

EXHIBIT SET-UP:

Exhibitors may set up displays on Monday, November 15, 2021 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, NOVEMBER 15, 2021 BY 7:00 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 Columbus Downtown. We will email the hotel form with your 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 November 1, 2021.**

EXHIBIT CANCELLATION:

An exhibitor may request the cancellation of spaces in writing before October 1, 2021. However, a twenty-five percent (25%) cancellation fee of the total space cost will be assessed. **NO REFUNDS WILL BE GIVEN AFTER OCTOBER 1, 2021.** 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 November 1, 2021 and includes one contact representative, address, phone number and product or service. There is also an opportunity to purchase an ad to be placed in the Buyers Guide- see details at oacp.org.
- As a benefit, one (1) copy of the OACP Membership List will be given per registered booth.
- 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.

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.