



2011 CONFERENCE & ANNUAL MEETING

September 21-23, 2011

Cleveland Renaissance Hotel

24 Public Square ♦ Cleveland, OH 44113

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 separate Electrical Order Form and send back to The Renaissance 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 Renaissance will accept packages no earlier than **September 12, 2011**. Please use the following format for your shipping labels:

TO: The Renaissance Cleveland Hotel
Attn: (on-site representative – preferably a hotel guest)
Ohio GFOA Conference and Annual Meeting
September 21-23, 2011
24 Public Square
Cleveland, OH 44113

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 Shipping Form for fee information.

Hotel Accommodations:

To ensure accurate reservations, please call the hotel directly at 1-800-468-3571 by **August 21, 2011**. Requests received after August 21, 2011 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 \$129 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:	Exhibit Hall	
Early Set Up:	Wednesday, September 21, 2011	4:00 p.m. - 6:00 p.m.
Exhibit Hours:	Thursday, September 22, 2011 <i>(Must be completely set up by 7:30 a.m.)</i>	8:00 a.m. - 4:00 p.m.
Tear Down:	Thursday, September 22, 2011	4:00 p.m.

***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 22. Also, as part of this contract for space, you agree that no 'booth gifts', 'take aways' or other 'trinkets' which may be given for Annual Conference participants by representatives of your company will have a value of greater than \$20.

Cancellation Policy

Cancellations for exhibit space and/or conference registration before August 19, 2011 will be charged a \$50.00 service charge. **No Refunds** will be issued for cancellations after August 19, 2011 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 Renaissance directly.

To ensure your company's representation for this conference, please complete and return the exhibit space application 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.