

## **Mary Williams Expo COVID-19 FAQs**

As we prepare for an in-person Ohio Convention and Mary Williams Expo, March 3-5, the health, safety and security of our members and exhibitors is our top priority. Our team is working closely with the Embassy Suites and Geo. Fern Co. to bring you the best convention yet. We are monitoring the situation daily and will ensure our plans follow the recommendations of public health officials and the standards set-forth by state and local government.

We want to ensure our event continues to help you make the connections you need to boost your business and build your brand. As such, we will continue to update this FAQ page to keep you up-to-date on the latest plans for the Convention and Expo.

The information below is current as of September 29, 2020.

**Q: Will attendees have to register for a specific day or days they are planning to attend to keep crowds down?**

A: No, attendees will not be required to register for specific days.

**Q: Is a maximum number of attendees being contemplated?**

A: No, there are currently no limitations on the exhibit floor.

**Q: Will booths decrease in size to allow for wider aisles or two-way traffic down aisles, or will you set up one-way aisles? Will my booth change if you adjust the size of booths?**

A: Existing booths will not be redrawn or adjusted to allow for wider aisles or traffic flow management and booth numbers will therefore not change. We are looking at a plan to implement one-way aisles.

**Q: Do you foresee the allowed time for set up and tear down to be lengthened or affected in any way?**

A: No, currently we do not foresee any changes to the set up and tear down schedule. We are working closely with Geo. Fern Co. and will notify exhibitors if this changes.

**Q: Is there a plan for a virtual extension of the Expo and when will it be announced?**

A: We are in the process of developing a virtual extension that will provide the best possible experience for attendees and exhibitors. Details will be provided by late fall.

**Q: Will there be any new requirements or limitations for exhibitors' booth layouts/structures, giveaways, cleaning, etc.?**

A: ACCO/PHCC has developed a series of recommendations (not mandates) on all of this. Exhibitors can view the Exhibitor Best Practices for more information.

**Q: Will I receive a refund of my exhibit space payments if the 2021 Expo is cancelled?**

A: Yes, Please view the Expo Cancellation Policy for more information in the event the Expo is cancelled.

**Q: If I withdraw my agreement to exhibit (whether the show is ultimately held or not) will ACCO/PHCC Ohio refund my 2021 exhibit space payment(s) and/or allow me to rollover those funds to the 2022 Expo?**

A: The Expo Cancellation Policy outlines options in the event you elect to withdraw your agreement to exhibit in the 2021 Expo.

**Q: How will exhibitors be notified if the Expo is cancelled?**

A: In the event the Expo is cancelled, all exhibitors will be notified by mail and email. A cancellation notice will also be posted on OhioConvention-PHCCACCO.org.

**Q: Will face masks be required at the 2021 Convention and Expo?**

A: Yes, face masks will be required. This requirement is subject to change if government and health official safety guidelines are modified.

**Q: How will the required face mask policy be enforced?**

A: To encourage adherence to the policy, ACCO and PHCC will develop a plan that includes:

- informing attendees, exhibitors, labor and contractors of the requirement
- having attendees and exhibitors acknowledge their acceptance of the policy during the registration process
- working with hotel staff to monitor entrances
- deny access to anyone who is not willing to comply with the policy

**Q: Do exhibitors and sponsors need to supply their own face masks?**

A: Yes.

**Q: How will social distancing standards be communicated?**

A: All health and safety standards will be communicated through email, the Mobile App, Convention info and onsite signage.