Smith Expo

Ohio Tactical Officers Association
Kalahari Convention Center
Sandusky, OH
Tuesday, June 15, 2027

OFFICIAL SHOW DECORATOR

- Smith Expo LLC
- 1173 Airport Parkway, Suite C
- Greenwood, IN 46143
- Phone: 317.362.6890
- Email: hsmith@smithexpo.com

OTOA CONTACT

- Terry Graham, OTOA Exhibition Director
- 17000 Saint Clair Ave #108
- Cleveland, OH 44110
- Phone: (419) 656.0440
- Email: terry.graham@otoa.org

EXHIBIT INFO

- Backwall Drape: 8' Black
- Sidewall Drape: 3' Black
- Table: (1) 8' long x 2' wide x 30" high Black Spandex Skirted Table
- Seating: Two Folding Chairs
- Signage: One ID Sign
- Trash: One wastebasket
- Carpeting: Yes, Ballroom Carpet
- **Any additional electric services can be ordered through OTOA Exhibition Director**

Important Dates (Check all order forms for additional deadlines)

Advanced Order Deadline:	Wed, June 9, 2027	3 PM
Advance Freight Deadline (without surcharge):	Wed, June 9, 2027	3 PM
Direct to Show Site Shipping:	Only on June 14, 2027	8 AM - 4 PM
Vehicle Move-in (Kilimanjaro):	Sun., June 13, 2027	12 PM - 5 PM
Vehicle Move-in Cont. (Kilimanjaro):	Mon., June 14, 2027	8 AM - 12 PM
Vendor Setup (Kilimanjaro):	Mon., June 14, 2027	12 PM - 10 PM
Vendor Setup (River/West Pathway):	Mon., June 14, 2027	2 PM - 10 PM
Vendor Setup (Kalahari):	Mon., June 14, 2027	6 PM - 10 PM
Vendor Setup (All):	Tues., June 15, 2027	7 AM - 9 AM
Show Hours:	Tues., June 15, 2027	9 AM - 4 PM
Move-out:	Tues., June 15, 2027	4 PM - 5:30 PM
Freight Re-Route:	Tues., June 15, 2027	10 PM

Advance Warehouse Shipping

- Company Name, Booth #
- OTOA C/O Smith Expo
- 1173 Airport Pkwy, Ste. C
- Greenwood, IN 46143

Materials are transported to show site, placed in your booth.

Direct to Show Site Shipping

Deliveries ONLY on June 14

- Company Name, Booth #
- OTOA C/O Smith Expo
- 7000 Kalahari Dr, Dock Door #10
- Sandusky, OH 44870

Smith Expo is not responsible for shipments sent direct to show site.

Outbound Shipping

- Show Carrier: TForce Freight
- Anthonycox@tforcefreight.com
- Phone: 800.988.9889
- Bill of Ladings provided onsite

FURNITURE & ACCESSORIES ORDER FORM

OTOA 2027

Tables

Qty	Item	Advance	Standard	Subtotal
30" High Spandex Skirted Tables				
	4' x 24" wide	$50	$65	$
	6' x 24" wide	$70	$91	$
	8' x 24" wide	$90	$107	$
30" High Unskirted Tables				
	4' x 24" wide	$30	$39	$
	6' x 24" wide	$40	$52	$
	8' x 24" wide	$50	$65	$
42" High Spandex Skirted Tables				
	4' x 24" wide	$70	$91	$
	6' x 24" wide	$90	$107	$
	8' x 24" wide	$110	$143	$
42" High Unskirted Tables				
	4' x 24" wide	$40	$52	$
	6' x 24" wide	$50	$65	$
	8' x 24" wide	$60	$78	$
Round Cocktail Tables				
	30" High	$40	$52	$
	40" High	$55	$72	$
	Add Spandex Cover	$10	$15	$

Accessories / Labor / Shipping

Qty	Item	Advance	Standard	Subtotal
	Folding Chair	$15	$19	$
	Padded Chair	$25	$31	$
	High Stool	$45	$59	$
	Wastebasket	$10	$13	$
	Custom Display Builds	*Varies - Customized Graphics Available*		
	1M Counter (graphic+$95)	$170	$229	$
	2M Counter (graphic+$145)	$380	$513	$
	Fish Bowl	$15	$19	$
	3'/8' Base/Upright	$3/$8	$4/$10	$
	3'/8' Masking Drape/LF	$6/$9	$8/$12	$
	55" LED TV (w/stand)	$250/day	$350/day	$
	Custom Furniture	See Catalog		$
	10x10 Booth Carpet *Color: _____*	$145	$188	$
	10x10 Carpet Padding	$85	$106	$

Carpet colors: Black, Blue, Grey, Red, Green, Cayanne, Tuxedo, Blue Jay

Supplies / Labor			
	Shrink/Banding w/Labor	$60/Skid	$
	Booth Setup Labor*	$65/hour	$
	Cart/Power Jack Service	$25/Lift	$
	Fork Lift Service	$25/Lift or $100/hr	$

*Onsite rep must visit the SE Service Desk to begin their start time.

MATERIAL HANDLING/SHIPPING

	Advance (use pg. 7 label)	$70/100 lbs	200 lb. min	$
	Showcase Shipment (pg. 8)	$40/100 lbs	No min	$
	Direct (use pg. 9 label)	$75/100 lbs	200 lb. min	$

Shipments sent direct to show site prior to June 14th will be refused.

**See Material Handling Resource Guide for Terms & Conditions (Page 4)*

Advance Ordering Deadline:

WEDNESDAY, June 9th at 3 PM

Important Notes

- Complete this form and return it to hsmith@smithexpo.com.
- Payment Authorization must be completed to process orders. Orders received without full payment or credit card will not be processed.
- A credit card on file is required when using Smith Expo. All charges must be paid prior to close of show.
- Orders cancelled after move-in begins will be charged 50% of the original price.
- Additional requests for items not listed on this form, contact hsmith@smithexpo.com or call 317.362.6890.

Form Total

Subtotal $_____

7% Sales Tax $_____

Est. Total **$_____**

PAYMENT INFORMATION WILL BE COMPLETED ON THE FOLLOWING PAYMENT AUTHORIZATION FORM

COMPANY NAME: _____ BOOTH #(S): _____

Smith Expo

PAYMENT POLICIES & AUTHORIZATION FORM

OTOA 2027

Payment Policy

- Complete this form and return it to hsmith@smithexpo.com.
- All orders must be paid in full and in advance of the show.
- Orders received on or before the advance deadline will be processed at the ADVANCE PRICE listed.
- Orders received after the deadline and at show site will be processed at the STANDARD PRICE listed.
- Payment may be made by credit card or online payment link provided by Smith Expo.
- Purchase Orders are not considered advance payment.
- All accounts must be settled with Smith Expo prior to show closing.
- Cancellations made after move-in begins will be charged 50% of the original price.
- No credits will be issued after show closing.
- Exhibitors will be assessed a $50 service charge for any returned check(s) or declined credit cards for each occurrence.
- A finance charge of 1 ½% per month (18% per annum) will be added to any outstanding invoices.
- A signature on this payment authorization form denotes acceptance of payment terms as set forth by Smith Expo.

Payment Authorization Form

PAYMENTS MUST BE RECEIVED BY JUNE 9, 2027 FOR DISCOUNT RATES TO APPLY

CREDIT CARD INFORMATION TO BE PLACED ON FILE

Form of Payment: ❍Visa ❍Mastercard ❍American Express ❍Send me an online secure payment link

Card #: _____ **Exp Date:** _____ **CVV:** _____

Billing Address: _____

City, State Zip: _____ **Phone:** _____

❑ **Use above credit card for all charges incurred and any show site orders**

Cardholder's Signature: _____

Cardholder's Name (please print clearly): _____

Email Address for Receipt: _____

IF APPLICABLE, COMPLETE THIS FORM AND SUBMIT TO HSMITH@SMITHEXPO.COM

COMPANY NAME: _____ **BOOTH #(S):** _____

Smith Expo

MATERIAL HANDLING RESOURCE GUIDE

OTOA 2027

Advance Shipping

Receive shipments at advance warehouse and store up to 60 days

Deliver to booth

Remove and store materials labeled empty

Return materials to booth at the close of show

Load on outbound carrier

Direct Shipping

Receive shipments at show site on June 14th from 8 AM - 4 PM

Deliver to Booth

Note: *Shipments may be delayed to your booth due to forklift availability and/or time from delivery to Dock to Exhibit Hall*

Remove and store materials labeled empty

Return materials to booth at the close of show

Load on outbound carrier

Smith Expo is not responsible for items sent direct to show site.

Special Materials Handling Service

Applies to loose, uncrated or unskidded materials, cases or boxes, and ground unloading

Small Packages

NOT AVAILABLE - Contact Smith Expo for special considerations

Material Handling Terms and Conditions

- Advance Shipments to arrive prior to 3 PM Wed, June 9, 2027
- Shipments are billed per 100 lbs with a 200 lb minimum
- Shipments must be sent prepaid. Collect shipments will be refused
- All shipments must be consigned to Smith Expo
- An additional 35% will be added to all shipments if:
  - Shipment is received at the warehouse after Wed, June 9, 2027 – 3 PM
  - Transportation charges will apply to all shipments received after the show opens
  - Shipment was received after the truck has left the warehouse

INBOUND SHIPPING INFORMATION ❍ **Warehouse** ❍ **Direct**

Shipping via: _____ Tracking #: _____ Date Shipped: _____

Arrival Date: _____ Total # of Pieces: _____ Total Weight: _____ lbs

OUTBOUND SHIPPING INFORMATION ❍ **RUSH RETURN SHIPMENT**

Ship To: _____ Attn: _____

Street Address: _____

City, State Zip: _____ Phone: _____

# of Outbound Pieces: _____ Crates: _____ Display Cases: _____ Cartons: _____ Skids: _____

ALL OUTBOUND SHIPMENTS MUST BE PICKED UP BY TUESDAY, JUNE 15, 2027 @ 10 PM OR THEY WILL BE REROUTED

OUTBOUND CARRIER INFORMATION

❍ TForce Freight – Official Show Carrier ❍ Pre-Paid FedEx/UPS Label ❍ Other Carrier Name _____

If you are using a carrier other than Smith Expo's Designated Carrier – TForce Freight, it is the responsibility of the exhibitor to call the carrier and arrange for pickup within the allotted move out time. Smith Expo will load out shipment when your carrier arrives. Smith Expo is not responsible for any items left unattended on the show floor. Smith Expo will not handle any outbound UPS shipment without arrangements being made with Smith Expo in advance. Smith Expo does not pay for vendor freight. Freight payments are made directly by vendor to carrier.

IF APPLICABLE, COMPLETE THIS FORM AND SUBMIT TO HSMITH@SMITHEXPO.COM

COMPANY NAME: _____ **BOOTH #(S):** _____

Smith Expo

Material Handling/Shipping Quick Fact Sheet

SHOW SCHEDULE

MOVE-IN TIMES	Vehicle Move-in (Kilimanjaro):	Sun., June 13, 2027	12 PM - 5 PM
	Vehicle Move-in Cont. (Kilimanjaro):	Mon., June 14, 2027	8 AM - 12 PM
	Vendor Setup (Kilimanjaro):	Mon., June 14, 2027	12 PM - 10 PM
	Vendor Setup (River/West Pathway):	Mon., June 14, 2027	2 PM - 10 PM
	Vendor Setup (Kalahari):	Mon., June 14, 2027	6 PM - 10 PM
	Vendor Setup (All):	Tues., June 15, 2027	7 AM - 9 AM

EXHIBIT HOURS Tuesday, June 15th from 9 AM – 4 PM

EXHIBITOR MOVE-OUT Tuesday, June 15th from from 4:30 PM – 5:30 PM EST **FREIGHT REROUTE @ 10PM EST**

Smith Expo will begin returning empty containers as soon as the show closes

MATERIAL HANDLING/SHIPPING OPTIONS

There are two options for vendors to get their product to the show. Vendors may ship their product to the advance warehouse (Smith Expo, 1173 Airport Pkwy, Ste. C, Greenwood, IN 46143) as early as 60 days in advance of the show. Smith Expo will bring this product to show site and deliver to your booth in time for vendor setup on Monday, June 14th. Vendors may also ship their product direct to show site only on June 14th between 8 AM – 4 PM (Kahalari Resort, 7000 Kalahari Dr., Dock Door #10, Sandusky, OH 44870). Shipments sent direct to show site prior to June 14th will be refused. Smith Expo is not responsible for shipments sent direct to show site. See Material Handling Resource Guide for Terms & Conditions (Page 4). Material handling forms and payment details should be sent to hsmith@smithexpo.com to avoid freight delivery delays to your booth and or for outbound freight. **Use the enclosed labels on all packaging.**

HOUSEKEEPING REMINDERS

Advance warehouse freight is moved in first. Freight sent directly to the show site on June 8th will be received on a first come, first served basis. If you're bringing in your own items, you will unload/load your own vehicles in a designated loading zone. Per the fire marshal, keep the aisles clear at all times of crates and exhibit material during move-in/move-out in case of emergencies, ease of forklift service, and in consideration of other vendors. Do not move the furniture from a neighboring booth into yours. Visit the Smith Expo Service Center if you need to order additional furnishings. Any excessive booth materials/literature left in the booth at the end of the show that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items.

EMPTY CONTAINERS

"EMPTY" stickers should be picked up at the Smith Expo Service Center. Each item should have an EMPTY sticker that includes your company name, booth number and piece count. These containers are picked up throughout move-in. *NOTE: Empty containers are not accessible during the show.*

OUTBOUND PAPERWORK AND LABELS

Smith Expo requires a copy of your BOL for each outbound shipment for Material Handling. We can make copies of your BOL at the Smith Expo Service Center or email hsmith@smithexpo.com to print a copy. If you're using TForce Freight, Smith Expo will provide you with a BOL onsite. Blank Material Handling forms are available at the Smith Expo Service Center.

Smith Expo does not provide UPS, FED-EX, or other carrier specific labels but they can print these labels out at the service center if necessary. Exhibitors must schedule pickups directly with all carriers as well as provide carrier specific shipping labels. Smith Expo does not pay for vendor freight, inbound or outbound. Freight payments are made directly by vendor to carrier.

Smith Expo

Outbound freight instructions...

If you've scheduled your own carrier to pick up your outbound freight, they will pick up directly from show site (Kalahari Resort, 7000 Kalahari Dr., Dock Door #10, Sandusky, OH 44870) during the load out hours of:

- **Move-out:** Tuesday, June 15, 2027 from 4:30pm – 5:30pm EST
  Note: With the show closing at 4pm on Tuesday, June 15th, you'll want to give your team some extra time to pack up. Schedule your carrier accordingly.
  Note: Any freight left on the show floor after 8pm EST on Tuesday, June 15th will be rerouted with TForce Freight. No exceptions.

At the end of the show, be sure that your shipment is properly labeled, leave freight in your booth and bring a copy of your outbound BOL to the Smith Expo service desk so we can release the freight to your carrier. We will have shipping labels and the ability to make copies of your BOL at the Smith Expo service desk if needed.

If you've selected the in-house carrier, TForce Freight, to handle your outbound shipment and after your team has properly packaged all outbound freight, visit the Smith Expo service desk onsite to obtain a copy of the outbound BOL and shipping labels. Leave the freight inside the booth and TForce Freight will handle it from there.

Smith Expo does not pay for vendor freight, inbound or outbound. Freight payments are made directly by vendor to carrier.

Vendors are responsible for handling their own outbound UPS or FedEx pre-paid packages.

Material handling forms and payment details should be sent to hsmith@smithexpo.com to avoid freight delivery delays to your booth and or for outbound freight. Again, any freight left on the show floor after 10pm EST on Tuesday, June 15, 2027 will be rerouted with TForce Freight. Feel free to also contact them in advance at anthonycox@tforcefreight.com or call 800.988.9889.

We want you to have a successful show. If we can be of assistance, please text or call Smith Expo at 317.362.6890 or visit the onsite service desk. WE APPRECIATE YOUR BUSINESS!

Smith Expo

Smith Expo

ADVANCE WAREHOUSE by
3PM on JUNE 9, 2027

SMITH EXPO
OTOA C/O Smith Expo
1173 Airport Pkwy, Ste. C
Greenwood, IN 46143

EVENT: OTOA 2027 **DATES:** June 14-15, 2027

COMPANY NAME: _____

BOOTH #: _____

USE THIS LABEL ON ALL FREIGHT/ PACKAGES / SHIPMENTS SENT TO THE ADVANCE WAREHOUSE

Send up to 60 days in advance of the show.

SMITH EXPO IS NOT RESPONSIBLE FOR SHIPMENTS SENT DIRECT TO SHOW SITE PRIOR TO JUNE 14TH.

SHOWCASE ADVANCE WAREHOUSE

BY 3PM on JUNE 9, 2027

SMITH EXPO
OTOA SHOWCASE C/O Smith Expo
1173 Airport Pkwy, Ste. C
Greenwood, IN 46143

EVENT: OTOA 2027 **DATES:** June 14-15, 2027

COMPANY NAME: _____

ROOM: OTOA ADMIN OFFICE

USE THIS LABEL ON ALL FREIGHT/ PACKAGES / SHIPMENTS SENT TO THE ADVANCE WAREHOUSE

Send up to 60 days in advance of the show.

SMITH EXPO IS NOT RESPONSIBLE FOR SHIPMENTS SENT DIRECT TO SHOW SITE PRIOR TO JUNE 14TH.

Smith Expo

DIRECT TO SHOW SITE
JUNE 14, 2026
(ONLY from 8 AM - 4 PM)

Kalahari Resort
OTOA c/o SMITH EXPO
7000 Kalahari Dr, Dock #10
Sandusky, OH 44870

EVENT: OTOA 2027 **DATES:** June14-15, 2027

COMPANY NAME: _____

BOOTH #: _____

USE THIS LABEL ON ALL FREIGHT/ PACKAGES / SHIPMENTS SENT DIRECT TO SHOW SITE

DIRECT SHIPPING IS ONLY AVAILABLE ON JUNE 14TH FROM 8AM - 4PM

Vendors are liable for packages sent straight to show site, use the Advance Warehouse if possible.

SMITH EXPO IS NOT RESPONSIBLE FOR SHIPMENTS SENT DIRECT TO SHOW SITE.

LIMITS OF LIABILITY

1. Smith Expo and subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage, or concealed damage.

2. Smith Expo and subcontractors are not, and cannot be, responsible for loss or disappearance of Exhibitor materials after they have been delivered to the booth or once they are left in the booth for load out and shipping after the show closes.

3. Smith Expo and subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind beyond our direct control.

4. Smith Expo and subcontractors shall not be responsible for ordinary wear and tear in handling of equipment; nor for the loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance, or other causes beyond our control.

5. Smith Expo and Subcontractors shall not be liable to any extent, whatsoever, for any actual, potential, or assumed loss of profits, or revenues, or for any collateral costs which may result from any loss or damage to an Exhibitor's materials which may make it impossible or impractical to exhibit same.

6. It is understood that Smith Expo and subcontractors are not insurers, that insurance, if any, shall be obtained by the Exhibitor and that the amount payable to Smith Expo hereunder are based on the value of the material handling services and are unrelated to the value of the Exhibitor's property being handled. Since it is impractical and extremely difficult to fix the value of each shipment handled by Smith Expo or its subcontractors, it is understood that Smith Expo and subcontractors do not provide for liability should loss or damage occur.

7. It is the Exhibitor's responsibility to make sure all materials are insured from the time they leave your firm, while they are at show site, and until they are returned after the show.

8. Claims for loss or damage must be submitted to Smith Expo by the close of the show. No suit or action shall be brought against Smith Expo or its subcontractors more than three months after the cause of action.

9. Smith Expo and subcontractor's liability shall be limited to any loss or damage which results solely from Smith Expo or its subcontractors' negligence in the actual physical handling of the items comprising your shipment(s) and not for any other type of loss or damage. Liability shall be limited to an amount not to exceed $.20 per pound per item with a maximum liability of $40 per item or $500 per shipment, which ever is less, as agreed upon damages and exclusive remedy.

10. The Exhibitor agrees in connection with the receipt, handling, storage, and reloading of your materials that Smith Expo and subcontractors will provide their services as agent and not as bailee or shipper. If any employee of Smith Expo or subcontractors shall sign a delivery receipt, bill of lading, or other document, the Exhibitor agrees that they do as the Exhibitor's agent, and the Exhibitor accepts responsibility, therefore.

11. Smith Expo and its subcontractors shall not be liable for shipments received without receipts, freight bills or special unit counts on receipts or freight bills, such as FedEx or UPS Packages. Such shipments will be delivered to booth without guarantee of piece count or condition.

12. Smith Expo does not pay for vendor freight, inbound or outbound. Freight payments are made directly by vendor to carrier.

13. Empty container labels will be available at the Smith Expo customer service desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative(s). It is understood that these labels are used for EMPTY STORAGE ONLY and Smith Expo and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.

14. The consignment or delivery of a shipment to Smith Expo or subcontractors by an Exhibitor, or by any shipper on behalf of the Exhibitor shall be construed as acceptance by such Exhibitor of the terms, limitations, and conditions set herein.

Exhibitor Appointed Contractor (EAC) Rules & Regulations OTOA 2027

An Exhibitor Appointed Contractor (EAC) is any company other than the official service contractor, Smith Expo. Exhibitors are responsible for informing all appointed contractors of the rules, requirements and regulations and for ensuring their compliance. Any exhibitor must insure that non-official vendors hired to perform any of the following services at this event must comply with the rules, requirements and regulations:

- Audio Visual
- Carpet Rental / Flooring
- Computer Rentals
- Exhibit Rental/Booth Rental
- Exhibitor Marketing
- Furniture
- Installation & Dismantling / Display Labor / Supervision
- Personnel / Temporary Help / Models
- Photography / Video / Film
- Transportation / Freight Carrier

A certificate showing adequate general liability and property damage coverage must be received four (4) weeks prior the event.

IMPORTANT: please be sure the certificate of insurance (COI) indicates the name of the exhibitor appointed contractor being insured and the name of the exhibiting company for which work is being performed. Smith Expo, the Official Show Contractor, and the facility must be named as additional insureds on all policies. The COI must cover the entire event date and must be received no later than four (4) weeks prior to the event. Any and all outside vendors must fulfill the following requirements:

- EACs should supply a list of all full-time employees who will be installing, dismantling or working in the exhibiting company's booth. Smith Expo management also requires that exhibitor appointed contractors furnish a list of all subcontractors they will use during installation, show days and dismantling. Any company that is not an approved exhibitor appointed contractor or does not appear on an appointed exhibitor contractor's list of approved subcontractors will be denied access to the show floor. Exhibitor appointed contractors must collect the proper COIs from their subcontractor(s) and maintain the original certificates (photocopies and faxes are not acceptable) on file for review by Smith Expo management.

- All EACs and all subcontractors must display company ID with photo all times while on property.

- All EACs agree to abide by the rules and regulations set forth by Smith Expo in this Service Kit. EACs may operate only out of the confines of their client's booth. Separate service desks and/or work areas, storage areas or other work facilities will not be permitted at Smith Expo's event. The show aisles and public space are not part of the Exhibitor's booth space.

- All EACs must comply with local labor agreements and practices and may not commit any acts that could lead to work stoppages, strikes or labor problems.

- All EACs must adhere to the move-in, move-out schedule. Exhibitors will be responsible for any additional expense incurred by Smith Expo should deadlines not be met.

- Exhibitors are liable for restoring their exhibit area to its original condition (i.e. free of any tape, debris and other remnants of use).

- All personnel under the employment of the EACs must be credentialed properly with show management.

- It is the responsibility of the exhibiting company to ensure that each EAC adheres to all official rules and regulations of the Event as set forth by Smith Expo.

- All EACs will not solicit business on the Show Floor.