



**2019 HEART OF OHIO TOLE, INC.
CONVENTION
July 14–18, 2019
P.O. Box 580
Westerville, OH 43086-0580**



Website: www.heartofohiotole.org Email: HOOTconvention@gmail.com

Dear Exhibitor/Vendor,

Enclosed is the Exhibit Sales Floor contract for our 2019 Heart of Ohio Tole, Inc. Convention, "Thanks for the Memories," to be held in Columbus, Ohio, at the Hyatt Regency.

To reserve booth space on the Exhibit Sales Floor, please complete the information requested on the contract. Mail the completed contract along with the required deposit or full payment, in U. S. funds, to:

Heart of Ohio Tole, Inc. Convention
PO Box 580
Westerville, OH 43086-0580.

The deposit only reserves booth space on the Exhibit Sales Floor, not the exact location. All booth location requests specified on the contract will be considered when booth assignments are made but are not guaranteed.

As an exhibitor/vendor, you will receive important information throughout the year. On or about April 1st, an invoice will be sent with a reminder that on May 15th the final booth rental payment is due. **If payment is made after May 15th a late fee of \$50.00 per booth (max \$150.00 for multiple booths) will be assessed.**

We look forward to your participation.

Sincerely,

Suzanne Olson
Exhibit Sales Floor Chairman
740-927-7960
olsondf@embarqmail.com

Sheila M. Smith
2019 Convention Chairman
614-394-8028
hootconvention@gmail.com



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EXHIBIT SALES FLOOR CONTRACT

I/We hereby make application for the following exhibit, held in the Hyatt Regency, 350 North High Street, Columbus, Ohio, on July 14-18, 2019. In keeping with this contract, I/we will abide by the following rules and regulations.

1. Booth sizes and fees are listed on page two 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 or emailed to you on or about April 1, 2019. The balance must be received (letter postmarked, if by mail) by May 15, 2019. If paid after May 15, 2019, a late fee of \$50.00 per booth space applies up to a maximum of \$150.00 for three or more booth spaces. If a booth is contracted after May 15, 2019, there will be an added fee of \$50.00 per booth space.
2. A full-size booth space measures 10' x 10' and includes 1 draped 8' table, 2 chairs, back and side drapery in the convention's chosen colors and 3 exhibitor's badges. One exhibitor's identification sign 7" x 44" (booth name, city and state) will be provided per exhibitor.
3. A reduced-size booth space measures 10' wide by 8' deep and includes the same table, chairs, etc. as the full-size booth space.
4. The exhibitor may cancel and receive a 50% refund of the booth deposit provided written cancellation is received by the convention committee at the above address by May 15, 2019. After that date, no refunds will be made. If the quantity of contracted booths is reduced before May 15, 2019, a fee of \$125.00 for each cancelled booth will be charged. If written notice of the cancellation of the quantity of contracted booths is postmarked after May 15, 2019, no refunds will be made. If the Heart of Ohio Tole, Inc., finds it necessary to cancel the convention, only that portion of booth deposits needed to defray convention expenses to date will be retained.
5. **Exhibitors may not assign or sublet their booth or any part of their contracted space except as approved by the Convention Chair and Heart of Ohio Tole Board of Directors.**
6. Booths must display and/or sell only merchandise related to decorative painting. Exhibitors may demonstrate their products in their booth.
7. 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 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, Inc., reserves the right to reject any exhibit that may be objectionable or to relocate booths if necessary.
8. Side rails may be removed only with the permission of the Exhibit Sales Floor Chairperson.
9. Heart of Ohio Tole, Inc., their decorator, and the Hyatt Regency 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 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 exhibitors' products, displays or services. **EXHIBITORS MUST INSURE THEMSELVES AGAINST SUCH CLAIMS.**
10. Heart of Ohio Tole, Inc. will provide security during the show and assumes no liability for the theft, disappearance, or damage to the exhibitor's property.
11. Heart of Ohio Tole, 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, Inc., Convention Chair and/or Board of Directors.
12. All merchandise and installations must conform to the requirements of the City of Columbus Fire Department Inspection Code and regulations of the Hyatt Regency.
13. Exhibitors are responsible for the collection and payment of all necessary sales tax.
14. **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 10:00 pm on Monday, July 15, 2019. Exhibit Hall opens to registered guests on Tuesday morning. BOOTHS MUST REMAIN INTACT UNTIL 2:00 PM, on Thursday, July 18, 2019.**

Please initial and date this page and return it with page two of the contract.

Initial _____

Date _____

2019 HEART OF OHIO TOLE, INC.
CONVENTION
EXHIBIT SALES FLOOR CONTRACT - PAGE TWO

Please complete (**print clearly**) and return both copies. If you are accepted, we will return a signed copy.

Company Name _____ **Product** _____

Contact Person _____ Phone _____ Cell _____

Address _____ Fax _____

City _____ State _____ Zip _____ (+4) _____ Country _____

Email _____ Website _____

Booth Name

City: St:

If possible, I would like my booth next to or near _____

I/We hereby agree to abide by this contract _____

Signature _____ Title _____ Date _____

After completing the contract, send the required deposit or full amount (US funds only), to the address on page one.

- single 10 x 10 inside booth (\$400.00) deposit due now \$200.00
- single 10 x 10 corner booth (\$450.00) deposit due now \$225.00
- single 10 x 8 inside booth (\$350.00) deposit due now \$175.00
- single 10 x 8 corner booth (\$400.00) deposit due now \$200.00

CALCULATE YOUR BOOTH FEE IN THE TABLE BELOW

QUAN – BOOTH SPACES		TOTAL \$	DEPOSIT \$
10X10 INSIDE	10X10 CORNER		
10X8 INSIDE	10X8 CORNER		

You may pay by check or credit card. Checks are payable to **Heart of Ohio Tole Inc., Convention**. There will be a \$35.00 charge on all returned checks.

If paying by credit card, please fill out the information below.

Name as it appears on the credit card _____

Billing address _____

City _____ State _____ Zip _____

Phone# _____ Cell# _____

Total amount paid _____

Credit Card # _____ Exp. Date _____ 3 Digit Code _____

Master Card Visa Discover

Office Use Only	
Total Due \$	_____
Date _____	Deposit Amt. \$ _____
Date _____	Payment \$ _____
Late Fee \$	_____
Date _____	Final Payment \$ _____
Total Amount Paid. \$	_____
Booth Number	_____

Contact Exhibit Sales Floor Chair Suzanne Olson if you have questions Phone: 740-927-7960 Email: olsondf@embarqmail.com
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Exhibit Sales Floor Chairman

PLEASE RETURN BOTH PAGES