

# DECEMBER 6-8, 2015 CCAO/CEAO ANNUAL WINTER CONFERENCE

**Greater Columbus Convention Center**  
**400 North High Street, Hall C**  
**Columbus, OH 43215**

## Sunday, December 6, 2015

Exhibitor Move In.....2:00 pm - 5:00 pm  
Reception/Entertainment at the Hyatt....6:00 pm - 10:00 pm

## Monday, December 7, 2015

Trade Show Open .....7:30 am - 5:30 pm  
Breakfast.....7:30 am - 8:30 am  
Ice Cream Social.....1:30 pm- 2:30 pm  
Exhibitor Showcase Break.....4:30 pm - 5:30 pm  
Exhibitor Tear Down/Move Out.....5:30 pm - 7:30 pm  
(Exhibits MUST remain set up until the showcase break ends at 5:30 pm)

**\*\*George E. Fern Co.** will contact you with the exhibitor kit including:

- Electric form
- Telephone line form
- Additional booth equipment
- Internet request form

## Hotel Information

HEADQUARTERS HOTEL – **Hyatt Regency Columbus**, 350 North High Street, Columbus, OH 43215, (888) 591-1234 or online at <https://resweb.passkey.com/go/ccaoannualwinterconference>. The Hyatt is connected to the Greater Columbus Convention Center. All hospitality suites and Sunday evening reception/entertainment will be held at the Hyatt. Room rate: \$123 single/double/triple/quad.  
Hyatt reservation cut-off date: **November 16, 2015.**

OTHER CONFERENCE HOTEL - **Drury Inn & Suites**, 88 East Nationwide Blvd., Columbus, OH 43215, (800) 325-0720 or online at [www.druryhotels.com](http://www.druryhotels.com) - group access code: 2209512. Room rate: \$99 single, \$109 double, \$119 triple, or \$129 quad.  
Drury reservation cut-off date: **November 4, 2015.**

**Exhibit space is limited – Register Today!**

## EXHIBITOR BENEFITS:

- 2 – Sunday Reception and Entertainment tickets
- 2 – Monday Breakfast tickets
- Ice Cream Social
- Exhibitor Showcase Break
- Conference educational sessions free of charge for up to **2 attendees\***

## INCLUDES:

- 10' x 10' draped uncarpeted booth area
- One 6' x 30" skirted table with 2 folding chairs or one 30" x 40" pedestal table & 2 stools
- One 7" x 44" display sign
- Installing, maintaining and dismantling of one draped booth space
- Space rental fee
- Company name in program
- Overnight security

## COST:

BEFORE 10/30..... \$725  
AFTER 10/30.....\$800

**REGISTRATION DEADLINE:**  
**NOVEMBER 18, 2015**

PLEASE MAKE CHECKS PAYABLE TO:

**THE CONFERENCE ACCOUNT**  
**C/O CEAO**

6500 Busch Boulevard  
Suite 100

Columbus, OH 43229-1758  
(614) 221-0707

Fax: (614) 221-5761

[www.ceao.org](http://www.ceao.org)

**CCAO/CEAO ANNUAL WINTER CONFERENCE  
TRADE SHOW REGISTRATION FORM  
December 6-8, 2015  
Trade Show December 7, 2015**

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_  PE  PS TITLE \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

REPRESENTATIVES ATTENDING TRADE SHOW ARE:

Name \_\_\_\_\_

PE  PS Title \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_

PE  PS Title \_\_\_\_\_

Email \_\_\_\_\_

PLEASE LIST/DESCRIBE THE SERVICE(S)/PRODUCTS(S) & SPECIALIZATION PROVIDED BY YOUR ORGANIZATION. LIST COMPANIES THAT YOU PREFER NOT TO BE LOCATED NEAR.

PREFERRED LOCATION (SEE ATTACHED CHART):                      1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_ 3<sup>rd</sup> choice \_\_\_\_\_

**Cost:**    \$725/Booth before 10/30    \$800/Booth after 10/30   **# of Booths:** \_\_\_\_ **Total: \$** \_\_\_\_\_

**Platinum Sponsors receive a 25% discount on exhibit booth fees.**

**Conference Sessions:** Two (2) of your booth representatives are welcome to attend the conference educational sessions at no additional charge. All others must register and pay to attend the conference. Tickets will be collected for all sit-down meal functions.

**\*Additional Exhibitor Attendees:** If more than two representatives will attend, please complete attendee registration online at CCAO.org.

**Insurance Coverage:** Vendor agrees that they are solely responsible for any and all liability caused in whole or in part by their employees, agents, guests and anyone participating in this event through them. Vendor further agrees to indemnify and hold harmless CCAO/CEAO, its employees, board members and affiliates from any and all liability which may result from the vendor's participation in this event. Vendor agrees to comply with all applicable laws, ordinances and regulations and is solely responsible for said compliance by vendor, their employees, agents, guests and anyone participating in this event through them. Vendor agrees to carry commercial general liability insurance with limits not less than \$1,000,000 per claim which will cover all aspects of Vendor's participation in this event, and will name CCAO/CEAO as an additional insured. A copy of the insurance certificate is required with your trade show application and payment.

**\*\*All exhibitors are subject to approval by CCAO/CEAO. You will receive a confirmation email of your acceptance.**

Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please submit this application and payment to:**

The Conference Account c/o CEAO  
6500 Busch Boulevard, Suite 100  
Columbus, OH 43229

**Questions?**

Contact Jennifer Shuey, CEAO Director of  
Operations and Education at:  
[jshuey@ceao.org](mailto:jshuey@ceao.org) or 614-221-0707