Exhibit Space Application & Contract
Ohio Library Council 2019 Convention and Expo
Duke Energy Convention Center
Convention and Exhibit Dates: September 25-27, 2019

Instructions
TYPE or PRINT this application, completing all sections. Sign and return the completed contract. Upon assignment of space by the Ohio Library Council, a copy of this contract will be returned to you.

(contract person – note: OLC will only send additional information to this person)

(title)

(contract person email address – note: OLC will use this email only)

(company name)

(address)

(city) (state) (zip)

(phone) (fax)

(company website address)

Rental Fees: Booths are $775 each
A 50% deposit of the total rental fee is required with this application. Balance is due by August 30, 2019. Applications received after August 30, 2019 must be accompanied by full payment. Federal agencies may submit a purchase order. Cancellations made in writing by August 30, 2019 are subject to a $200.00 cancellation fee per 10’ x 10’ booth.

Payment Options
A 50% deposit of the total due is required with this application.

☒ Check (payable to OLC) enclosed
☒ Please charge to: ☐ VISA ☐ MasterCard ☐ American Express

Amount to be charged: $ ___________ Exp. Date: ___________

Card Number: ___________

3 or 4 digit security code: ___________ (required for processing)

Authorized Signature

FOR OFFICE USE ONLY

Date Received:___________________________ Postmarked:___________________________
Check #: __________________________ Check Date: __________________________
Amount: ____________________________
Balance Due: __________________________ Balance Paid Date: __________________________
Booth(s): __________________________

Exhibit Space: All booths are 10’ x 10’
We are applying for (number of) ___________ booth(s)

Have you exhibited with OLC before? Yes ☐ No ☐

Preferred Booth Location
Booths are assigned on a first-come, first-served basis upon receipt of application and a 50% deposit.

Do you require a corner booth? Yes ☐ No ☐
If “Yes,” please be advised this request could greatly affect your booth location.

Please choose locations in different areas of the exhibit hall.

1 # _________ 2 # _________ 3 # _________ 4 # _________ 5 # _________

Locate our exhibit NEAR*

Locate our exhibit AWAY*

REMINDER: *i.e. within three booths, list company names and/or type of product they sell

Our exhibit falls under the following category/categories:

☒ Architect/Planning and Design
☒ Computers/Software
☒ Automation Systems/Services
☒ Electronics – eReaders, MP3, etc.
☒ Books – Type
☒ Internet/Online Services/Databases
☒ Clothing/Gifts/Toys
☒ Library Automation
☒ Library Business Equipment
☒ Other

These categories are for space assignment purposes only.

Authorization
We agree to abide by all rules and regulations governing the exposition as outlined in the Exhibit Prospectus and this application. Acceptance of this application by the Ohio Library Council constitutes a contract.

Exhibiting Company Authorized Signature

Ohio Library Council Authorized Signature

Mail completed form with deposit to:
OLC Exhibits
1105 Schrock Road, Suite 440
Columbus, OH 43229
Phone: 614-410-8092
Fax: 614-410-8098
www.olc.org
General Rules and Regulations

Ohio Library Council (OLC) and its authorized representatives are hereinafter referred to as “Show Management.”

Payment and Refunds:
Applications submitted by August 30, 2019 must be accompanied by a 50% deposit of the total rental fee. Applications submitted after August 30, 2019 must be accompanied by payment in full. Applications received without such amounts will not be processed nor will space be assigned.

Cancellations made in writing by August 30, 2019 are subject to a $250 cancellation fee per participant. No refunds will be made for those cancelling after August 30, 2019.

Space Rental and Assignment of Location:
OLC Exhibits are designed to provide a showcase for goods and services either specifically designed for or customarily used by the library and information services segments of the industry. OLC reserves the right to refuse rental of display space to any company whose display of goods or services is not, in the opinion of OLC, likely to be compatible with the general character and objectives of the exposition.

Whenever possible, space assignments will be made by OLC in keeping with the preferences as to location, requested by the exhibitor. OLC, HOWEVER, RESERVES THE RIGHT TO MAKE THE FINAL DETERMINATION OF ALL SPACE ASSIGNMENTS IN THE BEST INTERESTS OF THE EXPOSITION.

Use of Space, Subletting of Space:
No exhibitor shall assign, sublet or share the space allotted with another business or firm unless approval has been obtained in writing from OLC. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors, or any firm or organization not assigned space exhibit with the exhibitor presenting such materials. No advertising circulars, catalogs, folders or devices shall be distributed by exhibitors in the aisles, meeting rooms, registration areas, lounges, grounds or other facilities. No firm or organization not assigned space in the exhibit will be permitted to solicit business within the exhibit area, nor in any public spaces controlled by OLC during the course of this event. Exhibitors must cease the distribution of samples of any kind whenever such action blocks the aisles or in any way handicaps nearby exhibitors. The distribution of food and beverages by exhibitors is strictly prohibited unless it is purchased through the facilities authorized food service provider. (Wrapped candy or other small items are exempt from this restriction.)

Booth representatives including models, demonstrators, or actors in costume, must be properly and modestly clothed. No excessively revealing attire will be permitted. Models, demonstrators, and actors in costume must remain in their own exhibits and may not roam throughout the show. They are not permitted in other exhibitors booths, in the aisles, or in public areas. Drawings, lottery, or contests where prizes or gratuities are awarded on the basis of chance must be approved in advance by Show Management. Applications for such approvals must be made, but will not be permitted without the written consent of Show Management.

Installation and Removal:
It is mutually agreed that it is the duty and responsibility of each exhibitor to install his/her exhibit before the opening of the exhibit and to dismantle his/her exhibit immediately after the close of the exhibit. No exhibitor will be allowed to dismantle or pack any part of his/her exhibit until after the close of the Show. All display materials which are not removed from the exhibit floor prior to the dismantlement cut-off as announced by Show Management will be discarded.

Liability and Insurance:
All property of the exhibitor remains under his custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither OLC, its service contractors, the management of the exhibit hall nor any of the officers, staff members, or directors of any of the same are responsible for the safety of property or personal safety while in the exhibit area, fire, accident, vandalism or other causes. The exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor. The exhibitor shall and will hold and in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance insuring and specifically referring to contractual liability in an amount not less than that $250,000 Combined Single Limit for personal injury and property damage. Exhibitors will provide Show Management with a copy of the insurance policy or rider which provides such coverage and which names the OLC as co-insured.

Indemnification:
Exhibitor agrees that it will indemnify and hold and save Show Management whole and harmless of, from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses and judgments recovered from or asserted against Show Management on account of injury or damage to person or property to the extent that any such damage or injury may be incurred due to anything done or not done, wholly or in part, by or at the request, omission of misconduct on the part of the Exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees, or invitees of or any other person entering upon the Premises leased hereunder with the express or implied invitation or permission of Exhibitor, or when any such injury or damage is the result, proximate or remote, of the violation by Exhibitor, or any of its agents, servants, employees, contractors, patrons, guests, licensees, or invitees of any law, ordinance or governmental order of any kind; or when any such injury or damage may in any other way arise from or out of the occupancy or use by Exhibit, its agents, servants, employees, contractors, patrons, guests, licensees, or invitees of the Premises leased hereunder. Such indemnification of Show Management by the Exhibitor shall be effective unless such damage or injury may result from the sole negligence, gross negligence, or wilful misconduct of Show Management. Exhibitor covenants and agrees that in case Show Management shall be made a party to any litigation commenced by or against Exhibitor or relating to this lease or the Premises leased hereunder, then Exhibitor shall and will pay all costs and expenses, including reasonable attorney's fees and court costs, incurred by or imposed upon Show Management by virtue of any litigation.

Property Damage – Neither Show Management nor Exhibitor shall be responsible for any loss of or damage to any property of the other party hereto, including, but not limited to, fire, loss or damage occasioned by theft, fire, smoke, acts of God, public enemy, riot, civil commotion or other insurable casualty, and Show Management and Exhibitor expressly waive any claim for liability against the other party hereto with respect to any such loss or damage. Accordingly, it shall be the responsibility of Show Management and Exhibitor, respectively, to secure its own insurance or otherwise protect itself and its property against such loss or damage.

Labor:
Exhibitors are required to observe all contracts in effect between Show Management, service contractors, hall and the labor organizations involved.

Care of Building and Equipment:
Exhibitors or their agents shall not injure or deface any part of the exhibit building, the booths, or booth contents or show equipment and décor. When such damage appears, the exhibitor is liable to the owner of the property so damaged.

Contract for Space:
The contract for space will be forwarded to the exhibitor at the time of space assignment. In the event of fire, strike, or other disaster, rendering the exhibit area unfit or unavailable for use, or causing the exhibit to be cancelled, this contract will not be binding and payment for exhibit space will be refunded. In case any part of the exhibit hall becomes damaged or unusable so as to prevent the exhibitor from using the assigned space during a part or all of the exhibit period, the Exhibitor will be charged for the space only for the period the space was or could have been occupied and Exhibitor waives any claim against Show Management for losses or damage which may arise from such inability to occupy the assigned space.

These regulations are a part of the contract for space, which does not become effective until countersigned by the duly authorized officer of OLC. The acceptance of the deposit which accompanies the application for space does not constitute acceptance of a contract. The OLC reserves the right to make such additional conditions, rules and regulations as it deems necessary to secure the success of the exhibition.

Other Regulations:
Any and all matters not specifically covered by the preceding rules and regulations shall be subject to the decision of Show Management. THE SHOW MANAGEMENT SHALL HAVE FULL POWER TO INTERPRET, AMEND, AND ENFORCE THESE RULES AND REGULATIONS, PROVIDED ANY AMENDMENTS OR ADDITIONS THERETO IN CONFORMANCE WITH THE PRECEDING SENTENCE.