



TOGETHER »»»» WE «««« RISE

2021 OHLA ANNUAL
CONFERENCE & GALA

HYATT REGENCY COLUMBUS

NOVEMBER 22 & 23

presented by  UPSHIFT

EXHIBITOR TOOLKIT



Thank you for your interest & engagement in OHLA's 2021 Annual Conference & Gala. We are pleased that you will be joining us this year at the Hyatt Regency Columbus, November 22-23, in Columbus, Ohio. Enclosed in this packet is information you will need as an Exhibitor.

Exhibitor Move In

Monday, November 22
12:00-3:00PM

Cocktail Hour within Exhibitor Experience

5:30-6:30PM

Exhibitor Experience Open

Tuesday, November 23

Exhibitor Move Out

Tuesday, November 23
3:00-5:00PM

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

Exhibit Location & Host Hotel

Hyatt Regency Columbus
350 N. High St.
Columbus, Ohio 43215

Exhibitor Space: Hayes & McKinley Rooms



MONDAY, NOVEMBER 22

| | |
|-----------------|--|
| 12:00 – 3:00 pm | Exhibitor Load-in |
| 2:00 pm | Registration Opens |
| 3:00 – 3:50 pm | Labor & Workforce Kick-Off Session – Part 1 |
| 4:00 – 4:50 pm | Breakout Sessions |
| 5:00 – 5:45 pm | Community Service Project & Private Receptions |
| 5:30 – 6:30 pm | Cocktail Hour & Exhibitor Experience |
| 6:30 – 9:30 pm | Ohio Stars of the Industry Gala |



TUESDAY, NOVEMBER 23

| | |
|---------------------|---|
| 7:00 – 10:00 am | Registration & Exhibitor Experience Opens |
| 7:30 – 8:30 am | Breakfast in Exhibitor Experience |
| 8:30 – 9:30 am | Opening General Session |
| 9:30 – 10:00 am | Exhibitor Experience Break |
| 10:00 – 10:50 am | Breakout Sessions I |
| 10:50 – 11:20 am | Exhibitor Experience Break |
| 11:20 am – 12:10 pm | Breakout Sessions II |
| 12:00 pm | Silent Auction Closes |
| 12:20 – 1:40 pm | Luncheon & Annual Business Meeting |
| 1:50 – 2:40 pm | Breakout Sessions III |
| 2:40 – 3:00 pm | Exhibitor Experience Break |
| 3:00 – 3:50 pm | Conference FINALE |
| 4:00 pm | Silent Auction Payout |

Hotel Reservations

Room rate: \$109 plus taxes

Cutoff Date: October 31 or until the room block is full.

You may make your reservation by calling the 877-803-7534 and referencing “OHLA Annual Conference” or by using the link available at ohiolodging.com/conference.

Shipping & Receiving at Host Hotel

Schedule your shipment(s) to arrive 3-5 days prior to the event start date to avoid additional storage fees. [See below Shipping & Handling guidelines & forms.](#)

Electrical & Exhibitor Services

In-house Audio/Visual provider, Encore, will be handling all requests. [See page below for the Encore Exhibitor Form.](#)

Attire - Business Smart

Exhibit Space Specifications

Exhibit booths will be located inside of the Hayes & McKinley Rooms. Diagram & booth assignments to follow.

Exhibit space includes:

- One 6' table with linen and two chairs
- 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
- 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 & luncheon.

Welcome Bag Giveaways

We have opportunities for key “hot items” to be included within our attendees’ welcome bags as listed below. All items must be received by November 12. Confirm availability with Lauren@ohla.org.

[Notepads](#)

[Pens](#)

[Individually Packaged- Tissues](#)

[Hand Sanitizer/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

Drawing

If you host a drawing or raffle, you are responsible for connecting with winner directly.

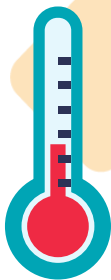
Safety



Masks are required when not eating or drinking in the City of Columbus.



Frequent handwashing and/or sanitization is encouraged. It is recommended to have sanitizer accessible at your booth.



Do a self assessment prior to attending. If you are exhibiting conclusive symptoms; please be mindful of your decision to attend.

Cancellation Policy

Written cancellation notice must be received by email & follow up phone call by October 22, 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 at Lauren@ohla.org.





SHIPPING AND RECEIVING GUIDELINES

Special arrangements must be made for receiving equipment, goods, displays or any other materials that will be sent, delivered or brought into the hotel. Failure to make these arrangements may result in refusal of deliveries or materials being unavailable when required.

Your hotel Event Sales/Event Planning Manager for your convention or meeting must be made aware of the quantity and the volume of shipment no later than one week prior to expected claim date of packages.

No packages shall be accepted by the Hyatt Regency Columbus more than 1 week prior to expected date of claim. Packages shipped 2 weeks prior to anticipated date of claim may be subject to additional charges.

LOADING DOCK HOURS

Sunday – Anytime (No members of Purchasing Team will be on-site to check packages in)

Monday/Thursday – After 1:00pm

Tuesday/Wednesday/Fridays – After 3:00pm

Saturdays – After 10:00am

Special arrangements must be made, in advance, for any deliveries not within this time frame. Access to the dock will be on a first come, first serve basis.

PREPARING YOUR SHIPMENT

All guest and event packages being shipped to the hotel must follow the address label standards to prevent package routing delays (Provided Below). Please schedule your shipment(s) to arrive 3-5 days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s)

Any materials being sent to **Hyatt Regency Columbus 350 North High Street Columbus, Ohio 43215** must be labeled as follows:

- **Hold for arrival** ○ **Attention: (Guest Name and Organization)** ○ **Arrival Date: (Month/Day/Year)**
- **Name of Event Sales/Event Planning Manager (if provided)**
- **Complete return address**
- **Number of boxes (i.e., Box 1 of 2; Box 2 of 2)**
- **Group Name & Name of Meeting Room (if released by Event Sales/Event Planning Manager)**

HANDLING:

Handling charges will apply based on size and weight of items being received and moved. Shipments over 250 pounds should be handled by an alternative freight handling company to be contracted by the sender. Due to our limited storage space, we are not able to accommodate large shipments of material or heavy pieces of equipment (over 250 pounds). Electric pallet jacks are **NOT** permitted for use on any carpeted area throughout the hotel and meeting space.

Handling charges will apply for moving packages to and from the hotel receiving area to a designated area within the Hyatt Regency only.

HANDLING CHARGES:

Per Box/Delivery (Up to 50lbs) to meeting room: \$5.00

Pallet of larger shipment (Up to 250 lbs.): \$75.00

MOVEMENT OF PACKAGES IN PUBLIC AREAS:

Packages will be delivered to and from assigned areas according to schedule provided by guest prior to the start of the function. Hyatt does **NOT** deliver to the Greater Columbus Convention Center (GCCC).

GREATER COLUMBUS CONVENTION CENTER (GCCC)

Should your group have exhibits or meetings at the GCCC you can arrange for packages to be shipped directly to the Greater Columbus Convention Center (GCCC). Hyatt does **NOT** deliver packages/pallets to the Greater Columbus Convention Center (GCCC). Packages received at the Hyatt Regency Columbus and needs to be moved to the Greater Columbus Convention Center (GCCC) can be picked up at the Hotel. If however, your conference has selected an alternate decorator they would manage your freight/shipping and handling or consult with your Event Sales/Event Planning Manager for recommendations for a drayage company.

PACKAGES SHIPPED AT GUEST'S REQUEST:

All packages must be properly packaged and labeled by guest. Shipping method must be indicated and paid for at time of service. A designated signee must be present at the delivery site. Package(s) will NOT be delivered to empty stations/rooms. A signature is required.

LOAD IN

All drivers with incoming materials must unload packages and move vehicle immediately. Packages and materials may be retrieved after the vehicle has been moved from the loading dock.

NO PARKING ON DOCK. VIOLATORS WILL BE TOWED.

There is limited equipment for transporting materials and packages to and from the dock. The hotel ONLY loans out pallet jacks, flat carts to Hyatt employees to move equipment to assist with transporting materials. It is suggested to bring your own move-in equipment.

LOADOUT

All outbound package(s) must be packed up, taped, and have a shipping label before being brought to the loading dock. The Hotel is not responsible to package, print labels, or tape up outgoing package(s). All guests must incur their own shipping cost and are required to bring all shipping materials. Guest must schedule package(s) pick up.

All package(s) must be packed up and on the dock before a vehicle can be pulled into the dock.

LIABILITY:

The hotel does not accept liability for equipment, goods or displays which arrive or failure to arrive to the hotel. The hotel will not be responsible for damage to materials improperly packed, concealed damage, loss or theft of materials prior to or after delivery. The shipper is encouraged to make arrangements for loss or damage with its insurance carrier.

| | | | | |
|--------------------|-------------------------------|--------------|-------------------------|-----------------|
| NAME OF CONFERENCE | | START DATE | END DATE | # OF EVENT DAYS |
| | | | | |
| COMPANY NAME | ON-SITE CONTACT NAME & NUMBER | | ROOM/ BOOTH NAME/NUMBER | |
| | | | | |
| BILLING ADDRESS | | CITY & STATE | | ZIP CODE |
| | | | | |
| DELIVERY DATE | DELIVERY TIME | PICKUP DATE | PICKUP TIME | |
| | | | | |
| ORDERED BY | EMAIL | | PHONE | |
| | | | | |

Email completed form to the Encore Representative listed above.
 Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.
 Labor charges, sales tax, loss damage waiver, and service charges may apply.

| PROJECTION | QUANTITY | DAILY RATE |
|----------------|----------|------------|
| LCD PROJECTOR | | \$415 |
| TRIPOD SCREEN | | \$85 |
| 25' HDMI CABLE | | \$65 |

| MONITOR | QUANTITY | DAILY RATE |
|-------------|----------|------------|
| 32" MONITOR | | \$225 |
| 55" MONITOR | | \$610 |
| 70" MONITOR | | \$985 |
| FLOOR STAND | | \$60 |

| AUDIO | QUANTITY | DAILY RATE |
|------------------|----------|------------|
| PERSONAL SPEAKER | | \$205 |

| INTERNET | QUANTITY | Show Rate |
|------------------------|----------|-----------|
| SIMPLE WIFI CONNECTION | | \$140 |
| HARD LINE CONNECTION | | \$525 |

| POWER | QUANTITY | SHOW RATE |
|----------------------------|----------|-----------|
| 20 AMP drop w/ power strip | | \$165 |

| MISCELLANEOUS | QUANTITY | DAILY RATE |
|-------------------|----------|------------|
| LAPTOP | | \$225 |
| FLIPCHART PACKAGE | | \$85 |

If You Are Experiencing Technical Difficulties On Site
 Please Contact Encore At 614-832-3463

