



WINTER CONFERENCE & TRADE SHOW
Columbus, Ohio | February 10-12, 2027

**VENDOR
REGISTRATION**



BUILT TO LAST

2027 OTA Winter Conference & Trade Show

The Ohio Township Association's annual Winter Conference & Trade Show will be held February 10-12, 2027, at the Greater Columbus Convention Center (GCCC). Featuring more than 60 educational workshops, networking opportunities, and the Midwest's largest trade shows dedicated to local government, the Conference brings together township officials, industry professionals, and organizations from across Ohio.

More than 3,000 attendees, including representatives from Ohio's 1,308 townships, participate in the OTA Winter Conference each year. Attendees include elected township trustees and fiscal officers, along with township administrators, road and cemetery superintendents, zoning officials, safety service personnel, legal counsel, and other local government professionals.

The Trade Show is a central part of the Conference experience, giving attendees dedicated time each day to connect with exhibitors, explore products and services, grab refreshments, and network with fellow officials. Trade Show Bingo will return in 2027, encouraging attendees to visit exhibitors throughout the entire show floor. Snack breaks will also take place inside the Trade Show Hall, creating additional opportunities for meaningful conversations and member-vendor connections.

Each year, we review the feedback from our vendors and attendees and use it to improve the Conference experience. As we prepare for a Conference focused on what is **Built to Last**, the OTA is also strengthening the exhibitor experience. Several enhancements are planned for 2027, including online registration and our new **Exhibitor Resource Center**.

The Exhibitor Resource Center will serve as the central hub for vendor information and Conference preparation. Exhibitors will be able to manage contact and company information, view booth assignments, and upload required documents, including the Hold Harmless Agreement and proof of insurance*. To have the best selection of booth locations, we encourage exhibitors to register online. Booth availability is updated in real time, so you can view available spaces and select your preferred location as you register. The earlier you register, the more options you will have when choosing your place on the Trade Show floor.

Exhibitors will also have opportunities to enhance their Conference presence through additional options, including a vendor directory listing in the Conference program and Pre-Show Lead Retrieval, which includes access to online leads, featured exhibitor listings, and additional visibility opportunities. Details about these options, along with available sponsorship and advertising opportunities, can be found within the Exhibitor Resource Center and in the 2027 Sponsorship & Advertising packet.

***Explanation of Insurance Coverage:** Each 2027 exhibitor is required to have in effect and maintain, for the period of the 2027 Ohio Township Association Winter Conference, February 10 through February 12, 2027, a policy of comprehensive general liability insurance covering personal injury or death or property claims occurring on or about the exhibitor's rented space or any other area of the OTA Winter Conference. The period of the OTA Winter Conference includes the set-up and tear-down days, and this insurance must be applicable to those days as well. The comprehensive general liability insurance (including contractual liability) shall provide coverage in the amount not less than \$1,000,000 per occurrence and \$2,000,000 in the annual aggregate. A certificate of insurance evidencing the above and listing the Ohio Township Association as an additional insured must be submitted in the Exhibitor Resource Center before an agreement to rent booth space in the 2027 OTA Trade Show is completed.

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.

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 12.***

HOSPITALITY HOURS: 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: We are aware that some vendors choose to hold drawings for prizes at their booths. ***Ohio's Ethics Laws place restrictions on this.*** 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, or contact the OTA office at 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 Exhibitor Resource Center on the OTA website (ohiotownships.org/annual-winter-conference).

WHAT DOES IT MEAN TO HAVE A PREMIUM BOOTH?

Popular, expanding, and sold out the past two years, you may notice 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 9 (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 10.

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 Zaky (zaky@ohiotownships.org) prior to January 4. A fee of \$10 will be charged for each additional badge.

HOW DO I GET FURNITURE OR ELECTRICITY IN MY BOOTH?

Excel Decorator's service kit can be found in the Exhibitor Resource Center. A link in the service kit will take you 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 12.

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.



DEADLINES & PRICING

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 5 and November 15, you can secure your first booth for just \$850. Regular registration is available from November 16 to December 15 at a rate of \$950, while late registration, starting December 16, is \$1,050.

Many vendors register early, and we encourage you to do the same to secure the best value for your participation!

EARLY BIRD REGISTRATION
OCTOBER 5 - NOVEMBER 15
FIRST BOOTH: \$850

REGULAR REGISTRATION
NOVEMBER 16 - DECEMBER 15
FIRST BOOTH: \$950

LATE REGISTRATION
DECEMBER 16 AND AFTER
FIRST BOOTH: \$1,050

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 9

Noon - 8:00

Heavy Equipment Installation
(By appointment only)

WEDNESDAY, FEBRUARY 10

8:30 - 11:30 a.m.

Exhibitor Installation

8:30 a.m. - 5:00 p.m.

Registration

12:00 - 5:00 p.m.

Trade Show

12:00 - 1:00 p.m.

Network With Vendors

2:30 - 3:15 p.m.

Snack Break

3:30 - 5:00 p.m.

Network With Vendors

THURSDAY, FEBRUARY 11

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

2:30 - 3:00 p.m.

Snack Break

4:30 - 5:00 p.m.

Networking With Vendors

6:00 - 10:00 p.m.

Casino Night

FRIDAY, FEBRUARY 12

7:30 - 8:30 a.m.

Coffee With Kyle

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

Registration

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

Trade Show

9:45 - 10:15 a.m.

Snack Break

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

Luncheon

12:00 p.m.

Booth Tear Down & Move Out

***Optional Event Tickets:** If tickets remain available for Casino Night or the Luncheon, they may be purchased at on-site registration during the Conference.



HOTEL ACCOMMODATIONS

WHEN CAN I RESERVE MY ROOM?

The room blocks will open for vendors and attendees on Monday, November 2, at 10:00 a.m. You will receive the housing link in your confirmation email once you register.

HOW DO I BOOK MY HOTEL?

Hotel reservations are handled by the Columbus Housing Bureau, and must be made at 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?

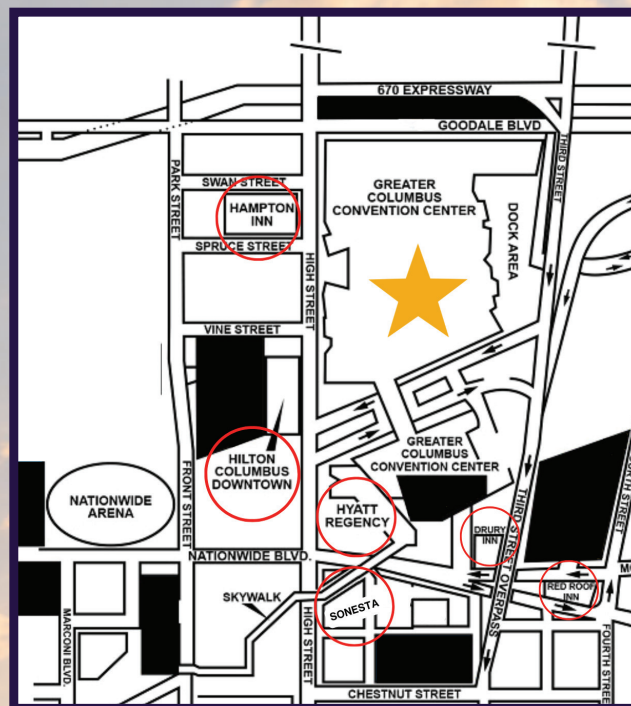
The hotel reservation cut off date is January 20, 2027. After this date, availability may be limited and room rates are subject to change.

WHAT IF I NEED TO CHANGE OR CANCEL MY RESERVATION?

Changes and cancellations prior to February 9, 2027, can be made using the online reservation system or emailed to the Housing Bureau at Housing@ExperienceColumbus.com. To cancel your reservation after February 9, 2027, 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	PRICE	ADDITIONAL INFO.
Drury Plaza Hotel 88 E. Nationwide Blvd. Columbus, Ohio	\$189	Adjoins the Convention Center. Complimentary breakfast.
Hampton Inn & Suites 501 N. High St. Columbus, Ohio	\$194	Across from the Convention Center. Convenient to breakout sessions and trade show. Complimentary breakfast.
Hilton 402 N. High St. Columbus, Ohio	\$208	Accessible to Hall A of the Convention Center via the skywalk.
Hyatt Regency 350 N. High St. Columbus, Ohio	\$199	Host hotel for the Conference and attached to the Convention Center.
Red Roof PLUS+ 111 E. Nationwide Blvd. Columbus, Ohio	\$121	Complimentary breakfast.
Sonesta 33 E. Nationwide Blvd. Columbus, Ohio	\$188	Accessible to the Convention Center via the skywalk.





BUILT TO LAST

2027 OTA Winter Conference & Trade Show

COMPANY NAME _____

SERVICE _____

CONTACT NAME _____ PHONE _____

Please provide the information of the person handling the booth planning, not the attendee(s)

EMAIL _____

CITY/STATE/ZIP _____

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

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

EXHIBIT FEES

First Booth (Early Bird) \$850 (If paid between 10/5 - 11/15)
First Booth (Regular) \$950 (If paid between 11/16 - 12/15)
First Booth (Late) \$1,050 (If paid after 12/16)
Premium Booth +\$200
Additional Booths \$550 each (Maximum of 11 per vendor)

The floor plan is 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 is updated in real time based off of online registrations.*

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 9, 2027, 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, 2026, there will be no refund given.

HOLD HARMLESS AGREEMENT

The Hold Harmless Agreement can be found in the **Exhibitor Resource Center** (ohiotownships.org/annual-winter-conference). 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/ADVERTISEMENT

The OTA provides numerous opportunities for sponsorship and advertising throughout the conference facility. These opportunities are listed in a separate packet. If you are interested in sponsor and/or advertising opportunities, please contact Michael Zaky 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 skirted 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 4, 2027).

REGISTRATION INFORMATION

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

PHOTOGRAPHY & VIDEO NOTICE

By registering for and attending the 2027 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 4, 2027. 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 (10/5 - 11/15)	REGULAR (11/16 - 12/15)	LATE (12/16 AND AFTER)
First Booth	\$800	\$900	\$1,000
Additional Booths (Max. 11)	____ @ \$500 each	____ @ \$500 each	____ @ \$500 each
Premium Booth (24 available; Limit 1)	\$200	\$200	\$200
Additional Name Badges	____ @ \$10 each	____ @ \$10 each	____ @ \$10 each
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 4, 2027, 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 10-12 2027
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 2027 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 2027 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 2027 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 4, 2027.

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