



**SASKATCHEWAN DENTAL CONFERENCE**  
**Conexus Arts Centre - Regina**  
**September 20-21, 2024**

# EXHIBITOR PACKAGE

We look forward to welcoming you to the 2024 Saskatchewan Dental Conference (formerly Saskatchewan Oral Health Conference) at the Conexus Arts Centre in Regina on September 20-21, 2024.

The College of Dental Surgeons of Saskatchewan's dental conference dates back to the early 2000s. This conference is dedicated to exploring the challenges of dentistry, focusing on collaboration and knowledge transfer to share ideas on new developments and technologies that allow this industry to grow and excel together.

Every year we strive to give an exceptional all-around experience for dentists and their teams. This includes curated sessions featuring dynamic speakers, engaging topics, and an inclusive environment to connect, learn and grow. Our vibrant trade show offers valuable opportunities to connect with attendees and explore innovative products and services.

**We invite you to participate as an exhibitor and help us host this esteemed event!**



  
The College of  
**Dental Surgeons**  
of Saskatchewan

# TABLE OF CONTENTS

## **Exhibitor Details...1**

- Booth Rental...1
- Conference Program...2
- Trade Show Hours...2
- Exhibitor Lanyards...2
- Past Numbers...2
- Venue Wifi...2
- Shipping...3
- Additional Power and Booth Furnishings...3

## **Exhibitor Guidelines and Conduct...4**

- General...4
- Insurance...5
- Food and Beverage Sampling...5

## **How to Register...6**

- Online Registration...6
- Cancellation Policy...6
- Contact Us...6

## **Hotel Blocks...7**

## **Hub City Display Exhibitor Kit Forms...8**

# EXHIBITOR DETAILS

## Booth Rental Pricing

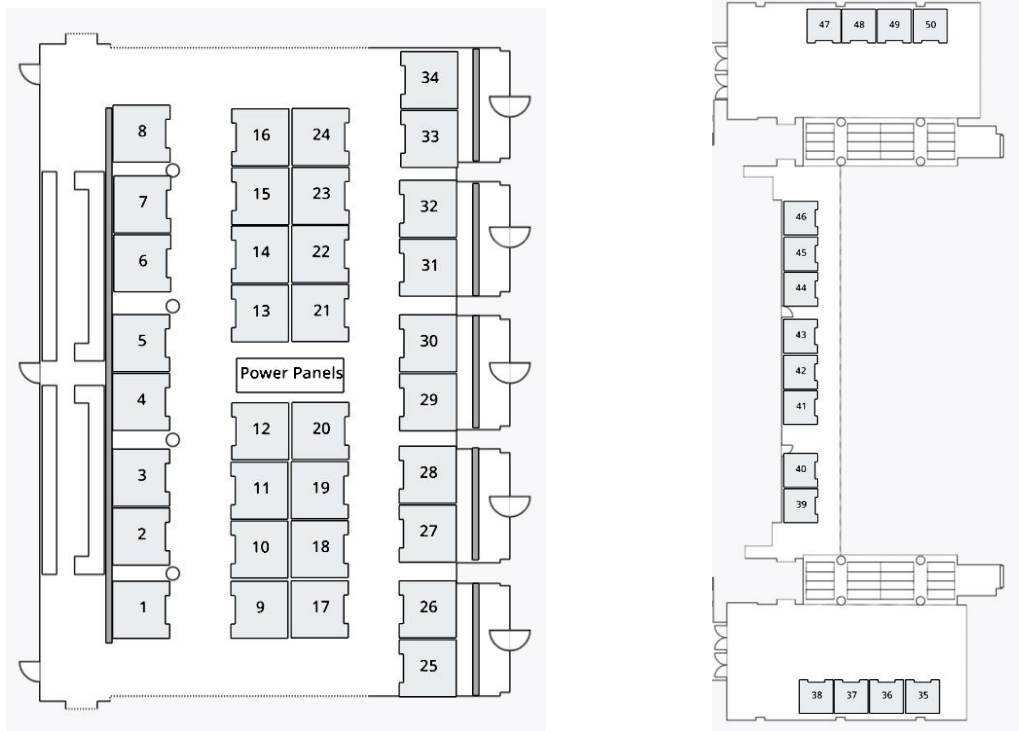
**\$2,500 includes the following:**

- Complimentary buyer's guide listing in the conference program
- A 8'L x 8'W booth space, pipe & draped back wall (8'high) and side walls (4'high)
- A draped 6' table and two chairs, 600-watt duplex outlet
- Maximum two company representatives per booth. If you wish to have more than 2 people representing your company at your booth you will be charged an additional fee per person.

**Note:** Proof of certificate of insurance will need to be provided by **September 7, 2024** to participate in the conference. *More details on page 5.*

The exhibition floor plan will be published after the application deadline of **July 30, 2024**. The final allocation of the exhibition space depends on the number and size of the applications received. The floor plans will be distributed to participating companies in **August 2024**, in the order in which applications were received with a request to select one of the exhibition slots still available and to finalize arrangements.

*Below is a tentative map of the vendor booth layout. This layout is subject to change.*



Sponsor a session speaker for \$3,500 and get a FREE booth!  
Email [conference@saskdentists.com](mailto:conference@saskdentists.com) for more info!

# EXHIBITOR DETAILS

All exhibitors must be set-up by **10:00AM on Friday, September 20, 2024.**

No booth may be dismantled earlier than **12:00PM on Saturday, September 21, 2024.**

## Conference Program

Within the Conference Program, we will list all trade show exhibitors by business name and booth number along with one contact person. This will be taken from the information you provide at registration.

Conference Program advertising space available. Email [conference@saskdentists.com](mailto:conference@saskdentists.com) for more info!

## Trade Show Hours

### Friday, September 20, 2024

Exhibitor Registration 7:00 - 9:00AM

Set-Up 7:00 - 10:00AM

Trade Show 12:00 - 9:00PM

### Saturday, September 21, 2024

Trade Show 8:00AM - 12:00PM

Take Down 12:00 PM - Onward

## Exhibitor Lanyards

With your purchase of a booth you are allowed 2 complimentary representatives per booth space. If you have more than 2 reps attending, additional rep registrations can be purchased.

At the beginning of the trade show, your organization will receive Exhibitor Lanyards for each representative. You will be responsible for your Exhibitor Lanyards and making sure they are worn at all times. If a staff member leaves during the day or evening with no intention of returning, they can leave their lanyard at the registration table.

## Past Numbers

### Attendees

2022 - 592 registered, 263 dentists

2023 - 398 registered, 129 dentists

### Exhibitors

2022 - 50 companies

2023 - 47 companies

## Venue Wifi

Network: CACSselectGuest

Password: CAC2022!

Conference Program advertising opportunities available!  
Email [conference@saskdentists.com](mailto:conference@saskdentists.com) for more info!



# EXHIBITOR DETAILS

## Shipping

All trade show items will be shipped to Hub City Display, our trade show supplier. Hub City Display then will place all material and items at your trade show booth at Conexus. At the end of this package you will find a Material Handling Order Form that will give instructions on how to ship. Shipped items must be sent to the Hub City Display Warehouse by **Wednesday, September 18, 2024 at 5PM**. If you have any questions, you can call Carol Baker directly at Hub City Display at (306) 653-4409 or e-mail [carolb@hubcitydisplay.com](mailto:carolb@hubcitydisplay.com).

If a carrier other than Hub City Display is used, you need to ensure that outgoing shipments are picked up no later than **4:00PM on Saturday, September 21, 2024**. Any items left behind at the end of the conference will be shipped COD.

On the day of the trade show, exhibitors can park in any of the lots and can use the main entrance (North side) to bring in their materials. (see map)

For larger items, please coordinate with our team by emailing [conference@saskdentists.com](mailto:conference@saskdentists.com).



## Additional Power and Booth Furnishings

Each booth comes with a 600-watt duplex outlet. If you require additional power, please email [conference@saskdentists.com](mailto:conference@saskdentists.com) and let us know no later than **Friday, July 19, 2024**.

If you require any additional trade show needs, Hub City Display will be able to help. You can save and receive pre-show pricing by placing your order before end-of-day **Friday, September 6th, 2024**. *More details on page 8.*

# EXHIBITOR GUIDELINES & CONDUCT

## General

- Booths are to be occupied by one company only.
- The conference committee reserves the right to refuse participation in the Trade Show due to inappropriate materials or refusal to comply with the venue's requirements. No refunds will be issued in this circumstance.
- Exhibit booths and other structures must not have a roof, a ceiling or other enclosure that would prevent the sprinkler system from protecting the booth area. All decorative materials must be made from a nonflammable material or treated and maintained in flame-retardant condition. Aisles and exits must be kept clean and clear of obstructions, maintaining an aisle width of at least 10 feet at all times.
- Empty cardboard boxes cannot be stored in or behind the booth area and all extension cords must have grounded plugs.
- Hazardous materials, flammable/combustible liquids and compressed flammable gases, candles are PROHIBITED inside the building.
- No DISPLAY materials, except hand carried, may be moved through the exhibit area after the trade show's opening.
- The trade show area is carpeted.
- Exhibitors must have prior written approval by the Events office before affixing any signage or decorations on ceilings, floors, walls, painted surface, fabric or lecterns. Exhibitors may use painter's tape or sticky tack without written approval. The venue will have some easels on hand for exhibitors to use to display signage if needed. First come, first serve.
- Glitter, decals, gum, confetti and stickers may not be distributed or affixed inside the facility or near the exterior. Helium balloons are allowed only when they are securely anchored to exhibits.





# EXHIBITOR GUIDELINES & CONDUCT

## Insurance

All exhibitors are required to carry their own insurance; a minimum of \$2,000,000 and must provide a copy of the Proof of Certificate of Liability Insurance to the Saskatchewan Dental Conference prior to move-in on September 20, 2024.

**Description:**

2024 Saskatchewan Dental Conference  
Conexus Arts Centre  
200 Lakeshore Dr, Regina, SK S4S 7L3  
September 20-21, 2024

**Certificate Holder:**

College of Dental Surgeons of  
Saskatchewan  
201 1st Ave S - 1202 The Tower at Midtown  
Saskatoon, SK S7K 1J5

If you require an additional insurer, please use College of Dental Surgeons of Saskatchewan.

## Food and Beverage Sampling

Exhibitors may dispense or serve a free sample of a food product, non-alcoholic beverage, or other type of product provided the product is one that is made or sold in the regular course of business by the exhibitors.

In the event an exhibitor plans to bring in outside food or non-alcoholic beverages, they must follow the SHA's rules found here: [www.saskhealthauthority.ca/your-health/conditions-illnesses-services-wellness/all-z/food-safety/temporary-food-events](http://www.saskhealthauthority.ca/your-health/conditions-illnesses-services-wellness/all-z/food-safety/temporary-food-events)



# HOW TO REGISTER

## Online Registration

Register as a vendor online at [www.saskdentalconference.ca](http://www.saskdentalconference.ca).

After you submit your booth registration online and select how many booths you would like, submit your registration which will prompt you to complete payment. Once payment is completed, CDSS will review and approve your registration. Final booth number/placement will be announced in August. You will have access to your registered account once it is created, from there, you can edit your information and register your two complimentary booth representatives plus any additional reps for a fee.

## Cancellation Policy

Payments will be refunded if cancellation notice is received in writing on or before **August 15, 2024**. Cancellations after **August 15, 2024** will be subject to a 50% charge on the total contract prices and no refunds will be made for cancellations after **August 20, 2024**. Spaces abandoned or not occupied at the time of the show's opening may be repossessed without indemnity and reassigned by the College of Dental Surgeons of Saskatchewan for exhibits or other use.

## Contact Us

If you require further information please contact the conference team by email at [conference@saskdentists.com](mailto:conference@saskdentists.com).





# HOTELS

Book one the following hotels using the links below to receive preferred pricing on rooms.

## **The Hotel Saskatchewan, Autograph Collection**

2125 Victoria Avenue, Regina

+1 306-522-7691

[Book the Hotel Saskatchewan here!](#)

## **Atlas Hotel**

4177 Albert Street, Regina

+1 306-586-3443

[Book the Atlas here!](#)

## **Fairfield by Marriott**

3915 Albert Street, Regina

+1 306-545-9777

[Book the Fairfield here!](#)



# HUB CITY DISPLAY EXHIBITOR KIT FORMS

Hub City Display  
1740 Ontario Avenue  
Saskatoon, SK. S7K 1T1  
PH: 306-653-3705  
SASKATCHEWAN DENTAL CONFERENCE  
CONEXUS ARTS CENTRE (REGINA)  
SEPTEMBER 20TH – 21ST, 2024

Dear Exhibitor:

**Hub City Display** is proud to once again be the Official Display Contractor for the **2024 Saskatchewan Dental Conference**.

At this event your 8'x8' exhibit space includes:  
8' high back drape  
4' high side drape  
1 – 6' skirted table  
2 – folding chairs

We have a vast selection of furniture, carpeting, lighting, and various specialty items available for rent. We also offer janitorial, labour, and material handling services. Should you wish to achieve a more professional look to your booth, Hub City Display custom designs hard wall show booths to meet our customer's specific requirements.

You will note on the order forms there are two sets of pricing: **Pre-Show and Late Order**. *To qualify for the pre-show discount pricing, we must have your clear and concise order in our office before end of day, Tuesday, September 3rd, at 5:00pm.* This facilitates an organized set up of your booth with the added benefit of reduced pricing. No refunds will be issued once the service or product is provided.

**Hub City Display requests that all orders be prepaid in full; no orders will be processed until full payment has been received.** A receipt detailing your request will be provided to you after the order & payment is processed.

Hub City Display will have a service desk on site during your set up for any last-minute needs. **Pre-ordering reduces your wait time at set-up and saves you money.**

Should you require our *Material Handling Services* we require your freight to be sent to our warehouse (address noted above) by *Wednesday, September 18th, 2024* (warehouse hours are Monday-Friday/8:30 am – 5:00 pm). We do accept freight up until 20 days prior to the event date.

Should you require any further information or clarification, please call Carol Baker directly at (306) 653-4409 or e-mail [carolb@hubcitydisplay.com](mailto:carolb@hubcitydisplay.com) I will be happy to help you.

On behalf of **Hub City Display**, we wish you a successful show!

Visit the [Hub City Display](#) page on our registration website to download the following forms:

- Material Handling
- Furniture Rental
- Carpet Rental
- Display Booth Rental
- Custom Labour

