



Mayors Association of Ohio

175 S. Third Street, Suite 510
Columbus, Ohio 43215
(614) 221-4349 Fax: (614) 221-4390

Dear Vendor:

The Mayors Association of Ohio's Annual Conference will be held June 12th – 14th, 2019 at Renaissance Hotel, 50 N Third Street, Columbus Ohio 43215. The Mayors Association Executive Committee will offer an Exhibit Show again this year on Thursday, June 13th, 2019 from 8:00 a.m. until 5:00 p.m.

The fee is **\$350.00** and will be sold on a first come, first served basis as the hotel space is limited. There will be a 6 foot skirted table provided. All will be located in the Foyer area. If you need an electrical outlet, please mark it on the contract form. Enclosed are a contract, registration form, Sponsorship form, and hotel information.

The attendees are Mayors from all over the State of Ohio. The attendance averages 100-150. Please check the OML website: www.omloho.org, Affiliates for the Mayors Association Conference Page, to view any changes to the Agenda.

If you would prefer to sponsor an event the information is enclosed. Sponsors will be listed in the conference program with their logo. Sponsors also receive 2 complimentary registrations. (*Information must be received by May 31st with logo*) Sponsorships will be on a first come first served basis.

HOTEL & PARKING

A special room rate of **\$147** (King or Queen) is available for conference attendees. **The cut-off date is May 22, 2019.** Parking will be free for all attendees to the conference, whether you are staying at the hotel or driving in for the day; however, you **MUST** valet park at the hotel. Overnight parking is included in the room rate. Those parking for just the day may receive a parking voucher from the MAO registration desk.

Valet parking is one overnight car included in the room rate, any additional cars are \$28 per night. All valet parking is based on availability.

Make Reservations in One of Two Ways:

1) By booking through the guest link: <https://book.passkey.com/go/mayorsconfjun19>
(*link is case sensitive*)

2) By calling Renaissance Enhanced Group Reservations at: 877-901-6632. Guests will ask for **Mayors Conference Room Block** to receive the Group Rate of **\$ 147** for a King or Double room

******Please be aware that there are third party sites who will claim to manage the Hotel's group reservations. Guests should ONLY be making reservations using the link and phone number above. If you make reservations using a third party or through a web search, Renaissance cannot manage/change the reservation and you will not be booked into the block or receive the discounted rate. ******

Mayors Association of Ohio

Exhibitor Contract

Thursday, June 13, 2019 *Renaissance Hotel* 50 N. Third Street, Columbus 43215

Rental - \$350 (Space is limited to 6' table)

We agree to abide by the conditions, rules and regulations of the show as set forth here and in information issued in advance of the show. Acceptance of this contract binds us to the payment as set forth above, to the rules; re-allots space; offers requested space when available; and rejects any and all applications.

In the event of cancellation of the Conference or Show due to fire, strikes, acts of God, government regulations, or any other cause beyond the control of Mayors Association of Ohio, the Mayors Association of Ohio shall determine an equitable basis for the refund of such portion of the Exhibit Fee as is possible, after consideration of expenditures and commitments already made. We agree to indemnify and hold blameless the Mayors Association of Ohio or any officer or member of for any loss, damage or injury sustained by an exhibitor or any other person caused by fire, theft, water or accidents of any kind.

Exhibits will display only merchandise regularly sold by them. No space may be shared or sublet. **Failure to list and pay fees for any and all displays by exhibitors shall be deemed cause for cancellation of space.**

Set-up for exhibits will be Thursday morning, prior to the opening at 8:00 a.m., tear down will be at 5:00 p.m. Exhibits must remain intact until the closing of the show at 5:00 p.m. All sales gimmicks, promotions, and give-a-ways must be approved by the Mayors Association of Ohio. Soliciting must be confined to within your own exhibit booth. Retail selling not permitted. No security will be available. **A signed contract & registration form must accompany payment in order to secure a table. Due to limited spacing we cannot hold any spaces on good faith.**

We agree to comply with all Ohio's Ethics Reporting Disclosure requirements when participating in the event.
____ (initial)

I will need an electrical outlet

BUSINESS NAME: _____

CONTACT PERSON (Please Print) _____

ADDRESS _____ **ZIP** _____

TELEPHONE (____) _____

E-MAIL _____

SIGNATURE _____

Required

Please Return Contract with Exhibitor Registration and Payment To:

The Mayors Association of Ohio, 175 South Third St. Suite 510, Columbus, Ohio 43215-7100



The Ohio Mayors Association of Ohio Annual Conference

Renaissance Hotel, 50 N. Third Street, Columbus, Ohio 43215

June 12-14, 2019

EXHIBITOR REGISTRATION

Everyone attending the conference is required to register. **The Exhibitor Registration fee is \$350 and includes a maximum of 2 representatives, additional representative fee is \$100. Meal functions are included in the fee.** *Please list all names below so that badges may be prepared for each of your representatives. **A signed contract & registration form must accompany payment in order to secure a table. Due to limited spacing we cannot hold any spaces on good faith.**

Name Badges, Attendees List and Receipts will be available for you at the Conference Registration Desk.

COMPANY NAME _____

Name of Representative(s) Attending:

1. Name _____	2. Name _____
1. E-Mail _____	2. E-Mail _____
3. Name _____	4. Name _____
3. E-Mail _____	4. E-Mail _____

Exhibitor Booth Fee **\$350**
Extra Representative Registration **\$100** x _____ = \$ _____

Total Enclosed \$ _____

If you would like to be a sponsor of any of the events or meal functions please fill out the Sponsorship form.

Please Return Exhibitor Form with Contract and Payment To:

The Mayors Association of Ohio, 175 South Third Street, Suite 510, Columbus, Ohio 43215