



Dear OAASC Sponsor and Exhibitor,

The Ohio Association of Ambulatory Surgery Centers is pleased to invite your company to participate in the OAASC 2024 Annual Education Conference being held November 13 – 14, 2024 at the Hilton Polaris Hotel in north Columbus, Ohio.

The OAASC offers one of the most comprehensive state ambulatory surgery center conferences in the country and the **ONLY** one in Ohio. All surgery center decision makers, nurses, administrators, business directors, physicians and other center staff from throughout Ohio are invited to attend this educational event.

Past conferences drew close to 150 attendees from more than 100 ASC's across the state and we are expecting great results this year. Once again, we have excellent sponsorship and exhibitor opportunities available for you and your company.

By becoming a sponsor and supporting the OAASC, you will not only gain valuable exposure but receive special benefits available only to sponsors. These benefits can range from the promotion of your company, complimentary exhibit space, brand recognition, acknowledgement in the conference program and OAASC e-newsletter, plus much more. Additionally, in comparison to similar ASC and health care-related events, the OAASC conference is very affordable.

We look forward to working with you to make the OAASC 2024 Conference and Tradeshow an unforgettable experience.

Sincerely,

Heidi Moss  
Member Services  
OAASC

## Sponsorship Opportunities

### **Premier Sponsorship - \$7,000 (1 available)**

- **Two** combined complimentary exhibit spaces (perfect for a large display), four complimentary conference attendees
- Sponsorship of *Wednesday Evening Event or Thursday Lunch!*
- Logo Banner in Conference Area (banner must be provided by sponsor)
- Promotional Material in Conference Packet
- Recognition in ALL conference materials, including **full page ad** in program\*
- Large logo on brochure\*
- Signage and recognition during sponsored event
- Pre-registration electronic attendee list: four and two weeks before conference
- Website advertisement for one year
- Article and ad in OAASC e-news

### **Polaris Sponsorship - \$2,500 (4 available)**

- 50% discount on exhibit space, three name badges
- Sponsorship of one of the following events (your choice)
  - Wednesday or Thursday breakfast
  - Wednesday night event (if not taken above)*
  - Conference Keynote Speaker
- Recognition in promotional materials, including half page ad in program\*
- Pre-registration electronic attendee list: two weeks before conference
- Complimentary listing on the OAASC website

### **Blue Sponsorship - \$1,000**

- 25% discount on exhibit space
- Sponsorship of **one** of the following events (your choice)
  - Wednesday or Thursday morning break
  - Wednesday or Thursday afternoon break
  - Recognition in promotional materials, including quarter page ad in program
- Small logo on brochure
- Pre-registration electronic attendee list: two weeks before conference
- Complimentary listing on the OAASC website

### **General Conference Support - \$400**

- Recognition in promotional materials
- Name on brochure
- Electronic copy of attendee list after the conference

\*Materials are time sensitive

## Exhibit Opportunities

### **All 2024 Exhibit Spaces- -\$950 Members/\$1,650 Non-Members**

*See Floor Plan for Booth Numbers*

- Two exhibitor name badges
- Meals for exhibitor attendees
- Attendance to all sessions at the conference and CEU's if applicable
- (1) 8 foot table exhibit space, two chairs
- Conference program recognition
- **PDF Pre-registration attendee list – emailed 1 week prior to the conference**

Electric is available at an additional cost (see registration form for details).

**NOTE: Exhibits will only be reserved once payment is received.**

## Exhibit Extras

Pick one or more of the following items to add on to your exhibit space to create a complete marketing package!

Conference Bags - \$700 \* Lanyards - \$300 \* Conference Packet Insert - \$200 (vendor responsible for copies)  
\* Conference Full Page Program Ad - \$200 \* Conference Half Page Program Ad - \$175 \* Internet Sponsor - \$1,000

## Exhibitor Agenda

(subject to change)

### November 12

**5:00 – 6:30 pm: Exhibitor Setup**

### November 13

**8:00 – 9:00 am: Registration, Vendor Visits, Continental Breakfast, and Networking (Setup available prior to 8:00 am)**

9:00 – 10:15 am: Sessions

**10:15 – 10:45 am: Vendor Visits**

10:45 – 11:45 am: Sessions

**11:45 am – 1:00 pm: Lunch with Exhibitors**

1:00 – 2:00 pm: Sessions

**2:00 – 2:15 pm: Vendor Visits**

2:15 – 3:15 pm: Sessions

**3:15 – 3:30 pm: Vendor Visits**

3:30 – 4:30 pm: Sessions

**6:00 – 8:00 pm: Social Event (all vendors invited and welcome-great networking experience)**

### November 14

**8:00 – 9:00 am: Registration, Vendor Visits, Continental Breakfast, and Networking**

9:00 – 10:15 am: Sessions

**10:15 – 10:45 am: Vendor Visits**

10:45 – 11:45am: Sessions - Exhibitor Breakdown

**11:45 am – 1:00 pm: Lunch & Prizes(Vendors are welcome to join and network)**

1:00 – 2:00 pm: Sessions

**2:00 – 2:15 pm: Vendor Visits**

2:15 – 3:15 pm: Sessions

3:15 pm: Adjourn

## **Shipping Information**

Materials that are sent to the hotel should be addressed as the following:  
***Hilton Polaris Columbus, 8700 Lyra Dr., Columbus, OH 43240***

Address your shipments as follows:

Attention: Hilton Polaris Event Coordinator  
Exhibitor Name:  
Exhibitor Company Name:  
OAASC Annual Conference  
November 13 - 14, 2024  
# of boxes \_\_\_\_\_ (X of X ... 1 of 3, 2 of 5, etc.)

## **Raffle Items**

We will be raffling off various donated vendor items during the program. If you would like to donate an item that represents your organization, that would be wonderful and gracious of you, not to mention another way to get some exposure. Please let us know in advance if you know what you will be bringing to the conference so that we can promote it. Bring your raffle item to the registration desk and we will present it to the winner during lunch on the second day.

## **About the OAASC**

The OAASC is serving as the focal point for information impacting the growing community of nearly 200 licensed ambulatory surgery centers in Ohio. In this era of rapidly changing health policy, health care financing and delivery system re-engineering, it is critical for those of us involved in ambulatory surgery to work together on mutual goals. OAASC is committed to enhancing the quality of care provided by ASCs in Ohio and to promoting high standards of professional conduct among all organizations providing ambulatory surgical care. To learn more about us, find us on the web at [www.oaasc.net](http://www.oaasc.net) or call us at 614-358-0177.

OAASC Annual Conference  
2024 Exhibitor/Sponsor Agreement Form  
November 13-14, 2024 Hilton Polaris Columbus, Ohio

**SPONSORSHIP OPTIONS**

- Premier Sponsorship Fees \$7,000
- Blue Sponsorship Fees \$1,000
- Polaris Sponsorship Fees \$2,500
- General Conference Sponsorship Fees \$400

**Event to sponsor (please see sponsorship info):**

- Wed/Thu Breakfast
- Wed/Thu AM Break
- Wed Night Social Event
- Wed/Thu Lunch
- Wed/Thu PM Break
- Keynote Speaker

**Sponsorship Fees: \$ \_\_\_\_\_**

**EXHIBIT OPTIONS** *(please include discount from sponsorship or membership if applicable)*

- Exhibit Fees Member \$950
- Exhibit Fees Non-Member \$1,650
  
- Electricity - \$50

**Exhibit Fees: \$ \_\_\_\_\_**

Booth Choice 1 \_\_\_\_\_ Booth Choice 2 \_\_\_\_\_  
*(assignment will be made based on when payment is received)*

Complimentary table needed for exhibit Yes \_\_\_\_\_ No \_\_\_\_\_ *(see item 3 in Exhibit Terms of Agreement)*

List any companies you do not want to be near (we will make every effort possible to accommodate your request, but can make no guarantees).

\_\_\_\_\_

Raffle Item (if known at this time) \_\_\_\_\_

**EXTRAS**

- Exhibit Extras**  Conference bags \$700  Lanyards \$300
- Full Page Program Ad \$250  Half Page Program Ad \$175  Packet Insert \$200
- Internet Access Sponsor \$1,000

**Extra Fees \$ \_\_\_\_\_**

*(Please type or print names exactly as they should appear in the program, on name badges, and on signage)*

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Email: \_\_\_\_\_

*(all information will be mailed to this individual for distribution to onsite representative) \*registration form continued on next page*

**Onsite Representatives (TWO** name badges are included with exhibit space unless otherwise indicated in sponsor package.) **Additional name badges (and benefits) can be purchased for \$100.** Print names as you want them to appear on badges.

Onsite Representative 1: \_\_\_\_\_

Email: \_\_\_\_\_

Onsite Representative 2: \_\_\_\_\_

Email: \_\_\_\_\_

**Additional Registrant Fee: \$ \_\_\_\_\_**

Onsite Representative 3: \_\_\_\_\_

Email: \_\_\_\_\_

Onsite Representative 4: \_\_\_\_\_

Email: \_\_\_\_\_

**Briefly describe your company/products/services for our Exhibitor Directory (25 words or less-attach if needed)** \_\_\_\_\_  
\_\_\_\_\_

**Payment Information**

Please send this completed form with payment to:  
OAASC, P.O. Box 340225, Columbus, OH 43234  
Fax: 614-467-2071 or email: sam@oaasc.net

**Total Due: \$ \_\_\_\_\_**  
Sponsor + Exhibits + Extra  
*Please make sure you discount your exhibit fees if you chose a Polaris or Blue Sponsorship.*

**Method of Payment:**  Check Enclosed (payable to OAASC)  
 Visa  MasterCard  American Express  Discover  Check (mail)

Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CCV\* \_\_\_\_\_

\*This is the 3-digit number on the back of your credit card (AMEX, 4 digit on the front of your credit card).

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Authorized signature below indicates that you have read this form and the terms of agreement on page 5 and that you agree to abide by the conditions stated.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

# OAASC Conference Exhibit Terms of Agreement

The following terms shall become binding upon the acceptance of this agreement between the applicant and his/her employees and the OAASC, the meeting and exhibit host.

## 1. BOOTH ASSIGNMENT

Exhibit space will be assigned based on the date contract is received with payment in full.

In case of multiple contracts received on the same date, priority will be given to those exhibitors who are also members, sponsors and/or to those who have previously exhibited with OAASC.

## 2. DISMANTLING

All exhibits must be dismantled and removed no later than 4:00 P.M. November 14, 2024, otherwise OAASC reserves the right to remove the exhibit at the exhibitor's cost.

## 3. TABLETOP DIMENSIONS

Each area is defined by the 8' table and two chairs provided. **The height of any part of the display may not exceed 8 feet from the floor, nor may the display come forward more than 3'.**

*You have the option to have the table removed to leave room for a display of the same size, which can be indicated on the agreement form.*

## 4. USE OF EXHIBIT SPACE

Exhibitors shall reflect their company's highest standards of professionalism while maintaining exhibit space during exhibit show hours. No exhibitor shall assign, sublet or share exhibit space.

## 5. LITERATURE DISTRIBUTION

All literature must be distributed with the booth space assigned. No materials may be placed on tables, chairs, attached to meeting space walls or ceilings, or left in public places or distributed in aisles, lounge areas or other exhibitor booths. Items found in these places will be disposed of without questions.

## 6. DAMAGE TO PROPERTY

Exhibitors are liable for any damage caused to building, floors, walls, columns, or to standard exhibit equipment or to other exhibitor's property.

## 7. CANCELLATION

No cancellation shall be acknowledged unless received by the OAASC's office in writing.

Should an exhibitor wish to cancel this agreement at least 14 days before the event, a full refund minus a \$50 cancellation fee will be made by OAASC; no refunds will be made for cancellations with less than 14 days notice.

## 8. FIRE AND SAFETY REGULATIONS

All regulations will be strictly enforced and the exhibitor assumes all responsibility for compliance with such regulations. Fire hose cabinets and fire exits must be left accessible and in full view at all times. All disposable materials and decorations must be flameproof and subject to inspection.

## 9. LIABILITY AND INSURANCE

Exhibitors are responsible for securing all necessary licenses or consents. Exhibitor agrees to indemnify, defend and hold OAASC harmless from and against any claim of liability and any incident or resulting loss, cost or damage for failure to obtain these licenses or consents.

## 10. ELIGIBLE EXHIBITS

OAASC reserves the right to determine the eligibility of any company or products for inclusion in the meeting and reserves the right to reject, evict or prohibit any exhibit in whole or in part, or any exhibitor, or his representatives, with or without cause.

