

Ohio Safety Congress & Expo Marketplace

Exhibitor FAQ's

Q. What is the cost for booth space?

A. Standard rates are as follows:

10 x 10 interior booth \$800 by Dec. 31, 2008
\$950 thereafter

10 x 10 corner booth \$875 by Dec. 31, 2008
\$950 thereafter

10 x 20 interior/interior \$1550 by Dec. 31, 2008
\$1850 thereafter

10 x 20 corner/interior \$1625 by Dec. 31, 2008
\$1850 thereafter

20 x 20 island w/4 corners \$3200 by Dec. 31, 2008
\$3500 thereafter

Q. How can I sign up?

A. Information about exhibiting is located on our site at the following link:

<http://www.ohiobwc.com/employer/programs/safety/exhibits.asp>. You may click on exhibitor prospectus to download the show details and application for booth space.

Q. What is included in the booth fee?

A. The booth includes a 6' skirted table, 2 side chairs, a waste basket and company sign.

Q. Can I order additional equipment and furniture?

A. Yes, exhibitors wishing to order equipment, furnishings or utilities not included in the standard booth package may do so through the convention center or exposition service contractor. Exhibitors will be given links to their website to download order forms.

Q. Can I request a specific booth space?

A. You may choose up to 4 booth locations that you prefer along with a general location preference. All efforts to meet these preferences will be met, but by signing up early there will be a better chance that these spaces will be available. Booth space is assigned on a seniority basis if applications are received before November 30. After November 30, the booths will be assigned on a space-available basis.

Q. When will I know what booth number I have been assigned?

A. A letter confirming your registration will be sent to you within a week of receipt. Exhibitors who sign up before Dec. 1 will receive a booth number in mid-December. All others will be sent within a week of receipt.

Q. May I sell my products or services during the show?

A. Yes, the show is called a marketplace for that reason. Exhibitors may choose to sell products and services on the expo floor. To be eligible, exhibitors must register in person with the Ohio Department of Taxation. To find the nearest office, visit www.tax.ohio.gov ; click on contact us and then Taxpayer Services Center. Exhibitors must notify Ohio Safety Congress & Expo of their registration with the Ohio Department of Taxation and intent to sell products on the expo floor.

Q. What are the hours of the Expo?

A.

Tuesday, March 31, 2009	11:00 a.m. to 4:00 p.m.
Wednesday April 1, 2009	9:00 a.m. to 4:00 p.m.
Thursday, April 2, 2009	9:00 a.m. to 1:00 p.m.

Q. When will I be able to install and dismantle my exhibit?

A.

Install	Monday, March 30, 2009	3:00 to 7:00 p.m.
	Tuesday, March 31, 2009	7:00 a.m. to 10:00 p.m.
Dismantle	Thursday, April 2, 2009	1:15 to 4:00 p.m.

Q. Will I be able to unload my own materials for the booth?

A. Yes, the Greater Columbus Convention Center permits exhibitors to use their own carts and dollies to transport display materials through designated loading docks and doors. Exhibitors' employees can install and dismantle displays or choose to hire skilled labor through the service contractor.

Q. Where do I go for check-in?

A. Check-in at the registration desk at the front of the exhibit hall C.

Q. Is there a cost for my customers to attend the Expo?

A. No, the Expo is free of charge and open to the public. You are encouraged to invite fellow staff members to man the booth and attend the show.

Q. Are there mailing lists available for follow-up sales?

A. Yes, pre and post-show mailing lists are available upon request, but do take up to 14 working days to receive. You may choose to rent the sales lead retrieval system, which will provide quicker access to lead information than by requesting a post-show list.

Q. How does BWC market the Ohio Safety Congress and Expo?

A. The Expo is marketed directly to Ohio businesses (safety directors and other key staff) through the Ohio Safety Council Program, association/non-profit organizations, mass mailings, email blasts, BWC correspondence, newsletters and website postings.

Q. How will participants be made aware that my company is exhibiting at the Safety Congress?

A. The official program is printed months beforehand as a promotional piece. The event guide will be available prior to the event and will market current exhibitors signed up by February 16.