



Ohio Art Education Association Marketing - Conference Booth Vendor Guidelines, Rules & Regulations <https://www.ohioarted.com/>



The 2021 OAEA annual conference will be held in Greater Cincinnati
[Northern Kentucky Convention Center](#)

November 4-6! Set up for our vendors will be November 3rd!

Booth Equipment:

Booths must be reserved through the OAEA Marketing Chair on our [website](#). MAC from the Northern Kentucky Convention Center will provide the required number of draped exhibit booths based on the final approved floor plan by the OAEA Marketing Chair. **Each exhibit space requiring drapery will be supplied with 8' high background, 3' high side-rail divider, one 6' skirted table, two folding chairs, one wastebasket, and ID.** Vendors are encouraged to offer demonstrations, raffles, materials for sale (with specials or discounts specifically for OAEA members) as well as present samples and information of other products you represent. You will also need to provide gift cards or materials to be given away during the exhibition.

Workshops are available to purchase for \$150 to teach lessons, demonstrate materials, promote portfolio review, professional development for teachers, etc. in a classroom setting. Workshop proposals by vendors must be scheduled by August 1st and will be listed in the conference program in conjunction with other conference workshops.

Schedule and installation:

Wednesday, November 3, 2021

- 2:00-5:00 pm Vendors Install
- 7:00 - 10:00 pm **Vendors Welcome/Conference Kick-off!** There will be heavy hors d'oeuvres and a bar. It will be a time to relax and mingle casually with our members who arrive the night before. You will definitely not be on duty.

Thursday, November 4, 2021

Breakfast items will be provided for vendors in a curtained area of the Exhibition Hall.

- 9:00 am -12:00 pm Exhibition Hall open to OAEA members
- 12:00 pm - 1:00 pm Lunch on your own (Exhibit Hall Closed for OAEA members)
- 1:00 pm - 5:00 pm Exhibition Hall open to OAEA members
- 1:30 pm - 2:00 pm – Dessert will be served to vendors and OAEA members who are looking for **“Sweet Deals”** in the Exhibition Hall. During that 30 minutes, nothing else will be scheduled at the conference. It will be a high traffic time for vendors. We will have drawings for prizes for members in attendance.

Friday, November 5, 2021

Breakfast items will be provided for vendors in a curtained area of the Exhibition Hall.

- 9:00 am - 12:00 pm Exhibition Hall open to OAEA members



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· 12:00 - 1:00 pm and 3:00 pm - 5:00 (no sooner/no exceptions) Vendors
teardown/checkout with MAC*

There will be a drawing for a "Free Vendor Booth" (valued at \$475) for the 2022 OAEA Professional Development Conference. The drawing will occur during closing on Friday, November 5. One business card per vendor booth will be collected by the OAEA Marketing Chair for the drawing.

Exhibitors are expected to donate GIFT CERTIFICATES for The Exhibitor's Give-Away, held during Exhibition Hall hours. Gift certificate(s) donated will be appreciated and the OAEA thanks you in advance for these donations.

Exhibitor Service Manuals/Order Forms:

MAC will prepare a complete an online Exhibitor Service Manual giving exhibitors 24/7 access for ordering extra furnishings and services. The exhibitor service manual includes event information letter and order forms for all furnishings and services offered by our company to exhibitors. We will email login information to all participating exhibitors. Each manual will also include forms from specialty contractors, as designated by MAC and Ohio Art Education Association for the OAEA Conference.

Please Note: Included is a floor plan for our vendors. Booths are numbered. The hall is not carpeted and has a concrete floor. The Northern Kentucky Convention Center installs all electric; the vendors will place an order on the forms MAC will include in the exhibitor service manual. MAC will send an exhibitor service manual to all confirmed exhibitors approximately 6 weeks before the show.

Service Desk

MAC will supply an onsite Exhibitor Service Center. This area will be staffed by MAC with experienced and responsive personnel to assist management staff and exhibitors during set-up and dismantle. This is a complimentary service.

Labor

MAC will use our full time personnel as lead production staff. Our full time lead staff has the average experience 15 years or more.

Freight Handling Services:

MAC will arrange material handling services for our exhibitors. Our freight handling services include the following:



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- Provide an advance warehouse location for exhibitors and show management so freight may be shipped to this location up 14 days prior to the show installation.
- Email notification for materials that have been received at the advance location.
- Complete material handling services, which include receiving exhibitor materials, delivering to the assigned booth space, storing empty containers during show, return empty containers, and reloading on outbound carriers at the conclusion of the exposition.
- Supply pre-printed outbound bills and labels to exhibitors and show management and assist with outbound shipping.
- We also offer MAC Transportation services for exhibitors needing to ship items at the close of the event.

Exhibitors cannot ship direct to the convention center until Wednesday, November 3rd, the day they move in. However they can ship to our advance warehouse up to 14 days before which would be October 30th. Advance warehouse address is OAEA c/o MAC our Warehouse in Covington KY. MAC Productions Inc. 242 Pike St. Covington Ky. 41011. Please include Company Name and Booth Number.

Official Contractor Status

MAC will be the service contractor exclusively designated by the show organizer as the official contractor / vendor, for the following exhibitor services: **furniture; carpet; material handling services; freight transportation; electrical services (where applicable); labor and equipment services; cleaning services; exhibit / display materials and components; and other such equipment and services specific to exhibitor participation.**

*Exhibitors are requested to include payment with all orders placed in advance or on show site. Unpaid exhibitor balances are usually settled at the show site before the final checkout/removal of the exhibit area furnishings.

GENERAL INFORMATION for 2021

[Northern Kentucky Convention Center](#)

One West RiverCenter Boulevard
Covington, KY 41011

Exhibitor Registration

Exhibitor registration forms will be available on the OAEA website at <https://www.ohioarted.com/oaea-marketing.html>

Exhibitor Hotel Information

We will be using the [Marriott](#) and [Embassy Suites at RiverCenter](#). The special link for the OAEA discount will be on the website closer to Aug. 1.



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Please make your own lodging arrangements with either hotel. Make sure you ask for the OAEA Hotel Block. A Standard Room Rate is \$149.00/night plus tax. Please note: The Hotel Block cut-off date is Wednesday, October 20, 2021.

Exhibitor Setup Wednesday, November 3, 2:00 – 5:00 pm

Move-In Procedures

All exhibitors may gain admittance to the Exhibit Hall with their OAEA exhibitor badges. All booths must be set up by 5:00 pm Wednesday, November 3rd. No booths may be set up the morning of Thursday, November 4th.

Wednesday, November 3rd: 7-10pm **Vendors Welcome/Conference Kick-off**. There will be heavy hors d'oeuvres and a bar, and it will be a time to relax and mingle casually with our members who arrive the night before. You will definitely not be on duty!

Exhibition Hall Hours

Thursday, November 4th: 9am – 12:00 pm and 1:00pm - 5:00pm

Thursday, November 4: **Sweet Deals: Dessert with Vendors** 1:30-2:00

Friday, November 5th: 9am – 12:00pm

Exhibitors will have access to the Exhibit Hall at 8am each day.

Exhibitor Move-Out

Friday, November 5th: 12:00 - 1:00pm and 3:00 - 5:00pm

Exhibitors may begin to dismantle booths no earlier than 12:00 pm Friday, November 5th. All exhibits must be staffed and must remain intact until the official closing time. PLEASE NOTE: **From 1:00 - 3:00pm the Exhibition Hall must remain quiet due to the scheduled conference speaker in the adjacent dining area. NO EXHIBITOR MAY TEAR DOWN A BOOTH FROM 1:00-3:00pm.** You may start taking materials from the exhibit area starting at 3:00. Empty crates and cartons will be returned once the attendees have been cleared. For safety reasons, exhibitors are not allowed access to the empty-freight area.

Cancellations

All cancellations must be made in writing to the OAEA Marketing Chair by October 16, 2021. A 50% deposit will be non-refundable. Cancellations received after October 16, 2021, obligates the exhibitor to full payment of the space or advertising fee; no refunds will be given after October 16, 2021.

OAEA will use MAC as the official service contractor to provide your company with the following services and products: audio/visual equipment, furniture, rental exhibits, carpet, labor, security, cleaning, material handling, electrical, and telecommunications. **There is free WiFi in the Exhibition Hall.**



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All general questions regarding your booth space assignment, exposition operating procedures, service contractors, display rules and limitations, and exposition policies should be addressed to Michelle Kane, OAEA marketing, at marketing@ohioarted.com or 440-773-4877.

Exhibit Hall Logistics and Standard Booth Equipment

One (1) Booth as described below \$475.00 - Reservation Deposit is \$250.00. Booth size: 8x10 with one Furniture Package

Additional items, such as additional furniture, can be added at your expense through MAC Productions:

Mark Bennett

Exhibits / Special Events Director

MAC Productions, Inc.

242 W Pike St,

Covington, KY 41011

email: mbennett@mac-av.com

web: macexposition.com

Ship directly to our Warehouse in Covington KY

MAC Productions Inc.

242 Pike St.

Covington Ky. 41011

INCLUDED BOOTH EQUIPMENT

Each booth includes the following:

8' high flameproof background drape

3' high coordinating side rail drape

One 6' x 24" x 30" skirted table

Two folding chairs

One waste basket

Vendors are responsible for their own signage. Signage designating what is FREE versus FOR SALE is highly encouraged.

Vendors are responsible for protecting the area(s) reserved.

Additional Booth Requirements

Booth spaces are not carpeted, however, carpeting may be secured through MAC.

Demonstrations can be conducted within your reserved booth area. Vendors are responsible for protecting area(s): If Vendors plan to use media/equipment that might damage an area, covering may be purchased through MAC. OAEA will NOT be responsible for damaged areas.



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Material Handling and Shipping

Exhibitors may not ship directly to the Convention Center. There is not storage. Shipments sent directly to the Convention Center will be turned away. Once y

RULES AND REGULATIONS

Exhibition Hall Access

All exhibitors must have an official OAEA exhibitor badge in order to gain access to the Exhibition Hall. Exhibitors will be allowed access 1 hour prior to show opening each day. Please refer to entries on this page for information on Exhibitor Move-In and Move-Out.

Character and Acceptability of Exhibits

All exhibits shall serve the interests of the members of OAEA, and be operated in a way that will not detract from other exhibits, the exhibition, or the Convention as a whole. OAEA endorses the creative use of art materials, but does not condone products or processes which encourage imitation, allow for no individuality, or are known to be harmful to the growth and development of children.

Inline Booths

The minimum exhibit space is 8ft x 10ft. OAEA will provide the standard draped booth consisting of 8ft of 8ft-high back drape and 10ft of 3ft-high side drape. All display materials and equipment should be arranged so as not to obstruct the sightlines of neighboring exhibitors. A maximum height of 8ft is allowed in the back 5ft of the booth space, with a 4ft-height restriction placed on objects in the front 5ft of the booth. Equipment may exceed the 4ft height limit imposed on the front half of the booth, provided that it does not exceed 8ft in height and does not obstruct the view of adjacent booths.

Restrictions on Use of Space

Solicitations or demonstrations by exhibitors must be confined within the bounds of their own respective booths. Aisle space shall not be used for exhibit purposes, display, signs, solicitation, or distribution of promotional materials. Exhibit signs or displays are also prohibited in meeting facilities and guest rooms or hallways of the hotels, unless approved by OAEA and the hotel in advance of the Convention.

Noise and Sound

Any audio/visual equipment shall be operated within a booth only at a level that will not interfere with other exhibitors. OAEA reserves the right to ask any exhibitor to lower the sound of audio/visual equipment in a booth.

Cleaning



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All aisles will be cleaned daily. Trash produced as a result of an exhibitor emptying samples must be maintained within the booth area. Trash bins will be provided in the Exhibit Hall for convenience. Trash MAY NOT be placed in the aisles or the floor area once the Exhibit Hall is opened on Thursday, November 4th.

Fire and Safety Regulations

All local regulations will be strictly enforced, and the exhibitor assumes all responsibility for compliance with such regulations, as well as those of the National Board of Fire Underwriters Building Code. All decorations and booth equipment must be fireproofed and electrical wiring must meet the safety requirements of the Fire Department.

Care of Building and Equipment

The exhibitor or his/her agent shall not damage or deface the walls, columns, or floors of the exhibit facilities, the booths, or the equipment or furniture rented in the booth. When such damage appears, the exhibitor shall be liable to the owners of the property so damaged.

Use of OAEA Identity

The names, trademarks, service marks, and logos of OAEA may not be used in any advertising or publicity, or otherwise to indicate OAEA's sponsorship of or affiliation with any product or service, without OAEA's expressed written permission.

Photography Rights

OAEA reserves the right to capture any images of all Exhibition Hall booths and exhibitors on site. Images may be posted on the OAEA website and used in printed promotional pieces.

Liability

Neither OAEA, Convention Center, the official contractor, the employees, officers, agents, directors, or representatives are liable for any damages or loss that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever. Insurance and liability are the full and sole responsibility of the exhibitor. The exhibitor, upon signing this contract, agrees to indemnify and hold forever harmless the aforementioned for any and