

Event Location	Delivery Address (Pre-Show)
<p>Sinclair Community College Ponitz Conference Center (Building 12) 301 W. Fourth Street Dayton, OH 45410</p> <p>P: 937. 512.3061 F: 937.512.5164</p> <p>If using a GPS, the garage is located at 301 W. Fourth Street, under the building.</p>	<p>Sinclair Community College, Building 12 Attn: Amy VanDenabelle OSCPA West Third & Perry Streets, Suite 12-101 Dayton, OH 45402-1460</p> <p><i>*All packages must have your company name; table number and contact name to ensure packages are stored and delivered properly. Please make sure that your packages arrive Mon, May 15 or Tues., May 16. <u>You can retrieve your packages in room 101 upon arrival.</u></i></p>

Hotel Arrangements	Onsite Society Staff Contacts
<p>Crowne Plaza Dayton 33 East Fifth Street Dayton, OH 45402 P: 937.224.0800 Rate: \$104 King/Double Early booking deadline: April 16, 2017 <i>*Upon reservation, please let the Hotel know you are with The Ohio Society of CPAs*</i></p>	<p>Andy Minister Manager, Corporate Relationships 800.686.2727 ext. 2216 aminister@ohiocpa.com</p>

Your Exhibitor Fee Includes:

- ✓ 1 – 6' Skirted Table
- ✓ 2 – Chairs
- ✓ 2 – Exhibitor Passes including breakfast, lunch & parking passes per day
- ✓ Complimentary Wireless connection
If you wish to have a hard wired connection you will need to order this through the Society for an additional fee. Please contact Thera Glalluca or Andy Minister.
Wireless name: TBD
- ✓ Complimentary Electricity – please bring extension cords and power strips if you require electricity
(please note there are no additional cords on site to order/purchase)

NOTE: Exhibit hall at Sinclair has marble flooring – no carpet.

Exhibit Hall Hours & Activities

Throughout both days of the show, there will be several activities and exhibits that will provide you and your company with enhanced visibility.

- **Program Guide** distributed to every attendee. Visibility depends on exhibitor package purchased.
- **Breakfast & lunch** is included for all registered attendees and exhibitors. Be on the lookout for increased attendee activity in the exhibit hall!
- **Networking Breaks** are listed below. Be sure to have your display set up and ready to go on Wednesday, May 17 by 7 a.m.

Tuesday, May 16	
Time	Activity
2:30 – 4:30 p.m.	Exhibitor Set-Up
Wednesday, May 17	
Time	Activity
6:30 – 7 a.m.	Exhibitor Set-Up – Last Chance
7 – 8:00 a.m.	Exhibit Hall Opens, Registration, Breakfast & Networking
9:00 – 9:30 a.m.	Networking Break
10:30 – 11:00 a.m.	Networking Break
12:00 – 1:45 p.m.	Lunch
2:45 – 3:15 p.m.	Networking Break
3:15 p.m.	Exhibitors can adjourn for the day when attendees go back into their last session at 3:15 as after they end this session they will end for the day.
4:45 p.m.	Attendees adjourn for the day
Thursday, May 18	
Time	Activity
7:00 – 8:00 a.m.	Breakfast & Exhibit Hall
9:00 – 9:30 a.m.	Networking Break
10:30 – 11:00 a.m.	Networking Break
12:00 – 1:45 p.m.	Lunch and networking
12:45 – 1:30 p.m.	Prize winners announced, prizes available for distribution at OSCPA registration desk or booth
1:50 p.m.	Exhibitors may begin to tear down or you can stay through the next networking break
2:45 p.m. – 3:15 p.m.	Networking break, last for the day
3:20 p.m.	Exhibitor tear down, exhibit hall closed

THE OHIO SOCIETY OF CPAS – ACTIVITIES DETAILS

Tuesday, May 17

Set Up – 2:30 - 4:30 p.m.

- There is a U-Shaped driveway on Perry Street – You can leave your car there while you unload for up to 1 hour – OSCPA does not provide parking passes for set-up day
- You cannot park directly in front of the building – (park out by the flag pole).

Wednesday, May 18

Exhibitor Set-Up – LAST CHANCE – 6:30 -7 a.m.

- We have allocated this time for those who can't make it Tuesday, May 19 to setup
- Exhibit hall opens at 7 a.m. – Please be sure that your staff is there and display is set up
- Please park in garage under Building 12 on Perry Street, Lot C. You will receive 2 parking passes per day for your exhibit staff
- Map: <http://workforce.sinclair.edu/sinclair-conference-center/contact-information-and-directions/>

Thursday, May 19

Exhibit Hall opens at 7 a.m.

Exhibit Hall Tear Down – 2:15 p.m. or 3:20 p.m.

- You are welcome to tear down starting at 2:15 p.m., just make sure attendees are back in session and if you are near any doors or entrances that doors are shut if a session is in.
- If you would like to stay through the last networking break, you are also welcome to do that as well. Please wait until 3:20 p.m., when all attendees have gone back into their last session.

Upcoming Deadlines!

We want to help you prepare for the show! Please use the list below to help you keep track of upcoming deadlines!

Deadline Date	Material Needed
Upon show reservation being made with Society	Marketing information. Logo and 50-word marketing description (if enhanced exhibitor) for the program guide. Your company logo (EPS file is preferred or high resolution JPEG or TIF file, 300 dpi), website and who our members should contact for services (name, email & phone). Please email to Thera at twright@ohiocpa.com)
Wednesday, April 13	Last day logo or 50 word marketing description can be submitted to be included in the program guide.
Wednesday, April 13	Program Guide Advertisements: Want to leave a lasting impression on the attendees? Every attendee receives a program guide for the show! <div style="text-align: center;"> Full Page (Inside Front Cover or Outside Back Cover) - \$450 Half-Page - \$350 Quarter-Page - \$250 Business Card Ad - \$150 </div> <u>Graphic files are accepted in Adobe PDF, TIFF, EPS or JPEG format at high resolution (300 DPI).</u> <u>QuarkXPress and Illustrator formats can also be submitted.</u>
Wednesday, April 13	Prize Flyer: If you are giving away a prize, we will promote it for you, in the attendee program guide. Email Thera your prize information by Wednesday, April 13 for the chance to have it included in the program guide and game piece, which every attendees will receive.
Wednesday, April 16	Last chance to reserve hotel room and receive early bird discount. Crowne Plaza Dayton (hotel details can be found on page 1 of this kit). Be sure to mention that you are with The Ohio Society of CPA's Accounting Show. <i>(Our group rate is based on availability and we suggest contacting the hotel early.)</i>
Friday, May 13	Booth Staff Form: Please fill out the editable PDF Booth Staff Form. Be sure to mark what days your staff will be there, as well as if they have any special dietary needs. Email form to Thera (before April 10) at twright@ohiocpa.com or Andy (after April 10) at aminister@ohiocpa.com by May 13.

Driving Directions

Parking passes are included with your Accounting Show investment and will be handed out during the show. Parking is available in Lot C, Sinclair Ponitz Conference Center's dedicated underground parking garage (building 12), corner of Perry & W 4th Streets. Overflow parking is available in Lot A (located on W 5th St), which is accessible to Sinclair Ponitz Conference Center via skywalk.

From Southbound I-675:

- Take SR-35 West
- Take the Main Street/Jefferson Street Exit
- Turn right onto Jefferson Street
- Turn left onto 4th Street (west)
- Continue on 4th Street
- Sinclair will be on your right, just past Perry Street
- Lot C is located beneath Sinclair Conference Center (Building 12)

From Northbound SR-48 (Main Street):

- Turn left onto Monument Avenue
- Turn left onto Perry Street
- Turn right on 4th Street
- Turn right immediately into Lot C Parking, located beneath Sinclair Conference Center (Building 12)

From Southbound SR-48 (Main Street):

- Turn right onto Monument Avenue
- Turn left onto Perry Street
- Turn right on 4th Street
- Turn right immediately into Lot C Parking, located beneath Sinclair Conference Center (Building 12)

From Southbound I-75:

- Take the First St exit in Downtown Dayton and merge into the far right lane immediately
- Turn right onto Perry Street (1 block)
- Turn right onto Fourth St (3 blocks)
- Lot C is located on right side beneath Sinclair Conference Center (Building 12)

From Northbound I-75:

- After crossing US-35, quickly get into the right lane
- Take the First Street/Salem Ave. exit (53-B) on your right-hand side
- Turn right onto Perry Street
- Turn right onto Fourth Street
- Lot C will be located on the right-hand side under Building 12

From Crowne Plaza Dayton Sinclair parking Lot C:

- Turn left on 5th St.
- Turn right onto S. Wilkinson St.
- Turn left onto W. 4th St. and you will cross over Perry St.
- Lot C Parking Garage will be on your right-hand side

If using a GPS, the garage is located at 301 W. Fourth Street, under the building

From Building 12 to Crown Plaza Dayton:

- Turn right out of garage
- Turn left at the fork in the road and continue East onto W. 5th St.
- Crown Plaza will be on your left-hand side

Exhibitor Add on Sheet – DUE Monday, April 24

FAX: 614.764.5880 | EMAIL: twright@ohiocpa.com or aminister@ohiocpa.com

Please complete the following form if you wish to add on to your package and fax (614.764.5880) or email to Thera or Andy by **Monday, April 24**.

Your exhibitor fee includes:

One 6' table – skirted

2 chairs

Wireless Internet access

2 vouchers per day for breakfast, lunch & parking

Basic electricity (*Be sure to bring an extension cord & power strip*)

Item Add On	Cost	Check Box if you wish to add on
Electricity – basic plug in for table (laptop & lighting) – please bring an extension cord and power strip	Complimentary	
Extra Electricity – if your table requires more than basic needs please (if you need amps) include the information below in the comments section	To be determined – depends on level of electricity needed	
Hard Wired Internet Connection	To be determined – calculated on number of connections needed	

Comments: _____

Company Name: _____ Contact: _____

Phone: _____ Email: _____

Post Show Information for Shipping

Questions? EMAIL: twright@ohiocpa.com or aminister@ohiocpa.com

At the conclusion of the show, if you wish to ship any materials out of Sinclair Community College you will need to do the following:

- Have your labels pre-printed and ready to go before you ship out
- Pack and seal your materials in boxes
- Label boxes accordingly
- Print your billing account on the form
- Bring your boxes to the Sinclair information desk, Room 101
- You will need to contact the shipping company you wish to use (FedEx, UPS, Roadway) and schedule a pickup for the morning of May 19

*Please use your name and phone number as the contact for the packages

- You will need to relay the following information to the shipping company about picking up your material:

Sinclair Community College – Building 12
West Third & Perry Streets, Suite 12-101
Dayton, OH 45402-1460

Please note that there is not a loading dock at Sinclair Community College

Shipping Companies

FedEx – www.fedex.com – 800.463.3339

Roadway – www.yrc.com – 800.610.6500

UPS – www.ups.com – 800.742.5877