



MD-IDEX Booth Session Policies

Held during the PTDA 2026 Industry Summit
Thursday, October 29
10:00 a.m. – 12:00 p.m.
and 2:00 p.m. – 4:00 p.m.

Participation: All PTDA distributor member companies (and qualified prospects) registered for the Industry Summit will be provided with an MD-IDEX booth. PTDA manufacturer member companies and PTDA associate member companies must reserve an MD-IDEX booth to participate.

Controlled Access: Only manufacturer members and associate members with a reserved booth and PTDA-provided MD-IDEX credentials and distributor members and qualified prospects will be admitted into the MD-IDEX session. Trade press may not be admitted into MD-IDEX.

Participation Deadlines:

- **Distributors:** Distributors registered for the Industry Summit by September 25 will be provided with an MD-IDEX booth. For registrations received after this date, booths will be assigned on an as-available basis and may or may not be included in pre-Industry Summit communications to manufacturers. Distributors may request an additional MD-IDEX booth or choose to opt out of MD-IDEX by notifying PTDA before September 23.
- **Manufacturers and Associates:** MD-IDEX booths must be reserved by September 25. Reservations received after this date will be accepted on an as-available basis and may or may not be included in pre-Industry Summit communications to distributors.

Booth Staffing: All firms participating in MD-IDEX must have at least one executive at the national decision-making level at MD-IDEX. All MD-IDEX booths must be staffed during MD-IDEX hours. If no one from a company with a MD-IDEX booth is registered for the event, the booth reservation will be cancelled.

Appointment Scheduling: PTDA does not have an appointment scheduling process for the MD-IDEX.

Industry Summit Registration: Companies reserving MD-IDEX booth space also must register each attending delegate for the Industry Summit. Register online at ptda.org/SummitRegistration after June 3.

Exhibitor Materials

- All literature, equipment and samples permitted must fit on the table provided.
- No signs, banners or other corporate promotional items may be posted outside of the booth or anywhere in the hotel.
- Only PTDA-provided badges, ribbons and lanyards can be worn throughout the Industry Summit and at MD-IDEX.
- MD-IDEX exhibitor credentials must be worn at all times during MD-IDEX.
- Only PTDA manufacturer members may display power transmission product samples.
- Booth participants are responsible for handling shipment of their own samples/literature. Shipping information will be provided with your MD-IDEX confirmation.

Permitted

- Tablecloths
- Literature
- Electrical outlet for laptops only (standard 110 volt) at an additional cost **only available to Manufacturers/Associates **
- Laptop computer with sound turned off or disabled
- Other table-top multi-media with sound turned off or disabled
- Easel back sign/poster (must sit on the table and be no higher than 24" above the table)
- Literature holder (must sit on the table and be no higher than 24" above the table)
- Limited product samples (must fit on the 6' x 2' draped table and be no higher than 24" above)
- No more than two banner stands. Each banner stand may not be more than 4' wide or 8' foot high. Banner stands must be placed flat against the back drape in the booth.

Not Permitted

- Floor mounted exhibit displays
 - Hanging signs or banners; nothing may be affixed to back or side drapes, or the table
 - Product display stands
 - Free-standing literature racks
 - Easels
 - Live/running product demonstrations or displays of any kind
 - Additional furniture of any kind
 - Giveaways
 - Costumes, guest appearances or other gimmicks
-

MD-IDEX Set Up and Tear Down

Manufacturer and Associate Exhibitors

- MD-IDEX set up for exhibitors may begin at 1:00 p.m. Thursday, October 29. Access to the hall is not available in advance.
- Set up must be completed by 2:00 p.m. when PTDA staff will inspect all booths for compliance with the MD-IDEX rules. No additional materials may be brought into the MD-IDEX hall after 2:00 p.m.
- **Manufacturers only:** All booth materials must be dismantled and removed immediately at 4:00 p.m. Dismantle will not be permitted prior to 4:00 p.m.

Distributors

- MD-IDEX set up for distributors may begin at 6:30 a.m. on Thursday, October 29. Access to the hall is not available in advance.
 - Set up must be completed by 8:00 a.m., when PTDA staff will inspect all booths for compliance with the MD-IDEX rules. No additional materials may be brought into the MD-IDEX hall after 8:00 a.m.
 - **Distributors and Associates:** All booth material must be dismantled and removed immediately at 12:00 p.m. Dismantle will not be permitted prior to 12:00 p.m.
-

Exhibitor Cancellation Policy

All booth cancellations must be received in writing. Due to the extensive marketing of your participation in MD-IDEX to PTDA distributor members and the investment in time of assigning space for exhibitors, the following cancellation schedule applies for manufacturer and associate member booth reservations:

Prior to August 17	US\$150 cancellation fee
August 18 to September 25	US\$375 cancellation fee
After September 25	No refund

Limits to Liability

- PTDA shall not be liable to participating MD-IDEX companies for damage or loss of property through fire, theft, accident or any other cause.
- PTDA shall not be held liable to participating MD-IDEX companies, their employees or guests, for personal injury resulting in any way from the products displayed in the MD-IDEX event. Booth participants agree to indemnify and hold harmless PTDA, its members, officers, directors, and employees from all such claims.

Private Meetings

Hosting organized group business meetings or luncheons, hospitality suites, private events or other social events (either on-site or off-site) are not permitted during officially scheduled PTDA or PTDA Foundation functions. The open time during MD-IDEX is not considered an optional time to be used for private meetings outside of the MD-IDEX booth. View our Schedule of Events at ptda.org/SummitSchedule.

No PTDA or PTDA Foundation functions have been scheduled during the evening of Thursday, October 29, to allow for private events. On Thursday, October 29, private on-site events may be held after 4:00 p.m. Transportation to off-site events may begin after 7:00 p.m. For information about available space at The Broadmoor and for food and beverage options, download the [Hospitality Request Form](#); complete and return as indicated on the form.

Associate Members

Associate members may reserve booth space in MD-IDEX and must have at least one representative in their booths for both MD-IDEX sessions on Thursday, October 29. They are not allowed to distribute materials to other booths during MD-IDEX or to show power transmission products. Associate members are able to demonstrate their service/product utilizing computers/Internet access (in compliance with MD-IDEX policies above) and will be allowed to have an electrical connection or other A/V at their expense.

Questions? Contact us at (312) 516-2100 or ptda@ptda.org.