

EXHIBIT GUIDELINES

Ozark Food Processors Association/Ozark Section of Institute of Food Technology

April 7, 2010 - 12:30 - 6:30 pm

Holiday Inn Convention Center, Springdale, AR

Exhibit Space: Exhibits may be table top or free standing. A single exhibit space is approximately 10' x 10'. There is a 16' height limit. A skirted table (2.5 x 6 ft.) and two chairs will be furnished. If you have a free-standing booth that exceeds a single exhibit space, additional exhibit space(s) must be purchased. A \$50 additional late fee per booth will be charged for payment made after March 15.

Set up and Removal: Exhibits may be set up Wednesday, April 7, between 7:30 am-12:30 pm. **Exhibits must be removed before 10:00 pm on Wednesday, April 7.** Each company will be responsible for set up and removal of exhibits.

Door Prizes: All exhibitors are encouraged to provide a door prize. Winners can be selected by drawing business cards collected at exhibit booths. Door prizes can be announced and awarded by the exhibitor during exhibition hours. A standing microphone will be available at the exhibit hall main entrance.

Electrical/Phone Service and Special Needs: If your exhibit requires any special services from the hotel staff (electrical, phone, food preparation, serving pieces, etc.), the **arrangements must be made through the Holiday Inn by contacting Katie Morrison** (phone: 479-872-5977; fax: 479-872-8300) prior to the convention. There will be an extra charge for services needed during the convention.

Shipping/Handling Booth Materials: Booth materials can be shipped to arrive at the Holiday Inn (1500 South 48th Street, Springdale, AR 72762) no more than two days before the exhibits. Materials shipped prior to that will be returned to the sender. The Holiday Inn does not have equipment for loading/unloading large display items or equipment. The exhibitor must arrange for the handling of these items. **The Holiday Inn will charge handling fees as follows: 2 packages are complimentary, 3 or more packages are \$5.00/each, and pallets are \$50.00/each.** Exhibitors must make all arrangements for the return of materials.

Arrangements can be made to receive, store, deliver, set up and take down your exhibit materials.

For details concerning services and costs please contact:

Eclipse Displays- Mark Golab, Fayetteville, AR, Phone: 479-973-9001 or Email: mark@eclipsedisplays.com

Cancellation Policy: Exhibits may be cancelled by written request to the Ozark Food Processors Association. Full refunds will be provided for cancellations prior to March 1. After March 1, 50% of the exhibit fee will be refunded. **Cancellations after March 15, 2010 and "No shows" will not receive a refund.**

Convention Registration: Exhibit fee includes convention registration for two exhibitors per booth purchased. Meals are not included but are available at the convention rate. Additional luncheon tickets may be purchased for exhibit guests. The exhibit fee also includes name badges for up to six people working in the booth per booth purchased.

For additional information, please contact:

Renee Threlfall

Ozark Food Processors Association

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