

O.I.A.A.A

Vendor/Exhibitor CHAIR Job Description

Overall:

Secure sponsors/exhibitors for annual State Athletic Directors Conference who are willing to assist OIAAA financially in return for opportunity to promote their product or services to members who attend State Conference

Responsibilities:

- Attend and participate in all Pre-Conference and Executive Board meetings (as requested)
- Review list of vendors from previous years including updating vendor database with contact corrections and additions
- Seek potential new vendors from other OIAAA executive committee members, state athletic directors and current vendors (as necessary).
- Update vendor prospectus and sponsorship packet in conjunction with Executive Director
- Establish Conference Exhibitor Layout to include maximum number of booths and desired locations
- Work directly and coordinate the following with conference exhibitor set-up provider
 - Secure yearly contract including booth rate, color, and total number of booths
 - Send final list of vendor names for pre-conference mailing provided by conference exhibitor set-up provider
- Receive/recored Payment from vendors and forward details to OIAAA Treasurer
- Communicate with OIAAA Treasurer and provide financial overview to ensure accuracy including providing all pre-determined conference vendor expenses
- Coordinate with conference (hotel) site staff:
 - Provide Vendor Layout
 - Review Electrical requests
 - Determine Food and Beverage locations for Sunday Night Social
 - Internet Access information for vendors
- Assemble Exhibitor Packets which include:
 - Registration Information
 - Conference Gift
 - Name Badges
 - Post Conference Evaluation
 - Conference Program
- Coordinate (with Executive Director) "Sunday Night Social" to include Food and Beverage Menu and total number expected
- Coordinate Vendor Passport/Bingo Contest for conference attendees to participate in
- Organize and gather all Vendor Door Prizes for Vendor Only Door Prize Drawing(s)
- Create Exhibitor Directory to be given to Program Chair for Conference Program
- Forward program ads (as contracted by Exhibitors) to Program Chair/Executive Director
- Confirm Vendor attendee list for name badge/credential purposes
- Organize Vendor Registration at Conference and double check all needs are met at the time of set-up
- Develop and Conduct Post-Conference Survey of all Vendors and prepare report for Executive Board
- Complete any special needs requests for each vendor
- Additional Duties as assigned

Annual Timeline:

January

- Review Past Conference with Executive Board
- Set Conference Layout
- Revise Vendor Prospectus

April

- Open Vendor Registration

May

- Continue with Vendor Registration (as needed)

August

- Prepare Vendor Confirmation Registration Packets

October

- Final Details for Conference

November:

- Coordinate all on-site registration and Vendor facilitation