

Guidelines for Alliance Conference Exhibitors



Exhibitor Admission Policy

Exhibitor admission includes one pass per organization or business.

Exhibitor badges will be clearly labeled. Exhibitors may enjoy all provided food and beverages; however, they do not have access to the full conference program, including keynotes, sessions, or continuing education opportunities. Full program access and continuing education credits are reserved for individuals who register at the full attendee rate.

Exhibitor representatives must always wear their exhibitor badge while in the conference area and during all conference programming. These badges are issued for the exhibitor's protection and identification. Admission to events will not be permitted without a proper badge.

One exhibitor's registration provides access for one person per day. Exhibitors may designate a different person for each day of the event; however, "shift sharing" is not permitted. Only one representative may serve as the designated exhibitor on any given day. Badge sharing or rotating multiple individuals through the exhibitor table within the same day is strictly prohibited; violators will be asked to leave the event. To ensure compliance with this policy, a business card (or other identifying document reflecting both the Exhibitor Organization/Company name and the Representative's name may be requested. Failure to present appropriate business/organization identification may result in revocation of the badge and its associated benefits.

If you would like additional individuals to be present at your exhibitor table, additional badges must be requested at least two weeks prior to the event and will be billed at \$200 per person. Please note, exhibitor representatives who have not been included in the registration process at least two weeks prior to the event may experience delays when requesting a name badge on-site and will be charged an additional \$35 for an on-site badge fee, or \$235 if added as an additional exhibitor representative.

Exhibitors are expected to be present at their table during the listed exhibit hours. The Alliance will make every effort to provide access to exhibitors the day before the conference for table setup. All exhibitors must have their table display fully set up by 7:30 a.m. on the first day of the conference.

Cancellation Policy

The Alliance understands circumstances may arise preventing Exhibitors from fulfilling their commitment to exhibit. Exhibitors who cancel more than 30 days before the event will receive a refund of their balance minus a \$20 fee. Exhibitors who cancel within 30 days of the event will receive a prorated refund based on a 20% per week reduction.

Questions

Contact the Learning & Development team at LandD@ohiochildrensalliance.org.