



2022 OHLA ANNUAL CONFERENCE & GALA  
HYATT REGENCY COLUMBUS | NOVEMBER 21-22

## 2022 ANNUAL CONFERENCE & GALA EXHIBITOR TOOLKIT



Introducing our **ALL-NEW** Exhibitor Marketplace; a day long event on Monday, November 21. Featuring new elements you won't want to miss it.

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Questions regarding your exhibitor experience? Contact Lauren at [lauren@ohla.org](mailto:lauren@ohla.org).



# Schedule

## Monday, November 21

- 9:30am Registration Opens
- 9:30am-5:30pm Exhibitor Marketplace Open
- 12:00-1:00pm Opening General Session
- 1:15-2:15pm Breakout Sessions I
- 2:30-3:30pm Breakout Sessions II
- 5:00-6:00pm Cocktail Hour
- 6:00-9:00pm Ohio Stars of the Industry Gala Dinner

## Tuesday, November 22

- 7:00am Registration Opens
- 8:00-8:30am Attendee Networking
- 8:30-9:45am Opening General Session & Techfast: Eggs & Innovation
- 10:00-11:00am Breakout Sessions III
- 11:15am-12:15pm Breakout Sessions IV
- 12:30-2:30pm Luncheon, Annual Business Meeting & Conference Finale
- 2:30pm Silent Auction Pick Up



## Information included:

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## Exhibitor Pricing

Full Registration: \$750

Additional Registrant: \$295

[Click here to register.](#)

## Exhibit Location and Host Hotel

Hyatt Regency Columbus

350 N. High St.

Columbus, Ohio 43215

## Hotel Reservations

Room rate: \$112 plus taxes

You may make your reservation by [clicking here](#) or calling the 877-803-7534 and referencing "OHLA Annual Conference".

## Cutoff Date: October 31

## Exhibitor Schedule

Exhibitor Move In

Monday, November 21

6:30-8:30am

Exhibit Marketplace Open

Monday, November 21

9:30am-5:00pm

Union Room

Exhibitor Move Out

Monday, November 21

5:00-6:00pm\*

9:00-10:00pm

Tuesday, November 22

9:00-11:00am

\*We encourage all exhibitors to join us for the evening's festivities and programming. This time slot is available for those unable to attend the remainder of conference. During this time, there will be limited assistance. Requests to load out during this time must be requested & confirmed with Lauren.

## Exhibit Space Specifications

Exhibit booths are located inside of the Union Room. Diagram & booth assignments to follow.

Exhibit space includes:

- Opt-in during registration: One 6' table and two chairs at 10' (width) x 8' (depth) booth
- Pre and Post Conference Attendee Lists - an attendee list will be emailed to your company mid-November. The post-conference list will be sent via email at the conclusion of the conference
- Listing as an exhibitor in the conference program and on the conference webpage
- Exhibitor/Sponsor ribbon recognition on conference nametag
- One full conference registration and the opportunity to purchase additional registrations at a discounted rate (unless negotiated as part of sponsorship)
- Opportunity to attend Annual Stars of the Industry Gala, educational sessions, breakfast, & luncheon. Must RSVP during registration process.

## Shipping & Receiving

Schedule your shipment(s) to arrive 3-5 days prior to the event start date to avoid additional storage fees.

[Click here](#) for full Shipping & Handling guidelines. Exhibitors are responsible for all associated fees.

## **Electrical, Audio Visual, & Exhibitor Services**

For any electrical, audio visual, and exhibitor services you may require; use this [order form](#). Exhibitors are responsible for all associated fees and coordination with Encore. If you have any challenges with the form provided, please email [Rachael.Rohrig@encoreglobal.com](mailto:Rachael.Rohrig@encoreglobal.com).

## **Attire**

Attire is business smart.

## **Vendor Drawing/Raffle**

In lieu of a “scavenger hunt” concept, we are encouraging exhibitors to take part in having a raffle at their booth. If you are interested in participating, simply complete this 1-minute form. A listing of participating exhibitors will be included at registration.

## **Cancellation Policy**

Written cancellation notice must be received by email & follow up phone call by October 21, to receive a 50% refund. No refunds will be given after this date.

## **Contact Us**

For any questions regarding your exhibitor experience, please contact Lauren Stazen, Director of Membership – [Lauren@ohla.org](mailto:Lauren@ohla.org) or 614-461-6462.



For full conference information, please visit:  
[www.ohiolodging.com/conference](http://www.ohiolodging.com/conference)