

January 2020 – **UPDATED May 2020** 

Dear Vendors of the Ohio Fire Chiefs' Association:

Greetings! *It's that time of year again – Conference Planning Time!* The 2020 conference will be held at the Hilton at Easton, Columbus, Ohio on August 26<sup>th</sup>-31<sup>st</sup>, 2020. The Trade Show is Friday, August 28<sup>th</sup> and Saturday, August 29<sup>th</sup>.

Vendor set-up is August 27th from 2:00 p.m. – 10:00 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 <u>potential</u> 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 "2021 Vendor Free Conference Registration." The drawing will take place on Saturday, August 29, 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 2020 winner, Mull & Weithman Architects.

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 <u>Free Tickets</u> 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 15<sup>th</sup>. 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

Cell: 937-623-1419 Phone: 937.696.2054

Jom William

### 2020 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, August 27<sup>th</sup>, 2:00 p.m-10:00 p.m.

EXHIBIT SET-UP MUST BE COMPLETED BY 12:00 p.m., Friday, August 28<sup>th</sup>.

- 3. DISPLAYS MUST REMAIN UP UNTIL 2:00 P.M. ON SATURDAY AUGUST 29<sup>th</sup>, 2020. TEARING DOWN EARLY DISQUALIFIES YOU FOR THE FREE 2021 REGISTRATION DRAWING, AND YOU WILL NOT RECEIVE YOUR FIRST CHOICE OF VENDOR SPACE NEXT YEAR.
- 4. Display hours: FRIDAY, August 28<sup>th</sup>, 2020 ---1:00 p.m.-5:00 p.m. SATURDAY, August 29<sup>th</sup>, 2020 ---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, August 28<sup>th</sup> and Saturday, August 29<sup>th</sup>, 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, August 29<sup>th</sup> 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 <u>SHALL</u> be in place and completed by **12:00 p.m. Friday, August 28<sup>th</sup>**. 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 \$55.00/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.

### 2020 Ohio Fire Chiefs' Association Annual Conference August 27th - 31st; Columbus Hilton at Easton

Sponsorship Opportunities

➤ Name on list of Conference Sponsors

As a sponsor of the Ohio Fire Chiefs' Association's 2020 Annual Conference, you receive great exposure for your company!

ONE-ALARM SPONSOR - \$100 Name listed on signage at <u>one</u>

Conference event	displayed at the Registration Area
➤ Name on in-house listing in Buyers Guid	Name on in-house listing in <i>InCommand</i> Magazine
TWO-ALARM SPONSOR - \$250	
➤ Name listed on signage at <i>two</i>	➤ Name on list of Conference Sponsors
Conference events	displayed at the Registration Area
➤ Name on in-house listing in Buyers Guid	Name on in-house listing in <i>InCommand</i> Magazine
THREE-ALARM SPONSOR - \$350	
➤ Name listed on signage at <u>three</u>	➤ Name on list of Conference Sponsors
Conference events	displayed at the Registration Area
Name on in-house listing in Buyers Guid	Name on in-house listing in <i>InCommand</i> Magazine
FOUR-ALARM SPONSOR - \$500	
➤ Name listed on signage at <u>four</u>	➤ Name of list of Conference Sponsors
Conference events	displayed at the Registration Area
Name on in-house listing in Buyers Guide	Name on in-house listing in <i>InCommand</i> Magazine
FIVE-ALARM SPONSOR - \$750	•
Name listed on signage at <u>five</u>	➤ Name on list of Conference Sponsors
Conference events	displayed at the Registration Area
➤ Name on in-house listing in Buyers Guide	Name on in-house listing in <i>InCommand</i> Magazine
PRESIDENTIAL SPONSOR - \$1,000	
> Sponsorship of President's Banquet on fin	
evening of Conference	displayed at the Registration Area
Name listed on signage at <u>six</u>	Name and logo on in-house listing in
other Conference events	InCommand Magazine – please email your logo in JPEG
Name on in-house listing in Buyers Guide	format to info@ohiofirechiefs.org.
VIP SPONSOR - \$2,500	
Sponsorship of President's Banquet on fin	Name on list of Conference Sponsors
evening of Conference	displayed at the Registration Area
➤ Name listed on signage at <u>seven</u>	Name and logo on in-house listing in
other Conference events	InCommand Magazine – please email your logo in JPEG
Name on in-house listing in Buyers Guide	format to info@ohiofirechiefs.org
➤Name on signage in Hospitality Suite	
HOSPITALITY SUITE - \$250, \$500,	\$750, \$1,000 ➤ Name on signage in Hospitality Suite
	20 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
	Phone
	StateZip Code
	Amount Due \$



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.

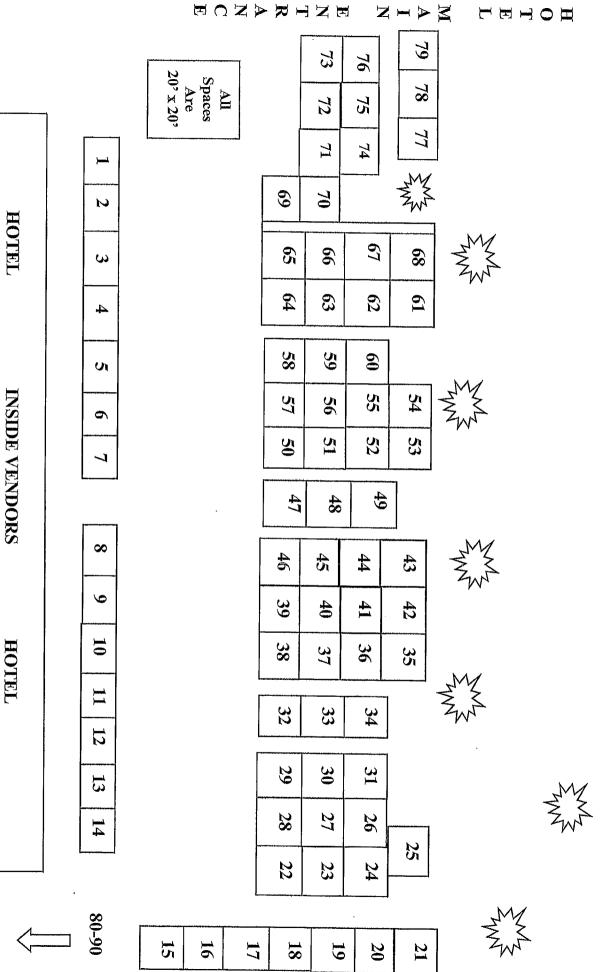
### **OHIO FIRE CHIEFS' ASSOCIATION**

Annual Conference Registration Form - Outside Space August 28<sup>th</sup> & 29<sup>th</sup>, 2020 - Columbus Hilton at Easton; Columbus, OH

Please fill out the fo	llowing completely and clear	rly.	
Company		Contact Name	
Mailing Address			
City	State	Zi	ip
Phone	StateState_	Email	
Website			
Please use th	ne description from last year	''s Buyer's Guide.	
Print name of Indiv	idual Authorizing Payment_		
Signature		Date:	
Fire Uniets' Association Be	oard of Directors as listed on the Exh	ibitor Rules of Agreement.	Exhibit Committee and the Ohio
EACH SPACE MUST	TREPRESENT ONLY ONE C	COMPANY	
	*Vehicle Wash Stations w	ill be set up behind the H	otel*
FOR OUTSIDE	SPACE ONLY:		
		GH JUNE 17, 2020)	\$
\$800/SPACE (AFTER J	\$750/space 20' x 20' (THROU June 17, 2020) space - \$175/SPACE ADDITION TO OUTSIDE SPAC	GHOURE IT, EUEU)	\$
ADDITIONAL OUTSIDE	SPACE - \$175/SPACE	(# OF SPACES) x \$175	= \$
**INSIDE SPACE IN A	ADDITION TO OUTSIDE SPACE	CE - \$300.00**	\$
REGISTRATIONS		01 400000	Ψ
	LUDES: 2 MEAL TICKETS FOR F	RITINCH & SATTINCH)	
3	E FORM FOR ADDITIONAL LUNC	,	
		TICKET TRICES	
NAMES OF INDIVIDUA	LS: 1		
	2		
	\$35.00 x ADDITIONAL LUN	NCH TICKETS: \$	
	45/exhibitor		
(INCLUDES DISCOUNTEL	O CORPORATE MEMBERSHIP THRO	/	
	TOT	'AL DUE: <b>\$</b>	
	CHECKS PAYABLE TO: OHIO		
	. Wilson Bridge Road, Su		
OR COMPLETE THE C	REDIT CARD INFORMATION F	ORM INCLUDED IN THE VE	NDOR PACKET.
4 gm ~	~ "		
1 <sup>ST</sup> CHOICE:	SPACE#	SPACE # A	SSIGNED
Z'' CHOICE:	SPACE #	(for office us	e only)
3 <sup>kb</sup> CHOICE:	SPACE#		
4 <sup>TH</sup> CHOICE:	SPACE #		

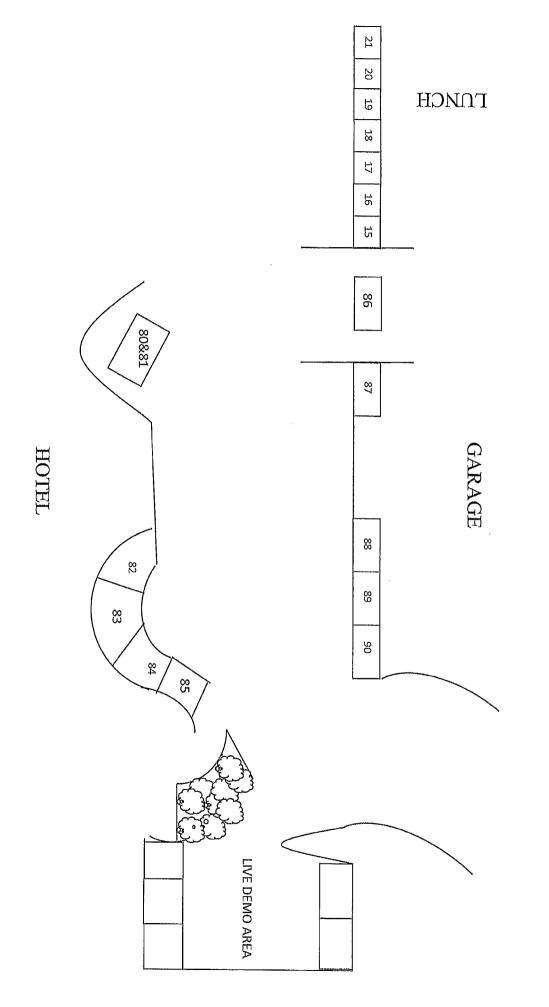
## HILTON AT EASTON OUTSIDE VENDOR MAP PAGE 1

### EASTON MALL



INSIDE VENDORS

HOTEL



### OHIO FIRE CHIEFS' ASSOCIATION

Annual Conference Registration Form - INSIDE SPACE August 28<sup>th</sup> & 29<sup>th</sup>, 2020 - Columbus Hilton at Easton; Columbus, OH

Please fill out the fo	ollowing completely	y and clearly.		
Company		Contact	Name	
Mailing Address				Zip
City		State		Zip
Phone	Fax		Email	
Website				
Please use the	ne description from	last year's Buyer's	Guide.	
Print name of Indiv	idual Authorizing	Payment		
Signature	<u>.</u>		Date:	
All Exhibitors, by si	gning the Registrati niefs' Association B	on Form, agree to a loard of Directors a	abide by all rules a s listed on the Exh	and decisions of the Exhibit Committee nibitor Rules of Agreement.
Booth size is 8' x	10'			
*****T	ables and electrica	l outlet may be se	lected on the Insid	de Vendor Order Form*****
INSIDE SPACE FEE - \$ TABLE TOP SPACES 1 \$800/SPACE \$650	10-120 - \$600/SPAC	CE (THROUGH JUN	E 17, 2020)	\$ \$
ADDITIONAL INSIDE **OUTSIDE SPACE	SPACE - \$175/SPACE	E (# OF	SPACES) $x $175 =$	\$ \$ \$
REGISTRATIONS (ORIGINAL SPACE IN SEE TICKET PURCH.			,	
NAMES OF INDIVID	UALS: 1			
	2			
	\$35.00 x ADDI	TIONAL LUNCI	H TICKETS: \$_	
NON-MEMBER FEE - (INCLUDES DISCOUN)				
PLUS	TOTAL FROM THE I	NSIDE VENDOR O	RDER FORM: \$	
		TOT	TAL DUE \$_	
45	80 W. WILSON BR	IDGE ROAD, SUIT	EE 150; WORTHI	SSOCIATION, INC. NGTON, OH 43085 DED IN THE VENDOR PACKET
PLEASE INDICATE Y	OUR INSIDE SPACE	SELECTION:		
	1 <sup>ST</sup> CHOICE:	SPACE #		SPACE # ASSIGNED_
	2 <sup>ND</sup> CHOICE:	SPACE#		(FOR OFFICE USE ONLY)

### **OHIO FIRE CHIEFS' ASSOCIATION**

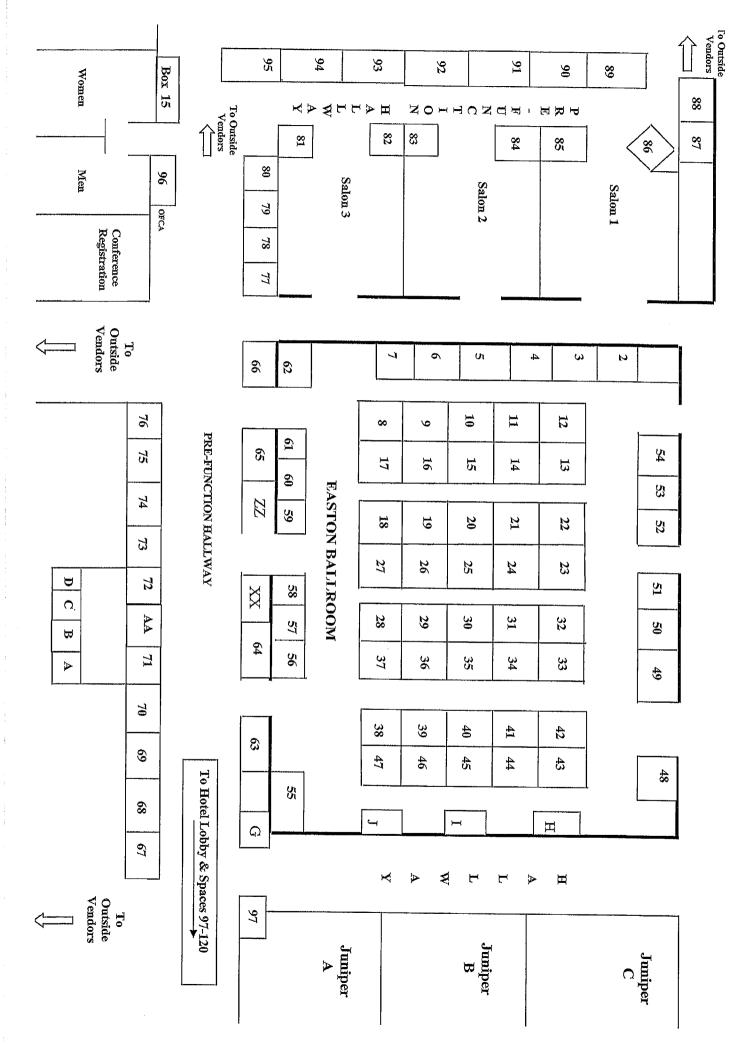
### INSIDE VENDOR ORDER FORM

August 28th & 29th, 2020- Columbus Hilton at Easton, Columbus, OH

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	<ul><li>8' x 30" TABLE W/O SKIRTING</li><li>8' x 30" TABLE WITH SKIRTING</li></ul>	X \$35.00	_ <b>5</b>
<u> </u>	8' X 18" TABLE W/O SKIRTING	x \$35.00	_ p
	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		
ECTRICAL OUTLE  YES NO	T HOTEL OUTLET F	EE OF \$55.00	=\$
ERNET ACCESS:		•••••••	=\$50

# HILTON AT EASTON INSIDE VENDOR MAP PAGE 1

All Booth Spaces are 8' x 10'



### 70 ස Ballroom Easton 69 88 ଦ 67 ¥ H Vendors Outside To 97 HILTON AT EASTON INSIDE VENDOR MAP PAGE 2 98 105 Juniper B Booth Spaces 110-120 are Table Top for \$600 Juniper A 99 Juniper C Booth Spaces 98-109 are 8' x 10' for \$750 106 100 107 101 108 To Hotel Lobby | 102 Magnolia Room Restroom Restroom Lilac Room 103 104 109 110 111 112 113 114 117 115 116

### ADDITIONAL TICKET PURCHASE FORM

### ADDITIONAL REGISTRANT(S) LUNCH TICKETS \$35.00 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		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 Add	itional Tickets	•
TOWER TRUITMENT TO TOT LEAGUE	amonal lichely	ᄬ



### 2020 Vendor Registration Credit Card Information Form

Company Name		
Credit Card Nun	ıber:	
Type: Visa	Mastercard	Discover
**PLEASE NO	TE, WE DO NOT A	ACCEPT AMEX**
Expiration Date:	3-4 Digit	t Security Code:
Amount: \$		
Signature:		

### **BUYER'S GUIDE**

This form <u>must</u> be returned by <u>July 1, 2020</u> to be included in the Buyer's Guide.

The Ohio Fire Chiefs' Association will be printing a <u>Buyer's Guide</u> 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:

2020 Ohio Fire & Rescue Officer Development Conference

THE OHIO FIRE CHIEFS' ASSOCIATION AUGUST 28-29, 2020; 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!

2020 Ohio Fire & Rescue Officer Development Conference

THE OHIO FIRE CHIÉFS' ASSOCIATION AUGUST 28-29, 2020; Columbus Hilton at Easton

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2020 Ohio Fire & Rescue Officer Development Conference by

THE OHIO FIRE CHIEFS' ASSOCIATION AUGUST 28-29, 2020; Columbus Hilton at Easton

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2020 Ohio Fire & Rescue Officer Development Conference

by
THE OHIO FIRE CHIEFS' ASSOCIATION
AUGUST 28-29, 2020; Columbus Hilton at Easton

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EXHIBITOR	
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2020 Ohio Fire & Rescue Officer Development Conference by THE OHIO FIRE CHIEFS' ASSOCIATION

AUGUST 28-29, 2020; 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:

https://secure3.hilton.com/en\_US/hi/reservation/book.htm?inputModule=HOTEL&ctyhocn=CMHCHHF &spec\_plan=FCA2&arrival=20200825&departure=20200831&cid=OM,WW,HILTONLINK,EN,DirectLink&f romId=HILTONLINKDIRECT<https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsecure3.hilton.com%2Fen\_US%2Fhi%2Freservation%2Fbook.htm%3FinputModule%3DHOTEL%26ctyhocn%3DCMHCHHF%26spec\_plan%3DFCA2%26arrival%3D20200825%26departure%3D20200831%26cid%3DOM%2CWW%2CHILTONLINK%2CEN%2CDirectLink%26fromId%3DHILTONLINKDIRECT&data=02%7C01%7CWendy.M.Nicodemus%40hilton.com%7Ca20a8c5c2e1943c96a7308d7f06f0656%7C660292d2cfd54a3db7a7e8f7ee458a0a%7C0%7C0%7C637242231943064190&sdata=p34Z9cf3Xn9ngJ2efuLGWe5fwjaXpuCFKubA8gxGvmo%3D&reserved=0>

Group Name:

Ohio Fire Rescue Officer Development Conference

Group Code:

FCA2

Check-in:

25-AUG-2020

Check-out:

31-AUG-2020

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, August 25<sup>th</sup>. All item(s) shipped must be marked with:

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