



# 2020 ANNUAL CONFERENCE & MEMBERSHIP MEETING

September 16-18, 2020

Hilton Cleveland Downtown  
100 Lakeside Ave. East ♦ Cleveland, OH 44114

## EXHIBITOR INFORMATION

The Ohio Government Finance Officers Association was the first organization formed in Ohio with the capacity to act as a conduit for the flow of information among all local governments. By promoting the exchange of information among finance officers of all local governments, Ohio GFOA works to meet the challenges of the ever-evolving profession of government finance and fosters increased cooperation among governments and private financial institutions.

As an exhibitor you will be face to face with more than 400 public finance officers in Ohio including accountants, budget officers, elected officials, city managers, retirement system administrators, treasurers, and other public management personnel. Ohio GFOA attendees are looking for the newest products in:

- Banking
- Computer Hardware and Software
- Data Collection Systems
- Engineering
- Facility Management
- Financial Management
- Government Financing
- Insurance
- Risk Management
- Telecommunications
- Transportation
- And much more!

### Ohio GFOA Exhibitor Specifications

***Booths will be assigned according to date application is received and sponsorship level.***

**Each booth will include the following:**

- Full day of exhibition time
- One (1) complimentary vendor luncheon ticket
- Single 8-foot table in a 10' space and two chairs
- Listing in the conference mobile app
- Complimentary list of names of conference attendees
- Opportunity to interact with Ohio GFOA members

***\*\* To request electricity, Internet, audio visual needs, etc. complete the attached Exhibitor Services Form and send directly to the Hotel. Additional services can be arranged by contacting the Hotel directly. \*\****

### Conference Registration

In addition to exhibiting, vendors will be able to register for the conference at a special rate of \$230/members and \$330/non-members. The conference registration covers your admission to ALL conference sessions, ALL meal functions and ALL social events (excluding Welcome Reception). The registration will provide you with ample opportunity to mingle and meet conference attendees. **When the conference registration becomes available, you will be required to complete a registration form detailing each event you wish to attend.**

### Shipping and Hotel Accommodations

**See attached Shipping and Receiving Price List and Information documents for detailed instructions.**

NOTE: Due to the limited amount of storage space on the hotel loading dock, the hotel WILL NOT accept deliveries any earlier than **3 days prior** to the first day of the conference, **Friday, September 11, 2020.**

#### **Hotel Accommodations: GROUP CODE "OGFA"**

***Reserve Your Room Today!***

For online reservations, click [here](#). For phone reservations, dial (216) 413-5000 and select option 1, which will get you to the reservations department. Be sure to reference the group code. The deadline to receive the Ohio GFOA discount rate of \$189 plus applicable tax is **Friday, August 14, 2020**. Requests received after August 14 will be accepted based on room and rate availability.

## Exhibit Location, Dates & Times

<b>Location:</b>	Superior D	
<b>Early Set Up:</b>	Wednesday, September 16, 2020	4:00 p.m. - 6:00 p.m. (Hotel staff will be on-site to help)
<b>Exhibit Hours:</b>	Thursday, September 17, 2020 (Must be completely set up by 7:30 a.m.)	8:00 a.m. - 4:00 p.m. (We request that you not tear down early)
<b>Tear Down:</b>	Thursday, September 17, 2020	4:00 p.m.

**\*Door Prizes:** There will not be a gathering for vendor door prizes. Ohio GFOA will recognize each company at the Vendor Luncheon on Thursday, September 17. **Kindly plan to send at least one representative to the luncheon for recognition.** Also, as part of this contract for space, you agree that no 'booth gifts', 'take aways' or other 'trinkets' which may be given for Annual Conference participants by representatives of your company will have a value of greater than \$25.

## Cancellation Policy

Cancellations for exhibit space and/or conference registration before **Friday, August 14, 2020** will be charged a \$50.00 service charge. **No Refunds** will be issued for cancellations after August 14, 2020 or no-shows.

## Confirmation

Each applicant for exhibit space will receive confirmation of receipt of application. All other arrangements, (i.e., rented equipment, electric, shipping, etc.) should be directed to the Hotel directly.

*To ensure your company's representation for this conference, please complete and return the exhibit space application with full payment as soon as possible.*

**\* Keep this Information Sheet for your records.**

For more information or any questions concerning exhibitor space or registration, please contact Laney Mollenkopf, Exhibit Coordinator at (614) 228-4727.