

GUIDE FOR EXHIBIT HOSTING

Acting as an Exhibit Host requires a one-day commitment. You will receive an assigned group of vendors in the Expo Hall to visit and obtain their feedback. The RMDC is one of the few shows to extend this service and has an outstanding reputation for the attention exhibitors receive from our volunteers.

Please read this guide carefully, as it contains important details about Exhibit Hosting. You may also wish to bring a copy for reference during the convention.

IMPORTANT NOTE: Only dentists may serve as Exhibit Hosts.



YOUR ROLE AS AN EXHIBIT HOST

Host Responsibilities

Exhibit Hosts visit exhibitors at their booths, thank them for participating, ask how the show is going and request their feedback. Report any problems or concerns to the Exhibits Chair or MDDS Staff.

Host Assignments

Please submit your desired day(s) to Spencer Molnar, Manager of Events & Business Partnerships, at exhibits@mddsdentist.com.

Host Perks

MDDS appreciates your time and service and gladly offers one (1) VIP Hospitality Lounge pass to each Exhibit Host on the day(s) you volunteer. The VIP Hospitality Lounge serves as a retreat and provides complimentary continental breakfast, lunch and snacks.

Exhibitor Critique Meeting

All exhibitors are invited to attend the Exhibitor Critique Meeting on Saturday, from 9:00am–10:00am with MDDS Staff and service providers to offer feedback on the convention. Please encourage the exhibitors you visit to attend.

YOUR DAY AS AN EXHIBIT HOST

Day of Assignment

- Pick up your Exhibit Host packet from Exhibitor Registration in Lobby D.
- Visit each booth highlighted in your packet.
- Exhibitor Lounge is located outside the Expo Hall and is accessible to all exhibitors.
- Serve as the “eyes and ears” of the RMDC. We ask you to stay alert and to:
 - Watch for any suspicious people or behavior.
 - Be mindful of people who don’t seem to belong/stand out from the rest of the group.
 - Be aware of the physical environment – exit locations, etc.
 - Listen to your “gut.” If a situation doesn’t “feel” right, it likely isn’t.



- Lost & Found is located in the Colorado Convention Center Security Office in Lobby B.
- Mother’s rooms are available. Please request at Information counter in Lobby D.
- If there are any issues or questions you are unable to answer, call (303) 228-8214 or direct to Exhibitor Registration in Lobby D.

RMDC EVENTS

You can remind the exhibitors you speak to about the following events.

- *Expo Hall Receptions* – Thursday AND Friday from 4:00pm-6:00pm in the Expo Hall. Complimentary beer, wine and soda while supplies last.
- *Friday Night Party* – Friday evening from 6:00pm-8:30pm at the Hyatt Regency, Capitol Ballroom.

QUESTIONS

If you have additional questions about Exhibit Hosting, please contact Spencer Molnar, Manager of Events & Business Partnerships, at exhibits@mddsdentist.com or (303) 488-9700 ext. 3271.

