

BECOME AN EXHIBITOR

YOU'LL FIND YOUR TARGET CUSTOMER HERE!

The Air Conditioning Contractors of Ohio and the Plumbing-Heating-Cooling Contractors of Ohio are hosting their Annual Mary Williams Expo on March 28, 2024 at the Cherry Valley Hotel + Event Center, Newark, Ohio.

Our Expo will connect you with serious customers. Hundreds of owners and managers who make the purchase decisions for their companies attend our Expo each year.

When it's time to make a purchase decision, those face-to-face meetings make a huge difference—one that pays off for you and your company. They research in advance, come to the Expo to evaluate their options, and buy!

Last year over 300 decision makers were in attendance. Our Expo will provide you with new prospects and qualified leads. A complete mailing list of all attendees will be provided to all exhibitors within a few weeks following the close of the Convention.

Enclosed you will find an Expo contract and details for your consideration. Exhibit opportunities for vehicles and oversized equipment are also available. Space is limited and will be reserved on a first-come, first-served basis, so be sure to reserve your space soon. Act now and be part of this exciting venture.

If you have questions, please contact the Convention office at **877-553-EXPO**. Thank you again for your support. We'll be looking for you in Newark!

Doug Jackson
ACCO Convention Co-Chair

Larry Betlejewski
PHCC Convention Co-Chair

Mary Williams EXPO 2024 Rules and Regs.

Use of Space: ACCO and PHCC Ohio reserves the right to decline or prohibit any exhibit which in their opinion is not suitable to and in keeping with the character of the exhibition. No subletting or assignment of space will be permitted.

Payment for Exhibit Space: All exhibits must be paid in advance of the convention. Booths not fully paid for will not be permitted to open. **A 10% discount will be honored if payment in full is received by December 15, 2023.**

Cancellation Policy: Full refund if cancellation received no later than December 15, 2023. 50% of payment will be refunded with cancellation received in writing between December 15 and December 31, 2023. Sorry, we cannot refund after December 31, 2023.

Display and Description: Each exhibitor will be provided with a 41" x 4" sign, a table and chair according to contract. Additional needs can be met through arrangement with the decorator, Geo. E. Fern Co. Exhibits must be arranged so that they are completely within the allotted space. Ample space must be provided within the booth for all exhibitor personnel. Exhibits must conform to size of space and must be arranged so as not to obstruct the view or interfere with the exhibiting of others. Displays having unfinished or unsightly exposures at the rear or sides must be covered in an acceptable manner at the exhibitor's expense and to the satisfaction of the committee.

Installation and Removal of Exhibits: Exhibitors may begin installation of displays at 11:00a.m. on Thursday, March 28, 2024. Booths must be in complete order by 3:00p.m. **Each exhibitor agrees not to dismantle the exhibit or remove any display articles from the booth before 7:00 pm.**

Shipping Instructions and Exhibit Labor: Upon receipt of an exhibit contract and deposit/payment, an information packet including materials handling and additional services available from the decorator, Geo. E. Fern Co., Cincinnati, OH, will be **emailed to you.** Directions regarding early shipment of booth contents as well as outbound shipping information will be included.

All crates in which exhibits arrive must be removed from the exhibit area immediately and may be retrieved following the close of the EXPO. If any exhibitor fails to remove his exhibit accordingly, ACCO and PHCC Ohio may remove such exhibit to a storage facility at the risk of the exhibitor, who shall pay all expenses thus incurred and the damage incurred by ACCO and PHCC Ohio on account thereof.

Exhibitor Registration: No one will be permitted in the exhibit area without a name badge. Advance registration is available for all exhibitors and contractors. Badges may be picked up at the convention registration desk after 11:00 am.

Amplification: The use of microphones, recordings, movies, slides or other audio-visual equipment is permissible; however, the sound volume of any such device must not exceed that of

normal conversation voice level or be objectionable to neighboring exhibitors. *Any recordings using music must be pre-approved by ACCO and PHCC Ohio and are subject to additional charge.

Safety Precautions: All material and installations must conform to the requirements of the building and inspection authorities having local jurisdiction. All flammable materials must be flame-proof before being taken into the exhibit area. Exhibitors must pay for all necessary permits and licenses should any be required for their individual respective displays.

Liability and Insurance: ACCO and PHCC Ohio will not be responsible for any loss, damage, injury or theft that may occur to the exhibitor or the exhibitor employee or property from any cause whatsoever, prior, during or subsequent to the period covered by the exhibit agreement. The exhibitor, in signing the agreement, expressly releases ACCO/PHCC Ohio, Geo. E. Fern Co. and Cherry Valley Hotel & Event Center and agrees to indemnify same against any and all claims for loss damage, or injury. Each exhibitor must make provisions for the safekeeping of his exhibit materials during and after the close of the exposition. Exhibitors must protect their equipment and goods so that no injury or damage will result to the public or the exhibit area. Exhibitors will be responsible for any such charges.

Notice to Exhibitors Displaying Water-Contained Structures: The structure must be completely surrounded by plastic and an insulated wall to contain spills. Pre-fabricated structures are acceptable. You may be charged for filling display with water.

Return Contract to:

Mail: 8226 Stoney Brook Dr, Chagrin Falls, OH 44023

Email: rocco@ohioconvention-phccacco.org

Fax: 216-393-0095

Questions? 877-553-EXPO

www.ohioconvention-phccacco.org

Co-Chairs:

Doug Jackson, ACCO & Larry Betlejewski, PHCC

2024 ACCO / PHCC Mary Williams Expo

Thursday, March 28, 2024 3:00pm—7:00pm

