

Ohio Art Education Association Annual Conference Vendor Guidelines, Rules & Regulations

<https://www.ohioarted.com/>

The 2025 OAEA annual conference will be held at Hyatt Regency in Columbus, Ohio



November 13-14! Set up for our vendors will be on November 12th!

Vendor Spaces:

Spaces must be reserved through the OAEA Marketing Chair using the vendor registration form and payment must be made to OAEA in full by August 29th, 2025. Hyatt Regency will provide the required number of draped exhibit tables based on the final approved floor plan by the OAEA Marketing Chair. **Each exhibit space will be supplied the required amount of tables according to the purchased package, two folding chairs, one wastebasket, and an ID.**

Vendors are encouraged to offer demonstrations, raffles, and materials for sale (with specials or discounts specifically for OAEA members) as well as present samples and information on other products they represent. You will also need to provide gift cards or materials to be given away during the exhibition.

Workshops are included in packages in order to demonstrate materials, promote portfolio review, professional development for teachers, etc. in a classroom setting. Workshop proposals vendors must be scheduled no later than by Sept 1st and will be listed in the conference program in conjunction with other conference workshops. You are also able to do demonstrations within your exhibit area.

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Schedule and installation:

Wednesday, November 12, 2025

- 2:00 pm - 5:00 pm Vendor Setup
- 7:00 pm - 9:00 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.

Thursday, November 13, 2025 and Friday, November 14, 2025

Snacks and Coffee will be provided for vendors (location t.b.d.)

Exhibitors will have access to the vendor conference space at 8 am each day.

- 9:00 am -12:00 pm Conference and vendor space open to OAEA members
- 12:00 pm - 1:30 pm Lunch on your own
- 1:30 pm - 6:00 pm Conference and vendor space open to OAEA members

Friday, November 14, 2025

- 6:00 pm (no sooner/no exceptions) Vendors teardown/checkout with Hyatt Regency representative.
- 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.

All exhibitors may gain admittance to the Conference Center with their OAEA exhibitor Badges that will be provided.

There will be a drawing for a "Free Vendor space" (valued at \$475) for the 2025 OAEA Professional Development Conference. The drawing will occur during closing on Friday, November 14. One business card per vendor space 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 vendor hours. You may do this at your own tables. Gift certificate(s) donated will be appreciated and the OAEA thanks you in advance for these donations.

Please Note: A floor plan for our vendors will be provided by OAEA. Hyatt Regency will provide electricity if required. The vendors will complete a Utility order form that will be provided and vendors will make payment for utility usage to Hyatt Regency.

Exhibitors cannot ship directly to the convention center until Monday, November 10th, up to 2 days before set-up on the 12th.

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Exhibitors must prepare their items after the show for shipment with a prepaid shipment label. Hyatt Regency will have the shipment sent out for your carrier between 8am and Noon on Saturday.

Official Contractor Status

Hyatt Regency 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; 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.**

GENERAL INFORMATION for 2025

Exhibitor Registration

Exhibitor registration forms will be available through our Marketing chair.
Contact: Valerie Fraizer, marketing@ohioarted.com , 419-961-8783

Exhibitor Hotel Information

We will be using the special link for the OAEA discount on the website beginning Aug. 1, 2025. Please make your own lodging arrangements at Hyatt Regency. Make sure you ask for the OAEA Hotel Block. A Standard Room Rate plus tax will be available. Please note: The Hotel Block cut-off date is October 1, 2025.

Cancellations

Conference Refund Policy

If you have paid for the conference and there is a change in your availability, you may request a refund at any time. Due to deposits, service fees, and money spent, a 100% refund is not possible. 100% for circumstances outside of your control like a family emergency, administrative, denial, disaster, etc.

Cases will be looked at individually.

75% if requested 60 days before the conference.

50% if requested 30 or more before the conference.

25% if requested 15 or more days before the conference.

0% if requested less than 14 days before the conference.

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OAEA will use Hyatt Regency 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 conference center.**

All general questions regarding your vendor space assignment, exposition operating procedures, service contractors, display rules and limitations, and exposition policies should be addressed to Valerie Fraizer, OAEA marketing, at marketing@ohioarted.com or 419-961-8783

Standard Vendor Space Equipment

INCLUDED EQUIPMENT DEPENDENT ON PURCHASE PACKAGE

Appropriate Drapery and table/tables

Two folding chairs

One wastebasket

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 Vendor Space Requirements

Demonstrations can be conducted within your reserved 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 Hyatt Regency. OAEA will NOT be responsible for damaged areas.

Material Handling and Shipping

Exhibitors may only ship to the convention center up to 2 days prior to vendor setup on November 12th. Any shipments earlier than this will be turned away.

RULES AND REGULATIONS

Convention Center and OAEA Conference Access

All exhibitors must have an official OAEA exhibitor badge in order to gain access to the space.

Exhibitors will be allowed access 1 hour prior to the 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.

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Inline Spaces

The minimum exhibit space is a 6' skirted table with two chairs and a wastebasket. Extra tables may be purchased. All display materials and equipment should be arranged so as not to obstruct the sightlines of neighboring exhibitors. Equipment may exceed the 4ft height limit imposed on the front half of the space, provided that it does not exceed 8 ft in height and does not obstruct the view of adjacent vendor spaces.

Restrictions on Use of Space

Solicitations or demonstrations by exhibitors must be confined within the bounds of their own respective spaces. 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 space 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 space.

Cleaning

All aisles will be cleaned daily. Trash produced as a result of an exhibitor emptying samples must be maintained within the vendor space. Trash bins will be provided in the corridors for your convenience. Trash MAY NOT be placed in the aisles or the floor area once the conference has opened.

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 vendor space 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 or the equipment or furniture rented in the vendor space. 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.

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Photography Rights

OAEA reserves the right to capture any images of all Exhibition Hall vendor spaces 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 reason.