

OHIO FAIR MANAGERS TRADE SHOW

(Please type or print)

Business Name:

Your Name:

Phone:

Email:

Booth Space: The Tradeshow will be held on the 1st and 2nd Floor of the Hyatt Regency Hotel and the Delaware A-D & Franklin A-D Rooms on the 2nd floor. All spaces are first come first served.

****NOTE:** Booth Space fee and Membership Fee must accompany request for booth space in order for space to be held.

BOOTH TYPE	BOOTH SPACE # requesting (please list 1 st , 2 nd & 3 rd choice)	COST
Single/Center of Aisle 10' x 8' booth (front only exposed/ open to aisle)		\$375
Corner/End of Aisle 10' x 8' (2 sides exposed/ open to aisle)		\$400
Each Additional 10' x 8' booth (front exposed view only and must be attached to another booth purchased by your company)		\$250
Bulk booth 20' x 20'		\$725
**Please list your choice of Booth numbers 1st, 2nd 3rd Choice		Booth Number _____

Amount Due for Space _____
 Minus Deposit or Sponsorship discount (if applicable) - _____
 \$25 Late Fee (**after Dec. 1st**) _____
TOTAL AMOUNT DUE _____

(PLEASE TRANSFER THIS AMOUNT TO MEMBERSHIP APPLICATION FORM)

Make checks payable to: The Ohio Fair Managers Association or click on link on page 5 to pay with Visa, Mastercard or Discover.

RELEASE OF RESPONSIBILITY: The OHIO FAIR MANAGERS ASSOCIATION, its officers, staff members or convention committee, will not be responsible for any injury, loss, or damage that may occur to any Exhibitor's employees or any other person, or property, prior, during or subsequent to The Trade Show, provided such injury, loss or damage is NOT caused by the negligence or Willful act of one or more of the first mentioned parties. Reasonable care for the protection of the exhibitors and materials will be exercised. However, the exhibitor and firms from and agrees to indemnify same against any and all claims for such loss, damage or injury. Exhibitors desiring to carry insurance on their exhibits must obtain it at their own expense.

Signature

Date

Mail this contract with your membership/registration form to: OFMA, PO Box 2625, Stow, OH 44224

The OFMA TRADE SHOW provides a unique opportunity for exposure and contact with approximately 2000+ decision makers from Ohio's 95 fairs, with representatives of many Ohio's Festivals as well as about 700 concessionaires.

EXHIBIT HOURS: Friday, 10 a.m. - 5:15 p.m. and Saturday, 10 a.m. – 5:15 p.m.

SET UP HOURS: Bulk Exhibits – Thursday, 10 – 5 p.m.
Booth Exhibits – Thursday, 1 –7 p.m.

TEAR DOWN HOURS: Saturday, 5:30 p.m. – 10 p.m.

- Space Assignment will be 1st requested – 1st assigned (by postmarks), except those with advanced deposits.
- Unless otherwise requested, each booth will include a 6' skirted table, two chairs, and back and side drapes. The double booth will be equipped with one additional 6' skirted table.

REFUND POLICY: Cancellation by December 1st - 66% refund
Cancellation by December 10th - 33% refund
Cancellation after December 10th - 0% refund

****CHECKS MUST BE MADE PAYABLE TO THE OHIO FAIR MANAGERS ASSOCIATION. MAIL PAYMENT, THE ATTACHED CONTRACT AND THE MEMBERSHIP/REGISTRATION FORM TO: OFMA, P.O. BOX 2625, STOW, OH 44224.**

*All exhibitors **MUST BE** a current Associate Member of the Ohio Fair Managers Association.

*Bulk exhibits may be set up between 10:00 – 5:00 p.m. on Thursday. Booth exhibits can be set up between 1:00 – 7:00 p.m. All exhibits must be in place by 7:00 p.m. Thursday evening.

*Exhibitors setting up booths only, may not drive vehicles into the exhibit hall. All materials must be handled by hand, etc. Tow motors also may not be used.

*Beginning at 5:00 p.m. on Thursday, 24-hour uniform security will be provided within the Trade Show Exhibit Area. Security will be around the clock until 5:15 p.m. Saturday.

*Exhibits should be removed no earlier than 5:15 p.m. Saturday. Failure to comply with the show hours may subject the exhibitor to a one-year probation. This is for your company benefit as well as those around you. We hold drawings in different areas to get attendees to move to different spots within the tradeshow to help your business, so please help us by remaining in your booth until the tradeshow closes at 5:15 pm on Sat.

There is no provision for onsite storage of exhibit material before, during or after the show.

*For additional information, Call the OFMA office at 330-208-0372 or e-mail us at ohiofairs@att.net.