



MUNICIPAL FINANCE OFFICERS OF OHIO

August 2016

Dear Exhibitor/Sponsor,

The Municipal Finance Officers of Ohio's Annual Conference and Exhibit Show is approaching. This year the conference will be held October 26th – 28th at the **Renaissance Hotel, Columbus, Ohio**. The two day exhibit show will begin at 3:00 p.m. on Wednesday October 26th & reopen Thursday morning running until noon on October 27th, 2016

EXHIBITOR PROGRAM

We once again have facilities to invite vendors to join us at our conference as part of our product exhibit. Set-up for the exhibits will be from **12:00 p.m. to 2:00 p.m. on Wednesday, October 26th, 2016**. The **show will officially open at 3:00 p.m. on Wednesday, October 26th, 2016** and conclude for the evening with a reception for all of our conference attendees and exhibitors in the exhibit area. The exhibit area will be secured Wednesday evening by private security provided by the League. The **show will reopen with a continental breakfast on Thursday, October 27th, 2016 at 8:00 a.m. and run until 12:00 p.m.** Exhibits must remain intact until the closing of the show at **12:00 p.m. on Thursday, October 27th, 2016**. No security will be available after the closing of the show.

As always, we assign spaces on a first come, first serve basis. The sooner we receive your contract and registration form with payment, the better the chance that you will be assigned your preferred space at the show. **Please note, contracts and registration forms emailed or faxed will not be assigned a booth until payment is received.**

The show would be a great opportunity for your company to enhance its presence in one of the nation's top municipal markets. The cost for this year's show is \$600.00 per booth. Parking is included. That price entitles you to:

- An 8'x10' Space
- 8' x 3' flame proof back drapery in red, white & blue
- One 6' x 2' x 30" high white table skirted on three sides
- One wastebasket
- Two folding chairs
- One identification sign with company name and booth number

In addition, your firm's name will be listed in the Annual Conference Program. As an exhibitor, you also are entitled to 4 OML conference exhibitor registrations for your representatives, excluding meal functions which can be purchased separately.

If you need electricity for your booth arrangements can be made with the hotel during set up.

All additional arrangements (carpeting for inside booth, phone lines, extra chairs, extra furnishings, special electrical needs, etc.) will be handled through the George Fern Company. If you have any questions concerning additional arrangements the see the contact information below. Otherwise Fern will contact after we receive your contract for space reservation is processed.

George Fern Co., 614-253-1500
Carolyn Hodge, Chodge@fernexpo.com

SPONSORSHIPS

If you wish to be a sponsor or want to co-sponsor a meal see the enclosed registration form. All sponsor logos will be featured in our program. Meal co-sponsors and their logo will also be featured on a sign at the meal event they are sponsoring. Meal sponsorship deadline is

October 10th, 2016

HOTEL ROOM RESERVATIONS/HOSPITALITY SUITES

OML room rates are King & Double Rooms \$159.00 per night plus applicable taxes. **Reservations must be made by October 5th, 2016.**

MAKE RESERVATIONS IN ONE OF TWO WAYS:

1) By booking through the guest link: <https://resweb.passkey.com/go/omlattendee1016>
(link is case sensitive)

2) By calling Renaissance Enhanced Group Reservations at: 877-901-6632.
Guests will ask for **Passkey Reservations** and
Request **Ohio Municipal League 2015** to receive the Group
Rate of \$159 for a King or Double room

Renaissance Columbus Downtown
50 N. 3rd Street
Columbus, Ohio 43215
614-228-5050

Hospitality suite arrangements are to be made directly through the hotel. However, anyone planning to host a hospitality suite should notify Zoë so that it can be added to the program so attendees will know where and when the hospitality suite is in operation.

Once again, I hope you will join us for this year's conference. Columbus is an excellent host city. Should you have any questions about the conference, please don't hesitate to contact Zoë Wade, who will be handling exhibits for this year's conference. Zoë can be reached at (614) 221-4349 or Zwade@omloho.org.

Please check our website: www.omloho.org for any updates on the conference. Looking forward to seeing you in Columbus.

**MUNICIPAL FINANCE OFFICERS
ANNUAL CONFERENCE AND PRODUCTS EXHIBIT
October 26th ~ 28th, 2016 * Renaissance Hotel, Columbus, Ohio**

EXHIBITOR CONTRACT

Please reserve the following booth(s):

1st Choice _____ 2nd Choice _____ 3rd Choice _____ 4th Choice _____ 5th Choice _____

Rental - \$600 per booth. Booths in Exhibit Area include: An 8'x10' Space, 8' x 3' flame proof back drapery in red, white & blue, One 6' x 2' x 30" high white table skirted on three sides, One wastebasket, Two folding chairs & One identification sign with company name and booth number

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. Deposits are non-refundable if assignments are made. No refunds within 30 days of the show's opening date. We understand the Ohio Municipal League reserves the right to: demand release of our space for failure of ourselves or our representatives to conform to the rules; re-allot space; offer requested space when available; and reject 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 The Ohio Municipal League, The Ohio Municipal League 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 Ohio Municipal League, exhibit decorator, exhibit facilities or any officer or member of these organizations or their subcontractors for any loss, damage or injury sustained by an exhibitor or any other person caused by fire, theft, water or accidents of any kind.

Please Note Setup & Exhibiting format has changed. Booth set up for exhibits will be from **12:00 p.m. to 2:00 p.m.** on **Wednesday, October 26th, 2016.** **The show will officially open at 3:00 p.m. on Wednesday, October 26th, 2016** and conclude for the evening with a reception for all of our conference attendees and exhibitors in the exhibit area. The exhibit area will be secured Wednesday evening by private security provided by the League. **The show will reopen with a continental breakfast on Thursday, October 27th, 2016 at 8:00 a.m. and run until 12:00 p.m. Exhibits must remain intact until the closing of the show at 12:00 p.m. on Thursday, October 27th, 2016.** All sales gimmicks, promotions, and give-a-ways must be approved by the Ohio Municipal League. Soliciting must be confined to within your own exhibit booth. Retail sales are not permitted. 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.**

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

\$ 600.00 Booth Fee

Booth Spaces are on a first come first serve basis, contracts and registrations without payment will not be processed until payment has been received.

BUSINESS NAME AS IT IS TO APPEAR ON BOOTH SIGN AND IN CONFERENCE PROGRAM

CONTACT PERSON (Please Print) _____

ADDRESS _____ ZIP _____

TELEPHONE (____) _____ FAX (____) _____

E-MAIL _____ SIGNATURE _____

Required

**Address All Applications, Correspondence And Make Checks Payable To:
Municipal Finance Officers of Ohio, 175 South Third St., Suite 510, Columbus, Ohio 43215-7100**

CONFERENCE EXHIBITOR/SPONSOR REGISTRATION
MUNICIPAL FINANCE OFFICERS ANNUAL CONFERENCE

October 26th – 27th, 2016 Renaissance Hotel, Columbus

Everyone attending the conference is asked to register. **The Exhibitor Registration Fee is \$600.00 which includes a maximum of 4 persons. Meal functions are not included in the fee.** *Please list all names below so that badges and registration materials may be prepared for each of your representatives. Conference materials, Attendee Sheets and receipts will be available for you at the **Registration Desk.** . **A signed contract & registration form must accompany payment in order to secure your selections. Due to limited spacing we cannot hold any spaces on good faith.**

COMPANY NAME AS IT IS TO APPEAR IN THE PROGRAM AND/OR EXHIBIT

PLEASE PRINT _____

2016 MFOA ANNUAL CONFERENCE SPONSORSHIP

GOLD SPONSORSHIP	\$3,000 - \$5,000
SILVER SPONSORSHIP	\$1,000 - \$2,999
BRONZE SPONSORSHIP	\$301 - \$999
FRIEND OF THE OML	\$199 - \$300
LUNCHEON CO-SPONSOR	\$1,000

Sponsors will be listed in the conference program with their logo according to the level of sponsorship in which they have contributed. Meal co-sponsors and their logo will also be featured on a sign at the meal event they are sponsoring. Meal sponsorship deadline is **October 10th, 2016**

Friend or Bronze Sponsors will be entitled to 2 free registrations to the conference. Silver and Gold Sponsors will be entitled to 4 free registrations to the conference. (Meals are not included).

Please send your logo to Zwade@omloho.org in jpeg or compatible format.

Name of Representative Attending

Meal tickets are additional and must be purchased separately.

Thursday, October 27 th	Women in Govt. Breakfast	No. _____ @ \$20.00	\$ _____
Thursday, October 27 th	Luncheon	No. _____ @ \$15.00	\$ _____
Friday, October 28 th	Breakfast	No. _____ @ \$12.50	\$ _____

	Exhibitor Fee	\$ _____
	Sponsorship	\$ _____
<input type="checkbox"/>	Luncheon Co-Sponsor	\$ _____

Total Enclosed \$ _____

Make checks payable to Municipal Finance Officers of Ohio, 175 South Third Street, Suite 510, Columbus, Ohio 43215

**If your company will be sending more than 4 people, those over the limit will be required to pay the standard delegate registration fees. If you need copies of the standard delegate registration form please download a copy from our website www.omloho.org.

“Contributions, gifts or dues payments to the Ohio Municipal League are not deductible as charitable contributions for federal income tax purposes. Consult your tax advisor if you have questions.”