

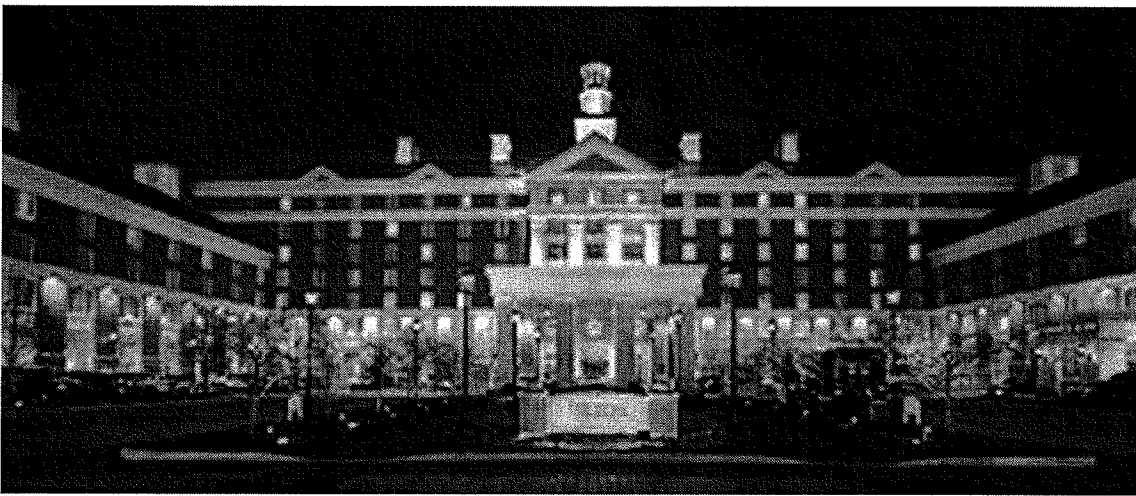


# OIAAA

Ohio Interscholastic Athletic Administrators Association  
**EXHIBITOR AND SPONSOR PROSPECTUS**

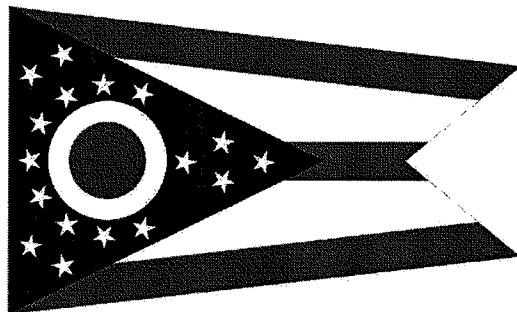
Annual State Conference  
November 16, 17 & 18, 2014

Hilton-Easton  
Columbus, OH



**Hilton**  
Columbus at Easton

## 58<sup>TH</sup> ANNUAL CONFERENCE





March 1, 2014

Dear Prospective Exhibitor:

The Ohio Interscholastic Athletic Administrators Association's fifty-eighth Annual Conference will once again be held at the fabulous Columbus Hilton at Easton Towne Center, November 16, 17 & 18, 2014.

For the second year in a row, we experienced a tremendous increase at our 2013 event and expect continued growth in 2014. Our goal is to register well over 400 Ohio Athletic Administrators for this state conference and exceed past attendance marks. Exhibitor space will also be at a premium, as the 2013 event sold out, so as such, it will be essential that you register early to guarantee your booth space.

There will also be some new elements incorporated this year to our exhibitor show, including wireless access as part of your registration, a participant exhibitor bingo contest as well as the new "Exhibitor Social Night" to take place on Sunday evening with conference attendees in the banquet hall area. Additionally, as a participant in the conference, you will not only have the opportunity to revisit with your current clients but your prime positioning next to our conference assemblies will also allow you time to display your product or service and discuss this with potential new clients as well. Simply, your attendance can save you miles of travel and phone calls to schools.

Exhibitor registration and set-up will take place on Sunday, November 16<sup>h</sup> starting at 10:00 a.m. Conference attendee registration begins at 1:00 pm with the opening session of the Conference starting at 2:00 p.m.

Exhibitor Registration is on a first-come, first-serve basis so your early response will not only guarantee your space, but will also save you money with the discounted registration fee received prior to July 1, 2014. The fee AFTER July 1 will increase \$50.

Should you have any questions regarding our conference and the exhibitors' show, please email at [ppoggi@kingslocal.net](mailto:ppoggi@kingslocal.net) or call me at (513) 600-3078.

Sincerely,

Phillip J. Poggi, CAA  
OIAAA Vendor Chair  
Kings High School  
5500 Columbia Rd.  
P.O. Box 913  
Kings Mills, OH 45034  
[ppoggi@kingslocal.net](mailto:ppoggi@kingslocal.net)  
513-600-3078

# OIAAA

## Cost

One 6'x8' booth is \$450 (which is discounted \$50 if payment received by July 1, 2014). Each additional booth is \$350 per booth.

Full payment must accompany returned contract to guarantee your space. Each vendor is expected to supply one appropriate door prize to be awarded in the Hall. Each booth is provided with pipe frame, back and side drapes, chairs, table with cover and skirting and an identification sign.

## Room Reservations

A block of rooms for our conference have been reserved for **\$153** per night at the Hilton Easton.

Room reservations can be made by calling the Hilton reservations line directly at 1-614-414-5000. If reserving by phone, please mention you will be attending the OIAAA State Conference to receive the group rate.

## Exhibiting Benefits

- Exhibit Hall open 17 hours
- Vendor Bingo Contest
- Exhibitor Social Night
- Wireless Internet Access
- Reduced room rate
- Exhibit Hall security
- All exhibit areas in Easton or Regents foyers (hallways only)
- Carpeted Hall
- Listing in Conference program (Company, rep name, address, phone, email)
- Coffee breaks
- Registration gift and packet (1 per vendor)
- Copy of Conference registrants

## Exhibit Schedule

*Sunday, Nov. 16:*

Set-up: 10:00 a.m. to Noon  
Conference Registration: 1:00 pm  
Conference Opening Session: 2:00 p.m.  
Sunday Night Social: 7:00 p.m. - 10:00 p.m.

*Monday, Nov. 17:*

Conference: 8:00 a.m.-4:00 p.m.  
Breakdown: 4:00 p.m.-6:00 p.m.

## Cancellations

Exhibitor fee will be refunded, less a 20% service charge if OIAAA is notified prior to October 1, 2014. **No** refunds will be granted after October 1, 2014.

## Electrical Service

An electrical and service order form is provided on page 5 of this Prospectus if you need power at your booth. This form should be completed and mailed directly to the address noted, along with payment. Internet service is available for a separate fee and must be ordered in advance.

## Shipping

Materials and products large in size and weight that are shipped in advance of the Conference **MUST** be arranged with:

Hilton Easton  
Contact: 1-614-416-8406

## Space Assignment

Priority for vendor location will be provided to OIAAA corporate partners and OIAAA conference sponsors. Additional spaces are assigned after careful review of vendor products and services. Consideration is given to the separation of similar products and services. All final booth locations will be assigned by the OIAAA with consideration to first-come, first served. To provide appropriate exposure, the OIAAA will provide a total of 70 booth spaces in 2014.

## I.D. Badges

Identification badges must be worn by all company booth representatives. Names of reps should be submitted on contract, typed or neatly printed.

## Exhibitor Registration

Report upon arrival for your packet containing name badges, conference program, schedule and letter of welcome. You will be given your booth number at registration.

## Display Limitations

Exhibitors are not permitted to erect displays or other materials on their booth that would obscure the view of adjoining booths. The front area of each booth must remain clear of obstructions. No display element in this area may exceed 8' in height. Traffic aisle must be kept clear in conformance with fire code.

## Special Needs

Vendors having special need for specialized equipment, tables, A-V, etc. should consult the Hilton Easton. The Hilton will bill you directly for special services provided.

## Contract & Program Information

All questions, information and contract data should be directed to: Phil Poggi, Exhibitor Chair, 513-600-3078.

# OIAAA

Please send all replies to:

Phil Poggi, OIAAA Vendor Chair  
Kings High School  
5500 Columbia Rd.  
P.O. Box 913  
Kings Mills, OH 45034

Make all reservation checks payable to: **OIAAA**

Checks must accompany all reservations. Please type or print legibly.

Booth Fees:                   \$400 – Early Registration before July 1, 2014  
                                      \$450 - Late Registration after July 1, 2014  
                                      -----  
                                      \$300 for each additional booth needed

Booth Size:                   6'x8" (includes one table with cover, skirts, and two chairs)

Number of booths desired: \_\_\_\_\_ Check enclosed for \$ \_\_\_\_\_ (REQUIRED FOR REGISTRATION)

**Information for our Conference Program** *(please type or print CLEARLY):*

Name of Company: \_\_\_\_\_

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

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

Company Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Conference Contact: (if different then above): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax number: \_\_\_\_\_

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

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

Product line, sales or service: \_\_\_\_\_

**Additional Representative(s) Attending the Conference:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Number of years exhibiting at OIAAA Conference: \_\_\_\_\_

Is electricity required? Yes \_\_\_\_\_ No \_\_\_\_\_

Your company's door prize: \_\_\_\_\_ *(suggested min. value of \$20)*



# THE HILTON COLUMBUS at Easton EXHIBIT SERVICE ORDER FORM

**Conference Name:** Ohio Interscholastic Athletic Administrators Association  
**Exhibit Date(s):** November 16-18, 2014      **Meeting Room:** Easton & Regent Foyers  
**Set Up Time:** 10:00 a.m - Noon      **Set Up Date:** November 16, 2014  
**Tear Down Time:** 6:00 pm      **Tear Down Date:** November 17, 2014  
**Firm Name:** \_\_\_\_\_  
**On Site Contact:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**Booth #:** \_\_\_\_\_

**ALL PRE-ARRANGED SERVICES WILL BE GIVEN FIRST PRIORITY. ALL SERVICES MUST BE PREPAID PRIOR TO ARRIVAL ON SITE REQUESTS ARE AN ADDITIONAL \$50.00 PER EACH SERVICE**

**ALL ORDER FORMS MUST BE RECEIVED BY THE HILTON COLUMBUS AT EASTON BY 4:00PM (INSERT DEADLINE DATE)**

IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO TEST FOR CORECT VOLTAGE BEFORE CONNECTING EQUIPMENT. EXHIBITORS ARE RESPONSIBLE FOR ALL SPECIALTY ITEMS, I.E. SURGE PROTECTORS, ISOLATION TRANSFORMERS, CONVERTERS, ETC.

QTY	DESCRIPTION	PRICE EACH	TOTAL
_____	120 V / 1-20 AMP Circuit(std outlet)	\$35.00	_____
_____	208V / 1-30 AMP Circuit (must specify NEMA receptacle type needed)	\$165.00	_____
_____	208V / 1-40 AMP Circuit (Must specify NEMA receptacle type needed)	\$175.00	_____
_____	208V / 1-50 AMP (must specify NEMA receptacle type needed)	\$185.00	_____
_____	100 AMP / Patch-In 208V 3-Phase (must specify if you need spider box - electrical panel with multiple 20 amp circuits, or if you need 3 wire or 5 wire CAM LOK adapters	\$350.00	_____
_____	Power Strip	\$15.00	_____
_____	Extension Cord	\$10.00	_____
_____	Telephone Line plus cost of calls	\$75.00	_____
_____	High Speed Internet Access -per day	\$300.00	_____
_____	Banner Hanging - Each Banner	\$35.00	_____
	<b>Sub Total</b>		_____
	<b>6.75% State Sales Tax</b>		_____
	<b>Total</b>		_____

**PAYMENT**

CC# \_\_\_\_\_ EXP DATE: \_\_\_\_\_

Name of Card Holder: \_\_\_\_\_

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

If you have any questions or need help with any items on this form, please call (614)416-8403. (fax 614-416-8444)

*Please send this form and check or cc# to Hilton Columbus at Easton, Attn: Sales & Catering Department, 3900 Chagrin Drive, Columbus, Ohio 43219 or fax to (614)-416-8444.*

**NO RECEIPT WILL BE SENT. THIS EXHIBITOR SERVICE ORDER FORM WILL SERVE AS YOUR RECEIPT.**

# OIAAA

## CONFERENCE SPONSORSHIP OPPORTUNITIES

Opening General Session: \$3,000 

The Opening General Session will feature our keynote speaker. Your company or organization will have the opportunity to briefly address the attendees and introduce the keynote speaker.

Sunday Night Social: \$3,000 

The session annually is very popular; we will have an entertaining speaker while providing refreshments and "big screen TV" following our speaker. Your company or organization will have the opportunity to briefly address the attendees, provide signage and personally distribute information about your product/services to the members.

Monday "Doughnut Derby": \$500 

This Monday morning tradition has become a popular feature of the early morning crowd. A great way to meet and greet many of the attendees before they move into their professional development sessions.

Annual Award Banquet: \$5,000 

The OIAAA Awards Banquet serves as one of the highlights of the conference. The Association's most prestigious awards and scholarships are presented to deserving individuals representing over 600 Ohio school districts. The sponsor of this event will be given the opportunity to address the audience about your commitment to high school athletics; a short video or similar

presentation can be provided as part of your appearance.

Leadership Training Sponsor: \$3,000 

Opportunities for professional growth and continuous education are significant objectives for the OIAAA. We provide several "Leadership Training Institute" courses during our state conference. Sponsorship of these sessions would allow additional opportunities for both signage and brief recognition of your business/organization at the start of each training class.

Tuesday Morning Closing Session: \$3,000 

Prior to the start of our final (morning) session, your company/organization will have the opportunity to briefly address attendees, provide signage and personally distribute information about your product or service. "Box Lunches" are provided to all (with your acknowledged sponsorship) at the conclusion of the morning session.

For more information about sponsoring one of these outstanding conference events, please contact:

Bruce Brown  
OIAAA Executive Director  
2822 Carriage Stone St. NW  
Uniontown, OH 44685

Phone: 330-699-2915  
Fax: 330-877-4747

E-mail: [brownbruce@lakelocal.org](mailto:brownbruce@lakelocal.org)

*Complete the Conference Sponsorship Form (enclosed) and mail with your investment opportunity to the above address*

*(Make check payable to: OIAAA)*

# OIAAA



## Sponsorship & Advertising Contract

Name of Company or Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

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

e-mail: \_\_\_\_\_

*Choice of Conference Sponsorship and/or Advertising. Please be specific.*

### **Conference Sponsorship**

- \_\_\_\_\_ Opening General Session: \$3,000
- \_\_\_\_\_ Sunday Night Social: \$3,000
- \_\_\_\_\_ Monday "Doughnut Derby": \$500
- \_\_\_\_\_ Annual Awards Banquet: \$5,000
- \_\_\_\_\_ Leadership Training Sponsor: \$3,000
- \_\_\_\_\_ Tuesday Morning Closing: \$3,000

### **Conference Program Advertising**

- \_\_\_\_\_ Centerfold (two full pages): \$1,000
- \_\_\_\_\_ Outside back cover: \$750
- \_\_\_\_\_ Inside front cover: \$600
- \_\_\_\_\_ Inside back cover: \$500
- \_\_\_\_\_ Full page: \$400
- \_\_\_\_\_ Half-page: \$250
- \_\_\_\_\_ ¼ page: \$150

Full sponsorship and/or advertising payment is due with contract. Please retain a copy for your files and mail original with check made payable to: OIAAA. Deadline for payment is September 1, 2014.

Each event sponsor **must identify their product/service** that you intend to present and sample of any handout that you plan to distribute:

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name (printed): \_\_\_\_\_ Title: \_\_\_\_\_



**OHIO INTERSCHOLASTIC ATHLETIC ADMINISTRATORS ASSOCIATION**

c/o Randy King  
OIAAA Treasurer  
12183 Watkins Rd.  
Marysville, OH 43040

FAX: 614-365-6479  
[oiiaatreas1@yahoo.com](mailto:oiiaatreas1@yahoo.com)

Dear Exhibitor:

We are pleased to offer your company the opportunity to join the Ohio Interscholastic Athletic Administrators Association (OIAAA) as an *ASSOCIATE MEMBER* for our 2014-2015 fiscal year!

As an Associate Member, you will receive the following membership benefits:

- OIAAA Newsletter (published electronically 4 times per school year)
- OIAAA State Conference Program
- OIAAA Information Folder
- Access to one of the largest secondary school markets in the country!

The OIAAA is an outstanding organization and is becoming one of America's leading organizations for state interscholastic athletic administrators. Continuous improvement and professional development are two important objectives that we attempt to deliver to our over 800 Ohio high schools. Attendance at our state conference is increasing annually and our goal is to be the best state organization for athletic directors in the country. Vendors at the state conference will have access to nearly 400 athletic administrators in our exhibit area.

Please take time to complete the membership application and join as an Associate member now!

Thank you for taking advantage to join one of the best education-based athletic organizations around.....the OIAAA!

Sincerely,

**Bruce Brown**

Bruce Brown  
OIAAA Executive Director

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***ASSOCIATE MEMBERSHIP APPLICATION (detach and mail with check to address below)***

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ e-mail: \_\_\_\_\_

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

Website address: \_\_\_\_\_

OIAAA 2014-2015 Associate Membership (Check one):

\_\_\_\_ Associate @ \$30 = \_\_\_\_\_

*Make check payable to: OIAAA*

Mail to: Randy King  
OIAAA Treasurer  
12183 Watkins Rd.  
Marysville, OH 43040