



**2011 HOOT CONVENTION**  
**August 8 - 13, 2011**  
**HEART OF OHIO TOLE CHAPTER, INC.**  
**P.O. Box 626**  
**Reynoldsburg, OH 43068-0626**

Website: [www.heartofohiotole.org](http://www.heartofohiotole.org) Email: [HOOT626@wowway.com](mailto:HOOT626@wowway.com)



Dear Exhibitor/Vendor,

Enclosed is the Exhibit Hall Contract for our 2011 HOOT Convention to be held in Columbus, Ohio at the Hyatt Regency/Greater Columbus Convention Center, August 8-13, 2011.

If you wish to reserve booth space in the Exhibit Hall for the 2011 HOOT Convention, please complete the written information requested on the contract. Mail the completed contract with the required deposit or full payment, in U. S. funds, to the HOOT Office at PO Box 626, Reynoldsburg, OH 43068.

**Please be aware that the policy initiated in 2010 will be in effect for our 2011 Convention. There will be an additional charge for each booth contracted for after Jun 15, 2011. Any booth contracted for after that date will be required to make full payment when returning the contract. Contracts with deposit only will not be accepted. Please note that the higher rate applies to each booth not each contract. Therefore, if you contract for a double booth you will owe an additional \$100.00.**

Any contract received after all booth spaces are filled will be placed on a waiting list according to the postmark date. All checks will be cashed when received. If you are accepted, we will mail the signed copy of the contract to you.

To avoid any misunderstanding, your deposit only reserves booth space (if available) in the 2011 Exhibit Hall, not the exact location. A limited number of quad booth spaces will be available for returning vendors. All location requests will be considered, but are not guaranteed, when booth assignments are made.

The balance of the booth fee is due June 15, 2011. Payments postmarked after that date will be considered late, and a late fee of \$50.00 will be assessed. A reminder letter or email will be sent to you approximately two weeks prior to the due date.

As an exhibitor/vendor, you will receive several important mailings throughout the year. If you have any questions, do not hesitate to contact us.

HOOT Office Phone: 614-863-1785  
HOOT Office Fax: 614-864-9335  
HOOT Office Email: [HOOT626@wowway.com](mailto:HOOT626@wowway.com)

Sincerely,

Susan Vivoli  
Exhibit Sales Floor Chair  
614-475-1580  
[svivoli@geoone.com](mailto:svivoli@geoone.com)

Jayne Blevins  
2011 Convention Chair  
614-863-1785  
[HOOT626@wowway.com](mailto:HOOT626@wowway.com)



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**EXHIBIT SALES FLOOR CONTRACT**

I/We hereby make application for the following exhibit, held in Exhibit Hall C of the Greater Columbus Convention Center, 500 North High Street, Columbus, Ohio, on August 8-13, 2011. In keeping with this contract, I/we will abide by the following rules and regulations.

1. Booth sizes and fees are listed below (**US FUNDS ONLY**). The deposit may be made by cash, credit card or check and is due with the contract. The balance must be received (letter postmarked, if by mail) by June 15, 2011. **All payments not meeting the June 15, 2011 deadline will be considered late. For booths contracted after June 15, 2011, an additional fee of \$50.00 per booth will be assessed. For balance payments, an additional fee of \$50.00 per contract will be assessed, and the booth space(s) may be forfeited.** Heart of Ohio Tole Chapter, Inc., reserves the right to limit the quantity booth spaces per exhibitor.
2. A single booth space measures 10' x 10' and includes 1 draped 8' table, 2 chairs, back and side drapery in the convention's chosen colors and 3 exhibitor's badges. One exhibitor's identification sign 7" x 44" (booth name, city and state) will be provided per exhibitor.
3. The Exhibitor reserves the right to cancel and receive a 50% refund of the booth deposit, provided written cancellation is received by the convention committee at the above address by June 15, 2011. After that date no refund will be made. For reductions in the number of contracted booths, there will be a fee of \$100 for each cancelled booth request postmarked on or before June 15, 2011, and \$200 for each cancelled booth request postmarked after June 15, 2011. If the Heart of Ohio Tole Chapter, Inc., finds it necessary to cancel the convention, only that portion of booth deposit that must be used to defray convention expenses to date will be retained.
4. Exhibitors may not assign or sublet their booth or any part of their contracted space except as approved by the Convention Chair and HOOT Chapter Board of Directors.
5. Booths must display and/or sell only merchandise related to decorative painting. Exhibitors may demonstrate their products in their booth.
6. Exhibitors are **PROHIBITED** from fastening ANYTHING to walls, floors, ceiling, doors, windows, and columns or to ANY of the decorator's apparatus. The exhibitor will be held financially responsible for damage they cause to the Exhibit Hall and/or decorator's property. No exhibit may in any way block the view of other exhibitors or the walkway. Exhibitors will confine their booths to the allotted space. Heart of Ohio Tole Chapter, Inc., reserves the right to reject any exhibit that may be objectionable or to relocate booths if necessary.
7. Side rails may be removed only with the permission of the Exhibit Sales Floor Chair.
8. Heart of Ohio Tole Chapter, Inc., their decorator, and the Greater Columbus Convention Center will not be responsible for any loss, damage or injury that may occur to exhibitors, their representatives or property, prior to, during, or after exhibits are in exhibit area. The exhibitor, by contract signature, releases the aforementioned parties from all responsibility for loss, damage or injury caused to property or persons attending the exhibits as a result of exhibitors' products, displays or services. **EXHIBITORS MUST INSURE THEMSELVES AGAINST SUCH CLAIMS.**
9. Heart of Ohio Tole Chapter, Inc. will provide security during the show.
10. Heart of Ohio Tole Chapter, Inc. will have full power in interpretation and enforcement of the terms of this contract. Any and all matters that occur that are not specifically outlined in this contract, will be subject to the decision of the Heart of Ohio Tole Chapter, Inc., Board of Directors.
11. All merchandise and installations must conform to the requirements of the City of Columbus Fire Department Inspection Code and regulations of the Greater Columbus Convention Center.
12. Exhibitors are responsible for the collection and payment of all necessary sales tax.
13. **Exhibitors must move in on set-up day at their assigned times. All exhibitors must maintain their booths with competent personnel during all advertised hours of the Exhibit Sales Floor. BOOTHS MUST REMAIN INTACT UNTIL 2:00 PM, AUGUST 13, 2011.**

**Please initial and date this page and return it with page two of the contract.**

Initial \_\_\_\_\_ Date \_\_\_\_\_

