



# OFS 2022

## Exhibitor Prospectus

[ofs27.org](https://ofs27.org)

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### Why Setup an Exhibit at this Unique Conference?

The OFS'27 commercial exhibition will take place at the Westin Alexandria, co-located with the OFS'27 scientific conference. The exhibit space will be in the Prefunction area—this is located next to the session rooms and will be where coffee breaks are held.

#### Information Contact

**Brianna Orr**

Conference Manager

OFS 2022

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## Exhibition Booth

The booth allocation will be made fairly and the best locations will be preferably offered to sponsors (in the order platinum, gold, silver and supporting, see separate sheet) and then on a first registered, first served basis.

Please note that a special conference session is scheduled dedicated to presentations and demonstrations by exhibitors.

## Exhibition Rates

	Size	Early	Standard	Includes
Tabletop Exhibit	6' X 2'	\$1,600	\$1,800	<ul style="list-style-type: none"> <li>• Table &amp; 2 chairs</li> <li>• 1 Exhibit Only Badge</li> <li>• 1 Lunch Ticket per day</li> <li>• Acknowledgement in Program Book</li> </ul>
Standard Booth	6.5' X 6.5'	\$2,800	\$3,200	<ul style="list-style-type: none"> <li>• Table &amp; 2 chairs</li> <li>• 1 Exhibit Only Badge</li> <li>• 1 Lunch Ticket per day</li> <li>• Acknowledgement in Program Book</li> </ul>
Large Booth	8' x 10'	\$4,200	\$4,600	<ul style="list-style-type: none"> <li>• Table &amp; 2 chairs</li> <li>• 2 Exhibit Only Badges</li> <li>• 2 Lunch Tickets per day</li> <li>• Acknowledgement in Program Book</li> </ul>

## Exhibition Period (subject to change)

	Date	Time	Notes
Exhibitor Registration	June 6, 2022	07:00 – 18:30	
Exhibition Setup	June 6, 2022	07:00 – 18:30	Can set up anytime Monday
Exhibition Time	June 7, 2022	08:30 – 18:30	Access to exhibition will be free to OFS attendees
	June 8, 2022	08:30 – 18:30	
	June 9, 2022	08:30 – 18:00	
	June 10, 2022	08:30 – 14:00	
Exhibit Tear Down	June 10, 2022	14:00 – 16:00	Can tear down earlier Friday if preferred

# of Booths Available (subject to change based on interest levels):

Large Booths – 5  
 Standard Booths – 8  
 Tabletops – 25



## Terms and Conditions

### 1. Contract

This application, properly executed by applicant (exhibitor) shall upon written acceptance and notification of booths assigned by OFS 2022 management constitute a valid and binding contract.

### 2. Assignment of Space

Assignment of space to exhibitors and those making application will be made in the order of date and time received. OFS 2022 will continue to receive applications and assign exhibit space, as it remains available, until shortly before the show opening date. In all cases, total booth payments must be received prior to show opening. OFS 2022 assignment of booths is final and shall constitute an acceptance of the exhibitor's offer to occupy space. After assignment, space location may not be changed, transferred or canceled by the exhibitor except upon written request and with the subsequent written approval of OFS 2022 management. OFS 2022 management reserves the right to reassign exhibitor space in order to modify floor plan for overall benefit of the show.

### 3. Subletting Space

No exhibitor will assign, sublet, or apportion the whole or any part of the space allotted to him, nor exhibit therein, nor permit any other person or party to exhibit therein, any other goods, apparatus, etc. not manufactured or distributed by the exhibitor in the regular course of his business except upon prior written consent of OFS 2022 management.

### 4. Exhibit Space Rental Rates

Exhibit space rental includes materials and services described herein.

### 5. Payment Requirements and Cancellation Charges

Applications require full payment before booths are assigned. Payment in full is required with submission of contract application or on the date indicated on the invoice. All cancellations must be made in writing and will be based on the following:

#### Schedule of refunds:

##### Before April 8, 2022:

» Refund of 50% of total fee for cancellation

##### On or after April 8, 2022:

» No refund or credit at any time.

It is understood that OFS 2022 reserves the right, at its option, to reassign a cancelled booth regardless of the cancellation rate assessed. In the event that the premises in which the OFS 2022 show is conducted shall become, in the sole discretion of OFS 2022, unfit for occupancy, or substantially interfered with by reason of any cause or causes not reasonably within the control of OFS 2022, this agreement may be terminated by OFS 2022. For this purpose, the term "cause or causes" shall include, but not by way of limitation, fire, flood, epidemic, earthquake, explosion or accident, blockage, embargo, inclement weather, governmental restraints, restraints or orders of civil defense, or military authorities, act of public enemy, riot or civil disturbance, strike, lockout, boycott or other labor disturbance, inability to secure sufficient labor, technical, or other personnel, failure, impairment or lack of adequate transportation facilities, inability to obtain, or condemnation, requisition or commandeering of necessary supplies or equipment, local, state or federal law, ordinance, rule, order, decree or regulation, whether legislative, equipment, local, state or federal law, ordinance, rule, order, decree or regulation, executive, or judicial, and whether constitutional, or act of god. Should OFS 2022 terminate this agreement pursuant to the provision of this paragraph the exhibitor waives any and all claims for damages and agrees that OFS 2022 may, after computing the total amount of OFS 2022 cost and expenses in connection with its preparation for and conducting of the OFS 2022 event, (including a reasonable reserve for claims and other contingencies), refund to the exhibitor, as and for complete settlement and discharge of all said exhibitor's claims and demands, and amount which bears the same relationship to the fee paid by said exhibitor as the total refundable amount as computed above bears to the total amount of fees paid by all exhibitors.

## Terms and Conditions (continued)

### 6. Exhibit Booth Manning and Dismantling Schedule

A representative must man exhibit space during all times when exhibition is officially open. Exhibit space must be maintained in a neat and orderly manner throughout the exhibition. Exhibitors may begin dismantling only after hours stated in exhibitor service manual. Exhibitors are responsible for removal of all materials used in their display. Any exhibitor leaving materials after hours stated in exhibitor service manual will be charged for the materials' removal.

### 7. Losses or Damage

Exhibitor agrees that OFS 2022 shall not be liable for any damage or liability of any kind or for any loss, damage or injury to persons or property during the term of this agreement, from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space by exhibitor or any person thereon with the consent of exhibitor, and that exhibitor will defend, indemnify and save harmless, OFS 2022 from all liability whatsoever, on account of any such damage, or injury, whether or not caused by negligence of or breach of an obligation by exhibitor or its employees or representatives. Exhibitor will be liable for all damages, or liability of any kind or for any loss, damage or injury to persons or any property during the show from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space.

### 8. Demonstrations

No demonstrations or solicitations shall be permitted outside of the exhibitor's assigned space, and no signs or placards may be displayed on persons or otherwise outside exhibit spaces.

### 9. Compliance

The exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, state and federal governing bodies concerning fire, safety and health, together with the rules and regulations of the operators and/or owners of the property wherein the show is held.

### 10. Policy

It is further agreed that the exhibitor will abide by and comply with rules and regulations concerning local customs that may apply, having agreements with the show Facility or with authorized contractors employed by OFS 2022.

### 11. Management

The exhibitor further agrees that the conditions, rules and regulations of the OFS 2022 management are made a part of this contract and that said exhibitor agrees to be bound by each and all of these rules and regulations, and that the management shall have the full power to interpret, amend and enforce all rules and regulations in the best interest of the show.

### 12. Alteration of Booth Space

OFS 2022 management shall be entitled to alter the layout if, in their opinion, this is in the general interest of the exhibition.