

# OASC 60th Anniversary Annual Spring Conference

## Exhibit, Promotion and Sponsorship Information

**Booth Specifications and Payment:** Services include a six-foot table with skirt and two chairs. Complete the enclosed Exhibitor's Application and return with payment by Friday, January 25, 2019. All sponsor logos and advertisements must also be submitted by Monday, January 21, 2019 to be included in the conference program.

**Assignment of Space:** Preference will be given to the major level sponsors of the Conference. Assignment of other booth spaces will be on a first-paid basis. Every effort will be made to accommodate requests for booth assignments and special needs; however, sponsors purchasing more expensive levels will be given highest considerations. The Planning Committee reserves the right to make changes to the floor plan as deemed necessary at its sole discretion.

**Booth Installation and Dismantling:** Exhibitors can move-in and set-up Sunday, March 17, 2019 from 2:00 P.M. to 5:00 P.M. and dismantle and move-out March 19, 2019 at 10:15A.M.

**Food and Beverage Policy:** The DoubleTree Columbus-Worthington, OH is the sole provider of all food and beverage service at this event. Exhibitors may distribute small, sample size food free of charge from their exhibit booth space. These samples must be wrapped and cannot be anything that appears to have been prepared in the exhibit hall unless prior approval has been given.

**Electrical Needs and Shipping:** Information on this process will be provided once your participation is confirmed. All shipments will be sent to the The DoubleTree Hotel.

**Signs and Displays:** Please take special note that no promotional information, sign, etc., may be attached to walls, doors, or other parts of the building or furniture. Any charges for cleaning or removal of such materials will be at the expense of the exhibitor.

**Liability:** Sponsor/Exhibitor agrees to be responsible for any damages done to the function room or any other part of the hotel by the sponsor/exhibitor, their guest, invitees, employees, independent contractor or other agents under their control. Nothing shall be posted on, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Anything in connection therewith necessary or proper for the protection of the building's equipment or furniture will be at your expense.

**Cancellations and Refunds:** If an exhibitor cancels prior to Friday, January 25, 2019, 50% of total contracted space cost will be retained by the conference. No cancellation of contracted space will be accepted or refunds made after this date. Any space not claimed or occupied prior to 3:00 P.M. on the day of official opening may be reassigned without refund. In case of fire or any other causes beyond the control of OASC that prevent the show from taking place, this contract will not be binding.

**Security:** Exhibitors should exercise reasonable precaution when leaving their exhibits unattended. OASC will not assume responsibility for theft, damage, or loss of personal or exhibit items left unattended. Each exhibitor will be responsible for securing their own insurance and hold the The DoubleTree Hotel harmless from any losses, insured or uninsured. You are also prohibited from obstructing fire exits or creating a hazard to the conference attendees, facility or staff