



Ohio Art Education Association Marketing - Conference Booth Vendor Guidelines, Rules & Regulations

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

The 2023 OAEA annual conference will be held in Toledo

November 9-11! Set up for our vendors will be on November 8th!

Booth Equipment:

Booths must be reserved through the OAEA Marketing Chair on our [website](#). Glass City Center will provide the required number of draped exhibit tables based on the final approved floor plan by the OAEA Marketing Chair. **Each exhibit space requiring drapery will be supplied drapery 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 by vendors must be scheduled by July 31st 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.

Schedule and installation:

Wednesday, November 8, 2023

- 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 9, 2023

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

- 9:00 am -12:00 pm Conference and vendor space open to OAEA members
- 12:00 pm - 1:00 pm Lunch on your own
- 1:00 pm - 5:00 pm Conference and vendor space open to OAEA members

Friday, November 10, 2023

- 9:00 am - 12:00 pm Conference and vendor space open to OAEA members
- 12:00 - 1:00 pm Lunch on your own
- 3:00 pm- 5:00 pm Conference and vendor space open to OAEA members
- 5:00 (no sooner/no exceptions) Vendors teardown/checkout with Toledo Convention Center Representative.



Ohio Art Education Association Marketing - Conference Booth Vendor Guidelines, Rules & Regulations

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

There will be a drawing for a "Free Vendor space" (valued at \$475) for the 2023 OAEA Professional Development Conference. The drawing will occur during closing on Friday, November 10. 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:

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

Please Note: Included is a floor plan for our vendors. Glass City Center installs all electricity; the vendors will place an order on the forms Glass City Center will include in the exhibitor service manual. Glass City Center will send an exhibitor service manual to all confirmed exhibitors approximately 6 weeks before the show.

Service Desk

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

Labor

Glass City Center will use our full-time personnel as lead production staff. Our full-time lead staff has an average experience of 15 years or more.

Freight Handling Services:

Glass City Center will arrange material handling services for our exhibitors. Our freight handling services include the following:

- Provide an advance warehouse location for exhibitors and show management so freight may be shipped to this location 14 days prior to the show installation.
- Email notification for materials that have been received at the advance location.



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

- Complete material handling services, which include receiving exhibitor materials, delivering to the assigned booth space, storing empty containers during the show, returning 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 Transportation services for exhibitors needing to ship items at the close of the event.

Exhibitors cannot ship directly to the convention center until Wednesday, November 8th, the day they move in. However, they can ship to our advance warehouse up to 14 days before which would be October 25th.

Official Contractor Status

Glass City Center 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 the 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 2023

Exhibitor Registration

Exhibitor registration forms will be available through our Marketing chair.

Contact: Amy Combs, marketing@ohioarted.com, 513-258-4628

Exhibitor Hotel Information



We will be using the special link for the OAEA discount will be on the website closer to Aug. 1, 2023. Please make your own lodging arrangements at Hilton Garden Inn. 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 25, 2023.



Ohio Art Education Association Marketing - Conference Booth Vendor Guidelines, Rules & Regulations

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

Exhibitor Setup Wednesday, November 8, 2:00 – 5:00 pm

Move-In Procedures

All exhibitors may gain admittance to the Conference Center with their OAEA exhibitor badges. All booths must be set up by 5:00 pm Wednesday, November 8th. No booths may be set up on the morning of Thursday, November 9th.

Wednesday, November 8th: 7-10 pm **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!

Vendor Hours

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

Friday, November 10th: 9 am – 12:00 pm

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

Exhibitor Move-Out

Friday, November 10th: 12:00 - 1:00 pm and 3:00 - 5:00 pm

Exhibitors may begin to dismantle booths no earlier than 12:00 pm Friday, November 10 th. All exhibits must be staffed and must remain intact until the official 5 pm closing time. 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

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.

OAEA will use Glass City Center as the official service contractor to provide your company with the following services and products: audio/visual equipment, furniture, rental exhibits, carpet,



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

labor, security, cleaning, material handling, electrical, and telecommunications. **There is free WiFi in the conference center.**

All general questions regarding your booth space assignment, exposition operating procedures, service contractors, display rules and limitations, and exposition policies should be addressed to Amy Combs, OAEA marketing, at marketing@ohioarted.com or (513)-258-4628.

Exhibit Hall Logistics and Standard Booth 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 Booth Requirements

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 Glass City Center. OAEA will NOT be responsible for damaged areas.

Material Handling and Shipping

Exhibitors may not ship directly to the Convention Center. There is no storage. Shipments sent directly to the Convention Center will be turned away.

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 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.



Ohio Art Education Association Marketing - Conference Booth Vendor Guidelines, Rules & Regulations

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

Inline Booths

The minimum exhibit space is 8ft x 10ft. OAEA will provide the standard drapery. 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 booth, provided that it does not exceed 8ft 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 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

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 9th.

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.



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

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 reason.