

BACK



TRACK

***The 2023 OTA
Winter Conference***

Trade Show Registration Packet





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2023 OTA Winter Conference



One of the largest local government conferences in the midwest, the Ohio Township Association's annual Winter Conference and Trade Show will be held on January 25 - 27, 2023, 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, attend the OTA Winter Conference. 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.

DECORATOR

The 2023 Trade Show 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.**

TRADE SHOW OPEN HOUSE

Attendees have time to visit the Trade Show, talk with vendors, grab a refreshment, and network with other officials throughout the week of the conference. The OTA has dedicated Trade Show hours, with no workshops scheduled, on Wednesday, Thursday, and Friday.

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).** There are various options to purchase food on site including 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 7, at 10:00 a.m. Information is also included on page seven of this document.

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 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.**

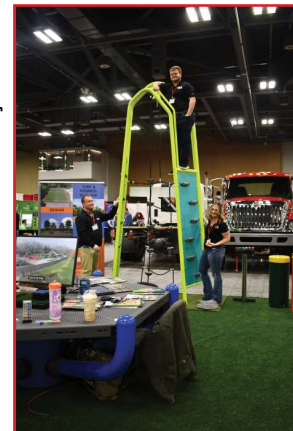
Trade Show Hours - Trade Show exhibitors must abide by Trade Show hours. Exhibits must be maintained by at least one company representative at all times. **Dismantling is not permitted until the exhibit hall closes at 12 p.m. on Friday, January 27, 2023.**

Hospitality Rooms - There shall be no exhibitor entertainment, meetings, or other activities aimed at general attendees during exhibit hours or during conference sessions.*

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.*

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 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 all vendors to participate. 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.*



BACK ON TRACK

2023 OTA Winter Conference Registration

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"/> Equipment Supplier/Sales | <input type="checkbox"/> Pavement Maint./Preservation | <input type="checkbox"/> Traffic & Transportation |
| <input type="checkbox"/> Attorneys | <input type="checkbox"/> Financial Services/Advisors | <input type="checkbox"/> Planning & Zoning Consultants | <input type="checkbox"/> Truck Sales/Vehicle Sales |
| <input type="checkbox"/> Billing Service | <input type="checkbox"/> Fire Equipment | <input type="checkbox"/> Printing | <input type="checkbox"/> Water & Wastewater |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Government Agency | <input type="checkbox"/> Recreational Suppliers | <input type="checkbox"/> Workers' Compensation |
| <input type="checkbox"/> Consulting | <input type="checkbox"/> Insurance | <input type="checkbox"/> Roofing Services | <input type="checkbox"/> Other (write category below) _____ |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> IT & Software Consultants | <input type="checkbox"/> Signs | |
| <input type="checkbox"/> Engineers | <input type="checkbox"/> Landscape | <input type="checkbox"/> Solid Waste/Recycling | |
| <input type="checkbox"/> Environmental Consultants | <input type="checkbox"/> Non-Profit/Education | <input type="checkbox"/> Technology | |

EXHIBIT FEES

First booth \$750 (\$850 if paid after Dec. 31, 2022)
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 If yes, what kind? _____

Heavy equipment is permitted and there are no weight limits. Heavy equipment must be installed Tuesday, January 24, 2023, 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 6, 2023. Ten badges (one per person) are included in your registration. Additional badges cost \$10 per person. Last badge fee is \$10.

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 Night at the Races and Luncheon, require tickets, which must be purchased separately.

(registration continues on opposite side)

SPONSORSHIP/ADVERTISING

The DTA 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 Zaky at the DTA office by email at Zaky@ohiotownships.org or by phone at 614-863-0045.

CANCELLATION POLICY

If an exhibitor chooses to cancel registration **after December 31, 2022**, 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, 2022)		x		=	
Additional Booths	\$450 each		x		=	
Additional Badges	\$10 each (if you require more than the initial 10 badges)		x		=	
Night at the Races	\$35 per ticket		x		=	
Luncheon	\$35 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 6 to be included in the Winter
Conference program.*

QUESTIONS?

Contact Michael Zaky:
614-863-0045

F.A.Q.s

TRADE SHOW HOURS

Wednesday, January 25, noon - 5:00 p.m.
Thursday, January 26, 8:00 a.m. - 5:00 p.m.
Friday, January 27, 8:00 a.m. - noon
Full schedule will be included with confirmation

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.

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?

No sooner than noon on Friday, January 27.

When can I access my booth space?

Heavy equipment will have access Tuesday, January 24 (call Excel at 614-522-0056 for your assigned move-in time) and non-heavy exhibitors will have access to their booths beginning at 7:30 a.m. on Wednesday, January 25.

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

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.

NEW 2023 EVENTS

WELCOME RECEPTION | NIGHT AT THE RACES

A new opportunity specially created for our Trade Show vendors is the Welcome Reception! Make sure you are at your booth by 4:00 p.m. on Wednesday as our attendees will head to the Trade Show Hall for a reception with food and drinks on Wednesday afternoon.

Attendees will be encouraged to travel throughout the entire Trade Show hall where we will have various food and drink options. This is a great opportunity to get to know attendees early in the conference. All vendors will receive one (1) drink ticket for the event.

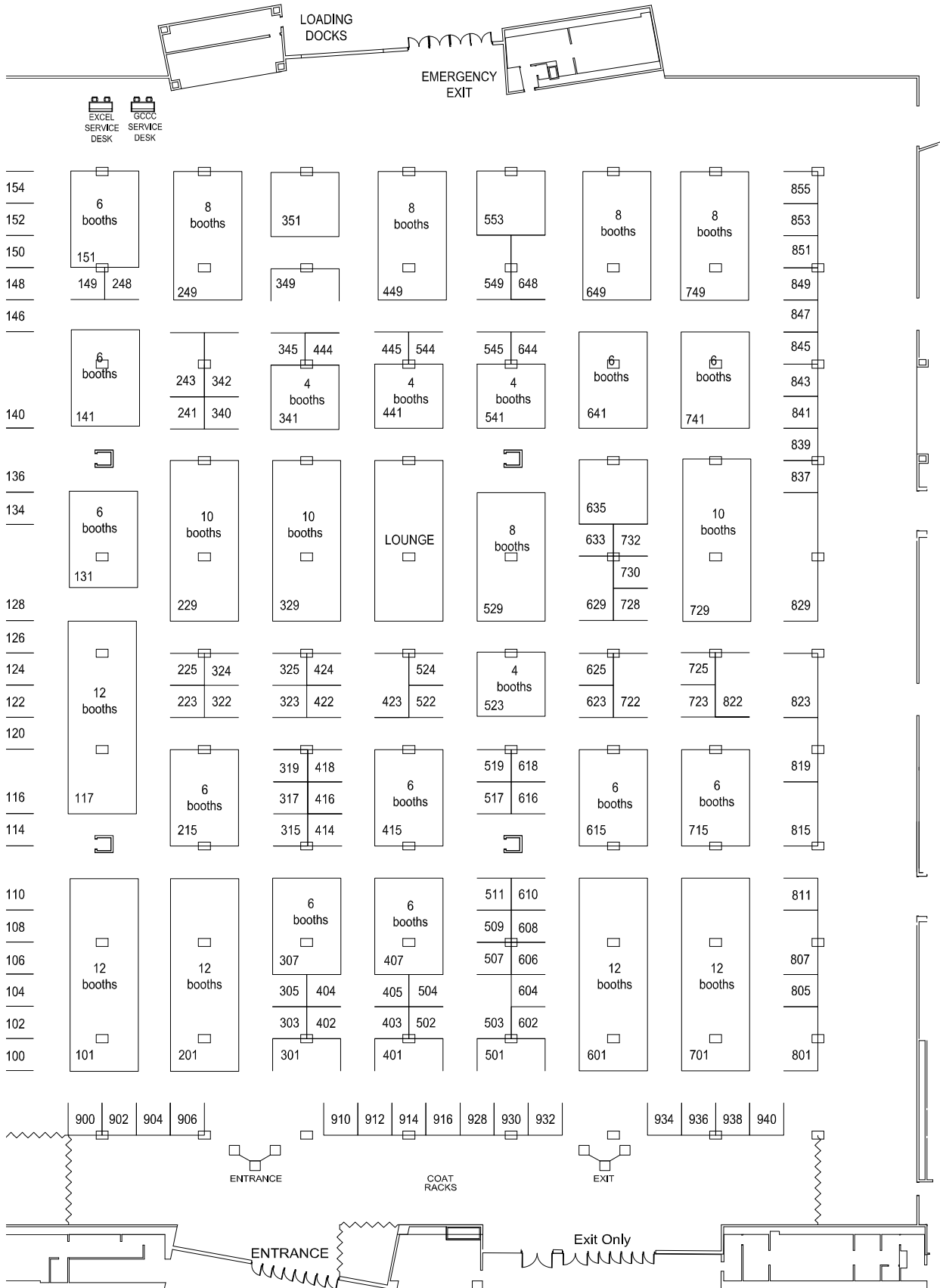
We are excited for you to join us at our newest event, Night at the Races. Taking place on Thursday, January 26 at 6:00 p.m., we invite attendees and vendors to join us at the race track! Each guest will be able to place "bets" on virtual races for chances to win great prizes.

With food and drinks available throughout the night, you can't find a better way to spend your Thursday night! So get your ticket and bring your luck - we're going to a night at the races!



2023 OHIO TOWNSHIP ASSOCIATION

January 25-27, 2023



HALL A



Prepared by
 Pam Manering
 Excel Decorators, Inc.
 3910 Groves Road, Suite A
 Columbus, OH 43232
 614.522.0056
 8/15/22

TRADE SHOW SCHEDULE

Tuesday, January 24

Noon - 8:00 p.m.

Heavy Exhibitor Installation
(by appointment only)

Wednesday, January 25

8:00 - 11:30 a.m.

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

Noon - 5:00 p.m.

4:00 - 5:30 p.m.

Exhibitor Installation
Conference Registration
Trade Show
Welcome Reception

Thursday, January 26

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

9:00 - 11:00 a.m.

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

2:15 - 3:00 p.m.

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

Friday, January 27

7:30 - 8:45 a.m.

8:00 a.m. - Noon

8:00 a.m. - 2:00 p.m.

10:00 - 10:30 a.m.

11:30 a.m. - Noon

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

Noon - 4:00 p.m.

Fritters with Fought & Vendors
Trade Show
Registration
Refreshment Break/Networking
with Vendors
Last Chance to Network with
Vendors
Luncheon
Exhibitor Dismantle

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 7 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 6, 2023. After this date, availability may be limited and room rates subject to change. Changes and cancellations prior to January 25, 2023, can be made using the online reservation system or emailed to the Housing Bureau at Housing@ExperienceColumbus.com. To cancel your reservation after January 25, 2023, 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.

Hotel	Single	Double	Triple	Quad	Details
Drury Inn & Suites 88 E. Nationwide Blvd. Columbus, OH 43215	\$174	\$174	\$184	\$194	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	\$181	\$181	\$181	\$181	Hall A of Convention Center accessible via skywalk.
Hyatt Regency 350 N. High St. Columbus, OH 43215	\$179	\$179	\$179	\$179	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	\$172	\$172	N/A	N/A	Formerly known as the Crowne Plaza. Convention Center Accessible via skywalk.



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2023 OTA WINTER CONFERENCE

HOLD HARMLESS AGREEMENT

Ohio Township Association
Annual Winter Conference & Trade Show
Jan. 25-27, 2023

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 2023 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 2023 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 2023 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 FRIDAY, JANUARY 6, 2023.

Return to Michael by fax (614) 863-9751, email to Zaky@ohiotownships.org or mail with registration material & payment. Call with any questions (614) 863-0045.