

January 2017

Dear Vendors of the Ohio Fire Chiefs' Association:

Greetings! *It's that time of year again – Conference Planning Time!* The 2017 conference will be held at the Hilton at Easton, Columbus, Ohio on July 13th-17th, 2017. The Trade Show is Friday, July 14th and Saturday, July 15th.

Vendor set-up is July 13th from 2:00 p.m. − 8:00 p.m. and July 14th 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 <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 "2018 Vendor Free Conference Registration." The drawing will take place on Saturday, July 15th, 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 2017 winner, Fire Safety Services!

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 18th. 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: info@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

Jam Wallace

2017 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 13th, 2:00 p.m-8:00 p.m. and Friday, July 14th, 8:00 a.m.-12:00 p.m. for all displays.

EXHIBIT SET-UP MUST BE COMPLETED BY 12:00 p.m., Friday, July 14th.

- 3. DISPLAYS MUST REMAIN UP UNTIL 2:00 P.M. ON SATURDAY JULY 15th, 2017. TEARING DOWN EARLY DISQUALIFIES YOU FOR THE FREE 2018 REGISTRATION DRAWING, AND YOU WILL NOT RECEIVE YOUR FIRST CHOICE OF VENDOR SPACE NEXT YEAR.
- 4. Display hours: FRIDAY, JULY 14th, 2017 ---1:00 p.m.-6:00 p.m. SATURDAY, JULY 15th, 2017 ---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 14th and Saturday, July 15th, 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 15th 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, July 14th**. 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.

2017 Ohio Fire Chiefs' Association Annual Conference July 13th – 17th; Columbus Hilton at Easton

Sponsorship Opportunities

As a sponsor of the Ohio Fire Chiefs' Association's 2017 Annual Conference, you receive great exposure for your company!

ONE-ALARM SPONSOR - \$100 Name listed on signage at <u>one</u> 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 <i>InCommand</i> 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 <i>InCommand</i> Magazine
THREE-ALARM SPONSOR - \$350 ➤ Name listed on signage at <i>three</i> 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 <i>InCommand</i> Magazine
FOUR-ALARM SPONSOR - \$500 ➤Name listed on signage at <u>four</u> 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 <i>InCommand</i> Magazine
FIVE-ALARM SPONSOR - \$750 ➤ Name listed on signage at <i>five</i> 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 <i>InCommand</i> 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 <i>InCommand</i> Magazine
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 list of Conference Sponsors displayed at the Registration Area Name and logo on in-house listing in <i>InCommand</i> Magazine Name on signage in Hospitality Suite
	5750, \$1,000 ► Name on signage in Hospitality Suite
OFCA 201	7 Annual Conference Sponsorship Form
Four-Alarm Sponsor - \$500	Two-Alarm Sponsor - \$250 Five-Alarm Sponsor - \$750 VIP Sponsor - \$2,500 Three-Alarm Sponsor - \$350 Presidential Sponsor - \$1,000 Hospitality Suite Sponsor - \$
	Contact
Address	
City	
Signature Authorizing Payment	Amount Due \$

[•] No Sponsorship Forms will be processed without payment. Return form no later than July 6, 2017 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.

Annual Conference Registration Form - Outside Space July 14th & 15th, 2017 - Columbus Hilton at Easton; Columbus, OH

Please fill out the following completely and clearly.	
CompanyContact N	Name
Mailing Address	
Mailing Address State Phone Fax	Zip
Phone Fax	Email
Website	
Please use the description from last year's Buyer	's Guide.
Print name of Individual Authorizing Payment	
Signature All Exhibitors, by signing the Registration Form, agree to abide by all rules	Date:
Fire Chiefs' Association Board of Directors as listed on the Exhibitor Rules	s of Agreement.
EACH SPACE MUST REPRESENT ONLY ONE COMPAN	Y
Vehicle Wash Stations will be set	up behind the Hotel
EOD OUTGINE CDACE ONLY	
FOR OUTSIDE SPACE ONLY:	
OUTSIDE SPACE FEE - \$675/SPACE 20' X 20' (THROUGH JUNE	
\$725/SPACE (AFTER JUNE 17, 2017)	\$
ADDITIONAL OUTSIDE SPACE - \$175/SPACE (# C	OF SPACES) $\times \$175 = \$$
\$725/SPACE (AFTER JUNE 17, 2017) ADDITIONAL OUTSIDE SPACE - \$175/SPACE (# C **INSIDE SPACE IN ADDITION TO OUTSIDE SPACE - \$300	\$
REGISTRATIONS	
(ORIGINAL SPACE INCLUDES: 2 MEAL TICKETS FOR FRI LUNCH	& SAT LUNCH)
SEE TICKET PURCHASE FORM FOR ADDITIONAL LUNCH TICKET	F PRICES
NAMES OF INDIVIDUALS: 1	
2	
\$30.00 x ADDITIONAL LUNCH TIC	KETS: \$
NON-MEMBER FEE - \$75/EXHIBITOR	\$
TOTAL	
TOTAL D	UE: \$
MAKE CHECKS PAYABLE TO: OHIO FIRE CH	· ·
450 W. WILSON BRIDGE ROAD, SUITE 150;	,
OR COMPLETE THE CREDIT CARD INFORMATION FORM INC	LUDED IN THE VENDOR PACKET.
100	
1 ST CHOICE: SPACE #	SPACE # ASSIGNED
2 ND CHOICE: SPACE #	(for office use only)
3 RD CHOICE: SPACE #	
4 TH CHOICE: SPACE #	

Set up is July 13^{th} 2:00 p.m. -8:00 p.m. & July 14^{th} 8:00 a.m. -12:00 p.m.

HILTON AT EASTON OUTSIDE VENDOR MAP PAGE 1

EASTON MALL

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	34	33	32
35	36	37	38

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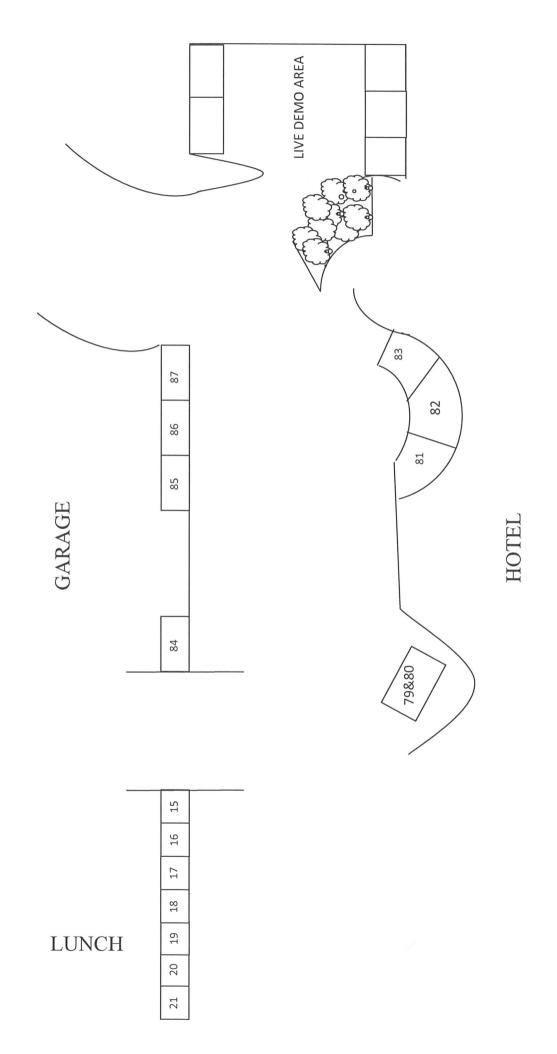
All Spaces Are

HOTEL

INSIDE VENDORS

HOTEL

79-87



Annual Conference Registration Form - INSIDE SPACE July 14th & 15th, 2017 - Columbus Hilton at Easton; Columbus, OH

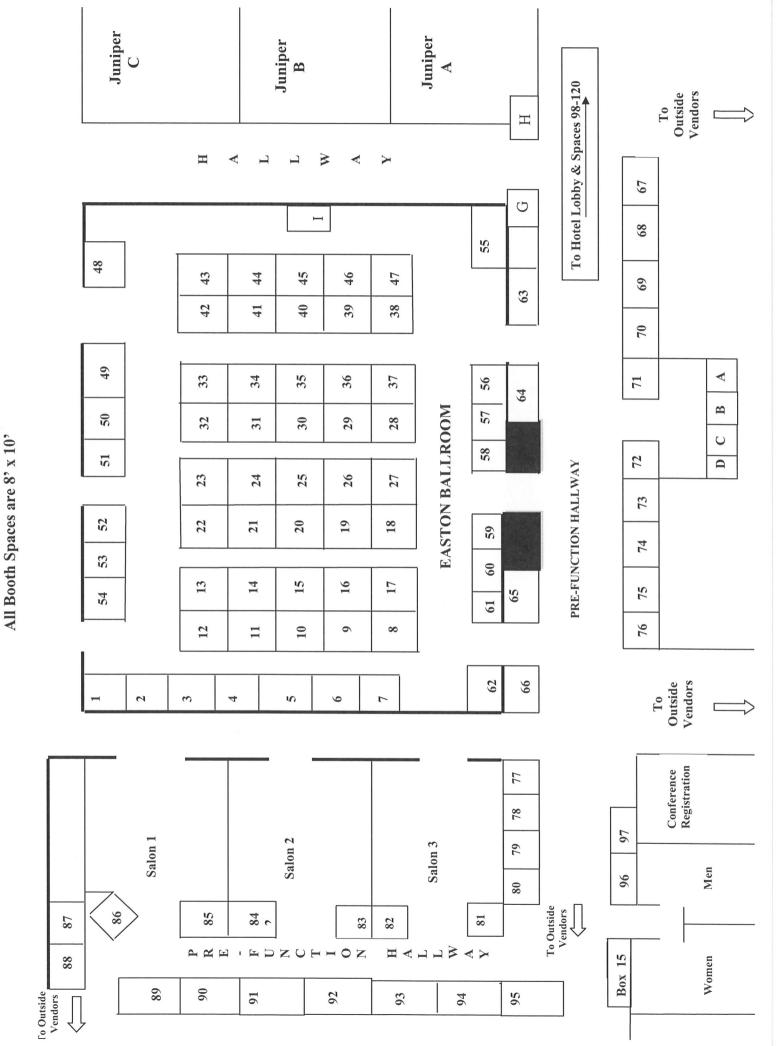
Please fill out the following completely and clearly.
Company Contact Name
Mailing Address
Mailing Address State Zip Phone Fax Email
Phone Fax Email
Website
Please use the description from last year's Buyer's Guide.
Print name of Individual Authorizing Payment
Print name of Individual Authorizing Payment
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 - \$675/SPACE (THROUGH JUNE 17, 2017)
INSIDE SPACE FEE - \$675/SPACE (THROUGH JUNE 17, 2017) TABLE TOP SPACES 110-120 - \$525/SPACE (THROUGH JUNE 17, 2017) \$7725/SPACE
\$725/SPACE \$575/TABLE TOP SPACE (AFTER JUNE 17, 2017) \$
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
\$30.00 x ADDITIONAL LUNCH TICKETS: \$
NON-MEMBER FEE - \$75.00
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 #

INSIDE VENDOR ORDER FORM

July 14th & 15th, 2017– Columbus Hilton at Easton, Columbus, OH

TABLE FEE				
	8' X 30" TABLE W/O SKIRTING	X	\$30.00	= \$
	8' X 30" TABLE WITH SKIRTING	\mathbf{X}	\$45.00	= \$
	8' X 18" TABLE W/O SKIRTING	\mathbf{X}	\$30.00	= \$
-	8' x 18" table with skirting	X	\$45.00	= \$
	6' X 30" TABLE W/O SKIRTING	X	\$30.00	= \$
	6' X 30" TABLE WITH SKIRTING	\mathbf{X}	\$45.00	= \$
	6' X 18" TABLE W/O SKIRTING	\mathbf{X}	\$30.00	= \$
	6' X 18" TABLE WITH SKIRTING	X	\$45.00	= \$
LECTRICAL OUTIYESNO	LET HOTEL OUTLET F	ЕЕ ОР	\$50.00	=\$
YES NO NTERNET ACCESS	HOTEL OUTLET F	•••••	•••••	= \$30/day
NO INTERNET ACCESS	HOTEL OUTLET F	•••••	•••••	= \$30/da

HILTON AT EASTON INSIDE VENDOR MAP PAGE 1



HILTON AT EASTON INSIDE VENDOR MAP PAGE 2 Magnolia Room Booth Spaces 110-120 are Table Top for \$525 Lilac Room Booth Spaces 98-109 are 8' x 10' for \$675 Restroom Restroom To Hotel Lobby Juniper C Juniper A Juniper B ェ Outside Vendors T_0 H U Ballroom Easton

ADDITIONAL TICKET PURCHASE FORM

ADDITIONAL REGISTRANT(S) LUNCH TICKETS \$30.00 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	EDI	SAT	-
DAT (S) ATTENDING	FKI	SA1	_
NAME OF REGISTRANT			
DAY (S) ATTENDING	FRI	SAT	
NAME OF REGISTRANT			
DAY (S) ATTENDING	EDI	CAT	-
DAY (S) ATTENDING	FKI	SAT	_
Please provide names for meal count.			
Total Amount Due for Additional	Tickets	.\$	



2017 Vendor Registration Credit Card Information Form

Company Name: _		<u> </u>
Credit Card Numb	oer:	
Type: Visa	_ Mastercard	Discover
Expiration Date: _	3-4 Digi	t Security Code:
Amount: \$		-
Signature:		

BUYER'S GUIDE

This form <u>must</u> be returned by <u>July 1, 2017</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 servingsales:	ice, product or any information beneficial to your

2017 Ohio Fire & Rescue Officer Development Conference by THE OHIO FIRE CHIEFS' ASSOCIATION

JULY 14-15, 2017; Columbus Hilton at Easton

ADMIT ONE

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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!

2017 Ohio Fire & Rescue Officer Development Conference

THE OHIO FIRE CHIEFS' ASSOCIATION JULY 14-15, 2017; 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.

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THE OHIO FIRE CHIEFS' ASSOCIATION JULY 14-15, 2017; Columbus Hilton at Easton

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2017 Ohio Fire & Rescue Officer Development Conference by

THE OHIO FIRE CHIEFS' ASSOCIATION
JULY 14-15, 2017; Columbus Hilton at Easton

ADMIT ONE

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2017 Ohio Fire & Rescue Officer Development Conference

THE OHIO FIRE CHIEFS' ASSOCIATION
JULY 14-15, 2017; Columbus Hilton at Easton

ADMIT ONE

EXHIBITOR	
GUEST	
FIRE DEPT.	
DAYTIME PHONE	

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

2017 Ohio Fire & Rescue Officer Development Conference by THE OHIO FIRE CHIEFS' ASSOCIATION

JULY 14-15, 2017; 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-FRC-20170713/index.jhtml

Group Name:

Ohio Fire Rescue Officer Development Conference

Group Code:

OFO

Check-in:

11-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 11th. All item(s) shipped must be marked with:

Company Name Chief Tom Wallace Ohio Fire Chiefs' Association July 14 2017



2017 CONFERENCE PROGRAM ADVERTISING CONTRACT

Save with Early Bird Pricing in effect until May 15, 2017!

Yes, I am interested in placing an ad i	n the 2017 C	FCA Conference Program
PLEASE CHECK THE APPROPRIATE BOX BELO	OW:	
□ FULL PAGE (9.75" H x 7.75" W) \$275.00 \$250.00 before 5/15/17	EIGHTH PA \$50.00 before	GE (2.25" H x 3.75" W) \$55.00 ore 5/15/17
□ HALF PAGE (4.75" H x 7.75" W) \$165.00 \$150.00 before 5/15/17	□ POLITICAL (9.75" H x	FULL PAGE \$50.00 7.75" W)
QUARTER PAGE (4.75" H x 3.75" W) \$110.00 \$100.00 before 5/15/17	PROFESSIO \$10.00 befo	DNAL LISTING \$11.00 ore 5/15/17
Company Name:		
Representative:		
Street Address:		
City:	State:	Zip:
Phone:	Fax:	
Email:		
Signature:		
Checks should be made payable to: FIRE Control Please return this form with payment not wilson Printing & c/o Meliss 158 South Main Street	HIEFS' ASSOC o later than <u>JU</u> k Graphics, Inc a Noble	JNE 15, 2017 to:
Ad copy must accompany contract and payment.	Electronic ad co	py may be emailed to Melissa

Noble (melissa@wilson-printing.com). Preferred file types include PDF, EPS or JPEG. InDesign, Illustrator, QuarkXPress and Word files are also acceptable. For more information, please contact Melissa Noble at (740) 852-5934.

FOR OFFICE USE ONLY			
Check#:	_ Amt:	Rcvd:	





OHIO FIRE CHIEFS' ASSOCIATION GOLF OUTING

Thursday, July 13th, 2017

New Albany Links Golf Club 7100 New Albany Links Dr New Albany, OH 43054

Cost per person is \$75.00 and includes golf, cart and lunch.

Tee time is an 8:00 am shotgun start.

Corporate Hole Sponsorships are available for \$125.

Names and fees must be returned no later than July 11, 2017.

Make checks payable to Central Ohio Fire Chiefs

Golf Foursome

1.				
2.				
3.			*	
4.	7			
Team Contact:				
Address:				
City/State/Zip: _				
Phone:			7	

Return to: Retired Chief Al Woo 441 Potomac Westerville, OH 43082

Ph: 614.394.2182