

# Exhibitor Agreement

## Terms and Conditions

### 1. **Table Setup and Equipment**

- o OCIACC will provide one table, a table cover, and one chair per exhibit table. Exhibitors may bring a stand-alone banner to place behind the table, and/or a monitor to place on the table.
- o Exhibitors' setup time will start at 8 AM. All setups must be fully completed by 10 AM. Bring a dolly or a cart, if needed.
- o All banners/monitors must be provided, installed, and secured by the exhibitor. Banners must be stand-alone, and any additional monitor must have its own stand.
- o To rent space for oversized banners or monitors, contact OCIACC for details, availability, and pricing.

### 2. **Event Timing**

- o All exhibitors must close operations at 7 PM and be fully packed and ready to leave the premises by 8 PM. All large trash items (such as empty boxes and cartons) must be removed by the exhibitor. Otherwise, cleaning charges may apply.

### 3. **Product Display**

- o Exhibitors must provide a descriptive list of all product categories they plan to display and/or sell. OCIACC reserves the right to ask exhibitors to remove items that may be offensive or unrelated.
- o Exhibitors displaying/selling food items must present them packaged and labeled. Coordination with OCIACC in advance is required.

### 4. **Electrical and Wi-Fi**

- o Electrical outlets are limited; exhibitors must request availability in advance. There is an additional fee if an outlet is provided. Exhibitors must bring their own extension cords and duct tape to properly secure all cables to the floor, ensuring no residue is left upon removal.
- o Exhibitors may not attach, fasten, or tape anything to any part of the infrastructure, including the landscape.
- o Wi-Fi may or may not be available and is subject to an additional fee.

### 5. **Table Sharing**

- o Exhibitors may not share their table(s) with another business.
- o Reselling or renting tables, in whole or in part, to another business, or inviting a substitute business without OCIACC's approval, is prohibited.

### 6. **Application and Refund Policy**

- o OCIACC reserves the right to reject any paid application.
- o Once an application has been processed, there will be no refunds. If the event is canceled due to unforeseen circumstances, a credit for a later occasion will be provided.

### 7. **Other Restrictions**

- o Pets are NOT allowed. No exceptions.