



Ohio Township Association

6500 Taylor Road, Suite A

Blacklick, Ohio 43004

Phone: 614-863-0045 Fax: 614-863-9751

Dear Vendor,

The Ohio Township Association's Winter Conference and Trade Show will occur Feb. 17-20, 2010, at the Columbus Convention Center, and you are invited to participate. Included in this packet are a registration form, trade show diagram, housing form, sponsorship information, optional event list and schedule of events, rules and regulations governing exhibits and Aramark's food policy.

For the first time in several years, the Ohio Township Association will welcome heavy equipment at the Trade Show. There are no weight limit restrictions and all types of equipment are encouraged, as there are nearly 200 booth spaces available.

The registration fee includes pipe and drape for one 8x10 booth and a company identification sign. The Ohio Township Association will send confirmation of your registration with booth assignment and directions to the correct loading dock the beginning of February. Associations, Conventions, Trade Shows, Inc. (ACT) is providing extra equipment and services. A comprehensive packet listing options will be e-mailed to registered vendors in January. All booth furnishings, such as tables and chairs, entail a separate charge to be billed by ACT, Inc. If you prefer the ACT, Inc. packet be mailed rather than e-mailed, please indicate on your registration form.

Vendors are more than welcome to attend workshops and other conference events as long as a company representative is present at the vendor's booth throughout Trade Show hours. Workshops are free of charge to vendors, while there is an additional fee for optional events. See the optional event list for more details. Hospitality suites may also be scheduled throughout the six hotels, however, they may not coincide with any conference activities. More information can be found later in this packet.

Last, please note the Ohio Township Association provides security but assumes no responsibility for lost or stolen property belonging to exhibitors.

I look forward to working with you and feel free to contact me with any questions.

Sincerely,

Kaitlin Hall
Director of Public Relations

Trade Show Registration Form

Ohio Township Association ■ February 17-19, 2010 ■ Columbus Convention Center

Contact Information: Please provide the information below so we may get in touch with you before or during the show. The information listed in the program will appear exactly as typed. Please register no later than Jan. 22, 2010.

Company Name: _____

Products or Services: _____

Contact Person: _____ On-Site (if different): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Please indicate whether you wish to receive confirmation and ACT, Inc. packet via e-mail or mail:

E-mail

Mail

Booth Requests and Assignments: Please indicate the number of booths you would like to reserve and your location preference (a layout is included in this packet). The price is \$800 per booth (\$400 for state agencies) and includes one 8x10 booth with back and side drape and sign. Companies with heavy equipment will be charged an extra flat fee of \$100. Additional equipment or services can be purchased through ACT, Inc. who will e-mail a packet upon your paid registration. Please select sufficient space for your display. Assignment is on a first come, first serve basis.

Number of Booths: _____

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____ 4th Choice: _____

Please list types or specific companies you prefer not be adjacent or across the aisle from. We will try to accommodate your wishes but it is not guaranteed.

Heavy Equipment: If you will be displaying heavy equipment please provide us with the specifications below.

Type of Equipment: _____

Height: _____ Length: _____ Width: _____ Weight: _____

Equipment Requests or Notes: _____

Continued on next page

Name Badges: Please list the names of the people that will be representing your company at the OTA Trade Show. Badges will be printed before the show and can be picked up at vendor registration on Wednesday, Feb. 17, 2010. Requests can be e-mailed to Kaitlin Hall at hall@ohiotownships.org at a later date but all names must be received by Jan. 22, 2010.

- | | |
|-----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |
| 11. _____ | 12. _____ |
| 13. _____ | 14. _____ |

Payment: Indicate your method of payment below.

Amount: \$ _____

Check # _____

Credit Card (complete card information at right)

_____ Visa

_____ MasterCard

Name on Card: _____

Card #: _____

Expiration: _____

Signature: _____

Hospitality Rooms: If you are interested in hosting a Hospitality Room, please call the hotel directly. Please note that hospitality rooms cannot run concurrently with OTA-sponsored events. A schedule of events is included in this mailing to facilitate planning. If hosting a hospitality room please list the hotel and time:

Authorized Signature: Signing and dating below indicates that you have read, understand and agree to abide by the rules and regulations stipulated by Show Management.

Signature/Title/Date

Return form by Jan. 22, 2010 to:
Ohio Township Association
6500 Taylor Road, Suite A
Blacklick, Ohio 43004
Phone: 614-863-0045
Fax: 614-863-9751
E-mail: hall@ohiotownships.org

LOADING DOCKS

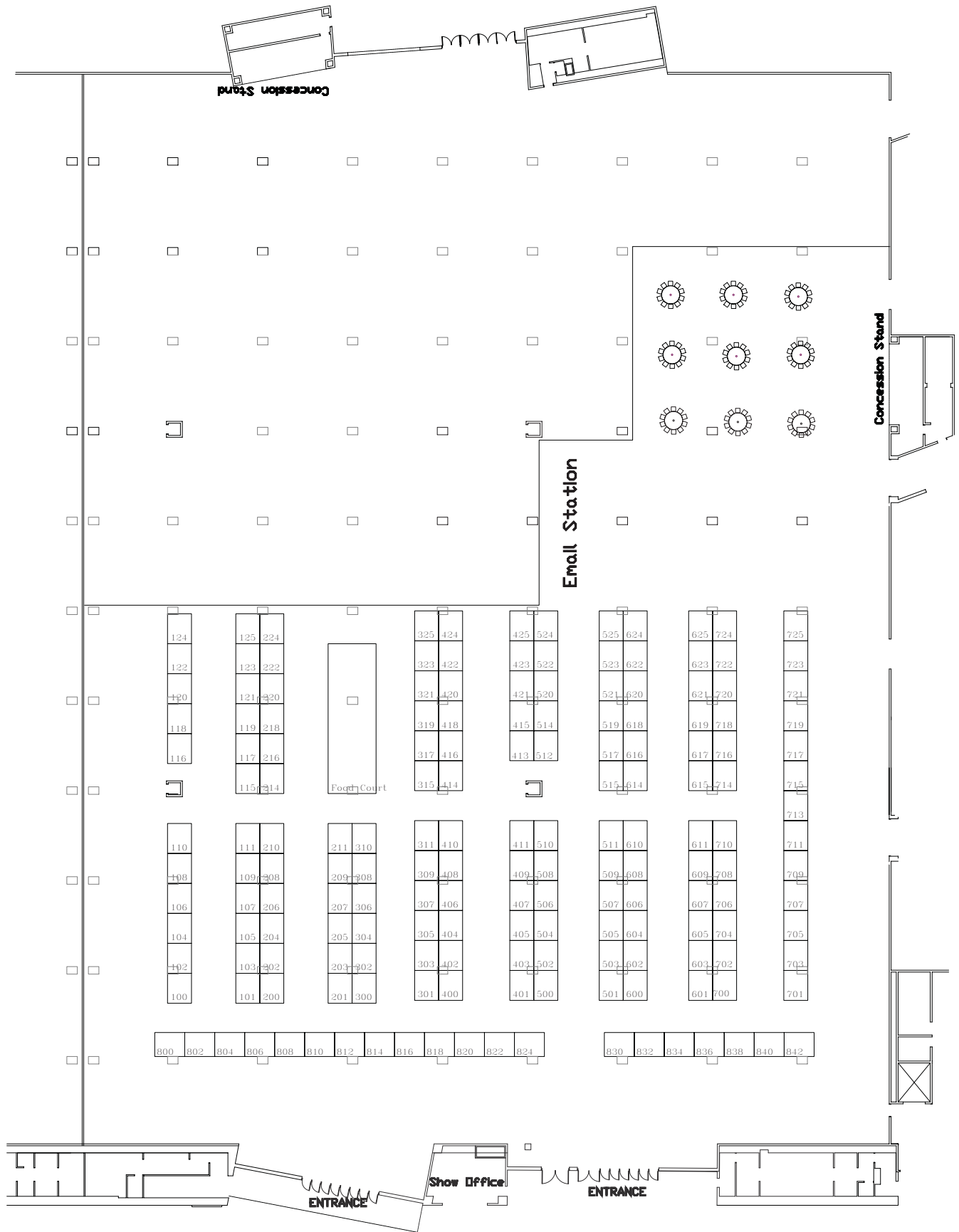


Exhibit Hall C
 2010 Ohio Township Association
 176 8'd x 10'w Booths

Ohio Township Association Winter Conference & Trade Show Housing Registration

Reservation Information

More than 1,000 hotel rooms, at six hotels, all within 10 minutes of the Columbus Convention Center, are reserved for the OTA conference. Hotel reservations are handled by the Columbus Housing Bureau. You may register one of two ways:

- 1. Register online.** To register online, you must have a credit card and valid e-mail address. Visit www.ohiotownships.org and click on "Make hotel reservations." Please note: this is the preferred method of registration by the Housing Bureau.
- 2. Mail or fax your reservation.** If you choose not to register online, complete this form and mail it to 277 W. Nationwide Blvd., Suite 125, Columbus, Ohio 43215 or fax to 614-222-6140. Make check or money order as listed below payable to the GCCVB. Credit cards are encouraged.

*Regardless of the registration method, you will receive confirmation from the Housing Bureau via e-mail, fax or mail.

*Do not send your housing request to the Ohio Township Association, it will NOT be processed.

A few reminders..

1. The hotel reservation cut-off date is Friday, Jan. 29, 2010. After this date, availability may be limited and room rates subject to change.
2. Changes and cancellations prior to Thursday, Feb. 11, 2010, can be made using the online reservation system or e-mailed to housing@experiencecolumbus.com. If you do not have Internet access, make your request in writing and mail or fax to the above information. To cancel a reservation after Feb. 11, contact your hotel directly. You will be charged a \$25 fee.
3. No shows will be billed for one room night.

Hotel Preference

Rank your hotel preference 1-6 and circle your preferred room type.

Preference	Hotel	Single	Double	Triple	Quad/Suite
_____	Hyatt Regency	\$139	\$149	\$149	\$149
_____	Crowne Plaza	\$144	\$144	\$154	\$164
_____	Doubletree Suites	\$138	\$138	\$138	\$138
_____	Drury Inn & Suites	\$129	\$129	\$139	\$139
_____	Hampton Inn	\$129	\$139	\$139	\$139
_____	Red Roof Inn	\$113	\$113	\$113	\$113

Smoking Preference: _____ Smoking _____ Non-Smoking

Personal Information

Name: _____ Name of Person(s) Sharing Room: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail Address: _____

Arrival Date: _____ Departure Date: _____

Deposit Amount: _____ Check #: _____ Money Order: _____

Credit Card: Visa MasterCard American Express

Card #

Expiration Date

Signature

Ohio Township Association

Winter Conference & Trade Show Sponsorship

February 17-20, 2010

It is largely due to the support of vendors such as yourself that the OTA conference is a success. By sponsoring any of the following events, you will increase your company's exposure, access and recognition. Please view the section below to see the different sponsorship levels available to your company.

\$50 - \$500

Company name listed on event signage
Thank you ad in "Ohio Township News" and "Grassroots Clippings"

\$501 - \$1,500

Items listed above, plus:
A mailing of pre-registered conference attendees

\$1,501 +

Items listed above, plus:
A free booth at the Trade Show
A business size ad in the conference program (please e-mail to hall@ohiotownships.org or enclose the artwork)

YES, we would like to donate \$_____ toward the:

- Coffee and Doughnuts in the Trade Show - If enough interest is garnered, a coffee and doughnut stop will be set up in the Trade Show on Thursday and/or Friday.
- Conference Registration Bags and/or Lanyards - The Ohio Township Association provides a bag with program, name badge and holder, and other helpful flyers, to all conference attendees.
- General Session Professional Speaker
- Legislative Reception at the Statehouse (Wednesday evening) - All members of the Ohio General Assembly are invited to attend. Those registered will enjoy hors d'oeuvres and connect with legislators.
- Luncheon - The OTA is once again hosting a Friday Luncheon in the Hyatt Regency. Governor Ted Strickland is the invited speaker and OTA scholarship winners are invited to attend.
- Spouse Events - This year, two spouse events, including a wine and beer tasting with lunch at the Graystone Wine Cellar, and a tour and tea tasting at the Sophia Kelton House Museum, are being offered.
- Overall Conference Sponsorship - Your contribution will cover a portion of all conference expenses. Your company's name will be listed on event signs not completely sponsored by another vendor and in all conference materials.

Company Name (name will be published exactly as written): _____

Contact Name: _____ E-mail: _____

Phone: _____ Fax: _____

Optional Events Form and Conference Schedule

Wednesday, Feb. 17, 2010

_____ \$5, Statehouse Tour

Please circle your preferred time: 3:00, 3:15, 3:30 or 3:45 p.m.

_____ \$5, Legislative Reception, 4:30 - 6:00 p.m.

Thursday, Feb. 18, 2010

_____ \$35, Graystone Wine Cellar, 11:00 a.m. - 2:00 p.m.
(Spouse Event)

Friday, Feb. 19, 2010

_____ \$25, Luncheon, 11:30 a.m. - 1:00 p.m.

_____ \$25, Tour and Tea with Sophia Kelton, 1:00 - 3:00 p.m.
(Spouse Event)

Amount Due: \$ _____

Please indicate your preferred method of payment below:

Please use information listed on Trade Show registration

Check # _____

Credit Card

_____ Visa

_____ MasterCard

Company Name: _____

Name on Card: _____

Card #: _____

Expiration: _____

Signature: _____

**Please return with Trade Show registration and payment to 6500 Taylor Road, Suite A, Blacklick, Ohio 43004 or fax to 614-863-9751 no later than Friday, Jan. 22, 2010.*

Conference Schedule

WEDNESDAY

8:00 a.m. - 12:00 p.m.

Trade Show Set Up

12:00 - 5:00 p.m.

OTA Trade Show

12:00 - 5:00 p.m.

Registration

2:00 p.m.

County Officers' Meeting

3:00 - 3:45 p.m.

Statehouse Tours

4:30 - 6:00 p.m.

Legislative Reception

THURSDAY

8:00 a.m. - 5:00 p.m.

OTA Trade Show

8:00 a.m. - 5:00 p.m.

Registration

10:00 - 11:30 a.m.

General Session

1:00 - 2:00 p.m.

Workshops

2:15 - 3:15 p.m.

Workshops

3:30 - 4:30 p.m.

Workshops

FRIDAY

8:00 a.m. - 12:00 p.m.

OTA Trade Show

8:00 a.m. - 12:30 p.m.

Registration

9:00 - 10:00 a.m.

Workshops

10:15 - 11:15 a.m.

Workshops

11:30 a.m. - 1:00 p.m.

Luncheon

1:15 - 2:15 p.m.

Workshops

2:30 - 3:30 p.m.

Workshops

SATURDAY

9:00 - 11:00 a.m.

General Session

11:00 a.m.

Conference Adjourns

Rules and Regulations Governing Exhibits

Exhibit Standards - Show Management shall have the right to prohibit any exhibit or part of an exhibit that in its opinion is not suitable to, or does not keep with the character or purpose of the exhibition. Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of exhibit. Exhibits must conform to the size of the space and must be of such character or arrangement so as not to obstruct the view or interfere with the exhibits of others. All demonstrations and exhibits must be confined to the contracted space. Displays having unfinished or unsightly exposures at the rear or sides must be acceptably covered to the satisfaction of Show Management at the exhibitor's expense. The fastening of materials to booth drapery or framework, or to building walls, ceilings, floors, carpeting or columns, is expressly prohibited.

Trade Show Hours - It is expected that Trade Show exhibitors will abide by Trade Show hours. Dismantling or packing of any booth materials is not permitted until the exhibit hall closes at noon on Friday, Feb. 19, 2010. Dismantling a booth prior to the end of the Trade Show could result in future penalties affecting booth location and cost.

Assignment of Space - Space will be assigned to each applicant based on requested size of space and receipt date of contract and payment. Every effort will be made to assign the exhibitor to one of his chosen spaces. Show Management reserves the right to make the final space assignment or change the space assignment after the acceptance of the application should it be necessary. No changes in assignments will be made on the day of the show. If the space assigned is unacceptable, the exhibitor must notify Show Management within 10 business days of receipt of the official assignment. No response from the exhibitor constitutes acceptance of the space assigned.

Sublease - Exhibitor shall not sublet the booth space provided, nor shall exhibitor assign contract in whole or part without prior written consent from Show Management.

Operation of Booth Space - Exhibits must be maintained by at least one company representative at all times. Exhibitor personnel are prohibited from soliciting business anywhere in the facility outside their exhibit space. All advertisements and sales promotion materials must be distributed from the exhibitor's booth. Exhibitor shall not enter into another exhibitor's space when unattended or without invitation. Exhibitors must comply with all applicable federal, state and local laws. Exhibitors are not permitted to sell or give away any food or beverage for consumption unless approved through the facility's official caterer - Aramark. Please see the Aramark waiver policy provided at the end of this packet. Exhibitor shall be responsible for providing and paying for all materials and equipment necessary for exhibitor to participate in the show. All activities of the exhibitor, including but not limited to, demonstrations/presentations, literature distribution, and sales lead generation, shall take place only within the perimeter of exhibitor's space and shall not obstruct aisle ways or infringe upon the space or rights of other exhibitors. Such regulations on activity shall apply to all employees of exhibitor as well as employees of affiliated companies permitted to participate in exhibitor's booth. In no event shall exhibitor display literature in any location outside space, unless otherwise approved by Show Management.

Safety - All materials and installations must conform to the requirement of the building and inspection authorities having local jurisdiction. All decorative materials must be nonflammable. All display vehicles must have fuel tanks drained, fuel filler piper openings locked or taped shut and batteries disconnected. No helium balloons/tanks, propane tanks or other combustible gas containers may be used or stored on the premises. Explosives, firearms and weapons of any kind are expressly prohibited. Each exhibitor agrees to be knowledgeable and responsible regarding ordinances and regulations pertaining to health, fire prevention and public safety while participating in the exhibition. All equipment entering the exhibition must be completely dry. Equipment on trailers must be unloaded on the road, not on the dock.

Security/Insurance/Limitation of Liability - Show Management, show sponsors, show service contractors or the facility will not be held responsible for any loss, damage, injury or theft that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the exhibit contract, and the exhibitor upon signing of contract and/or paying for booth space, expressly releases Show

Management, show sponsors, show service contractors and the facility and agrees to indemnify same against any and all claims for loss, damage or injury. Any damage to the facility due to carelessness of the exhibitor must be paid for by the exhibitor who causes said damage. Exhibitors must carry their own fire and theft insurance. The furnishing of security guards shall not increase the liability of Show Management, show sponsors or show service contractors. Show Management shall provide limited guard service throughout the hours of installation, show and dismantling periods, and exercise reasonable care for the protection of exhibitor's materials and display. Beyond this, Show Management, show facility or any officer or staff thereof will not be responsible for the property or personal safety of exhibitor, its agents and employees, from theft, damage by fire, accident or any other cause. Exhibitor is required to provide all insurance and/or policy riders to cover all booth contents.

Hospitality Rooms - There shall not be any exhibitor entertainment, meetings and/or any other activities aimed at general attendees scheduled during the exhibit hours of the exhibition or during conference sessions without prior written approval from Show Management. Companies/individuals must be exhibitors in order to host a hospitality suite. The term hospitality suite shall include any open room with readily available food, drink, and/or entertainment where same may have been publicly announced or advertised.

General - Smoking is prohibited in the Convention Center. The loading dock area is for loading and unloading only. Cars and trailers may not be parked there.

Matters Not Covered - Show Management reserves the right to rule on all matters pertaining to the exhibition, whether expressly mentioned or not, and the exhibitor, by submitting the registration form for exhibit space, agrees that all rulings shall be binding upon both the exhibitor and Show Management. The aforementioned items covered by this contract may be amended at any time by Show Management in the interest of the exhibition and notice thereof shall be binding on exhibitors.

Greater Columbus Convention Center
400 North High Street, Columbus OH 43215
614-827-2730
614-827-2708

EXHIBITOR SAMPLING GUIDELINES

The practice of exhibitors bringing in their own food or beverage is in direct conflict with the ARAMARK exclusive contract at the **GCCC**. Therefore, it is our policy that any exhibitor who is providing ANY food or non-alcoholic beverage item be required to notify ARAMARK in writing as to the nature of the proposed product give-away (Fees are applicable unless waived by ARAMARK or purchased through ARAMARK). Sampling of food or non-alcoholic beverage items would not be permitted if the item being dispensed has no relation to such exhibitor's business.

ARAMARK and the GCCC do require all food and non-alcoholic beverage to be of sample size portions; 2 ounce portions for food and 4 ounce cups for non-alcoholic beverages. A written approval must then be obtained from ARAMARK at least seven (7) working days prior to the show opening whenever food or non-alcoholic beverage samples are being giving away.

Any exhibitor providing samples of food and non-alcoholic beverage samples must operate within the local Health Department guidelines.

Any Exhibitor requesting to give away samples of alcoholic beverages must obtain a special event liquor license from the Liquor Control Board for the State of **Ohio** (Fees are applicable unless waived by ARAMARK or purchased through ARAMARK). Samples dispensed are limited to those products that are manufactured, processed or distributed by the entity requesting permission. Please refer to the Exhibitors Agreement for further specifications.

If you have any questions, please feel free to contact **Kimberly Heckbert, Sales Manager at 614-827-2717 or email heckbert-kimberly@aramark.com**.

Thank you in advance for your cooperation!

Company Name

Contact Name

Item to be sampled

