



### **SCHEDULE-AT-GLANCE**

<b>Educational Event</b>	1:00 – 3:00 PM
<b>SHOW HOURS</b> <i>Includes food &amp; Beverage</i>	3:00 – 6:00 PM
<b>Exhibitors Check-in / Set-Up Time</b>	10:00 – 2:45 PM

#### **Tabletop Fee: \$650**

Includes 6 foot draped table, 2 chairs, Company I.D.

#### **PAYMENT OPTIONS:** Check or Credit Card

**Check** – To pay by check, please contact [gerri@gcbusiness.com](mailto:gerri@gcbusiness.com) for the address.

**Credit Card** (AmEx, Discover, Visa, Mastercard). To pay by credit card, you will be automatically directed to the credit card link when registering for the tabletop.

**Cancellations/Changes and Refunds:** If cancellation is received in writing on or before August 31, 2025, reservation fee less \$150 handling charge will be refunded. No refunds will be given for any cancellation after August 31, 2025.

**ELECTRICITY:** If your company requires electricity it is \$50 and your table must be located by the wall where electricity is indicated.

**FLOOR PLAN** – See Our Current [Floor Plan HERE](#)

#### **NAME TAGS**

**Exhibitors:** Please enter the names of all your representatives directly in your portal. This is accessible via your auto login which was emailed to you. If you cannot locate your auto login, please contact [oviftexpo@gmail.com](mailto:oviftexpo@gmail.com) and it will be emailed to you.

All your badges will be available upon your arrival.

**<<See Next Page for More Details>>**



## SHIPPING INSTRUCTIONS

Boxes can only be accepted **no earlier than Monday, October 13, 2025.**

Event Date: Tuesday, October 14, 2025 - Include your Company Name & Tabletop Number on the box.

Cintas Center  
1624 Musketeer Drive  
Cincinnati, OH 45207  
HOLD FOR OVIFT Expo – 10/14/2025 – Duff Banquet Hall  
Add your **Company Name & Table #** \_\_\_\_\_

## RETURNING PACKAGES

If you wish to **return materials/boxes** from the Cintas Center, please come prepared with shipping labels. Only UPS and Federal Express can be utilized. Bring your boxes to the designated area which you will know when you arrive. Our office will call UPS and FedEx to schedule the pick up, unless you make the call. We will ask that you complete a form upon arrival.

## [PARKING & DIRECTIONS](#)

If you have any other questions or concerns:  
Contact the Gerri Cristantiello by phone at [201.657.1989](tel:201.657.1989)  
or email at [gerri@gcbusiness.com](mailto:gerri@gcbusiness.com) or [oviftexpo@gmail.com](mailto:oviftexpo@gmail.com)