2019 Ohio Turfgrass Conference and Show

December 2-5, 2019
Tradeshow December 3-4, 2019
Greater Columbus Convention Center
Hall C
Columbus, OH

Sponsored by:
Ohio Turfgrass Foundation
The Ohio State University
Ohio Agricultural Research & Development
OSU Extension

Exhibiting companies are responsible for the information enclosed.
Please read this carefully.

Produced by Ohio Turfgrass Foundation
Dear Exhibitor:

We are pleased to welcome you as an exhibitor in the Ohio Turfgrass Conference & Show, December 3-4, 2019, Greater Columbus Convention Center, Columbus, OH. Enclosed is your OTF Exhibit Kit with important General Information and forms for sponsorships, auction donations, exhibitor badges, etc. to help you get organized and promote your participation at the show.

THIS IS NOT YOUR EXHIBIT KIT FOR ORDERING EQUIPMENT, FURNITURE, LABOR, SERVICES, UTILITIES, ETC.

You will also receive an Exhibit Services Kit invite to One Drive to set up your own personal password from the Geo. E. Fern Co., the official General Contractor (decorator) for the Ohio Turfgrass Conference & Show. The Geo. E. Fern kit will include order forms for your display. If you have questions, please call The Geo. E. Fern Co at 614-253-1500.

SECTION /PAGE

Section A: GENERAL INFORMATION
- General Information
- Show Rules & Regulations
- Display Dimension Standards
- Floor Plan
- Emergency Procedures

Section B: FORMS

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Please read the information in this packet carefully. If you have any questions, please call me at 614-610-4624 Ext. 104 Thank you for exhibiting at OTF!

Sincerely,

Linda Ganger
Linda Ganger
OTF Conference & Show Exhibit Manager
2019 Ohio Turfgrass Conference and Show

December 2-5, 2019
Tradeshow December 3-4, 2019
Greater Columbus Convention Center
Columbus, OH

Sponsored by:
Ohio Turfgrass Foundation
The Ohio State University
Ohio Agricultural Research & Development Center
OSU Extension
GENERAL INFORMATION

Show Schedule

Monday, December 2

Registration 7:30 am – 5:00 pm
Exhibitors Move– In (Bulk Spaces) 8:00 am – 4:00 pm

Important: All Materials must be in hall and clear of aisles by 5:00 pm so that aisles carpet may be installed.

Pre–Conference Workshops 10:00 am – 2:00 pm
OTF Annual Meeting 3:30 pm
Awards & Scholarship Dinner 6:00 pm – 8:30 pm Hilton Downtown

Tuesday, December 3

Exhibitors Move-in for Everyone 8:00 am – 1:00 pm
Registration 7:00 am – 7:00 pm
Seminars 8:00 am – 2:00 pm
Keynote (Presentation by Syngenta) 2:15 pm – 4:00 pm
Collegiate Turf Bowl 10:00 am
SHOW HOURS 4:00 pm – 7:00 pm
Tradeshow Reception 4:00 pm – 7:00 pm
OTRT Auction Open (On Show Floor) 4:00 pm – 7:00 pm

Wednesday, December 4

Registration 6:30 am – 5:00 pm
Seminar 8:00 am – 10:00 pm and 2:00 pm – 5:00 pm
SHOW HOURS 9:00 am – 2:00 pm
Lunch on Show Floor 11:00 am – 1:00 pm
OSTMA Annual Meeting 5:15 pm – 7:00 pm Barley’s

Please note: All materials must be removed from the exhibit hall by 12:00 midnight Wednesday, December 4. Freight will be rerouted at 8:00 pm. Please contact Geo. E. Fern Co. at 614 – 253-1500 with questions.

Thursday, December 5

Registration 6:30 am – 3:00 pm
Morning with the USGA 7:00 am – 9:00 pm
Seminars 8:00 am – 3:00 pm
GENERAL INFORMATION

ACCOMMODATIONS

Hampton Inn & Suites
501 North High Street, Columbus, OH 43215
614-559-2000
$152 plus tax per night/Double or King
http://group.hamptoninn.com/OTFConferenceShow2019
Deadline for reservations is November 11, 2019
Check-in: 4:00 pm; Check-out: Noon

Hilton Columbus Downtown
401 North High Street, Columbus, OH 43215
$154 plus tax per night/King or Queen
https://book.passkey.com/go/OTF19
Reference “OTF19” when making your reservation
Deadline for reservations is November 11, 2019
Check-in: 3:00 pm; Check-out: Noon
COUMBUS CONVENTION CENTER RULES AND REGULATIONS

GENERAL EXHIBITOR RULES AND REGULATIONS

1. Smoking is prohibited in the Greater Columbus Convention Center (“the facility”).
2. Animals are not permitted in the facility except in conjunction with an approved exhibit, display, or performance legitimately requiring the use of animals. Support animals are permitted for physically challenged persons.
3. RV and trailer camping is not prohibited within the city limits per city code.
4. Propane tanks are not permitted in the facility without written approval from the Columbus Division of Fire.
5. Use of any open flame is prohibited. All tank cylinders are to be secured.
6. Under no circumstances may grease or other waste material be poured into drains. Grease and any hazardous material must be removed in proper containers in accordance with applicable regulations and ordinances.
7. Decorations may not be taped, nailed, tacked or otherwise fastened to ceilings, painted surfaces, columns or fabric and decorative walls.
8. Helium balloons are not permitted in the facility.
9. Adhesive backed decals are not permitted in the facility.
10. Temporary exterior signs and banners must be approved by the Facility Management and may not be fastened to building exterior. Banners, signs or decorations may not be hung from ceilings within the facility without Greater Columbus Convention Center Management approval.
11. The facility is the exclusive provider of the following services: telephone, internet, food and beverage, booth cleaning, electricity, plumbing and banner and theatrical rigging.
12. Truck yards and loading dock areas are for the loading and unloading of vehicles only. All vehicles parked in these areas without proper authorization will be removed at the owner’s expense.
13. Overhead doors will be operated only by facility personnel and will be available or used only after prior arrangement is made with the Event Coordinator.
14. Exterior and loading dock area doors may not be propped open without prior authorization from the Greater Columbus Convention Center Security Coordinator. Exhibitors are not permitted to remove or tamper with automated closing devices.
15. Exhibitors using loading docks must unload their materials to booth areas using the designated elevators and entrances. High Street entrance doors are not approved loading areas. Vehicles left on loading dock areas are subject to be towed at the owner’s expense.
16. All exhibits, equipment, displays, etc. must observe the floor load capacities of the building.
17. All forklifts, hi-lifts or other material handling devices operated within the facility must be operated by an operator licensed by an OSHA approved agency or program.
18. During move-in and move-out exhibit halls, loading dock areas, truck yard and service areas are considered hazardous work areas. As such, the following will be strictly enforced.
19. The Greater Columbus Convention Center has no facilities for the receiving and storage of freight or other shipments and recommends against the delivery of articles prior to the contracted event dates. Exhibitors must make shipping arrangements with the decorator handling the event.
20. All crate storage during exhibit hours must be handled by the contracted decorator.
21. All equipment, decorations, freight, etc. must be removed from the premises at the expiration of the contract. Items left beyond this time will be treated as abandoned equipment and disposed of accordingly. The facility will assume no responsibility for losses suffered by the exhibitor occasioned by theft or disappearance of this or any other equipment, articles or property.
22. The following has been discussed and approved by the Columbus Division of Fire:
   A. Blocking of any Fire Exit is prohibited. No fire suppression equipment shall be obstructed or concealed.
B. All display vehicles or machinery must adhere to the following:
   i. Equipment is to have no more than (1) one gallon of fuel.
   ii. Gas cap must be taped to prevent leakage of fumes from tank.
   iii. Both battery cables must be disconnected and secured.
   iv. Transfer of fuel must be accomplished outside the building and must be into proper containers.

C. No cut trees or other similar decorations will be allowed for display in the facility. All decorative material, including drapes and fabric-covered displays or devices, must be fire retardant. The exhibitor must make available to the Fire Marshall the current certificate of flammability, if required to do so, prior to the exhibition of material.

D. No storage of exhibit material is permitted in the utility aisle behind booths.

E. Indoor tents or canopies must be fireproof, with certificate.

23. Exhibitors cannot bring any material, substance, equipment or object which reasonable may endanger the life of, or cause bodily injury to, any person in the facility, or which reasonably may constitute a hazard to the building or the property therein.

24. If any special hazards exist or problems arise that require help pertaining to Fire and Life Safety, please contact the Columbus Fire Prevention Bureau at (614) 645-7641 for assistance.

25. The Convention Center Manager and Security personnel reserve the right to inspect any carton, satchel, container, briefcase, luggage or package brought into or taken out of the facility.

26. The carrying of firearms and/or other weapons of any kind within the facility is limited to “officers of the law” unless prior written approval is attained from the Greater Columbus Convention Center Management.

27. The facility accepts no responsibility for loss of equipment left unsecured in the exhibitor’s area.

28. Abusive language, threats, assault, vandalism, theft and similar acts will result in the immediate removal of the offender from the premises. In case of violation of the law, charges may be filed for prosecution.
Smart City Columbus, the contracted technology provider for the Greater Columbus Convention Center, is excited to be your event technology partner for Ohio Turfgrass Foundation 2019.

Smart City is pleased to provide the following services for Ohio Turfgrass Foundation 2019:

- Wired and wireless internet data services.
- Network cabling and switch installation.
- Cable TV.
- Data network engineering to connect your exhibit space back to your home office.
- Network security and monitoring.

Smart City is committed to the highest level of service:

- With more than 25 years of experience in the hospitality and convention industry, Smart City are experts in ensuring all of your on-site event technology needs are met.
- Smart City is the leading provider of technology services to over 3,000 conventions and meetings at more than 35 convention centers annually and is the nation's largest provider of event telecommunications and technology in the convention industry.
- We are at your service, to provide on-site support for the duration of your event to make certain that all of your event technology goals are achieved.
- A Smart City Advanced Exhibitor Solutions Team Member will contact you shortly to review services and assist with any questions you may have about your upcoming event.

Place your order by the incentive pricing deadline of November 16, 2019


We look forward to working with you!

Elijah McCall

Advanced Exhibitor Solutions-Customer Support Smart City - Corporate
O: 702-943-6023
Customer Service Line: 888-446-6911

Email: EMcCall@smartcity.com
DISPLAY DIMENSION STANDARDS

It is show management's responsibility to establish rules or guidelines while allowing the greatest flexibility within each exhibit.

The exhibitor’s responsibility is to “be a good neighbor” while displaying his product or service.

Review the following guidelines and please use them in developing your display so you maximize the impact of your exhibit and “be a good neighbor.”

STANDARDS:

1) Side walls are specified as 3’ high. Exhibits should not extend above the side rails on the forward five feet on each side of the booth, without the consent of your neighboring exhibitors.

2) Back wall in any booth location can be 12’ high if, at the exhibitor's expense, he covers any exposed part of that back wall which is above 8’ and which faces another exhibitor. You may come forward from the back wall to a height of up to 8’ only for a distance of 5’.

3) Island Booth above the 12’ height restrictions must be approved by Show Management.

4) All display fixtures over 3’ in height and placed within 10 lineal feet of a neighboring exhibit, must be confined to that area of the booth that is at least 5’ from the aisle line to avoid blocking the sightline from the aisle to the adjoining booth.

STANDARD BOOTH: (10’ [w] x 10’ [d])

One or more standard units in a straight line. Booths come equipped with 8’ high back wall drape and have 3’ or 8’ high side wall drape partitions, depending on individual show rules (refer to Specific Show’s “Space Package”). All booths will be confined to a maximum height of 12’; however, any portion of a display extending above the 8’ high draped booth background will detract from the overall impact of the exhibit directly behind that booth. Therefore, the offending exhibitor must install, at his expense, 12’ high drape in the Show's colors. Exhibit structures must be constructed to allow a 2’ tolerance on each side for booth equipment such as side rails and a 9” tolerance for utility service at rear of booth.

PENINSULA BOOTH: Four or more spaces back-to-back with an aisle on three sides. Identification sign and canopies will be permitted to a maximum height of 12’. Peninsula booths normally “face” the cross aisle. Any portion of the exhibit bordering another exhibitor’s booth must have the back side of that portion extending above the 8’ high draped side walls, draped 12’ high in the Show's colors at the offending exhibitor's expense, and not carry identification or other copy that would detract from the adjoining exhibit. See Endcap Booth explanation and Figure 1 for sightline guidelines on Peninsula Booths.

ENDCAP BOOTH: Two or more spaces back-to-back with an aisle on three sides. Identification sign and canopies will be permitted to a maximum height of 12’. Endcap booths are normally “facing” toward the cross aisles. Any portion of the exhibit bordering another exhibitor’s booth must have the back side of that portion extending above the 8’ high draped side walls, draped 12’ high in the Show's colors at the offending exhibitor's expense, and not carry identification signs or other copy that would detract from the adjoining exhibit. Note that exhibitors adjoining peninsula or endcap booths are entitled to the same reasonable sightline from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.

The maximum back wall height of 8’ is allowed only in the rear half of the booth space and within 5’ of the two side aisles with a 4’ height restriction imposed on all materials in the remaining space forward to the aisle.

PERIMETER WALL BOOTH: Standard booth located on the outer perimeter wall of the floor plan. Exhibit materials up to 12’ in height will be permitted in perimeter wall booths. Because the outer perimeter booths are not backed up against another exhibitor's booth, display backwalls and materials over 8’ will not interfere with or distract from any exhibit booth.

ISLAND BOOTH: Four or more spaces back-to-back with an aisle on four sides. Identification sign and canopies will be permitted to a maximum height of 16’. 8’ high drape can be placed on any side of an island booth.

DEMONSTRATIONS OR ENTERTAINMENT:

Do not place your demonstration area on the aisle line of your exhibit if you expect many people to congregate at one time. Leave space within your own exhibit area to absorb the majority of the crowd. Should spectators interfere with the normal traffic in the aisles or overflow into the exhibits of your neighbors on each side or across the aisle, the Show Management will have no alternative but to request that you limit or eliminate the presentation.

The aisles are the property of all the exhibitors. Therefore, each exhibitor has the responsibility to assure proper flow of traffic through the entire show. When large crowds gather to watch a demonstration or entertainment and interfere with the
flow of aisle traffic or create excessive crowds in neighboring booths, this is an infringement on the other exhibitor’s rights. Aisles must not be obstructed at any time.

SOUNDS:
Police your own booth to be sure the noise level from any demonstrations or sound systems is kept to a minimum and does not interfere with others. Remember the use of sound systems or equipment producing sound is an exception to the rule, not a right. Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

BOOTH SPACE OCCUPANCY:
Displays will not be permitted to exceed 12’ in height, except in island booths, which may not exceed 16’ in height. Signs, including hanging signs, may not exceed height restrictions unless approved in writing by Show Management.

Exhibit space must be occupied by 4:00 p.m. Tuesday, December 3 Displays must be set up and ready by show opening. A $100 penalty will be assessed to any exhibitor not occupying their exhibit space prior to the opening of the show unless approved in writing by show management. Exhibits must be staffed during show hours. IMPORTANT: All exhibit materials must be in the hall and clear of the aisles by 5:00 pm, Monday, December 2 so that aisle carpet may be installed.

CARPET: The Ohio Turfgrass Conference & Show uses 10’ aisle carpet, making it necessary that your entire display and carpet be within your exhibit space. Exhibitor carpet that extends into the aisles may be cut by the General Contractor.

CATERING: Levy Convention Catering
Diana Diaz Ponce
Phone: (614) 827-2737
Fax: (614) 827-2708
Email: ddiazponce@levyrestaurants.com

COLOR SCHEME: Drape Colors: White, Green
Carpet Color: Black

CONTRACTORS: Decorator: Electric:
Geo. E. Fern Co. Greater Columbus Convention Center
Lynn Gavin Columbus, OH 43215
Phone: (614) 253-1500 Phone: (614) 645-5048
Fax: (614) 253-9101 Fax: (614) 645-5158

NOTE: Electrical outlets are not included in basic package. To order electricity, use the Electrical Service Order form in the Geo. E. Fern Exhibit Kit.

FLOOR PLAN: See Below

FLOORS: Exhibit hall has concrete floors. The Exhibit hall floor will be carpeted. Exhibitors may supply their own carpet if they would like another color selection.”

FOOD SERVICE: Concession service available on premises.

LIGHTING: Exhibitors may supply own UL approved spotlights or rent from the Geo. E. Fern Co.
SHOW MANAGEMENT: Ohio Turfgrass Foundation  
305 W Nationwide Blvd  
Columbus, OH 43215  
Phone: (614) 285-4683  
E-mail: info@OhioTurfgrass.org  
Web: www.OhioTurfgrass.org  

SMOKING POLICY: The Greater Columbus Convention Center is a “No Smoking” facility. Any Exhibitor found violating this policy can be fined for the offense.

SPECIAL SET-UP LABOR:
All labor must be secured through the Geo. E. Fern Co. If a dispute should arise, please notify the service desk staff immediately.

SPECIAL NOTE: No animals will be permitted in the Greater Columbus Convention Center or adjacent premises without written permission.

SPONSORSHIP: At the 2019 Ohio Turfgrass Conference & Show, exhibitors have the exclusive opportunity for increased exposure through several sponsorship opportunities. (See Forms in Section B of this Exhibit Kit.)

SECURITY PRECAUTIONS:
1) Be certain that all of your personnel are properly badged.
2) Lock portable items in a sturdy, strong box with a heavy-duty lock.
3) Be sure to ship all extremely sensitive items in locked trunks or crates. If cartons are shipped, be sure they are banded securely and do not have markings that indicate the carton’s contents. Loose packages should be shrink-wrapped whenever possible.
4) Before leaving each night, cover your display with a fire-retardant cover.
5) Insurance - Exhibitors should consult their insurance companies for proper coverage on any material from the time of shipment to the Show until it is returned. In most cases, a rider can be added to present policies for a nominal cost.

SERVICE DESK: There will be a service desk on the exhibit floor starting with move-in and continuing through the show’s final move-out. Should you wish to order additional equipment, services, pick up bills of lading, etc., please do so at the Geo. E. Fern Co. service desk.

SHOW RULES, REGULATIONS & CONDITIONS
1. ELIGIBILITY: Management reserves the right to determine eligibility of any applicant for inclusion in the Show after evaluation of the applicant’s account with the Show. Show Management, in its sole discretion, shall determine the eligibility of any company or product for inclusion in the Show.

2. BOOTH CANCELLATION- All notice of exhibit space cancellation must be submitted to Management in writing and will be officially dated when received by Management. Cancellations may be accepted at the sole discretion of Management; A $100 processing fee will apply to all cancellations regardless of the cancellation date. Under all circumstances, Management retains the right to sell any space cancelled by exhibitor. No contract may be cancelled, and no refunds issued after November 1, 2019.

3. DISTRIBUTION OF ADVERTISING, CANVASSING OR SUITCASING - Booth/promotional activities, such as demonstrations, live interviews, market research, etc. may not interfere with normal traffic flow nor fringe on neighboring exhibitors. Booth promotional activities will not be prohibited.
outside of exhibitors assigned booth space. Canvassing or distributing of advertising material by an exhibitor or anyone representing a non-exhibiting firm is strictly prohibited outside of the exhibitor’s booth space or in part of a venue contracted by the association.

4. SECURITY - Management will provide perimeter guard service during the hours the exhibit area is closed: however, Exhibitor is sole and fully responsible for their own exhibit material and equipment and should insure their exhibit against loss or damage from any cause whatsoever. All property of an exhibitor is understood to remain in their care, custody and control in transit to or from or within the exhibit hall. Exhibitors are not permitted to enter the exhibit hall at any time other than during set-up hours determined by Management and when the hall is open to attendees.

5. DISMANTLE. No exhibit shall be dismantled prior to the official close of the show as determined by Management. If observed dismantling early, Exhibitors may be fined $1,000 violation fee, payable within 30 days of receipt of invoice. If observed dismantling early a second time, exhibitor may be barred from exhibiting at future events. Management recognizes that emergencies or other unforeseen circumstances may arise. Should it be determined necessary to dismantle early. Exhibitor is required to notify Management immediately. If excuse is deemed acceptable by Management, written permission to dismantle early will be provided to Exhibitor and fines will be waived.

6. SPACE RENTAL CHARGE: Included in the space rental charge are all services and equipment as stated in the space package: promotional advertising; if deadline is met, standard listing in official show directory; and a post-show registration list (if requested)

7. PAYMENTS AND REFUNDS: All applications for space must be accompanied by appropriate deposits to be valid, and total payment must be received before deadline or space can be reassigned. Full payment required 45 days prior to Show. Payment made within 45 days of Show must be by credit card (Discover, MasterCard or VISA) or cashier’s check and there will be a 10% additional charge on any balance due. Unpaid exhibitors will not be permitted to move in or set up until paid in full. If assignment of space cannot be made, deposits will be refunded or applied to another Show.

DEPOSITS WILL NOT BE REFUNDED AFTER ASSIGNMENT OF SPACE HAS BEEN MADE. Any exhibitor engaging space who cancels said space after assignment has been made shall forfeit deposit monies paid and all rights in and to the use of the contracted exhibit space. In addition, cancellation within 45 days prior to the show will result in forfeiture of the full amount.

All notices of exhibit space cancellation must be submitted to Management in writing and will be officially dated when received by Management. Cancellations may be accepted at the sole discretion of Management. Under all circumstances, Management retains the right to sell any space cancelled by an exhibitor.

8. SPACE ASSIGNMENTS AND LOCATIONS: Assignments are made on a “date-received” or first-come-first-served basis after the deadline date as stated on the show contract

Space assignment will be made with consideration for the individual’s preference to location as much as possible but in keeping with the best interest of the Show. It is advisable that exhibitors inform Management of any company or exhibit from which they wish to be kept separated. Assignments are made with due regard for the total Show and it is to be understood that Management reserves the right to make the final space assignment or to change the space assignment after the exhibitor’s application is accepted, should it be necessary. Management reserves the right to change the floor plan and move exhibitors if deemed necessary in the best interest of the Show.

9. SUBLETTING OF SPACE: Exhibits will display only merchandise regularly sold by company whose firm name is on contract. Exhibitors are prohibited from assigning, sharing or subletting a space or any part of the space to anyone else.

10. CANCELLATION OF CONTRACT: In event of cancellation or interruption of the Show due to fire, strikes, government regulations, act of God, terrorism, or any other cause beyond control, Management shall determine an equitable basis for the refund of such portion of Entrance, Publicity, Directory, and Exhibit Fee as is possible after consideration of expenditures and commitments already made. Refunds shall be made solely at the discretion of the Management. If for any reason the location of the Show is changed no refund will be made, but Management must be able to assign exhibitor space in lieu of original space.

Management retains the right to close an exhibit and cancel this contract at any time for failure by exhibitor to perform, meet or observe any of the official Show rules, regulations and conditions and such exhibitor shall not be entitled to a refund of any payment. Show Management shall be entitled to eject an exhibit at any time, in whole or in part, or any exhibitor or its representatives, without giving cause. In such case, liability shall not exceed the return to the exhibitor of the amount of rental unearned at the time of ejection.

The Exhibitor agrees to the Conditions, Rules and Regulations of the Show as set forth in the enclosed documents and this Exhibit Kit, which Conditions, Rules and Regulations were by reference made a part of the contract. This will make it clear that the Show rules and the other guidelines set forth in this Exhibit Kit are an integral part of the entire contract between the exhibitor and Ohio Turfgrass Foundation.

The parties of this Agreement hereby agree that this Agreement represents the final and complete agreement between the parties, and that this Agreement entirely replaces and supersedes any prior or contemporaneous understandings or agreements between the parties, written, oral or otherwise. The parties further agree that this Agreement may be modified only in writing signed by both parties to the Agreement.

LIABILITY: OTF, THE SPONSORING ORGANIZATION, AND THEIR RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES EXPRESSLY DISCLAIM ANY AND ALL LIABILITY FOR ANY CLAIM, LOSS, DAMAGE, OR INJURY OF ANY KIND WHATSOEVER SUSTAINED BY ANY PERSON OR ENTITY WHATSOEVER, INCLUDING BUT NOT LIMITED TO DIRECT,
CONSEQUENTIAL, OR INCIDENTAL DAMAGES. ARISING OUT OF OR IN ANY WAY RELATED TO THIS AGREEMENT OR THE SUBJECT MATTER OF THIS AGREEMENT. IT IS EXPRESSLY UNDERSTOOD AND AGREED BY THE PARTIES THAT THE SOLE AND EXCLUSIVE REMEDY OF THE UNDERSIGNED EXHIBITOR AGAINST OHIO TURFGRASS FOUNDATION, THE SPONSORING ORGANIZATION, AND THEIR RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES FOR ANY AND ALL CLAIMS, LOSSES, DAMAGES, OR INJURIES OF ANY KIND WHATSOEVER SHALL BE A REFUND OF THE MONIES PAID BY THE UNDERSIGNED EXHIBITOR TO OHIO TURFGRASS FOUNDATION PURSUANT TO THIS CONTRACT.

THE SIGNED EXHIBITOR HEREBY EXPRESSLY AGREES TO FULLY INDEMNIFY AND HOLD FOREVER HARMLESS OHIO TURFGRASS FOUNDATION, THE SPONSORING ORGANIZATION, AND THEIR RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES AGAINST SUCH CLAIM, SUIT, LOSS, DAMAGE OR INJURY, SUCH DEFENSE TO BE PROVIDED BY COUNSEL OF THE OHIO TURFGRASS FOUNDATION CHOICE.

In the event that litigation is brought arising out of any or in any way resulting from the Agreement or the subject matter of this Agreement, it is hereby agreed that the signed exhibitor shall pay the OHIO TURFGRASS FOUNDATION costs and fees, including reasonable attorney’s fees, incurred in such litigation upon the entry by the court in which litigation takes place of a final judgment in favor of the Ohio Turfgrass Foundation.

The parties to this Agreement hereby agree that this Agreement is entered into in Columbus, Franklin County, Ohio, and that any disputes between the parties to this Agreement arising out of or in any way connected with the Agreement or the interpretation of the terms and conditions contained therein shall be governed by Ohio law and the jurisdiction of Ohio courts to the fullest extent permitted, and that the sole and exclusive venue for any suit or action between the parties to this Agreement arising out of or in any way related to this Agreement shall be the Franklin County Common Pleas Court of Franklin County, Ohio.

Any action relating to or arising out of this Agreement or the subject matter thereof must be brought within one year of the date on which the cause of action sought to be enforced occurred.

ALL PROPERTY OF THE EXHIBITOR IS TO REMAIN UNDER THE CONTROL OF THE EXHIBITOR, SUBJECT TO THE RULES AND REGULATIONS OF THE EXPOSITION. IT IS ADVISED THAT EXHIBITORS CARRY AN INSURANCE RIDER POLICY TO COVER EXHIBITS AND SAMPLES AGAINST LOSS AND DAMAGE FOR THE ENTIRE DURATION THEIR PROPERTY IS IN TRANSIT AND AT THE SHOW. THIS AND ALSO LIABILITY INSURANCE SHOULD BE DISCUSSED WITH YOUR OWN INSURANCE BROKER.

EXHIBITORS SHOULD USE PRUDENCE IN THE CARE OF THEIR SAMPLES WHILE IN THE SHOW AND NOT LEAVE THEIR MERCHANDISE UNATTENDED DURING SHOW HOURS, AND DURING MOVE OUT KEEP ALL MERCHANDISE WITHIN THEIR SPACE AREA AND CONSOLIDATE THEIR DISPLAY AS MUCH AS POSSIBLE TO ENSURE, IN THE CONFUSED NATURE OF MOVE OUT TIME, THAT MERCHANDISE IS NOT MISPLACED. EXHIBITORS ARE RESPONSIBLE TO CARRY PUBLIC LIABILITY INSURANCE AGAINST INJURY TO THE PERSON AND PROPERTY OF OTHERS AND TO INSURE EXHIBIT MATERIAL AGAINST DAMAGE AND LOSS.

11. FIRE REGULATIONS: All fire regulations must be adhered to in accordance with the local fire department and Fire Underwriters specifications. All display materials, including props, decorations and all fabrics or other material used for decoration or covering of tables, risers, etc., must be flame proofed and electrical equipment must meet specifications of all codes. All building electrical connections and disconnections must be obtained through the Service Desk and building approved electricians. All wiring must meet specifications. Exhibitor shall not allow his display to block view or access to safety equipment.

Any demonstration or device using any type of combustible fuel, with or without an open flame, including pyrotechnic displays, must be cleared with the building and fire authorities before it can be brought into the exposition facility.

Each exhibitor is charged with the knowledge and compliance of all laws, ordinances, and regulations pertaining to health, fire prevention, and public safety while participating in the Show.

EXHIBITS: All space arrangements shall conform in all respects to the dimensional and height requirements as indicated in the Exhibit Kit. The exhibit should be such that it does not interfere with other exhibits or restrict access to them or interfere in the free aisle space by any audio, video sensory or physical means. All merchandise, tables, chairs, displays, etc., must stay within the booth. Exhibitor’s own signs can be used but must be inside his space area.

The use of music licensed under ASCAP, BMI, or any other licensing agency is prohibited. This includes most popular music. Be aware that these agencies have the right to impose stiff fines and legal costs on exhibitors using licensed music. The Show will not assume any such fines or costs. Any fines and fees imposed on Show Management due to the use of licensed music by an exhibitor will be billed to the offending exhibitor.
No giveaways, raffles, donations, food or drink, or other promotional measures are allowed unless by written authorization of the Show Management in advance of the exposition. Distribution of helium balloons is not allowed. Distribution of any material must be approved and must be made from within the exhibitor’s own space and must be of such nature as not to interfere with the character of the exposition.

Promotions, such as models, booth personnel, materials, and catalogs must be consistent in dress and nature with the dignity and image of the exposition, and costumed personnel must be confined to inside the respective spaces.

The booth design and exterior must be suitably furnished or covered by the exhibitor, and display panel backing over 8’ in height may not carry any commercial marking that might infringe upon adjacent exhibits. Display must be adequate enough to support exhibitor’s samples and so constructed as to be sturdy enough to not collapse, nor be such that display leans or rests against an adjacent space.

Space of a 10’ deep x 10’ wide booth is 9’6” deep x 9’6” wide. Exhibitor must allow ample room at back of the space for access to electrical wiring. At least 9” is recommended.

Exhibitors are to display in only the space allocated to them. No other area of the exhibit hall or other gathering place (hall, hotel, etc.) of the attendees (Buyers) can be used in any way.

Displays must be set up and ready by opening hour of the Show. Exhibits must be staffed during Show hours and may not be dismantled until time of closing on the final day.

Exhibitor should make arrangements to pack at the end of the exhibit hours the final day, and make sure to have personnel remain with the display until it is finally packed. It is advised that exhibitor inform drayage contractor of outbound shipping plans prior to the Show’s closing. Any merchandise or items left at the Show will be considered abandoned.

IMPORTANT: Pinning, hanging or fastening any item to the drape is strictly forbidden. No animals, reptiles, birds, rodents or insects will be allowed on premises without written permission from Show Management.

12. CONDUCT: It is a violation of Show Rules for an uninvited exhibitor to enter another exhibitor’s booth at any time. The violator will be fined $500. Exhibitors are prohibited from photographing by any means another exhibitor’s booth without permission of that exhibitor.

Access control personnel are instructed to allow EXHIBITORS or BUYERS BY APPOINTMENT ONLY in the Show one hour before the Show opens on Show days and to strictly enforce that they be restricted to their designated space and access aisles and service areas until the Show opens. Management shall have sole control over admission of visitors to the exhibits or functions according to the rules of the Show. No exhibitor or buyer will be admitted without a badge.

Loitering, soliciting of trade, congregating of exhibit personnel in the aisles, booth entrances, or in lobby areas is NOT PERMITTED. Selling in the aisles and “buttonholing” of buyers who walk in the aisles is NOT PERMITTED. No exhibitor shall sponsor or hold any meeting or event that conflicts with the Show or official conference hours without Management’s approval. Only exhibitors in good standing, as determined by Show Management, are permitted to host a meeting or hospitality function in an official Show hotel.

Displays and demonstrations are not permitted in the hotels except when they are used for exhibitor personnel sales meetings.

Early packing is prohibited. Every exhibitor agrees to keep his exhibit open during published Show hours and is bound by these rules and regulations to not dismantle his exhibit until published closing time on the last day.

13. RESERVATIONS OF RIGHTS: Management reserves the right to demand release of space before or during the Show for failure of exhibitors or their representatives to conform to the rules and regulations or failure to pay all space rental costs or other applicable fees; to re-allot space at any time; to offer requested space when available; to make space assignments; to reject any and all applications as this is a closed Show and displays and products must conform to the general nature of the Show and be compatible with the character and objective of the exposition. Management reserves the right without written notice to amend these rules, regulations and conditions or to issue additions as it deems necessary for the good and well-being of the Show.
EMERGENCY PROCEDURES

Emergencies and disasters are unpredictable and can strike without warning. Preplanning and preparing for effective emergency action will benefit everyone involved in our show. Failure of advance emergency preparation may result in injury or death to personnel, loss or damage of facilities, property and equipment. Everyone should make an effort to do their part in any given emergency situation. The following are only suggestions.

ACCIDENT
1. Do not move the injured or ill person. Try to make them comfortable.
2. Notify the Show Office/Registration Desk at once.
3. Immediately following the situation, give a full report to Show Management.

FIRE-EXHIBIT HALL
1. Upon arrival, make yourself and your exhibit personnel aware of the nearest fire alarm, fire hose, extinguisher and fire exit.
2. Upon discovery of a fire, immediately notify the Show Management so that emergency procedures can be initiated.
3. Never attempt to extinguish a fire before notifying Show Management.
4. Make every attempt to protect yourself, other exhibitors, attendees and property.
5. DO NOT PANIC. DO NOT CAUSE PANIC IN OTHERS.
6. Cooperate with any directive given by Show Management or Hall personnel.
7. If evacuation is necessary, please cooperate as quickly as possible. Get clear of the building. Do not attempt to re-enter the building until an “ALL CLEAR” is issued by the authorities. Once approval is given, exhibitors will be permitted to re-enter the hall, then attendees.

FIRE-HOTEL
1. Once you have checked into your hotel, take time to become familiar with your surroundings. Check your room for any type of fire hazard such as unsafe electrical fixtures, etc. Check your floor for the location of fire exits, fire hoses and fire extinguishers. Keep in mind, your purpose is to be prepared, helping to eliminate panic.
2. If a fire alarm is sounded, before you leave your room, feel the room door. If it is hot, stay in your room. Place wet towels under and around your door to keep smoke from entering your room.
3. If you smell smoke in your room, get down on your hands and knees. The air there will be cooler and safer to breathe. Use a wet towel or other cloth material and place it over your nose and mouth. It will help filter out some of the smoke and carbon monoxide.
4. Never jump from your window. You have a better chance to survive the fire and smoke than you do the fall.
5. If a heavy amount of smoke gets into your room, try to open the window and lie down on the balcony ledge. If you cannot open the window or lift it out, then break the glass. NOTE: Breaking the glass should be the last resort.
6. If your room door is not hot, open it slightly and check the area for smoke. Evacuate the building by the closest fire exit. IMPORTANT: Any time you leave your room, make sure you take your room key and close the door behind you.
7. There is the possibility you may be forced to return to your room.
8. To evacuate the building, always use the fire stairways. Never use the elevators. Once you have evacuated the building, never go back inside until the Fire Department confirms that it is safe.
Section B:
EXHIBITOR FORMS

Ohio Turfgrass Foundation

2019 Ohio Turfgrass Conference and Show

December 2-5 2019
Tradeshow December 3-4, 2019
Greater Columbus Convention Center
Hall C
Columbus, OH

Sponsored by:
Ohio Turfgrass Foundation
The Ohio State University
Ohio Agricultural Research & Development Center
OSU Extension
SPONSORSHIP OPPORTUNITIES

OTF offers sponsorship opportunities to promote your products and services beyond the tradeshow floor. Included with the following Show Sponsorships will be your company logo on the Show mobile page and all marketing materials, on the OTF website, in weekly email blasts, on-site signage, at registration and recognition at the podium before the Keynote on Tuesday.

Bottled Water – $3,200 (SOLD TO SUNBELT)
Your company logo will be printed on bottled water that will be distributed to each attendee at registration.

Conference Bags – $3,000 (SOLD TO SUNBELT) Your company logo will be printed on one side of the attendee bag with the OTF Show logo on the other side.

Wednesday Lunch – $3,000
Sponsor the Wednesday lunch taking place on the tradeshow floor from 11am-1pm. Signage will be set near the buffet tables with your company logo and will be listed in the Show Guide.

Chair Massage – $1,500
This sponsorship includes a massage therapist chair set-up on the tradeshow floor on Tuesday and Wednesday during Show hours. Attendees can stop by the massage chair and get a 1 to 3-minute massage.

Scioto Country Club Tour Transportation – $1,200
This sponsorship includes two buses to transport attendees from the Convention Center to Scioto Country Club on December 3 for the shop tour with reel grinding. This sponsorship includes your company logo on a sign in the front window of each bus; a company Representative on each bus to travel with the attendees to Scioto Country Club, plus, a company flyer on each seat.

Track Wall Clings – $500/each
This sponsorship includes your company logo on a printed wall cling posted outside a tracks’ breakout room.

ADVERTISEMENT OPPORTUNITIES

Show Guide
Advertise your company booth number or new product in the Show Guide that will be handed out to every attendee.

___ Full Page Back Cover: 8.5 wide x 11 high – $900
___ Full Page Inside Cover: 8.5 wide x 11 high – $750
___ Full Page: 8.5 wide x 11 high – $600
___ Half Page: 8.5 wide x 5.5 high – $400
___ Quarter Page: 3.5 wide x 4.75 high – $250

Email Blasts – $500/each
Send an email blast to the attendees to let them know your booth number or your new product. Emails are reviewed by the Tradeshow Committee for approval.

Select your track:
___ Golf Turf Management ___ Sports Field Management ___ Professional Lawn Care ___ General Pest Management
___ Equipment Management ___ Plants & Practices ___ Landscape Pests

In addition to your company logo, the track name, date and Show logo will be printed on the wall cling as well.

Mobile Notifications – $500/each day
Attendees who provide their mobile number will receive three text messages throughout the day selected and will include your company name and booth number. The messages will also include important event details for the day. Selection is based on first-come, first served.

Choose your day: ___ Tuesday ___ Wednesday ___ Thursday

Ready logo and payment before October 29, 2019. If you have questions, or would like to discuss other sponsorship opportunities, please call OTF at 614-610-4624 ext. 104
Rainprotection is an Authorized Official Insurance Supplier for Ohio Turfgrass Foundation.

Exhibitor Liability Insurance Program

As a standard requirement for all exhibitors, it is necessary to provide proof of general liability coverage from an insurance company in good standing with minimum policy limits of $1,000,000 per occurrence and $2,000,000 aggregate.

This insurance must be in force during the lease dates of the event, December 2-6, 2019, naming Ohio Turfgrass Foundation (305 W. Nationwide Blvd. Columbus, OH 43215) as the certificate holder. The additional insureds must read as follows: Ohio Turfgrass Foundation and the Greater Columbus Convention Center.

If you already have compliant coverage, please forward your proof of insurance to linda@bennett-management-llc.com.

Purchase Your Liability Insurance Now

Simply purchase your Exhibitor Insurance, which is already pre-filled with all of the proper show information, directly online by using a credit card.

Click the Link Below to Purchase Your Insurance for just $94

Link to Purchase Insurance

NON-USA EXHIBITORS - Address and Phone Number instructions:

When filling in your company information it will ask for a phone number and address. Please use the following: Address - 400 N. High St. Columbus, OH 43215 Phone Number - (800) 528-7975

This program is valuable for:

*Exhibitors who do not have any insurance.
*International Exhibitors whose liability insurance will not cover them at a U.S. Show.
*Companies who do not have the time to deal with all of the certificate arrangements and need coverage now.
*Exhibitors who find it easier or advantageous to use this program, rather than their corporate insurance; Similar to when you rent a car and do not want to use your own auto insurance.
*Should there be a claim, it will not tarnish your policy and rates. And, unlike most corporate policies, there is no deductible.

Are you worried about lost, stolen or damaged merchandise?

We also offer affordable short-term Equipment/Merchandise/Display Insurance

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

Please complete and return the Enrollment Form : Enrollment Form Link
EXHIBITOR BADGE REGISTRATION FORM

EXHIBITORS ARE ALLOTTED FOUR (4) IDENTIFICATION BADGES FOR EACH 10' X 10' BOOTH RENTED. ADDITIONAL BADGES ARE AVAILABLE FOR $25.00/EACH.

ALL EXHIBITING PERSONNEL WILL BE REQUIRED TO WEAR IDENTIFICATION BADGES IN THE EXHIBIT HALL.

BADGES: List only those people who will be working in your booth. (4 complimentary badges per 10’x10’ space) Please print clearly. Photocopy this form if registering more than 20 individuals.

NOTE: Badges will NOT be mailed to you. They are to be picked up on-site at the Exhibitor Registration Counter, outside Exhibit Hall C

Please note that if you are unaware of all of your Booth Personnel, badges can be made on-site.

1. _______________________________________
2. _______________________________________
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4. _______________________________________
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6. _______________________________________
7. _______________________________________
8. _______________________________________
9. _______________________________________
10. _______________________________________ 
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12. _______________________________________ 
13. _______________________________________ 
14. _______________________________________ 
15. _______________________________________ 
16. _______________________________________ 
17. _______________________________________ 
18. _______________________________________ 
19. _______________________________________ 
20. _______________________________________ 

Return Form by November 15, 2019

Method of Payment (Due at the time of Order) If Paying by Credit Card A link will be sent to you.

Mail Checks To: Ohio Turfgrass Foundation -305 W. Nationwide Blvd. Columbus, Ohio 43215
### ADDITIONAL DIRECTORY LISTINGS FORM

USE THIS FORM TO REQUEST OTHER DIVISIONS, SUBSIDIARIES OR DISTRIBUTORS OF YOUR COMPANY BE LISTED IN THE SHOW DIRECTORY FOR $50 EACH LISTING.

These additional listings will be incorporated in the Alphabetical and Numerical sections of the Show Directory with booth number(s).

**DO NOT FILL THIS FORM OUT TO HAVE YOUR MAIN COMPANY NAME IN THE DIRECTORY. THE EXHIBITING NAME ON THE CONTRACT IS AUTOMATICALLY INCLUDED.**

PLEASE PRINT ADDITIONAL LISTINGS BELOW:

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(For more than 2 additional listings, copy this form.)

Company Name: ___________________________ Authorized by: ___________________________
AUCTION FORM

Donating to the OTF Auction is a great way to show support for turfgrass research and education, while generating increased exposure for your company. Last year, more than $10,000 was raised to support the Ohio Turfgrass Research Trust. This year’s goal is $15,000!

The Auction will take place outside in the lobby near the registration counters on Thursday, December 5th afternoon.

Items will be displayed during the show, and a listing of the donors will be posted and distributed to all attendees.

Use your imagination to decide what to donate – Autographed sports memorabilia, event tickets, vacation and golf packages, books, your company products and services – or anything else you want to donate. You donate it and we’ll sell it – all for the good of turf! All items donated must have a value of $25 or more.

To donate to the auction, please complete and return this form to the OTF Office no later than November 15 to be listed in the show directory as an auction donor. Auction donors are required to bring, or ship donated items to the Show. Items may NOT be shipped in advance to Show Management. Please deliver donated items to the registration desk before 12:00 pm on Monday, December 2.

Item(s) to be Donated: __________________________________________________________

Value of Donated Item(s)*: ______________________________________________________

* Items will be sold to the highest bidder.

IMPORTANT: DONATIONS TO THE AUCTION ARE TO THE OHIO TURFGRASS RESEARCH TRUST, INC., A NON-PROFIT CHARITABLE ORGANIZATION, AND MAY BE DEDUCTIBLE AS A CHARITABLE CONTRIBUTION.

Return Form by: November 15, 2019

Company Name: ________________________________________ Authorized by: ______________________________

Please make a copy of this form for your records: