



CONVENTION & SHOW SERVICES

1250 John A Papalas Dr., Lincoln Park, MI 48146  
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National Dental Association  
Annual Convention

Rosen Centre Hotel – Grand Ballroom C, D, E  
Orlando, FL  
July 11 – 15, 2018



Dear Exhibitor,

Convention & Show Services, Inc. (CSS) is pleased to be the Official Services Contractor for the **2018 National Dental Association Annual Convention** to be held in the Grand Ballroom C, D, E at the Rosen Centre Hotel.

EVENT SCHEDULE				
Install:	Thursday	July 12, 2018	11:00 am – 4:00 pm	Exhibitor Move-In
	Friday	July 13, 2018	7:00 am – 8:00 am	Exhibitor Move-In * <b>*NDA APPROVAL REQUIRED</b>
Show Open:	Friday	July 13, 2018	8:00 am – 6:00 pm	Show Open
	Saturday	July 14, 2018	8:00 am – 6:00 pm	Show Open
Dismantle:	Sunday	July 15, 2018	7:00 am – 11:00 am	Exhibitor Move-Out

**Each 8' x 10' Booth will include the following items:**

8' High Back Wall Drape – Red and Gold

3' High Side Rail Drape – Red

One (1) 7"x44" Exhibit I.D. Sign w/ Company Name and Booth #

The Facility **IS** Carpeted – Teal/Gold/Red/Blue Mix

As Services Contractor, for the 2018 Convention, we have enclosed the necessary forms for ordering additional furniture, drayage services, and other requirements. Many exhibitors are unaware of the depth and breadth of products and services offered by CSS. Because we have the insight into the control of the entire show process, we can generally save you time and money by assisting in your pre-show planning.

Please be sure to READ THIS MANUAL. The Exhibitor Manual contains important information in regards to your exhibit. Everyone who will be involved in making your show experience a success should take time to read the manual. **Reading the manual will help you save money and help ensure that you reach your show objectives.** If you don't take the time to read the manual now you may encounter higher costs, frustrating delays, and you may not be able to obtain the services and supplies that you will need.

**To receive ADVANCE RATES, please submit your order no later than Friday, July 6, 2018 by 3:00 pm.**

Payment in full must be received before you will be allowed to move in. Visa, MasterCard, and American Express are accepted for your convenience. Finance charges of 1.5% monthly will be applied to all delinquent accounts.

We would like to thank you for your cooperation. If you have any questions or we can be of any assistance, please feel free to contact our office.

Thank you,

Convention & Show Services, Inc.  
Customer Service Department

Visit us at [www.convshow.com](http://www.convshow.com) for fast and easy online order processing.