

Unified Purchasing Cooperative

2010 Educational Vendor Product Fair

October 27, 2010
11:00 AM - 4:00 PM



*Working Together with New and Better Ways to Serve
Our Future Leaders*

Sharonville Convention Center
11355 Chester Road
Sharonville, OH 45246
Telephone (513) 771-7744 Fax (513) 772-5745

2010 Educational Vendor Product Fair

General Conditions, Rules and Regulations

1. **Hours:** The 2010 Educational Vendor Product Fair will be held October 27, 2010 at the Sharonville Convention Center, Sharonville, Ohio from 11:00 p.m. to 4:00 p.m.
2. **Installments and Removal:** Exhibitors may set up their booth(s) between 3:00 p.m. and 5:00 p.m., October 26, 2010 and from 7:00 a.m. and 11:00 a.m. the day of the fair. All exhibits must be removed by 8:00 p.m., immediately following the close of the show. **EXHIBITORS MAY NOT BEGIN BREAKING DOWN UNTIL AFTER 4:00 P.M. FOLLOWING THE ANNOUNCEMENT THAT THE SHOW HAS OFFICIALLY CLOSED.**
3. **Exhibitor's Cost Of Booth Space Includes:** Space, overhead lighting, janitorial service in the common areas such as aisles and similar areas. Limited kitchen access will be available for food preparation. Large garbage containers and a grease barrel are located on the dock for clean-up. All electrical requirements must be ordered not less than three (3) weeks in advance of product fair. Exhibitors must deal directly with the **Sharonville Convention Center** concerning electrical needs found on the Service Order Form enclosed with this brochure. Power strips will not be permitted.
****For information on tables, chairs, etc., see "Booth Rate Schedule (2010)".**
4. **Exhibitor's Cost of Booth Space Does Not Include:** Supplies, cleaning of units displayed electric service, telephones or any other services or supplies as required by the individual Exhibitor.
5. **Booth Assignment:** Potential exhibitors must indicate a preferred choice of booth assignment using the floor plan included in this brochure. In the event the preferred choice(s) are not available, the Unified Purchasing Cooperative will automatically assign a booth as close to your preferred choice as possible. **Booth assignments will not be guaranteed until payment is received in full.** The floor plan included in this brochure is subject to change. In the case of exhibitor cancellation, the booth fee will not be refunded.
6. **Door Prizes:** Vendors wishing to provide door prizes should notify Unified Purchasing prior to the day of the show. All vendor prizes will be announced from the Unified Purchasing Hospitality Booth. Unified Purchasing will not be soliciting door prizes.
7. **Hold Harmless and Insurance:** Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to Exhibitor's displays, equipment and other property brought upon the premises of the Exhibit Hall and shall indemnify and hold harmless the Exhibit Hall, the Unified Purchasing Cooperative and its agents, servants and employees from all such losses, damages and claims that may arise inside or outside the Exhibit Hall. The Exhibit Hall and the Unified Purchasing Cooperative will not be liable to the Exhibitor, his/her employees, agents, business invitees, or guests for any damage, loss or injury from fire, electricity, water, storm, riot, smoke, theft, accident or any other cause. The Exhibitor agrees to provide insurance coverage for personal injury and property damage liability covering the Exhibitor and his/her property in such amount as the Exhibitor deems adequate to protect his/her interest and property. Insurance protection against fire, theft or damage to the Exhibitor's materials must be carried at the Exhibitor's expense.
8. **Special Restrictions:** (a) No Exhibit shall interfere with the sight or view of another Exhibitor's display. (b) Circulars, advertising matter, etc. may be distributed and patronage solicited only within the space assigned to the Exhibitor presenting the materials. (c) Exhibit space may not be occupied by any firm other than the firm originally contracted for such space. (d) Exhibitors are prohibited from using amplifying equipment of any nature. (e) Nothing shall be posted on, or tacked, nailed, screwed or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Anything in connection therewith necessary or proper for the protection of the building, equipment, or furniture will be at the expense of the Exhibitor. If the premises are defaced or damaged by an act of negligence by any Exhibitor, his/her agents, business invitees, or guests, the Exhibitor will pay the Exhibit Hall such sum as shall be deemed necessary for complete restoration to previous condition. (f) Exhibitors will not be permitted to use strolling entertainment nor to distribute samples, souvenirs or other materials except from their own booths. (g) Exhibitors who use costumed people, or mannequins should be sure that their manner of appearance is such as not to offend. (h) Fire hose cabinets must be left accessible and in full view at all times. (i) No combustible decoration shall be used at any time. All packaging containers, excelsior, wrapping paper, which must be flameproof, are to be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken or other cloth decoration must stand flameproof test as prescribed by the City Fire Ordinance. Open flames, butane gas, oxygen tanks, etc., are not permitted without the permission of Unified Purchasing Cooperative Show Management. (j) The Exhibitor agrees to accept full responsibility for the compliance with City regulations in the provision and maintenance of adequate safety devices and conditions for the operation of machinery and equipment under the fire code of the City.
9. **Contract Regulations:** By signing this application and Exhibit Contract, the Exhibitor agrees to abide by all the rules, regulations and decisions of the Unified Purchasing Cooperative and the Sharonville Convention Center.

Unified Purchasing Cooperative
Booth Space Agreement
Early Registration

This application and exhibit Booth Space Agreement will become a contract upon written acceptance by Unified Purchasing Cooperative. The Floor Plan, rates, general information and additional provisions that are included in or attached to this form constitute a part of the application and Exhibit Contract.

Exhibit Space Fee: The early registration rental fee for exhibit space is \$425.00 for the first booth and \$375.00 for each additional booth per standard 8' X 6' booth. Island booths are \$2,200.00 for a block of six booths (212, 214, 216, 313, 315, 317 or 112, 114, 116, 213, 215, 217). **Assignment of Exhibit Space:** Unified Purchasing Cooperative will attempt to fulfill all requests for a preferred choice of booth location(s). **All requests will be filled on a "first-come-first-served" basis of application and booth fee.**

2010 Vendor Product Fair Contract
(PLEASE PRINT)

Company Name _____
(As you want it to appear on booth identification sign)

Telephone () _____ Fax () _____

Address _____
Street _____
City _____ State _____ Zip Code _____

Contact Person _____ Telephone _____
E-mail Address _____

Number of Name Tags Requested _____

Number of Booths Requested _____ Booth Location Preferred (Choice #1) _____
(Choice #2) _____

Booth Package Choice: Package A _____
Package B _____
Island Booth Package (6 Booths Total):
Package A _____
Package B _____ *total of packages must equal 6

* **If electrical outlets are required, please complete the enclosed Service Order Form and mail to the Sharonville Convention Center. Exhibitors must deal directly with the Sharonville Convention Center concerning items on the Service Order Form.**

Booth assignments cannot be guaranteed until payment is received in full:
Booth Fee.....\$425.00 (early registration rate)
Additional Booth(s) Fee.....\$375.00 (early registration rate)
Island Booth Fee.....\$2,200.00 (early registration rate)
Booth Fee due: **June 30, 2010 (to receive early registration rates)**
Makes Checks Payable To: **Unified Purchasing Cooperative**

MAIL RESERVATION & CHECKS TO:

Unified Purchasing Cooperative
7615 Harrison Avenue
Cincinnati, OH 45231

IN CASE OF CANCELLATION, THE BOOTH FEE WILL NOT BE REFUNDED