



ROCKY MOUNTAIN  
DENTAL CONVENTION

## Exhibitor On-site Badge Pick-up Instructions

We are pleased to have you joining us for RMDC 2010. Below are a few things to note in order to make your onsite check-in process go smoothly.

### Confirmation Email

All booth personnel pre-registered for RMDC 2010 will receive two confirmation emails. The first email acknowledges receipt of the registration. The second email will contain a confirmation bar code. If personnel in a company have been registered using one email, separate bar code confirmations will be sent for each person to that one email. It is **VERY IMPORTANT** for booth personnel to bring this bar code with them to Exhibitor Registration, as it will help make their check-in process quicker. If you have received the confirmation bar code for other individuals in your company, make sure you forward it to them before arrival.

### Upon Arrival

Upon arrival at the Convention Center, exhibit personnel should bring their bar code to **Exhibitor Registration in Lobby "C."** At the registration counter, you will simply pass the bar code under a self-service scanner and you will receive your badge from the printer. A registration staff member will be there to give you your **'Exhibitor Welcome Packet'**. Be sure to pick-up your packet as it contains important information to help your exhibit experience go smoothly.

### Forgotten Bar Code

If you are pre-registered for RMDC 2010 and have forgotten or did not receive your registration confirmation bar code, you can enter your name in the self-service computer terminal at Exhibitor Registration to print your badge. Again, be sure to get your 'Exhibitor Welcome Packet' from a registration staff member.

### Not Pre-registered

If your company has not pre-registered you for RMDC 2010, a registration staff member will assist you in registering and getting your badge. All booth personnel who are not pre-registered must present proof of employment with their exhibiting company. This can include a company business card or a statement on company letterhead.

If you have any questions about the badge pick-up process or need further convention information, please call Shelly Fava, associate convention director, at (303) 488-9700 or email [exhibits@mddsdentist.com](mailto:exhibits@mddsdentist.com)