**IMPORTANT ITEMS**

**UPON ARRIVAL (You can begin set-up as early as 8:00 a.m.)**

* There will be a registration table located immediately inside the loading dock (19) entrance in the back of the SAF area. This is your first stop. ***Upon arrival, all district participants must register with Gwen Samet.*** The registration area will be clearly indicated on visible signage at the designated entrance.
* The Convention Center will not provide workers to carry items from your car, nor will it have carts available. We suggest you bring a small handcart.

**PARKING**

* We have reserved 100 parking spaces in the East parking lot especially for SAF participants. Please remember to bring your parking pass with you. You may use the loading dock to drop off materials and check in and park in the East lot. You cannot permanently park in the loading dock area during the Fair. A shuttle bus will be available from the East lot to take you to and from the Fair.

**DISPLAY AREAS AND EQUIPMENT**

* The booths are 10' x 10'. Since they are a pipe and drape configuration, it will be impractical to hang anything of any weight on the curtained walls.
* There will be signage above your booth with the name of your school district and the title of your display. The decorators create the signage in advance for consistency of presentation.
* Each booth will be provided with a draped 8' table and two chairs. ***Additional chairs will not be provided. Please do not take chairs from another booth.*** *You* ***are*** *permitted to bring additional chairs into the Convention Center****.***
* We will ***not be able to provide you with any equipment other than the actual booth, table, two chairs and signage***. If you are bringing computer equipment, please be sure to bring electrical strips and any connecting wiring or cables with you.
* ***Internet or WI-FI access is NOT available*** free of charge. However, it may be purchased (from the convention center) online for a daily rate of **$99.00** for **WI-FI** per device.
* ***Electricity is provided in each booth.***

**STAFFING/GUIDELINES FOR STAFF AND STUDENTS**

* Each program booth is limited to a maximum of five people, including students and adults. If it is absolutely necessary to bring additional people, arrange for “shifts” of up to five with others having alternative plans during their “off” time. **If you have the names of the adults and students attending your booth, please send those to Gwen Samet (****gsamet@ohioschoolboards.org****) as soon as possible.** Name badges will be provided upon registration and must be worn in order to gain access to The Fair.
* Your booth must be staffed at all times. Tear down may begin at 3:00 p.m.
* Students need to be adequately supervised at all times. **STAFF AND** **STUDENTS ARE NOT PERMITTED INSIDE THE VENDORS’ TRADE SHOW, WHICH IS STAGED NEXT TO THE SAF. THIS SHOW IS FOR CONVENTION REGISTRANTS ONLY.**
* **You will be able to eat in the Student Achievement Fair area.** School district participants may either bring their lunch with them or purchase food at the vending areas. Lunch will cost about $10-$15 per person. Tables and chairs will be available in the Fair for you to relax and eat lunch prior to the Fair’s beginning at 11:30 AM.

**CONVENTION CENTER RESTRICTIONS**

* The Convention Center does not permit helium balloons in the building.
* Legal restrictions will not allow you to sell items at the Students Achievement Fair.
* The Convention Center restricts the making of food items at your booth unless they are directly related to the curriculum project you are displaying. You may not sell food items.