



EXPO EXHIBITOR INSTRUCTIONS (Nov. 20th 2-5PM)

SET UP

Exhibitor Setup (booth and vehicle vendors) is Thursday, November 20th, from **7AM-1:45PM**. Depending on availability, vendors *may be* able to access Expo Hall B on late afternoon/early evening of November 19th to set up and pull in vehicles. A specific vehicle move-in schedule will be forthcoming.

NOTE* If you are bringing a vehicle for display, you will be contacted directly about your exact vehicle move-in time on November 20th but know it will be within the window of **7-9AM**. **If you are hoping to move your vehicle in earlier (on November 19th), please contact Elle at Elle@chwadvisors.com**

TEAR DOWN

Exhibit Removal is Wednesday, November 20th from 5-8PM, immediately after the show ends at 5PM.

ADVANCE SHIPPING

Advance shipping will be accepted starting October 23, 2025 (approx.) and cutoff November 15, 2025
Receiving Hours: M-F 8am – 4pm

Advance shipping labels will be available to purchase and print when the Fern portal (OneView) is open. These rates (set by Fern) include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading. The Advance Warehouse will **ONLY** accept packaged shipments, including crates, boxes, and skids. **NOTE* Advance shipping is sent to a warehouse and should NOT be addressed to the Convention Center as they cannot guarantee delivery to your booth on the show day.**

All questions related to shipping should be relayed to Fern via the OneView portal. POC information for Fern is available in the OneView portal. Emails will be sent from Fern to you in October, once your profile has been created in the portal. We have pressed Fern hard for this information and appreciate your patience.

BOOTH INFORMATION

Unless otherwise noted, your booth purchase includes a 10x10 space with a table, linen, trash can and two chairs. If you need to purchase dedicated internet, electricity, more space, etc. either coordinate now with Elle Crader or purchase through the OneView portal once it is opened. The tables are 6' L x 24" W x 30" H.

Booth assignments have not yet been made but will be shared once available. OPTA is waiting on FERN for the floor layout. Exact vehicle locations are forthcoming and will be sent to those bringing vehicles when your move-in time is designated.

Our partner at the Convention Center is Fern. Visit [Fern's site](#) for more information. The best contact at Fern for specific questions is Mariah Masse at mmasse@fernexpo.com.

REGISTRATION TABLE

If you are attending any portions of the conference prior to the EXPO, your credentials will be available for pick-up at the **Hilton (Tower 401, LL)**. Additionally, you will be able to pick up your credentials in front of Expo Hall B the day of the show. **Credentials are not needed to attend the Welcome Reception on Nov. 19th. We encourage all vendors with a full ticket to attend the entire conference to NETWORK, not just the Expo**, as State of Ohio rules prevent agencies from purchasing products on-site and instead must complete a procurement process.