

General Agreement for OAPA Sponsors, Exhibitors, and Advertisers

ORDERING: Once an organization places an order for a conference partnership (exhibit table, sponsorship, advertisement, or any combination thereof), the organization has agreed to support the 2025 OAPA Annual Conference through participation in the partnership opportunities selected.

PAYMENTS: All partnership orders must be paid in full within 30 days of receipt of the invoice, or by October 16, 2025, whichever comes first, or the order may be subject to cancellation.

CANCELLATIONS: Benefits of a partner's participation begin immediately; therefore, fees for any opportunities/recognition already in use may not be nonrefundable. Canceled exhibit tables are not refundable unless the table has been re-sold. No refunds for any cancellation after September 30, 2025. In the unlikely event that an organization needs to cancel, contact oapa@ohiopa.com.

ARTWORK DEADLINES: Partners selecting opportunities that include production of branded graphics (e.g., advertising, name badge labels, etc.) must provide artwork by September 30, 2025. Partners not providing art by deadline will be responsible for any late fees OAPA incurs.

SUBJECT TO CHANGE: All opportunities are subject to change due to unexpected event plans or venue requirements. OAPA reserves the right to reject any partnership order for any reason.

EXHIBIT STAFFING: Tables must remain intact and staffed during most exhibiting hours. OAPA understands that exhibitors may only send one staffer who will need to take occasional breaks.

DISPLAYS: Exhibitors are asked to be considerate of neighboring tables and remain within the defined space, not flowing into common areas. OAPA reserves the right to ask exhibitors to move, rearrange, or dismantle all or part of their table should OAPA or the hotel deem it necessary. Sound must be kept at conversational volume. Amplification is not permissible.

FOOD AND BEVERAGE: Exhibitors may not bring in outside food and beverage for attendees, but may do so for personal consumption by table staff. Meals and breaks are not included for exhibitors in the exhibit table fee, however, exhibitors may be invited by an OAPA representative to partake in food and beverage offerings to the extent that there is excess, which is common.

EXHIBITOR WI-FI: Complimentary Wi-Fi will be available in the meeting area. The Wi-Fi will be shared bandwidth among exhibitors and attendees. If you need high reliability and speed for product demonstrations or other purposes, we recommend that you purchase a dedicated internet line. Please contact oapa@ohiopa.com for details.

EXHIBITOR MATERIALS: OAPA provides a six foot skirted table and two chairs per table. Exhibitors are responsible for the cost of materials, audiovisual, electrical, shipping, and related costs, where applicable.

INSURANCE: Insurance protection will not be provided by OAPA or the venue. Each exhibitor is responsible for insurance in such amounts as the exhibitor deems sufficient. The conference takes place in a publicly accessible area of the hotel. OAPA is not responsible for security.

INDEMNIFICATION: The exhibitor is responsible for any claims, liabilities, losses, damages, or expenses relating to the exhibitor's participation. The exhibitor shall protect, indemnify, hold harmless and defend OAPA, its officers, directors, agents, and employees, and the venue and its agents and employees, against any and all such claims, liabilities, losses, damages and expenses, provided that the foregoing shall not apply due to negligence by OAPA or the venue.

Questions? Please contact Tracy Vanneman, Executive Director, at oapa@ohiopa.com.