

## **Oregon Dental Hygienists' Association**

Policy: **Sponsors and Exhibitors 04-02**

Program: **Conferences and Education**

Effective date: **July 23, 2017**

Last revised date: **July 23, 2017**

**Purpose:** To provide consistent and fair guidelines for all sponsors and exhibitors.

**Policy:** Sponsors and exhibitors shall:

- Support and promote the dental hygiene profession and the organizations of ADHA
- Represent oneself truthfully, professionally and in a non-misleading manner.
- Act and speak in a most professional and ethical manner

The event coordinator will review the policy and make any changes to sponsorship levels annually. The event coordinator will look at the market rate for similar associations and conferences to come up with prices that are a good value for the association as well as the sponsors and exhibitors.

Cancellation policy for exhibitors:

- 180 of days' notice from the start of the event will be given will a full refund.
- Less than 180 days but more than 30 days the exhibitor will receive a full credit to the next event.
- Notice given less than 30 days from the start of the event, the exhibitor will not receive a refund unless granted by the board under special circumstances.
- Prices for the table will be determined by the event coordinator
- All exhibitors will have a table, linen, chair, trash can, and exposure in conference materials depending on level of sponsorship. Benefits will be detailed in the sponsorship opportunities.

ODHA is not responsible for lost, stolen or damaged supplies, equipment, personal belongings or materials.

**Procedure:**

The sponsor and exhibitor committee and association manager will initiate and maintain contact with potential sponsors and exhibitors before, during and after the event.

An invitation email will be sent to prospective exhibitors and followed up by the committee or association manager.

All cancellations must be submitted in writing to: the event coordinator email to: [info@ODHA.org](mailto:info@ODHA.org)