



2020 Annual Conference & Gala

Nov. 23-24

Columbus, Ohio
Hilton Columbus at Easton

EXHIBITOR TOOLKIT



Thank you for your generosity and interest in the OHLA 2020 Annual Conference. We are pleased that you will be joining us this year at the Hilton Columbus at Easton, November 23-24, in Columbus, Ohio. Enclosed in this packet is information you will need as an Exhibitor. Please read all information carefully and pay close attention to deadlines and restrictions.

Exhibit Location and Host Hotel

The Hilton Columbus at Easton
3900 Chagrin Drive
Columbus, Ohio 43219

Phone: (614) 414-5000

Room rate: \$119 plus taxes

You may make your reservation by [clicking here](#) or calling the phone above and mentioning "OHLA Annual Conference".

Cutoff Date: November 1 or until the room block is full.

Exhibitor Space: Regent Ballroom

Exhibitor Pricing

Full Registration: \$750
Additional Registrant: \$240

Exhibitor Schedule

Exhibitor Move In

Monday, November 23
12:00-3:00PM

Exhibit Hall Open

Tuesday, November 24
7:00-8:30AM
9:30-10:00AM
10:50-11:20AM
2:40-3:00 PM

Exhibit Hall Move Out

Tuesday, November 24
3:00-5:00PM

Exhibitors are required to remain set-up until the teardown time of 3:00PM.

Exhibit Space Specifications

Exhibit booths will be located inside of the Regent Ballroom and in the pre-function space. Diagram to follow.

Exhibit space includes:

- One 6' table with linen and two chairs
- Safe practices – all booths to be spaced 6' apart
- Pre and Post Conference Attendee Lists – an attendee list will be emailed to your company the first week of 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 virtual platform, Chime Live
- Exhibitor/Sponsor ribbon recognition on conference nametag
- One full conference registration and the opportunity to purchase additional registrations at a discounted rate
- Opportunity to attend educational sessions and Annual Stars of the Industry Gala Monday evening. ***Must RSVP for all educational sessions and gala to confirm your seat.***

Electricity

If electricity or other audio visual services are required, please contact

Lauren with your needs at
Lauren@ohla.org.

Drawing

Exhibitors have the option to have a drawing for prizes. The collection of attendee information must be facilitated in your booth space. You are responsible for follow up and getting prize to winner.

Attire

Attire for the conference is business smart.

Attendee Welcome Bag Giveaways

We have opportunities for key “hot items” to be included within our attendees’ welcome bags as listed below. If interested, please confirm availability with Lauren. All items must be received by November 18.

Notepads

Pens

Individually Packaged Tissues

Individually Packaged Anti-Bac Wipes

Mints/Gum

After confirming availability, items should be shipped to:

OHLA
ATTN: Lauren Stazen
BOX _ of _
175 S. Third Street, Suite 170
Columbus, OH 43215

Shipping & Receiving at Host Hotel

Acceptance of packages will be accepted three (3) days prior to the start of the event (Friday, 11/20).

All items shipped must be labeled with:

- Hotel address:
The Hilton Columbus at Easton

3900 Chagrin Drive
Columbus, Ohio 43219

- Event name: OHLA Annual Conference
- Your company/organization name
- Your company/organization on-site contact name + phone number

A fee of \$5.00 per box and \$75.00 per skid will be charged for handling and delivery to the exhibitor area.

All items must be shipped out on the last day of the event (Tuesday, 11/24).

Shipping charges will not be accepted by the hotel. Hotel personnel required to assist in loading your shipment for departure will incur the \$5.00 per box and \$75.00 per skid charge.

Cancellation Policy

Written cancellation notice must be received by email & follow up phone call by October 15, 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.

For full conference information, please visit: www.ohiolodging.com/conference.

[Click here](#) to register.



2020
Annual
Conference
& Gala

Nov. 23-24
Columbus, Ohio
Hilton Columbus at Easton