

Sponsor Exhibit Table Agreement

2026 Student and Educator Symposium
April 9–10, 2026 | The Ohioan Hotel and Conference Center
100 Green Meadows Dr S, Lewis Center, Ohio

1. Agreement Overview

This Sponsor Agreement ("Agreement") is entered into between The Ohio Society of Radiologic Technologists (OSRT) ('Organizer') and _____ ('Sponsor') for participation in the 2026 Student and Educator Symposium ('Event').

2. Exhibit Details

Event Name	Student and Educator Symposium
Dates	April 9–10, 2026
Location	The Ohioan Hotel and Conference Center ("Event Venue")
Exhibit Hours	April 9 from 8:00 am-4:30 pm and April 10 from 7:30 am-1:00 pm
Setup Time	April 9 at 7:00 am
Tear-Down Time	April 10 by 1:00 pm

3. Registration and Payment

- Registration and payment for the Event are due by March 15, 2026.
- Registration or payment after March 15 will incur a \$50.00 late fee.
- Space is not confirmed until full payment is received.
- Sponsors wanting continuing education credits must register as a meeting attendee.

4. Exhibit Space

The Organizer agrees to provide the Sponsor with:

- One (1) exhibit table (5-foot table) with two (2) chairs
- Up to two (2) sponsor representatives at the table at any time (additional representatives beyond two are subject to a \$50.00 fee per person)
- Continental breakfast and two (2) lunches on Thursday, April 9
- Six (6) months of OSRT website advertisement space
- Access to an electrical outlet, **if requested**
- Free Wi-Fi

5. Sponsor Responsibilities

Sponsor agrees to:

- Staff their table during all exhibit hours.
- Distribute promotional materials only within their assigned space and not encroach into other sponsors' space.
- Comply with all facility rules and regulations.
- Provide at least one (1) item (gift card, tumbler, shirt, tote bag, etc.) to be used as an event door prize giveaway. The Organizer will handle all prize giveaways. Sponsor Item Provided: _____
- Provide logo, graphic ad, lanyards, and/or video (if purchasing a non-table sponsor option) no later than March 15.
- Obtain prior approval from the Organizer for any equipment (portables, detectors, etc.) the Sponsor will be bringing. Approval deadline is March 31.

6. Marketing & Conduct

- Sponsor may not schedule outside events, hospitality suites, or programs during official OSRT sessions.
- The Organizer will not provide attendee contact lists. However, sponsor may solicit that information directly from attendees.
- Sponsor is responsible for booking their own lodging. Discounted room rate available at The Ohioan Hotel and Conference Center using code: **409059**

7. Shipping Items

Special arrangements must be made with the Organizer before shipping boxes, goods, equipment, or other materials to the Event Venue.

- Sponsor is limited to shipping 8 (eight) boxes to the Event Venue. Additional boxes are subject to a \$10 handling fee per box.
- The Organizer and Event Venue are not responsible for items that are lost or damaged in transit to the Event Venue.

8. Cancellations & Refunds

- Cancellations received on or before March 23, 2026: Full refund.
- Cancellations received after March 23, 2026: 50% refund.
- If the Event is canceled due to unforeseen circumstances (e.g., natural disaster, government restrictions), efforts will be made to refund fees or reschedule.

9. Liability & Insurance

Sponsor assumes all risks of loss or damage to their property. The Organizer, its officers, agents, and employees are not liable for injury, loss, or damage except in cases of gross negligence or willful misconduct. Neither the Organizer nor the Event Venue is responsible for equipment/items left unattended on sponsor tables. Sponsor is encouraged to carry their own liability insurance.

10. Indemnification

Sponsor agrees to indemnify and hold harmless the Organizer and the Event Venue from any claims, damages, or expenses (including attorney fees) arising from their participation or conduct at the Event.

11. Compliance

Sponsor agrees to comply with all applicable local, state, and federal laws, as well as venue policies and fire codes.

12. Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes all prior discussions. Any amendments must be made in writing and signed by both parties.

13. Signatures

Sponsor

Company Name: _____

Representative Title: _____

Representative Name: _____

Date: _____

Signature: _____

Organizer: **FOR OFFICE USE ONLY**

Company Name: The Ohio Society of Radiologic Technologists

Representative Title: Operations Manager

Representative Name: Lauren Huffman, MAEd, R.T.(R)(CT)

Date: _____

Signature: _____