



2025

OTA WINTER CONFERENCE

*Leading the
Way*

VENDOR REGISTRATION

JANUARY 29-31, 2025

Leading the Way

2025 OTA WINTER CONFERENCE

The Ohio Township Association's annual Winter Conference and Trade Show will be held on January 29-31, 2025, at the Greater Columbus Convention Center (GCCC). The conference has more than 100 individual workshops, networking events, and one of the largest trade shows for local governments in the mid-west.

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 continue to encourage our members to move throughout the entirety of the trade show hall while participating with our new Trade Show Bingo. We have also incorporated events 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. Exhibitors will comply with GCCC's rules and regulations.

ASSIGNMENT OF SPACE: Space is assigned to each applicant on a first-come, first-served basis and is not finalized until payment, a Hold Harmless agreement, and a Certificate of Liability Insurance have been received by the OTA. The OTA strives to place vendors according to their preference in the order in which their complete registration materials are received. The OTA does not guarantee booth placement and reserves the right to alter booth placement. **Confirmations, with assigned booth numbers, will be sent at least two weeks prior to the show to the contact name and email listed on the registration.**

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 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, January 31.**

HOSPITALITY ROOMS: Exhibitor entertainment, meetings, or other activities aimed at general attendees during all scheduled 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. 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 ticket). If you have questions, visit the Ohio Ethics Commission website at www.ethics.ohio.gov. For more information, contact Michael Zaky at zaky@ohiotownships.org or 614-863-0045.

WARNING

**NOT FOLLOWING
THE RULES MAY
RESULT IN FUTURE
PENALTIES!**

F.A.Q.

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

Exhibitors have limited 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. Parking on the dock longer than 20 minutes is prohibited. Violators will be towed at their expense.

Is there WiFi in my booth?

No, but you can purchase internet access through the internet provider at the GCCC. Instructions will be included in the service kit sent by Excel.

What does it mean to have a premium booth?

Popular, expanding, and sold out in '24, you may notice this year that there are 24 premium booths marked on the trade show map (p. 5). A premium booth is a stop that will be featured on our Trade Show Bingo. Trade Show Bingo 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, January 28 (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, January 29.

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 6. A fee of \$10 will be charged for each additional badge.

How do I get furniture 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, January 31.

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 tear down takes place, exhibitors will not be allowed to move anything out using the main concourse.



NEW TRADE SHOW HOURS

Wednesday, January 29, 12:00 - 6:00 p.m.
Thursday, January 30, 8:00 a.m. - 6:00 p.m.
Friday, January 31, 8:00 a.m. - 12:00 p.m.

See page 4 for
the full
schedule

New for 2025

TABLE AND CHAIRS

We are pleased to announce that vendors will receive a **complimentary six-foot table and two chairs** with each registration! You may opt-in or opt-out of this perk on your registration form.

ONE-DAY TRADE SHOW PASS

This year, attendees have the option of purchasing our **new one-day Trade Show pass**, bringing in even more exclusive traffic to the Trade Show.

CONFERENCE KICKOFF

Kickoff conference on Wednesday, January 29, from 4:30 - 6:00 p.m. in the Trade Show Hall. As attendees lead the way through the entire Trade Show hall, we will have various food and drink options. This **free vendor and attendee event** is a great opportunity to network early on in the conference.

Optional Events

Casino Night

Join the OTA and conference attendees at Casino Night! This event will be held on Thursday, January 30, at 6:30 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: \$50 per person

Luncheon

The OTA Luncheon will take place on Friday, January 31, in the Union Station Ballroom. As you enjoy lunch, hear from speaker Dave Carey, a Vietnam veteran who survived as a prisoner of war for five and a half years.

Cost: \$40 per person

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

NEW!

Registration Deadlines and Pricing Updates

We have instituted for 2025 a new registration and pricing structure designed to encourage early registration and allow you to secure your preferred booth location for an enhanced conference experience!

To address the rising costs associated with event management and inflation, we implemented a price increase after the 2024 conference.

We offer three pricing tiers that increase based on your registration date. If you register between October 1 and November 15, you can secure your first booth for just \$800. Regular registration is available from November 16 to December 15 at a rate of \$900, while late registration, starting December 16, is \$1,000.

However, by taking advantage of early bird registration under the new structure, you can mitigate much of this increase. Many vendors already register early, and we encourage you to do the same to secure the best value for your participation!

Early Bird Registration

October 1 - November 15

First booth: **\$800**

Regular Registration

November 16 - December 15

First booth: **\$900**

Late Registration

December 16 and after

First booth: **\$1,000**

Tiered pricing only impacts your first booth purchase. Additional booths and premium booths remain the same price throughout the registration process.



Trade Show Schedule

Tuesday, January 28

Noon - 8:00 p.m.

Heavy Equipment Installation
(By appointment only)

Wednesday, January 29

8:30 - 11:30 a.m.

Exhibitor Installation

10:00 a.m. - 5:00 p.m.

Registration

12:00 - 6:00 p.m.

Trade Show

12:00 - 1:00 p.m.

Network with Vendors

4:30 - 6:00 p.m.

Conference Kickoff
(FREE)

Thursday, January 30

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

Registration

8:00 a.m. - 6:00 p.m.

Trade Show

8:00 - 8:45 a.m.

Networking with Vendors

9:00 - 10:45 a.m.

General Session

6:30 - 10:00 p.m.

Casino Night

Friday, January 31

7:30 - 8:30 a.m.

Coffee & Conversations
with Heidi

8:00 a.m. - 12:00 p.m.

Trade Show

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

Registration

9:30 - 10:15 a.m.

Refreshment Break/
Networking with Vendors

11:15 a.m. - 12:00 p.m.

Last Chance to Network
with Vendors

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

Luncheon

12:00 - 4:00 p.m.

Trade Show Tear Down

Hotel Accommodations

When can I reserve my room?

The room blocks will open for vendors and attendees on Friday, 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?

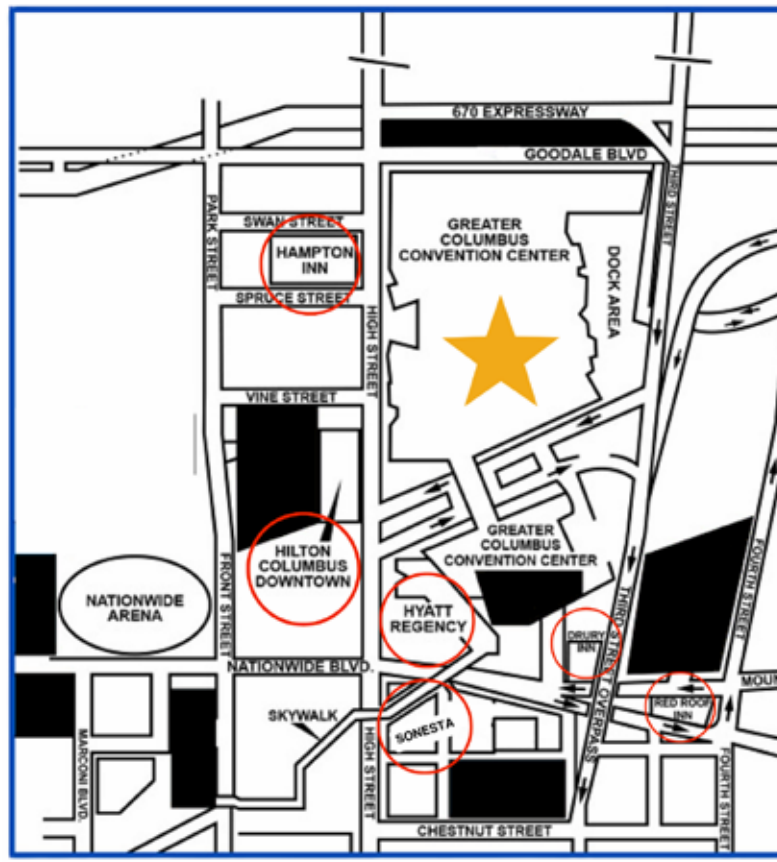
The hotel reservation cut off date is January 10, 2025. After this date, availability may be limited and room rates are subject to change.

What if I need to change or cancel my reservation?

Changes and cancellations prior to January 28, 2025, can be made using the online reservation system or emailed to the Housing Bureau at Housing@ExperienceColumbus.com. To cancel your reservation after January 28, 2025, 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 Options

Hotel	Single	Double	Triple	Quad
Drury Plaza Hotel 88 E. Nationwide Blvd. Columbus, Ohio	\$184	\$184	N/A	N/A
Hampton Inn & Suites 501 N. High St. Columbus, Ohio	\$184	\$184	N/A	N/A
Hilton 402 N. High St. Columbus, Ohio	\$195	\$195	\$195	\$195
Hyatt Regency 350 N. High St. Columbus, Ohio	\$188	\$188	\$188	\$188
Red Roof PLUS+ 111 E. Nationwide Blvd. Columbus, Ohio	\$119	\$119	N/A	N/A
Sonesta 33 E. Nationwide Blvd. Columbus, Ohio	\$179	\$179	N/A	N/A

2025 Ohio Township Association

January 29-31, 2025





Leading the Way

2025 OTA WINTER CONFERENCE

COMPANY NAME _____

SERVICE _____ CONTACT NAME _____

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"/> INSURANCE | <input type="checkbox"/> PLANNING & ZONING |
| <input type="checkbox"/> BILLING SERVICE | <input type="checkbox"/> INTERNET/BROADBAND | <input type="checkbox"/> RECREATIONAL SUPPLIERS |
| <input type="checkbox"/> CONSTRUCTION | <input type="checkbox"/> IT & SOFTWARE | <input type="checkbox"/> ROOFING SERVICES |
| <input type="checkbox"/> ENERGY | <input type="checkbox"/> LANDSCAPING | <input type="checkbox"/> SAFETY SERVICES |
| <input type="checkbox"/> ENGINEERS | <input type="checkbox"/> LEGAL SERVICES | <input type="checkbox"/> SOLID WASTE/RECYCLING |
| <input type="checkbox"/> EQUIPMENT SUPPLIER/SALES | <input type="checkbox"/> NON-PROFIT/EDUCATION | <input type="checkbox"/> TRAFFIC & TRANSPORTATION |
| <input type="checkbox"/> FINANCIAL SERVICES/ADVISORS | <input type="checkbox"/> OFFICE SUPPLIES/SERVICES | <input type="checkbox"/> WATER & WASTEWATER |
| <input type="checkbox"/> GOVERNMENT AGENCY | <input type="checkbox"/> PAVEMENT MAINTENANCE | <input type="checkbox"/> WORKERS' COMPENSATION |

EXHIBIT FEES

First Booth (Early Bird) \$800 (If paid between 10/1-11/15)
 First Booth (Regular) \$900 (If paid between 11/16-12/15)
 First Booth (Late) \$1,000 (If paid after 12/16)
 Premium Booth +\$150
 Additional Booths \$500 each

The floor plan is enclosed on page six. Booth preference is made on a first-come, first-served 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.

HEAVY EQUIPMENT Yes No

If yes, what kind? _____

Heavy equipment is permitted and there are no weight limits. Heavy equipment must be installed Tuesday, January 28, 2025, 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 the show floor.

CANCELLATION POLICY

If an exhibitor chooses to cancel registration after December 31, 2024, there will be no refund given.

HOLD HARMLESS AGREEMENT

Page 9 of this packet is a Hold Harmless Agreement. **Your company will not be considered registered until the return of this completed form.** Completing and submitting this form serves as acceptance and agreement of the trade show rules and regulations.

RULES AND REGULATIONS

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

SPONSORSHIP/ADVERTISMENT

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.

BOOTH INFORMATION

Vendor registration fee includes a 10'x10' standard booth with 8' back drape and 3' side drape, a complimentary six-foot table and two chairs, company identification sign, free power wash for heavy equipment exhibitors, exhibit hall and conference badges for up to 10 staff per company and listing in conference program and app (if registration received by January 6).

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.



NAME BADGES

Please print clearly the names of who will represent your company at the trade show. Names must be received by Monday, January 6, 2025. 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

	EARLY BIRD (10/1 - 11/15)	REGULAR (11/16 - 12/15)	LATE (12/16 and after)
First Booth	\$800	\$900	\$1,000
Additional Booths	___ @ \$500 each	___ @ \$500 each	___ @ \$500 each
Premium Booth (24 available; Limit 1)	___ @ \$150	___ @ \$150	___ @ \$150
Additional Badges	___ @ \$10 each	___ @ \$10 each	___ @ \$10 each
Casino Night	___ @ \$50 per ticket	___ @ \$50 per ticket	___ @ \$50 per ticket
Luncheon	___ @ \$40 per ticket	___ @ \$40 per ticket	___ @ \$40 per ticket
TOTAL			

I would like the complimentary 6' skirted table and two chairs included with my booth registration

I will decline the complimentary table and chairs, and will bring or purchase my own through Excel's service kit

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 6, 2025, 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
January 29-31, 2025
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 2025 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 2025 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 2025 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 Title

Exhibitor (Company/Agency Name) Phone Number

Address

City State Zip Code

Signature Date

Your company is not officially registered without the return of this completed form.
DEADLINE FOR RETURNING THIS FORM IS FRIDAY, JANUARY 6, 2025.

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