ordered directly through the Exhibitor Service Center (ESC) at rmdonline.com.

How do I register my company employees?

You may register your booth personnel online at rmdonline.com. Exhibiting companies may register up to 10 employees for each 10' X 10' space reserved. **Exhibitor registration is not permitted for exhibitors' clients or customers.** Exhibitors will be charged the appropriate rate for employees beyond the number allowed. Exhibitors must register booth personnel by **January 10, 2020**.

May I order exhibitor services online?

Yes, all exhibitor services can be requested through the Exhibitor Service Center (ESC) at rmdonline.com. A user name and password will be emailed to your company's main contact along with the booth assignment in June 2019.

May I make sales on the show floor?

Sales or other transactions by exhibitors are limited and restricted to taking written orders for future delivery. Under no circumstances shall goods be delivered nor shall any cash, credit purchase, or check be issued at any exhibit unless you prominently display a current City & County of Denver Sales Tax License.

Do I need to have someone at my booth at all times?

Yes, booths are required to be staffed during show open hours.

Where do I ship my exhibit?

Freeman will accept shipments between December 16, 2019 and January 14, 2020. Shipments must be prepaid and addressed as follows:

(COMPANY NAME AND BOOTH #)
Rocky Mountain Dental Convention
c/o Freeman
4493 Florence Street
Denver, CO 80238

Direct shipments to the Colorado Convention Center must **NOT** arrive at the exhibit facility prior to 8:00am on January 22, 2020. **Shipments arriving prior to January 22, 2020 will be refused.** Shipments to the Colorado Convention Center should be addressed as follows:

(COMPANY NAME AND BOOTH #)
Rocky Mountain Dental Convention
c/o Freeman
Colorado Convention Center
700 14th Street, Champa Street Dock
Denver, CO 80202

May I hand carry my booth materials on the Expo Hall floor?

You may hand carry materials to your booth. Any material that requires the use of a dolly, forklift, etc. **MUST BE** handled by the Denver Theatrical Stage Employees Union Local 7 and arranged through Freeman.

Are children permitted in the Expo Hall?

Children are permitted in the Expo Hall **ONLY** during open hall hours. However, an adult must accompany all children under the age of 18 while in the Expo Hall. Parents taking children into the Expo Hall do so at their own risk. Neither MDDS nor the Colorado Convention Center will be responsible for injury that may occur to children from any cause whatsoever while they are in the Expo Hall. **Children are NOT permitted in the Expo Hall during move-in or move-out. Children found in the Expo Hall during move-in or move-out will be required to leave immediately. NO EXCEPTIONS to this policy will be permitted, so please make arrangements for children in advance.**

May I break down my booth before the show closes?

No. Packing of equipment, materials, or the exhibit cannot begin until 2:00pm on Saturday, January 25, 2020. Companies that begin packing their equipment could risk losing their space at future Rocky Mountain Dental Conventions.