

**GET  
INVOLVED**

**GET  
INSPIRED**

**GET  
FESTIVE**



*OHIO TOWNSHIP ASSOCIATION*  
**WINTER CONFERENCE  
& TRADE SHOW**  
February 4-6, 2026 | Columbus, OH

**Vendor Registration**



GET  
INVOLVED.

GET  
INSPIRED.

GET  
FESTIVE.

## 2026 OTA Winter Conference & Trade Show



The Ohio Township Association's annual Winter Conference and Trade Show will be held on February 4-6, 2026, 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 popular Trade Show Bingo!

### Rules & 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 when the trade show sells out or at least two weeks prior to the show, whichever occurs first, 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, February 6.*

**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 [ethics.ohio.gov](http://ethics.ohio.gov). For more information, contact Michael Zaky at [zaky@ohiotownships.org](mailto:zaky@ohiotownships.org) or 614-863-0045.

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

# F.A.Q.S

## 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 '25, 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, February 3 (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 4.

## 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 [hometownships.org](http://hometownships.org) and find the housing link on the conference event page. Room blocks will be open on November 3 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 Michael prior to January 5. 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, February 6.

## 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.



## TRADE SHOW HOURS

Wednesday, February 4

12:00 - 5:00 p.m.

Thursday, February 5

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

Friday, February 6

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

See pg. 4 for the full schedule.



## DEADLINES AND PRICING INFO.

With our registration and pricing structure, it is designed to encourage early registration and allow you to secure your preferred booth location for an enhanced conference experience!

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 pricing 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, February 3

Noon - 8:00 p.m. Heavy Equipment Installation  
(By appointment only)

### Wednesday, February 4

8:30 - 11:30 a.m. Exhibitor Installation  
9:00 - 5:00 p.m. Registration  
12:00 - 5:00 p.m. Trade Show  
12:00 - 1:00 p.m. Network With Vendors  
3:00 - 3:30 p.m. Snack Break  
3:30 - 5:00 p.m. Network With Vendors

### Thursday, February 5

8:00 a.m. - 5:00 p.m. Registration  
8:00 a.m. - 5:00 p.m. Trade Show  
8:00 - 8:45 a.m. Networking With Vendors  
9:00 - 11:00 a.m. General Session  
11:00 a.m. - 1:00 p.m. Networking With Vendors  
2:00 - 2:30 p.m. Snack Break  
6:00 - 10:00 p.m. Casino Night

### Friday, February 6

7:30 - 8:30 a.m. Coffee & Conversations  
With Heidi  
7:30 a.m. - 2:00 p.m. Registration  
8:00 a.m. - 12:00 p.m. Trade Show  
9:30 a.m. - 10:15 a.m. Snack 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 p.m. Booth Tear Down and Move Out



# HOTEL ACCOMMODATIONS

## When can I reserve my room?

The room blocks will open for vendors and attendees on Monday, November 3, 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 [ohiotownships.org](http://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?

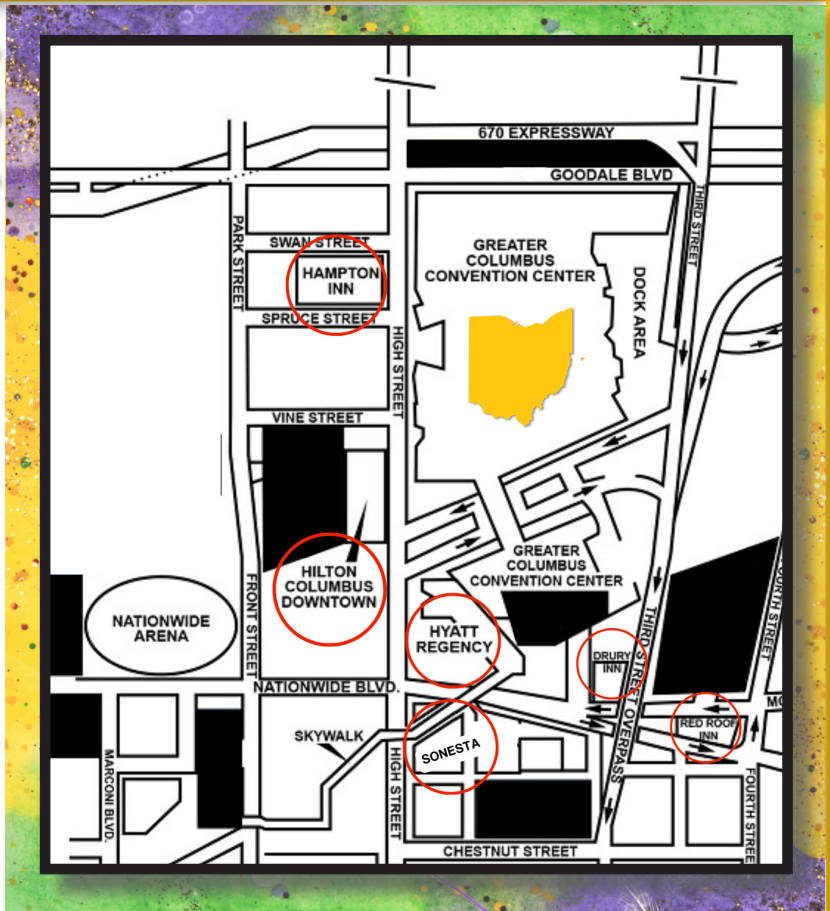
The hotel reservation cut off date is January 9, 2026. After this date, availability may be limited and room rates are subject to change.

## What if I need to change or cancel my reservation?

Changes and cancellations prior to February 3, 2026, can be made using the online reservation system or emailed to the Housing Bureau at [Housing@ExperienceColumbus.com](mailto:Housing@ExperienceColumbus.com). To cancel your reservation after February 3, 2026, 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](mailto:zaky@ohiotownships.org).



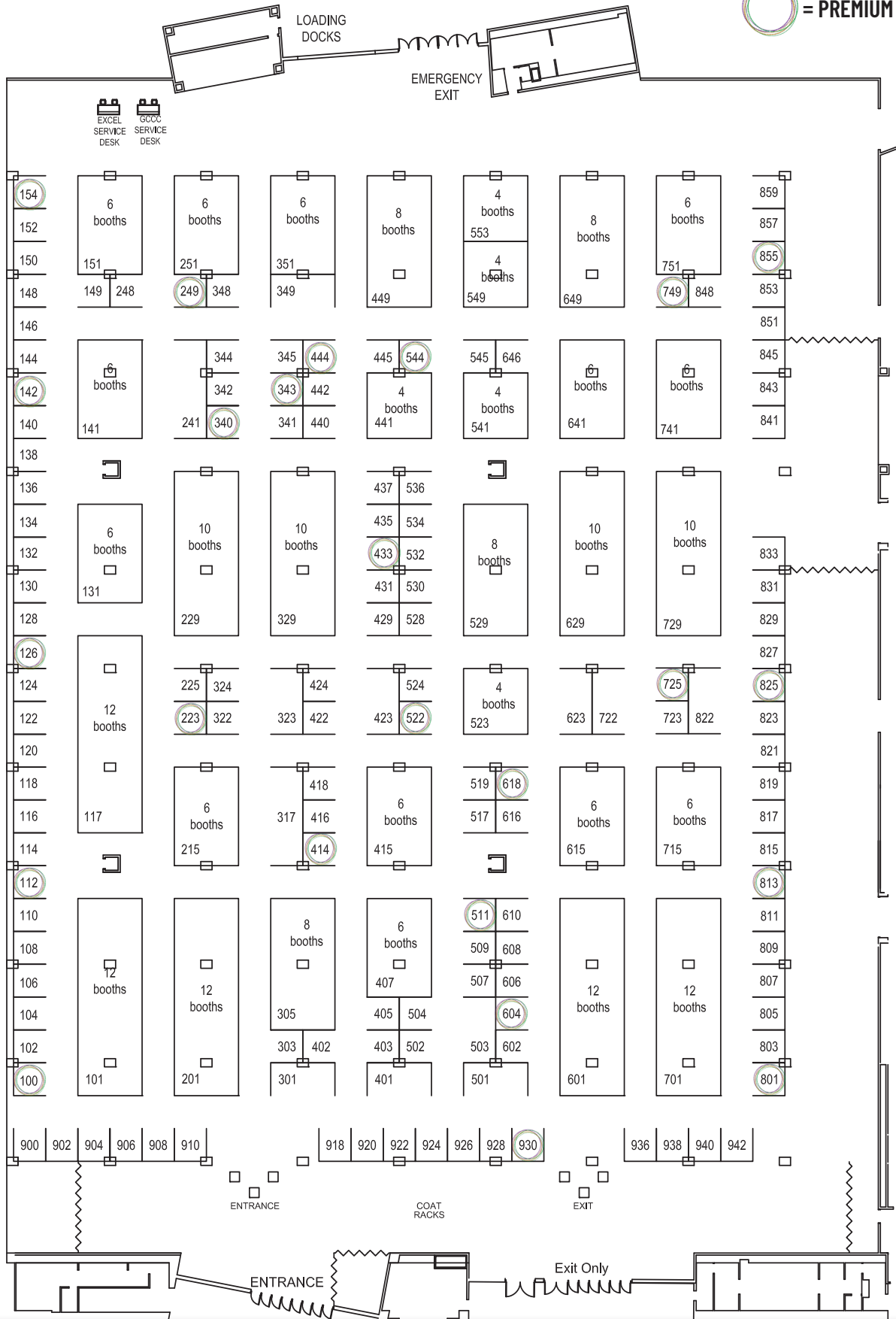
# HOTEL OPTIONS

Hotel	Single	Double	Triple	Quad
<b>Drury Plaza Hotel</b> 88 E. Nationwide Blvd. Columbus, Ohio	\$184	\$184	N/A	N/A
<b>Hampton Inn &amp; Suites</b> 501 N. High St. Columbus, Ohio	\$189	\$189	N/A	N/A
<b>Hilton</b> 402 N. High St. Columbus, Ohio	\$195	\$195	\$195	\$195
<b>Hyatt Regency</b> 350 N. High St. Columbus, Ohio	\$193	\$193	\$193	\$193
<b>Red Roof PLUS+</b> 111 E. Nationwide Blvd. Columbus, Ohio	\$119	\$119	N/A	N/A
<b>Sonesta</b> 33 E. Nationwide Blvd. Columbus, Ohio	\$183	\$183	N/A	N/A

# 2026 Ohio Township Association

## February 4-6, 2026

 = PREMIUM BOOTH





# GET INVOLVED. GET INSPIRED. GET FESTIVE.

## 2026 OTA Winter Conference & Trade Show

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 (Maximum of 11 per vendor)

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 (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, February 3, 2026, 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, 2025, 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 Michael at the OTA office at zaky@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 5).

**REGISTRATION INFORMATION**  
Trade show registration grants your company representatives access to all educational sessions.



# Photography & Video Notice

By registering for and attending the 2026 Ohio Township Association Winter Conference and Trade Show, you acknowledge and agree that photographs and video recordings may be taken throughout the conference. These images and recordings may be used by the Ohio Township Association for promotional, marketing, and advertising purposes in print, digital, and social media formats. Attendance at the event implies your consent to be photographed and/or recorded, and to the use of your image and likeness in these materials without further notice or compensation.

I have read and agree to the Photography & Video Notice.

## Name Badges

Please print clearly the names of who will represent your company at the trade show. Names must be received by **Monday, January 5, 2026**. 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)
<b>First Booth</b>	\$800	\$900	\$1,000
<b>Additional Booths</b> <small>(Max. 11 per Company)</small>	___ @ \$500 each	___ @ \$500 each	___ @ \$500 each
<b>Premium Booth</b> <small>(24 available; Limit 1)</small>	\$150	\$150	\$150
<b>Additional Name Badges</b>	___ @ \$10 each	___ @ \$10 each	___ @ \$10 each
<b>TOTAL</b>			

- 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 5, 2026, to be included in the Winter Conference program.*

**QUESTIONS?**

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





# Hold Harmless Agreement

**Ohio Township Association  
Annual Winter Conference & Trade Show  
February 4-6, 2026  
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 2026 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 2026 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 2026 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 MONDAY, JANUARY 5, 2026.**

Return to Michael via email at [zaky@ohiotownships.org](mailto:zaky@ohiotownships.org) or mail with registration material & payment.  
Call the office at 614-863-0045 with any questions.