



LEVEL UP!

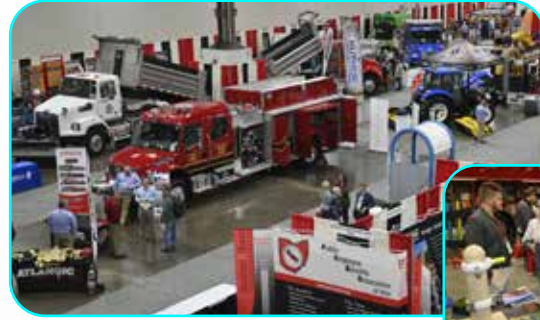
2024 OTA Winter Conference
Vendor Registration

START



LEVEL UP!

2024 OTA Winter Conference



The Ohio Township Association's annual Winter Conference and Trade Show will be held on February 7-9, 2024, at the Greater Columbus Convention Center (GCCC). The conference has more than 80 individual workshops, networking events, and one of the largest trade shows for local governments in the state.

Approximately 3,000 people, including representatives from Ohio's 1,308 townships, attend the OTA Winter Conference. Conference attendees include elected officials, (trustees and fiscal officers) as well as township administrators, road and cemetery superintendents, zoning officials, safety service personnel, and legal counsel.

Attendees have time to visit the trade show, talk with vendors, grab a refreshment, and network with other officials throughout the entire conference. The OTA has dedicated trade show hours each day. This year's conference will revive the passport program, encouraging our members to move throughout the entirety of the trade show hall. We have also incorporated snack breaks inside the show hall to further encourage our member-vendor interaction!



TRADE SHOW 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 its 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 applicant on a first-come, first-serve basis and is not done until payment is received and "hold harmless" agreement with proof of insurance is approved. **Confirmations, with booth numbers, will be sent at least two weeks prior to the show.**

USE OF OTA LOGO: Any use of the OTA logo on marketing material not provided by the OTA office must receive express approval from the OTA executive director office prior to distribution.

TRADE SHOW HOURS: Trade show exhibitors must abide by trade show hours. Exhibits must be manned by at least one company representative at all times. **Dismantling is not permitted until the exhibit hall closes at 12 p.m. on Friday, February 9.**

DECORATOR: The 2024 decorator is Excel Decorators, Inc. 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.

FOOD AND BEVERAGE: Levy is the exclusive caterer for the Columbus Convention Center. If your company wishes to provide any food or beverage during the trade show, contact Michael Zaky (zaky@ohiotownships.org). There are various options to purchase food on site including Columbus Grille, Crimson Cup, Homegrown Market, and CBUS Tap Room. Additionally, there will be food vendors inside the show hall each day.

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 Wednesday, November 1, at 10:00 a.m. See page five for more information.

OUTSIDE EVENTS: Exhibitor entertainment, meetings, or other activities aimed at general attendees during conference hours are prohibited. This includes hospitality rooms and other outside events.

SAFETY: All materials must conform to the requirements of the building and inspection authorities having local jurisdiction. Most notably, all decorative materials must be nonflammable, and display vehicles must have fuel tanks drained, batteries disconnected, and fuel filler openings must be locked or taped shut.

OUTSIDE PHOTOGRAPHY/VIDEOGRAPHY: No vendor is permitted to hire an outside photographer or videographer to photograph or record the OTA Conference and trade show.

DOOR PRIZES: A portion of the vendor registration fee is used by the OTA to purchase door prizes which are awarded by random drawings throughout the week. 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 of value that would be considered substantial and thus place improper influence on the public official who may win such 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. If you have questions, visit the Ohio Ethics Commission website at www.ethics.ohio.gov.

Not following the above rules may result in future penalties affecting booth location and the ability to exhibit.

F.A.Q.S

Where can I park my car and unload things for my booth?

Exhibitors have access to the dock at the back of the 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 WiFi 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.

What does it mean to have a premium booth?

You may notice this year that there are ten premium booths marked on the trade show map (p. 5). A premium booth is a stop that will be featured on our Passport. The Passport is a challenge open to every attendee, encouraging them to visit booths scattered throughout the trade show. The program has been incredibly popular in previous years and is sure to draw many attendees directly to your booth.

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 and get back into the trade show hall.

When can I access my booth space?

Heavy equipment only will have access Tuesday, February 6 (**call Excel at 614-522-0056 for your assigned move-in time**) and non-heavy exhibitors will have access to their booths beginning at 8:00 a.m. on Wednesday, February 7.

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 find the housing link on the conference event page. Room blocks will be open on November 1 at 10:00 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 per company; if additional badges are needed, please contact Tyler prior to January 8. A fee of \$10 will be charged for each additional badge.

How do I get tables, chairs, or electricity in my booth?

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

When can I break down my booth?

No sooner than 12:00 p.m. on Friday, February 9.

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.

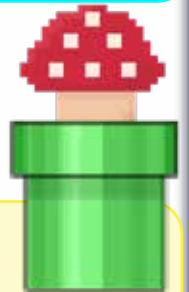
TRADE SHOW HOURS

Wednesday, February 7, noon - 5:00 p.m.

Thursday, February 8, 8:00 a.m. - 5:00 p.m.

Friday, February 9, 8:00 a.m. - noon

Full schedule will be included with confirmation.



OPTIONAL EVENTS

Casino Night

Join the OTA and conference attendees at Casino Night! This event will be held on Thursday, February 8 at 6:00 p.m. and gives you a chance to mingle with attendees in a relaxed, social environment. Make your way to the Hyatt Regency Ballroom and show off your gambling skills. Ticket holders will have the chance to play poker, blackjack, and more (with play money, of course). Heavy appetizers and drinks will be available. Prizes will be awarded. Tickets are required for entry.

Cost: \$35 per person

Luncheon

The OTA Luncheon will take place on Friday, February 9 in the Union Station Ballroom. Hear from speaker Marty Brennaman, celebrated former sportscaster for the Cincinnati Reds while enjoying a plated lunch.

Cost: \$35 per person

Want to sponsor the luncheon? See our advertising and sponsorship packet for more information.

TRADE SHOW SCHEDULE

Tuesday, February 6

Noon - 8:00 p.m.

Heavy Exhibitor Installation
(by appointment only)

Wednesday, February 7

8:00 - 11:30 a.m.

9:30 - 10:30 a.m.

11:30 a.m. - 5:00 p.m.

12:00 - 1:00 p.m.

Noon - 5:00 p.m.

3:45 - 5:00 p.m.

Exhibitor Installation
Newbie Reception
Registration
Networking with Vendors
Trade Show
Networking with Vendors

Thursday, February 8

8:00 a.m. - 5:00 p.m.

8:00 - 9:00 a.m.

9:00 - 11:00 a.m.

11:00 a.m. - 1:00 p.m.

2:15 - 3:00 p.m.

4:15 - 5:00 p.m.

6:00 - 10:00 p.m.

Registration & Trade Show
Networking with Vendors
General Session
Networking with Vendors
Refreshment Break/Networking
with Vendors
Networking with Vendors
Casino Night

Friday, February 9

7:30 - 8:30 a.m.

7:30 a.m. - 2:00 p.m.

8:00 a.m. - Noon

9:30 - 10:15 a.m.

11:15 a.m. - Noon

11:45 a.m. - 1:30 p.m.

Noon - 4:00 p.m.

Fritters with Fought
Registration
Trade Show
Refreshment Break/Networking
with Vendors
Last Chance to Network with
Vendors
Luncheon
Trade Show Tear Down

HOTEL ACCOMODATIONS

When can I reserve my room?

The room blocks will open for vendors and attendees on Wednesday, November 1 at 10:00 a.m.

How do I book my hotel?

Hotel reservations are handled by the Columbus Housing Bureau, and must be made at www.ohiotownships.org. Once registered for a hotel room, you will receive an initial confirmation email from the housing bureau.

What is the deadline to get special room rates?

The hotel reservation cut off date is January 16, 2024. After this date, availability may be limited and room rates are subject to change.

What if I need to change or cancel my reservation?

Changes and cancellations prior to February 6, 2024, can be made using the online reservation system or emailed to the Housing Bureau at Housing@ExperienceColumbus.com. To cancel your reservation after February 6, 2024, contact your hotel directly. You may be charged a fee. "No shows" will be billed for one room night.

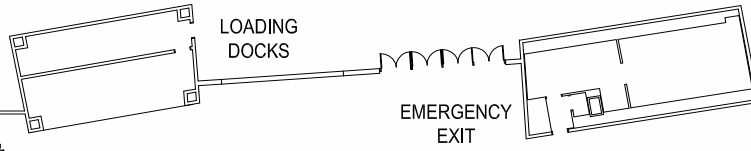
Who do I go to with hotel booking questions?

Please contact Michael Zaky at 614-863-0045 or zaky@ohiotownships.org.

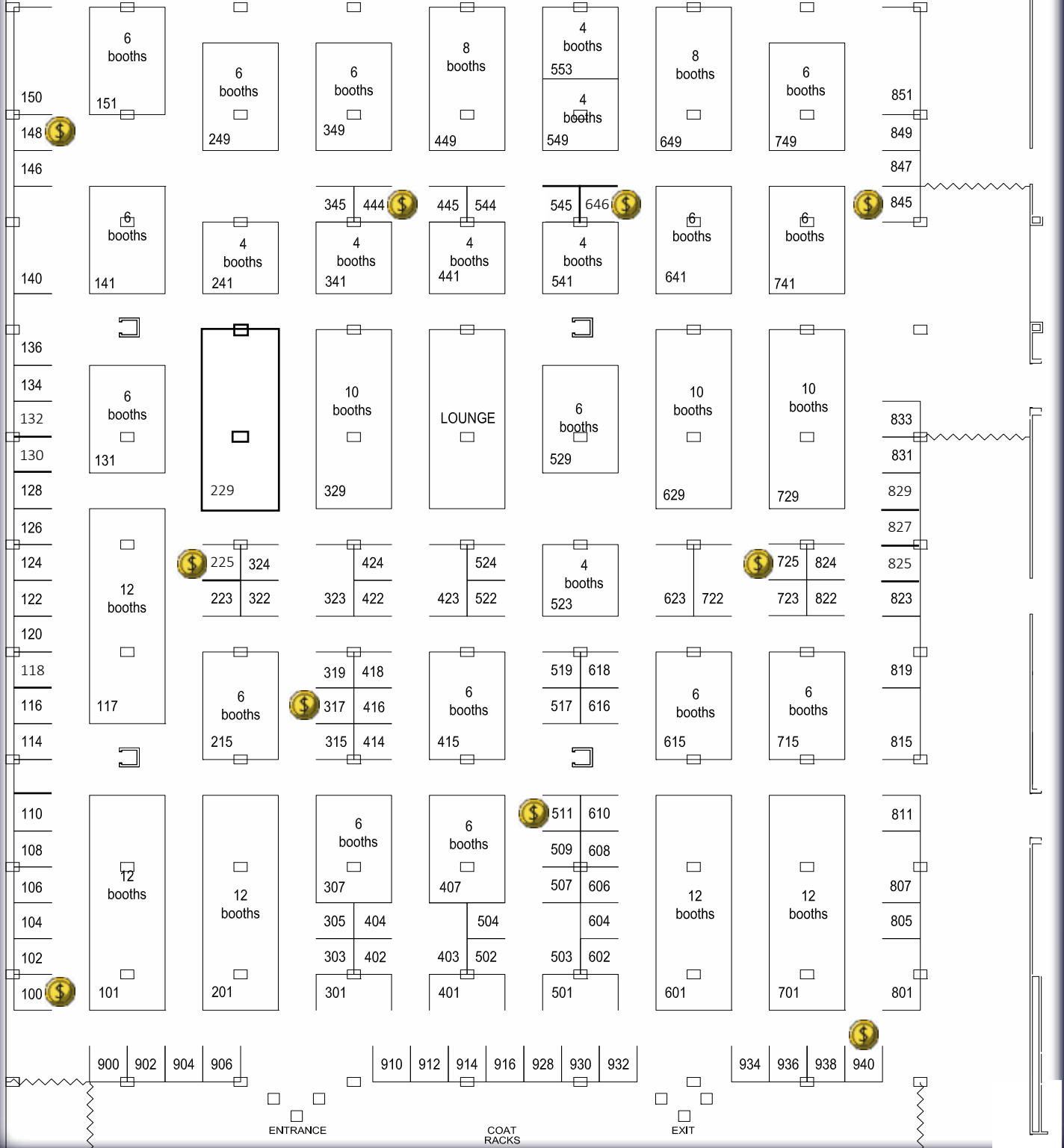
Hotel	Single	Double	Triple	Quad
Drury Plaza Hotel 88 E. Nationwide Blvd. Columbus, Ohio	\$176	\$176	N/A	N/A
Hampton Inn & Suites 501 N. High St. Columbus, Ohio	\$179	\$189	N/A	N/A
Hilton 402 N. High St. Columbus, Ohio	\$191	\$191	\$191	\$191
Hyatt Regency 350 N. High St. Columbus, Ohio	\$183	\$183	\$183	\$183
Red Roof PLUS+ 111 E. Nationwide Blvd. Columbus, Ohio	\$115	\$115	N/A	N/A
Sonesta 33 E. Nationwide Blvd. Columbus, Ohio	\$175	\$175	N/A	N/A

2024 OHIO TOWNSHIP ASSOCIATION

February 7-9, 2024



= PREMIUM BOOTH



LEVEL UP!

2024 OTA Winter Conference



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)

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> ARCHITECTS | <input type="checkbox"/> FINANCIAL SERVICES/ADVISORS | <input type="checkbox"/> NON-PROFIT/EDUCATION | <input type="checkbox"/> SOLID WASTE/RECYCLING |
| <input type="checkbox"/> LEGAL SERVICES | <input type="checkbox"/> SAFETY SERVICES | <input type="checkbox"/> OFFICE SUPPLIES/SERVICES | <input type="checkbox"/> TRAFFIC & TRANSPORTATION |
| <input type="checkbox"/> BILLING SERVICE | <input type="checkbox"/> GOVERNMENT AGENCY | <input type="checkbox"/> PAVEMENT MAINTENANCE | <input type="checkbox"/> WATER & WASTEWATER |
| <input type="checkbox"/> CONSTRUCTION | <input type="checkbox"/> INSURANCE | <input type="checkbox"/> PLANNING & ZONING | <input type="checkbox"/> WORKERS' COMPENSATION |
| <input type="checkbox"/> ENGINEERS | <input type="checkbox"/> IT & SOFTWARE | <input type="checkbox"/> RECREATIONAL SUPPLIERS | <input type="checkbox"/> OTHER (FILL- IN BELOW) |
| <input type="checkbox"/> EQUIPMENT SUPPLIER/SALES | <input type="checkbox"/> LANDSCAPE | <input type="checkbox"/> ROOFING SERVICES | _____ |

EXHIBIT FEES

First booth \$750 (\$850 if paid after Dec. 31, 2022)
Premium Booth +\$250
Additional booths \$450 each

The floor plan is enclosed on page 5. Booth preference is made 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 booth availability will be updated weekly.*

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 company and listing in conference program and app (if registration received by Jan. 8).

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

HEAVY EQUIPMENT Yes No If yes, what kind? _____

Heavy equipment is permitted and there are no weight limits. Heavy equipment must be installed Tuesday, February 6, 2024, 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.

CANCELLATION POLICY

If an exhibitor chooses to cancel registration **after December 31, 2023 there will be no refund given.**

HOLD HARMLESS AGREEMENT

The final page of this packet is a Hold Harmless Agreement. **Your company will not be considered registered until the return of this completed form.**

RULES AND REGULATIONS

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

SPONSORSHIP/ADVERTISING

The OTA provides numerous opportunities for sponsorship and advertising throughout the conference facility. These opportunities are listed in a separate, enclosed packet. If you are interested in sponsor and/or advertising opportunities, please contact Tyler at the OTA office at lovelace@ohiotownships.org or 614-863-0045.



NAME BADGES

Please print clearly the names of who will represent your company at the trade show. Names must be received by Monday, January 8, 2024. Ten badges are included in your registration. Additional badges cost \$10 per person. Lost badge fee is \$10.

First and Last Name

First and Last Name

PAYMENT CALCULATOR

		# OF UNITS		UNIT PRICE		TOTAL
First Booth	\$750 (\$850 if paid after Dec. 31, 2023)		x	\$750	=	
Premium Booth	+ \$250			\$250		
Additional Booths	\$450 each		x	\$450	=	
Additional Badges	\$10 each		x	\$10	=	
Casino Night	\$35 per ticket		x	\$35	=	
Luncheon	\$35 per ticket		x	\$35	=	
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 8 to be included in the Winter Conference program.

QUESTIONS?
 Contact Tyler Lovelace:
 614-863-0045
 lovelace@ohiotownships.org



HOLD HARMLESS AGREEMENT

Ohio Township Association
Annual Winter Conference & Trade Show
February 7-9, 2024
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 2024 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 2024 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 2024 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

Your company is not officially registered without the return of this completed form.
DEADLINE FOR RETURNING THIS FORM IS MONDAY, JANUARY 8, 2024.

Return to Tyler email lovelace@ohiotownships.org or mail with registration material & payment. Call the office at 614-863-0045 with any questions.