

## **EXHIBITOR CONTRACT INFORMATION**

### **EXHIBIT FEES:**

- |                      |       |  |
|----------------------|-------|--|
| ➤ Early Bird Special | \$600 | <b>6 x 8 space (BY MARCH 1st, 2012)</b>    |
| ➤ Late Registration  | \$650 | <b>6 x 8 space (AFTER MARCH 1st, 2012)</b> |

### **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 at the Cherry Valley Lodge Jubilee Ballroom Area. Exhibitors will be provided a 6(d) x 8(w) carpeted display area.

### **INCLUDED IN THE SPACE RENTAL ARE:**

- One (1) 6ft table.
- Two (2) chairs.
- 4 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 2, 2012.
- Coffee and Soft drinks 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 SHIPPING PRIOR TO EVENT:**

If you need to ship any part of your display to the Cherry Valley Lodge, please contact them directly at 800-788-8008. Cherry Valley Lodge requests no items be sent more than 3 days prior to the event. Items can be shipped to 2299 Cherry Valley Road, Newark, Ohio 43055. Each package/box must be labeled with your name, your company name, and the conference name with dates.

### **EXHIBIT DEPARTURE SHIPPING:**

All items must be shipped out on Tuesday, April 24, 2012:

- Exhibitors must provide shipping labels for all items
- Exhibitors are responsible for all shipping charges
  - **Shipping charges will not be accepted by the hotel**

Airline freight follows the same guidelines as inbound freight. It must be removed from the facility by the end of the scheduled move out of the event. If your shipper (including UPS & FedEx) has not picked up your freight by the end of the scheduled move-out, it will be forced to the decorator for shipment by the most available means. The exhibitor will then be responsible for all drayage and/or shipping charges.

**OUTBOUND FREIGHT FOR THIS SHOW MUST BE PICKED UP NO LATER THAN:**

**10:00 A.M. TUESDAY, APRIL 24, 2012.**

### **EXHIBIT SET-UP:**

Exhibitors may set up displays on Monday, April 23 from 12:00 p.m. until 3:30 p.m. **SHOW HOURS ARE FROM 3:30 P.M. UNTIL 7:30 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 23, 2012, 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 power must complete the electrical order form (enclosed in the confirmation packet or downloadable at [www.oacp.org](http://www.oacp.org)). **This FORM WITH PAYMENT must be returned to OACP.**

### **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 2, 2012.**

### **EXHIBIT CANCELLATION:**

An exhibitor may request the cancellation of spaces in writing before March 1, 2012. However, a twenty-five percent (25%) cancellation fee of the total space cost will be assessed. **NO REFUNDS WILL BE GIVEN AFTER MARCH 1, 2012.** 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 2, 2012 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 MARCH 1, 2012 AND RECEIVE THE RATE OF \$600. AFTER MARCH 1, 2012 SPACE RENTAL BECOMES \$650.**

### **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.