

OACHC Social Media & Photos

Consent to use of photographic images: Registration and attendance at/or participation in OACHC meetings and other activities constitutes an agreement by the registrant to OACHC's use and distribution (both now and in the future) of the registrant or attendee's image in photographs, videotapes, and electronic reproduction of such events and activities.

OACHC Payment & Cancellation Policy

- All Cancellations must be received on or before 8/6/26
- Cancellations received after 8/6/26 are not refundable. "No Shows" are non-refundable.
- All cancellations must be submitted in writing or email to events@ohiochc.org
- Event registrations are non-transferable to other OACHC or outside events.
- Payment shall be received by 8/6/26. If payment has not been received by said date, the registered booth may be offered to exhibitors on the waitlist. Please note: Sponsor benefits will not become effective until payment has been received.
- Exhibit booths guarantee two exhibitor passes, any additional exhibitors will be charged at full attendee rate. OACHC does not allow swapping or splitting registrations.
- In the event that there is a "no show" or cancellation with an outstanding balance, exhibitor will be unable to register/attend future OACHC events until outstanding balance has been paid.
- Exhibitors who fail to attend the conference ('no-shows') without prior written cancellation will forfeit all fees paid and may be restricted from participating in future OACHC events.
- OACHC shall not be liable for delays, cancellations, or failure to perform due to circumstances beyond its reasonable control, including but not limited to acts of God, government regulations, natural disasters, or venue unavailability.

Exhibitor/Sponsor Policy

- All exhibit booth **displays must fit on the 6'x2.5' table dimensions**. If signage is placed behind the exhibit table, it **must not expand wider than 8'**. Displays are subject to a fee if outside of display area.
- **No tables or signage are to be placed in front of the provided exhibit table** (unless an XL booth is purchased and the given dimensions allow for the extra space).
- **No signage is to be placed**, by exhibitors, anywhere in the venue **outside of the above stated dimensions**.
- If exhibitor does not abide by dimensions, OACHC has the **right to remove or take down any materials or signage** that do not fall within the given exhibit space. Additionally, exhibitor may be **billed for XL exhibit space**.
- **No exhibitors shall adhere, pin, or nail signage** or displays to hotel property
- We ask that all exhibitors respect their colleagues and **NOT set up/tear down once the hall is opened** and neighbors are conducting business. Additionally, exhibitors may not interfere with other exhibitor displays. Those in violation may result in refusal to allow participation in future events.
- Exhibitors may **not block Fire Pulls, Fire Sirens, or Fire Extinguishers** in or near their exhibit spaces.
- **Only confirmed exhibitors and sponsors are permitted to promote their products, services, or company at the conference**. All company promotion and product sampling must occur within the contracted booth space. This includes, but is not limited to, handing out flyers, approaching exhibitor booths to sell products, and leaving and/or distributing product information in public spaces and exhibit hall.
- Due to possible fire codes, some exhibit tables may have stacked chairs that are adjacent to the booth and not behind the booth. This adjustment would be at the hotel's discretion.
- **Companies may not host or promote official conference events outside of OACHC's conference**, if they are not a sponsor. If you would like to host an event or become a sponsor, please see our exhibitor prospectus or contact us at events@ohiochc.org.

Outside events may not be hosted during scheduled OACHC conference activities.

- **Companies may only list themselves as conference sponsors if a sponsorship agreement has been made** and is approved by OACHC.
- OACHC has the **right to decline or cancel exhibitor requests/registrations** at the association's discretion.
- Exhibitor registration costs include breakfast & lunch on Thursday and breakfast on Friday for **two representatives** (three for Platinum and Reception sponsors). Additional representatives may attend at a charge of \$600 per representative. Each exhibitor attendee registration includes the two conference days (plus exhibitor set-up day). **Only one person is allowed per exhibitor attendee registration.** If you would like to add more people you must purchase additional exhibitor registrations. Substitutions are not allowable.
- Attendee lists will be provided to those exhibitors that have completed payment. Bulk emails can be sent to conference attendees no more than 3 times.
- We do not allow recruitment activities at our conference. This includes hosting company tables for the purpose of recruiting potential candidates.
- OACHC is not responsible for the care, handling, or security of any exhibitor materials, packages, or shipments at any time before, during, or after the conference. Exhibitors are encouraged to make their own arrangements for the safe transport, delivery, and storage of their items.
- OACHC does not guarantee internet connectivity, bandwidth, or electrical availability beyond what is provided by the venue. Exhibitors requiring dedicated services are responsible for arranging and covering associated costs.
- Exhibits that include sound, lighting, motion, or demonstrations must not disrupt neighboring exhibitors or conference programming. OACHC reserves the right to require volume reduction or cessation of any activity deemed disruptive.
- Distribution of food, beverages, or alcohol is prohibited unless expressly approved by OACHC and the host venue and must comply with all applicable health and safety regulations.
- Use of OACHC's name, logo, or conference branding in marketing materials is prohibited unless prior written approval is granted or included as part of an approved sponsorship agreement.
- All exhibitors are expected to conduct themselves in a professional and respectful manner. Harassment, discrimination, or inappropriate behavior toward attendees, staff, or other exhibitors will not be tolerated and may result in removal without refund.

Sponsor Raffle Prize Guidelines:

- You are welcome to provide your own raffle prize
- OACHC will not ship or deliver the prize to the winner, if they are not present to claim their prize, and are not responsible for said prize.
- You are required to draw your winner from your own entry bucket, contact the winner and deliver the prize to the winner, at your decided time and location. OACHC will not notify attendees via email, app, etc.... (unless a raffle sponsorship has been purchased).

Hotel Policies:

LIABILITY /SECURITY: The hotel and OACHC cannot be responsible for the safe keeping of equipment, displays, supplies, written materials or of the valuable item or items left in the meeting rooms, conference areas, etc. Accordingly, the exhibitors acknowledge that it will be responsible to provide insurance/security for any such above-mentioned items, and hereby assume responsibility of loss thereof.

SHIPPING AND RECEIVING GUIDELINES: Special arrangements must be made for receiving any equipment, goods, displays or other materials. Failure to do this may result in deliveries being refused or materials being unavailable when required. 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, for any deliveries not within this timeframe.

OACHC is not responsible for any lost or undelivered packages to the hotel.

SHIPPING YOUR MATERIALS:

Exhibitors are responsible for all costs associated with shipping conference materials. All materials being sent to the hotel must be marked as follows:

Hilton Polaris/Columbus

Attention: [name of the onsite company contact] / [name of your company]

OACHC Conference

8700 Lyra Drive

Columbus, OH 43240

**And please include the number of boxes expected (example: Box 1 of 3, Box 2 of 3, Box 3 of 3)*

Disclaimer: Boxes that are not correctly marked according to the guidelines listed above may result in lost boxes. To ensure your materials are easily located and do not get lost, please do not ship any boxes without the required information indicated on the packaging. OACHC is not responsible for any materials shipped to the venue.

POST EVENT: You are responsible for scheduling a Fedex/UPS pick- up (otherwise it will not get taken).

LIABILITY: The hotel does not accept any liability for equipment, goods, displays which arrive or fail to arrive at the hotel. The group is responsible for insuring its property for loss or damage.

HANDLING CHARGES: A limit of twenty (20) boxes, not exceeding fifty (50) pounds each can be shipped to the Hotel five (5) days prior to the conference at no charge. Deliveries over this amount may be assessed a fee. Boxes exceeding fifty (50) pounds will result in additional fees. The Hotel recommends that for shipments over 50 pounds total an alternative freight handling company with a lift gate be contracted by the sender. It is the exhibitor's responsibility to arrange for pickup of any boxes prior to conclusion of your event. Hotel does not have an elevated loading dock.

EXHIBITOR POLICIES: Exhibitor shall be fully responsible to pay for any and all damages to property owned by Hilton Columbus/Polaris, its owners or managers will result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Hilton Columbus/Polaris, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.

Exhibitor Email Communication Policy:

As an exhibitor participating in our conference, you agree to abide by relevant email communication laws and regulations. To ensure a positive and respectful experience for our attendees, we request exhibitors to adhere to the following guidelines regarding email communications:

Limited Email Communication:

Exhibitors are required to limit their email communications to attendees to essential and relevant information related to their products, services, or special offers showcased during the conference. Excessive or irrelevant communications are discouraged.

Opt-Out Option:

All marketing emails sent by exhibitors must include a clear and conspicuous opt-out mechanism, allowing recipients to easily unsubscribe from future communications. Opt-out requests should be processed promptly, and attendees who opt out should not receive further marketing emails from the exhibitor.

Compliance with Laws:

Exhibitors must ensure that their email communications comply with all applicable laws and regulations. This includes providing accurate sender information, using truthful subject lines, and avoiding deceptive or misleading content.

Respect for Attendees' Privacy:

Exhibitors are expected to respect the privacy of conference attendees. Any use of attendee email addresses for purposes other than conference-related communication is strictly prohibited.

Direct Contact Information:

Exhibitors are encouraged to provide direct contact information within their emails, allowing recipients to easily reach out for additional information or to address any concerns.

By participating in our conference as an exhibitor, you acknowledge and agree to adhere to this email communication policy. Failure to comply may result in corrective action, including the restriction of exhibitor communication privileges.