

EXHIBITOR CONTRACT INFORMATION

EXHIBIT FEES:

- Early Bird Special \$725 **8' x 8' space**
BY APRIL 1, 2018
- Late Registration \$775 **8' x 8' space**
AFTER APRIL 1, 2018

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 in the Hilton Downtown Ballroom Area. Exhibitors will be provided a 8'(d) x 8'(w) carpeted display area.

INCLUDED IN THE SPACE RENTAL ARE:

- One (1) 8ft table
- Two (2) chairs
- 3 ½ 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 11, 2018
- Refreshments 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 SET-UP:

Exhibitors may set up displays on Monday, April 30 from 12:00 p.m. until 2:30 p.m. **SHOW HOURS ARE FROM 2:30 P.M. UNTIL 6:00 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 30, 2018 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 or Wi-Fi will need to work directly with the Hilton Downtown Columbus. We will email a form with confirmation or you can download at oacp.org.

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 11, 2018.**

EXHIBIT CANCELLATION:

An exhibitor may request the cancellation of spaces in writing before April 1, 2018. However, a twenty-five percent (25%) cancellation fee of the total space cost will be assessed. **NO REFUNDS WILL BE GIVEN AFTER APRIL 1, 2018.** 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 11, 2018 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 APRIL 1, 2018 AND RECEIVE THE RATE OF \$725. AFTER APRIL 1, 2018 SPACE RENTAL BECOMES \$775.

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.