

**Exhibit Space Application & Contract**  
**Ohio Library Council 2023 Convention and Expo**

Duke Energy Convention Center, Cincinnati, OH 45202  
Convention and Exhibit Dates: September 27-29, 2023

### 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.

-----

\_\_\_\_\_  
(Contact Person – **NOTE: OLC will ONLY send information to this person**)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Contact 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 \$785 each.

A 50% deposit of the total rental fee is required with this application. Balance is due by August 25, 2023. Applications received after August 25, 2023 must be accompanied by full payment. Federal agencies may submit a purchase order. Cancellations made in writing by August 25, 2023 are subject to a \$100 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.

Please choose locations in **different areas** of the exhibit hall.

1 # \_\_\_\_\_ 2 # \_\_\_\_\_ 3 # \_\_\_\_\_ 4 # \_\_\_\_\_ 5 # \_\_\_\_\_

#### Locate our exhibit NEAR\*

\_\_\_\_\_  
\_\_\_\_\_

#### Locate our exhibit AWAY from\*

\_\_\_\_\_  
\_\_\_\_\_

*\*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 \_\_\_\_\_

#### Exhibiting Company Authorized Signature

\_\_\_\_\_  
Ohio Library Council Authorized Signature

#### Mail completed form with deposit to:

**OLC Exhibits**  
495 Metro Place South, Suite 350  
Dublin, OH 43017  
Phone: 614-410-8092 | Fax: 614-410-8098 | [sdiosy@olc.org](mailto:sdiosy@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 25, 2023 must be accompanied by a 50% deposit of the total rental fee. Applications submitted after August 25, 2023 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 25, 2023 are subject to a \$100 cancellation fee per 10 x10 booth. No refunds will be made for those cancelling after August 25, 2023.

## 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 agents in the exhibitor's display, parent or subsidiary companies excepted. Exhibitors must show only goods manufactured or dealt in by them in the regular course of business. Should an article of a non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplate, imprint or trademark under which same is sold in the general course of business. No firm or organization not assigned exhibit space will be permitted to solicit business within the Exhibit Area. Exhibitors must comply with all Ohio and Hamilton County sales tax laws.

## Fire, Safety and Health:

The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety and health. No flammable decorations such as crepe paper, tissue paper, cardboard or corrugated paper shall be used at any time. All packing containers, excelsior and wrapping paper must be flame proof and are to be removed from the floor. This material is NOT to be stored under tables or behind displays. All muslin, velvet, silken or other cloth decorations must stand a flameproof test as prescribed by fire ordinances. All materials and fluids, which are flammable, are to be kept in safety containers.

## Arrangement of Exhibits:

As part of the exhibit space rental fee, OLC will provide each Exhibitor with an 8' high back wall of draperies supported by aluminum uprights and stanchions, 3' high draped division rails, one skirted 6' display table, two chairs and a wastebasket per 10' x 10' booth. OLC will also provide one identification sign showing the exhibiting company name and booth number.

## Display – Rules and Regulations:

All booth spaces are 10' x 10'. Exhibitors who have special needs which require variance from the booth arrangement as outlined in the above paragraph must submit a written request to the Show Management Office for approval at least 60 days prior to the event. Any questions concerning the regulations should be directed to OLC, (614) 410-8092. Variances from the booth arrangement include, but are not limited to, the combining of more than one booth, removal of side rails, and removal of signage. Sidewalls or any other object or projection may not extend out from the back wall at the 8' height for more than 5' from the back wall to the front of the booth. However, exhibitors who have individual units which are more than 36" high may exhibit them in any area within their booth provided the height does not exceed 4'.

Show Management reserves the right to require an exhibitor to alter the exhibit before the show or on site. Necessary changes are to be made at the exhibitor's expense and are subject to the approval of Show Management.

## Operation of Displays:

Exhibits which include the operation of musical instruments, radios, sound projection equipment, public address systems or any noisemaking machine must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb

adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Operators of noisemaking exhibits must secure approval of operating methods before the exhibit opens.

All demonstrations or other activities must be confined to the limits of the exhibitor's rented space. Distribution of circulars may be made only within the space assigned to 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 exhibit throughout the show. They are not permitted in other exhibitor's booths, in the aisles, or in public areas. Drawings, lotteries, or other contests where prizes or gratuities are rewarded on the basis of chance must be approved in advance by Show Management. Live animals are not 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 exhibition and to dismantle his/her exhibit immediately after the close of the exhibition. 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 the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and 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 obtain and keep 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 set forth in an amount not less than that \$250,000 Combined Single Limit for personal injury and property damage. Exhibitors shall 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 incident to, arise out of, or be caused, either proximately or remotely, wholly or in part, by an act, omission, negligence or misconduct on the part of the Exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees, or invitees or of 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 Exhibitor, 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 willful 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, 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 uncontrollable circumstances such as, but not limited to, fire and strikes, 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 an Exhibitor from occupying an assigned space during a part or all of the exhibition 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 ensure the success of the exhibition.

**Other Regulations:**

Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely 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, WHEN MADE, ARE BROUGHT TO THE NOTICE OF EXHIBITORS. EACH EXHIBITOR, FOR HIMSELF AND HIS EMPLOYEES, AGREES TO ABIDE BY THE FOREGOING RULES AND REGULATIONS AND BY ANY AMENDMENTS OR ADDITIONS THERETO IN CONFORMANCE WITH THE PRECEDING SENTENCE.