

EXPO RULES & REGULATIONS

CONTACT INFORMATION:

For questions that are not answered by any of the following information contact Stacey Dawson at (614) 225-6227 or dawson@ohiorealtors.org

SHOW DATES/TIMES/LOCATION

Sunday, September 12
5:00 p.m. – 6:30 p.m. (Opening Reception)

Monday, September 13
12:00 p.m. - 6:00 p.m.

Tuesday, September 14
10:00 a.m. - 3:00 p.m.

**Duke Energy Convention Center –
North Meeting Rooms**
525 Elm Street
Cincinnati, OH 43215

INSTALLATION/DISMANTLING

Installation hours: Sunday, September 12, from 8:00 a.m. to 4:30 p.m.

All exhibits must be in place and ready for operation by 4:30 p.m. on Sunday.
Booths cannot be dismantled until the close of the show, 3:00 p.m. on Tuesday.

BOOTH FURNISHINGS/SHIPPING

George Fern, Co. is the official show decorator handling booth furnishings (tables, chairs, etc.), shipping, labor and other services. The service kit will be available at the George Fern website at www.georgefern.com. Confirmed exhibitors will receive an email with log in information and instructions to place orders online. Contact George Fern Co. directly at (614) 253-1500 e-mail them at columbus@goergefern.com. **All orders can be placed with George Fern after May 3, 2010. (NOTE: EXPO FLOOR IS CARPETED.)**

EXHIBIT SPACE

The floor plan indicates approximate exhibit space. All booths are 8 feet long by 10 feet wide. **The Ohio Association of REALTORS® reserves the right to modify the floor plan if necessary to serve the best interest of the Exposition as a whole.**

HOUSING

A special limited block of sleeping rooms has been set aside at the Hyatt Regency Cincinnati, which is connected by skywalk to the Convention Center. Please see housing information flyer for further details.

COSTS/NAME BADGES

The rental charge for each booth is \$640.00. Two booths may be purchased for \$1,250.00. Payment in full must accompany each application in order to be processed. The rental charge includes a standard draped backdrop of 8 feet and draped side rails 3 feet high. Also included is a standard sign giving your company name and the city/state in which it is located. The drapery colors will be Blue, Orchid and White. **(NO FURNITURE OR ELECTRICITY IS INCLUDED IN THE RENTAL FEE -- SEE BOOTH FURNISHINGS)**

Please Note: Each company participating in the Exposition will be permitted to designate up to two (2) representatives who will be provided a complimentary Convention registration. Additional representatives will be required to pay a registration fee of \$150.00 each. In celebration of our 100th Anniversary we would like to extend to you an additional three (3) registrants, who have expo access only and will NOT attend any of the Convention events free of charge. Additional representatives will be charged \$20.00 each. All fees must accompany booth contracts.

Exhibitor participants shall at all times wear their exhibitor name badges while staffing their booths. Badges can be obtained at the OAR Registration Desk. On-site there will be a \$20.00 service fee for: (1) each name change, and (2) each lost badge or name substitution.

HOSPITALITY SUITES

Contact the OAR Convention Department to request Hospitality Suites. All requests for Hospitality Suites must comply with the requirements as stated in the Hospitality Suite Agreement, mailed to you upon your request.

FOOD SERVICE

If you plan to arrange for any type of food, snack or beverage (including water) to be served from your booth, you **MUST** contact Ovations, the exclusive caterer at the Duke Energy Convention Center. For further information, please contact Maggie Wheeler directly at (513) 419-7253.

SALES ON EXPO FLOOR

The Ohio Association of REALTORS is not responsible for collection of monies for products and/or services sold during the Expo.

PAYMENT AND CANCELLATION

All applications for exhibit space must be accompanied by payment in full by August 31, 2010. The firm names of booths confirmed by August 6 will be published in the Convention Program. Subletting of space by the exhibitor is expressly prohibited. If an exhibitor notifies the Ohio Association of REALTORS® that he wishes to completely cancel reserved exhibit space prior to July 16, 2010, a cancellation charge of 25% of the total show fee will be charged to the canceling exhibitor. After July 16, 2010, the cancellation charge will be 50% of the total show fee. No refund if cancellation notice is given after August 31.

DEFAULT OCCUPANCY

Any exhibitor failing to occupy contracted space without providing written notice to the Association prior to the show, is not relieved of the obligation of paying the full rental price for such space and the Association and/or official decorator shall have the right to use such space as it sees fit, to eliminate blank space in the exhibit, provided such booth space is not occupied and ready for operation for the official Exposition Opening on Sunday, September 12, 2010 at 5:30 PM.

NO EXHIBIT OUTSIDE OF EXPOSITION JURISDICTION

No exhibits eligible for show will be permitted in a hotel room or outside the regular jurisdiction of the Exposition. All exhibitors are prohibited from distributing any materials from outside of their specific display area.

DISPLAY HEIGHTS-REAR AND SIDE

All exhibit booths are limited to a height of eight feet in back of the booths and three feet along the dividers. The eight-foot heights may be extended along the side rails no more than five feet in depth from the background line of the booth. All exceptions to the standard rule must receive prior permission from the Association in writing. Displays that exceed these requirements will be reduced at the exhibitor's expense.

NOISE/MUSIC COPYRIGHT COMPLIANCE

Public address, sound producing or amplifying devices which project sound beyond the exhibitor's booth or excessive operating noise that distracts neighboring exhibitors are expressly prohibited. The Association reserves the right to restrict exhibits which, because of noise or any reason, become objectionable or which may distract from the general character of the exhibit.

BMI (Broadcast Music, Inc.) and ASCAP (American Society of Composers, Authors and Publishers) aggressively enforce the United States Copyright Law with regard to Associations and the use of music. Therefore, as an exhibitor, you are responsible for licensing fees required by these organizations if you play recorded or live music during the OAR Exposition. (If necessary, contact OAR for complete information.)

GUARD SERVICE

The Association will provide guard service when the exhibit is closed and exercise reasonable care for the protection of exhibitor's material and display. Beyond this, the Cincinnati Convention Center and/or George Fern Co. and/or the Association, its officers and membership, separately or collectively cannot accept responsibility for any damage to or for the loss or destruction of an exhibit, or for the property of an exhibitor, his agents or employees either from fire, theft, or accidents, or other causes or injury to his person resulting from any cause, all claims for any such loss, damage or injury being expressly waived by the exhibitor.

INSURANCE

Exhibitors shall indemnify and hold harmless the Cincinnati Convention Center, George Fern Co., the Association and its servicing agents from liability (damage or accident) which might ensue from any cause resulting or connected with the transportation, placing, removal, or display of exhibits. Each exhibitor should secure insurance at his own expense. Usually the exhibitor's insurance broker can arrange, often at no additional cost, all risk coverage desired by the attachments of endorsements or "riders" to the exhibitor's existing policies.

CANCELLATION

It is mutually agreed that in the event of cancellation of the Association exhibit due to fire, strikes, governmental regulations, or causes which would prevent a scheduled opening or continuance, then and there upon this agreement be terminated and the Ohio Association of REALTORS® shall determine an equitable basis for the refund of such portion of the exhibit fees as is possible, after consideration of expenditures and commitments already made.