



# Ohio River Way Paddlefest 2010

## Friday, June 25 & Saturday, June 26

### EXHIBITOR INFORMATION SHEET

Please read the following information carefully. If you submit an application, it will be assumed that you have read, understand and agree to abide by the guidelines, terms and conditions set forth for your participation during Paddlefest 2009. Paddlefest Expo Management reserves the right to decline any application which it feels is not appropriate for the event.

## EXHIBITING

### SPACE & RESERVATIONS

- Exhibiting space is limited and must be reserved by sending in the enclosed form with payment by **Monday, May 24, 2010** to be listed in the program. Any applications received after this date may **not** be included in the program. Space is reserved on a first-come basis and no space is secure until your application and payment are received. Once we receive your application and payment, we will assign your space and send you an email confirmation.
- Exhibit space includes **space only with a table and (1) chair. Please check appropriate space sized and whether you will need a tent or will be bringing your own.**
- Please provide any additional chairs for your booth.
- A limited number of electrical outlets are available around the park and requests will need to be made when making the reservation. Vendors will need to provide their own extension cord. Only one (1) professional/industrial extension cord may be used per table.
- Wireless Internet access is **NOT** available.
- If you need water for an exhibit please check the correct box on the application form.

### SET UP & TEAR DOWN for Coney Island and the Finish Line Festival

- Set up for the Ohio River Music & Outdoor Festival is **Friday, June 25, will begin at for those wishing to set up the day before.**
- We encourage exhibitors to arrive at least two hours prior to the start of the event to get to know the festival layout and have ample time for set up.
- The **Finish Line Festival exhibitor setup time is 7:30 a.m. to 10 a.m. on Saturday, June 26 at Yeatman's Cove.** All exhibitors must be ready by 10 a.m.
- Tear down at **Coney Island** may begin at 9 pm. Friday evening for Paddlefest exhibitors.
- Tear down at the **Finish Line Festival** may begin at 2:30 p.m. Exhibitors will have until 4 p.m. to tear down, load their vehicles and exit the area.

### EXHIBIT ATTENDANTS:

- At least one attendant must be in attendance at your exhibit table at all times. Please – wear your own business name badge or the one provided to you by Paddlefest.
- Please dress for the weather and wear comfortable shoes.
- Concessions are available at Coney Island or you may bring your own lunch and snacks.
- To increase attendee traffic to your booth, you may want to consider having a “Door Prize” or some type of giveaway. Door prizes should be an item the winner can take with them. The Paddlefest Music Coordinator will be more than happy to help announce your winner when the bands are not playing.

### EXHIBIT DISPLAY & PRE-SHIPMENT GUIDELINES:

- **Please bring extension cords for your booth if you need them.**
- Distribution of printed materials may be disbursed from within the exhibitor's own booth area.
- Promotional giveaways are permitted.

- No stickers may be affixed in any manner to the tents. Banners may be hung with wire or string to the booth, but must be removed (cut off) during take down.
- Audio or video equipment must be used at a sound level not to disrupt other exhibit displays.
- Vendors must break down and remove all boxes and refuse materials from their space, and place in garbage cans located throughout the park.
- Coney Island will accept WELL MARKED shipments of boxed and hold for vendors, no earlier than the week of the event. They must have YOUR name listed in the return address on the box so it can be easily located. All expenses relating to shipping packages to and from Coney Island Park, will be the sole responsibility of the vendor/exhibitor. Before shipping please contact for further instructions. The address for Coney Island is: 6201 Kellogg Avenue, Cinti, OH 45228. Their telephone number is 513-232-6701. Our contact is Mary Schumacher.

### **SECURITY, INSURANCE & LIABILITY**

- **Ohio River Way Paddlefest will supply overnight security on Thursday & Friday, June 24 & 25.**
- The Ohio River Way Paddlefest and Coney Island Park, their agents, employees or volunteers do not supply, nor maintain insurance coverage for Vendors or Exhibits. Full insurance coverage is the sole responsibility of each vendor and/or exhibitor to obtain.
- The Ohio River Way Paddlefest and Coney Island Park does not assume responsibility for any items that are lost, stolen, misplaced or left behind by Vendor/Exhibitors.

### **EXHIBITOR CANCELLATIONS & NO SHOWS**

- Exhibit space cancellations must be made by email only to the address below. Cancellations received by **Friday, May 28** will receive a full refund. Cancellations received after June 1 will receive a 50% refund. No refunds will be given for vendors who do not show up or for requests made after June 10.

### **DISCLAIMER**

- Exhibiting, advertising or sponsorship does not constitute an endorsement or recommendation of any kind by The Ohio River Way or Paddlefest for the exhibitor, vendor, sponsor, individual, business, company, organization, etc. and that no such statement may be implied by the applicant or their representatives.

### **SPONSORSHIPS**

- If you are interested in sponsorship, please contact us at [info@ohioriverway.org](mailto:info@ohioriverway.org) or call 513-520-9942 for more detailed information.

### **PADDLEFEST SILENT AUCTION**

- **Exhibitors, Advertisers and Sponsor's are invited to donate an item for our annual Silent Auction held during the Friday Ohio River Music & Outdoor Festival. Auction tables will have rolling closures with items being sold every hour. All auction items may be picked up after each auction closes and winners have been decided.**
- **Vendors are welcome to donate more than one item.**

Questions? Contact: Teresa Lubic, Paddlefest Coordinator

Email: [info@ohioriverway.org](mailto:info@ohioriverway.org)

Phone: 513-520-9942

Visit our website: [www.ohioriverway.org](http://www.ohioriverway.org)

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