



The Ohio Chapter
**AMERICAN ACADEMY
OF ORTHOTISTS AND PROSTHETISTS**

PO Box 3188, Dublin, OH 43016-0088 — PHONE (614) 659-0197 — FAX (614) 336-8596
WEB: www.ohiochapteraaop.com — EMAIL: richbutchko@ohiochapteraaop.com

MEMORANDUM

To: Ohio Chapter Vendor/Exhibitor

From: Rich Butchko, Executive Director

Subject: 2019 Annual Spring Technical Meeting

The 2019 Ohio Chapter Annual Spring Meeting (March 29-30, 2019) returns once again to our attendees' and exhibitors' favorite venue at the four-diamond Hilton Hotel at Easton Town Center.

Complete, fax, mail, or e-mail your registration immediately. Or, for your convenience, register online at ohiochapteraaop.com

The Board and I look forward to seeing you in 2019. The Ohio Meeting is sure to be another outstanding offering by your Ohio Chapter — AAOP.

Sincerely,

Richard W. Butchko
Executive Director



AMERICAN ACADEMY OF ORTHOTISTS AND PROSTHETISTS

Exhibitor Application and Agreement

2019 Annual Spring Technical Meeting

Hilton Hotel at Easton — March 29–30

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Web-site: _____

Phone (area code): _____ — FAX (area code): _____ — Toll Free (area code): _____ —

Name of Contact Person: _____ E-mail: _____

By signing below and returning this completed application with appropriate fee, the above named exhibitor agrees to abide by the rules and regulations on the reverse side of this form.

Authorizing Person: _____ Title: _____

Signature of Authorizing Person: _____ Date: _____

EXHIBITORS TABLE REGISTRATION

Attendees (2 per table, included with registration):

Additional Name (@ \$75):

1) Name: _____	2) Name: _____	3) Name: _____
Title: _____	Title: _____	Title: _____
Phone: _____	Phone: _____	Phone: _____
E-mail: _____	E-mail: _____	E-mail: _____

Please attach list of additional names (@\$75)

<u>Registration</u>	Before 3/16/2019 (\$425/table)	Wall Location **	# Attendees in Addition to	
	After 3/16/2019 (\$550/table)*	(\$25)	to allotted (@ \$75)	Total
No. Tables: X	+	select	+ addl. number	=

* Dates for registration are based on either postmark date (if by regular mail) or time-date stamp (if registering via fax e-mail, or web-site).
 ** Wall locations are offered on space available basis only. (A wall location is required for oversized exhibits—see Exhibit Space and Equipment on following page.)

Exhibit Description: If you would like a brief description of your products and/or service, please include in space provided. Limit of 100 words is requested.

Competitors from whom you would desire separation: Special location requests are not guaranteed and may affect table location).

You may choose instead to register online at www.ohiochapteraaop.com

Payment by Credit Card



Amount to be Charged: _____

Card Number: _____ Security Code: _____ Expire: (Mo.) _____ (Yr.) _____

Print Card holder's Name: _____ Signature: _____

Payment by check. Enclose application and check made payable to:

Ohio Chapter, AAOP
PO Box 3188
Dublin, Ohio 43016

Cancellation Policy: Full refunds, minus a 10% processing fee, will be provided up to 3/2/19. Sorry, no refunds after 3/2/19. **Cancellations must be in writing** to be eligible for refund.

Exhibitor Registration Fee Includes: Listing in Exhibitor Directory, 6' draped table(s), breaks, Exhibitor's Reception (3/23/2019), continental breakfast, Lunch and breaks. Attendance at meeting sessions permitted on a first-come/first-served, space available basis. **Note:** Table location assignments will be made on a "first-come-first-served," space-available basis **upon confirmation of receipt of completed application and payment.**

Ohio Chapter
AMERICAN ACADEMY OF ORTHOTISTS AND PROSTHETISTS, INC.

Exhibitor Agreement Rules and Regulations

Payment and Cancellations

In applying for space, the Exhibitor will submit a completed application with payment (deadline for applications: 3/16/17). In the event of cancellation by the exhibitor after 3/16/17, the Ohio Chapter shall have the right to rent the space to anyone else, without obligation to return the amount already paid and with the expressed right to retain any payment as liquidated damages. Payments refunded are subject to a 10% administrative charge if cancellation is post-marked (if sent by regular mail) or time-stamped (if faxed or sent via e-mail) before 3/16/17.

Exhibit Space and Equipment

The exhibit registration fee shall include 6'x24" draped tables only, morning and afternoon breaks, continental breakfast, lunch and attendance at meeting (space available basis only). Any other furnishings, equipment, services, etc. required by each Exhibitor shall be at his/her own expense and responsibility, and may be ordered through the Hilton at (614) 416-8429 or through the Executive Director of the Ohio Chapter at (614) 659-0197. **Exhibits shall not extend beyond the dimensions of the table(s), nor to a height above the table greater than 36". No additional free-standing signs or exhibits are permitted other than what is on the exhibitor's table.**

Set-up, Dismantling and Removal of Exhibits

Exhibitors will be permitted to set up their exhibits between 4:00 and 6:00 PM on 3/23/19, or from 6:00 AM to 8:00 AM on 3/24/19. Other than that normally provided by the hotel, no additional security will be provided by either The Ohio Chapter or the Hilton Columbus. Exhibitors should take this into consideration in planning when to set-up their exhibits. **Under no circumstances may dismantling occur before 3:30 PM on 3/24/19. Exhibitors will have until 5:30 PM to remove their exhibits.**

Use of Exhibit Space

The exhibitor is permitted to demonstrate equipment and to make informational presentations regarding products or services in his/her exhibit space only. All demonstrations and exhibits must be confined to the exhibit areas responsible for such demonstrations or exhibits. During the time the Ohio Chapter's educational programs and sessions are being presented, exhibitors shall not conduct hands-on demonstrations, lectures or other presentations except in the space allocated to them pursuant to this agreement. Offering specific employment, whether such offer be written or verbal, on the floor of the exhibit area during regular exhibiting hours is strictly prohibited.

Space Assignment

Neither this contract, nor the exhibit booth shall be assigned, sublet or transferred, in whole or in part, by applicant, without prior written consent of the Ohio Chapter.

Objectionable Material and Activities

Any person modeling or demonstrating a product or appliance must remove or cover such product or appliance when traveling to or from the assigned exhibitor's booth or when walking throughout the exhibit area. All booth personnel, models and demonstrators must be registered as exhibitors. The Ohio Chapter reserves the right to request modification of any questionable exhibit or activity. There may be no printed advertising of hospitality rooms. Distribution of exhibition material and/or samples must be confined to the Exhibit area.

Decorating, Storage, Shipping & Handling, and Electrical Services

Exhibitors may make prior arrangements either through The Ohio Chapter, or the Hilton Columbus for necessary labor as may be required to assist in the unpacking, assembly, dismantling, packing and shipping of displays. At the Hilton, contact Mr. Adam Yezzi at (614) 416-8529. Exhibitors may ship their displays and materials to: *Ohio Chapter—AAOP Meeting, Hilton Hotel, 3900 Chagrin Dr., Columbus, OH 43219.* Services/labor/equipment other than specified in "Exhibit Space and Equipment" above will be at exhibitor's own expense. (See form later in this document).

Indemnification and Insurance

The exhibitor, by signing this contract, agrees to indemnify, defend and hold harmless the Ohio Chapter, its officers, directors, agents, and employees, and each of them, from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages, costs or expenses, of whatever kind and nature, including judgments, interest and attorneys' fees which the Ohio Chapter, its officers, directors, agents and employees, and each of them, shall or may at any time, or from time to time, subsequent to the date of this agreement, sustain or incur, or become subject to, involving, with respect to or relating to the exhibitor's breach of any of its warranties and representations contained herein or the performance, transmission or other use of any copyrighted music at the Ohio Chapter's Spring, 2019 Technical Meeting or at any function which is part of or affiliated with or taking place at the time of or in conjunction with the Spring, 2019 Technical Meeting. The exhibitor agrees to obtain and keep in force General Liability Insurance covering the event described in this contract with limits of not less than \$1,000,000 per occurrence and to provide the Chapter with a certificate of insurance naming the Ohio Chapter—AAOP as and additional insured, as requested.

Dress Code

Any exhibitor or other attendee wearing any exhibitor's product in the exhibit hall (other than the vendor's immediate booth area) or any other areas of the hotel which are rented by the Ohio Chapter must cover the product if at all possible. All exhibitor's attire outside of the booths must be appropriate and in keeping with the professional department of the Ohio Chapter Assembly.

Admissions

The Ohio Chapter will have sole control over all admissions of persons to the assembly and its exhibit area.

Attendance at Sessions

Exhibitors may attend any of the educational sessions they wish without charge—space permitting—after duly registered attendees are seated. However, Exhibitors who are ABC Certified Practitioners attending educational sessions, and wish to apply for Professional Continuing Education credit (PCE's), must complete and submit the Meeting Registration form and sign appropriate AM and PM sign-in sheets at the Chapter's Meeting Registration Desk.

Rules and Regulations

Exhibitor agrees to conform to all fire, etc. rules and regulations as provided and interpreted by the Ohio Chapter and hotel representatives. All exhibit decorations must be fire retardant. No open flames or tanks or containers of combustible materials may be used, nor may canopies be erected over exhibits.

Security

Neither the Ohio Chapter nor management of the hotel will provide security for the protection of exhibitor's property, nor will their officers, directors, agents and employees be responsible for any personal injury to the exhibitor or its agents, for the safety of the Exhibits against robbery, or damage by fire, accidents or other causes. The exhibitor is urged to take all such steps, measures and precautions as may be necessary to protect itself, its agents, representatives, employees and guests, as well as its exhibits, displays and property, against all possible injury, damage, loss, and destruction during set-up, at the show, and during the move out.

General

Breaches or infractions of these terms, rules and regulations may result in the exhibitor being asked to leave meeting with forfeiture of all applicable fees and/or determination by the Ohio Chapter in whether to accept the exhibitor's application for exhibition space in any subsequent year. Infractions of the spirit of the rules by Exhibitors at any time (as determined by the Ohio Chapter Board of Directors) may be considered in determining whether to accept an application from such person or company seeking to exhibit at any future Ohio Chapter Assembly.



The Ohio Chapter
**AMERICAN ACADEMY
 OF ORTHOTISTS AND PROSTHETISTS**

PO Box 3188, Dublin, OH 43016-0088 — PHONE (614) 659-0197 — FAX (614) 336-8596
 WEB: www.ohiochapteraaop.com — EMAIL: info@ohiochapteraaop.com

2019 Annual Spring Technical Meeting — March 29–30, 2019

*Hilton Hotel Columbus/Polaris
 Columbus, Ohio*

Sponsored Activities-Items — Application Form

Estimated Meeting Attendance = 150 +

Sponsorship ⁽¹⁾ (please see reverse side for descriptions)

Sponsorship Opportunities	Select	Per Share of Sponsorship	Maximum Shares	Preferences ⁽¹⁾ (i.e., 1st, 2nd, 3rd)	Total Amount
Continental Breakfast		\$450	2		
Morning Break		\$375	2		
Afternoon Break		\$375	2		
★ Attendee's Note pads		\$1,000	1		
★ Portfolios		\$1,200	1		
★ Printed Meeting Program		\$1,200	1		

(note, sponsorship amounts will be added to "Total Amount to be Invoiced" after preferences are confirmed).

Display Ads in Meeting Program

Ad Size	Select	Per Ad	
Full Page		(@ \$250)	
Full Page ★		(No Charge)	(2)
½ Page		(@ \$175)	
¼ Page		(@ \$100)	

Deadline for receipt of camera-ready ad is 3/9/19
 Call for technical submission information.

Total Amount to be invoiced =

(1) Sponsorships will be available on a first-come, first-served basis until sponsorships are filled, at which time, the sponsorship for the particular item will be closed. Invoices will be sent to sponsors after events/activities are closed. No applications for sponsorship will be accepted after 3/16/19.

(2) Free ads are available only to sponsors of starred "★" events/activities. Please see reverse for details

Company Name _____

Authorizing Name (printed) _____

Signature _____ Date _____

Please keep a copy of this form and return the original to:

**Ohio Chapter, AAOP
 PO Box 3188
 Dublin, Ohio 43016-0088 (or fax to: 614/336-8596)**

Description of Sponsored Activities/Items

Sponsorship of activities and events is offered on a “share” basis. A vendor may purchase any number of shares desired, either in a single activity/item category, or across multiple activities/events. Once all the shares are purchased for an activity/item, sponsorship for that activity/item will be closed. Shares are on a first-come-first-served basis. If a vendor’s first choice is closed, then the vendor’s indicated second choice is selected, unless it is closed also, in which case the third choice will be selected. **By signing the reverse side of this form and returning it to the Ohio Chapter, the vendor agrees to purchase the number of shares he/she has indicated, and for which sponsorship is available, and pay the amount indicated upon receipt of an Ohio Chapter—AAOP invoice.**

Your sponsorship includes: 1) placing your name, with the other sponsors (“shareholders”) of the event, on a prominently located sign adjacent to the event; 2) placing your company name on a special poster in the registration area of the Saturday meeting listing all sponsors; 3) printing your company’s name and product/service description in a special listing in the Meeting Program, and, 4) for sponsors of **major items** (reception, meeting program, continental breakfast, and/or breaks) a free 1-page ad in the Exhibitor Directory (contingent upon receipt of camera-ready ad before 3/16/19); and, 5) for sponsors of these same **major items** a one-time-use-only set of labels of the Academy Mailing list (1,000 + names from Ohio and surrounding five states) which may be used send letters or notices of the vendor’s presence at the meeting). Camera-ready ad/copy must either be e-mailed or included with payment (contact Ohio Chapter for specific formats for graphics).

Description of Sponsored Activities/Items:

Buffet Continental Breakfast:

This will be held from 7:30–8:30 a.m. on 3/24/19. Signs listing sponsoring vendors will be placed near the breakfast area, and special mention will be made in printed program and morning announcements. Meeting registration will be held concurrently in the same area.

Morning and Afternoon Breaks:

Stations will be set up for each of these breaks. The morning break will be 30 minutes and the afternoon, 15 minutes. Sponsors’ names will be listed on signs adjacent to the break areas.

Attendee’s Note Pads:

Each attendee will receive a note pad for taking notes during the meeting. Sponsorship of this item will provide for the sponsor’s company name and logo to be printed on each sheet of each pad, and special mention will be made in program and morning announcements.

Portfolios:

Each attendee will receive a vinyl or nylon portfolio for carrying papers, program, exhibitor handouts etc. Sponsor’s name and logo will be printed on the outside along with the Ohio Chapter meeting name.

Program Book:

The Meeting Program book contents will include (in order from front to back): Program book sponsor’s name/ad (full-page), on the inside front cover; a welcome letter from the president; a listing of the Board of Directors; an agenda for the meeting; a summary of sessions (with presenter biographies and session descriptions); a listing of sponsoring vendors with product/service descriptions; and, purchased ads from vendors. This sponsorship fee for the Program Book option allows a vendor to underwrite some of the printing of the program.

Logos and Trademarks

In each case of sponsorship, if the vendor wishes, he or she may provide the Ohio Chapter with a copy of his or her company’s logo or trademark, with written permission to reproduce it for use in creating signs/posters. As an alternative to the use of a logo or trademark, written permission to electronically scan all or part of the company’s letterhead for possible use in signs may be provided. The Ohio Chapter’s intention is to display the vendors’ names in a way that supports the visual image in a manner with which the vendor company wishes to be associated. No other use of the company’s logo, trademark or letterhead will be made other than for use in signs or posters for sponsored events for the 2019 Annual Ohio Chapter Spring Technical Meeting. Signs (including use of scanned images) may be in black & white and listing of vendors’ names will be alphabetical. In the event the vendor does not wish to grant permission for use of scanned letterhead, logo or trademark—for whatever reason—attempts will be made to closely match fonts/style with the vendors’ style. The vendor is under no obligation to provide logo, trademark, or letterhead for this use, nor is the Ohio Chapter obligated to use such company marks if received. At the close of the meeting, the vendor may elect to retain any signage that contains their company name for future use, if desired.



The Ohio Chapter
**AMERICAN ACADEMY
OF ORTHOTISTS AND PROSTHETISTS**

PO Box 3188, Dublin, OH 43016-0088 — PHONE (614) 659-0197 — FAX (614) 336-8596
WEB: www.ohiochapteraaop.com — EMAIL: info@ohiochapteraaop.com

ADDITIONAL EXHIBITOR INFORMATION

Set-up for exhibits will be from 4:00–6:00 PM on Friday (3/23/19) followed by the “Exhibitors’ Reception” from 6:30–7:30 PM in the exhibit area. For those not setting up on Friday, set-ups may take place anytime before 8:00 AM on Saturday (3/24/19). **Please remember that the Ohio Chapter’s meeting only allows table-top setups.** Height of exhibit on top of, or behind table **must not extend above 36”.**

Tear-down for exhibits *may not* take place before the end of the Saturday afternoon break (i.e., not before 3:30 PM). **The professionalism of our meeting that affects all attendees and exhibitors depends on the comportment of each exhibitor, so plan on keeping your exhibit set up until 3:30 PM.**

SHIPPING AND RECEIVING GUIDELINES

For shipping, please use address label on following page. For additional questions, service needs, please contact Mr. Adam Yezzi at the Hilton Easton (614) 416-8529 or Rich Butchko, Executive Director of the Ohio Chapter at (614) 659-0197 (e-mail richbutchko@ohiochapteraaop.com).

NOTE: Due to the limited storage space at the Hilton, no packages will be accepted prior to three business days before the start of the meeting on 3/23/19. A 70-pound limit per container applies.

The following special arrangements must be made for any equipment, goods, displays or other materials to be sent, delivered or brought into the hotel. Failure to do this may result in deliveries being refused or materials being unavailable when required. Materials may not arrive prior to 3/20/19 except by special arrangement with the Hilton Shipping Office.

The hotel’s receiving entrance is open from 8 a.m. to 5 p.m. Monday through Friday. Special arrangements must be made, in advance with the hotel, for any deliveries not within this time frame.

Any materials being sent to the hotel must each have attached to them the two labels, complete with exhibitor information, that appear on the following page.

If you require additional service to your exhibit, please complete the final page of this document and mail or fax to the Hilton. Mail: Mr. Adam Yezzi at Hilton Hotel, 3900 Chagrin Dr., Columbus, OH 43219 —Fax: (614) 416-8444.

HILTON COLUMBUS AT EASTON
Exhibitor Shipping and Receiving Procedures
Ohio Chapter American Academy of Orthotists & Prosthetists
March 29-30, 2019

To ensure efficiency and accuracy of client materials being received, the following guidelines must be followed.

All packages are to be addressed as stated below. All packages addressed directly to the client will be delivered to the guest package holding area. Packages are then delivered to the guest's room or meeting room upon their arrival. The Following information should be on each container when shipping

SHIPPING LABEL

Ohio Orthotists & Prosthetists
C/O Hilton Columbus
3900 Chagrin Drive
Columbus, Ohio 43219

Please Hold for: **(PUT Name of Company,
Exhibitor on site contact, Date of Arrival
& Daytime Phone number)**

TABLE INFORMATION

Firm Name: _____

Phone: (A/C) _____ Number: _____ Ext. _____

On site Contact: _____

Number of Boxes Shipped: _____

RECEIVING

Due to the limited Storage space in our Hotel we **WILL NOT** accept exhibit materials prior to **Tuesday, March 20, 2019** Exhibit materials, shipped as stated above will be delivered to your exhibit area on **Friday, March 29, 2019.**

A fee of \$5.00 per box or \$75 per pallet will be charged to your Credit Card listed below for receiving, delivering, storage, labor and shipping of you exhibit materials.

Please provide Credit Card Information below and fax to 614-416-8444 by **(WEDNESDAY, Tuesday, March 6, 2019)**

TYPE OF CARD: _____ **CREDIT CARD #** _____ **EXP DATE** _____

CARD HOLDERS NAME (PRINT) _____

CARD HOLDERS SIGNATURE: _____

SHIPPING

To ensure proper and timely delivery of materials back to the original destination, we request that boxes be shipped from the Hotel within 24 hours of the client's event.

Federal Express, and UPS shipments made directly from the hotel. Clients must have Federal Express Bill of lading and Account Numbers. For UPS returns, the client must issue call tags.

INSURANCE

The Hilton Columbus does not maintain insurance covering Patron's Property, and it is the sole responsibility of the Patron to obtain business interruption and property damage insurance covering such losses. During shipping, liability is limited to the limit of the carrier unless additional insurance is contracted directly with the carrier.

COD Shipments

No COD Shipments will be accepted or shipped by or from the Hilton Columbus.

The Hilton Columbus at Easton EXHIBIT SERVICE ORDER FORM

Conference Name:	Ohio Chapter American Academy of Orthotists & Prosthetists 2018	Meeting Room:	Easton BCDE
Exhibit Date(s):	March 29–30, 2019	Set Up Date:	Friday, March 29, 2019
Set Up Time:	3:00pm	Tear Down Date:	Saturday March 30, 2019
Tear Down Time:	4:00pm	Telephone:	
Firm Name:		Booth #:	
On Site Contact:			

***ALL PRE-ARRANGED SERVICES WILL BE GIVEN FIRST PRIORITY. ALL SERVICES MUST BE PREPAID PRIOR TO ARRIVAL
ON SITE REQUESTS ARE AN ADDITIONAL \$50.00 PER EACH SERVICE***

QTY	DESCRIPTION	PRICE EACH	TOTAL
	120 V / 1-20 AMP Circuit(std outlet)	\$35.00	
	208V / 1-30 AMP Circuit (must specify NEMA receptacle type needed)	\$165.00	
	208V / 1-40 AMP Circuit (Must specify NEMA receptacle type needed)	\$175.00	
	208V / 1-50 AMP (must specify NEMA receptacle type needed)	\$185.00	
	100 AMP / Patch-In 208V 3-Phase (must specify if you need spider box - electrical panel with multiple 20 amp circuits, or if you need 3 wire or 5 wire CAM LOK adapters)	\$350.00	
	Power Strip	\$15.00	
	Extension Cord	\$10.00	
	Telephone Line plus cost of calls	\$75.00	
	High Speed Internet Access –per day	\$300.00	
	Banner Hanging – Each Banner	\$35.00	
	Sub Total		
	7.50% State Sales Tax		
	Total		

***ALL ORDER FORMS MUST BE RECEIVED
BY THE HILTON COLUMBUS BY 4:00PM
Wednesday, February 14, 2019***

IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO TEST FOR CORRECT VOLTAGE BEFORE CONNECTING EQUIPMENT. EXHIBITORS ARE RESPONSIBLE FOR ALL SPECIALTY ITEMS, I.E, SURGE PROTECTORS, ISOLATION TRANSFORMERS, CONVERTERS, ETC.

PAYMENT

CC# _____ EXP DATE: _____

Name of Card Holder: _____

Signature: _____

If you have any questions or need help with any items on this form, please call 614/ 416-8403 (fax 614/ 416-8444).

Please send this form & a check or cc# to: Hilton Columbus, Attn: Sales & Catering Department, 3900 Chagrin Drive, Columbus, Ohio 43219 or fax to 614-416-8444.

No receipt will be sent, this Exhibitor service order form will serve as your receipt.