

GENERAL EVENT INFORMATION

MOVE-IN DATE & TIME:

WEDNESDAY, APRIL 11, 2018
6:00 pm—9:00 pm
(no registration available)

EXHIBITING DATES & TIMES:

THURSDAY, APRIL 12, 2018
7:00 am—1:30 pm
Exhibit Hall Opening Reception
6:00 pm—8:00 pm

THURSDAY APRIL 12, 2018
2:00 pm—8:00 pm

FRIDAY APRIL 13, 2018
8:00 am—6:00 pm

MOVE-OUT DATE & TIME:

SATURDAY APRIL 14, 2018
8:00 am—5:00 pm

LOCATION:

SATURDAY APRIL 14, 2018
5:00 pm—8:00 pm

Sacramento Convention Center
1400 J Street
Sacramento, CA 95814

MAP:





MEETING PRODUCER:

**Organization of American Historians
112 N Bryan Ave.,
Bloomington, Indiana, 47408
812 855 7311**

MEETING CONTACTS:

For logistics, sales, and general inquiries:

Hajni G. Selby, B.Sc., M.A. 812 855 9853
Director of Meetings hselby@oah.org

For registration and payment

information: Karen Barker 812 855 9872
Accounting Assistant kbarker@oah.org

For Additional Sales

Nami Novak 317 201 7223
sales@oah.org

EVENT MANAGEMENT:

Throughout the conference, event management will maintain an Information Booth to assist all exhibitors and attendees.



BOOTH INCLUDES:

Every 10'x10' booth will be set with an 8' high back-wall drape, 3' high side-wall drape (excluding pavilions), 6ft draped table, two chairs, wastebasket, and a 7"x44" I.D sign.

Every Exhibit Light space comes with one 8' draped table, two chairs and one wastepaper basket.

Every Panel Display will be set with one 3x8 panel board ideal for a 44 by 62 inch poster, 4ft draped table, one chair, and one wastepaper basket.

Materials handling is not included, and is the sole responsibility of the exhibitor

THE EXHIBIT HALL IS NOT CARPETED

DECORATOR & DISPLAYS:

Paramount Conventions Services, Inc. is the official decorator of The Organization of American Historians Annual Meeting. Paramount Convention services include: furniture rental, carpet, drape, signage, plants, and labor, including design and set up of custom rental displays. Order forms may be found on the online forms listing found here

<http://www.oah.org/meetings-events/2017/exhibitor-kit/>

CLEANING SERVICES:

It is the exhibitor's prerogative to order cleaning services for the interior of their booth. The Organization of American Historians will provide cleaning for aisles, meeting rooms, and common areas.

ENTRY TO THE EVENT:

Attendees and exhibitors must be registered before entering the exhibit floor. Event management reserves the right to refuse admission to the Annual Meeting to any visitor, exhibitor, or contractor who, in the opinion of event management, is unfit, intoxicated, or in any way creating disruption to the Annual Meeting.

EXHIBITOR BADGES:

Each exhibitor must register to the Annual Meeting. Registration instructions will be sent with a pass code to access the free passes specified by your exhibit/sponsorship level. Once the set amount of passes have expired, all additional exhibit personnel must register for the conference at the exhibitor rate of \$65.

All badges will be available for pick-up at the registration counter during move-in or during the event. For security reasons, you will be required to wear your exhibitor badge in a prominent location when entering the exhibit floor.

HOTELS & TRAVEL:

Reserve your room by **MARCH 22, 2018** to receive the Annual Meeting room rate. Please note rooms are limited.

Hyatt Regency
1209 L Street
Sacramento, CA 95814

Sheraton Grand Sacramento
1230 J Street
Sacramento, CA 95814

Single / Double: \$163

Single / Double: \$158

To reserve online, go to www.oah.org/meetings-events/2018/accommodations/#reserve

PLEASE NOTE: The OAH will not call or authorize anyone to call any attendee, exhibitor, or sponsor to book their rooms. If you are contacted to book your room by any company claiming to represent the OAH, for security reasons please do not give out your personal information.

INSURANCE:

Neither event management nor the building owners will accept responsibility for injury to persons, loss or damage to products, exhibits, equipment, or decorations by fire, accident, theft or any other cause while in the building or on the grounds.

Exhibitors must have adequate insurance for their own personnel, exhibits, and materials against such hazards.

It is recommended that booth personnel have a copy of their insurance certificate at the event.

SECURITY:

The OAH will provide 24 hour security in the exhibit hall however, exhibitors are solely responsible for their own exhibit materials and should insure exhibits against loss or damage from theft, accident, vandalism, fire, or other causes. All property of an exhibitor is understood to remain in his/her care, custody, and control in transit to/from and within the confines of the exhibit area. Laptops and small items of value should be removed at the end of each exhibit day.