

Ohio AEYC 2025 Ohio Early Childhood Conference Exhibitor Terms and Conditions

PAYMENT/CANCELLATION INFORMATION FOR EXHIBITORS: Check, money order, VISA, MasterCard, American Express, or Discover may be used for payment.

CANCELLATION

Payment is expected to be received no longer than 30 days after the order is made unless other terms have been agreed upon in writing.

An exhibitor may cancel exhibit space with written notice on or before March 1, 2025. If the exhibitor decides to cancel the booth(s), 50% of the booth price will be refunded if amount has already been paid. If the cost of the booth(s) have not been paid at the time of cancellation, the exhibitor is still liable for 50% of the booth and must pay within 30 days of cancellation. Cancellation after March 1, 2025, Exhibitor is required to pay the entire amount ordered in full within 30 days. If full payment has been received, there is no refund.

Advertisements may be cancelled 90 days from the start of the conference. After that date, they are not allowed to be cancelled and the amount due will be paid within 30 days of cancellation.

Sponsorships cannot be canceled and the full amount due will be collected within 30 days of cancellation. No refunds will be made.

Payments: Any amount due is to be paid in full by the start of the conference. Any balance not paid, will be sent to a collection agency + 15% each month the bill is past due.

CONTRACT: Exhibitor hereby agrees and understands that the policies and information for exhibitors stated on the Application and Exhibit Booth Contract are part of a contract between the exhibitor and Ohio AEYC and that the submission of the Application and Exhibit Booth Contract constitutes the exhibitor's agreement to abide by these policies and information.

EXHIBITOR BADGES: A maximum of four badges will be printed per 100 square feet of booth space. To receive exhibitor badges and other materials prior to the Conference, all exhibitors must register using the online exhibitor badge request form on Ohio AEYC's web site.

BOOTH FURNISHINGS AND SERVICE INFORMATION: The price of booth rental includes the framework, 3' high side-walls, 8' high back drapes and a two-line booth sign that lists the company's name and booth number. Installation: Exhibit booths will be ready for setup after 12:00 p.m. on Wednesday, April 23, 2025. No exhibitor will be permitted to set up a booth unless Ohio AEYC has received payment in full. Exhibitors must agree not to have any part of their exhibits dismantled, packed, or removed before 1:00 p.m. on Saturday, April 26, 2025.

EXHIBIT HOURS: Exhibitors must be ready for the opening of the exhibit hall and must not leave before the end of the show. Exhibit hours and days are subject to change without prior notice.

GENERAL EXHIBIT POLICY: Use of space. Exhibitors may not alter the locations of exhibits or booths without the written consent of Ohio AEYC management. The assignment, subletting, or sharing of space already assigned is prohibited without the prior written consent of Ohio AEYC. The exhibit must be designed and displayed to conform to the size of the space leased. Nothing shall be displayed in such a manner as to obstruct the view of, or interfere with, the exhibits of others. Brochures or advertising materials of any description may be distributed only within the space assigned to the exhibitor. Aisle space may not be used to distribute promotional material. No firm or agency without assigned space will be permitted to solicit business or information in any manner.

SAFETY: All materials used in decorating will be flame-proofed. All hangings must clear the floor. Attention to safety regulations is imperative. Aisles, passageways, and lobby or exit areas giving access to fire extinguishing apparatus must be kept clear at all times. Children under the age of 13 are not permitted in the Exhibit Hall. In addition, children under the age of 13 are not permitted to, including but not limited to the following, work, distribute materials, perform, or demonstrate products on the exhibit floor. Exhibitors shall be required to comply with all applicable Federal and state child labor regulations, as well as any policies, rules, and regulations of Ohio AEYC and Kalahari Convention Center.

BUILDING AND EQUIPMENT: Exhibitors will exercise all precautions against damage or defacement of the Kalahari Convention Center and its property. Exhibitors may not tape, paste, thumb-tack, nail, or otherwise affix signs or posters to the walls, columns, or hang things from sprinkler pipes. Any signs or posters leaning against the walls must be properly padded so as not to cause damage.

RESTRICTIONS: Ohio AEYC reserves the right to alter the location of exhibits or booths if, in the sole judgment of Ohio AEYC, it deems it to be in the best interests of the Conference. Ohio AEYC reserves the right to prohibit or remove any exhibit or part of any exhibit that, in the sole discretion and opinion of Ohio AEYC, may detract from the general character of the Conference. This reservation includes persons, objects, printed matter, or anything of a character that Ohio AEYC determines is objectionable to the Conference. In the event of such restriction or action, exhibitor agrees that Ohio AEYC will not be liable for any damages to exhibitor nor will Ohio AEYC be liable for a refund to exhibitor of rental or other expenses.

SALES: Order taking and direct sales of products or services by exhibitors is permitted. Exhibitors that choose to sell merchandise at the Ohio AEYC Annual Conference assume full responsibility for securing a vendor's license and complying with all applicable laws and regulations, including tax and revenue laws and regulations.

CERTIFICATE OF LIABILITY INSURANCE: Exhibitor assumes the entire responsibility and liability for loss, damage, and claims arising out of injury, loss, or damage that may occur to the Exhibitor or Exhibitor's agents, employees or invitees, or arising out of damage to the Exhibitor's displays, equipment, and other property brought upon the premises, and Exhibitor agrees to indemnify and hold harmless Exhibit Manager and the Convention Site, their agents, servants, employees, and invitees from any and all such loss, damage, and claims arising out of, in, at, or in connection with Exhibitor's display. Exhibitor shall, at its sole cost and expense, procure and maintain throughout the period of the convention, worker's compensation insurance in compliance with all federal, state, and local laws, and comprehensive general liability insurance to protect

against claims for bodily injury or death, and property damage occurring in or upon the premises in an amount of not less than one million dollars.

AMERICANS WITH DISABILITIES ACT: Exhibitor agrees to operate its exhibit during the Conference in compliance with the Title III of the Americans with Disabilities Act and the regulations promulgated thereunder.

RULES AND REGULATIONS COMPLIANCE: Exhibitor agrees to abide by all exhibitor rules and regulations contained in this contract or otherwise communicated to exhibitor by Ohio AEYC.

EXHIBIT LIMITATIONS: All exhibitors are required to display within the confines of their exhibit booth. Equipment will not be permitted to overhang the booth of another exhibitor, unless prior written consent is obtained from the other exhibitor. Overhanging of aisle space is not permissible, and Ohio AEYC reserves the right to move any equipment in violation of these rules, or to remove the equipment from the exhibit hall at the expense of the offending exhibitor. Ohio AEYC, in the event such movement or removal is not possible, further reserves the right to require payment for space used outside the exhibit booth by the offending exhibitor. If you are still reading this, you get a prize: Contact Chris Risheill at crisheill@oaeyc.org and just mention "terms and conditions". Any demonstration or activity that results in obstruction of aisles or prevents ready access to a nearby exhibitor's booth shall be suspended for any period specified by Ohio AEYC. For the same reason, Ohio AEYC must reserve the right to take final action in any case where an exhibit, in the opinion of Ohio AEYC, becomes objectionable because of the conduct of persons involved, the use of printed matter, or for any other cause which distracts from the best interests of all exhibitors or the show itself. All exhibitors are to adhere to the [guidelines set by IAEE](#).

EXHIBITORS ARE NOT ALLOWED TO STAND IN THE AISLE WAY OR WALK AROUND HANDING OUT MATERIALS OR MARKETING THEIR SERVICE. THEY MUST REMAIN IN THEIR ASSIGNED BOOTH SPACE. Failure to do so will result in expulsion from the show floor with no refunds provided.