



serving ohio's elementary, middle level and central office administrators

900 Club Drive, Suite A
Westerville, OH 43081
Phone: 614.794.9190
Fax: 614.794.9191
Toll Free: 888.OH.OAESA
www.oaesa.org

53rd Annual OAESA Professional Conference and Trade Show

The OAESA 53rd Annual Professional Conference and Trade Show is quickly approaching. We are very excited about returning to the Kalahari Resort for the 2010 Conference. Our one-day trade show will take place June 21st at the Kalahari Resort in Sandusky, Ohio. By participating in the OAESA Trade Show, you have the potential of meeting 300 of our 2,000 members face-to-face. If you are no longer the person who makes this decision, please pass this information along to the proper individual.

Booth prices are as follows:

Single Booth..... \$540.00
Single Prime Booth..... \$570.00
Double Booth.....(Merge 2 single booths at double the single booth price)

Set-up for exhibitors will be on Sunday, June 20th from 2:00 to 6:00 p.m. The hall will open to conference attendees at 7:30 a.m. and close at 3:30 p.m. on Monday.

We will be providing a "Passport Bingo" card to each attendee that will qualify him/her to participate in "Kalahari Kash" drawings throughout the day. The bingo card is designed to create additional opportunities for attendees to visit booths and to interact with vendors during the trade show, and was very popular last year. A buffet luncheon will be provided in the tradeshow area to both our attendees and our vendors. More information as to how you will be able to participate further through advertising opportunities and door prizes will be provided with your confirmation letter sent in April.

As an exhibitor, we will e-mail you the name and mailing address of each registrant a month prior to the trade show and again after the trade show. If you are interested in participating in this program, be sure to include your e-mail address on the exhibitor contract.

We are very excited about the upcoming show. If you have any questions or concerns about the OAESA Trade Show, please contact Cheree Richards at (614) 794-9190 or crichards@oaesa.org.

Sincerely,

Julie Davis, Ed.D.
Executive Director



OAESA

OAESA 53rd Annual
Professional Conference
& Trade Show

EXHIBITOR

Registration Packet

Includes: Contract (2 pages)
and Trade Show Floor Plan

21st Century Leaders:
The World at Your Fingertips

June 21-22, 2010

Kalahari Resorts, Sandusky, Ohio

Exhibitor Registration is Now Available!

614-794-9190 Fax: 614-794-9191 Email: CRichards@oaesa.org

The Ohio Association of Elementary School Administrators, in cooperation with the Foundation to Advance Childhood Education, presents our
53rd Annual Professional Conference & Trade Show
at the Kalahari Resort in Sandusky, Ohio on June 21st, 2010

CONTRACT FOR EXHIBITORS

Exhibit Area Location and Information:

The trade show will be held in and around the Grand Ballroom of the Nia Center at the Kalahari Resort in Sandusky, Ohio. The trade show will be open to attendees from 7:30 am until 3:30 pm on Monday, June 21st. Exhibitors wishing to stay overnight at the resort may contact Kalahari Resort directly at 877-525-2427 or www.oaesa.org. Mention "FACE" to receive the OAESA room rate for reservations made prior to June 1, 2010.

Exhibit Installation and Removal:

You may set up your exhibit on Sunday, June 20th from 2:00 - 6:00 pm. On Monday, exhibitors will be permitted to enter the exhibit hall at 7:00 am. The trade show will open to attendees at 7:30 am. Exhibits must be in place by 7:30 am and must remain in place until 3:30 pm.

Please note: Due to safety and liability issues, all exhibits must be staffed and must remain intact until the official closing hour (3:30 pm) on June 21. Failure to observe this rule may result in a penalty, jeopardize the exhibitor's space for the following year, or the privilege of exhibiting at future OAESA Conferences.

Description of Space:

All single booths are 8' x 10'. Double booths are 8' x 20'. All booth areas include carpeted floor surfaces. Each booth package includes:

- ✦ One 8' back and 3' side (where necessary), flame retardant drape.
- ✦ One 7" x 44" identification sign with company name and booth number
- ✦ Two folding chairs
- ✦ Two Standard 6' x 2' capped tables (skirting not included)
- ✦ One buffet luncheon ticket

Booth Pricing:

- ✦ Single Booth..... \$540.00
- ✦ Single Prime Booth..... \$570.00 (Prime Booths are notated with a "P" on attached floor plan)
- ✦ Double Booth (Merge 2 single booths at double the single booth price)

Booth Reservations:

Reservations received prior to May 21, 2010 require a completed contract as well as a minimum payment of 50% of total booth selection cost. Reservations will not be honored and booth selections will not be held without a minimum 50% payment. Full payment is due on or before May 21, 2010. Failure to pay the full rental fee by May 21, 2010 may result in the cancellation of booth space and loss of any payments made. Reservations received after May 21, 2010 require a completed contract and full payment of total booth selection space in order to reserve a booth space.

Cancellation Schedule:

Cancellations received in writing on or before May 21, 2010 are entitled to a full refund, less a \$100 cancellation fee. Cancellations after May 21 entitle the exhibitor to no refund and all payments shall become the property of OAESA.

Loading Dock Procedure:

The loading dock will be used for move in and move out. The dock is located on the east side of the NIA center. Although dock passes will not be required to admit your vehicle to the loading dock area, we do ask that you unload and reload your equipment as swiftly as possible and promptly move your vehicle to an appropriate parking area. Carts cannot be provided to move items from the loading dock to your booth.

Trade Show Service Contractor:

Additional equipment and services can be ordered through Posh Event Services, Inc. Your booth confirmation letter will include information from Posh Event Services about all services provided. Kalahari facilities provide flooring and wireless internet. Electric must be purchased through the Kalahari Resort; however, order forms for both services can be obtained from Posh. To contact Posh, please call 740-362-0004 or e-mail exhibitorservice@poshevent.com.

Shipping Information:

Complete shipping information will be provided by the service contractor included in your confirmation packet.

Advertising:

Exhibitors will be identified in the OAESA Professional Conference & Trade Show Program provided the exhibitor contract is received by the reservation deadline.

Liability of Loss:

The Ohio Association of Elementary School Administrators, the Foundation to Advance Childhood Education, and Posh Event Services, Inc. will not be responsible for loss or damage which might ensue from any cause in connection with transfer, installation, maintenance, storage, or removal of exhibits or management of the convention. The facility will exert responsible diligence and safeguards conforming to conventional standards, but will not be responsible for damage, loss, or theft.

Please print or type

Company Name: _____

Company Address: _____

Company City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Company Representative: _____

E-mail: _____

(Confirmation letters and information from the service contractor will be sent via e-mail to the company representative)

Type of Exhibit: *(please check all that apply)*

- | | | |
|---|---|--|
| <input type="checkbox"/> Assembly Program/Field Trips | <input type="checkbox"/> Gifts | <input type="checkbox"/> Publishing |
| <input type="checkbox"/> Curriculum | <input type="checkbox"/> Parent Participation | <input type="checkbox"/> Software Programs |
| <input type="checkbox"/> Equipment | <input type="checkbox"/> Photography | <input type="checkbox"/> School Supplies |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Playground Materials | <input type="checkbox"/> Science |
| <input type="checkbox"/> Fund-raising | <input type="checkbox"/> Professional Association | <input type="checkbox"/> Testing |
| <input type="checkbox"/> Furnishings | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Wellness |
| <input type="checkbox"/> Other _____ | | |

Booth Preferences: *(see enclosed floor plan)* 1st Choice _____ 2nd Choice _____ 3rd Choice _____

Please note that booth assignments will be made in the following sequence: OAESA Corporate Members, then Pre-Registered Exhibitors on first come-first serve basis. Booth availability will be open to all exhibitors by priority of contract receipt date, with actual booth assignments beginning on April 1, 2010.

Booth Identification Sign: *(will read exactly as you indicate below and is limited to 50 spaces)*

Method of Payment

Total Cost of Booth Selection \$ _____ Total Payment \$ _____

Note: A minimum 50% payment is required with completed contract to reserve booth space.

- | | |
|---|---|
| <input type="checkbox"/> Credit or Debit Card | <input type="checkbox"/> Check - payable to FACE (Foundation to Advance Childhood Education) |
| <input type="checkbox"/> Visa | |
| <input type="checkbox"/> MasterCard | Check # _____ |
| <input type="checkbox"/> Discover | |

Card Number: _____

Expiration (mm/yy): ____/____ Security Code _____ *(see back of card)*

Cardholder Name (please print): _____

Cardholder Billing Address: _____

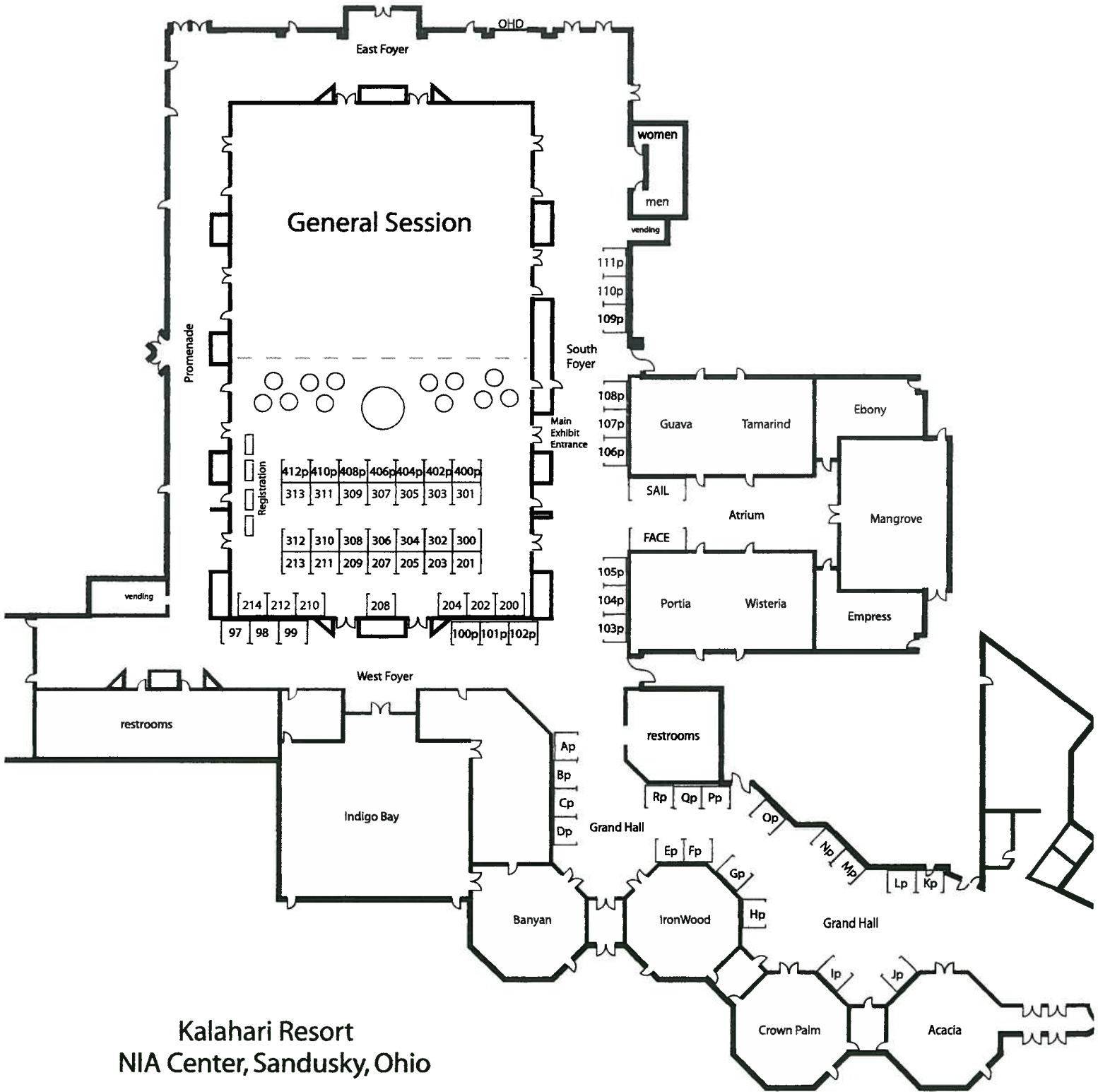
City _____ State _____ Zip _____

Authorized Signature (required): _____

CREDIT CARD payments: FAX this completed page to 1-614-794-9191

CHECK payments: MAIL this page along with check to OAESA - 900 Club Dr. - Suite A - Westerville OH 43081

OAESA 2010 Conference & Tradeshow



Kalahari Resort
NIA Center, Sandusky, Ohio

* (30) Prime Booths- A-R, 100-111

(35) 8x10 booths- Ballroom	○ cab tables (12)	○ cab tables (20)
(18) 8x10 booths-Grand Hall	◊ electrical pocket	◻ booth 8dx10w
(15) 8x10 booths- W&S Foyers	🔥 fire extinguisher	8' Aisles unless noted
(68) Total	Does not include FACE / SAIL booths	

Scale in Feet