

EXHIBIT GUIDELINES

Ozark Food Processors Association

112th Annual Convention and Exposition

October 15, 2018 - 8:00 am - 6:00 pm

University of Arkansas System Division of Agriculture

Don Tyson Center for Agricultural Sciences

1371 West Altheimer Drive, Fayetteville, AR 72704

Exhibit Space: Exhibits may be table top or free standing. A single exhibit space is approximately 10 x 10 feet. There is a 16 foot height limit. A table (1.5 x 6 ft.) and two chairs will be furnished, or the exhibitor can bring their own table. If you have a booth that exceeds a single exhibit space, additional exhibit space(s) must be purchased. A \$100 additional late fee per booth will be charged for payment made after October 15.

Set up and Removal: Exhibits may be set up Wednesday, October 17, between 1:00 pm-5:00 pm. Exhibits must be removed before 7:00 pm on Thursday, October 18. Each company will be responsible for set up and removal of exhibits.

Exhibitor Flash Talks: Exhibitors will give one minute flash talks during the Educational Sessions to introduce their company products, services or equipment to convention registrants.

Door Prizes: Exhibitors are encouraged to provide a door prize. Winners can be selected by drawing business cards collected at exhibit booths. Door prizes can be announced and awarded during the reception. A podium microphone will be available.

Electrical Service: This is a new location and will have limited electrical service. Bring your own extension cords.

Shipping/Handling Booth Materials: Booth materials can be shipped to arrive at the Food Science Department (2650 N. Young Ave, Fayetteville, AR 72704) no more than five days before the exhibits. There is no equipment for loading/unloading large display items or equipment. The materials will be taken to the Donn Tyson Center for Agricultural Sciences on October 17. Packages should be labeled as follows:

OFPA

Attention Renee Threlfall

Food Science Department, University of Arkansas

2650 N. Young Ave, Fayetteville, AR 72704

Exhibitors must make all arrangements for the return of materials.

Cancellation Policy: Exhibits may be cancelled by written request to the OFPA. Full refunds will be provided for cancellations prior to October 1. **Cancellations after October 1, 2018 and “No shows” will not receive a refund.**

Convention Registration: Exhibit fee includes convention registration (breakfast, lunch and reception) for one exhibitor per booth purchased. Additional breakfast, lunch or reception tickets may be purchased for other exhibitors working in the booth. The exhibit fee also includes name badges for up to six people working in the booth.

For additional information, please contact: Renee Threlfall

Ozark Food Processors Association

2650 North Young Avenue, Fayetteville, Arkansas 72704

Phone: 479-575-4607, Fax: 479-575-2165

Email: ofpa@uark.edu, Website: <https://ofpa.uaex.edu/>