

# DECEMBER 7-9, 2014 CCAO/CEAO ANNUAL WINTER CONFERENCE

**Greater Columbus Convention Center**  
**400 North High Street, Ballrooms 1-3**  
**Columbus, OH 43215**

## **Sunday, December 7, 2014**

Exhibitor Move In.....2:00 pm - 5:00 pm  
Reception at the Hyatt Regency.....5:00 pm - 7:00 pm

## **Monday, December 8, 2014**

Trade Show Open .....7:30 am - 6:30 pm  
Breakfast.....7:30 am - 8:30 am  
Ice Cream Social.....1:30 pm - 2:30 pm  
Reception.....5:30 pm - 6:30 pm  
Exhibitor Tear Down/Move Out.....6:30 pm - 8:30 pm  
(Exhibits MUST remain set up until the conclusion of the reception)

**\*\*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. The Hyatt is connected to the Greater Columbus Convention Center. All hospitality suites and Sunday evening reception will be held at the Hyatt. Room rate: \$122 single/double/triple/quad.  
Hyatt reservation cut-off date: November 17, 2014.

OTHER CONFERENCE HOTEL - [Drury Inn & Suites](#), 88 East Nationwide Blvd., Columbus, OH 43215, (800) 325-0720, access code: 2209510. Room rate: \$99 single, \$109 double, \$119 triple, or \$129 quad.  
Drury reservation cut-off date: November 5, 2014.

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

## **EXHIBITOR BENEFITS:**

-  2 – Sunday Kick-off Reception tickets
- 2 – Monday Breakfast tickets
- 2 – Monday Reception tickets
- Conference educational sessions free of charge for up to **2 attendees \***

## **INCLUDES:**

- 10' x 10' draped and carpeted 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 10/31..... \$725  
AFTER 10/31.....\$800

**REGISTRATION DEADLINE:**  
**NOVEMBER 10, 2014**

PLEASE MAKE CHECKS PAYABLE TO:

**THE CONFERENCE ACCOUNT**  
**C/O CEO**

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 7-9, 2014**  
**Trade Show December 8, 2014**

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 10/31 ☐ \$800/Booth after 10/31 **# 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 the register online at CCAO.

**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 \$100,000 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.**

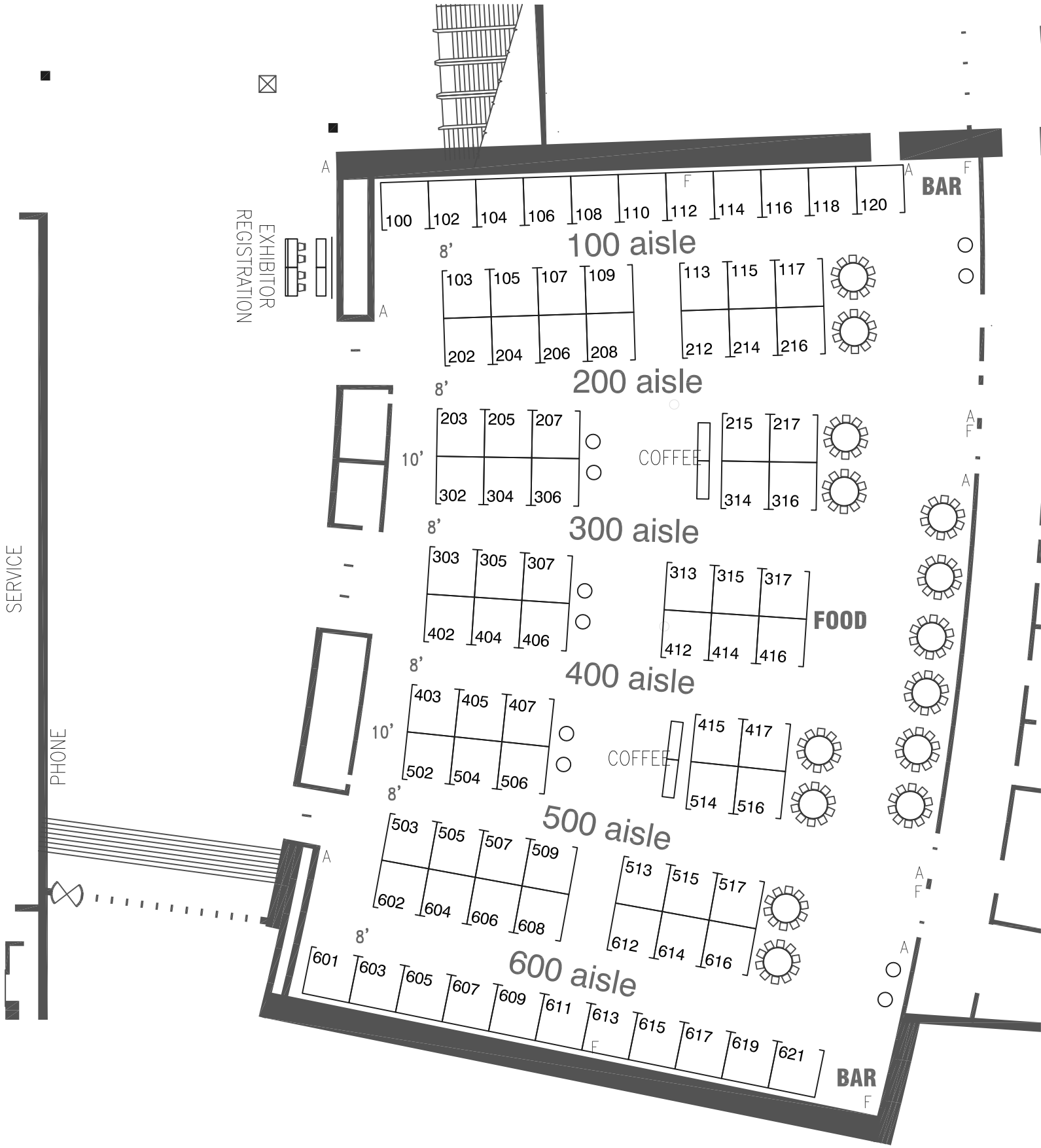
Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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

**Questions?**

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



SHOW NAME & DATE(S) <b>CCAO/CEAO WINTER CONF.</b> <b>DECEMBER 8, 2014</b> SHOW #: 02-0585-14 REVISION DATE: 5-21-14	FACILITY: <b>GCCC</b> ROOM/HALL: <b>BALLROOM</b> AE: <b>JJB</b> PM: <b>JJB</b>	GROSS SQ FT: <b>25,088</b> NET SQ FT: <b>8200</b> IN-LINE BOOTHS: <b>82</b> SQ FT OF BULK SPACE: <b>0</b> AISLE WIDTH: UNLESS OTHERWISE NOTED <b>10'</b> BOOTH SIZE: UNLESS OTHERWISE NOTED <b>10'X10'</b>	6' AISLE CARPET (in ft & color): ? 7'6" AISLE CARPET (in ft & color): ? 9' AISLE CARPET (in ft & color): ? 10' AISLE CARPET (in ft & color): ?	NOTES: DISCLAIMER: THIS FLOORPLAN IS A REPRESENTATION OF THE EXPECTED LAYOUT FOR THIS EVENT. EACH EXHIBITOR IS RESPONSIBLE FOR INDEPENDENTLY VERIFYING ANY ARCHITECTURAL COMPONENTS (UTILITIES, COLUMNS, CEILING HEIGHT, ETC) THAT MAY IMPACT THE USE OR CONSTRUCTION OF THEIR DISPLAY OR EXHIBIT SPACE. THIS FLOORPLAN IS NOT INTENDED TO SERVE AS A DEFINITIVE REPRESENTATION OF THE FACILITY.	PREPARED BY <b>GEORGE fern</b> EXPOSITION & EVENT SERVICES 1500 OLD LEONARD AVENUE COLUMBUS, OHIO 43219-2509 TELEPHONE 614-253-1500 FAX 614-253-9101 columbus@fernexpo.com
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