



*2017 Columbus Accounting Show
Exhibit Kit & Spec Sheet
November 9-10, 2017
Nationwide Conference Center*

Thank you for participating in the 2017 Columbus 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:

[Nationwide Hotel and Conference Center](#)

100 Green Meadows Drive South, Lewis Center, OH 43035 | 614.880.4300

Hotel Arrangements

[Nationwide Hotel and Conference Center](#)

100 Green Meadows Drive South, Lewis Center, OH 43085 | 614.880.4300

OSCPA block of rooms held for \$138 per night until **Oct. 18**

Nationwide Conference Center Contact:

Ellen Irish | elrish@nationwidehcc.com | 614-880-4192.

On-site OSCPAs contacts:

Thera Gialluca, Manager, Strategic Relationships

twright@ohiocpa.com | 614.321.2254

Kari Lux, Manager, Event Development

klux@ohiocpa.com

General Exhibitor Information

- 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 Thera all staff by Monday, November 6
- Wireless internet is complimentary. Instructions to connect will be provided on-site.
- Electricity: plugging into the wall/outlet is free. Please bring your own extension cord. ***note the center does NOT provide extension cords.**
- Game piece: we will need one sentence about your company for the game piece. We take that sentence and delete a word – attendees have to go on a “word hunt” to get the missing word. Please provide this one sentence by **Friday, October 27.**
- 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 someone from your team first arrives for move-in.
- Exhibit hall opens at 7 a.m. each day. Exhibit hall closes at 3:30 on Wednesday and 1:30 on Thursday. Agenda outlined later in this packet.

Move-in instructions:

Thursday, November 9: 6:30 a.m. – 7:00 a.m.

Shipping materials in and out of the center:

Small boxes or packages can be sent to the facility, with the address instructed below. **Please do not send anything to the facility more than three days prior to the event.**

SHIP TO:

Nationwide Conference Center
ATTN: Ellen Irish/OSCPA – VENDOR NAME
100 Green Meadows Dr. S.
Lewis Center, OH 43035

**** You will retrieve your packages at the customer service desk – located in the lobby outside of the OSCP registration table**

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.

Thursday, November 9, 2017	
Time	Activity
6:30 – 7:00 a.m.	Exhibitor Set-Up 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 – 7:55 a.m.	Exhibit Hall Opens, Registration & Continental Breakfast <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.	Networking & Refreshment Break
10:40 – 11:15 a.m.	Networking & Refreshment Break
12:20 – 1:25 p.m.	Lunch: An OSCPA staff member will come around to dismiss exhibitors for lunch a tad earlier than attendees. Two lunches are complimentary with your exhibit hall fee.
2:45 – 3:20 p.m.	Beverages & Networking Break. Exhibit hall will close after attendees go into session at 3:20 PM.
3:20 p.m.	Exhibit hall closed after attendees go into last session
Friday, November 10, 2017	
Time	Activity
7:00 – 7:55 a.m.	Registration, Continental Breakfast & Exhibit area opens! 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.	Networking & Refreshment Break
10:35 – 11:05 a.m.	Networking & Refreshment Break
12:10 – 1:10 p.m.	Lunch An OSCPA staff member will come around to dismiss exhibitors for lunch a tad earlier than attendees. Two lunches are complimentary with your exhibit hall fee. <i>**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.</i>
1:30 p.m.	Exhibitor tear down 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
Upon show reservation being made	Marketing information 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). Please email information to Thera: twright@ohiocpa.com
PAST DUE	Columbus Accounting Show Brochure material due. If you are not registered by this date, you will not be listed on the brochure as a sponsor or exhibitor.
PAST DUE	Columbus Accounting Show Postcard (Sponsors): if you are not registered by this date as a sponsor, you will not be listed on the postcard.
Friday, Oct. 20	Program Guide Advertisements: 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 twright@ohiocpa.com for additional information.
Friday, Oct. 20	Booth Giveaway Promotion: 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.
Wed. Oct. 18	Book your hotel: Be sure that you have booked your room at Nationwide Hotel and Conference Center. Be sure to mention that you are with The Ohio Society of CPAs' Accounting Show to receive the group rate (\$138). 614.880.4300 or Nationwide Hotel and Conference Center
Fri., Nov. 3	Booth Staff Form: Your booth staff form is due. Link in exhibitor information, or sent via email names and emails and any dietary restrictions to twright@ohiocpa.com .