



2019 ANNUAL CONFERENCE

& MEMBERSHIP MEETING

September 18-20, 2019

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:

- Full day of exhibition time
- One (1) complimentary vendor luncheon ticket
- Single 6-foot table in a 8' space and two chairs
- Listing in the conference mobile app
- Complimentary list of names of conference attendees
- Opportunity to interact with Ohio GFOA members

***** To request electricity, Internet, audio visual needs, etc. complete the attached Exhibitor Service Order Form and Credit Card Authorization Form and send directly to the Hotel. Additional services can be arranged by contacting the Hotel directly. *****

Conference Registration

In addition to exhibiting, vendors will be able to register for the conference at a special rate of \$230/members and \$330/non-members. The conference registration covers your admission to ALL conference sessions, ALL meal functions and ALL social events (excluding Welcome Reception). The registration will provide you with ample opportunity to mingle and meet conference attendees. **When the conference registration becomes available, you will be required to complete a registration form detailing each event you wish to attend.**

Shipping and Hotel Accommodations

Shipping Label Information:

Ohio Government Finance Officers Association
C/O Hilton Columbus at Easton
3900 Chagrin Drive
Columbus, Ohio 43219

Please Hold for: (PUT Name of Company, Exhibitor on site contact, Date of Arrival & Daytime Phone number)

Due to the limited storage space, the hotel WILL NOT accept exhibit materials any earlier than **3 days prior** to the first day of the conference.

Exhibit materials, shipped as stated above, will be delivered to the exhibit area on the date of your arrival.

A fee of \$5.00 per box or \$75 per pallet will be charged to your credit card for receiving, delivering, storage, labor and shipping of you exhibit materials. Credit card information must be faxed to 614-416-8444 no later than 2 weeks prior to the first day of the conference.

Hotel Accommodations:

To ensure accurate reservations, click [here](#). The deadline to receive the Ohio GFOA discount rate of \$189 plus applicable tax is **Sunday, August 18, 2019**. Requests received after August 18, 2019 will be accepted based on room and rate availability.

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 state tax. Any questions can be forwarded to the Ohio Department of Taxation at 800.282.1780.

Exhibit Location, Dates & Times

Location:	Grand Ballroom and Regent Ballroom Foyers	
Early Set Up:	Wednesday, September 18, 2019	4:00 p.m. - 6:00 p.m. (Hotel staff will be on-site to help)
Exhibit Hours:	Thursday, September 19, 2019 (Must be completely set up by 7:30 a.m.)	8:00 a.m. - 4:00 p.m. (We request that you not tear down early)
Tear Down:	Thursday, September 19, 2019	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 19. **Kindly plan to send at least one representative to the luncheon for recognition.** 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 \$25.

Cancellation Policy

Cancellations for exhibit space and/or conference registration before August 12, 2019 will be charged a \$50.00 service charge. **No Refunds** will be issued for cancellations after August 12, 2019 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 Hotel 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 Laney Mollenkopf, Exhibit Coordinator at (614) 228-4727.