

EXHIBIT GUIDELINES

Ozark Food Processors Association
111th Annual Convention and Exposition

April 12, 2017 - 8:00 am - 6:00 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 feet. There is a 16 foot 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 \$100 additional late fee per booth will be charged for payment made after March 25.

Set up and Removal: Exhibits may be set up Tuesday, April 11, between 1:00 pm-5:00 pm. Exhibits must be removed before 8:00 pm on Wednesday, April 12. Each company will be responsible for set up and removal of exhibits.

Exhibitor Flash Talks: Exhibitors will give one minute flash talks during the Educational Sessions to introduce their company products, services or equipment to convention registrants.

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 the reception. A podium microphone will be available.

Electrical/Phone Service and Special Needs: If your exhibit requires any special services from the hotel staff (electrical, phone, food preparation, serving pieces, etc.), **arrangements must be made through the Holiday Inn by contacting** Emily Evans (emily.evans@atriumhospitality.com, phone: 479-872-5922, fax: 479-872-8300) to arrange and pay for electricity or other vendor items 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, 2017 and "No shows" will not receive a refund.**

Convention Registration: Exhibit fee includes convention registration (breakfast, lunch and reception) for one exhibitor per booth purchased. Additional breakfast, lunch or reception tickets may be purchased for other exhibitors working in the booth. The exhibit fee also includes name badges for up to six people working in the booth.

For additional information, please contact: Renee Threlfall

Ozark Food Processors Association

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