



**OHIO ASSOCIATION OF CHIEFS OF POLICE, INC.**

Dear Potential Exhibitor:

**T**hank you for your interest in exhibiting at the Ohio Association of Chiefs of Police Exhibit Show 2023. We look forward to an exciting and entertaining show this year in Columbus, Ohio. We hope you will join us!

**SHOWCASE FOR EXHIBITORS:**

- Monday, April 24, 2023
- Hilton Columbus Downtown, Columbus, Ohio
- 1:30 pm to 5:00 pm (setup 11:30 am-1:30 pm)
- Refreshments will be provided

**REGISTRATION:**

- \$800 per 8' deep x 8' wide space in carpeted area if postmarked on or before March 15, 2023. **\$850 if postmarked after March 15, 2023.**
  - There are a limited number of tabletop only spaces available. These spaces are 1T to 8T on the floorplan. The tabletop only space is \$700.
  - Includes 6 ft. table and 2 chairs.
  - Electric connection and simple Wi-Fi will be available for an additional charge.
  - **Space sells quickly – space is based on availability**
- Review Floor Plan and select 3 preferred spaces
- Complete Contract Form
- Make check payable to: (*we cannot accept credit cards!*)
  - OACP, Attn: Monica Miller
  - 6277 Riverside Dr., Ste 1S, Dublin, OH 43017
- Mail contract and payment as soon as possible to secure space
  - Spaces are assigned on a **first paid, first served** basis

**CONFIRMATION:**

- Confirmation will be sent to you once the contract and payment have been received and processed and will include:
  - Raffle Form
  - Electric/Wi-fi Information
  - Hotel Reservation Information
  - Decorator Information – Exhibitor Kit
  - Advertising Opportunities

We appreciate your support of the Ohio Association of Chiefs of Police, and we look forward to your exhibit display at the 2023 OACP Annual Exhibit Showcase!

Sincerely,

MONICA MILLER  
EXHIBIT SHOW COORDINATOR

# EXHIBITOR CONTRACT INFORMATION

## EXHIBIT FEES:

- Early Bird Special - **BY MARCH 15, 2023** \$800 8' x 8' space
- Late Registration - **AFTER MARCH 15, 2023** \$850 8' x 8' space

## 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 based on availability.*
- **Register early – we sell out quickly each year**

## 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 1S Dublin, Ohio, 43017.
- **WE CANNOT ACCEPT CREDIT CARDS.**

## EXHIBIT SPACE:

All exhibits will be housed in the Hilton Columbus Downtown Ballroom Area. Exhibitors will be provided an 8'(d) x 8'(w) carpeted display area or a tabletop space in the specified area..

## INCLUDED IN THE SPACE RENTAL ARE:

- One (1) 6ft table
- Two (2) chairs
- 3 ½ hours to meet with Ohio Police Chiefs with no competing sessions or events
- PDF COPY OF THE OACP MEMBERSHIP LIST
- Your company will be listed in a Buyer's Guide received by all attendees if registered by April 10, 2023.
- 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 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 24, 2023 from 11:30 a.m. until 1:30 p.m. **SHOW HOURS ARE FROM 1:30 P.M. UNTIL 5:00 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 24, 2023 BY 6:00 P.M.**

*\*If you need to ship any part of your display, please contact the decorator, Modern Expo.*

### 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](http://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 10, 2023.**

### EXHIBIT CANCELLATION:

An exhibitor may request the cancellation of spaces in writing before April 1, 2023. However, a twenty-five percent (25%) cancellation fee of the total space cost will be assessed. **NO REFUNDS WILL BE GIVEN AFTER APRIL 1, 2023.** 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 10, 2023, 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- contact [monica.miller@oacp.org](mailto:monica.miller@oacp.org) for details and availability.
- 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 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  
ANNUAL EXHIBIT SHOW  
EXHIBITOR CONTRACT SHOWCASE 2023

PLEASE PRINT

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL FOR CONFIRMATION: \_\_\_\_\_

CONTACT PERSON FOR CONFIRMATION: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

CONTACT PERSON TO LIST IN BUYER'S GUIDE: \_\_\_\_\_

CONTACT PHONE TO LIST IN BUYER'S GUIDE: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

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	OTHER:

EXHIBIT FEES

EARLY BIRD SPECIAL BY MARCH 15, 2023	\$800	8' x 8' space
	\$700	Tabletop space
LATE REGISTRATION AFTER MARCH 15, 2023	\$850	8' x 8' space
	\$750	Tabletop space

PLEASE INDICATE PREFERRED SPACE CHOICE:

1<sup>ST</sup> CHOICE      2<sup>ND</sup> CHOICE      3<sup>RD</sup> CHOICE      4<sup>TH</sup> CHOICE

COMPLIMENTARY BOOTH PERSONNEL #1:

(PRINT NAME AS IT IS TO APPEAR ON BADGE)

COMPLIMENTARY BOOTH PERSONNEL #2:

(MAXIMUM OF TWO COMPLIMENTARY 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 check payable to OACP. Return this completed form and your check to: OACP, 6277 Riverside Drive, Suite 1S, Dublin, Ohio 43017. Please note that space will not be confirmed until we receive payment. Space is based on availability. For additional information, check out [www.oacp.org](http://www.oacp.org) or contact Monica Miller at (614)761-0330 or [monica.miller@oacp.org](mailto:monica.miller@oacp.org)

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 2023 being held at the Hilton Columbus Downtown, Columbus, Ohio on Monday, April 24, 2023. 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 APRIL 1, 2023.

TOTAL AMOUNT ENCLOSED

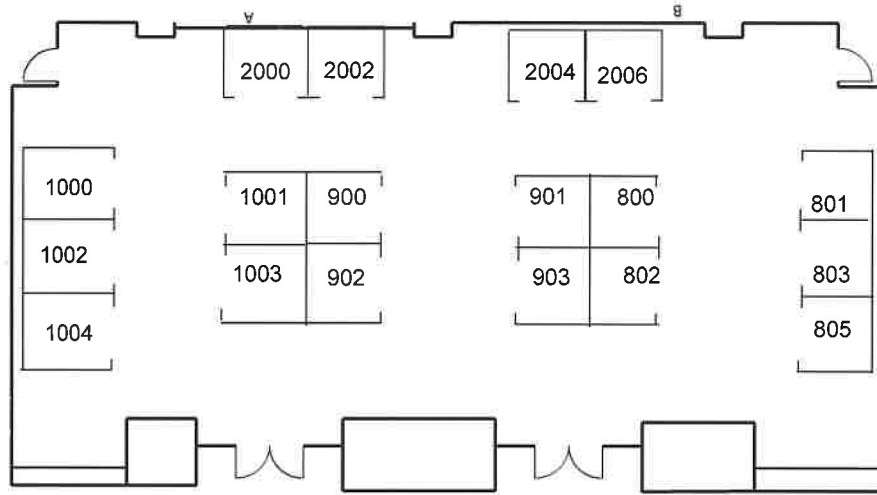
AUTHORIZED BY \_\_\_\_\_

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

# 2023 OACP ANNUAL EXHIBIT SHOW

Monday, April 24, 2023

Hilton Columbus Downtown  
Columbus, Ohio



Emerson Burkhardt A-B



George Bellows Grand Ballroom

1T to 8T are Tabletops Only

SPONSOR BOOTHS  
Booths 117, 119, 200 to 213, 716, & 718

REGISTRATION