



October 15, 2018

Dear OASBO Service Affiliate,

OASBO is hosting its third **Annual Facilities Conference & Expo on December 10-11, 2018** at the Hilton Columbus-Easton Hotel!

This conference is designed exclusively for Ohio public school district facility managers, building/grounds supervisors, maintenance and custodial supervisors, and business managers. It includes a table top trade show to be held on **Monday, December 10**.

This one-of-a-kind trade show offers Ohio school district operations professionals the opportunity to network with you and to explore opportunities to collaborate.

Below are all the details you need to secure a table top booth space and prepare for the Trade Show.

Trade show date: December 10, 2018

Times: 12:45 pm - 4:00 pm

Location: [Hilton Columbus at Easton](#)

3900 Chagrin Drive, Columbus 43219

Room: Easton A Ballroom

Hotel accommodations - Use this link to book your room(s):

https://www.hilton.com/en/hi/groups/personalized/C/CMHCHHF-ASB-20181206/index.jhtml?WT.mc_id=POG

How to purchase your table top booth space:

1. See the last page to view the table top floor layout.
2. Write your **first, second and third** table top choices on your Exhibitor Contract (see below), then complete the form and fax it with payment information to 614-431-9137 or scan and email it to nadeen@oasbo-ohio.org. We accept credit card payments (MasterCard, VISA, American Express and Discover) and company checks.
3. A box lunch is included for up to two company representatives. Please contact Nadeen at nadeen@oasbo-ohio.org to notify her if your company will need one or two box lunches. Lodging is not included.

The rental fee for exhibit space includes a 6' table, draped and skirted, and two chairs. The exhibit hall is carpeted.

Contract for Exhibit Space - This contract for exhibit space and formal notice of assignment by the Ohio Association of School Business Officials (OASBO) for the full payment of rental fees constitutes a contract for the right to use the assigned exhibit space.

Payment for Space - The cost of exhibit space is due in full upon receipt of invoice. For your convenience, OASBO accepts credit card payments (MasterCard, VISA, American Express and Discover) or a company check. **No refunds will be issued.**

Installing and Dismantling - Exhibitors may set up their table top display in the Easton A Ballroom at Hilton Columbus at Easton Hotel on Monday, December 10 from 10:00 a.m. to 12:00 noon. All exhibits must be set-up and ready by exhibit time. **Exhibit time is scheduled from 12:45 p.m. - 4:00 p.m., Monday, December 10.** Tear down will begin immediately after the show and all materials and equipment must be removed from the exhibit hall by 7:00 p.m.

Use of Space - All demonstrations and other sales activities must be confined to the limits of the table top only. No exhibitor shall assign, sublet or share the space allocated without the knowledge and consent of OASBO. Displays shall not be placed in a manner as to interfere with other exhibits. OASBO reserves the right to exclude from exhibition any or all literature, illustrations, materials or products that, in its judgment, are not consistent with the proper decorum of the educational exhibits.

Nothing shall be posted, nailed, screwed or otherwise attached to walls, floors, or other parts of the building or furniture. Distribution of gummed stickers or labels is strictly prohibited. Flammable substances and pyrotechnics are not allowed. Any damage to hotel as a result of any signs, banners or other items will be billed to your organization.

Prizes - Exhibitors may award prizes at their booths during exhibit hours. OASBO is not responsible for individual exhibitor prizes.

Insurance - Responsibility for various types of insurance coverage is that of each individual exhibitor. Liability insurance in the amount of \$1,000,000 is required. Each exhibitor will hold free of liability, in connection with property damage or personal damage to his/her agents and employees, the headquarters hotel, OASBO and the employees of each such organization for loss, theft, damage or destruction of goods, or for any injury to himself/herself or employees while in the exhibit area or for any damages of any nature or character.

Fire Protection - No flammable fluids, substances or materials of any nature, including decorative material that is not flameproof, may be used on the table top. Electrical wiring must conform to national Electric Code Safety Rules. Exhibitors must comply with local fire regulations.

Noisemaking Exhibits - Exhibits that include the operation of musical instruments, radios, talking motion picture equipment, public address systems or noisemaking machines must be constructed or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors or their patrons.

Accommodations - a room block has been reserved at the Hilton Columbus at Easton. To reserve a room, call the hotel at 614.414.5000. Reservations must be made by November 9, 2018. Please reference OASBO Annual Facilities Conference & Expo to receive the special room rate. Room block may sell out before the reservation deadline date.

Parking – Self-parking is available at no charge | Valet parking is available at \$20 per day.

Check-in / Check-out – Guest check in time is 4:00 pm and check out time is 12:00 noon. All guests arriving before 4:00 pm will be accommodated as rooms become available.

Directions - The Hilton Hotel Columbus at Easton is located at 3900 Chagrin Drive, Columbus 43219. For directions, go to: <https://www3.hilton.com/en/hotels/ohio/hilton-columbus-at-easton-CMHCHHF/maps-directions/index.html>.



EXHIBITOR CONTRACT

[PG. 1 OF 2]

OASBO Trade Show: Monday, Dec. 10, 2018

Hilton Columbus at Easton Hotel – Easton A Ballroom

(Full Conference dates: Mon., Dec. 10 – Tues., Dec. 11, 2018)

Company Name:

(Please list company name).

Booth Contact Person:

(The individual to whom all BOOTH information should be sent).

Street Address:

City:

State:

Zip:

Company Website:

Phone:

Fax:

Email:

Nature of Business: Please provide a 25-word company product/service description to be used in our exhibitor listing. If you do not provide a description, you will have only your company name listed. Please attach the description on a separate sheet of paper.

FEES:

Single 6' table top – draped and skirted, and two chairs\$ 495.00

TABLETOP INFORMATION:

Table tops will be assigned on a first-come, first-serve basis. Please list your booth preference by booth number.

1st Choice: _____ **2nd Choice:** _____ **3rd Choice:** _____

→ You will receive a confirmation email from OASBO stating your final booth assignment along with an invoice.

DEADLINES & PAYMENT INFORMATION:

Table top registrations need to be submitted and paid by **December 1**. For your convenience, we accept credit card payments (MasterCard, VISA, American Express and Discover). Payment must be made upon receipt of the invoice. You will not be allowed to unload/set up your table top without payment. **No refunds will be issued.**

Select One:

Credit card: Mastercard VISA AMEX Discover

Exp Date: _____

Credit Card Number: _____

Name on card: _____

Check enclosed. (Make payable to OASBO)

Invoice me. (PO#: _____)

Invoicing address same as above address (OR)

See billing address on next page

Send completed contract & payment to:
Ohio Assoc. of School Business Officials
8050 North High Street, Suite 170
Columbus, OH 43235-6485



Billing Contact Person:

(The individual to whom the invoice for payment should be sent)

Billing Address:

City:

State:

Zip:

Phone:

Email:

Contract Authorized By (Signature):

Date:

UTILITY: All electrical services and utilities, including phone, are contracted through the hotel’s convention services department. Please notify Nadeen at nadeen@oasbo-ohio.org if you need access to an electrical outlet.

BADGE REQUESTS:

Table top displays include registration for two representatives. **Badges may be picked up at the Registration table in front of Easton Ballroom, Monday, Dec 10, 10:00 am to 12:00 pm.** Exhibitor badges give you access to the Trade Show only. ***Exhibitors wanting to attend food/social functions must register separately as a conference attendee.***

Names of company representatives:

SHIPPING AND RECEIVING:

Boxes/packages may be sent for arrival a maximum of 72 hours prior to group arrival and must be marked with the responsible party’s name, group name (OASBO), plus a **“Hold for Event Date of Dec. 10”**. All deliveries must be coordinated with hotel personnel prior to function date. The cost for receiving and handling boxes prior to 72 hours before group arrival is \$5.00 per box and \$75.00 per skid.

DISCLAIMER:

- OASBO is not responsible for any items lost or stolen while in attendance at the trade show.
- OASBO reserves the right to disallow any exhibits deemed to be inappropriate.
- If you wish to bring sample-size foods to give out at your booth, you must get approval from Hilton Columbus at Easton Hotel prior to the show. You need to contact Karen Barwick at 614-414-5000.

QUESTIONS?

Please contact Nadeen Askew at nadeen@oasbo-ohio.org or 614-431-9116/844.838.5395.