



2021 OHIO STORMWATER CONFERENCE EXHIBITOR GUIDE

PRESENTED BY





2021 Ohio Stormwater Conference

Kalahari Convention Center, Sandusky, Ohio

Thank you for exhibiting at the 2021 Ohio Stormwater Conference. Your participation contributes to the overall success of the conference and we appreciate your dedication to this industry. The 2021 Ohio Stormwater Conference affords a unique opportunity to directly interact with federal, state and local agencies, educational institutions, stormwater managers, consultants, engineers, contractors, and designers, all of whom have a direct interest in stormwater quality related issues and technologies.

Basic Exhibitor Information

Booths includes the following:

- 10' x 10' booth (some booths are different)
- 8' background drape and 3' side drape
- One (1) 6' draped table, two chairs and wastebasket
- Listing in the 2021 conference program and on the Conference web site
- One (1) full conference registration including attendance to technical sessions, lunches on both days and entrance into the evening reception.

Additional Exhibitor Registration: Exhibitors receive one **(1) two day exhibitor registration**. Any additional exhibitor booth attendants must purchase a conference registration.

Move in & Set up:

Exhibitors will be allowed into the exhibit hall to set-up booths on Wednesday, May 19th, 2021 from 1:00 pm until 6:00 p.m. Exhibit hall will reopen the next morning, Thursday, May 20th, 2021 at 7:00 am for additional set up. All booths must be completely set up by 8:30 am before the conference starts.

Exhibit Hall Hours: The exhibit hall will be open to conference guests during the following hours:

- Thursday, May 20th
Exhibit Hall Open: 8:00 am- 7:00 p.m.
Evening Reception: 5:00 pm- 7:00 p.m.
- Friday, May 21th
Exhibit Hall Open: 8:00 am- 1:00 p.m.
Tear-Down: Dismantling of booths may begin immediately following the closing of the show on Friday, May 21th from 1:00 p.m. – 4:00 p.m.

Exhibitor Registrations:

The enclosed exhibitor registration form must be completed and returned as soon as possible. Your badges will be included in the exhibitor packet available upon check-in at the registration desk on Wednesday, May 19th during booth setup or on Thursday, May 20th and Friday May 21th during registration hours.

Registration & Check-In:

The Conference registration desk located in the lobby outside of the exhibit hall will be open during the following hours for exhibitor check-in:

- Wednesday, May 19th
Noon - 5:00 p.m. for exhibitor check-in
- Thursday, May 20th
7:00 am- 4:30 p.m.
- Friday, May 21th
7:00 am- 1:00 p.m.

Exhibitor Shipping & Handling

George Fern will be handling the exhibit booths and all shipping and handling. You will receive an Exhibitor Kit. This will provide you with the information on where to ship packages, what is provided, and if you wish to order additional items for the event.

If you have any questions, please contact Harry Stark at 216-385-5248 or harry@tinkerscreekwatershed.org.

Evening Reception:

Please join us for the Evening Reception at the end of the first official day of the Conference, Thursday, May 20th. It will take place in the Exhibit Hall from 5:30 pm-7:30 pm.

Lodging Information:

The Ohio Stormwater Conference has set up a special rate with Kalahari. We are pleased to announce that the Conference has secured a group rate of \$127 per night for the conference. .

Booking Website:

<https://book.passkey.com/e/50076044>

Note: The Resort Fee has been waived and will not be charged on any guest room. The standard wording on the website and confirmation letters though cannot be changed so it will talk about the Resort Fee but again will not be charged.

Cut off Date: On or before **April 19, 2021**.

Location

Kalahari Resort and Conference Center is located at 7000 Kalahari Drive • Sandusky, Ohio 44870

Exhibit Rules, Policies & Regulations:

Responsibility for the tradeshow, its Rules and Regulations and enforcement thereof shall rest with the Conference Planning Committee.

1. AGREEMENT

The Exhibitor agrees to abide by these Rules and Regulations and all amendments thereto. The term "exhibit hall" shall mean Kalahari Convention Center exhibit hall. The term "Exhibitor" shall mean any company, firm or person who has applied for or been allocated space in the Exhibit Hall.

2. POLICY STATEMENT

a) Conference Planning Committee: Responsibility for the Conference, its Policy and enforcement of the Policy shall rest with the Conference Planning Committee.

b) Exhibitors: Company's wishing to exhibit may purchase booth space if space is available. Exhibitor agrees to exhibit for the hours specified and abide by the conditions established by the Planning Committee and Exhibit Hall for the exhibits. Exhibitor assumes responsibility and agrees to indemnify and defend the Planning Committee and its agents against any claims or expenses arising out of its use of the exhibition premises. No exhibits or information tables will be allowed without approval by the Conference Planning Committee. There will be no dismantling of booths/exhibits prior to the published tear-down time.

c) Policy Enforcement: It is understood that exhibiting companies will comply with the exhibit rules, policies and regulations. Should a company not comply, the Planning Committee has the right to refuse the company's application to exhibit at any future Expos.

3. BOOTH ASSIGNMENTS

Assignment of booth space is final and shall constitute an acceptance of the Exhibitor's offer to occupy space. Booth space will be secured only after receipt of the Exhibitor Contract for Space, Registration Form/Badge Form and the appropriate booth fees have been paid. After assignment, space location may not be changed, transferred, or cancelled except upon written request. Notwithstanding the above, the Planning Committee reserves the right to change location assignments at any time, as it may, in its sole discretion, deem necessary.

4. INSTALLATION AND REMOVAL

Please check-in at the registration desk prior to moving into the exhibit hall. You will receive your exhibitor badges and packet upon check-in. Installation of all exhibits must be fully completed at least 30 minutes prior to the opening time of the Show. All exhibits and booth material must be removed by 5:00 p.m. on Friday, May 10th, 2013.

5. EARLY REMOVAL OF EXHIBITS NOT ALLOWED!

No exhibit shall be packed, removed, or dismantled prior to the closing of the show without written permission from the Planning Committee. If the Exhibitor acts in breach of this provision it shall pay, as compensation for the distraction to the Exhibition's appearance, an amount equal to one-third of the total space charge for the Exhibitor's allocated area, in addition to all sums otherwise due under this agreement.

6. EXHIBITOR APPOINTED CONTRACTORS (EAC):

Any Exhibitor using an EAC agrees to notify the Planning Committee of such appointment

and agrees to indemnify and hold harmless the Planning Committee, the exhibit facilities, and their respective officers, directors, staffs, employees and agents and all official contractors from any and all liability or losses for any act, complaint, damage, or loss to any other Exhibitor, the exhibit hall, the property of any contractor and any consequential damages arising out of any such act or loss from the time the independent EAC first arrives at the hall until the final move-out is complete.

7. PROHIBITED ACTIVITIES

a) No cooking may take place in Exhibitor's space and no food and/or beverage products may be distributed by Exhibitor. Candy or small snack items are allowed.

b) All demonstrations, sales activities, and distribution of circulars and promotional material must be confined to the limits of the Exhibitor's booth. All equipment for display or demonstration must be placed within the assigned booth area to attract observers into the booth.

c) Exhibitor agrees that noise levels within the exhibit hall will be required to be reduced when workshops are in session. Exhibits which include the operation of musical instruments, radios, sound motion picture equipment, public address systems, or any noisemaking machines must be operated so that the resulting noise will not annoy or disturb adjacent Exhibitors or their patrons.

d) Electrical equipment that is not UL approved may not be used in the exhibit hall. No wiring or other electrical work shall be done except by the electrical contractor authorized by Kalahari. Each booth will be provided with one 110v electrical outlet (if requested).

8. RIGHT OF ENTRY AND INSPECTION

The Planning Committee, in its absolute discretion, shall have the right at any time to enter the leased area occupied by Exhibitor or otherwise inspect the Exhibitor's material.

9. STORAGE

All supplies, handouts, literature and samples must be confined to booth. Packing crates and/or large boxes are not permitted in booths during exhibit period.

10. CARE OF BUILDING AND EQUIPMENT

Exhibitors or their agents shall not injure or deface any part of the exhibit building, the booths or booth contents or show equipment and decor. When such damage appears, the Exhibitor is liable to the owner of the property so damaged.

11. CANCELLATION BY EXHIBITOR

The Exhibitor specifically recognizes and acknowledges that the Planning Committee will sustain certain losses if the Exhibitor cancels its exhibit space after it has been assigned and confirmed. Due to the difficulty, if not impossibility, of determining and proving said losses, the Exhibitor will forfeit the fee paid for the exhibit space. If the Exhibitor cancels prior to March 15th, 2013, they will receive a full refund for their exhibit space fee.

12. CANCELLATION OR POSTPONEMENT OF SHOW

In the event that any unforeseen occurrence shall render the fulfillment of this agreement impossible by the Planning Committee, the parties shall mutually amend or terminate the agreement at the Planning Committee's option. The Exhibitor hereby waives any claim against the Planning Committee for damages or compensation. The

Planning Committee will return a portion of the amount paid for space after deduction of any amounts necessary to cover expenses incurred in connection with the show. Such expenses shall include, but not be limited to all expenses incurred by the Planning Committee as a result of contracts with third parties for services or products incidental to the show including out of pocket expenses incidental to the show, and all overhead expenses attributable to the production of the show. No monies will be returned should the dates or location of the show be changed, but Exhibitor will be assigned space which the Exhibitor agrees to use under these same rules and regulations. The Planning Committee shall not be financially liable in the event the show is interrupted, canceled, moved, or dates changed except as provided herein.

13. EXHIBITS AND PUBLIC POLICY

Each Exhibitor is charged with knowledge of all Federal, State and local laws, ordinances and regulations pertaining to health, fire prevention and public safety, while participating in this Show. Compliance with such laws is mandatory for all Exhibitors, and the sole responsibility is that of the Exhibitor. The Planning Committee, Exhibit Hall and service contractors have no responsibility pertaining to the compliance with laws as to public policy as far as individual Exhibitor's space, materials and operation is concerned. Exhibitors with questions regarding such laws, ordinances, and regulations should contact the appropriate agency or government authority. All booth decorations must be flame proofed. Electrical wiring must conform with National Electric Code Safety Rules and the electrical code in the city where the Show is held. If inspection indicates any Exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the

right is reserved to remove all or such part of his exhibit as may be in violation, at Exhibitor's expense. If unusual equipment or machinery is to be installed, or if appliances that might come under fire codes are to be used, the Exhibitor should contact the Planning Committee for information concerning facilities or regulations. City and State fire regulations must be complied with. Use of hazardous materials, such as open flame or liquid propane gas, must be approved by the local Bureau of Fire Prevention.

14. ERRORS AND OMISSIONS

The Planning Committee assumes no responsibility or liability for any of the services performed or materials delivered by official show contractors or other suppliers to the show, their personnel, or their agents. Any controversies which may arise between Exhibitors and official contractors or union representatives, or personnel of either, on the show premises shall be referred to the planning Committee for resolution, and the Planning Committee's decision shall be final and binding.

15. LIABILITY AND INSURANCE

a) All property of the Exhibitor remains under its custody and control in transit to and from exhibit facility, during installation and removal, and while it is within the confines of the exhibit facility. Neither the Planning Committee or the service contractors, the management of the exhibit facility nor any of the officers, staff members, or directors of any of the same are responsible for the safety of the property of Exhibitors from theft, damage by fire, accident, vandalism or other causes, and the Exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage.

to or loss of any property of the Exhibitor, except where the damage or loss is due to the gross negligence or willful misconduct of the persons or entities mentioned above, their agents or employees, arising out of the Planning Committee's responsibilities under the agreement. The Exhibitor expressly releases the Planning Committee, the service contractor and the Exhibit Facility, their directors, officers, agents, and employees from any such loss, damage or injury.

b) Exhibitor understands that the Planning Committee does not maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance. The Exhibitor agrees to obtain adequate insurance during the dates of the trade show, including move-in and move-out days, and shall be prepared to furnish a certificate of insurance to the Planning Committee if requested for the following coverage:

(a) Commercial /General Liability insurance coverage including protective and contractual liability coverage for bodily injury and property damage;

(b) Employers Liability insurance;

(c) Worker's Compensation/ Occupational Disease coverage in full compliance with federal and state laws;

(d) Comprehensive General Liability Automobile insurance covering owned, non-owned, and hired vehicles, including loading and unloading hazards.

c) Planning Committee and the Exhibitor agree to waive the right of subrogation by their insurance carriers to recover loss sustained under the respective insurance contracts for real and personal property.

16. ENFORCEMENT OF REGULATIONS

The Planning Committee has full

power to interpret and enforce all regulations of the show and the power to make amendments and/or further regulations, orally or in writing, that are considered necessary for the proper conduct of the show. Such decisions shall be binding on Exhibitors. Failure to comply with these or any other regulations or amendments may be sufficient cause for the Planning Committee to require the immediate removal of the exhibit and/or the offending Exhibitor at the expense of the Exhibitor. In addition, all Exhibitors agree to be bound by the terms of the Planning Committee's agreement with the facility in which the show is held.

17. ADA COMPLIANCE

Exhibitor represents and warrants:

(1) the exhibit will be accessible to the full extent required by law;

(2) that its exhibit will comply with the Americans with Disabilities Act (ADA) and with any regulations implemented by the Act; and

(3) that it shall indemnify and hold harmless and defend TCWP from and against any and all claims and expenses including reasonable attorneys fees

and litigation expenses that may be incurred by or asserted against the planning Committee on the basis of the Exhibitor's breach of this paragraph or non-compliance with any of the provisions of the ADA.

18. WAIVER

Waiver by either party of any term or condition or breach shall not constitute a waiver of any other term or condition or breach of this agreement. The rights of the Planning Committee shall not be deemed waived except as specifically stated in writing and signed by an authorized representative of the Planning Committee.

19. SEVERABILITY

In the event any provision of this

agreement is held invalid or unenforceable then neither the remaining provisions of this agreement nor other applications of the provisions involved shall be affected thereby.



KALAHARI CENTER

7000 Kalahari Drive • Sandusky, Ohio 44870

From Toledo, Ohio:

Take I-280 South to Exit 1A the Ohio Turnpike, get on the Turnpike I-80/90 East, exit the Turnpike at exit 118 Rt. 250 Sandusky. Take Rt. 250 West (north) towards Sandusky approximately 2 1/2 miles and Kalahari will be on the right.

From Cleveland, Ohio:

Take I-90 West to Exit 170 B. Continue to follow I-90 West, it will turn into Rt. 2. Follow Rt. 2 to the exit for Sandusky/Norwalk Rt. 250. Make a left onto Rt. 250. Kalahari will be approximately 1 mile down on the left.

From Dayton, Ohio:

Take I-75 North to exit 195, I-80/90 (Ohio Turnpike). Take I-80/90 East and exit at exit 118 (Rt. 250 Sandusky). Take Rt. 250 West (north) towards Sandusky approximately 2 1/2 miles and Kalahari will be on the right.

From Cincinnati, Ohio:

Take I-75 North to exit 169 for Rt. 13 North. Make a Left onto Rt. 13 North. Take Rt. 13 North to Rt. 250 West. Turn left onto Rt. 250 West and travel west to Kalahari, which will be on the right.

From Columbus, Ohio:

Take I-71 North to exit 169 (Rt. 13 North). Turn left onto Rt. 13 North. Follow Rt. 13 North to Rt. 250 West. Turn left onto Rt. 250 West. Follow Rt. 250 West to Kalahari, which will be on the right. Kalahari is approximately 2 1/2 miles north of the Ohio Turnpike.

Parking

The Kalahari Convention Center has parking available around the Center. Attached is a map showing the parking lot locations.