

Guidelines for Alliance Conference Exhibitors



Admission to the Conference

Exhibitor name badges entitle the wearer to attend conference sessions as “observers” only. Continuing Education credits will be awarded only to individuals who have paid the full attendee registration fee.

Exhibitors and their representatives must wear exhibitor badges at all times while in the conference area and at all events. These badges are issued for the exhibitor’s protection and identification. Admission to events will not be permitted without a proper badge.

A final list of the organization’s/company’s representative names must be provided within your exhibitor registration by the established deadline. Exhibitor registration includes one (1) badge. Additional badges must be requested two weeks prior to the event and will be billed at \$200.00 per name.

Anyone not on your organization’s/company’s list by two weeks prior to the event, may face delays when requesting a name badge on-site and will be charged an additional \$35.00 on-site badge fee. Name badges are not transferable and must not be loaned or given to other persons; violators will be asked to leave the Exhibition Premises. If a substitute representative needs an on-site badge, the original badge must be traded in at the registration desk, and a \$35.00 on-site badge fee applies. A business card reflecting both the Exhibitor Organization’s/Company’s name and the Representative’s name may be requested. Failure to present an appropriate business card may result in the revocation of the badge and its associated benefits.

Exhibitors are expected to be present at their table area at listed exhibit hours. The Alliance will do its best to provide access to exhibitors the day before the conference begins to set up their table area. All exhibitors must have their table display set up by 7:30am on the first day of the conference and not permitted to breakdown their table earlier than 2pm on the final day of the conference.

Cancellation Policy

The Alliance understands that circumstances may arise that prevent Exhibitors from fulfilling their commitment to exhibit. Exhibitors who cancel more than 30 days before the event, will receive a refund of their balance minus a \$20 fee. Exhibitors who cancel within 30 days of the event will receive a prorated refund based on a 20%/week reduction.

Questions

Contact the Learning & Development team at LandD@ohiochildrensalliance.org.