

## EXHIBIT INFORMATION (1/3)

**Exhibit schedule subject to change based on final program.**

### **Exhibitor Installation:**

Thursday, April 25, 2024 8:00 AM – 5:00 PM

### **Exhibit Hours:**

#### **Friday, April 26, 2024**

7:00 AM – 8:00 AM	Breakfast in Exhibit Hall
10:00 AM – 10:30 AM	Break in Exhibit Hall
12:00 PM – 1:00 PM	Lunch in Exhibit Hall
3:00 PM – 3:30 PM	Break in Exhibit Hall
5:15 PM – 6:45 PM	Welcome Reception in Exhibit Hall

#### **Saturday, April 27, 2024**

7:00 AM – 8:00 AM	Breakfast in Exhibit Hall
10:00 AM – 10:30 AM	Break in Exhibit Hall
12:00 PM – 1:00 PM	Lunch in Exhibit Hall
3:00 PM – 3:30 PM	Break in Exhibit Hall

### **Exhibitor Dismantle:**

Saturday, April 27, 2024 3:30 p.m. – 7:00 p.m.

**NOTE:** Exhibitors are invited to attend the Welcome Reception on Friday, April 26, 2024, from 5:15 PM to 6:45 PM in the Exhibit Hall.

**SOCIAL EVENTS OR MEETINGS** Companies wishing to conduct a meeting or a social event at the conference hotel, must complete a Hotel Meeting Space Approval Application. For guidelines, instructions, applications, deadlines, and applicable fees, please e mail Julie Patterson at [julie@oeisregistry.com](mailto:julie@oeisregistry.com). Meeting space is limited and is assigned on a first come first serve basis. OEIS Industry Partners are eligible for a discount.

### **Exhibitor Space Requirements:**

Depending on the type of exhibit that is chosen, your exhibit will be either a 6' x 30" tabletop display, a 10' x 10' or a 10' x 20' exhibit booth. If you choose the larger exhibit booths, please note that these spaces are designated for exhibitors who will be bringing large equipment, custom island exhibits, portable displays, and/ or modular inline displays. OEIS has a limited number of these exhibit booths available, and they will be allocated on a first come, first served basis depending on when applications are received, payment has been remitted, and space availability. If you have any free-standing floor exhibits or standing equipment that would be displayed, we request that you inform OEIS of this in advance. Please note that all of your materials, information and equipment must be no larger than 6' x 30" wide tabletop display.

## EXHIBIT INFORMATION (2/3)

### **Space Assignment:**

Preference of space assignment will be given in the order in which applications are received. Following the February 1, 2024, deadline, exhibit assignments will be allocated depending on space availability. Exhibitors wishing to avoid assignment of space adjacent to a particular company should indicate that on their application.

Careful consideration will be given to such requests. Please note that OEIS reserves the right to alter the exhibit floor plan at any time along with the exhibit schedule based on the final program.

### **Payment**

To confirm your exhibit space full payment must be remitted along with a completed application for exhibit space. If we do not receive full payment with your application, we will not be able to confirm your exhibit space until full payment is received. Applications received after February 1, 2024, will be accepted depending on space availability.

### **Cancellation Policy**

Cancellations received in writing on or before February 1, 2024 will be subject to a 20% processing/administrative fee based upon the total tabletop display or exhibit booth fee. No refund is possible for cancellations after February 1, 2024.

### **Electrical/Telecommunications/Computers/AV**

Order forms for Electrical /Telecommunications /Computers /AV will be included in the Exhibitor Services Kit, which will be sent to you once the completed contract has been completed and payment is remitted.

### **Dismantling of Exhibits**

All exhibits must remain intact until the official closing time of 3:30PM on Saturday, April 27, 2024, and may not be dismantled or removed, in whole or in part, before that time. Exhibit Personnel Participants affiliated with exhibits must be registered. Each person will be issued an exhibitor badge and must be employed by the Exhibitor or have a direct business affiliation. If you are purchasing a 10' x 20' booth, your company will receive (8) complimentary name badges. If you are purchasing a 10' x 10' exhibit booth, your company will receive four (4) complimentary name badges. If you are planning on purchasing a 6' tabletop display, your company will receive two (2) complimentary name badges. Additional name badges are \$200 each.

**To purchase additional name badges, please email your request to:**  
**[julie@oeisregistry.com](mailto:julie@oeisregistry.com)**

## EXHIBIT INFORMATION (3/3)

### **Special Needs**

Please contact the OEIS office if you have needs that will require special accommodations.

### **Conducting Exhibits**

No individual raffles or quiz-type contests of any type will be permitted. The Society reserves the right to refuse applications which do not meet the standards required or expected, as well as the right to curtail exhibits or parts of the exhibit that reflect negatively on the character of the meeting. This applies to displays, literature, advertising, novelties, souvenirs, conduct of personnel, etc.

### **Security**

There will not be security furnished in the exhibit area when exhibits are closed. The safekeeping of the exhibitor's property shall remain the responsibility of the exhibitor, and we strongly advise all valuables to be removed each night for safekeeping.

### **Fire Protection**

All materials used in the exhibit area must be flame proofed and fire-resistant to conform to the local fire ordinances and in accordance with regulations established by the local Fire Department. Crepe paper or corrugated paper, flameproof or otherwise, will not be permitted. Excelsior or other paper is not to be used in crating merchandise. Display racks, signs, spotlights, and special equipment must be approved before use, and all displays are subject to inspection by the Fire Department. Any exhibit or parts thereof found not to be fireproof may be dismantled. All aisles and exits must be always kept clear, and fire stations and fire extinguisher equipment are not to be covered or obstructed.

### **Protection of the Hotel Building**

Exhibitors will be held liable for any damage caused to hotel property, and no material or matter of any kind shall be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors or other parts or portions of the hotel building or furnishings. Whatever may be necessary to properly protect the building, equipment or furniture will be installed at the expense of the exhibitor.

### **Insurance**

The Hotel and Exhibitor shall each obtain and maintain insurance in amounts sufficient to provide coverage for any liabilities which may reasonably arise out of or result from any activities conducted at the Hotel. Evidence of such insurance shall be provided to the other party at the request of such party.

# RESERVE YOUR EXHIBIT SPACE

Exhibit spaces are granted on a first come, first serve basis. Please choose your exhibit space below.

**Exhibitor - 6' x 30" Tabletop Display - \$5,500**  
Each exhibit space includes the following:

- (1) 6' x 30" draped table
- (1) Wastebasket
- (2) Chairs
- (2) Exhibitor Registrations

**Exhibitor - 10' x 10' Booths - \$8,500**  
Each exhibit space includes the following:

- (1) 10' x 10' Exhibit Space w/ Backwall and Sidewall Drapes
- (1) 6' Skirted Table
- (2) Chairs
- (1) Wastebasket
- (4) Exhibitor Registrations

**Exhibitor - 10' x 20' Booths - \$17,000**  
Each exhibit space includes the following:

- (1) 10' x 20' Exhibit Space w/ Backwall and Sidewall Drapes
- (1) 6' Skirted Table
- (2) Chairs
- (1) Wastebasket
- (2) Exhibitor Registrations

Please email a 50 word description to [julie@oeisregistry.com](mailto:julie@oeisregistry.com)

When emailing description please include the following:

1. "OEIS Annual National Scientific Meeting" in the subject line of your email
2. Company Name and Mail Address
3. Company Website Address
4. 50 Word Description

If your description is over 50 words we reserve the right to edit your submission.

**NOTE: Additional badges may be purchased on the OEIS Annual Meeting Website.**

Exhibiting Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Web Address (URL): \_\_\_\_\_

Location Preferences: Note that booth locations will be given on first come, first serve basis depending on when applications are received and space availability.

1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_ 3rd choice \_\_\_\_\_ 4th choice \_\_\_\_\_

Would like to be near \_\_\_\_\_ Would NOT like to be near \_\_\_\_\_

By signing this document, company agrees to the the following commitment and that full payment is due with this agreement. **In the event of cancellation after February 1, 2024 a refund will not be issued.** All descriptions and logo must be approved by OEIS prior to use.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# PAYMENT FORM

Exhibit spaces, sponsorships, and exclusive marketing opportunities are granted on a first come, first served basis. Please submit this payment form and all supplemental documentation in a timely manner. Thank you!

**INVOICE (contact name):** \_\_\_\_\_ **(contact email)** \_\_\_\_\_

**PAY BY CREDIT CARD: amount to be charged** \_\_\_\_\_

**VISA**       **MASTERCARD**       **DISCOVER**       **AMEX**

**CREDIT CARD #:** \_\_\_\_\_ **EXP DATE:** \_\_\_\_\_ **SECURITY CODE:** \_\_\_\_\_

**NAME AS IT APPEARS ON CARD:** \_\_\_\_\_

**CARDHOLDER'S SIGNATURE:** \_\_\_\_\_

**BILLING ADDRESS:** \_\_\_\_\_

**BILLING CITY:** \_\_\_\_\_ **BILLING STATE:** \_\_\_\_\_ **BILLING ZIP:** \_\_\_\_\_

Complete and email this payment form along with your sponsorship application form, marketing support form, exhibit space reservation and the exhibitor space agreement signature page to:

**Julie Patterson:** [julie@oeisregistry.com](mailto:julie@oeisregistry.com)

**Questions? Call Julie at:** (224) 567-0039

We agree to abide by all rules and regulations set forth in this prospectus. By signing this payment form, company agrees to the following commitment and understands that full payment is due with this agreement. **In the event of cancellation after February 1, 2024 a refund will not be issued. A 3% processing fee will be applied to any payments made with a credit card.** All descriptions, logos and other artwork must be approved by OEIS prior to use.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

