**EXHIBIT GUIDELINES**

Ozark Food Processors Association (OFPA)/Ozark Section of Institute of Food Technology

April 9, 2014 - 12:00 - 6:30 pm

Holiday Inn Convention Center, Springdale, AR

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**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 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 25.

**Set up and Removal:** Exhibits may be set up Wednesday, April 9, between 7:30 am-12:00 pm. Exhibits must be removed before 10:00 pm on Wednesday, April 9. Each company will be responsible for set up and removal of exhibits.

**Door Prizes:** 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 during exhibition hours. A podium microphone will be available in the exhibit hall. **New this year:** “OFPA Passport to Prizes”. Exhibit attendees visit member company booths to receive a stamp on their “Passport”. When the “Passport” is complete, the attendee is eligible for a grand prize drawing. Contact OFPA if you are interested in sponsoring prizes.

**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 RoAnna McDaniel (email: roanna.mcdaniel@jgh.com, phone: 479-872-5919; 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:** boxes up to 36”x24”x24” are $5.00/box, larger boxes/display cases are $20.00/box and pallets are $55.00/pallet. Exhibitors must make all arrangements for the return of materials.

**Cancellation Policy:** Exhibits may be cancelled by written request to the OFPA. 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, 2014 and “No shows” will not receive a refund.

**Convention Registration:** Exhibit fee includes convention registration (which includes the reception) for one exhibitor per booth purchased. Breakfast and lunch are not included but are available at the convention rate. Additional luncheon tickets and reception tickets may be purchased for exhibit guests. The exhibit fee also includes name badges for up to six people working in the booths.

For additional information, please contact: Renee Threlfall

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