

Questions? Contact the exhibit chair at 2018exhibits@ogs.org.

2018 OGS Annual Conference Exhibitor Opportunities

BLAZING NEW TRAILS

11-14 April 2018

Hyatt Regency | Columbus, Ohio

www.ogsconference.org

The OGS 2018 Conference, Blazing New Trails, promises to offer innovative genealogical sessions and workshops to over 600 eager attendees looking for products and services to supplement their educational experience at the conference. Exhibitors are an integral part of our conference and we are here to help you stage a successful exhibit. Each exhibitor receives:

- An 8 foot by 8 foot booth that includes one 6 foot draped table and two chairs
- Company listing and 50 word product/service description in the conference syllabus and a link on the conference website to your home page
- One complimentary conference registration and digital syllabus

Payment and all paperwork is due before exhibitor registration is considered complete and table assignments made. Please see the Terms and Conditions page for complete information on OGS exhibit regulations. Each space on the Terms and Conditions page *must be initialed, signed, and returned with application and payment.* Table assignments are on a first-come, first-served basis. OGS reserves the right to change table assignments when such action is deemed in the best interest of the total exhibition. Each exhibitor is encouraged to have at least one attendant in their space during exhibit hall hours.

EXHIBIT DATES AND HOURS

Exhibit Setup

WEDNESDAY, 11 APRIL	12:00 p.m. to 6:00 p.m.
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Exhibit Hours

THURSDAY, 12 APRIL	10:00 a.m. to 6:00 p.m.
FRIDAY, 13 APRIL	8:00 a.m. to 6:00 p.m.
SATURDAY, 14 APRIL	8:00 a.m. to 3:00 p.m.

EXHIBITOR SALES

Exhibitors who wish to sell products at the conference must have an Ohio Transient Vendor's License. Licenses are available from the Ohio Department of Taxation at http://www.tax.ohio.gov/portals/0/sales_and_use/st_st1t12_09.pdf.

CANCELLATION POLICY

Cancellation requests must be submitted in writing to the exhibit chair at 2018exhibits@ogs.org. Written requests received before 15 February 2018 will receive a refund, minus a \$50 administrative fee.

Exhibitor space fee **on or before** 15 February 2018

- Tabletop (Vendor)\$ 75
- Additional tables (Vendor)\$ 65
- Tabletop (Nonprofit/OGS Chapter)\$ 50

Exhibitor space fee **after** 15 February 2018

- Tabletop (Vendor)\$ 85
- Additional tables (Vendor)\$ 75
- Tabletop (Nonprofit/OGS Chapter)\$ 60

ORGANIZATION _____

CONTACT _____

TITLE _____

ADDRESS _____

CITY/STATE/ZIP _____

TELEPHONE _____

FAX _____

E-MAIL _____

WEBSITE _____

METHOD OF PAYMENT

- Check/Money Order Enclosed (payable to OGS 2018 Conference)
- Credit Card: MasterCard VISA Discover Amex

NUMBER _____

EXP DATE _____

SIGNATURE ON CARD _____

Total Due

\$ _____



Please send completed application and method of payment to:

OGS 2018 Conference
611 State Route 97 West
Bellville OH 44813
Phone: (419) 886-1903
Fax: (419) 886-0092

Exhibitors must first stop at the registration desk prior to set up. Please send your 50-word description of your organization, product, or service to 2018syllabus@ogs.org by 1 February 2018.

TERMS AND CONDITIONS

The Ohio Genealogical Society is a nonprofit corporation in Ohio hereafter called OGS. Exhibitor refers to all individuals, companies, or organizations, profit or nonprofit, formal or informal, who have been invited to participate in and OGS sponsored event, to use the Exhibit Hall, or other facility, to sell or promote products, memberships, or services related to genealogy.

Exhibitors and their agents shall conduct themselves in a professional and ethical manner at all times during the conference. Ethical conduct for the Exhibitor and agent excludes all illegal activities and promulgation of erroneous or misleading information about products or services sold by others. Any exhibitor or agent found to be involved in illegal activities or to be passing false and misleading information may result in the Exhibitor being ejected from the Conference at the discretion of the Conference Chair. If this occurs OGS also reserves the right to deny the exhibitor from all future OGS events.

Initial: _____

The exhibitor or agents may not remove, alter or amend any other exhibitor's promotional materials. The exhibitor shall notify the Exhibitor Chair in writing of all persons working with or in any way representing them at an OGS event.

All persons representing an Exhibitor must wear an OGS provided name-badge, identifying them as an agent of the Exhibitor, at all times in the Conference facility. This will be strictly enforced, especially during set-up and tear-down. Design and content of these badges is wholly at the discretion of OGS and no more than two agent badges will be given to each Exhibitor.

Initial: _____

All persons active in an Exhibitor area are assumed to be agents of that Exhibitor unless the Exhibitor takes action to remove the person(s) from this appearance or representation and notifies the OGS Exhibitors Chair or Conference Chairs immediately upon becoming aware of the situation. This policy is established to prevent Exhibitors from later denying responsibility for the actions of an agent or anyone representing them. All actions listed with an Exhibitor are the Exhibitor's responsibility.

Initial: _____

The Exhibitor agrees to abide by all existing laws, rules, agreements and regulations, including those covering the use of services or labor in the Conference facility. The Exhibitor assumes full responsibility and liability for the action of its agents.

Initial: _____

The Exhibitor is responsible for damage to his/her leased space. No signs or other articles may be affixed, nailed, or otherwise attached to walls, doors, windows, etc., in such a manner to deface or damage them. Likewise, no attachments may be made to floors by nails, screws, tape, or any other device that would damage or mar them. In all cases, the judgment of the OGS Exhibits Chair shall prevail. Such signs or attachments must be removed when directed by the Exhibitor Chair or Conference Chairs. All such attachments and residue must be removed by the Exhibitor at the end of the conference. Also the exhibitor will be responsible for the removal of all trash from their exhibit space at the end of the event. Any costs incurred by OGS as a result of an Exhibitor's placement of signs, furniture, or other devices will be reimbursed to OGS by the exhibitor and must be paid before the Exhibitor has permission to attend any future OGS events.

Initial: _____

Assignment of space will be made by OGS and may be changed at any time, including during the Conference for any reason, stated or unstated, by the Exhibit Chair. Exhibits must be self-contained within the space assigned by the OGS Exhibits Chair.

Initial: _____

Chairs, furniture, or other materials shall not be placed outside the assigned space or set up in such a manner to block exits, access to other rooms, or access to other Exhibitor's space.

No exhibit structure, material or sign may extend more than eight feet in height, unless expressed permission is granted by the OGS Exhibits Chair. Exhibitor's decorations may not obstruct other allowable displays or project into aisles. In all cases regarding space use and bounds, the decision of the OGS Exhibitor Chair shall prevail. **Initial:** _____

Hawking, including distributing written or verbal promotional material in the aisles, corridors, lecture halls, labs, hotel rooms, or on the public address system of the OGS conference is strictly prohibited. Violation of this rule will result in the Exhibitor being ejected from the Conference and not being allowed to participate in future OGS Conferences. All sales activity is strictly limited to the Exhibitor's assigned space in the Exhibits Hall and demonstrations scheduled for Exhibitor. **Initial:** _____

Exhibitors may not announce, place, or post promotional material in any lecture room without the prior approval of the Program Chair or Conference Chairs.

The OGS Conference staff or board members may, from time to time, use the public address system, signs and flyers, to announce schedules, events, activities, and services of general interest to attendees.

The Exhibitor agrees to cooperate with the OGS Conference Staff & OGS Board Members.

Initial: _____

Payment for a space **MUST** be made at the time the space is reserved. Payments made within 10 days of an event will be made at the discretion of the Exhibit Chair in a payment method acceptable to the OGS Treasurer. Payment method is at the discretion of the OGS Treasurer when the Exhibitor is new to OGS and has not established a financial history with OGS.

Initial: _____

Once an Exhibitor sets up at an OGS event, no refund or monies paid to OGS will be made. Cancellations or amendments made after OGS has incurred an expense related to that exhibit maybe made at the discretion of OGS. No refund is implied or established by this allowance.

Initial: _____

Exhibitors shall not ship advance freight direct to the exposition site unless permitted by the hotel or conference center.

OGS and the owners or managers of the facility where the event is to be held shall not accept or store display materials or empty crates, and the Exhibitor shall make his own arrangements for shipment, delivery, receipt and storage of such materials and empty crates. All shipments and deliveries to the exposition shall be prepaid.

Initial: _____

Neither OGS or its agents or representatives will be responsible for any injury, loss, or damage that may occur to the Exhibitor, or to the Exhibitor's agent or property, from any cause whatsoever. Under no circumstances will OGS be liable for failure to perform its obligations under any agreement with Exhibitors as a result of strikes, riots, acts of God, or any other cause beyond its control. Anyone visiting, viewing, or otherwise participating in the Exhibitor's exhibit is deemed to be the invitee or license of the Exhibitor, rather than the invitee of license of OGS. OGS shall not be liable for any injury whatsoever to the property of the Exhibitor or to persons conducting or otherwise participating in the conduct of the exhibit or to invitee or guest of the Exhibitor.

Initial: _____

OGS and/or the exposition facility shall exercise reasonable care for the protection of the Exhibitor's materials and display. Beyond this, OGS, the exposition facility or any officer or staff member thereof will not be responsible for the safety of the property of the Exhibitor, his agent, or employees, from theft, damage by fire, accident, or any other cause. The Exhibitor shall not assign, sublet, or share assigned space without the knowledge and written consent of the Exhibits Chair. The Exhibitor must display only the goods manufactured or dealt in by them in their regular course of business. OGS reserves the right to restrict exhibits which because of noise, methods of operation, materials or for any other reason, become objectionable, and also to prohibit or to remove any exhibit which, in the opinion of OGS, may detract from the general character of the exposition as a whole, or which consists of products or services inconsistent the purpose of the exposition. This reservation includes persons, things, conduct, printed matter, and anything of such character that OGS determines to be objectionable. In the event of such restriction or removal, OGS shall not be liable for any refunds or other exhibit expenses.

Initial: _____

No firm or organization not assigned exhibit space shall be permitted to solicit business within the conference area or conference hotel. Each exhibitor agrees that he and his agents will abide by these regulations and by subsequent amendments and additions thereto, it being fully understood and agreed that the sole control of the Exhibits Hall and Conference space rest with The Ohio Genealogical Society.

No invasive medical procedures are permitted.

Signed:

Date:
