

EXHIBITOR INFORMATION SHEET

Date and Location

Monday, October 4, 2010 from 11:00 am to 5:00 pm

NEW LOCATION!!! Arlington Entertainment Complex, 1973 Henderson Rd., Columbus OH 43220

1) Booth Set-Up

Booth set-up is between 6:00 pm - 9:00 pm on Sunday, October 3, 2010 and between 8:00 am - 10:30 am on Monday, October 4, 2010.

2) Exhibitor Breakfast

Cost of booth includes a breakfast buffet for exhibitors. This will be held in the hallway behind the Grand Ballroom from 8:00 am to 10:30 am on Monday, October 4, 2010.

3) Exhibitor Booth

Well Level booths in Grand Ballroom have 8 ft. high backwall scarlet and gray drape and 3 ft. high sidewall scarlet and gray drape. Booths will include one 6 ft. skirted table, two chairs and one display sign with company name and booth number. Please contact Ryan Bunner with POSH Event Services, Inc. at (740) 362-0004 should you have any questions regarding the set-up of your booth.

4) Sampling of Alcoholic Beverages

Exhibitors serving alcoholic beverage samples must purchase alcohol separately, with payment made payable to the Arlington Entertainment Complex the day of the Expo at a penny over cost. You must bring any mixers that you will need, as well as cups for sampling your product(s), as these will not be provided.

You must e-mail your liquor product orders to Renae Davies at rdavies@craiggroup.com by Monday, September 20, 2010.

5) Post-Show Entertainment

Beginning at 5:00 pm, door prizes will be given and there will be a musical performance during the After Party from 5:00 pm to 10:00 pm.

6) Ad/Logo in Program

Well Level and Call Level booths receive a 3.5" x 2" size ad, Premium Level booths receive a 5" x 4" size ad. Top Shelf Level booths receive a 5" x 8" size ad.

You must send your camera-ready ad/logo in either a tiff or jpeg format via e-mail to rdavies@craiggroup.com by Monday, September 20, 2010 to be included in the Expo Program.

7) Door Prizes

If you plan on donating a door prize, please bring it with you the day of the Expo. A representative will collect them from you during the trade show. Winners will be announced during the post-show entertainment.

8) Expo Tickets

As it gets closer to the event, you will receive expo tickets in the mail. We encourage you to give these to people that would be interested in attending for free. Each ticket is a \$10 value.

9) Area Hotels

Hotels in the area include University Plaza Hotel (614) 267-4646, Fairfield Inn and Suites (614) 267-1111, Hampton Inn (614) 559-2000, The Varsity Inn (614) 291-2983 and the Holiday Inn Express & Suites (614) 447-1212.