

#### Dear Potential Exhibitor:

Thank you for your interest in exhibiting at the Ohio Association of Chiefs of Police Exhibit Show 2026. We look forward to an exciting and entertaining show this year in Columbus, Ohio. We hope you will join us!

#### **SHOWCASE FOR EXHIBITORS:**

- Monday, May 4, 2026
- > Hilton Columbus Downtown, Columbus, Ohio
- > 1:30 pm to 5:00 pm (setup 11:30 am-1:30 pm)
- > Refreshments will be provided

#### **REGISTRATION:**

- ➤ \$850 per 8' deep x 8' wide space in carpeted area, if postmarked on or before March 2, 2026. \$900 if postmarked after March 2, 2026.
  - o Includes a 6 ft. table and 2 chairs.
  - o Electric connection and simple Wi-Fi are available for an additional charge.
  - o Space sells quickly so register now space is based on availability
  - o There are a limited number of tabletop only spaces available for a fee of \$770 (\$820 after March 2).

These spaces are 1T to 8T on the floorplan.

- ➤ Review Floor Plan and select 3 preferred spaces
- Complete Contract Form
- Make check payable to:
  - o OACP, Attn: Monica Miller
  - o 6277 Riverside Dr., Ste 1S, Dublin, OH 43017
- ➤ <u>Online payment option</u>: Found at <a href="https://oacp.org">https://oacp.org</a>. The Payment Center can be accessed from the menu bar on the top of the home page. In the dropdown menu, choose Exhibitors Showcase Fee.
  - o Paying online will include a convenience fee not included in the listed booth fee.
- > If paying online, you must email the exhibitor contract to monica.miller@oacp.org
- ➤ Both the contract and payment must be received to secure space
  - o 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. Information will include:
  - o Raffle Form
  - o Electric/Wi-fi Information
  - o Hotel Reservation Information
  - o 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 2026 OACP Annual Exhibit Showcase!

Sincerely,

MONICA MILLER

EXHIBIT SHOW COORDINATOR

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### EXHIBITOR CONTRACT INFORMATION

# **EXHIBIT FEES:**

Early Bird Special - BY MARCH 2, 2026
Late Registration - AFTER MARCH 2, 2026
\$850
\$' x 8' space
\$900
\$' 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 <u>must be accompanied with payment in full</u> 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.
- ➤ <u>Online payment option</u>: go to <a href="https://oacp.org/">https://oacp.org/</a> and choose payment center along the top of the page. In the dropdown menu, choose Exhibitors Showcase Fee. Paying online will include a convenience fee not included in the listed booth fee.
- ➤ If paying online, you must email the exhibitor contract to monica.miller@oacp.org

# **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, 2026. In addition, your company will be given a complimentary listing in our online Buyer's Guide housed on the OACP website.
- > 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, May 4, 2026 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, MAY 4, 2026 BY 6:00 P.M.

\*If you need to ship any part of your display, please contact the decorator, Quantum Exposition. Their contact information will be available in the Decorator Kit that will be emailed with confirmation details.

# **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 https://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, 2026.

# **EXHIBIT CANCELLATION:**

An exhibitor may request the cancellation of spaces in writing before April 1, 2025. However, a twenty-five percent (25%) cancellation fee of the total space cost will be assessed. **NO REFUNDS WILL BE GIVEN AFTER APRIL 1, 2026**. 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, 2026, 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 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.

# 2026 OACP ANNUAL EXHIBIT SHOW Monday, May 4, 2026

# Hilton Columbus Downtown Columbus, Ohio

