



January 2019

Dear Vendors of the Ohio Fire Chiefs' Association:

Greetings! *It's that time of year again – Conference Planning Time!* The 2019 conference will be held at the Hilton at Easton, Columbus, Ohio on July 11th-15th, 2019. The Trade Show is Friday, July 12th and Saturday, July 13th.

Vendor set-up is July 11th from 2:00 p.m. – 8:00 p.m. and July 12th from 8:00 a.m. – 12:00 p.m.

I want to **highlight** some important points, even though all forms require your attention.

Each vendor is eligible to send *two* representatives with the original space registration. This registration will include 2 lunch tickets for both Friday and Saturday; additional representatives are free to exhibit but will need to purchase lunch tickets if they would like to participate in the lunch.

We are providing you with a template of 6 **“Free Entrance” Exhibit Show Tickets**. Please duplicate the tickets and offer them to your present and *potential* customers. “Free Entrance” tickets do not include lunch for that attendee. Those tickets returned by your customers at the trade show will be used in the drawing to determine the winner of the **“2020 Vendor Free Conference Registration.”** The drawing will take place on Saturday, July 13th, at 1:45 p.m. **The more tickets from your customers that are returned to us, the greater your chances are to win a free exhibit space for next year! Your display must be in place at 1:45 to be eligible. Congratulations to our 2019 winner, Rescue Nutrition.**

We are continuing our Sponsorship Program this year. Thank you to the many companies who made contributions that helped offset rising conference fees for both vendors and attendees. **You may also sponsor the OFCA Hospitality Suite.** Information is located on the sponsorship form. Please take a moment to consider these opportunities.

Your participation as a vendor is vitally important to this Association. **You can use your Free Tickets to help increase attendance.** We have members who come exclusively for the Trade Show and we encourage non-members to take advantage of this opportunity as well.

I urge you to return the enclosed forms as quickly as possible. **Faxing or emailing vendor registrations is permitted after 8:00 a.m. on January 16th. Please call to verify your fax or email has been received.** Spaces are assigned on a first-come/first-served basis and **payment must be made in full** to secure your exhibit space. There are no exceptions.

Fax to: 614.410.6324 or email to: mlawson@ohiofirechiefs.org. Phone for confirmation: 614.410.6322

If you have any questions or concerns, please do not hesitate to contact me at the numbers listed below or Misha Lawson at the OFCA Office at 800.347.3704. Your call is always welcome.

Warmest regards,

Chief Tom Wallace; OFCA Conference Committee Chair
Phone: 937.696.2863 Cell: 937-623-1419

2019 OHIO FIRE CHIEFS' ASSOCIATION, INC. ANNUAL CONFERENCE
EXHIBITOR RULES OF AGREEMENT

The following rules have been adopted by the Board of Directors
at the suggestion of the Exhibitor Representatives.

1. All registrations must be sent to the Ohio Fire Chiefs' Association, 450 W. Wilson Bridge Road, Suite 150; Worthington, OH 43085. A check or credit card number, covering the cost as indicated on the application for each space required, must accompany your application. Please return a copy of the enclosed Registration Form with your payment.
2. Display set up: Thursday, July 11th, 2:00 p.m.-8:00 p.m. and Friday, July 12th, 8:00 a.m.-12:00 p.m. for all displays.

EXHIBIT SET-UP MUST BE COMPLETED BY 12:00 p.m., Friday, July 12th.

3. **DISPLAYS MUST REMAIN UP UNTIL 2:00 P.M. ON SATURDAY JULY 13th, 2019. TEARING DOWN EARLY DISQUALIFIES YOU FOR THE FREE 2019 REGISTRATION DRAWING, AND YOU WILL NOT RECEIVE YOUR FIRST CHOICE OF VENDOR SPACE NEXT YEAR.**
4. Display hours: FRIDAY, JULY 12th, 2019 ---1:00 p.m.-5:00 p.m.
 SATURDAY, JULY 13th, 2019 ---10:00 a.m.-2:00 p.m.
5. The Host group will provide security. Security personnel will be identified.
6. No one will be permitted in exhibit areas after hours without proper identification.
7. The Exhibitors' Rules shall be enforced by the Board of Directors of the Association.
8. On Friday, July 12th and Saturday, July 13th, 2 lunch tickets will be provided each day.
9. Only one company may exhibit for each registration.
10. A vendor meeting will be held at 8:30 a.m. on Saturday, July 13th in Garage. Each displaying vendor shall select at least one representative from your company to attend this meeting; attendance is optional.
11. The Exhibitor's property is shown at his own risk and hazard, and neither the Columbus Hilton at Easton management, their representatives, Fire Chiefs' Association of Central Ohio, City of Columbus, their agents thereof, nor the Ohio Fire Chiefs' Association shall assume responsibility for any losses incurred due to accident, fire, theft, flood, lightning, or any other act of God beyond the control of the Columbus Hilton at Easton. The Exhibitor shall assume full liability and shall hold the Columbus Hilton at Easton, Fire Chiefs' Association of Central Ohio, City of

Columbus, and the Ohio Fire Chiefs' Association harmless from any and all claims arising from any act of omission on the part of the Exhibitor, his employees or agents.

12. All Exhibitors, by signing the Registration Form, agree to abide by all rules and decisions of the Vendor Representatives and the Board of Directors of the Ohio Fire Chiefs' Association.
13. All display space will be on a first request by first come, first served basis. If space request is not available, we will assign the nearest available space to your request. All requests will be honored only with **full payment**.
14. The Executive Director and Conference Committee Chair shall be the final judge of any disputes that may arise regarding exhibit display.
15. All exhibits **SHALL** be in place and completed by **12:00 p.m. Friday, July 12th**. Any exhibitor arriving after 12:00 p.m. Friday will not be permitted to set up in the display area.
16. Any vehicle removed from the display area shall not be permitted to return to the display area.
17. Vehicles will not be permitted in the parking lots for display purposes. All vehicles for display must be within the exhibit area. Any person attempting to display outside the display area will be removed.
18. All personnel working in an exhibit must be registered and must be an employee of that exhibitor or a manufacturer representative of the products being exhibited.
19. Electrical service is available only to inside displays at the hotel fee of \$50.00/outlet.
20. Fees for tables are a separate charge. See the Inside Space Order Form for details.
21. Hospitality rooms shall **NOT** be operated by a vendor or any other organization until after 5:00 p.m. on Thursday, Friday, Saturday and Sunday of the Conference.
22. It is the policy of this organization that for a vendor cancellation made up to 30 days in advance of the Annual Conference, a refund of 75 percent of exhibitors fees will be made; for cancellations made from 30 days to seven days in advance of the Annual Conference, 50 percent of the fees will be refunded; and cancellations after seven days of the Annual Conference will receive no refund; and that hardship appeals can be made to the OFCA Board of Directors on a case-by-case basis.

**2019 Ohio Fire Chiefs' Association Annual Conference
 July 11th – 15th; Columbus Hilton at Easton
 Sponsorship Opportunities**

As a sponsor of the Ohio Fire Chiefs' Association's 2019 Annual Conference, you receive great exposure for your company!

ONE-ALARM SPONSOR - \$100

- Name listed on signage at one Conference event
- Name on in-house listing in Buyers Guide
- Name on list of Conference Sponsors displayed at the Registration Area
- Name on in-house listing in *InCommand* Magazine

TWO-ALARM SPONSOR - \$250

- Name listed on signage at two Conference events
- Name on in-house listing in Buyers Guide
- Name on list of Conference Sponsors displayed at the Registration Area
- Name on in-house listing in *InCommand* Magazine

THREE-ALARM SPONSOR - \$350

- Name listed on signage at three Conference events
- Name on in-house listing in Buyers Guide
- Name on list of Conference Sponsors displayed at the Registration Area
- Name on in-house listing in *InCommand* Magazine

FOUR-ALARM SPONSOR - \$500

- Name listed on signage at four Conference events
- Name on in-house listing in Buyers Guide
- Name of list of Conference Sponsors displayed at the Registration Area
- Name on in-house listing in *InCommand* Magazine

FIVE-ALARM SPONSOR - \$750

- Name listed on signage at five Conference events
- Name on in-house listing in Buyers Guide
- Name on list of Conference Sponsors displayed at the Registration Area
- Name on in-house listing in *InCommand* Magazine

PRESIDENTIAL SPONSOR - \$1,000

- Sponsorship of President's Banquet on final evening of Conference
- Name listed on signage at six other Conference events
- Name on in-house listing in Buyers Guide
- Name on list of Conference Sponsors displayed at the Registration Area
- Name and logo on in-house listing in *InCommand* Magazine – please email your logo in JPEG format to info@ohiofirechiefs.org.

VIP SPONSOR - \$2,500

- Sponsorship of President's Banquet on final evening of Conference
- Name listed on signage at seven other Conference events
- Name on in-house listing in Buyers Guide
- Name on signage in Hospitality Suite
- Name on list of Conference Sponsors displayed at the Registration Area
- Name and logo on in-house listing in *InCommand* Magazine – please email your logo in JPEG format to info@ohiofirechiefs.org

HOSPITALITY SUITE - \$250, \$500, \$750, \$1,000 ➤ Name on signage in Hospitality Suite

OFCA 2019 Annual Conference Sponsorship Form

One-Alarm Sponsor - \$100
 Two-Alarm Sponsor - \$250
 Three-Alarm Sponsor - \$350
 Four-Alarm Sponsor - \$500
 Five-Alarm Sponsor - \$750
 Presidential Sponsor - \$1,000
 VIP Sponsor - \$2,500
 Gold Sponsor - \$5000
 Hospitality Suite Sponsor - \$_____

Company Name _____ Contact _____
 Address _____ Phone _____
 City _____ State _____ Zip Code _____
 Signature Authorizing Payment _____ Amount Due \$ _____

- No Sponsorship Forms will be processed without payment. Return form no later than July 4, 2019 to be included in the Buyer's Guide.
- Make checks payable to: Ohio Fire Chiefs' Association, 450 W. Wilson Bridge Road, Suite 150; Worthington, OH 43085



This year, we are offering you the opportunity to have company representation **BOTH** outside in the parking lot **AND** inside the tradeshow; or inside the tradeshow with an additional space outside in the parking lot. Purchase an additional booth inside or outside at a reduced rate of only \$300.00! To take advantage of this special offer, simply add \$300.00 to the highlighted line: ****INSIDE SPACE IN ADDITION TO OUTSIDE SPACE**** or ****OUTSIDE SPACE IN ADDITION TO INSIDE SPACE**** before totaling your Vendor Registration Form.

OHIO FIRE CHIEFS' ASSOCIATION

Annual Conference Registration Form - **Outside Space**
July 12th & 13th, 2019 – Columbus Hilton at Easton; Columbus, OH

Please fill out the following completely and clearly.

Company _____ Contact Name _____
Mailing Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____ Email _____
Website _____

Please use the description from last year's Buyer's Guide.

Print name of Individual Authorizing Payment _____

Signature _____ Date: _____

All Exhibitors, by signing the Registration Form, agree to abide by all rules and decisions of the Exhibit Committee and the Ohio Fire Chiefs' Association Board of Directors as listed on the Exhibitor Rules of Agreement.

EACH SPACE MUST REPRESENT ONLY ONE COMPANY

Vehicle Wash Stations will be set up behind the Hotel

FOR OUTSIDE SPACE ONLY:

OUTSIDE SPACE FEE - \$700/SPACE 20' X 20' (THROUGH JUNE 17, 2019) \$ _____

\$750/SPACE (AFTER JUNE 17, 2019) \$ _____

ADDITIONAL OUTSIDE SPACE - \$175/SPACE..... (# OF SPACES) X \$175 = \$ _____

****INSIDE SPACE IN ADDITION TO OUTSIDE SPACE - \$300.00**** \$ _____

REGISTRATIONS

(ORIGINAL SPACE INCLUDES: 2 MEAL TICKETS FOR FRI LUNCH & SAT LUNCH)

SEE TICKET PURCHASE FORM FOR ADDITIONAL LUNCH TICKET PRICES

NAMES OF INDIVIDUALS: 1. _____

2. _____

\$32.00 x ADDITIONAL LUNCH TICKETS: \$ _____

NON-MEMBER FEE - \$45/EXHIBITOR..... \$ _____

(INCLUDES DISCOUNTED CORPORATE MEMBERSHIP THROUGH 9/30/2019)

TOTAL DUE: \$ _____

MAKE CHECKS PAYABLE TO: OHIO FIRE CHIEFS' ASSOCIATION, INC.

450 W. WILSON BRIDGE ROAD, SUITE 150; WORTHINGTON, OH 43085

OR COMPLETE THE CREDIT CARD INFORMATION FORM INCLUDED IN THE VENDOR PACKET.

1ST CHOICE: SPACE # _____

2ND CHOICE: SPACE # _____

3RD CHOICE: SPACE # _____

4TH CHOICE: SPACE # _____

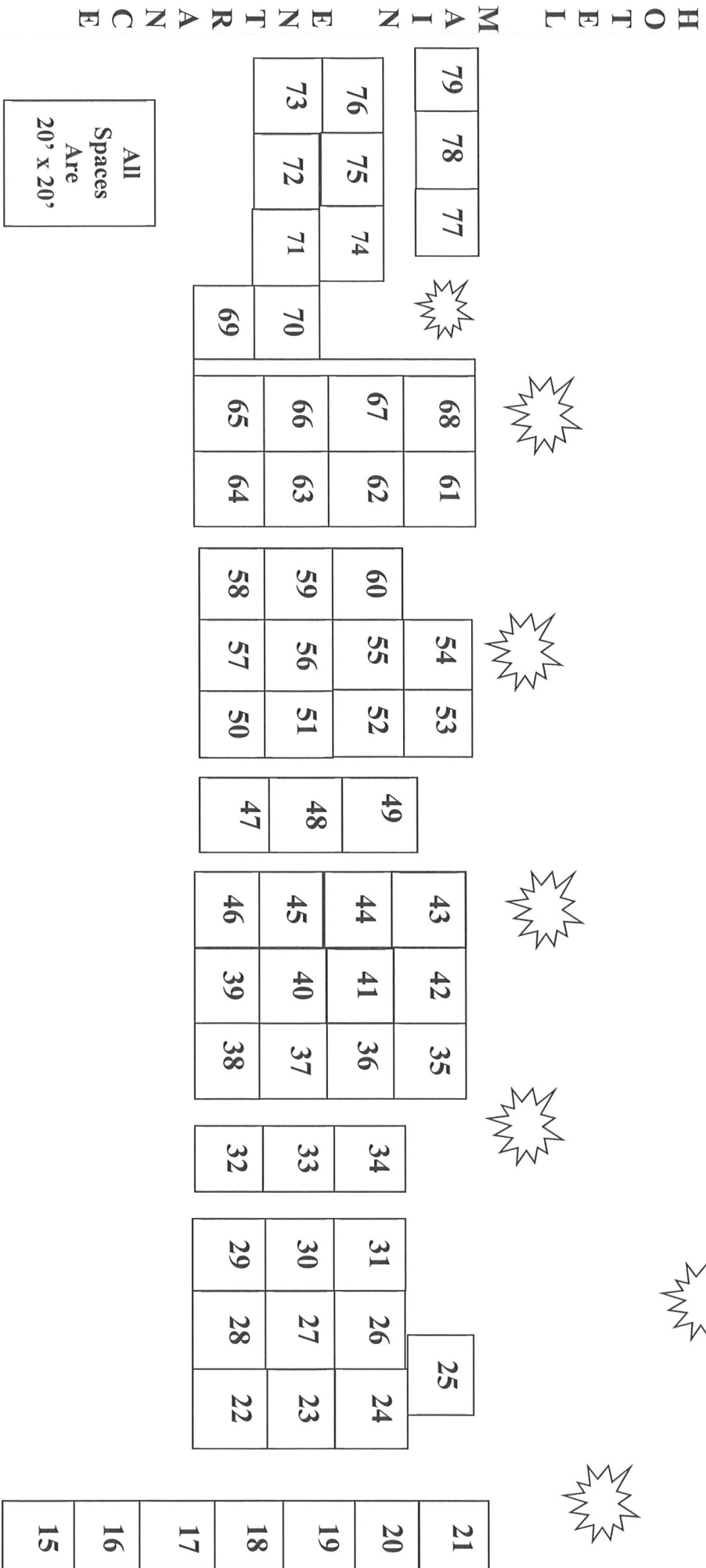
SPACE # ASSIGNED _____

(for office use only)

Set up is July 11th 2:00 p.m. – 8:00 p.m. & July 12th 8:00 a.m. – 12:00 p.m.

HILTON AT EASTON OUTSIDE VENDOR MAP PAGE 1

EASTON MALL

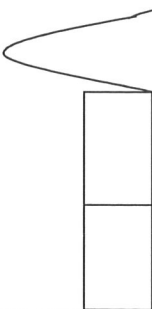


HILTON AT EASTON OUTSIDE VENDOR MAP PAGE 2

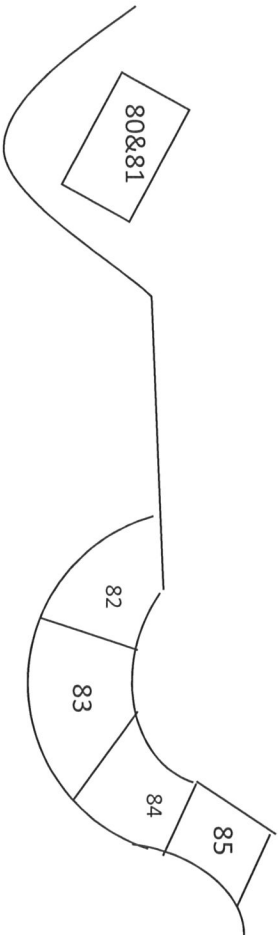
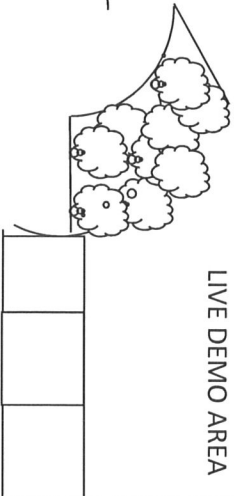
LUNCH



GARAGE



LIVE DEMO AREA



HOTEL

OHIO FIRE CHIEFS' ASSOCIATION

Annual Conference Registration Form - **INSIDE SPACE**

July 12th & 13th, 2019 – Columbus Hilton at Easton; Columbus, OH

Please fill out the following completely and clearly.

Company _____ Contact Name _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Phone _____ Fax _____ Email _____
 Website _____

Please use the description from last year's Buyer's Guide.

Print name of Individual Authorizing Payment _____
Signature _____ **Date:** _____

All Exhibitors, by signing the Registration Form, agree to abide by all rules and decisions of the Exhibit Committee and the Ohio Fire Chiefs' Association Board of Directors as listed on the Exhibitor Rules of Agreement.
EACH SPACE MUST REPRESENT ONLY ONE COMPANY.

Booth size is 8' x 10'

*****Tables and electrical outlet may be selected on the Inside Vendor Order Form*****

INSIDE SPACE FEE - \$700/SPACE (THROUGH JUNE 17, 2019)	\$ _____
TABLE TOP SPACES 110-120 - \$550/SPACE (THROUGH JUNE 17, 2019)	\$ _____
\$750/SPACE \$600/TABLE TOP SPACE (AFTER JUNE 17, 2019)	\$ _____
ADDITIONAL INSIDE SPACE - \$175/SPACE..... (# OF SPACES) X \$175 =	\$ _____
OUTSIDE SPACE IN ADDITION TO INSIDE SPACE - \$300.00	\$ _____

REGISTRATIONS
 (ORIGINAL SPACE INCLUDES 2 MEAL TICKETS FOR FRI & SAT LUNCH)
 SEE TICKET PURCHASE FORM FOR ADDITIONAL LUNCH TICKETS

NAMES OF INDIVIDUALS: 1. _____
 2. _____

\$32.00 x ADDITIONAL LUNCH TICKETS: \$ _____

NON-MEMBER FEE - \$45.00..... \$ _____
 (INCLUDES DISCOUNTED CORPORATE MEMBERSHIP THROUGH 9/30/2019)

PLUS TOTAL FROM THE INSIDE VENDOR ORDER FORM: \$ _____

TOTAL DUE \$ _____

MAKE CHECKS PAYABLE TO: OHIO FIRE CHIEFS' ASSOCIATION, INC.
450 W. WILSON BRIDGE ROAD, SUITE 150; WORTHINGTON, OH 43085
 OR COMPLETE THE CREDIT CARD INFORMATION FORM INCLUDED IN THE VENDOR PACKET

PLEASE INDICATE YOUR INSIDE SPACE SELECTION:

1 ST CHOICE: SPACE # _____	SPACE # ASSIGNED _____
2 ND CHOICE: SPACE # _____	(FOR OFFICE USE ONLY)
3 RD CHOICE: SPACE # _____	

Set up is July 11th 2:00 p.m. – 8:00 p.m. & July 12th 8:00 a.m. – 12:00 p.m.

OHIO FIRE CHIEFS' ASSOCIATION

INSIDE VENDOR ORDER FORM

July 12th & 13th, 2019– Columbus Hilton at Easton, Columbus, OH

COMPANY NAME: _____

PLEASE BE SURE TO ORDER THE CORRECT NUMBER OF TABLES, AS THERE WILL NOT BE EXTRA RENTAL TABLES AVAILABLE ON-SITE.

TABLE FEE

_____	8' X 30" TABLE W/O SKIRTING	X	\$35.00	= \$ _____
_____	8' X 30" TABLE WITH SKIRTING	X	\$55.00	= \$ _____
_____	8' X 18" TABLE W/O SKIRTING	X	\$35.00	= \$ _____
_____	8' X 18" TABLE WITH SKIRTING	X	\$55.00	= \$ _____
_____	6' X 30" TABLE W/O SKIRTING	X	\$35.00	= \$ _____
_____	6' X 30" TABLE WITH SKIRTING	X	\$50.00	= \$ _____
_____	6' X 18" TABLE W/O SKIRTING	X	\$35.00	= \$ _____
_____	6' X 18" TABLE WITH SKIRTING	X	\$50.00	= \$ _____

ELECTRICAL OUTLET

YES
 No
 HOTEL OUTLET FEE OF \$50.00 = \$ _____

INTERNET ACCESS: = \$40/day

2 CHAIRS:..... = \$FREE

HOOKS TO HANG BANNERS:..... = \$FREE

TOTAL: \$ _____

HILTON AT EASTON INSIDE VENDOR MAP PAGE 1

All Booth Spaces are 8' x 10'

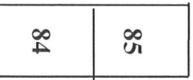
To Outside Vendors



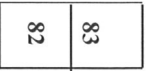
88	87
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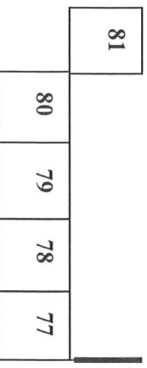
Salon 1



Salon 2



Salon 3



To Outside Vendors



2

54	53	52
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51	50	49
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Juniper C

3

4

5

6

7

12	13
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22	23
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42	43
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H A L L W A Y

11	14
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21	24
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31	34
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41	44
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10	15
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20	25
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30	35
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40	45
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9	16
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19	26
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29	36
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39	46
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H A L L W A Y

8	17
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18	27
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28	37
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38	47
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EASTON BALLROOM

62

61	60	59
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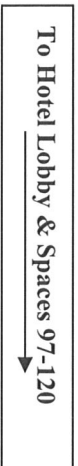
58	57	56
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63	55	G
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Juniper A

PRE-FUNCTION HALLWAY

To Hotel Lobby & Spaces 97-120



76	75	74	73	72	71	70	69	68	67
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Box 15

96 OFCA

Conference Registration

Women

Men

To Outside Vendors



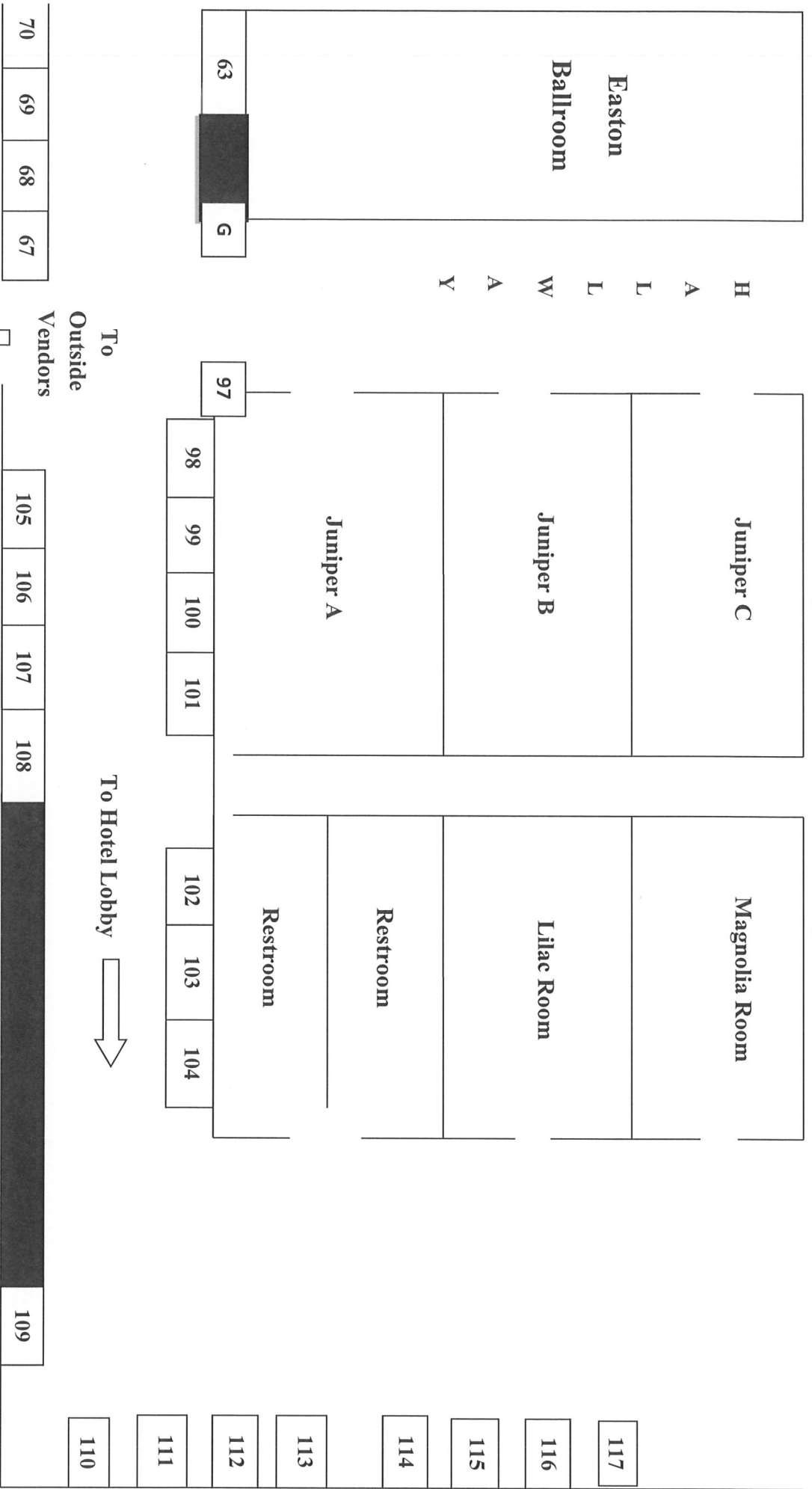
D	C	B	A
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To Outside Vendors



HILTON AT EASTON INSIDE VENDOR MAP PAGE 2

Booth Spaces 98-109 are 8' x 10' for \$700
 Booth Spaces 110-117 are Table Top for \$550



To Outside Vendors

To Hotel Lobby

ADDITIONAL TICKET PURCHASE FORM

ADDITIONAL REGISTRANT(S) LUNCH TICKETS

\$32.00 PER DAY/PER PERSON

NAME OF REGISTRANT _____
DAY (S) ATTENDING _____ FRI _____ SAT _____

NAME OF REGISTRANT _____
DAY (S) ATTENDING _____ FRI _____ SAT _____

NAME OF REGISTRANT _____
DAY (S) ATTENDING _____ FRI _____ SAT _____

NAME OF REGISTRANT _____
DAY (S) ATTENDING _____ FRI _____ SAT _____

NAME OF REGISTRANT _____
DAY (S) ATTENDING _____ FRI _____ SAT _____

NAME OF REGISTRANT _____
DAY (S) ATTENDING _____ FRI _____ SAT _____

NAME OF REGISTRANT _____
DAY (S) ATTENDING _____ FRI _____ SAT _____

Please provide names for meal count.

Total Amount Due for Additional Tickets...\$ _____



2019 Vendor Registration
Credit Card Information Form

Company Name: _____

Credit Card Number: _____

Type: Visa _____ Mastercard _____ Discover _____

****PLEASE NOTE, WE DO NOT ACCEPT AMEX****

Expiration Date: _____ 3-4 Digit Security Code: _____

Amount: \$ _____

Signature: _____

BUYER'S GUIDE

This form must be returned by July 1, 2019 to be included in the Buyer's Guide.

The Ohio Fire Chiefs' Association will be printing a ***Buyer's Guide*** which will be given to each attendee. The guide will provide the following information about your company as well as a map and location of your space.

Please fill out completely.

Name of Company: _____

Contact Name: _____

Street Address: _____

City, State, Zip: _____

Phone: _____

Fax: _____

E-Mail: _____

Website Address: _____

Description of your service, product or any information beneficial to your sales:

2019 Ohio Fire & Rescue Officer Development Conference
by
THE OHIO FIRE CHIEFS' ASSOCIATION
JULY 12-13, 2019; Columbus Hilton at Easton

ADMIT ONE

EXHIBITOR _____
GUEST _____
FIRE DEPT. _____
DAYTIME PHONE _____

Deposit this ticket in the specially marked prize drum inside the Conference Trade Show to be eligible for any one of the prize drawings to be held Friday and Saturday.

Winner does not need to be present to win. Enjoy the show!

2019 Ohio Fire & Rescue Officer Development Conference
by
THE OHIO FIRE CHIEFS' ASSOCIATION
JULY 12-13, 2019; Columbus Hilton at Easton

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EXHIBITOR _____
GUEST _____
FIRE DEPT. _____
DAYTIME PHONE _____

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by
THE OHIO FIRE CHIEFS' ASSOCIATION
JULY 12-13, 2019; Columbus Hilton at Easton

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EXHIBITOR _____
GUEST _____
FIRE DEPT. _____
DAYTIME PHONE _____

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Winner does not need to be present to win. Enjoy the show!

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by
THE OHIO FIRE CHIEFS' ASSOCIATION
JULY 12-13, 2019; Columbus Hilton at Easton

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EXHIBITOR _____
GUEST _____
FIRE DEPT. _____
DAYTIME PHONE _____

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THE OHIO FIRE CHIEFS' ASSOCIATION
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THE OHIO FIRE CHIEFS' ASSOCIATION
JULY 12-13, 2019; Columbus Hilton at Easton

ADMIT ONE

EXHIBITOR _____
GUEST _____
FIRE DEPT. _____
DAYTIME PHONE _____

Deposit this ticket in the specially marked prize drum inside the Conference Trade Show to be eligible for any one of the prize drawings to be held Friday and Saturday.

Winner does not need to be present to win. Enjoy the show!

Shipping and Hotel Accommodation Information



Hotel Group Information

Online reservations: http://www.hilton.com/en/hi/groups/personalized/C/CMHCHHF-OFC-20180707/index.jhtml?WT.mc_id=POG

Group Name: Ohio Fire Rescue Officer Development Conference

Group Code: OFR

Check-in: 06-JUL-2017

Check-out: 18-JUL-2017

Hotel Name: [Hilton Columbus at Easton](#)

Hotel Address: 3900 Chagrin Drive
Columbus, Ohio 43219

Phone Number: 614.414.5000

Shipping Information

The Hilton Columbus at Easton (3900 Chagrin Dr, Columbus, OH 43219) will accept packages three (3) days prior to the start of the event; on Tuesday, July 9th. All item(s) shipped must be marked with:

Company Name
Chief Tom Wallace
Ohio Fire Chiefs' Association
July 13 2018