



*2017 Cincinnati Accounting Show  
Exhibit Kit & Spec Sheet  
September 26-27, 2017  
Sharonville Convention Center*

Thank you for you participating in the 2017 Cincinnati Accounting Show. We are happy to have you and hope that you have a wonderful experience as a vendor at our show. This packet outlines the information you will need for move-in, move-out, shipping instructions and additional information regarding the show. You will receive a copy of this kit, a program guide, a game piece and stickers upon arrival and check-in on move-in day.

### **Event Location and Information:**

#### [Sharonville Convention Center](#)

11355 Chester Rd. Cincinnati, OH 45246 | 513.771.7744

#### [Directions](#)

#### [Parking](#)

### **Hotel Arrangements**

#### [Hyatt Place Sharonville](#)

11345 Chester Rd., Cincinnati OH 45246 | 513.771.7877

OSCPA block of rooms held for \$105 per night until **Sept. 4**

### **On-site OSCPAs contacts:**

Thera Gialluca, Manager, Strategic Relationships

[twright@ohiocpa.com](mailto:twright@ohiocpa.com) | 614.321.2254

Kari Lux, Manager, Event Development

[klux@ohiocpa.com](mailto:klux@ohiocpa.com)

### General Exhibitor Information

- [Please read the Exhibitor and Show Manager Notice](#)
- If you do not have a table cloth, let us know we will have the table skirted
- Your exhibit table will come with two chairs
- Your exhibit fee comes with two passes for all meals and snacks
- Anyone staffing your booth, must have a name tag, please give them all staff by Wednesday, Sept. 20
- Wireless internet is complimentary. If you need a hard-wire line, you can purchase one for \$50 through the [service order form](#)
- Electricity: plugging into the wall/outlet is free. If you need a high wattage, the convention center can drop a line for an additional charge. Reference the [service order form](#) for pricing and ordering. **\*note the center does NOT provide extension cords.**
- Online service order forms can only be used to order electricity and internet **7 days in advance (Sept. 13).**
- OSCPA will provide stickers for the game piece
- Packet, program guide, game piece and stickers will be given to exhibitors upon check-in.
- Check-in at the information booth is only necessary when the first member of your team arrives for move-in. All credentials will be given to that person in the exhibitor packet.
- Exhibit hall opens at 7 a.m. each day. Exhibit hall closes at 3:20 on Tuesday and 1:15 on Wednesday. Agenda outlined below.

### **Move-in instructions:**

Monday, September 24: 2:30 p.m. – 4:30 p.m.

Tuesday, September 25: 6:30 a.m. – 7:00 a.m.

Use dock area in the back of the center to unload (ramp available). Then proceed to move your car into one of the allotted [parking spaces](#).

Please use loading dock (#3).

### Shipping materials in and out of the center:

The Sharonville Convention Center will not accept shipments of materials or an Exhibitor's displays prior to the scheduled show move-in dates, nor store the same after the conclusion of the event. If you need drayage services, please make arrangements through Academy Expo (513) 824-8967 or the decorator of your choice.

**Any shipments received prior to the scheduled move-in will not be accepted. Any materials left after the conclusion of the event will become the property of the Convention Center.**

### Accounting Show Schedule and Activities

Show event schedule is listed below. A full copy of this schedule and outlines of each session can be found in the program guide in your packet.

Monday, September 25, 2016	
Time	Activity
2:30-4:30 p.m.	<b>Exhibitor Set-Up</b> Please unload in the rear of the building, at the dock. Ramp available.
Tuesday, September 26, 2017	
Time	Activity
6:30 – 7:00 a.m.	<b>Exhibitor Set-Up – Last Chance</b> The Exhibit area and registration will open to welcome attendees at 7:00 a.m. Please be sure that staff is scheduled and your display is set up!
7:00 – 8:00 a.m.	<b>Exhibit Hall Opens, Registration &amp; Continental Breakfast</b> <i>Breakfast</i> is included for registered attendees as well as 2 booth staff. Attendees will bring their game piece around for a sticker. Be sure to review your registration packet for complete details once onsite.
9:00 – 9:35 a.m.	<b>Networking &amp; Refreshment Break</b>
10:40 – 11:15 a.m.	<b>Networking &amp; Refreshment Break</b>
12:20 – 1:35 p.m.	<b>Lunch</b> will be provided for all registered attendees as well as for our exhibitors in the ballroom. (Note: 2 lunches per exhibitor are complimentary. Additional lunches can be purchased.)
2:45 – 3:20 p.m.	<b>Beverages &amp; Networking Break.</b> Exhibit hall will close after attendees go into session at 3:20 PM.
Wednesday, September 27, 2017	
Time	Activity
7:00 – 8:00 a.m.	<b>Registration, Continental Breakfast &amp; Exhibit area opens!</b> The Exhibit hall will open to welcome attendees with breakfast as they begin to register. Please be sure that staff is scheduled at your display.
9:00 – 9:30 a.m.	<b>Networking &amp; Refreshment Break</b>
10:35 – 11:05 a.m.	<b>Networking &amp; Refreshment Break</b>
12:10 – 1:10 p.m.	<b>Lunch</b> will be provided for all registered attendees as well as for our exhibitors in the ballroom. <b>**If you did a giveaway at your booth, all prize winners are to be drawn at noon. No formal announcement will be made, but we will display the winners at the OSCPA center at 12:30. We will send the winner back to your exhibit booth to claim prize.</b>
1:15 p.m.	<b>Exhibitor tear down</b> Please do not begin to tear down your display until all attendees are back in session.

Upcoming Deadlines!	
We want to help you prepare for the show! Please use the list below to help you keep track of upcoming marketing deadlines!	
Deadline Date	Material Needed
<b>Upon show reservation being made</b>	<b>Marketing information</b> is due for the on-site program guide. Company name as you would like it listed. For enhanced exhibitor packages, 50 word marketing description (can include contact information) and logo (JPEG or EPS). <b>Please email information to Thera: <a href="mailto:twright@ohiocpa.com">twright@ohiocpa.com</a></b>
<b>June 20</b>	<b>Cincinnati Accounting Show Brochure material due.</b> If you are not registered by this date, you will not be listed on the brochure as a sponsor or exhibitor.
<b>June 5</b>	<b>Cincinnati Accounting Show Postcard (SPONSORS ONLY):</b> if you are not registered by this date as a sponsor, you will not be listed on the postcard.
<b>July 4</b>	<b>Cincinnati Accounting Show HTML1: (SPONSORS ONLY)</b> If you are not registered by this date as a sponsor, you will not be listed on the HTML
<b>August 29</b>	<b>Program Guide Advertisements:</b> Want to leave a lasting impression on the attendees? Every attendee receives a program guide for the show. You can place a business card size ad in the program guide. Attendees often keep their program guides and by placing an advertisement, they will have your information at their fingertips. Contact <a href="mailto:twright@ohiocpa.com">twright@ohiocpa.com</a> for additional information.
<b>August 29</b>	<b>Booth Giveaway Promotion:</b> If you plan do to a giveaway at your booth, please let us know as we will promote it in the program guide, on show HTML's and possibly the game piece.
<b>August 8</b>	<b>Cincinnati Accounting Show HTML2: (SPONSORS ONLY)</b> If you are not registered by this date as a sponsor, you will not be listed on the HTML
<b>August 14</b>	<b>Cincinnati Accounting Show HTML3: (SPONSORS ONLY)</b> If you are not registered by this date as a sponsor, you will not be listed on the HTML
<b>Mon., Sept. 4</b>	<b>Book your hotel:</b> Be sure that you have booked your room at the Hyatt Place Sharonville Convention Center. Be sure to mention that you are with The Ohio Society of CPAs' Accounting Show to receive the group rate (\$105) <a href="#">Hyatt Place Sharonville</a>
<b>September 6</b>	<b>Cincinnati Accounting Show HTML4: (SPONSORS ONLY)</b> If you are not registered by this date as a sponsor, you will not be listed on the HTML
<b>Wed., Sept. 20</b>	<b>Booth Staff Form:</b> Your booth staff form is due. Link in exhibitor information, or sent via email names and emails and any dietary restrictions to <a href="mailto:twright@ohiocpa.com">twright@ohiocpa.com</a> .