

# Annual Convention & Trade Show

To register online or access the Terms and Conditions please visit the OAHP registration website at

<https://oahp.org/sponsor-registration>

## EXHIBIT REGULATIONS

The OAHP cannot guarantee against loss or damage of any kind and will not provide security in the exhibit space and all personal property left in the exhibit space is at the sole risk of the exhibitor. Exhibitors are responsible for safekeeping of their personal property.

- Exhibitions may not use oils, burning fluids, gasoline, naptha, propane gas or other type of bottled gas or fuel for any purpose.
- Exhibitors may not use audible or electronic devices that might prove objectionable to other exhibitors due to notice, odor, or other annoyances.
- Smoking is prohibited in The Columbus, A Renaissance Hotel except in designated areas.
- The OAHP may withhold or withdraw permission to distribute souvenirs, advertising materials or other items it considers objectionable at its sole discretion.
- Reassignment, subletting or sharing any part of the allocated booth space is strictly prohibited. Exhibitors who fail to observe these conditions of contract, or who, in the opinion of the officials of the Ohio Association of Health Plans, conduct themselves unethically or unprofessionally will be dismissed from the meeting without refund.

## PAYMENTS

Payment may be made by check or credit card payable to OAHP and is requested within 45 days of registration date. If full sponsorship payment is not received 45 days prior to the event date, OAHP reserves the right to reassign the opportunity. Additional conference attendees over the limit of defined registrations included in the sponsorship package must pay a per person conference registration fee.

## CANCELLATION OR WITHDRAWAL

All cancellations must be received in writing to the OAHP by March 31, 2017 to receive a refund and approval of cancellation. Cancellations made on or before March 31, 2017 will be subject to OAHP retaining an amount equal to **50%** of the total exhibit fee even if OAHP is able to resell the space. No cancellations will be accepted, or refunds issued after March 31, 2017 or once logos have been utilized on any promotional materials or on the OAHP website. Refunds will not be made for no-shows.

## ASSIGNMENT CRITERIA

The assignment and the confirmation of exhibit space will be made in the order in which requests and payments are received in the OAHP office. The receipt of the registration form will establish the assignment date. Any opportunities not confirmed will be made available on a first-come, first-served basis. In cases where the sponsorship reservations are received simultaneously, preference will be given to OAHP members. OAHP reserves the right to review any sponsorship registration/contract for appropriateness for our audience and support of our conference objectives. Final booth assignments, exhibit hall floor plan, and an exhibit show kit including details of the official Show Decorator will be forwarded to exhibitors within 60 days of the conference dates.

## EXHIBIT SPACE

Every effort will be made to maintain the general configuration of the floor plan for this conference. However, OAHP reserves the right to modify the plan, if necessary, as determined solely by OAHP. For liability reasons and to insure the highest level of safety, all electrical connections and/or power requirements performed must be contracted through OAHP. One electrical outlet power strip will be provided to each exhibit space upon advance request.

## MISCELLANEOUS

The OAHP acts for exhibitors and their representatives in the capacity of agent, not as principal. The OAHP assumes no liability for any act of omission or commission in connection with this agency. Exhibitors and their representatives hereby release the OAHP from any and all liabilities for loss or damage ensuing from any cause whatsoever, except for claims or damages of injuries caused by or resulting from the gross negligence of the OAHP or its employees. In addition, the exhibitor and his/her representatives agree to hold harmless the OAHP from any and all claims for loss or damage asserted against the OAHP by any person as a result of or in any way connected with the wrongful acts of negligence of the exhibitor. OAHP shall have the sole authority to interpret and enforce all terms and conditions governing exhibitors and this exhibition. Any and all matters not specifically covered herein are subject to the decision by OAHP. These terms and conditions may be amended at any time by OAHP upon written notice to all exhibitors. The exhibitor expressly agrees to be bound by the terms and conditions set forth herein and by any amendments thereto adopted by OAHP from time to time.