

Ohio Aviation Association - EXHIBITOR TERMS

Who May Exhibit – The meeting is intended for those companies that are related to the profession. OAA reserves the right to determine the eligibility of any applicant as an exhibitor. With a limited number of exhibitors permitted, OAA reserves the right to deny exhibitors after the limit is reached.

Representatives – Number of representatives included in the exhibitor fee is determined annually and published in the Sponsor and Exhibitor announcements. OAA shall provide such representatives with food during the meal functions of the meeting while the exhibit is open at no additional charge. Additional representatives must register for the conference as a normal attendee. Exhibiting companies shall limit the number of representatives working concurrently to four (4) per booth.

Exhibit Hours – All exhibits must be staffed during open exhibit hours. It is agreed that no exhibitor will dismantle or remove any part of their exhibit prior to exhibition closing.

Hospitality Functions – Scheduling of private function must be coordinated directly with OAA. There shall not be any exhibitor entertainment, meetings, and/or any other activities aimed at attendees scheduled during exhibit hours or during scheduled meeting events without prior written approval from OAA.

Exhibit Standards – Exhibits must conform to the table contracted 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. Questionable exhibits shall be modified at the request of OAA staff. The fastening of materials to table drapery, building walls, ceilings, floors, carpeting, or columns is expressly prohibited. Exhibitors must abide by all applicable Food and Drug Administration (FDA) regulations, including but not limited to any or all approved requirements.

Use of Space – No sharing, subletting, or assignment of space is permitted. OAA 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 meeting. Exhibitors are encouraged to verify helium balloon usage with the facility and will be held accountable for any charges resulting from their use. Smoking will not be permitted in the exhibit area.

Security – Exhibitors will be responsible for the security of their own exhibit areas and property.

Contests, Prizes or Lotteries – In order to insure the highly professional and educational standards of the meeting, contests, prizes, and lotteries are expressly prohibited unless fully explained in writing and submitted to OAA for approval at **least two weeks** prior to the meeting. OAA reserves the right to approve or decline any request. It is the exhibitor's responsibility to notify winners.

Service Contractor – All costs of shipping and cartage are to be borne by the exhibitor. OAA will supply a draped table, two chairs, a wastebasket, and electric (if requested and purchased two weeks in advance). All other services required must be ordered directly from the facility or outside contractor.

Liability, Insurance and Waiver of Subrogation – OAA, its staff, directors, volunteers, service contractors, nor the facility shall be held responsible for the safety of exhibits against fire, theft, or property damage, or for accidents to exhibitors or their employees from any cause prior to, during, or subsequent to the period covered by the Application. Exhibitors shall obtain, at their own expense, adequate insurance against such injury, loss, or damage. The exhibitor waives the right of subrogation by its insurance carrier(s) to recover losses sustained under the exhibitor's insurance for real and personal property. Any and all exhibitor charges for services levied by the facility or subcontractors are the responsibility of the exhibitor. OAA is not responsible for payment for any services connected with exhibitor requests and has no authority over any service charges, rental fees, set-up fees, labor contracts, etc., that are required by any venue.

Music and Amplification – Due to U.S. Copyright Laws no copyrighted music, live or recorded, will be permitted in the exhibit area unless the exhibitor using the material has purchased the appropriate license.

Solicitation – The contents of OAA's directories or attendees may not, in whole or in part, be reproduced, copied, disseminated, entered into a computer database, used as part of or in connection with the names, addresses, telephone numbers, fax numbers, email addresses, website addresses, and contact person of OAA members.

Non-Sponsor/Exhibitor Selling in the Exhibit Hall – Sales in the exhibit hall by anyone other than a sponsor or exhibitor are strictly prohibited. If such activity is observed, it should be reported to the OAA executive director or any member of the OAA Board of Directors. Enforcement of these policies includes: a. First Violation – Warning, and b. Second Violation – Revocation of access privileges at current Annual Conference.

Matters Not Covered – OAA reserves the right to rule on all matters pertaining to the meeting, whether expressly mentioned or not, and the exhibitor, by executing Application, agrees that all rulings shall be binding upon both the exhibitor and OAA.