



Hilton Columbus At Easton  
3900 Chagrin Drive  
Columbus, Ohio 43219  
Tel: 1-614-414-5000 Fax: 1-614-414-5100  
Group Code: MAH

#### **Exhibit Setup**

**Saturday: 9:00 a.m. - 5:00 p.m.**  
**Sunday: 8:00 a.m. - 10:00 a.m.**

#### **MAHO Expo**

**Sunday: 10:30 a.m. - 4:30 p.m.**

## **MAHO EXPO Speaker Application & A/V Form (digital)**

~ We respectfully request that ALL forms be used as guidelines to complete information requests.

~ Unless you are using a digital form we appreciate all submissions be typed directly into an email response to ([diane@maho4health.org](mailto:diane@maho4health.org)). This will prevent misinterpretation of data or errors in recreating your company submission.

**Thank you!**

#### **This Packet Contains:**

- \* Speaker Request
- \* Speaker App. & A/V Form (2 pgs.)

#### **REMINDERS:**

\* All information on the speaker form must be completed in full before consideration for a speaker spot.

\* All companies hosting a speaker & a meal receive a FREE full page - full color ad in the MAHO Expo Show Directory & Resource Guide.

\* All companies are responsible for submitting their ad (within the guidelines below) before the deadline - 5/15.

- ☞ All Ad Copy (Color Or Black And White Jpeg) Should Be No Less Than **300 dpi @ size**
- ☞ (Ad Size Should Be 4.5" Wide x 7.5" High)
- ☞ Please submit an Ad with NO guide marks
- ☞ Deadline For All Ad Copy Submissions Is **5/15**

Return to MAHO • 7219 Sawmill Rd. Ste. 105-A • Dublin, Ohio 43016  
Phone: 614/798-1117 • 800/795-6246 • Fax: 614/798-1118  
Email: [Diane@maho4health.org](mailto:Diane@maho4health.org) • [Marcy@maho4health.org](mailto:Marcy@maho4health.org)  
Website: [www.maho4health.org](http://www.maho4health.org)



## Speaker Request

### Guidelines

- \* Our feedback forms indicate that a significant number of our attendees are not appreciative of speakers/lectures promoting a specific company or product. For that reason the MAHO Show Committee prefers that all speakers are educating on the topic and avoid endorsing a specific company or product. The MAHO Staff is very thorough in advertising “Summer Splash” speakers! Therefore our attendees will absolutely know who you are and what company you represent.
- \* We highly recommend you do invite them to visit your booth (by sharing the company name and booth number) at the conclusion of your presentation. This will help drive them to your booth/table for more specific information about your topic and products, and to answer any additional question they may have once leaving the session.

### 25 - 30 Second Video

We like to post videos of our speakers on facebook and twitter and they generate an impressive amount of early interest and excitement in the show.

We would like to have your sponsored MAHO Expo Speaker do a 25 - 30 second video promo, done on a cell or hand held device, inviting all of our potential independent retailers to the MAHO Expo. It is a great FREE advertising opportunity to encourage registration for lectures and generates excitement about the show.

We keep these videos pinned at the top of our sites for no less than a week. All videos are posted first come first served and rotated out at the end of the week. You can send the video to [diane@maho4health.org](mailto:diane@maho4health.org) or dropbox it if it is too large.

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Website: [www.maho4health.org](http://www.maho4health.org)





# Speaker Application Form and A/V Needs

PLEASE TYPE OR PRINT CLEARLY

To be considered for a Speaker Session at any upcoming/future MAHO Expo, all guidelines must be followed and this form should be submitted with the information request completed in it's entirety.

Additionally, please provide a company logo, speaker photograph and a YouTube Link or video of your speaker, with this form.

## Guidelines

- \* Only completed forms will be considered for speaker spots
- \* Upon receipt, all applications will be reviewed by show committee and/or staff
- \* Sponsoring company **must be a Loyalty Exhibitor** (current contracted show exhibitor + previous year exhibitor with full booth and/or full tabletop)
- \* Meal speaker sponsors are always placed first (contact office for available functions)
- \* If duplicate topics are received, the show contract date and payment in full will determine speaker selection
- \* No duplication of topics from previous years. Duplicate topics from speakers/companies will not be considered
- \* Topics cannot be a repeat of any affiliate presentations within six months prior to a MAHO speaking date
- \* Each speaker/company may submit up to four topics. A company may submit multiple speakers/topics, but require a separate form for each sponsored speaker
- \* Applications do not guarantee a speaking spot as we maintain a revolving waiting list to speak
- \* Applications are kept on file for last minute speaking cancellations and/or future events (includes On The Road Ed. Prog.)

## Information Request

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Speaker/Meal Session (please note desired meal slot below)

Fri./ Sat./ Sun. \_\_\_\_\_

B./ L./ D. \_\_\_\_\_

Speaker Session

## Speaker Information

Speaker Name and Credentials: \_\_\_\_\_

Speaker Bio: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Title of Topic: \_\_\_\_\_

Brief Description of Topic: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Please Complete  
Both Sides of Form



## **Company Logo-Speaker Photograph-YouTube Link or Speaker Video**

- \* .jpeg of the sponsoring company logo (show program + signage) High resolution logo of sponsoring company
- \* .jpeg picture of your speaker (show program + signage) High resolution picture of your speaker
- \* YouTube link or Video of your speaker in a speaking forum

## **A/V Fee** Please Note:

**The Audio/Visual Fee is \$450.00. The fee is based on the A/V package price negotiated and contracted by the association and is split equally between all speaker sessions. The Speaker Fee will be added to your company invoice and an updated invoice will be sent to the show contact via email.**

**If you elect to sponsor a Speaker/Meal Function, your A/V Split will be added to your BEO and billed through the Hilton. In order to better serve the individual needs of each company and speaker, your company Event Coordinator will work in conjunction with MAHO Staff and a Hilton Catering Manager to plan the meal selections for your menu. Staff will notify the Event Coordinator when the menus are available.**

I acknowledge the A/V Fee is \$450.00 to be paid in full by May 1st.

## **A/V Needs** Please indicate the A/V needs of your speaker

HH Wireless Microphone  
LAV  
Floor Microphone Stand  
Laser Pointer  
Podium

CD Player  
Power Strip  
Extension Cord  
VGA Cable  
Tripod Screen

Audio Mixer, 4 Ch.  
Audio Direct Box  
LCD Projector (includes projection stand,  
tripod screen, cabling and extension cords)

**Additional Charge:** \*It is recommended that you bring your own laptop with your presentation pre-loaded and tested.  
\*\*MAC please bring your own pigtail

(\$500.00) Laptop(includes computer with Microsoft Professional software, tripod screen,  
cabling and extension cords)

(\$50.00) Wireless Mouse

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