



2017 HEART OF OHIO TOLE CHAPTER, INC.  
CONVENTION  
August 14-19, 2017  
P.O. Box 626  
Reynoldsburg, OH 43068-0626  
Website: www.heartofohiotole.org Email: hoot626@wowway.com



### EXHIBIT SALES FLOOR CONTRACT

I/We hereby make application for the following exhibit, to be held in the Exhibit Hall C of the Greater Columbus Convention Center, 400 North High Street, Columbus, Ohio, on August 14-19, 2017. In keeping with this contract, I/we will abide by the following rules and regulations:

1. Booth sizes and fees are listed on page 2 of this contract (**US FUNDS ONLY**). The deposit may be made by cash, credit card or check and is due with the contract. An invoice for any balance due will be mailed to you on or about May 1, 2017. The balance must be received (postmarked, if by mail) by June 15, 2017. If paid after June 15, 2017 a penalty of \$50.00 per booth space applies up to a maximum of three (3) booths. Heart of Ohio Tole Chapter, Inc., reserves the right to limit the number of booth spaces per exhibitor. If a booth is contracted after June 15, 2017, there will be an added fee of \$50 per booth.
2. A booth measures 10' x 10'. Each includes one (1) draped 8' table, two (2) chairs, back and side drapery in the convention's chosen colors and three (3) exhibitor's badges. One (1) exhibitor's identification sign 7" x 44" (business name, city and state) will be provided per exhibitor.
3. The exhibitor reserves the right to cancel and receive a 50% refund of the booth deposit amount, provided written cancellation is received by the Convention Committee at the above address by June 15, 2017. If the number of contracted booths is reduced by written notice before June 15, 2017, a fee of \$125.00 for each cancelled booth will be charged. If written notice of the cancellation of the number of contracted booths is postmarked after June 15, 2017, no refunds will be made. If the Heart of Ohio Tole Chapter, Inc., finds it necessary to cancel the convention, only that portion of the booth deposit needed to defray convention expenses to date will be retained.
4. **Exhibitors may not assign or sublet their booth or any part of their contracted space, except as approved by the Convention Chairman and Heart of Ohio Tole Chapter, Inc. Board of Directors.**
5. Booths must display and/or sell only merchandise related to decorative painting. Exhibitors may demonstrate their products in their booth.
6. Exhibitors are **PROHIBITED** from fastening **ANYTHING** to walls, floors, ceiling, doors, windows, columns or ANY of the decorator's apparatus. The exhibitor will be held financially responsible for any damage they might cause to the Exhibit Sales Floor and/or decorator's property. No exhibit may in any way block the view of other exhibitors or the walkway. Exhibitors will confine their booths to the allotted space. Heart of Ohio Tole Chapter, Inc., reserves the right to reject any exhibit that may be objectionable or to relocate booths if necessary.
7. Side rails may be removed only with the permission of the Exhibit Sales Floor Chairman.
8. Heart of Ohio Tole Chapter, Inc., their decorator, and the Greater Columbus Convention Center will not be responsible for any loss, damage or injury that may occur to exhibitors, their representatives or property, prior to, during, or after exhibits are in the exhibit area. The exhibitor, by contract signature, releases the aforementioned parties from all responsibility for loss, damage or injury caused to property or persons attending the exhibits as a result of the exhibitor's products, displays or services. **EXHIBITORS MUST INSURE THEMSELVES AGAINST SUCH CLAIMS.**
9. Heart of Ohio Tole Chapter, Inc. will provide security during the show, but assumes no liability for the theft, disappearance, or damage to the exhibitor's property.
10. Heart of Ohio Tole Chapter, Inc. will have full power in interpretation and enforcement of the terms of this contract. Any and all matters that occur that are not specifically outlined in this contract will be subject to the decision of the Heart of Ohio Tole Chapter, Inc. Board of Directors.
11. All merchandise and installations must conform to the requirements of the City of Columbus Fire Department Inspection Code and regulations of the Greater Columbus Convention Center.
12. Exhibitors are responsible for the collection and payment of all necessary sales tax.
13. **Exhibitors must move in on set-up days. All exhibitors must maintain their booths with competent personnel during all advertised hours of the Exhibit Sales Floor. Setup must be completed by 3:30 pm Wednesday, August 16, 2017. BOOTHS MUST REMAIN INTACT UNTIL 2:00 PM, AUGUST 19, 2017.**  
**Please initial and date this page and return it with page two of the contract.**

Initial \_\_\_\_\_  
(revised 6/22/16)

Date \_\_\_\_\_