

VENDOR/EXHIBIT RULES AND REGULATIONS

The Twentieth Annual
Ohio Institute for OT/PT School-Based Practice
August 6th & 7th, 2012
Hilton Columbus at Easton, Columbus, Ohio

Installation & Dismantling

Vendors/exhibitors will have access for set-up on Sunday, August 5, 2012 from 5:00 PM to 9:00 PM. All booths must be installed and ready for the opening of the conference by Monday, August 6, 2012 at 7:15 AM. All exhibits shall be dismantled and removed from the Exhibit Area between 2:00-4:00 PM on Tuesday, August 7, 2012. No dismantling of booths will be allowed prior to 2:00 PM on Tuesday, August 7, 2012.

Space Assignments

Booth assignments will be the responsibility of Ohio's Institute for OT/PT School-Based Practice, hereinafter referred to as the conference.

Payment

Payment in full must accompany the Vendor Agreement and Registration. Applications will not be accepted and processed without full payment by specified deadline. Acceptable payment methods: check or money order made payable to First Class Conferences, or credit card (Visa/MasterCard/Discover Card only) with authorized signature.

Cancellation

Written cancellations postmarked or faxed by July 15, 2012, will be honored with a full refund, less a \$50 processing fee. Written cancellations postmarked or faxed by August 1, 2012, will receive a 50% refund. No refunds will be issued for cancellations requested after August 1, 2012.

Reservation Deadlines

Ad on Tote Bag: June 15, 2012 (see separate info sheet)
Final Booth Reservation Deadline: July 20, 2012.

Vendor/Exhibit Confirmation

Upon receipt of full payment, a confirmation will be sent to each vendor/exhibitor. This confirmation contains driving directions to the hotel, information on loading/unloading zone, and confirmation of requests for additional services such as internet hook-ups, telephone lines, electrical needs, special equipment/furniture rental, shipping instructions, and material handling rates. Contact information for such additional services will be included with the confirmation.

Contract

The Vendor Agreement and Registration for exhibit space, the confirmation of registration from First Class Conferences, and the full payment of rental charges together shall be considered a binding agreement between the vendor/exhibitor and the conference, subject to the rules and regulations assigned by conference staff. All charges incurred for storage of shipped containers, hook-ups and hotel services are the responsibility of the vendor/exhibitor.

Liability

The Twentieth Annual Ohio Institute for OT/PT School-Based Practice and its contractor, First Class Conferences, the hotel and their staffs have no liability to any vendor/exhibitor for any personal injury, death,

or damage to property (including display area) occurring and/or arising from action of the vendor/exhibitor or his/her employees, agents, or licensees. Each vendor/exhibitor, in making application for booth space, agrees to protect, indemnify, and hold harmless First Class Conferences, the Twentieth Annual Ohio Institute for OT/PT School-Based Practice; its sponsors, partners, and their staffs; from any and all claims, liability, damages, or demands which may arise from or be asserted in connection with the foregoing undertaking and responsibilities of the vendor/exhibitor.

Insurance

It shall be the responsibility of each vendor/exhibitor to maintain insurance coverage against injury to persons or damage to or loss of property, or to meet its obligations under this agreement, in such amounts as the vendor/exhibitor shall deem adequate.

Restrictions

Nothing shall be posted, nailed, screwed, taped or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Anything in connection therewith necessary or proper for the protection of the building, equipment, or furniture will be at the expense of the vendor/exhibitor. The subletting, assignment, or apportionment of the whole or any part of the vendor/exhibitor's space by a vendor/exhibitor is prohibited. The use of space outside the booth area assigned to the vendor/exhibitor by conference staff is prohibited. Aisles must be kept clear. Courtesy to other vendors/exhibitors is expected.

If you want to reuse shipping containers or boxes, you must notify the hotel staff at the time you unpack and set up.

Compliance with State Laws and Local Ordinances

Vendors/exhibitors are expected to observe the applicable laws of the United States, the State of Ohio, and the City of Columbus, including, but not limited to, local fire and safety ordinances and regulations.

Endorsement

Vendors/exhibitors must refrain from exhibiting products in any way that implies an endorsement by the School-Based Institute or First Class Conferences.

Rights of Show Management

The conference reserves the right to rearrange the floor, relocate any exhibit, and remove any exhibit that does not comply with established rules. The conference reserves the right to approve or disapprove any application to exhibit as its discretion.

In the unlikely event it is necessary to cancel the Twentieth Annual Ohio Institute for OT/PT School-Based Practice prior to the scheduled opening, due to any causes beyond the control of the conference, including, but not limited to, damage or destruction of the Exhibit Area, labor strikes, or weather-related hazards, the conference may retain as much of the payment for exhibit space as is necessary to cover expenses incurred up to the time of said emergency.

Hotel and Program Information

The program schedule with speakers and topics can be viewed on the conference website: ohiootptinstitute.org. The conference venue is the Hilton Columbus at Easton, 614-414-5000. If you reserve a room or rooms at the Hilton-Easton, please specify that you are attending the Twentieth Annual Institute for OT/PT School-Based Practice, to obtain the conference rate. We suggest you unload and load your materials at the North Portico of the hotel. This is a ground floor entrance, leading directly into the exhibit area.