



Dear OAASC Sponsor and Exhibitor,

The Ohio Association of Ambulatory Surgery Centers is pleased to invite your company to participate in the 2011 OAASC Conference & Tradeshow being held on September 15-16, 2011 at the Hilton Columbus at Easton in Columbus, Ohio.

The OAASC offers one of the most comprehensive state ambulatory surgery center conferences in the country. All surgery center decision makers, nurses, administrators, business directors, physicians and other center staff from throughout Ohio are invited to attend this educational event.

Last year's conference drew over 140 attendees and with this year's location and line-up of speakers there promises to be even more. With the events and seminars planned, we have excellent sponsorship and exhibitor opportunities available to fit all budgets.

By becoming a sponsor and supporting the OAASC, you will not only gain valuable exposure but receive special benefits available only to sponsors. These benefits can range from the promotion of your company, complimentary exhibit space, brand recognition, acknowledgement in the conference program and OAASC newsletter, plus much more.

We look forward to working with you to make the OAASC 2011 Conference & Tradeshow an unforgettable experience.

Sincerely,

Randy Leffler  
Executive Director  
OAASC

**Exhibitor Dates and Times**

Set-up Times:

Wednesday, September 14<sup>th</sup>

3 p.m. – 8 p.m.

Exhibit Times:

Thursday, September 15<sup>th</sup>

8:00 a.m. – 5:15 p.m.

Friday, September 16<sup>th</sup>

7:30 a.m. – 1:00 p.m.



## **Sponsorship Opportunities**

### Platinum Sponsorship - \$5,000 (2 available)

- One complimentary exhibit space, four name badges
- Exclusive sponsorship of one of the following events (your choice):
  - Thursday or Friday luncheon
  - Thursday evening reception
- Recognition in ALL conference materials, including full page ad in program\*
- Large logo on brochure\*
- Signage and recognition during sponsored event
- Pre-registration electronic attendee list - four and two weeks before conference
- Website banner advertisement for one year
- Article and ad in OAASC newsletter

### Gold Sponsorship - \$2,500 (4 available)

- 50% discount on exhibit space, three name badges
- Exclusive sponsorship of one of the following events (your choice):
  - Thursday or Friday breakfast
  - Wednesday night welcome reception
  - Thursday or Friday luncheon (if available)
- Recognition in promotional materials, including half page ad in program\*
- Large logo on brochure\*
- Signage and recognition during sponsored event
- Pre-registration electronic attendee list – two weeks before conference
- Complimentary listing on the OAASC website

### Silver Sponsorship - \$1,000

- 25% discount on exhibit space
- Sponsorship of one of the following events (your choice):
  - Thursday or Friday morning break
  - Thursday or Friday afternoon break
  - Wednesday night welcome reception (if available)
- Recognition in promotional materials, including quarter page ad in program
- Small logo on brochure
- Pre-registration electronic attendee list – two weeks before conference
- Complimentary listing on the OAASC website

### General Conference Support - \$400

- Recognition in promotional materials
- Small logo on brochure
- Electronic copy of attendee list after the conference

\*Materials are time sensitive



## **Exhibit Opportunities**

Premium Exhibit Space - \$1,000 Members/\$1,400 Non-Members

*See Floor Plan for Specific Booth Numbers*

- Two exhibitor name badges
- (1) 8 foot tabletop exhibit space, two chairs
- Conference program recognition
- Pre-registration attendee list available two weeks before the Conference

Preferred Exhibit Space - \$850 Members/\$1,200 Non-Members

*See Floor Plan for Specific Booth Numbers*

- Two exhibitor name badges
- (1) 8 foot tabletop exhibit space, two chairs
- Conference program recognition
- Pre-registration attendee list available two weeks before the Conference

Standard Exhibit Space - \$700 Members/\$1,000 Non-Members

*See Floor Plan for Specific Booth Numbers*

- Two exhibitor name badges
- (1) 8 foot tabletop exhibit space, two chairs
- Conference program recognition
- Pre-registration attendee list available two weeks before the Conference

## **Exhibit Extras**

Pick one or more of the following items to add on to your exhibit space to create a complete marketing package!

Conference Tote Bag Insert - \$500    ▪    Conference Full Page Program Ad - \$300

Host a small group of conference participants at one of Easton's great restaurants (list chosen and reservations made by OAASC). No additional charge to host the dinner but you will be responsible for the check. Participants will sign-up at the registration desk.

## **Exhibitor Raffle**

If you would like to bring an item to donate to the raffle at the end of the conference, please mark it on the agreement form. Attendees who visit every exhibitor and fill out the exhibitor signature sheet will be qualified to win the raffle prizes. OAASC Staff will conduct the raffle and draw the winners. Please turn in your prizes to staff on Friday, September 16<sup>th</sup> at lunch.

Please ship all exhibiting materials (no earlier than 9/10/11) to:  
OAASC Annual Conference Hilton Columbus at Easton, 3900 Chagrin Drive, Columbus, OH 43119  
Must also include: Box X of X and the Date of Arrival (9/14/11)

OAASC Annual Conference  
2011 Exhibitor/Sponsor Agreement Form  
September 14-16, 2011 ▪ The Hilton Columbus at Easton

**Sponsorship Options**

- Platinum Sponsorship Fees \$5,000       Gold Sponsorship Fees \$2,500  
 Silver Sponsorship Fees \$1,000       General Conference Sponsorship Fees \$400

- Event to sponsor** (if applicable): Thurs/Fri Break      Wed Night Reception  
Thurs/Fri Breakfast      Thurs/Fri Luncheon      Thurs Night Reception

**Exhibit Options** (see floor plan for selection)

- Premium Exhibit Fees \$1,000/\$1,400       Preferred Exhibit Fees \$850/\$1,200  
 Standard Exhibit Fees \$700/\$1,000

Booth Choice 1 \_\_\_\_\_ Booth Choice 2 \_\_\_\_\_ (assignments will be made based on the order forms are received)

Complimentary table needed for exhibit \_\_\_\_ Yes \_\_\_\_No (see item 3 in the Exhibit Terms of Agreement)

*If possible*, please do not place me by (list any companies you do not want to be near)

**Raffle Item** (if known at this time) \_\_\_\_\_

**Exhibit Extras**       Bag Insert \$500       Program Ad \$300

**Dinner Host**     

Would your company be interested in hosting a small group (5-10) of conference participants for dinner on Thursday evening at an Easton restaurant? There is no charge to host, but you will be responsible for the check. Check the box above and we'll provide you more information.

(Please type or print names exactly as they should appear in program, on name badges, and on signage.)

Company Name \_\_\_\_\_

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

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

Primary Contact: \_\_\_\_\_ Email: \_\_\_\_\_

(all information will be mailed or emailed to this individual for distribution to onsite representatives)

-registration form continued on next page-

**Onsite Representatives** (TWO name badges are included with exhibit space unless otherwise indicated in sponsor package.) Additional name badges can be purchased for \$100. Print names as you want them to appear on badges.

Onsite Representative 1: \_\_\_\_\_

Email: \_\_\_\_\_

Onsite Representative 2: \_\_\_\_\_

Email: \_\_\_\_\_

Onsite Representative 3: \_\_\_\_\_

Email: \_\_\_\_\_

Onsite Representative 4: \_\_\_\_\_

Email: \_\_\_\_\_

Briefly describe the products/services you will showcase (25 words or less):

\_\_\_\_\_  
\_\_\_\_\_

**Payment Information:**

Please send this completed form with payment to: OAASC,  
P.O. Box 340225, Columbus, OH 43234 or email:  
brooke@selectassociationmanagement.com

Total Due: \$ _____ sponsor+exhibits+extra items
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**Method of Payment:**  Check Enclosed (payable to OAASC)  Visa  MasterCard  
 American Express

Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CCV\* \_\_\_\_\_

\*This is the 3-digit number on the back of your credit card (Amex, 4-digit number on the front of your credit card).

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

**Billing**

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

Authorized signature below indicates that you have read this form and the terms of agreement on page 5 and that you agree to abide by the conditions stated.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## **Exhibit Terms of Agreement**

The following terms shall become binding upon the acceptance of this agreement between the applicant and his/her employees and the OAASC, the meeting and exhibit host.

### **1. BOOTH ASSIGNMENT**

Exhibit space will be assigned based on the date contract is received with payment in full. In the case of multiple contracts received on the same date, priority will be given to those exhibitors who are also members, sponsors and/or to those who have previously exhibited with OAASC.

### **2. DISMANTLING**

All exhibits must be dismantled and removed by September 16, 2011 at 5:00 p.m. otherwise OAASC reserves the right to remove the exhibit at the exhibitor's cost.

### **3. TABLETOP DIMENSIONS**

Each area is defined by the 8' table and two chairs provided. **The height of any part of the display may not exceed 8 feet from the floor, nor may the display come forward more than 3'.** *You have the option to have the table removed to leave room for a display of the same size, which can be indicated on the agreement form.*

### **4. USE OF EXHIBIT SPACE**

Exhibitors shall reflect their company's highest standards of professionalism while maintaining exhibit space during exhibit show hours. No exhibitor shall assign, sublet or share exhibit space.

### **5. LITERATURE DISTRIBUTION**

All literature must be distributed within the booth space assigned. No materials may be placed on tables or chairs, attached to meeting space walls or ceilings, or left in public places or distributed in aisles, lounge areas or other exhibitor booths. Items found in these places will be disposed of without question.

### **6. DAMAGE TO PROPERTY**

Exhibitors are liable for any damage caused to building, floors, walls, columns, or to standard exhibit equipment or to other exhibitor's property.

### **7. CANCELLATION**

No cancellation shall be acknowledged unless received by the OAASC's office in writing. Should an exhibitor wish to cancel this agreement at least 10 days before the event, a full refund minus a \$50 cancellation fee will be made by OAASC; no refunds will be made for cancellations with less than a 10 day notice.

### **8. FIRE AND SAFETY REGULATIONS**

All local regulations will be strictly enforced and the exhibitor assumes all responsibility for compliance with such regulations. Fire hose cabinets and fire exits must be left accessible and in full view at all times. All disposable materials and decorations must be flameproof and subject to inspections.

### **9. LIABILITY AND INSURANCE**

Exhibitors are responsible for securing all necessary licenses or consents. Exhibitor agrees to indemnify, defend and hold OAASC harmless from and against any claim of liability and any incident or resulting loss, cost, or damage for failure to obtain these licenses or consents.

### **10. ELIGIBLE EXHIBITS**

OAASC reserves the right to determine the eligibility of any company or products for inclusion in the meeting and reserves the right to reject, evict or prohibit any exhibit in whole or in part, or any exhibitor, or his representatives, with or without giving cause.