



AOHC FALL CONFERENCE
September 18-20, 2024
(Exhibit dates: 9/19 & 9/20)
EMBASSY SUITES, DUBLIN

Exhibit Guidelines

Spaces will be assigned on a first-come, first-served basis. Exhibit spaces are in the hotel public areas where conference breaks and lunches will take place, ensuring activity throughout the conference.

AOHC cannot accept payment by credit card. Space applications and payment must be received in the AOHC office by **August 19, 2024**, to be included in the conference brochure. No refunds will be issued after this date; however, exhibitor registrations may still be accepted if space allows.

INSTALLATION OF EXHIBITS - Exhibit tables will be available for set up after 7:00 AM on Thursday, September 19. Setting up the night before requires **preapproval** by AOHC. Registration begins at 8:00 AM on Thursday, September 19. AOHC reserves the right to reject any materials or services offered by the exhibiting company if there is any conflict with the policies or principles of AOHC.

HOURS OF EXHIBITS - Exhibits will be open from Noon, Thursday, September 19, until 3 PM, Friday, September 20. All exhibits and materials must be removed from the area by 5:30 PM on Friday September 20, 2024.

DESCRIPTION OF SPACE - Six-foot tables with skirting and two chairs. Please advise if your exhibit needs access to electricity or the internet. There may be an added charge.

MEALS AND BREAKS – Each exhibitor/sponsor registration includes meals and breaks for up to two people per day. Added meals can be bought for an added fee.

ONSITE REGISTRATION - All exhibit personnel are asked to report to the Registration Desk to obtain their name badges and program.

SPONSORSHIP – All sponsors receive exhibit space. Sponsors receive special recognition in the conference brochure and program if received in time. A sign will be placed beside the buffet acknowledging the sponsorship.

EXCLUSIVE SPONSORSHIP – Due to the increased demand for sponsorship opportunities, AOHC allows multiple sponsors for the same event. To ensure that your company is the sole sponsor of an event, select exclusive sponsorship. For an added fee, AOHC will not accept any other sponsors for that event. All exclusive sponsors receive special recognition in the conference brochure and program if received in time. **We are looking for three sponsors this year for our Thursday events: the morning breakfast, afternoon conference break and one for the President's Reception.** Please note this is only available for those events that do not yet have a sponsor. To figure out availability, please contact Denise at aohc_3@aohc.net or 614-791-9556 ext. 24.

NUMBER OF REPRESENTATIVES – Your exhibitor fee covers registration and meals for up to two representatives from your organization per day. You may bring added representatives; however, more meals will only be provided if you buy in advance (see MEALS AND BREAKS above).

LIABILITY FOR LOSSES - The Association of Ohio Health Commissioners, its staff and its conference chairperson(s) will not be responsible for loss or damage which might ensue from any cause in connection with the transfer, installation, maintenance, storage or removal of exhibits or management of the conference. The hotel will exert reasonable diligence and safeguards conforming to conventional standards but will not be responsible for damage, loss or theft.

GIFTS – In previous years, exhibitors have wanted to supply gifts for drawings using the raffle tickets collected at their booth. Please advise AOHC if you plan to supply a gift so we can announce your drawing during lunch on the last day. NOTE: Many of our attendees are uncomfortable accepting gifts that are valued over \$25 because they are public employees.