

EXHIBITOR CONTRACT – Early Bird Special



COMPANY/ORGANIZATION NAME: _____

Use 2016 Listing OR Use Below Information

Address: _____
 City/Town: _____ State/Province: _____ Zip/Postal Code: _____ Country: _____
 Telephone #: _____ Website URL: _____

Exhibitor Description for OCALICON 2017 Program

(maximum of 500 characters or 100 words; attach a separate sheet, if necessary or email to exhibit@ocali.org):

PRIMARY CONTACT INFORMATION*

Contact Name: _____ Role/Job Title: _____
 Address: _____
 City/Town: _____ State/Province: _____ Zip/Postal Code: _____ Country: _____
 Telephone #: _____ Email Address: _____

**Please list one primary contact to receive all communications and information (including the Exhibitor Services Manual) for OCALICON 2017.*

1) Choose Your EXHIBIT PACKAGE		Cost	Quantity	Total	2) Choose Your BOOST PACKAGE		Cost	Total	3) Choose Your PROGRAM AD		Cost	Total	
<input type="checkbox"/>	10'x10' Standard	\$1,000			<input type="checkbox"/>	Exhibitor Session (8 available)	\$300		<input type="checkbox"/>	Back Cover (8.5" x 11")	\$1,500		
<input type="checkbox"/>	10'x10' Non-Profit*	\$600			<input type="checkbox"/>	Tote Bag Insert	\$300		<input type="checkbox"/>	Inside Front Cover (8.5" x 11")	\$1,000		
<input type="checkbox"/>	10'x10' Gallery Package (1 available)	\$2,300			<input type="checkbox"/>	Mailing List	\$200		<input type="checkbox"/>	Inside Back Cover (8.5" x 11")	\$1,000		
<input type="checkbox"/>	10'x20' Energy Break Package (3 available)	\$3,300			<input type="checkbox"/>	Badge Scanner	\$120		<input type="checkbox"/>	Full-Page Ad (8.5" x 11")	\$700		
<input type="checkbox"/>	10'x20' Keynote Package (1 available)	\$4,700			<input type="checkbox"/>	T-Shirt Logo (6 available)	\$200		<input type="checkbox"/>	Half-Page Ad (8.5" x 5.5")	\$500		
<input type="checkbox"/>	Exhibit Hall Scavenger Hunt Participant	Must be an OCALICON exhibitor. Deadline: August 31, 2017			<input type="checkbox"/>	Scavenger Hunt Sponsor (3 available)	\$200		<input type="checkbox"/>	Quarter-Page Ad (4.25" x 5.5")	\$300		
<input type="checkbox"/>	Take-One Table	\$300			<input type="checkbox"/>	On-Site Advertising	Call for Pricing		<input type="checkbox"/>	Exhibitor Logo in Program Listing	\$50		
EXHIBIT PACKAGE TOTAL:					BOOST PACKAGE TOTAL:					PROGRAM AD TOTAL:			

*Must submit copy of 501(c)(3) certificate or equivalent along with Exhibitor Contract.

ORDER INFORMATION

Grand Total: _____
50% Deposit: _____

Note: Deposit is due within 30 days of submitting signed agreement.

Amount Enclosed: _____
Balance Due: _____

Note: 100% deposit is required after August 31, 2017.

Signature Required:
 Please sign where indicated on p.2

PAYMENT INFORMATION

Requested Booth(s) #: _____

Check 1) Check #: _____
 2) Check #: _____

Make checks payable to the ESC of Central Ohio. Returned checks will be assessed a \$40 fee.

Credit Card

Card #: _____
 Name: _____
 Expiration Date: _____ Card Code: _____ Zip Code: _____

Mail/scan **both pages** of completed contract to:

OCALICON 2017 | Attn: Simon Buehrer
 470 Glenmont Ave. | Columbus, OH 43214 USA
 Email: simon_buehrer@ocali.org

For Show Management Use Only

Booth(s) Assigned:	Payment Received:	Balance Due:
Date:	Date:	Balance Received:
Initial:	Initial:	Initial:

Regulations, Terms, and Conditions

General Information

OCALIN 2017 ("CONFERENCE") is hosted and managed by the Ohio Center for Autism and Low Incidence ("OCALI"), a project under the governing board of the Educational Service Center of Central Ohio ("ESCCO"). OCALI provides CONFERENCE exhibit space and advertising – at a cost – to an approved entity ("CONTRACTOR"). Exhibit space and/or advertising is assigned on a first-come, first-served basis as determined by OCALI as Show Management ("SHOW MANAGEMENT"). Acceptance of CONTRACTOR is in no way to be construed or promoted as an endorsement by SHOW MANAGEMENT. SHOW MANAGEMENT makes no representation of warranties of any kind regarding the CONFERENCE, the number of attendees, merchantability, and/or fitness for CONTRACTOR purpose. Approval to exhibit or advertise at the CONFERENCE is contingent upon approval by SHOW MANAGEMENT under the guidance of the CONFERENCE Steering Committee ("STEERING COMMITTEE"). An approved CONTRACTOR must fulfill the spirit and intent of OCALI's Options Policy and its emphasis on informed consumer choice. SHOW MANAGEMENT may restrict, prohibit, evict, or cancel any CONTRACTOR whose exhibit or advertisement does not comply with the policies, rules, and regulations outlined in this agreement ("AGREEMENT") and associated with the CONFERENCE – including, but not limited to those published on the CONFERENCE website ("WEBSITE"); those published in the Exhibit Services Manual ("MANUAL"); is misleading or deceptive; is in poor taste or unsuitable to exhibit or advertise; or whose products, publications, or materials may detract from the general character of the CONFERENCE. In such an instance, CONTRACTOR shall cease and desist such action or forfeit the exhibit space, if appropriate, and dismantle, remove and vacate the premises as requested or ordered by SHOW MANAGEMENT.

AGREEMENT Acceptance

Acceptance of CONTRACTOR is at sole and absolute discretion of SHOW MANAGEMENT under the guidance of the STEERING COMMITTEE. An application to exhibit or advertise is not considered accepted until applicant is notified in writing by SHOW MANAGEMENT of the acceptance. Upon receipt, SHOW MANAGEMENT will review application – including requested exhibit package, exhibit booth number, and/or advertising – and assign and/or reserve exhibit booth(s) and/or advertising. A 50% deposit is required within thirty (30) days of submission of completed AGREEMENT. Failure to provide 50% deposit may result in the termination of this AGREEMENT and the reassignment of booth space or advertisement (if applicable) to another entity. Payment in full or 100% deposit is required of CONTRACTOR after Thursday, August 31, 2017. CONTRACTOR will not be permitted to erect a display until space rental is paid in full. Checks should be made out to ESC of Central Ohio. All accepted AGREEMENTS are subject to the regulations, terms, and conditions contained within AGREEMENT, WEBSITE, MANUAL, and/or set forth by the Greater Columbus Convention Center ("GCCC"). SHOW MANAGEMENT reserves the right to terminate this AGREEMENT with written notice if CONTRACTOR breaches any of the regulations, terms, or conditions contained herein and in the WEBSITE or MANUAL, including failure to make payment when due under the terms of this AGREEMENT.

Representation

CONTRACTOR will name one (1) individual to act as its authorized representative throughout the duration of this AGREEMENT.

Exhibit Hall Floor Plan

The Exhibit Hall Floor Plan is developed and maintained by SHOW MANAGEMENT and is the official floor plan for the CONFERENCE. SHOW MANAGEMENT reserves the right to edit or change the Exhibit Hall Floor Plan at any time to best accommodate the overall needs of the CONFERENCE. Exhibit space assignments will be determined at the sole discretion of SHOW MANAGEMENT and memorialized in this AGREEMENT. SHOW MANAGEMENT reserves the right to reassign CONTRACTOR booth space with notice if determined by SHOW MANAGEMENT to be in the best interest of the CONFERENCE.

Exhibition Hours

Tuesday, November 14, 2017 | 12:00 pm - 7:00 pm (move-in)

Wednesday, November 15, 2017 | Day One – 9:00 am – 5:00 pm (3:00 - 5:00 pm - Exhibit Hall open to general public)

Thursday, November 16, 2017 | Day Two – 9:00 am - 3:00 pm

3:15 - 6:00 pm (strike and move-out)

All times are Eastern Standard Time (EST). Exhibition strike, dismantling and/or packing of booth space will commence no sooner than 3:05 pm, Thursday, November 16, 2017.

CONTRACTOR Participation

Any exhibit space not occupied by 8:30 am EST on Wednesday, November 15, 2017, unless arrangements for delayed occupancy have been arranged with SHOW MANAGEMENT, will be forfeited by CONTRACTOR, and such space may be resold, reassigned, or used by SHOW MANAGEMENT without refund of CONTRACTOR payment. CONTRACTOR booth must be staffed and attended at all times during exhibition hours. Abandonment of booth space at any time during exhibition hours is not permitted. No addition or removal of major/large products or materials to or from booth is permitted during exhibition hours. Demonstrations, distribution of publications, materials and/or samples and any sales activities are permitted only within the confines of CONTRACTOR'S assigned booth. Occupation of exhibition space is solely limited to the CONTRACTOR who signed the AGREEMENT for such space. CONTRACTOR will not assign, sublet, share, or allot, the whole or any portion of its assigned space or permit representatives, products, publications, or equipment to occupy assigned space other than what is manufactured, provided, distributed, or affiliated with or by CONTRACTOR without prior written consent of SHOW MANAGEMENT.

Exhibit Manual

The MANUAL will be sent to CONTRACTOR no later than Friday, July 14, 2017. The MANUAL will include, but is not limited to: shipping instructions to advance warehouse, materials handling information, additional CONTRACTOR rules and regulations, move-in/move-out schedules and service agreement forms for the rental or purchase of equipment, furniture, audio/visual equipment, utilities, or Internet access for the Exhibit Hall. CONTRACTOR is required to use Fern, the designated CONFERENCE general service contractors ("GSC") for services and/or equipment. CONTRACTOR is solely responsible for all arrangements and payment(s) corresponding to services or products included in the MANUAL. SHOW MANAGEMENT assumes no responsibility or liability for the performance, delivery, or suitability of any services or products purchased, rented, and/or secured through the MANUAL.

Food and Beverage

Levy is the exclusive food and beverage provider of the GCCC. All food and beverage must be ordered through Levy. No alcohol is permitted in the Exhibit Hall at any time during the CONFERENCE. Preparation and/or serving of any type of food or beverage within the exhibition area is prohibited without the prior written consent of SHOW MANAGEMENT and/or Levy. SHOW MANAGEMENT and/or Levy reserve the right to bill the CONTRACTOR for the actual cost plus a determined fee for any food or beverage item brought into the GCCC without prior written consent from SHOW MANAGEMENT and/or Levy.

Exhibit Rules and Regulations

Carpeting is provided and required in all booth spaces for the CONFERENCE in order to maintain the professional character and appearance of the Exhibit Hall. No items shall be posted on, taped, tacked, nailed, screwed, or otherwise attached to the columns, support beams, walls, floors, doors, or other parts of the GCCC. Caustic or staining fluids/materials are not permitted in the Exhibit Hall. Packing, unpacking, and assembly of exhibits shall be done only in the designated areas and in conformity with the directions of SHOW MANAGEMENT and/or the GCCC. CONTRACTOR, its agent, and/or representatives are liable for all damages caused by them to the GCCC, booth equipment, property of SHOW MANAGEMENT, and the GSC for the CONFERENCE. CONTRACTOR employees may install and dismantle their own display as long as forklift, aerial lift, or other equipment assistance is not necessary. Any display of banners, decorations, or theatrical equipment that hangs from the ceiling in the Exhibit Hall must be approved and rigged by GCCC personnel. All materials or decorations used in CONTRACTOR'S booth must be flame retardant and conform to all Fire Department and/or State/Local Fire Marshall regulations. Required exit doors, exit lights, fire alarm sending stations, wet standpipe hose cabinets, and fire extinguisher locations shall not be concealed or obstructed. Use of open flames, compressed gas, or explosive fuels, heat, etc. is prohibited. Columbus Fire Department inspectors, fireman, State Fire Marshall, GCCC personnel, and SHOW MANAGEMENT will conduct regular and continuous inspections of the exhibit hall and individual exhibit booths throughout the CONFERENCE without any prior notification and will enforce all rules and regulations. CONTRACTOR accepts full responsibility for compliance with national, state, city, and GCCC fire safety rules and regulations. CONTRACTOR will be directly warned and perhaps fined for any violations pertaining to CONTRACTOR'S booth(s) and/or participation in CONFERENCE as determined by appropriate authorities and/or SHOW MANAGEMENT. The GCCC is a smoke-free facility. Smoking is prohibited in the exhibit hall, main concourse, session rooms, entrance ways or dock areas. Digital devices (computers, printers, monitors, keyboards, etc.) on display must comply with Section 302(b) of the Communications Act and Section 2.803 of the FCC's rules. All digital devices must have the required FCC certifications, including an FCC Warning and Identification Label. Computers and peripherals are defined as Class B digital devices. All such devices must carry a FCC Warning Label and ID Number. These devices emit radio signals when operating. Uncertified digital devices may cause harmful interference to radio and broadcast communications. CONTRACTOR shall abide by and observe all federal, state, and local laws, rules, regulations, and ordinances applicable to the GCCC, including the rules of the GCCC, SHOW MANAGEMENT, CONTRACTOR, and Labor Unions. CONTRACTOR shall not discriminate against any person on the basis of age, sex, race, color, creed, religion, national origin, sexual orientation, education level, disability, or in any other manner in connection with or related to the CONFERENCE or use of the GCCC. CONTRACTOR is prohibited from possessing or having under their control, a "deadly" weapon or "dangerous ordnance" (each as defined in Ohio Revised Code Section 2923.11), while conducting business related to this AGREEMENT, or while conducting business in or on state-owned or leased property.

"Good Neighbor" Policy

CONTRACTOR agrees to adhere to CONFERENCE'S "Good Neighbor" Policy ("POLICY") as a condition for participation in the CONFERENCE. Display materials and/or products should not obstruct the sight lines of neighboring booths and/or intrude upon or in any way invade the space of neighboring booths. CONTRACTOR'S booth items should not exceed the height of the back drape (8') or side drape (3') excluding items which are "flown" or rigged above booth at CONTRACTOR'S expense or those which are approved by SHOW MANAGEMENT. Music, voices (regular and amplified), and booth noise shall be at appropriate sound levels at all times and must not interfere with other exhibitors. SHOW MANAGEMENT shall determine and enforce acceptable volume levels for all participants in the Exhibit Hall. CONTRACTOR is not permitted to leave the CONFERENCE prior to the closing of the Exhibit Hall on Thursday, November 16, 2017.

Sales of Products or Services

CONTRACTOR is responsible for collecting and remitting applicable sales and use taxes to the State of Ohio and/or any and all local jurisdictions for CONTRACTOR'S sales of products or services. CONTRACTOR will submit to SHOW MANAGEMENT a completed sales tax form and/or tax identification certificate within two (2) business days of request. SHOW MANAGEMENT assumes no responsibility regarding CONTRACTOR sales and will cooperate with officials of the State of Ohio to make available requested information and/or to provide Exhibit Hall access to such officials.

Security and Insurance

Twenty-four (24) hour peripheral security will be provided starting Tuesday, November 14, 2017, and continuing through the end of the Exhibit Hall on Thursday, November 16, 2017. Security personnel will be on duty during move-in, Tuesday, November 14, overnight Wednesday, November 15, and during dismantling of the Exhibit Hall on Thursday, November 16. SHOW MANAGEMENT expressly disavows any responsibility for the protection of CONTRACTOR'S booth materials or display prior to, during, or after the CONFERENCE, and CONTRACTOR hereby releases SHOW MANAGEMENT from any and all claims, losses, damages, and expenses arising out of any losses to any thereof. CONTRACTOR shall utilize lock boxes and/or arrange for its own security in its booth, as appropriate, at its own expense. CONTRACTOR shall be able to provide a certificate of insurance to cover exhibit material(s) against damage or loss and public liability insurance against injury to the person and property of others. CONTRACTOR shall certify, at its own expense, the provision of insurance for the protection of CONTRACTOR'S property against fire, theft, vandalism, or destruction by any cause. SHOW MANAGEMENT assumes no risk or responsibility by the acceptance of this AGREEMENT. CONTRACTOR expressly releases SHOW MANAGEMENT from any and all liability for any damage, injury, or loss to any person or goods which may arise from the rental/occupation of exhibit booth and/or participation in CONFERENCE.

Photo and Video Release

SHOW MANAGEMENT may choose to capture photos or video from CONFERENCE for use on the CONFERENCE website or in promotional materials such as flyers, brochures, newsletters, web videos, and/or the CONFERENCE program. Unless permission is revoked in writing to SHOW MANAGEMENT, by virtue of their attendance, CONTRACTOR consents to the use of their image or likeness in such promotional materials. Furthermore, no financial compensation will be provided for use or publication of photos/images/video.

Print Materials

If applicable, CONTRACTOR agrees to provide SHOW MANAGEMENT with a high resolution (.ai, .eps, .tiff or high-quality PDF) logo and/or advertising for use in promotional materials, signs, and publications such as the CONFERENCE program. SHOW MANAGEMENT assumes no responsibility for the print quality of low resolution graphics or advertising.

Indemnification

CONTRACTOR releases and waives any claim against ESCCO, OCALI, its governing board, members, agents, GSC, or employees. CONTRACTOR shall indemnify and hold harmless SHOW MANAGEMENT, the GCCC and GSC from any complaints, suits and/or liabilities resulting from negligence, loss, theft, damage, or destruction of goods, or for any injury to itself, its agents, employees, and sub-contractors while in the GCCC or for any damage of any nature or character whatsoever including any damage to its business or reason of failure to provide space for the exhibit or the removal of the exhibit by or for any action of any nature by it for failure to hold the CONFERENCE on schedule. CONTRACTOR agrees to indemnify and hold harmless and defend indemnities from any losses, claims, liabilities, damages, and expenses (including attorney's fees) arising from whatever cause whatsoever, including without limitation property damage or loss and injury or harm to persons arising out of or caused by maintenance, set-up, construction, removal, and operation of its exhibit and booth, or the acts or failure to act of the CONTRACTOR and its officers, directors, employees, agents, sub-contractors, and invitees while in or about the GCCC and from any breach of this AGREEMENT.

Force Majeure

In the event of cancellation or postponement of the CONFERENCE due to but not limited to, acts of God (flood, earthquake, tornado, fire, etc.), war, strikes, threats or acts of terrorism or similar acts, disease, U.S. Department of State, U.S. Department of Homeland Security, World Health Organization, Centers for Disease Control and Prevention, or other governmental or international agency travel advisory, civil disorder, non-availability of food, beverages, or other supplies or curtailment of transportation either in Columbus, OH, or in the countries/states of origin of CONFERENCE participants, which deters at least twenty-five percent (25%) of participants from arriving for the first scheduled day of the event, making it inadvisable, impracticable, illegal, or impossible to continue with the CONFERENCE, SHOW MANAGEMENT, under the oversight of the STEERING COMMITTEE can cancel or postpone CONFERENCE without liability.

Cancellation

Once AGREEMENT has been signed and accepted by SHOW MANAGEMENT, CONTRACTOR will be liable for 100% of contracted amount. In the event of cancellation, written notice must be given to SHOW MANAGEMENT. A 50% refund will be granted for cancellation notices received prior to September 15, 2017. No refunds will be provided for cancellation notices received after September 15, 2017. No exceptions will be made. SHOW MANAGEMENT reserves the right to resell any cancelled exhibit space. SHOW MANAGEMENT reserves the right to terminate this AGREEMENT immediately by written notice if CONTRACTOR breaches any of the regulations, terms and/or conditions set forth in this AGREEMENT, WEBSITE, or contained within the MANUAL, including but not limited to, failure to submit payment as stipulated in this AGREEMENT.

Required Signature

In signing, CONTRACTOR agrees to abide by the regulations, terms, and conditions as set forth in this AGREEMENT, WEBSITE, and MANUAL to be released no later than Friday, July 14, 2017. SHOW MANAGEMENT reserves the right to include additional regulations, terms, and conditions as necessary for the benefit of the CONFERENCE as requirements for participation in CONFERENCE. Any additional regulations, terms, and conditions will be communicated to CONTRACTOR in writing in the form of an amendment to this AGREEMENT to be signed by both CONTRACTOR and authorized representative of SHOW MANAGEMENT. The rights of SHOW MANAGEMENT under this AGREEMENT shall not be deemed waived except as specifically stated in writing and signed by authorized representative of SHOW MANAGEMENT. If any terms of this AGREEMENT are declared invalid or unenforceable by a court of competent jurisdiction, the remainder of the AGREEMENT shall continue in full force and effect.

Authorized Representative (<i>print name</i>):	
Authorized Representative (<i>signature</i>):	
Date:	
Authorized OCALI Representative (<i>signature</i>):	
Date:	
ESC of Central Ohio Treasurer (<i>signature</i>):	
Date:	