

The Details

1. Hours (setup, viewing, and disassembly of exhibits)	Installations of exhibits will be between 3-5 p.m., Tuesday, April 7, 2015. All exhibits must be completed and ready for viewing by 8 a.m., Wednesday, April 8, 2015. Exhibits may be removed from the premises after noon, Thursday, April 9, 2015.
2. Specifications for sponsor ads and logos	<p>Please see the sponsorship level and perks chart for a detailed list of sponsorship levels.</p> <ul style="list-style-type: none">• For inclusion in brochure, sponsorship must be purchased by Friday, November 14, 2014.• For inclusion in the program, graphics must be received by Monday, February 2, 2015. <p>Advertisement and Logo Submission Requirements:</p> <ol style="list-style-type: none">1. Must be camera-ready and sized per the listed specifications.2. Files may be in .jpg, .tif, .eps, or .pdf format.3. CMYK files are recommended. RGB files will be converted to CMYK. <p>KHC makes no guarantee of color match, if CMYK files are not provided.</p> <p>Please send the digital files to Nicole Morris at nmorris@kyhousing.org.</p> <p><i>Note: If only a logo is provided, it will float within the space with no additional copy.</i></p>

Full color ad and logo opportunities!

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3. Exhibit booth specifics	Payment for an 8' x 10' exhibit space includes an identification sign, 2' x 6' skirted table and two side chairs. Additional equipment and shipping will be the exhibitor's responsibility and can be arranged through Lisa Buchanan at 502-564-7630, extension 210, or email lbuchanan@kyhousing.org .
4. Availability and use of space	Applications for exhibit space will be reviewed in the order in which they are received. Confirmation that the registration form and payment have been received will be sent to exhibitors. If all space is filled at the time of application, any applicant unable to secure space will receive a complete refund of fees. Kentucky Housing Corporation reserves the right to decline or prohibit any exhibit that is deemed not suitable and in keeping with the purpose and integrity of the conference.
5. Contact information	Sponsorship Opportunities: Mary Kay Meagher with Ohio Capital Corporation for Housing at 614-224-8446 or mmeagher@occh.org . Exhibit Space Opportunities: Lisa Buchanan, with KHC at 502-564-7630, extension 210, or email lbuchanan@kyhousing.org . Advertisement Opportunities: Nicole Morris, with KHC at 502-564-7630, extension 459, or email nmorris@kyhousing.org . Additional Information: Sara Nesselrode, with KHC at 502-564-7630, extension 383, or email snesselrode@kyhousing.org .

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6. Payment information	<p>All payments from sponsors and exhibitors must be received by Friday, March 27, 2015. All payments must be made payable to Ohio Capital Corporation for Housing and mailed to:</p> <p>Ohio Capital Corporation for Housing c/o Mary Kay Meagher 88 Broad Street, Suite 1800 Columbus, OH 43215</p>
7. Indemnity clause	<p>Sponsor/Exhibitor shall be fully responsible to pay for any and all damages to property owned by The Lexington Convention Center their owners or managers, which result from any act or omission of sponsor/exhibitor. Sponsor/Exhibitor agrees to defend, indemnify and hold harmless, Kentucky Housing Corporation, Ohio Capital Corporation for Housing, The Lexington Convention Center, their owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from losses, costs, damages or expenses arising from, out of, or by reason of any accident or Sponsor/Exhibitor, its agents, employees and business invitees which arise from or out of the sponsor/exhibitor's occupancy and use of the exhibition premises, the hotel or any part thereof.</p>