



Exhibitor Guidelines

Thank you for supporting the AOHC Fall Conference. Please review the information below before the event.

Exhibit Space

- Exhibit spaces are assigned on a first-come, first-served basis.
 - Exhibits are located in conference public areas where meals and breaks occur to maximize attendee traffic.
 - Premier Sponsors receive priority exhibit placement.
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Registration & Payment

- Applications and payment must be received by **August 24, 2026**, to be included in the conference brochure.
 - AOHC cannot accept credit card payments.
 - Full payment is required prior to the conference.
 - Refunds will not be issued after August 24, 2026.
 - Late registrations may be accepted if space is available.
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Exhibit Schedule

Set-Up

- Tuesday, September 22, 2026
Beginning at **7:00 AM**
- Early set-up the evening before requires AOHC approval.

Exhibit Hours

- Tuesday, September 22: **12:00 PM – 5:00 PM**
- Wednesday, September 23: **8:00 AM – 1:00 PM**

Tear-Down

- All materials must be removed by **4:00 PM on Wednesday, September 23, 2026**.
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Exhibit Package

Each exhibit space includes:

- One 6-foot skirted table
- Two chairs

Please notify AOHC in advance if you require:

- Electricity
- Internet access

Exhibitor Registration & Meals

- Each exhibitor's registration includes conference meals and breaks for up to **two representatives per day**.
- Additional meal packages may be purchased in advance for **\$55 per person, per day**.

Onsite Check-In

All exhibitor personnel should check in at the Registration Desk upon arrival to receive:

- Name badges
- Conference materials

Sponsorship Recognition

Premier Sponsors receive:

- Preferred exhibit placement
- Logo recognition on conference materials and website
- Scrolling logo recognition displayed during the conference

Giveaways & Drawings

Exhibitors may provide giveaway items or raffle prizes for attendees.

Please notify AOHC in advance if you plan to provide a prize so it can be announced during the conference lunch on the final day.

Please Note: Many attendees are public employees and may be unable to accept gifts valued over \$25.

Liability

AOHC and the conference venue are not responsible for loss, theft, or damage to exhibitor materials during shipping, set-up, display, storage, or removal. Exhibitors are responsible for securing their own materials and equipment.