

Ohio AEYC 2026 Ohio Early Childhood Conference

Exhibitor Terms and Conditions

Sponsorships

Sponsorships are non-cancellable commitments. Upon cancellation request, the sponsor remains obligated to pay the full sponsorship amount within thirty (30) days. No refunds or credits will be issued.

Payments

Any amount due is to be paid in full by the start of the conference. Any balance not paid will be sent to a collection agency, plus a 15% charge for each month the bill is past due.

Contract

Exhibitor hereby agrees and understands that the policies and information for exhibitors stated on the Application and Exhibit Booth Contract are part of a contract between the exhibitor and Ohio AEYC and that submission of the Application and Exhibit Booth Contract constitutes the exhibitor's agreement to abide by these policies and information.

Exhibitor Badges

A maximum of four badges will be printed per 100 square feet of booth space. To receive exhibitor badges and other materials prior to the Conference, all exhibitors must register using the online exhibitor badge request form on Ohio AEYC's website.

Exhibit Hours

Exhibitors must be ready for the opening of the exhibit hall and must not leave before the end of the show. Exhibit hours and days are subject to change without prior notice.

Payment / Cancellation Information for Exhibitors

Payment may be made by check, money order, VISA, MasterCard, American Express, or Discover.

Cancellation

Payment is expected no later than 30 days after the order is made unless other terms have been agreed upon in writing.

An exhibitor may cancel exhibit space with written notice on or before **March 1, 2026**.

- If the exhibitor cancels on or before March 1, 2026, **50% of the booth price will be refunded** if payment has already been made.
- If payment has not been made at the time of cancellation, the exhibitor is still liable for **50% of the booth cost**, payable within 30 days of cancellation.
- Cancellation after March 1, 2026 requires the exhibitor to pay **the full amount ordered** within 30 days. If payment has already been received, **no refund will be issued**.

Advertisements may be canceled up to **90 days before the start of the conference**. After that date, advertisements may not be canceled and the full amount due must be paid within 30 days of cancellation.

Booth Furnishings and Service Information

The price of booth rental includes:

- Framework
- 3' high side-walls
- 8' high back drapes
- A two-line booth sign listing the company name and booth number

Installation: Exhibit booths will be ready for setup after **12:00 p.m. on Wednesday, April 22, 2026**. No exhibitor may set up unless Ohio AEYC has received payment in full.

Exhibitors may not dismantle, pack, or remove any part of their exhibit before **1:00 p.m. on Saturday, April 25, 2026**.

General Exhibit Policy

Use of Space

Exhibitors may not alter booth locations without written consent from Ohio AEYC. Assignment, subletting, or sharing of booth space is prohibited without prior written consent. Exhibits must fit within the assigned space and may not obstruct other exhibits. Promotional materials may only be distributed within the assigned booth space. Aisle space may not be used. Firms without assigned space may not solicit business in any manner.

Safety

All decorating materials must be flame-proofed. Hangings must clear the floor. Aisles, exits, and access to fire equipment must remain clear at all times.

Children under the age of 13 are not permitted in the Exhibit Hall and may not work, distribute materials, perform, or demonstrate products. Exhibitors must comply with all applicable federal and state child labor laws, as well as Ohio AEYC and Kalahari Convention Center regulations.

Building and Equipment

Exhibitors must prevent damage to the Kalahari Convention Center. No signs or materials may be taped, nailed, or affixed to walls, columns, or sprinkler pipes. Any items leaning against walls must be properly padded.

Restrictions

Ohio AEYC reserves the right to alter booth locations or remove any exhibit that detracts from the character of the Conference. Ohio AEYC is not liable for damages or refunds related to such actions. If you are still reading this, you get a prize:

Contact Chris Risheill at crisheill@oaeyc.org and mention “terms and conditions.”

Sales

Direct sales and order-taking are permitted. Exhibitors selling merchandise are responsible for obtaining proper licenses and complying with tax and revenue laws.

Certificate of Liability Insurance

Exhibitors assume full responsibility for loss or damage to persons or property and agree to indemnify Ohio AEYC and the Convention Site. Exhibitors must maintain worker's compensation insurance and comprehensive general liability insurance with coverage of **at least \$1,000,000.**

Americans with Disabilities Act

Exhibitors must comply with Title III of the Americans with Disabilities Act and related regulations.

Rules and Regulations Compliance

Exhibitors agree to comply with all rules and regulations communicated by Ohio AEYC.

Exhibit Limitations

All displays must remain within booth boundaries. Overhanging aisle space is prohibited. Ohio AEYC may remove or relocate violating equipment at the exhibitor's expense or charge for additional space used.

Any demonstration causing aisle obstruction may be suspended. Ohio AEYC reserves final authority in all matters affecting the best interests of the Conference. All exhibitors must adhere to IAEE guidelines.

Exhibitors are not allowed to stand in aisles or walk around distributing materials. They must remain within their assigned booth space. Failure to comply will result in removal from the show floor with no refunds.