



2022 TRADE SHOW REGISTRATION

JANUARY
26 - 28 | 2022
COLUMBUS, OHIO





One of the largest local government conferences in the Midwest, the Ohio Township Association's (OTA) annual Winter Conference and Trade Show will be held on January 26 - 28, 2022, at the Greater Columbus Convention Center (GCCC). The conference consists of more than 80 individual workshops, a Trade Show with over 150 vendors and optional events for networking.

MEET OUR ATTENDEES

Approximately 3,000 people, including representatives from Ohio's 1,308 townships, attended the annual conference in 2020 (last in-person conference prior to COVID-19 pandemic). Conference attendees include elected officials, i.e., trustees and fiscal officers, as well as township administrators, road and cemetery superintendents, zoning officials, safety service personnel and legal counsel.


NEW! VENDOR DIRECTORY

Every attendee receives an event program for the OTA's annual Winter Conference & Trade Show. In response to positive feedback following the 2021 Virtual Conference, the 2022 program will feature a **vendor directory**, as well as an event overview for attendees (general schedule, session information, letters from the OTA President and Executive Director, etc.). Purchasing a profile in the program, in addition to a booth, ensures your company's information will land in the hands of township officials and staff from across the state.

A profile listing will include your company name, company logo, description (max 70 words), contact information, social media handles and website link. The example below is a mock-up and scaled to fit this page.


STANDARD PROFILES

THE OHIO TOWNSHIP ASSOCIATION



The Ohio Township Association is a statewide organization dedicated to the promotion and preservation of township government in Ohio. The OTA has more than 5,200 active members, made up of trustees and fiscal officers from Ohio's 1,308 townships, and more than 4,000 associate members. The OTA was founded in 1928 and offers educational events and opportunities, resources, legislative advocacy, and other important tools to OTA members.

614-853-0045
fought@ohiotownships.org
Find the Ohio Township Association at ohiotownships.org

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Or your company's logo!

NOTE:
For logos that are longer than they are tall, logo can be placed below description instead of to the right of the description.

DECORATOR

Excel Decorators, Inc. is the 2022 Trade Show decorator. You will receive a service kit via email from Excel within two weeks of registering. The kit includes information and pricing on furniture, carpet, shipping, labor, cleaning, electrical and other services. If you do not receive a service kit, please contact Excel at 614-522-0056.



TRADE SHOW OPEN HOUSES

With no workshops scheduled, attendees have several dedicated times to visit the Trade Show, talk with vendors, grab a refreshment and network with other officials.

FOOD AND BEVERAGE

Levy is the exclusive caterer for the Columbus Convention Center. If your company wishes to provide

food/beverage of any sort during the Trade Show, contact Michael Zaky (zaky@ohiotownships.org). Across the hall from the Trade Show is the Discovery Cafe. Here you can purchase food at Columbus Grille, Crimson Cup, Homegrown Market, and CBUS Tap Room. Additionally, there will again be food vendors inside the show room this year.

HOTEL REGISTRATION

The OTA provides block rates at six hotels in the downtown Columbus area. Hotel reservations must be made via the OTA website, and registration will open Monday, November 8, at 10:00 a.m. Information is also included on page seven of this document.

COVID-19 STATEMENT

We ask that attendees, exhibitors and vendors abide by all CDC, local and state government mandates in place at the time of the event dates. Remember to socially distance from those not in your group. An inherent risk of exposure to COVID-19 exists in any public place. By participating at the event, this constitutes your understanding, and the understanding by all those working with you, of this risk and you each voluntarily assume such risk. The Ohio Township Association, Greater Columbus Convention Center, hotels, and conference sponsors/vendors cannot be held liable if you or anyone joining you contracts COVID-19.

EXHIBIT AREA RULES AND REGULATIONS

EXHIBIT STANDARDS

Show Management, including the OTA, shall have the right to prohibit any exhibit or part of an exhibit that in their opinion is not suitable for, or does not keep with the character or purpose of, the exhibition. Extending into another vendor's space and the fastening of materials to booth drapery, or to building walls, ceilings, floors, carpeting or columns, is expressly prohibited.*

ASSIGNMENT OF SPACE

Space is assigned to each exhibitor on a first-come, first-serve basis, and is not finalized until payment, "hold harmless" agreement, and Certificate of Liability Insurance have been received by the OTA. Confirmations with booth numbers will be sent at least two weeks prior to the show to the contact name and email listed on the registration.

TRADE SHOW HOURS

Trade Show exhibitors must abide by Trade Show hours. Exhibits must be maintained by at least one company representative at all times. Dismantling is not permitted until the exhibit hall closes at noon on Friday, January 28, 2022.*

HOSPITALITY ROOMS

The OTA does not condone, allow or endorse activities, meetings, or events that are similarly formatted to or that compete with the OTA's pre-scheduled activities, meetings, or events during the official hours and events of the OTA Winter Conference & Trade Show. Vendors that market (before or during the conference and trade show) and/or host (during the conference and trade show's pre-scheduled gatherings) such aforementioned gatherings will receive future penalties affecting booth location and/or the ability to exhibit.

SAFETY

All materials must conform to the requirements of the building and to the inspection authorities that have local jurisdiction. Most notably, all decorative materials must be nonflammable, and display vehicles must have fuel tanks drained and batteries disconnected; also, fuel filter openings must be locked or taped shut.*

DOOR PRIZES

A portion of the vendor registration fee is used by the OTA to purchase door prizes which are awarded by random drawing during the General Session on Thursday. We are aware that some vendors choose to hold drawings for prizes at their booths. Ohio's Ethics Laws place restrictions on this practice. Prizes should not be so valuable that they could be considered a substantial and improper influence on the public official who may win the prize.* Prizes with a value of \$40-50 are likely to be considered below the threshold where an issue could be created. More valuable prizes could be awarded if the recipient of the prize is the township itself and not the public official personally. These prizes would need to be suitable for use by the township (e.g., a desk chair, business software or a technology device such as a tablet) and not designed for personal use (e.g., an expensive golf club or sporting event tickets). If you have questions, visit the Ohio Ethics Commission website at www.ethics.ohio.gov. We encourage vendors with door prizes to participate in the Thursday General Session drawing. For more information, contact Michael Zaky at zaky@ohiotownships.org or 614-863-0045.

**Not following this rule may result in future penalties affecting booth location and the ability to exhibit.*



20 TRADE SHOW 22 REGISTRATION

JANUARY
26 - 28 | 2022
COLUMBUS, OHIO

Please return completed form, payment and Hold Harmless Agreement by Friday, January 7, 2022.

COMPANY NAME _____ SERVICE _____

CONTACT NAME _____ ADDRESS _____

Please provide the information of the person handling the booth planning, not the attendee/s.

CITY/STATE/ZIP _____ PHONE _____

EMAIL _____

COMPANY CATEGORY (check one that best applies, for program listing purposes)

- ARCHITECTS
- ATTORNEYS
- BILLING SERVICE
- CONSTRUCTION
- CONSULTING
- ECONOMIC DEVELOPMENT
- ENGINEERS
- ENVIRONMENTAL CONSULTANTS
- EQUIPMENT SUPPLIER/SALES
- FINANCIAL SERVICES/ADVISORS
- FIRE EQUIPMENT
- GOVERNMENT AGENCY
- INSURANCE
- IT & SOFTWARE CONSULTANTS
- LANDSCAPE
- NON-PROFIT/EDUCATION
- PAVEMENT MAINT./PRESERV.
- PLANNING & ZONING CONSULTANTS
- PRINTING
- RECREATION SUPPLIER
- ROOFING SERVICES
- SIGNS
- SOLID WASTE/RECYCLING
- TECHNOLOGY
- TRAFFIC & TRANSPORTATION
- TRUCK SALES/VEHICLE SALES
- WATER & WASTEWATER
- WORKERS' COMPENSATION
- OTHER _____

EXHIBIT FEES

First booth \$750 (\$850 if paid after December 31, 2021)
Additional booths \$450 each

The floor plan is enclosed in this packet (page six). Booth assignment is on a first-come, first-serve basis. **Assignment will not be made until payment and the Hold Harmless Agreement are received and approved.**

BOOTH PREFERENCE

Booth Space Preferences 1. _____ 2. _____ 3. _____

Please refer to the **online** floor plan (www.ohiotownships.org) **BEFORE** listing preferences - the online availability will be updated on a weekly basis.

HEAVY EQUIPMENT Yes No

Heavy equipment is permitted and there are no weight limits. Heavy equipment must be installed Tuesday, January 25, 2022, between noon and 8:00 p.m. **Call Excel at 614-522-0056 for your assigned move-in time.** Per fire code regulations, equipment may not overflow into aisles - please select adequate space for your equipment. Heavy equipment areas have been designated as such on the floor plan. Fuel tanks must be drained and batteries disconnected to enter show floor. **The floor plan can be found on page six of this document.**

NAME BADGES

Please **print clearly** those who will represent your company at the Trade Show. Names must be received by Friday, January 7, 2022. Ten badges (one per person) are included in your registration. Additional badges cost \$10 per person. Lost badge fee is \$20.

First and Last Name

First and Last Name

BOOTH INFORMATION

Vendor registration fee includes a 10'x10' standard booth with 8' back drape and 3' side drape, company identification sign, free power wash for heavy equipment exhibitors, exhibit hall and conference badges for up to ten staff per booth, and listing in conference program and app (if registration received by Jan. 7).

Trade Show registration grants your company representatives access to all educational sessions. Optional events, including Casino Night and Luncheon, require tickets, which must be purchased separately.

(registration continued on opposite side)



SPONSORSHIP

The OTA provides numerous opportunities for sponsorship throughout the conference facility. These opportunities are listed in your separate, enclosed packet. If you are interested in sponsorship, please contact Shae Haas at the OTA office by email at haas@ohiotownships.org or by phone at 614-863-0045.

CANCELLATION POLICY

If an exhibitor chooses to cancel registration **after December 31, 2021**, there will be **no refund** given.

HOLD HARMLESS AGREEMENT

Enclosed in this packet is a Hold Harmless Agreement. **Your company will not be considered registered** without the return of this completed form.

RULES AND REGULATIONS

Please refer to page two of this packet for trade show rules and regulations.

PAYMENT CALCULATOR

		# OF UNITS		UNIT PRICE		TOTAL
First Booth	\$750 (\$850 if paid after Dec. 31, 2021)	1	x		=	
Additional Booths	\$450 each		x		=	
Vendor Directory	\$250 each (<i>one opportunity per vendor</i>)		x		=	
Additional Badges	\$10 each (<i>if you require more than the initial 10 badges</i>)		x		=	
Casino Night	\$25 per ticket		x		=	
Luncheon	\$30 per ticket		x		=	
TOTAL						

PAYMENT INFORMATION

 Check

 Credit Card

CREDIT CARD NO. _____

EXPIRATION _____ CSC _____ ZIP CODE _____

NAME & BILLING ADDRESS (IF DIFFERENT FROM ABOVE)

EMAIL ADDRESS FOR CREDIT CARD RECEIPT

PLEASE RETURN TO:

6500 Taylor Road, Suite A
Blacklick, Ohio 43004
Fax: 614-863-9751

Registration and payment must be received on or before January 7, 2022 to be included in the Winter Conference program.

QUESTIONS?

Contact Michael Zaky:
614-863-0045
zaky@ohiotownships.org



WHERE CAN I PARK MY CAR AND UNLOAD THINGS FOR MY BOOTH?

Exhibitors have access to the dock at the back of the Greater Columbus Convention Center (GCCC). You will be given a 20-minute window to unload your vehicle and move things to your booth. *Please note that the GCCC and the OTA do not provide carts to move your items.* You will then need to move your vehicle to any of the surrounding parking areas; please be aware that the GCCC and the OTA do not provide parking passes.

IS THERE WI-FI IN MY BOOTH?

No, but you can purchase internet access through Smart City, the internet provider at the GCCC. Instruction will be included in the service kit.

CAN I ATTEND ANY OF THE CONFERENCE SESSIONS?

Yes, as long as your booth remains manned. Please make sure you have your name badge with you in order to attend sessions.

WHEN CAN I BREAK DOWN MY BOOTH?

Noon on Friday, January 28.

WHEN CAN I ACCESS MY BOOTH SPACE?

Heavy equipment will have access Tuesday, January 25 (call Excel at 614-522-0056 for your assigned move-in time) and non-heavy equipment exhibitors will have access to their booths beginning at 7:30 a.m. on Wednesday, January 26.

HOW DO I GET A ROOM?

All hotel rooms must be reserved via our online portal. For a room at one of the conference hotels, please visit www.ohiotownships.org and click on the "Hotel Reservation" option; this will be open on November 8 at 10 a.m.

IS THERE A LIMIT TO THE NUMBER OF PEOPLE I CAN HAVE IN MY BOOTH?

Each exhibitor may have up to 10 name badges at no cost per company; if additional badges are needed, please contact Michael Zaky at the OTA office prior to January 7, 2022. A fee of \$10 will be charged for each additional badge.

TRADE SHOW HOURS

Wednesday, January 26, noon - 5 p.m.

Thursday, January 27, 8 a.m. - 5 p.m.

Friday, January 28, 8 a.m. - noon

Full schedule will be included with confirmation



HOW DO I GET ELECTRICITY IN MY BOOTH?

There will be a link in the service kit provided by Excel Decorators to the GCCC's website to order electric/utilities. Contact information for GCCC Client Utilities will also be provided in the service kit. Any questions should be directed to GCCC.

WHAT HAPPENS IF I NEED TO LEAVE EARLY?

Any exhibitor dismantling, packing up materials, or moving out before noon will be subject to penalties including but not limited to loss of booth preference or loss of exhibiting privileges in subsequent years. Due to ongoing sessions while teardown takes place, exhibitors will not be allowed to move anything out using the main concourse.



January 26-28, 2022





HOTEL ACCOMMODATIONS

More than 1,000 hotel rooms at six hotels are reserved for the OTA conference. **Hotel reservations are handled by the Columbus Housing Bureau, and must be made at www.ohiotownships.org.**



Housing registration opens Monday, November 8 at 10:00 a.m. Once registered for a hotel room, you will receive an initial confirmation email from the Housing Bureau.

The hotel reservation cut off date is January

4, 2022. After this date, availability may be limited and room rates subject to change. Changes and cancellations prior to January 18, 2022, can be made using the online reservation system or emailed to the Housing Bureau at Housing@ExperienceColumbus.com. To cancel your reservation after January 18, 2022, contact your hotel directly. You may be charged a fee. "No shows" will be billed for one room night.

Hotel information can be found below, and prices are listed according to single (1 person/1 bed), double (2 people/1 bed or 2 people/2 beds), triple (3 people/2 beds) and quad (4 people/2 beds) occupancy. Questions? Please contact Michael Zaky by email at zaky@ohiotownships.org.

Tuesday, January 25

Noon - 8:00 p.m. Heavy Exhibitor Installation
(by appointment only)

Wednesday, January 26

8:00 - 11:30 a.m. Exhibitor Installation
11:30 a.m. - 5:00 p.m. Conference Registration
Noon - 5:00 p.m. Trade Show
3:15 - 5:00 p.m. Networking with Vendors

Thursday, January 27

8:00 a.m. - 5:00 p.m. Registration & Trade Show
9:00 - 11:00 a.m. General Session
11:00 a.m. - 1:00 p.m. Networking with Vendors
3:15 - 3:45 p.m. Refreshment Break & Networking with Vendors

Friday, January 28

7:30 - 8:30 a.m. Fritters with Fought
8:00 - 9:00 a.m. Networking with Vendors
8:00 a.m. - Noon Trade Show
8:00 a.m. - 2:00 p.m. Registration
10:00 - 10:30 a.m. Refreshment Break & Networking with Vendors
11:30 a.m. - Noon Last Chance to Network with Vendors
11:45 a.m. - 1:30 p.m. Luncheon
Noon - 4:00 p.m. Exhibitor Dismantle

Hotel	Single	Double	Triple	Quad	Details
Drury Inn & Suites 88 E. Nationwide Blvd. Columbus, OH 43215	\$169	\$169	\$179	\$189	Adjoins Convention Center. Complimentary breakfast.
Hampton Inn & Suites 501 N. High St. Columbus, OH 43215	\$174	\$184	N/A	N/A	Across from Convention Center. Convenient to breakout sessions and trade show. Complimentary breakfast.
Hilton 401 N. High St. Columbus, OH 43215	\$179	\$179	\$179	\$179	Hall A of Convention Center accessible via skywalk.
Hyatt Regency 350 N. High St. Columbus, OH 43215	\$175	\$185	\$185	\$185	Host hotel for conference. Attached to Convention Center.
Red Roof Inn 111 E. Nationwide Blvd. Columbus, OH 43215	\$111	\$111	N/A	N/A	Complimentary breakfast.
Sonesta 33 E. Nationwide Blvd. Columbus, OH 43215	\$171	\$171	N/A	N/A	Formerly known as the Crowne Plaza. Convention Center accessible via skywalk.



HOLD HARMLESS AGREEMENT

Ohio Township Association

Annual Winter Conference & Trade Show

Jan. 26-28, 2022

Greater Columbus Convention Center, Columbus, OH

To the maximum extent permitted by Ohio law, the Exhibitor shall indemnify, defend, and hold harmless the Ohio Township Association, its board members, officers, employees, and volunteers, in both their official and individual capacities, from and against all claims, demands, payments, fines, penalties, suits, actions, judgments, settlements, and damages of every nature, degree, and kind (including direct, indirect, consequential, incidental, and punitive damages and attorneys fees and costs of defense), for any injury to a person or persons (including death) and for the loss of or damage to any property whatsoever (including but not limited to property owned by or in the custody, care or control of the Exhibitor), arising directly or indirectly from the negligence, recklessness or intentional wrongful misconduct of the Exhibitor, and its respective agents, employees, or invitees, in the setup, participation in, or packing up and exiting the 2022 Ohio Township Association Winter Conference or activities incidental thereto, or from their presence at or about the Greater Columbus Convention Center during the setup, participation in, or packing up and exiting the 2022 Ohio Township Association Winter Conference.

The Exhibitor shall provide the Ohio Township Association written proof of insurance which covers the obligations undertaken in this **HOLD HARMLESS AND INDEMNITY AGREEMENT** prior to the 2022 Ohio Township Association Winter Conference.

By signing below, I certify that I have read, understand, and have the authority to sign this **HOLD HARMLESS AND INDEMNITY AGREEMENT** on behalf of the named Exhibitor.

_____	_____	_____	_____
Print Name	Signature	Title	Date

_____	_____
Exhibitor (Company/Agency Name)	Phone

Address

_____	_____	_____
City	State	Zip