



2010 CONFERENCE & ANNUAL MEETING

SEPTEMBER 15-17, 2010

HILTON COLUMBUS AT EASTON ♦ 3900 CHAGRIN DRIVE ♦ COLUMBUS, OH 43219

EXHIBITOR INFORMATION

The Ohio Government Finance Officers Association was the first organization formed in Ohio with the capacity to act as a conduit for the flow of information among all local governments. By promoting the exchange of information among finance officers of all local governments, Ohio GFOA works to meet the challenges of the ever-evolving profession of government finance and fosters increased cooperation among governments and private financial institutions.

As an exhibitor you will be face to face with more than 400 public finance officers in Ohio including accountants, budget officers, elected officials, city managers, retirement system administrators, treasurers, and other public management personnel. Ohio GFOA attendees are looking for the newest products in:

- Banking
- Computer Hardware and Software
- Data Collection Systems
- Engineering
- Facility Management
- Financial Management
- Government Financing
- Insurance
- Risk Management
- Telecommunications
- Transportation
- And much more!

Ohio GFOA Exhibitor Specifications

Booths will be assigned according to date application is received and sponsorship level.

Each booth will include the following:

- 8 hours of exhibition time
- Single 6-foot table in a 10' space and two chairs
- Listing in the conference program
- Complimentary list of names of conference attendees
- Opportunity to interact with Ohio GFOA members

***** Electricity, Internet and Phone Service will be made available to all booths. To request any one of these services, complete the attached Exhibit Service Form and send back to the Hilton along with your payment. *****

Conference Registration

In addition to exhibiting, vendors will be able to register for the conference at a special rate of \$210/members and \$310/non-members. The conference registration covers your admission to ALL conference sessions, ALL meal functions and ALL social events. The registration will provide you with ample opportunity to mingle and meet conference attendees. Conference registration will be available in July, at that time you will be required to complete a registration form detailing each event you wish to attend.

Shipping and Hotel Accommodations

Shipping Information:

Due to limited securable storage facilities, The Hilton Columbus will accept packages no earlier than **September 13, 2010**. Please use the following format for your shipping labels:

TO: The Hilton Columbus at Easton Town Center
Attn: (on-site representative – preferably a hotel guest)
Ohio GFOA Conference and Annual Meeting
September 15-17, 2010
3900 Chagrin Drive
Columbus, OH 43219

Box #1 of 4 etc...

All items must be shipped out on the last day of the Conference. Exhibitors must provide shipping labels for items and are responsible for all shipping charges. Shipping charges will not be accepted by the hotel.

See attached Shipping Form for fee information.

Hotel Load In/Load Out Instructions:

Please see attached instructions.

Hotel Accommodations:

To ensure accurate reservations, please call the hotel directly at 614.414.5000 by **August 24, 2010**. Requests received after August 24, 2010 will be accepted based on room and rate availability. It is imperative that you indicate you are with the Ohio Government Finance Officers Association when making your reservation in order to receive the discount rate of \$175 plus applicable tax.

Individuals who are tax exempt must bring with them a **State of Ohio Blanket Letter of Exemption Certificate**. This letter must be presented at check-in and enables the individual to be exempt from the 6.75% state tax. Any questions can be forwarded to the Ohio Department of Taxation at 800.282.1780.

Exhibit Location, Dates & Times

Location:	Easton Foyer	
Early Set Up:	Wednesday, September 15, 2010	4:00 p.m. - 6:00 p.m.
Exhibit Hours:	Thursday, September 16, 2010 <i>(Must be completely set up by 7:30 a.m.)</i>	8:00 a.m. - 4:00 p.m.
Tear Down:	Thursday, September 16, 2010	4:00 p.m.

Cancellation Policy

Cancellations for exhibit space and/or conference registration before August 20, 2010 will be charged a \$50.00 service charge. **No Refunds** will be issued for cancellations after August 20, 2010 or no-shows.

Confirmation

Each applicant for exhibit space will receive confirmation of receipt of application. All other arrangements, (i.e., rented equipment, electric, shipping, etc.) should be directed to the Hilton directly.

To ensure your company's representation for this conference, please complete and return the enclosed application for exhibit space, with full payment, as soon as possible.

*** Keep this Information Sheet for your records.**

For more information or any questions concerning exhibitor space or registration, please contact Cami Collingwood, Exhibit Coordinator at (614) 221-1900, ext. 212.



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EXHIBIT SPACE APPLICATION

Company Name: _____
(*As it should be printed in conference program and signage)

Contact Name: _____ Title: _____
(All information pertaining to this event will be sent to the contact listed ONLY.)

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Services to be Exhibited: _____

Names of representatives manning booth for name badges & attendee list (please print):

Name: _____

Name: _____

Company: _____

Company: _____

Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Phone: _____ Fax: _____

Email: _____

Email: _____



Name: _____

Name: _____

Company: _____

Company: _____

Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Phone: _____ Fax: _____

Email: _____

Email: _____

***Door Prizes:** There will not be a gathering for vendor door prizes. Ohio GFOA will recognize each company at the Vendor Luncheon on Thursday, September 16. Also, as part of this contract for space, you agree that no 'booth gifts', 'take aways' or other 'trinkets' which may be given for Fall Conference participants by representatives of your company will have a value of greater than \$20.

Registration Items

All payments must be received prior to the conference.

Please include all that apply to your registration.

8' x 10' Exhibit Booth Fee - \$650/booth
(After July 2nd - \$750 per booth)

How many? \$ Amount
_____ \$ _____

Full Conference Registration - \$210/member -- \$310/non-member

(In addition to exhibiting, vendors will be able to register for the conference at a special rate. The conference registration covers your admission to all conference sessions, all meal functions and all social events. The registration will provide you with ample opportunity to mingle and meet conference attendees. *When the conference registration becomes available in July, you will be required to fill out a separate registration form detailing the events you wish to attend.)

\$210/member _____ \$ _____
\$310/non-member _____ \$ _____

Welcome Reception - \$25/each
Wednesday, September 15th - Hilton Hotel

_____ \$ _____

Vendor Luncheon Tickets - \$20/each
Thursday, September 16th
With the cost of exhibit space, one (1) vendor luncheon ticket is included.

_____ \$ _____

Presidents' Reception - No charge for representatives attending.
Thursday, September 16th - drinks and hors d'oeuvres.

_____ no charge

Total Amount Due: \$ _____

Additional Needs

Electrical Outlets: _____ Yes (Electric to be arranged directly with hotel - Ohio GFOA needs to know your requirements for set up)
_____ No

Phone/Internet: Coordinate directly with the hotel by filling out the Hilton Exhibit Service Order Form

Payment Information

_____ Enclosed is my check (Make checks payable to: Ohio GFOA)

_____ Please charge my credit card (_____ MasterCard _____ Visa _____ Discover Card _____ American Express)

Card # _____ Exp. Date: _____

Authorized Signature: _____ Zip Code: _____

Billing Address: _____

Contract for Space

I have read and agree to abide by the Ohio GFOA exhibitor specifications. I understand that Ohio GFOA reserves the right to make and enforce additional conditions and I will cooperate with Ohio GFOA as requested to assure conference events are successful.

Signature

Print Name/Date

Mail Exhibit Space Application w/payment to:
Ohio GFOA, 17 S. High Street, Suite 200, Columbus, OH 43215
Fax: 614-221-1989

If you have any questions, please contact Cami Collingwood at 614-221-1900 ext. 212 or cami@assnoffices.com
E-mail: gfoa@assnoffices.com ♦ Web site: www.ohgfoa.com
Ohio GFOA is a 501 (C) (6) organization ♦ FEIN#: 31-1229036