

## Select your options below and calculate total payment

### BOOTH PRICES

Member	<input type="checkbox"/> \$950
Non-Member	<input type="checkbox"/> \$1,550

Exhibitor Booth Registration Fee Subtotal

Sponsorship Selections (p. 6-8) Sponsorship Subtotal

Additional Booth Rep

Exhibitor Total

<b>EARLY EXHIBITOR MOVE-IN</b>	Wednesday, September 13	5:30 pm – 7:30 pm
<b>EXHIBITOR MOVE-IN</b>	Thursday, September 14	7:30 am - 11:30 am
<b>TRADE SHOW OPEN, with lunch</b>	Thursday, September 14	11:45 am – 2:00 pm
<b>EXHIBITOR MOVE-OUT</b>	Thursday, September 14	2:15 pm – 5:00 pm
<b>CASINO NIGHT, w/attendees</b>	Thursday, September 14	4:45 pm – 7:45 pm

### Exhibitor Agreement

#### READ CAREFULLY BEFORE SIGNING BELOW TO VALIDATE REGISTRATION.

Booth assignments will not be made until both the signed contract and required full payment are received. Booths must be paid in full at the time of registration. If assigned space is cancelled or reduced by the exhibitor before June 31, 2017, 50% (fifty percent) of the total cost will be retained by LeadingAge Ohio. If assigned space is cancelled or reduced by the exhibitor after June 31, 2017, all monies paid will be retained by LeadingAge Ohio. By signing below, I agree to the conditions noted above and the Exhibit Terms and Conditions.

Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

### Submit Payment

**Keep a copy of this document for your records.** Upon receipt of payment, LeadingAge Ohio will email registration verification and payment details.

#### Pay by Credit Card:

Email completed Registration Form with credit card information covering required payment to: [cmarkham@leadingageohio.org](mailto:cmarkham@leadingageohio.org)

Check One:

VISA     MasterCard     American Express     Discover

Name on Card (*please print*) \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ 3-Digit Security Code Number on Back of Card: \_\_\_\_\_

Cardholder Signature (Required): \_\_\_\_\_

Date: \_\_\_\_\_ Amount to charge at time of registration: \_\_\_\_\_

#### Pay by check:

Mail completed Registration Form with full payment to:

LeadingAge Ohio  
ATTN: Corey Markham  
2233 North Bank Drive  
Columbus, Ohio 43220

#### FOR LEADINGAGE OHIO USE ONLY:

Date Received: \_\_\_\_\_

Amount: \_\_\_\_\_

Check No: \_\_\_\_\_



EXHIBITOR REGISTRATION  
ANNUAL CONFERENCE AND TRADE SHOW  
SEPTEMBER 13-15, 2017 – HILTON EASTON COLUMBUS

ALL MEMBER, PARTNER, AND EXHIBITOR APPLICANTS MUST COMPLETE

Company Information

Date: \_\_\_\_\_

LeadingAge Ohio Member:  Yes  No

Company Name: \_\_\_\_\_

Address (please, no P.O. Box): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Company Telephone(s): \_\_\_\_\_ FAX: \_\_\_\_\_

Website: \_\_\_\_\_

Trade Show Key Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

(NOTE: Key Contact will receive all communications going forward.)

25 word description of product or services offered or send attachment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Booth Representatives

Two Booth representatives are included with each exhibit booth registration. Additional booth representatives may be added for an additional \$125. *Limit: 4 representatives per booth.*

Please list name and title for each booth rep.

1. Name: \_\_\_\_\_ 3. Name: \_\_\_\_\_

2. Name: \_\_\_\_\_ 4. Name: \_\_\_\_\_

Exhibit Booth Selection

Refer to the floor plan on following page indicate your preferred choices: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_

List types of companies you do not wish to be placed near: \_\_\_\_\_

Company Category

SELECT ONE CATEGORY BELOW THAT BEST DESCRIBES YOUR COMPANY:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Accounting / Audit                   | <input type="checkbox"/> Financial                   | <input type="checkbox"/> Retirement Planning      |
| <input type="checkbox"/> Architecture / Construction / Design | <input type="checkbox"/> Food / Dietary Service      | <input type="checkbox"/> Safety and Security Aids |
| <input type="checkbox"/> Communications / Technology          | <input type="checkbox"/> Furniture                   | <input type="checkbox"/> Transportation           |
| <input type="checkbox"/> Compliance                           | <input type="checkbox"/> Insurance / Risk Management | <input type="checkbox"/> Wellness                 |
| <input type="checkbox"/> Consulting (please note type) _____  | <input type="checkbox"/> Legal                       | <input type="checkbox"/> Workers' Compensation    |
| <input type="checkbox"/> Data Management                      | <input type="checkbox"/> Marketing                   |   |
| <input type="checkbox"/> Environmental                        | <input type="checkbox"/> Medical Products            |   |
| <input type="checkbox"/> Executive Search / Recruitment       | <input type="checkbox"/> Pharmaceutical              |   |
| <input type="checkbox"/> Facility Management                  | <input type="checkbox"/> Rehabilitation              |   |

## Exhibit Terms and Conditions

### 1. Assignment of Booth Space

LeadingAge Ohio is hereby authorized to reserve booth space for our use during its 2017 Annual Conference and Trade Show to be held at Hilton Columbus at Easton, Thursday, September 14, 2017, from 11:45 a.m. – 2:00 p.m. Exhibitor space will be assigned on a first come, first-served basis determined by receipt date of signed contract and full payment. No telephone reservations will be accepted. Management reserves the right to reassign booth locations.

### 2. Booth Fees and Cancellation Policy

No booth space will be assigned without full payment. If assigned space is cancelled or reduced by the exhibitor before June 30, 2017, 50% of the total cost will be retained by LeadingAge Ohio. If assigned space is cancelled or reduced by the exhibitor after June 30, 2017, all monies paid will be retained by LeadingAge Ohio. LeadingAge Ohio reserves the right to reassign space not completely paid by June 30, 2017.

### 3. Subletting of Space

Exhibitors may not assign, sublet or apportion to others the whole or any part of the space allotted and may advertise and display only the goods or services manufactured or sold by them in the regular course of their business.

### 4. Installation of Exhibits

Installation of exhibits at Hilton Columbus at Easton Thursday, September 14, 2017, 7:30 - 11:00 a.m. A two-hour Early Set-Up is available Wednesday, September 13, 2017, from 5:30-7:30 pm only. All exhibit booths must be fully operational and staffed by Thursday, September 14, 2017, at 11:30 a.m.

### 5. Contractor Services

Exhibitor Service Kits will be e-mailed late July, 2017, by the designated Trade Show contractor Fern Exposition and Event Services. Fern Exposition and Event Services will provide all show services other than supervision, specialized booth design, and ancillary options. All other items used in the booth are to be provided by Fern Exposition and Event Services. Fern Exposition and Event Services will also receive direct and advance shipments and van loads, handle freight and provide rigging, labor and equipment. All services not ordered in advance must be procured through the Fern Exposition and Event Services Exhibitor Service Center maintained onsite. LeadingAge Ohio shall have the right to remove the exhibitor and any unauthorized contractors from the exhibit floor for violation of this rule.

### 6. Security

Only persons registered as booth reps and who appear on the exhibiting company's payroll may staff the exhibit booth. All reps must visibly wear the official LeadingAge Ohio badge throughout the event. Each exhibitor is responsible for obtaining his/her own name badge from the LeadingAge Ohio Exhibitor Registration Desk. Each exhibitor must make provisions for the safeguarding of goods, materials, equipment and display at all times. LeadingAge Ohio will not be responsible for loss of any materials by or for any cause. The exhibitor must surrender space occupied in the same condition it was at the time of occupation.

### 7. Exhibitor's Representatives

Each exhibitor must provide a representative(s) within the exhibit space during open hours. Registration fees include two booth reps only. Additional booth representatives may be registered for the additional charge of \$125. No exhibiting company will be allowed more than the maximum four reps.

### 8. Attendance

Only manufacturers and dealers who have contracted and paid for space assignments or who are LeadingAge Ohio Partners will be allowed in the exhibition area, along with registered conference attendees and registered firms and individuals. No admittance will be given to any person who has not been officially registered for the Annual Conference and Trade Show by LeadingAge Ohio. No guests of exhibiting companies will be admitted on the exhibit floor.

### 9. Special Visual and Sound Effects

Audio, visual, and other sound and attention-grabbing devices and effects will be permitted only in those locations and at an intensity that does not interfere with the activities of neighboring exhibitors. Exhibitors are responsible for paying any licensing fees for music played in their booth that is not in the public domain.

### 10. Other Activities

All activities of each exhibitor must be confined to the exhibitor's allotted space and include no alcoholic beverages, soft drinks, popcorn, or food for consumption.

### 11. Violations

Violations of any of these regulations on the part of the exhibitor or the employees or agents of the exhibitor shall, at the option of LeadingAge Ohio, negate the right to occupy space and/or be fined, and such exhibitor shall forfeit to LeadingAge Ohio all monies paid.

### 12. Liabilities

To the extent permitted by law, the exhibitor is responsible for all damage to the exhibit hall and for any and all claims and demands on account of any injury, death or damage to property occurring in or upon the exhibitor's booth space or because of the acts of the exhibitor or her/his employees, servants, agents, licensees or contractors. The exhibitor agrees to and shall indemnify and hold harmless LeadingAge Ohio from and against any and all liability, claims or demands that may arise from or be asserted in connection with the foregoing undertakings and responsibilities of the exhibitor. Neither LeadingAge Ohio, its service contractors, the management of the Greater Columbus Convention Center, their agents, servants, contractors or employees are or shall be liable for injuries to any person or for damage to property owned or controlled by the exhibitor, unless caused by or resulting from negligence of LeadingAge Ohio, its service contractors or the management of Convention Center staff. In case any part of Battelle Hall North is destroyed or damaged, preventing LeadingAge Ohio from permitting an exhibitor to occupy assigned space during any part or the whole of the exhibition period, or in case occupation of assigned space during any part or the whole of the exhibition period is prevented by strikes, acts of God (including weather), national emergency or other cause only for the period space was or could have been occupied by the exhibitor, the exhibitor hereby waives any claim against LeadingAge Ohio, its directors, officers, agents or employees for losses or damages that may arise in consequence of such liability to occupy assigned space.

### 13. Move Out of Exhibitions

Move out of exhibits from the Trade Show area is Thursday, September 14, 2017, 2:30-4:30 p.m. A \$100 penalty will be charged for any early breach of this schedule. The LeadingAge Ohio Trade Show is designed to maximize vendor client opportunities, presenting a variety of services in fully staffed booths.

### 14. General

All matters and questions not covered by the regulations are subject to the decision of LeadingAge Ohio. These regulations may be amended at any time by LeadingAge Ohio and all amendments shall be equally binding on all parties affected by them as are the original regulations. A LeadingAge Ohio staff person(s) will be available on the exhibit floor throughout the show to answer questions and help where needed. LeadingAge Ohio reserves the right to move exhibit locations if necessary.