Exhibit Manager Report

Report: Exhibit Manager
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Activities and Progress Report: There were 19 exhibitors at the 2012 Annual Conference of OAHPERD. They were housed in the Heritage room of the Nigh University Center. This made it ideal for the exhibitors as the room could be locked at night so exhibitors didn’t have to close down their presentations at night. However, the space in the room limits the number of exhibitors and activity that can take place. There was one problem that needs to be addressed in new business and that is the proper procedure of procuring exhibitors and notifying the exhibits manager and the convention manager. There were several exhibitors who showed up that were not expected by myself or the convention manager or that were last minute additions. With the limited room available and the ordering of tables, table skirts, signs for the table, this made things difficult plus it gave the impression to the exhibitors that we didn’t know what was going on. (which we didn’t)

Anticipated Plans: My future plans are to procure exhibitors for next years’ conference.
To also review, update, and communicate procedures for procuring exhibitors keeping in mind deadlines needed for proper planning of the conference.

Actions Required by the Board: Support in reviewing the procedures, updating them and communicating to the Board & council and members proper procuring and acceptance of exhibitors.