



**The Thomas P. Hinman Dental Meeting**  
**Exhibit Rules & Regulations**  
**March 21 -23, 2024**

***Completing the application and checking the acceptance box on the interactive form confirms acceptance of these rules.***

The Hinman Dental Society of Atlanta, Inc. (the “Society” or “Hinman”) is the host of The Thomas P. Hinman Dental Meeting (the “Meeting”). The Exhibits Committee is a committee comprised of members of the Society.

**1. SPACE ASSIGNMENT**

Exhibit space is assigned based on accrued priority points and/or booth configuration. In addition to previously accrued priority points, a company will earn one priority point for each of the following:

- Consecutive year of exhibiting as the primary contract holder with the Meeting.
- Taking the post-show Exhibitor Survey.
- Booking hotel room(s) within the official Hinman room blocks (see Section 6 of these Rules and Regulations).
- Submitting the 2024 Meeting booth application during the official 2023 Meeting dates of March 16-18, 2022.

\*\* Priority points were not awarded in 2020 and 2021 due to the pandemic.

**2. RESTRICTIONS**

- Hinman reserves the right to prohibit any action by an exhibitor that is contrary to the policy or purpose of the Meeting.
- Exhibitors shall be governed by, and, by registering as an exhibitor agree to abide by, the [Hinman Code of Conduct](#). Each exhibitor bears the sole responsibility for ensuring that each and every one of its personnel and guests present at the Meeting read, understand, and abide by the Hinman Code of Conduct. Hinman reserves the right to eject an exhibitor from the Meeting or bar an exhibitor from future Hinman events if an exhibitor’s staff, representative, or guest violates the Hinman Code of Conduct.
- Purchases of exhibition space are subject to the receipt, review, and approval of the Exhibits Committee of the Meeting. Hinman reserves the right, in the Exhibits Committee’s sole discretion and for any reason, to accept or reject any application for exhibition space.
- Hinman further reserves the right to relocate or reassign exhibition booths at any time for the overall benefit of the Meeting. Hinman further reserves the right to prohibit any action by an exhibitor that is contrary to the policy or purpose of the Meeting and to eject any exhibitor for such action.

**3. REGULATIONS**

***Company Mergers, Acquisitions, or Consolidations:*** The surviving company of a merger, acquisition, consolidation, or other combination of two or more exhibiting companies will retain only the priority points of the involved exhibiting company with the highest number of priority points. Written documentation of the merger, acquisition, consolidation, or other combination must be presented to the Exhibits Manager with space application.

***Online Exhibitor Listing:*** By registering as an exhibitor at the Meeting, exhibitors consent to Hinman’s online listing of exhibitor’s information on its Exhibitor List.

***Live Demonstrations:*** Exhibitors may not, under any circumstance, practice dentistry or perform live demonstrations upon patients or live models which require a dental license or the presence of or supervision by a licensed dentist or dental hygienist as required in the Georgia Dental Practice Act and Rules of the Georgia Board of Dentistry.

***Hinman Logo:*** The names “Hinman” and “The Thomas P. Hinman Dental Meeting” and the logo of The Thomas P. Hinman Dental Meeting are registered trademarks of the Society and shall not be used without written permission from the Society.

***Subletting Space:*** No exhibitor will be allowed to sublet exhibit space, or a fraction thereof, to another company or individual without written permission of the Exhibits Manager.

***Space Rental:*** All activities of the exhibitor must be confined to the booth space rented. There shall be no business activities to be conducted in the aisle space, lobby, or any other areas outside of the exhibitor space contracted. Aisles must not be obstructed at any time.

***Solicitation by non-exhibitors is prohibited:*** Firms and representatives not assigned exhibit space are prohibited from soliciting business in any form at the Meeting site or at any component event of the Meeting. Any impermissible solicitations should be reported to the Exhibits Manager as soon as possible.

***Removal of Comments:*** Hinman, in its sole discretion, reserves the right to delete without notice any comment or posting on its social media or event chat features or similar content that it deems violative of these Exhibit Rules and Regulations.

***Exhibitor Set-up and Dismantle:*** Any space not completely set up by 7 p.m. on Wednesday, March 20, 2024 will be regarded as abandoned and may be resold or reassigned by Hinman, and the exhibitor will not be provided any refund. If the Exhibitor will be delayed due to weather or any other circumstance, they must notify the Exhibits Manager in writing before the above-referenced deadline to avoid having their booth space regarded as abandoned.

No exhibitor shall be allowed to remove his or her exhibit or any part of it until the close of the exhibition at 3 p.m. on Saturday, March 23, 2024. Any company disregarding this rule may be denied their priority space for the following Meeting.

***Exhibitor Hall Access Hours***

Exhibitors who are properly badged may obtain access to the exhibit hall based on the following schedule:

Tuesday, March 19:	8 a.m. – 8 p.m.	Friday, March 22:	8 a.m. – 6:30 p.m.
Wednesday, March 20:	8 a.m. – 8 p.m.	Saturday, March 23:	8 a.m. – 10 p.m.
Thursday, March 21:	8 a.m. – 5:30 p.m.	Sunday, March 24:	8 a.m. – 4 p.m.

**Contests/Prizes:** Any prize contest request must be submitted in writing to the Exhibits Manager by January 16, 2024, to be approved by the Exhibits Manager. Contests sponsored on the exhibit hall floor must be promoted in a manner that does not interfere with or distract surrounding exhibitors. Any prize contest must be conducted in accordance with Georgia law. Please consult your own counsel if you have any questions. Exhibitor shall bear all responsibility for compliance with Georgia law.

**Music/Sound/Scents/Booth Presentations:** Sound and scent devices and odors generated by surgical, electrosurgical and product demonstrations must be at such a level as not to interfere with normal business in adjoining booths. Appropriate odor-limiting devices should be used. Use of live or recorded music is prohibited without express written permission of the Exhibits Manager.

**Exhibitor Appointed Contractors:** If an exhibitor appoints a contractor other than the official contractor to install and/or dismantle its exhibit, an Exhibitor-Appointed Contractor (EAC) form must be submitted to the Exhibits Manager by February 14, 2024. A certificate of insurance must be furnished by the exhibitor appointed contractor, and the exhibitor must assume liability for said appointed contractor.

**Exhibitor Events:** No exhibitor shall host or sponsor any program or event during the Meeting and/or exhibit hours. No exhibitor shall offer continuing education during the Meeting and/or exhibit hours. Please be aware that exhibitors shall not utilize speakers who are on speaking at the current Meeting, as the agreement for all clinicians speaking at the Meeting prohibits them from accepting any other speaking engagements in the metropolitan Atlanta area 60 days prior to through the end of the 2024 Meeting.

**Children and Youth:** Persons under the age of 21 may attend the Meeting and must register to attend under the following terms.

**Children (under the age of 12):**

- May register for and attend age-appropriate special events and visit the exhibit hall
- May not attend lectures

**Youth (ages 12 – 21):**

- May register for and attend special events and lectures and visit the exhibit hall

**Facility Maintenance**

- a. The Georgia World Congress Center is a non-smoking facility. Smoking is prohibited throughout the facility including the exhibit hall and including move-in and move-out hours. All exhibits must conform to fire regulations prescribed by the City of Atlanta Fire Department, the Georgia Office of Insurance and Safety Fire Commissioner, and all other relevant entities.
- b. No crates, packing materials or wooden boxes shall be stored on the exhibit hall floor; they must be removed from the property by the show contractor. All drapes, curtains, table coverings, skirts, carpet and materials used in exhibits must be flame retardant.
- c. Exhibitors must not injure or deface walls or floors of the building, the booths, or equipment of the booths. Should such damage appear, the exhibitor shall be solely and fully liable to the owner of the property that is damaged. Adhesive-backed decals and stickers shall not be distributed anywhere on the premises.
- d. Helium balloons are prohibited.
- e. Any vehicle on display shall have a full fuel tank. A gas cap must be in place, or the tank must be adequately sealed off. Battery cables must be disconnected and taped to avoid sparking.
- f. Levy Food Services, Inc. is the exclusive caterer for all food and beverage services at the Georgia World Congress Center.
- g. Neither the Meeting, nor the Society, nor the service contractor, nor the Georgia World Congress Center, nor the agents, employees, officers, directors, or representatives of any of the foregoing, will be responsible for any injury, loss or damage that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever.

**Alcohol Serving and Consumption:** Exhibitors are permitted to serve alcohol from and/or within the confines of their booth space until the hall closes for the day. Exhibitors acknowledge and understand that persons under the age of 21 may be in attendance, and exhibitors shall accept and bear sole responsibility for obtaining proper identification showing that each person to whom an alcoholic beverage is provided is 21 years of age or older.

**Security:** Security will be provided by Hinman to guard the perimeter of the exhibit hall on a 24-hour basis. Hinman is not responsible for any loss of or damage to exhibitor's property, and exhibitor understands and agrees that the entire risk of loss or damage to exhibitor's property is borne solely by the exhibitor. Exhibitors wishing to contract additional security specifically for their booth to insure against these risks must contact Dupree Security at 404-350-8355.

**4. BOOTH & EQUIPMENT SPECIFICATIONS**

All booths are a 10' x 10' configuration and can be combined to create larger spaces. Each exhibitor is entitled to a reasonable sight line from the aisle regardless of the size of the exhibit. See Regulations for Booth Set-Up on <https://www.hinman.org/Exhibits/Booth-Information>

For an inline booth, the back drape will be 8' high with 3' high side rails. The side panels of the displays may not exceed 8' in height for more than half the distance forward from the back rail, so as not to block adjoining displays. No solid exhibit construction will be permitted to exceed 4' in height except in the back half of the booth.

Peninsula booths must also allow for line of sight to neighboring exhibits and must be set in accordance with the Regulations for Booth Set-Up on <https://www.hinman.org/Exhibits/Booth-Information>.

Since an island booth is automatically separated the width of an aisle from all neighboring exhibits, full use of the floor space is permitted.

**Flooring:** Exhibitor must securely cover the entire floor space of exhibitor's booth with either carpet or another floor covering. Concrete floor shall not be exposed.

**Booth Height Restrictions:** The maximum height for an inline booth 10' x 10' display is 8'. The maximum height for a perimeter booth is 12'. The maximum height for a peninsula booth and an island booth is 20'. These restrictions will be strictly enforced.

**Signs:** Hanging signs are permitted only for peninsula and island booths. The rigging of the signage must be ordered through the official general service contractor, Freeman. The maximum hanging signage height for island booths is 24' from floor to top of the sign. Maximum hanging signage height for peninsula booths is 20' from floor to top of the sign. Hanging signs for island and peninsula booths must hang from the ceiling and cannot be attached to or supported by the booth structure on the floor.

**5. REGISTRATION**

No individual will be issued a badge unless that person is an employee of the company in whose name the space is leased or by special permission of the Exhibits Manager. For each 10' x 10' booth purchased, exhibitors will receive ten complimentary personnel badges. Any registrant over the ten personnel limits must pay a \$50.00 charge per person. All exhibitors must register and wear the appropriate badge. Exhibitors must go online to Hinman Exhibitor Portal to pre-register by February 14, 2024. Badges will be mailed to all exhibitors who pre-register their booth personnel by the March 1, 2024 deadline. Exhibitors may choose to have their badges held for pick-up on site. All late registrants must pick up their badges on site at the Exhibitor Registration Desk beginning on Wednesday, March 20, 2024. ALL GUESTS MUST REGISTER ON SITE AT THE MAIN REGISTRATION DESK AND MUST PAY A \$75.00 GUEST FEE.

**6. HOUSING**

EventSphere is the only official housing provider for the Meeting. Exhibitors are encouraged to book hotel rooms in the Hinman room blocks, which can be accessed only through the link on the Meeting website or by calling 800-243-1581. *Because the Meeting exhibitor list is available online, exhibitors may receive solicitations from third parties that are not affiliated with or endorsed by Hinman or EventSphere.* Hinman strongly recommends that you always start at [Hinman.org](http://Hinman.org) to ensure that you are receiving Hinman-approved information and that you closely scrutinize any other website that appears to be related to Hinman. *Housing poachers and pirates are a very real problem in the meeting industry and may result in your paying more for your hotel room or being scammed out of a hotel room or your payment.* Should you be contacted by someone other than EventSphere or should you find a housing website that appears to be connected to Hinman but seems questionable, please report such information by emailing [hinman@eventsphere.com](mailto:hinman@eventsphere.com) or calling 864-208-2467.

**7. TERMS OF PAYMENT**

A deposit of \$500.00 per 10’ x 10’ booth space is due upon submitting the Exhibit Space application, and the remaining 50% deposit of the total booth cost is due 30 days following your booth assignment. Companies eligible for the first round of booth assignments must complete an online form by midnight on June 1, 2023 to be included in the first round. If booth deposit is made by check, please make all checks payable to THE THOMAS P. HINMAN DENTAL MEETING and mail to 33 Lenox Pointe, Atlanta, Georgia 30324-3172.

Online applications will not be treated as complete until Hinman receives the deposit referenced above. Booth Confirmations will be emailed as the booths are assigned.

Any applications received after January 16, 2024, must be accompanied by payment in full. No exceptions.

**Cancellation by Exhibitor:** Cancellations or downsizing of booth space must be submitted in writing.

<b>Time Period:</b>	<b>Amount Refunded:</b>
Booth Cancellations on or before December 1, 2023	Full refund of monies paid
Cancellations between December 2, 2023 – January 16, 2024	Monies paid minus a \$500.00 administration fee per 10’ x 10’ booth
Cancellation on or after January 17, 2024	No refunds

Space not paid for in accordance with the dates and terms set forth herein may result in cancellation of booth space, and Hinman will have the right to dispose of the exhibit space and privileges without liability. The balance is due on or before January 16, 2024.

If, at any time, an exhibitor cancels all assigned exhibit space, exhibitor will forfeit that year’s priority points and any non-exhibiting year’s seniority points thereafter. The total loss of seniority points for non-exhibiting years will be subtracted from the total at reapplication. Special circumstances will be considered by the Exhibits Manager and the Technical Exhibits Committee.

**Cancellation or Postponement of Meeting:** In the event the meeting or exhibit hall is cancelled or does not take place for any reason, including but not limited to circumstances that interfere with the ability of Meeting attendees to travel to or around Atlanta, Hinman shall be liable to exhibitor only for a refund of booth rental already paid and shall not, in any event, be liable for any consequential losses, lost profits, travel costs, cost of food and lodging, or any other such losses.

In the event that a portion of the Meeting is cancelled after the Meeting has begun, exhibitor will be refunded only a pro-rata portion of the booth rental already paid based upon the number of days that the Meeting operates compared to the number of days that the Meeting was scheduled to operate. Hinman shall not be liable for any other exhibitor expenses, consequential losses, lost profits, travel costs, cost of food and lodging, or any other such losses or claims including but not limited to any claims related to the cancellation or postponement of the meeting. The exhibitor, on signing this application, expressly releases the Society, the Meeting, and all of their respective members, officers, directors, employees, agents, and representatives from any and all claims for such loss, damage or injury.

**8. INDEMNIFICATION AND LIABILITY INSURANCE**

Exhibitor does hereby agree to indemnify, defend and hold harmless the Society, the Meeting and all of their respective members, officers, directors, employees, agents, and representatives from and against any and all claims, damages, actions, costs, losses and expenses, including attorney’s fees incurred on account of personal injury, death, or damages to or loss of, property in connection with the Meeting or exhibitor’s attendance at said Meeting. In no event shall the liability of the Society or the Meeting to the exhibitor exceed the amount of exhibitor’s booth rental actually paid by the exhibitor to Hinman.

**Certificate of Insurance:** With the application and contract for exhibit space, every exhibitor agrees to provide Hinman with a certificate of liability insurance by a carrier authorized to do business in the state of Georgia. The Certificate must show evidence of paid-up general liability insurance coverage in place covering the dates March 18, 2024 through March 24, 2024 and having minimum limits of \$1,000,000.00 for each claim in support of exhibitor’s aforesaid agreement to indemnify, defend and hold harmless The Hinman Dental Society of Atlanta, Inc., The Thomas P. Hinman Dental Meeting, and all of their respective members, officers, directors, employees, agents, and representatives against said above stated hazards and exposures.

The certificates of insurance shall name the exhibitor as the Insured and the Certificate Holder shall be the additional named insureds as follows:

The Thomas P. Hinman Dental Meeting and The Hinman Dental Society of Atlanta, Inc., and their respective members, officers, directors, employees, agents, and representatives, Attn: Exhibits Manager, 33 Lenox Pointe, Atlanta, GA 30324-3172. Original certificate is due by January 16, 2024.

No exhibitor shall set up their booth or exhibit unless they have provided the Exhibits Manager with a Certificate of Insurance.

**9. VIOLATIONS**

These rules and regulations are to be construed as part of all space contracts. Signing of the application or completing an application online and signing the contract confirms acceptance of these rules. Hinman reserves the right to interpret them as well as to make final decisions on all points the rules and regulations do not cover. This Section 9 does not apply to violations of the Hinman Code of Conduct, which will be handled in accordance with the terms of same.

**Please address all correspondence to:**

Wendy McGar, 33 Lenox Pointe, Atlanta, Georgia 30324-3172/ [wmcgar@hinman.org](mailto:wmcgar@hinman.org) / (404) 231-1476 Exhibits / (404) 231-9638 Fax