



# Educational Vendor Product Fair

Tuesday, February 2, 2027  
**1:00 PM - 3:00 PM**



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

Sharonville Convention Center  
11355 Chester Road  
Sharonville, OH 45246

# 2027 Educational Vendor Product Fair

## General Conditions, Rules and Regulations

- 1. Date & Hours:** The 2027 Educational Vendor Product Fair will be held **TUESDAY, FEBRUARY 2, 2027**, at the Sharonville Convention Center, Sharonville, Ohio from **1:00 p.m. to 3:00 p.m. (EAST EXHIBIT HALL)**
- 2. Installments and Removal:** Exhibitors may set up their booth(s) between 10:00 a.m. and 1:00 p.m., Tuesday, February 2, 2027 -- the day of the fair. All exhibits must be removed by 7:00 p.m., immediately following the close of the show. **EXHIBITORS MAY NOT BEGIN BREAKING DOWN UNTIL AFTER 3:00 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. **THERE WILL BE NO KITCHEN ACCESS 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 Packages 2027".**
- 4. Exhibitor's Cost of Booth Space Does Not Include:** Supplies, cleaning of units displayed, electric service, Visqueen or other plastic sheeting, 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

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 rental fee for exhibit space is **\$475.00** for the first booth and **\$425.00** for each additional booth per standard 10' X 10' booth.  
**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.**

## EXHIBITOR CONTRACT 2027 (PLEASE PRINT)

Company Name \_\_\_\_\_  
(as you want it to appear on booth identification sign)

Address \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Company Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

Number of Name Tags (peel & stick) Requested \_\_\_\_\_

Number of Booths Requested \_\_\_\_\_ Booth Location Preferred (Choice #1) \_\_\_\_\_  
(Choice #2) \_\_\_\_\_  
(Choice #3) \_\_\_\_\_

Booth Package Choice: Package A \_\_\_\_\_  
Package B \_\_\_\_\_

\* If electrical outlets are required, please complete the 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..... **\$475.00**  
Additional Booth(s) Fee..... **\$425.00**  
Visqueen/Plastic Sheeting **\$30.00** (per booth)

**\*protective plastic sheeting is required for all food-prep exhibitors and must be provided by the Decorator\***

Booth Fee due: **January 19, 2027** Payable to: **Unified Purchasing Cooperative**

**MAIL RESERVATION & CHECKS TO:**  
Unified Purchasing Cooperative  
1007 Cottonwood Drive  
Loveland, OH 45140

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

**!! PAYMENT BY CREDIT CARD !!**  
**(SORRY, AMERICAN EXPRESS NOT ACCEPTED)**  
**PAYMENT WILL BE BY CREDIT CARD, PLEASE SEND INVOICE \_\_\_\_\_**  
**(check here)**