

# OIAAA

## 2016 Vendor Brochure



60th ANNUAL CONFERENCE

Ohio Interscholastic Athletic Administrators Association

November 13, 14 & 15, 2016

Hilton Columbus @ Easton

Columbus, OH



April 1, 2016

Dear Prospective Vendor:

The Ohio Interscholastic Athletic Administrators Association's sixtieth Annual Conference will once again be held at the fabulous Columbus Hilton at Easton Towne Center, November 13, 14 & 15, 2016.

For the fourth straight year, we experienced tremendous registration increases at our 2015 event and anticipate continued growth in 2016. 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 last fall's event sold-out in less than five weeks. We encourage all of our prospective vendors to register as soon as possible to guarantee your booth space.

As last year, wireless access will be included with your registration, along with the popular "Vendor Passport" activity. We have expanded our Sunday night activities to include all registered attendees and vendors in an OIAAA Vendor Networking Session and Fellowship event where you will have an opportunity to mingle with all conference attendees outside of your booth space. As a participant at this 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.

Vendor registration and set-up will take place on Sunday, November 13<sup>th</sup> starting at 11:30 a.m. Conference attendee registration begins at 2:00 pm with the opening session of the Conference starting at 6:30 p.m. Vendor Hours over the two days of the conference will be:

**Sunday, November 13th**

Booth Hours – 3:00 – 6:30 pm

Vendor Attendee Social – 8:00 – 10:00 pm

**Monday, November 14th**

Booth Hours – 8:00 am – 6:00 pm

Vendor Registration is on a *first-come, first-serve basis*; we have added the efficiency of registering online again this year to expedite your process. 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, 2016 (*as long as booth space remains available*). The fee AFTER July 1 will increase \$50.

Should you have any questions regarding our conference and the vendor show, please email at [poggip@sycamoreschools.org](mailto:poggip@sycamoreschools.org) or call me at (513) 600-3078.

Sincerely,

Phillip J. Poggi, CAA  
OIAAA Vendor Chair

# OIAAA

## Cost

One 6'x 8' booth is \$450 (which is discounted \$50 if payment received before July 1, 2016). Each additional booth is \$400 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 during the Sunday Night Networking Event. 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 **\$158** per night at the Hilton Easton. **Room reservations cannot be made until June 1<sup>st</sup>.** After June 1<sup>st</sup>, you can call 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.

## Vendor Benefits

- Exhibit Hall open 13.5 hours
- Vendor Bingo Contest
- Attendees & Exhibitor Networking Social
- Wireless Internet Access
- Reduced room rate
- Exhibit Hall security
- All exhibit areas in Easton or Regents foyers
- Carpeted Hall
- Listing in Conference program (Company, rep name, address, phone, email, website)
- Coffee breaks
- Registration gift and packet (1 per vendor)
- Copy of Conference registrants

## Vendor Schedule

*Sunday, Nov. 13:*

Set-up: 11:30 a.m. – 2:00 p.m.  
Conference Registration: 2:00 pm  
Booth Hours: 3:00 – 6:30 pm  
Conference Opening Session: 6:30 p.m.  
Dinner on your Own: 6:30 – 8:00 pm  
Sunday Night Networking: 8:00 p.m. - 10:00 p.m.  
(including Vendor Door Prizes)

*Monday, Nov. 14:*

Conference: 8:00 a.m.-6:00 p.m.  
Booth Hours: 8:00 a.m. – 6:00 p.m.  
Breakdown: 6:00 p.m.-7:00 p.m.

## Cancellations

Exhibitor fee will be refunded, less a 20% service charge if OIAAA is notified prior to October 1, 2016. **No** refunds will be granted after October 1, 2016.

## 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.

## 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 72 booth spaces in 2016.

## 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. Two (2) badges are included with each booth registration. Additional name badges can be purchased for \$25 per person.

## Vendor 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 width. 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, Vendor Chair, 513-600-3078.

# OIAAA STATE CONFERENCE - 2016

Please send all replies to:  
Phillip J. Poggi, CAA  
OIAAA Vendor Chair  
Sycamore High School  
7400 Cornell Rd.  
Cincinnati, OH 45242  
[poggip@sycamoreschools.org](mailto:poggip@sycamoreschools.org)

## Reservation for Vendors

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

Booth Fees:                 \$450 for first booth  
                                  \$500 for first booth (After July 1, 2016)  
                                  -----  
                                  \$400 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: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

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

**Representative(s) Attending the Conference: *(Please note – Additional Names badges beyond two per booth must be purchased for \$25 per badge)***

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

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

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

4. \_\_\_\_\_

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 13-15, 2016 **Meeting Room:** Easton & Regent Foyers  
**Set Up Time:** 11:30 a.m – 2:00 pm **Set Up Date:** November 13, 2016  
**Tear Down Time:** 6:00 pm **Tear Down Date:** November 14, 2016  
**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**

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>		_____

**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.

**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



## 2016 State Conference Advertising Contract

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

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

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

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

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

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

**Additional advertising (graphic/logo) presence is available in the conference program which every attendee receives. See the advertising space options and availability below.**

**NOTE:** There are a limited number "Conference Sponsor" opportunities available for the 2016 State Conference. To inquire about availability of "Conference Sponsorship", contact OIAAA Executive Director, Bruce Brown at [oiAAA.brucebrown@gmail.com](mailto:oiAAA.brucebrown@gmail.com)

### Conference Program Advertising

\_\_\_\_\_ Centerfold (two full pages): \$1,000

SOLD Outside back cover: \$750

SOLD Inside back cover: \$500

\_\_\_\_\_ Full page ad: \$400

\_\_\_\_\_ Half-page ad: \$250

\_\_\_\_\_ ¼ page ad: \$150

Advertising payment is due with vendor contract. Please retain a copy for your files and mail original with check made payable to: OIAAA. **Deadline for payment is September 1, 2016.**

Send completed contract and payment to:  
Phil Poggi, OIAAA Vendor Chair, Sycamore HS, 7400 Cornell Rd., Cincinnati, OH 45242

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  
[rking@columbus.k12.oh.us](mailto:rking@columbus.k12.oh.us)

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 2016-2017 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
- **NEW in 2016-2017:** Your company's listing as a "PREFERRED VENDOR" on the OIAAA website
- 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 2015=2016 Associate Membership (Check one):

Make check payable to: **OIAAA**

Mail to:

*Randy King*

*OIAAA Treasurer*

*12183 Watkins Rd.*

*Marysville, OH 43040*

\_\_\_\_ Associate Membership(s) @ \$30 = \_\_\_\_\_