



OHIO ASSOCIATION OF CHIEFS OF POLICE, INC.

January 2010

Dear Potential Exhibitor:

Thank you for your interest in exhibiting at the Ohio Association of Chiefs of Police Exhibit Show 2010. We look forward to an exciting and entertaining show this year in Worthington, Ohio. Many have expressed interest and we hope you will join us!

SHOWCASE FOR EXHIBITORS:

- Monday, April 26, 2010
- Holiday Inn Columbus-Worthington Griswold Ballroom/Foyer, Worthington, OH
- 3:30pm to 7:30pm (setup 12pm-3:30pm)
- Evening Reception - Meet with over 175 Law Enforcement Personnel
- Coffee and Soft Drinks will be provided
- Entertainment and raffle prizes

REGISTRATION:

- - \$600 per 6 deep x 8 wide space in carpeted Ballroom if postmarked on or before March 1, 2010. **\$650 if postmarked after March 1, 2010.**
 - Includes 6 ft table and 2 chairs. Electric Connection Available for an additional charge.
- Review Floor Plan and select 3 preferred spaces
- Complete Contract Form
- Make check payable to: (***we cannot accept credit cards!***)
 - OACP, Attn: Donna Braxton
 - 6277 Riverside Dr., Ste. 2N, Dublin, OH 43017
- Mail contract and payment as soon as possible to secure space
 - Every attempt will be made to secure space selection(s) of your choice
 - However, spaces are assigned on a first paid, first served basis

CONFIRMATION:

- Confirmation will be sent to you as soon as contract and payment have been received and processed and will include:
 - Raffle Form
 - Electrical Form
 - Hotel Reservation Form
 - Hotel Rules and Regulations
 - Decorator Information

We appreciate your support of the Ohio Association of Chiefs of Police and we look forward to your exhibit display at the 2010 OACP Annual Exhibit Showcase!

Sincerely,

Donna Braxton

**DONNA BRAXTON
EXECUTIVE DIRECTOR**

**OHIO ASSOCIATION OF CHIEFS OF POLICE
ANNUAL EXHIBIT SHOW
EXHIBITOR CONTRACT SHOWCASE 2010**

PLEASE PRINT

COMPANY NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP: _____

TELEPHONE: _____

FAX: _____

EMAIL: _____

CONTACT PERSON: _____

WEB SITE URL: _____

EXHIBIT CATEGORY: PLEASE CIRCLE ONE:

ARCHITECTS	BODY ARMOR	COMMUNICATIONS	GENERAL SUPPLIES
GOVERNMENT	INVESTIGATION	LIGHTING/SIRENS/SAFETY	RADAR/LASER
RECORDING EQUIPMENT	TECHNOLOGY	EDUCATION & TRAINING	PROFESSIONAL ORGANIZATION
UNIFORMS	VEHICLES	WEAPONRY	

EXHIBIT FEES

**EARLY BIRD SPECIAL
LATE REGISTRATION**

**\$600
\$650**

**6 x 8 space (BY MARCH 1st, 2010)
6 x 8 space (AFTER MARCH 1st, 2010)**

PLEASE INDICATE PREFERRED SPACE CHOICE: _____

1ST CHOICE

2ND CHOICE

3RD CHOICE

COMPLIMENTARY BOOTH PERSONNEL #1: _____

(PRINT NAME AS IT IS TO APPEAR ON BADGE)

**COMPLIMENTARY BOOTH PERSONNEL #2:
(MAXIMUM OF TWO PERSONNEL PER BOOTH)**

(PRINT NAME AS IT IS TO APPEAR ON BADGE)

**ADDITIONAL BOOTH PERSONNEL:
(\$50.00 EACH)**

(PRINT NAME AS IT IS TO APPEAR ON BADGE)

**ADDITIONAL BOOTH PERSONNEL:
(\$50.00 EACH)**

(PRINT NAME AS IT IS TO APPEAR ON BADGE)

Please make contract check payable to OACP. Return this completed form and your check to the following address: OACP, 6277 Riverside Drive, Suite 2N, Dublin, Ohio 43017-5067. Please note that space will not be confirmed until we receive payment. For additional information, check out www.oacp.org or call Monica Miller at (614)761-0330, Ext. 4624.

I hereby authorize the above amount to be paid in full to the Ohio Association of Chiefs of Police, Inc. for committed space at the Annual Exhibit Showcase 2010 being held at the Holiday Inn Columbus-Worthington Hotel on Monday, April 26, 2010. *I understand a twenty-five percent (25%) cancellation fee of the total space cost will be assessed, if a booth must be canceled.* **NO REFUNDS WILL BE GIVEN AFTER MARCH 1st, 2010.**

TOTAL AMOUNT ENCLOSED

AUTHORIZED BY

I HAVE READ, UNDERSTOOD AND ACCEPT ALL CONDITIONS AS STATED; THE COVER LETTER, EXHIBITOR CONTRACT INFORMATION, CONTRACT AND FLOOR PLAN.

EXHIBITOR CONTRACT INFORMATION

EXHIBIT FEES:

- | | | |
|----------------------|-------|--|
| ➤ Early Bird Special | \$600 | 6 x 8 space (BY MARCH 1st, 2010) |
| ➤ Late Registration | \$650 | 6 x 8 space (AFTER MARCH 1st, 2010) |

EXHIBIT ASSIGNMENT:

- The OACP will assign spaces on a first-paid, first-served basis
- Exhibitors may indicate their top three preferences for exhibit space location on the enclosed contract page.
**Every effort will be given to accommodate one of your first three choices.*

EXHIBIT PAYMENT:

- All contracts must be accompanied with payment in full for space(s) requested before spaces will be confirmed.
- Checks should be made to: OACP and mailed to OACP, 6277 Riverside Dr., Suite 2N, Dublin, Ohio, 43017-5067.
- WE **CANNOT** ACCEPT CREDIT CARDS.

EXHIBIT SPACE:

All exhibits will be housed at the Holiday Inn Columbus-Worthington Griswold Ballroom and Foyer. Exhibitors will be provided a 6(d) x 8(w) carpeted display area.

INCLUDED IN THE SPACE RENTAL ARE:

- One (1) 6ft table.
- Two (2) chairs.
- 4 hours to meet with Ohio Police Chiefs.
- ONE (1) COPY PER BOOTH OF THE OACP MEMBERSHIP LIST ON DISK.
- Your company will be listed in a Buyer's Guide received by all attendees if registered by April 12, 2010.
- Coffee and Soft drinks will be provided.

EXHIBITORS MUST BRING:

- A box or bowl for business cards, as activities may involve drawing names of attendees who visit your exhibit (exhibitors will still be able to keep all cards collected).
- Your own company sign.
- Easels (if needed).
- Any other additional equipment needed.

EXHIBIT SHIPPING PRIOR TO EVENT:

If you need to ship any part of your display to the Holiday Inn Columbus-Worthington, please contact them directly at 614-885-3250.

EXHIBIT DEPARTURE SHIPPING:

All items must be shipped out on Tuesday, April 27, 2010:

- Exhibitors must provide shipping labels for all items
- Exhibitors are responsible for all shipping charges
 - **Shipping charges will not be accepted by the hotel**

Airline freight follows the same guidelines as inbound freight. It must be removed from the facility by the end of the scheduled move out of the event. If your shipper (including UPS & FedEx) has not picked up your freight by the end of the scheduled move-out, it will be forced to the decorator for shipment by the most available means. The exhibitor will then be responsible for all drayage and/or shipping charges.

**OUTBOUND FREIGHT FOR THIS SHOW MUST BE PICKED UP NO LATER THAN:
10:00 A.M. TUESDAY, APRIL 27, 2010.**

EXHIBIT SET-UP:

Exhibitors may set up displays on Monday, April 26 from 12:00 p.m. until 3:30 p.m. **SHOW HOURS ARE FROM 3:30 P.M. UNTIL 7:30 P.M.** OACP reserves the right to reject any materials or services offered by an exhibiting company if there is any conflict with the policies and/or principles of the Association. **DISPLAYS MUST BE DISMANTLED AND REMOVED ON MONDAY, APRIL 26, 2010, BY 9:00 P.M.**

**If you need to ship any part of your display to the hotel, please contact them directly.*

ELECTRIC:

Exhibitors who need electric power must complete the electrical order form (enclosed in the confirmation packet or downloadable at www.oacp.org). **This FORM WITH PAYMENT must be returned to OACP.**

VEHICLES:

Vehicles will not be permitted at the show this year.

ADDITIONAL BOOTH PERSONNEL:

Complimentary registration for two booth personnel is included in the space rental. **Additional registration for booth personnel can be purchased at \$50.00 per person.** Each person who staffs a booth must be registered and wear his/her *OACP name badge at all times on the exhibit floor.

***OACP will NOT accept any name changes for badges after April 12, 2010.**

EXHIBIT CANCELLATION:

An exhibitor may request the cancellation of spaces in writing before March 1, 2010. However, a twenty-five percent (25%) cancellation fee of the total space cost will be assessed. **NO REFUNDS WILL BE GIVEN AFTER MARCH 1, 2010.** In the event of cancellation, OACP shall have the right to use said space for its own convenience. This includes selling the space(s) to another exhibitor without any rebate or allowances to the canceled exhibitor.

MISCELLANEOUS:

- The Exhibit Show is an opportunity for companies to market products and services to members of the OACP. Sales activities (*i.e., delivering goods, receiving payment at the Exhibit Show, etc.*) are prohibited.
- An exhibitor **BUYERS GUIDE** will be provided to all OACP Meeting attendees and exhibitors. The Guide will offer an alphabetical listing of each company who is registered by April 12, 2010 and includes one contact representative, address, phone number and product or service.
- As a benefit, one (1) disk copy of the OACP Membership List will be given per registered booth. The membership list will be included in the Welcome Packet, which you will receive at the Exhibit Show. **You may purchase additional disk copies of the membership list at a charge of \$250 per copy.** You must contact the OACP office directly for additional copies.
- The Ohio Association of Chiefs of Police, Inc. (OACP) will not be responsible for property loss or damage, or personal injury that results from any cause in connection with transfer, installation, maintenance, displaying, storage or removal of exhibits.

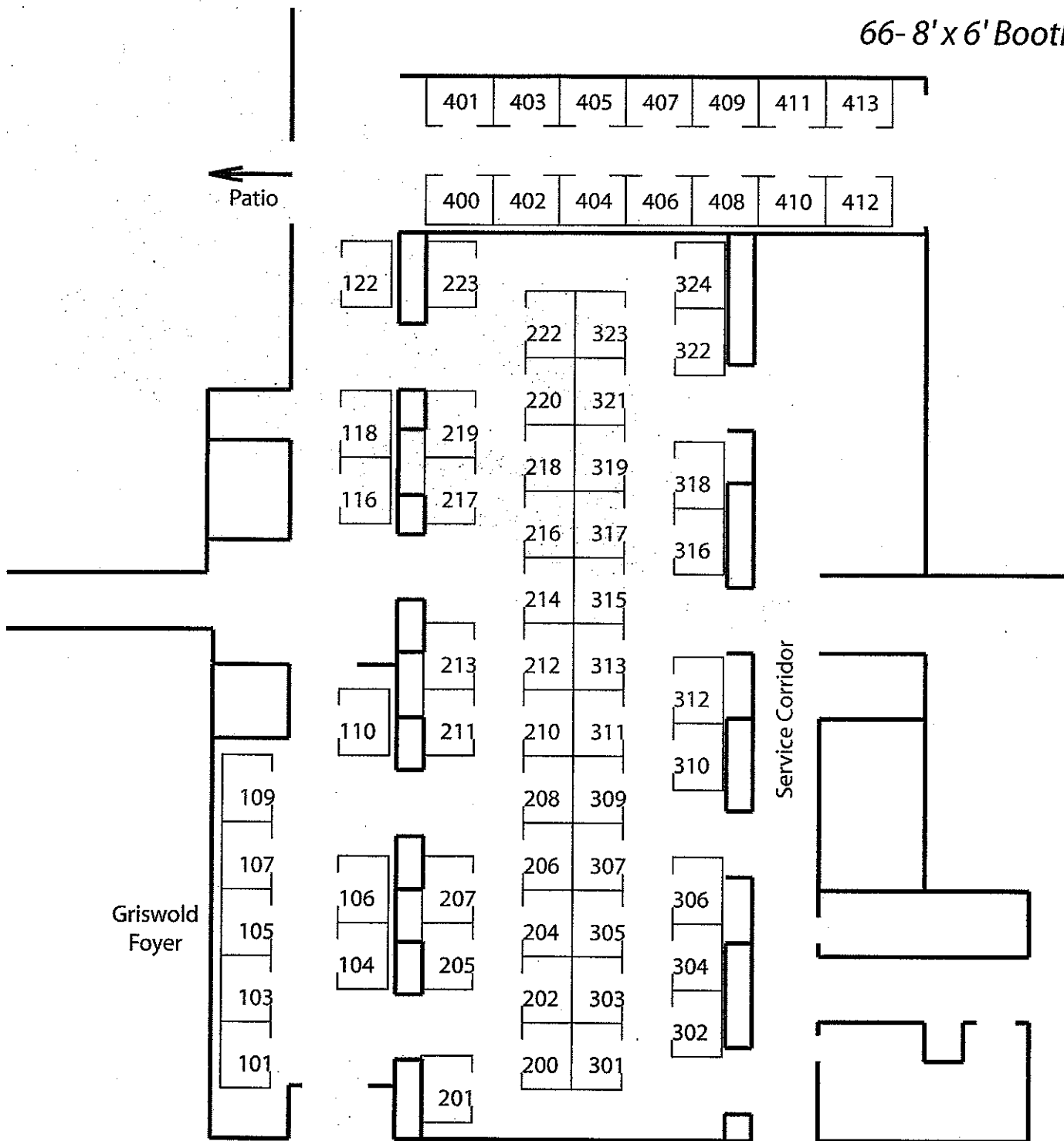
PAY YOUR EXHIBIT FEE BEFORE MARCH 1, 2010 AND RECEIVE THE RATE OF \$600. AFTER MARCH 1, SPACE RENTAL BECOMES \$650.

DAMAGE CLAUSE:

- NOTHING IS TO BE AFFIXED TO ANY OF THE HOTEL WALLS, CEILINGS OR FIXTURES IN THE EXHIBIT AREA(S).
- ANY EXHIBITOR LEAVING EXCESSIVE WASTE FOR REMOVAL WILL BE RESPONSIBLE FOR FEES INCURRED AND PAYMENT MUST BE MADE DIRECTLY TO THE HOTEL.
- ANY DAMAGE TO THE WALLS, FLOORS, CEILINGS, LIGHTING OR EQUIPMENT IN THE EXHIBIT AREA(S) WILL BE CHARGED DIRECTLY TO THE EXHIBITOR AT THE REPLACEMENT RATE. THE EXHIBITOR MUST MAKE PAYMENT DIRECTLY TO THE HOTEL.

Ohio Association of Chiefs of Police

April 26th, 2010
 Holiday Inn Worthington
 Griswold Ballrooms
 66- 8' x 6' Booths



Ohio Association of Chiefs of Police
 Annual Exhibit Show
 Questions contact Monica Miller at 614-761-0330 or monica.miller@oacp.org