

**Application & Contract for Exhibitors/Sponsors**  
**Ohio Academy of Nutrition and Dietetics**  
97<sup>th</sup> Annual Conference • May 11, 2018  
**Renaissance Columbus Downtown • Columbus, Ohio**

Ohio Academy of Nutrition and Dietetics, hereinafter referred to as OAND, is hereby requested and authorized to reserve exhibit space for our use during the OAND Annual Conference, May 11, 2018, at the Renaissance Columbus Downtown, Columbus, Ohio. It is understood and agreed that all space will be assigned according to our preferred space on a first-come basis and that no space will be held without payment.

**Information to be printed in show directory:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Toll Free: \_\_\_\_\_

Fax Number: \_\_\_\_\_

\*Key Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Web Site: \_\_\_\_\_

We would prefer not being located near the following companies.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*The person listed here will receive all exhibit/sponsor correspondence related to the OAND 2018 Conference.

**We will exhibit the following product(s)/services(s):**

\_\_\_\_\_  
\_\_\_\_\_

**Please register the following representatives:**

*(Name badges will be issued to these booth personnel)*

1) Key Contact: \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

**Exhibit Space**

(1) 6' skirted table, (2) chairs

**Exhibit and/or Sponsorship Includes:**

**(1 Complimentary Booth, 1 Registration,**

**Web site and Attendee Book recognition & attendee list)**

☐ Exhibit Booth - \$500      ☐ Attendee bag insert - \$500

☐ Breaks - \$1,500      ☐ Attendee bag insert w/ booth - \$200

☐ Lunch - \$2,500      ☐ Speaker – Fee varies

☐ Display Ad in attendee book

\_\_\_\_ 1/8 page - \$200      \_\_\_\_ 1/2 page - \$500

\_\_\_\_ 1/4 page - \$300      \_\_\_\_ 1 page - \$800

☐ Booth/Web Ad - 6 Months \$1,000, 12 Months \$1,400

**Complete and return application with payment to:**  
**Ohio Academy of Nutrition and Dietetics**  
**PO Box 303**

**Lewis Center, Ohio 43035**

**Phone (614) 436-6131 Fax (614) 436-6181**

**jeannine@eatrightohio.org**

**Method of Payment:**

I have enclosed \$\_\_\_\_\_ for exhibit space

\$\_\_\_\_\_ for additional sponsorships

***Purchase orders are not accepted. Make checks or money order payable to The Ohio Academy of Nutrition and Dietetics in U.S. funds drawn only on a U.S. bank.***

Charge to: \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa

Account Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ V code: \_\_\_\_\_

Billing address & zip \_\_\_\_\_

Amount: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**Payments to OAND are not deductible as charitable contributions for Federal Income Tax purposes, however, they may be deductible under other provisions of the Internal Revenue Code**

## RULES AND REGULATIONS GOVERNING EXHIBITS

**CONTRACT** – The following provisions become binding upon acceptance of this contract between the applicant, his employees and agents and Show Management and any additions and amendments thereto that may thereafter be established or put into effect by Show Management.

**ASSIGNMENT OF SPACE** – Space will be assigned to all applicants based on size of space and receipt date of contract and payment. Every effort will be made to assign the exhibitor to one of his chosen spaces. Show Management reserves the right to make the final space assignment or change the space assignment after the acceptance of the application should it be necessary in the best interest of the Exhibition.

**PAYMENT & CANCELLATIONS** – Applications for space must be accompanied by the required payment. Payment for exhibit space does not include furnishings, utilities or other services ordered by the exhibitor. Exhibitors failing to make the required final payment as scheduled for their exhibit space shall forfeit their right to participate as an exhibitor and lose all monies paid. Should an exhibitor cancel, the following shall apply: cancellations received after the contract has been processed and up to 91 days prior to opening shall be charged a \$100 cancellation fee; cancellations less than 90 days prior to opening, no refund. No cancellation shall be acknowledged unless received by Show Management in writing. The date upon which the notice of cancellation is received shall apply as the official date of cancellation. Cancellation guidelines are based on calendar days prior to Exhibition opening. Upon notification of cancellation, Show Management has the right to resell the space vacated.

**LABOR** – If display houses are utilized, the Official Service Contractor must be notified and given a Certificate of Insurance from the I&D company.

**EXHIBIT STANDARDS** – Show Management shall have the right to prohibit any exhibit or part of an exhibit that in its opinion is not suitable to, or in keeping with, the character or purpose of the Exhibition. Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of exhibit. Exhibits must conform to the size of the space and must be of such character or arrangement so as not to obstruct the view or interfere with the exhibits of others. All demonstrations and exhibits must be confined to the contracted space. Exhibits are permitted to extend forward at the 8' height from the back wall the length of 5' and not over 4' from this point to the front of the booth. *Waiver of these restrictions on island and bulk spaces (20' x 20' or larger) only must be approved by Show Management at least 30 days prior to Exhibition opening.* Questionable exhibits shall be modified at the request of Show Management. Show Management reserves the right to interpret and remove from the Exhibition, program materials, advertising, or literature that they feel would be in "bad taste" if such materials were displayed. Displays having unfinished or unsightly exposures at the rear or sides must be acceptable covered to the satisfaction of Show Management at the exhibitor's expense. The fastening of materials to booth drapery or framework, or to building walls, ceilings, floors, carpeting or columns is expressly prohibited. Helium balloons are prohibited. Glitter, decals and/or stickers may not be passed out inside the facility without prior written approval.

**EXHIBIT SPACE/OPERATION AND ACTIVITIES OF EXHIBIT BOOTHS** – Exhibits must be maintained by at least one company representative but limited to the number of personnel working concurrently to three per 100 sq. ft. of space rented at all times during the Exhibition's hours. Exhibitor personnel are prohibited from soliciting business anywhere in the facility outside their exhibit space. All advertisements and sales promotion materials must be distributed from the exhibitor's booth. Exhibitor shall not enter into another exhibitor's space when unattended or without invitation. Exhibitors must comply with all applicable federal, state, and local laws. Exhibitors shall not assign, sublet or share the whole or any part of their space.

**FOOD SAMPLES** – Exhibitors may bring food samples. All portions must be limited to 3 oz. beverage and 2 oz. food.

**SAFETY** – All materials and installations must conform to the requirements of the building and inspection authorities having local jurisdiction. All decorative materials must be nonflammable. All display vehicles must have fuel tanks drained, fuel filler pipe openings locked or taped shut and batteries disconnected. No propane tanks or other combustible gas containers may be used or stored on the premises. Explosives, firearms, and weapons of any kind are expressly prohibited. Each exhibitor agrees to be knowledgeable and responsible regarding ordinances and regulations pertaining to health, fire prevention and public safety while participating in the Exhibition.

**USE OF CONTESTS, PRIZES OR LOTTERIES** – In order to insure professional and educational standards of the Exhibition contests or prizes are expressly prohibited unless fully explained in writing to Show Management for written approval at least 30 days prior to the Exhibition. Show Management reserves the right to approve or decline any/all such applications. Winners must be notified by the exhibitor after the Exhibition.

**MUSIC & AMPLIFICATION** – No copyrighted music, live or recorded will be permitted in the exhibit hall unless the exhibitor using the material has purchased the appropriate license. This rule included background music on audio-visual presentations. The use of amplification, recordings, videos, slides or other audio-visual devices is permissible; however, the sound volume of any such device must not exceed that of normal conversation voice level or be objectionable to neighboring exhibitors.

**REMOVAL OF EXHIBITS** – In the interest of public safety and Exhibition continuity, no exhibit booth or display shall be dismantled or packed prior to the official closing of the Exhibition. Violation of this policy may result in the refusal of the violating exhibitor's application for exhibit space in future Exhibitions. Any exhibitor property remaining after the published move-out date/time, will be removed by the official contractor at the exhibitor's expense.

**SECURITY/INSURANCE/INDEMNITY/LIMITATION OF LIABILITY** – Show Management, show sponsors, show service contractors nor the facility will be held responsible for any loss, damage, injury or theft that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the exhibit contract, and the exhibitor upon signing of contract and/or paying for booth space, expressly releases Show Management, show sponsors, show service contractor and the facility and agrees to indemnify same against any and all claims for loss, damage or injury. Any damage to the facility due to carelessness of the exhibitor must be paid for by the exhibitor who causes same. Exhibitor must carry their own fire and theft insurance. The furnishing of security guards shall not increase the liability of Show Management, show sponsors, nor show service contractors. Show Management, show sponsors, or service contractors shall be held responsible for any damage to exhibitor's business or for failure to provide exhibit space or for failure to hold the Exhibition as scheduled. Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Renaissance Columbus Downtown, Columbus, Ohio, its owners or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Renaissance Columbus Downtown, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.

**HOSPITALITY/MEETING ROOMS** – There shall not be any exhibitor entertainment, meetings, And/or/ any other activities aimed at general attendees scheduled during the exhibit hours of the Exhibition or during conference sessions without prior written approval from Show Management. Companies/individuals must be exhibitors in order to use a hospitality suite in the headquarters hotel or exhibit facility and must obtain authorization from Show Management. The term hospitality suite shall include any open room with readily available food, drink, and/or entertainment where same may have been publicly announced or advertised.

**MATTERS NOT COVERED** – Show Management reserves the right to rule on all matters pertaining to the Exhibition, whether expressly mentioned or not and the exhibitor, by submitting the Application & Contract for Exhibit Space agrees that all rulings shall be binding upon both the exhibitor and Show Management. The aforementioned items covered by this contract may be amended at any time by Show Management in the interest of the Exhibition and notice thereof shall be binding on exhibitors equally with the forgoing rules set forth in this contract.

**FOR ADDITIONAL INFORMATION** – The Ohio Academy of Nutrition and Dietetics, PO Box 303, Lewis Center, Ohio 43035, (614) 436-6131  
jeannine@eatrightohio.org.