

OHIO ASSOCIATION OF SECONDARY SCHOOL ADMINISTRATORS

Hilton Columbus at Easton October 8, 2018

CONTRACT FOR EXHIBIT SPACE BETWEEN OASSA AND _____

(Firm Name - Print or Type)

Rules and Regulations Governing All Exhibits and Application for Exhibit Space

The following rules and regulations are a part of and are incorporated into this Contract for Exhibit Space. In the event OASSA accepts the exhibitor's application, exhibitor agrees to abide by all rules and regulations. The contract is subject to the rules and regulations of the hotel.

Space and Equipment: OASSA will furnish to the exhibitor a space of approximately 8.5 by 6 feet with a cloth covered 6-foot table and 2 standard hotel chairs. OASSA will not furnish signs or any other equipment. The exhibitor will need to furnish any and all electrical equipment and make arrangements with the hotel for its use. All space applications must be accompanied by a check for payment in full for the table(s) desired. No requests for cancellations will be accepted or refunds issued after September 2, 2018. All tables are located as shown on the exhibit floor plan that is attached to this form.

Exhibit Hours: Tables will be available for setup between 4 PM and 6 PM on Sunday, October 7. Exhibits must be ready for showing by 7:30 a.m., Monday, October 8 and will remain open until 4 p.m. Exhibits must be removed immediately at the close of exhibit hours on Monday, October 8.

Criteria for Selection: Only products and services directly related to school administrators and the education of students will be permitted. Applications will be considered on a first-come, first-served basis, and the decision of OASSA shall be final as to both acceptance of applications and exhibitor's space location.

Legal Compliance: Each exhibitor is responsible for obtaining any and all licenses necessary by law for the exhibitor's display (including sales, vendors, and music licenses, if applicable). Each exhibitor shall be responsible for compliance with all applicable government laws and regulations including the Americans With Disabilities Act (ADA). Exhibitors who need any special assistance or special accommodations with regard to compliance with ADA must notify the conference director no later than October 1, 2018.

Liability: Security video monitoring is provided by the Hilton. However, OASSA shall not be responsible for any loss, damage or injury to the persons or property of exhibitor under any circumstances.

Exhibit tables are \$425 each. We wish to reserve and contract for the following exhibit space(s) and have enclosed our check for \$ _____ as payment in full.

Choices for locations are as follows:

Table No(s). 1st Choice _____ 2nd Choice _____ 3rd Choice _____

Product is: _____

Address _____

Street City State Zip

Authorized Contact Person _____

(Signature)

(Printed Name of Contact Person)

Signature indicates that representative(s) of firm agree(s) to abide by above rules and regulations.

Phone number of authorized contact person_(_____)_____ FAX_(_____)_____

Company Web Address _____ Toll Free Number_(_____)_____

E-mail of authorized contact person _____

Make check payable to: **OASSA**

Mail to: Barb Benson, OASSA

8050 N. High St., Ste. 180

Columbus, OH 43235-6484

Phone: 614-430-8311 FAX: 614-430-8315 E-mail: bbenson@oassa.org

DO NOT WRITE BELOW THIS LINE

Association Confirmation: Space(s) Assigned _____ Date _____ By _____

This application becomes a binding agreement upon receipt with payment in full and acceptance by OASSA.