



December 2020

Dear Vendors of the Ohio Fire Chiefs' Association:

Greetings! *It's that time of year again – Conference Planning Time!* The 2021 conference will be held at the Hilton at Easton, Columbus, Ohio on July 12th-16th, 2021. The Trade Show is Tuesday, July 13th and Wednesday, July 14th.

Vendor set-up is July 12th from 2:00 p.m. – 8:00 p.m. and July 13th from 8:00 a.m. – 12:00 p.m.

I want to **highlight** some important points, even though all forms require your attention.

Each vendor is eligible to send *two* representatives with the original space registration. This registration will include 2 lunch tickets for both Tuesday and Wednesday; additional representatives are free to exhibit but will need to purchase lunch tickets if they would like to participate in the lunch.

We are providing you with a template of 6 **"Free Entrance" Exhibit Show Tickets**. Please duplicate the tickets and offer them to your present and *potential* customers. "Free Entrance" tickets do not include lunch for that attendee. Those tickets returned by your customers at the trade show will be used in the drawing to determine the winner of the **"2022 Vendor Free Conference Registration."** The drawing will take place on Wednesday, July 14th, at 1:45 p.m. **The more tickets from your customers that are returned to us, the greater your chances are to win a free exhibit space for next year! Your display must be in place at 1:45 to be eligible. Congratulations to our 2021 winner, Mull & Weithman Architects.**

We are continuing our Sponsorship Program this year. Thank you to the many companies who made contributions that helped offset rising conference fees for both vendors and attendees. **You may also sponsor the OFCA Hospitality Suite.** Information is located on the sponsorship form. Please take a moment to consider these opportunities.

Your participation as a vendor is vitally important to this Association. **You can use your Free Tickets to help increase attendance.** We have members who come exclusively for the Trade Show and we encourage non-members to take advantage of this opportunity as well.

I urge you to return the enclosed forms as quickly as possible. **Faxing or emailing vendor registrations is permitted after 8:00 a.m. on December 1st. Please call to verify your fax or email has been received.** Spaces are assigned on a first-come/first-served basis and **payment must be made in full** to secure your exhibit space. There are no exceptions.

Fax to: 614.410.6324 or email to: info@ohiofirechiefs.org. Phone for confirmation: 614.410.6322

If you have any questions or concerns, please do not hesitate to contact me at the numbers listed below or Misha Lawson at the OFCA Office at 800.347.3704. Your call is always welcome.

Warmest regards,

Tom Wallace

Chief Tom Wallace; OFCA Conference Committee Chair
Cell: 937-623-1419 Phone: 937.696.2054

2021 OHIO FIRE CHIEFS' ASSOCIATION, INC. ANNUAL CONFERENCE
EXHIBITOR RULES OF AGREEMENT

The following rules have been adopted by the Board of Directors
at the suggestion of the Exhibitor Representatives.

1. All registrations must be sent to the Ohio Fire Chiefs' Association, 450 W. Wilson Bridge Road, Suite 150; Worthington, OH 43085. A check or credit card number, covering the cost as indicated on the application for each space required, must accompany your application. Please return a copy of the enclosed Registration Form with your payment.
2. Display set up: Monday, July 12th, 2:00 p.m- 8:00 p.m.; Tuesday, July 13th 8:00 a.m. – 12:00 p.m.

EXHIBIT SET-UP MUST BE COMPLETED BY 12:00 p.m., Tuesday, July 13th.

3. **DISPLAYS MUST REMAIN UP UNTIL 2:00 P.M. ON WEDNESDAY JULY 14TH, 2020. TEARING DOWN EARLY DISQUALIFIES YOU FOR THE FREE 2021 REGISTRATION DRAWING, AND YOU WILL NOT RECEIVE YOUR FIRST CHOICE OF VENDOR SPACE NEXT YEAR.**
4. Display hours: TUESDAY, July 13th, 2021 ---1:00 p.m.-5:00 p.m.
WEDNESDAY, July 14th, 2021 ---10:00 a.m.-2:00 p.m.
5. The Host group will provide security. Security personnel will be identified.
6. No one will be permitted in exhibit areas after hours without proper identification.
7. The Exhibitors' Rules shall be enforced by the Board of Directors of the Association.
8. On Tuesday, July 13th and Wednesday, July 14th, 2 lunch tickets will be provided each day.
9. Only one company may exhibit for each registration.
10. A vendor meeting will be held at **8:30 a.m. on Wednesday, July 14th** in Garage. Each displaying vendor shall select at least one representative from your company to attend this meeting; attendance is optional.
11. The Exhibitor's property is shown at his own risk and hazard, and neither the Columbus Hilton at Easton management, their representatives, Fire Chiefs' Association of Central Ohio, City of Columbus, their agents thereof, nor the Ohio Fire Chiefs' Association shall assume responsibility for any losses incurred due to accident, fire, theft, flood, lightning, or any other act of God beyond the control of the Columbus Hilton at Easton. The Exhibitor shall assume full liability and shall hold the Columbus Hilton at Easton, Fire Chiefs' Association of Central Ohio, City of

Columbus, and the Ohio Fire Chiefs' Association harmless from any and all claims arising from any act of omission on the part of the Exhibitor, his employees or agents.

12. All Exhibitors, by signing the Registration Form, agree to abide by all rules and decisions of the Vendor Representatives and the Board of Directors of the Ohio Fire Chiefs' Association.
13. All display space will be on a first request by first come, first served basis. If space request is not available, we will assign the nearest available space to your request. All requests will be honored only with **full payment**.
14. The Executive Director and Conference Committee Chair shall be the final judge of any disputes that may arise regarding exhibit display.
15. All exhibits **SHALL** be in place and completed by **12:00 p.m. Tuesday, July 13th**. Any exhibitor arriving after 12:00 p.m. Tuesday will not be permitted to set up in the display area.
16. Any vehicle removed from the display area shall not be permitted to return to the display area.
17. Vehicles will not be permitted in the parking lots for display purposes. All vehicles for display must be within the exhibit area. Any person attempting to display outside the display area will be removed.
18. All personnel working in an exhibit must be registered and must be an employee of that exhibitor or a manufacturer representative of the products being exhibited.
19. Electrical service is available only to inside displays at the hotel fee of \$55.00/outlet.
20. Fees for tables are a separate charge. See the Inside Space Order Form for details.
21. Hospitality rooms shall **NOT** be operated by a vendor or any other organization until after 5:00 p.m. on Monday, Tuesday, Wednesday, Thursday of the Conference.
22. It is the policy of this organization that for a vendor cancellation made up to 30 days in advance of the Annual Conference, a refund of 75 percent of exhibitors fees will be made; for cancellations made from 30 days to seven days in advance of the Annual Conference, 50 percent of the fees will be refunded; and cancellations after seven days of the Annual Conference will receive no refund; and that hardship appeals can be made to the OFCA Board of Directors on a case-by-case basis. If the cancellation is due to a Pandemic, you can choose to receive a full refund, or you can choose to roll your registration over to the next year and keep the same location as you have chosen. If registration costs increase and you roll your registration, you will not be charged the increased fee.

2021 Ohio Fire Chiefs' Association Annual Conference

July 12th – 16th; Columbus Hilton at Easton

Sponsorship Opportunities

As a sponsor of the Ohio Fire Chiefs' Association's 2021 Annual Conference, you receive great exposure for your company!

ONE-ALARM SPONSOR - \$100

- Name listed on signage at one Conference event
- Name on in-house listing in Buyers Guide

- Name on list of Conference Sponsors displayed at the Registration Area
- Name on in-house listing in *InCommand* Magazine

TWO-ALARM SPONSOR - \$250

- Name listed on signage at two Conference events
- Name on in-house listing in Buyers Guide

- Name on list of Conference Sponsors displayed at the Registration Area
- Name on in-house listing in *InCommand* Magazine

THREE-ALARM SPONSOR - \$350

- Name listed on signage at three Conference events
- Name on in-house listing in Buyers Guide

- Name on list of Conference Sponsors displayed at the Registration Area
- Name on in-house listing in *InCommand* Magazine

FOUR-ALARM SPONSOR - \$500

- Name listed on signage at four Conference events
- Name on in-house listing in Buyers Guide

- Name of list of Conference Sponsors displayed at the Registration Area
- Name on in-house listing in *InCommand* Magazine

FIVE-ALARM SPONSOR - \$750

- Name listed on signage at five Conference events
- Name on in-house listing in Buyers Guide

- Name on list of Conference Sponsors displayed at the Registration Area
- Name on in-house listing in *InCommand* Magazine

PRESIDENTIAL SPONSOR - \$1,000

- Sponsorship of President's Banquet on final evening of Conference
- Name listed on signage at six other Conference events
- Name on in-house listing in Buyers Guide

- Name on list of Conference Sponsors displayed at the Registration Area
- Name and logo on in-house listing in *InCommand* Magazine – please email your logo in JPEG format to info@ohiofirechiefs.org.

VIP SPONSOR - \$2,500

- Sponsorship of President's Banquet on final evening of Conference
- Name listed on signage at seven other Conference events
- Name on in-house listing in Buyers Guide
- Name on signage in Hospitality Suite

- Name on list of Conference Sponsors displayed at the Registration Area
- Name and logo on in-house listing in *InCommand* Magazine – please email your logo in JPEG format to info@ohiofirechiefs.org

HOSPITALITY SUITE - \$250, \$500, \$750, \$1,000

- Name on signage in Hospitality Suite

OFCA 2021 Annual Conference Sponsorship Form

___ One-Alarm Sponsor - \$100	___ Two-Alarm Sponsor - \$250	___ Three-Alarm Sponsor - \$350
___ Four-Alarm Sponsor - \$500	___ Five-Alarm Sponsor - \$750	___ Presidential Sponsor - \$1,000
___ VIP Sponsor - \$2,500	___ Gold Sponsor - \$5000	___ Hospitality Suite Sponsor - \$ _____

Company Name _____ Contact _____

Address _____ Phone _____

City _____ State _____ Zip Code _____

Signature Authorizing Payment _____ Amount Due \$ _____

- No Sponsorship Forms will be processed without payment. Return form no later than **July 2, 2020 to be included in the Buyer's Guide.**
- Make checks payable to: Ohio Fire Chiefs' Association, 450 W. Wilson Bridge Road, Suite 150; Worthington, OH 43085



This year, we are offering you the opportunity to have company representation **BOTH** outside in the parking lot **AND** inside the tradeshow; or inside the tradeshow with an additional space outside in the parking lot. Purchase an additional booth inside or outside at a reduced rate of only \$300.00! To take advantage of this special offer, simply add \$300.00 to the highlighted line: ****INSIDE SPACE IN ADDITION TO OUTSIDE SPACE**** or ****OUTSIDE SPACE IN ADDITION TO INSIDE SPACE**** before totaling your Vendor Registration Form.

OHIO FIRE CHIEFS' ASSOCIATION

Annual Conference Registration Form - **Outside Space**
July 13th & 14th, 2021 – Columbus Hilton at Easton; Columbus, OH

Please fill out the following completely and clearly.

Company _____ Contact Name _____
Mailing Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____ Email _____
Website _____

Please use the description from last year's Buyer's Guide.

Print name of Individual Authorizing Payment _____

Signature _____ Date: _____

All Exhibitors, by signing the Registration Form, agree to abide by all rules and decisions of the Exhibit Committee and the Ohio Fire Chiefs' Association Board of Directors as listed on the Exhibitor Rules of Agreement.

EACH SPACE MUST REPRESENT ONLY ONE COMPANY

Vehicle Wash Stations will be set up behind the Hotel

FOR OUTSIDE SPACE ONLY:

OUTSIDE SPACE FEE - \$750/SPACE 20' X 20' (THROUGH JUNE 17, 2021) \$ _____

\$800/SPACE (AFTER JUNE 17, 2021) \$ _____

ADDITIONAL OUTSIDE SPACE - \$175/SPACE..... (# OF SPACES) X \$175 = \$ _____

****INSIDE SPACE IN ADDITION TO OUTSIDE SPACE - \$300.00**** \$ _____

REGISTRATIONS

(ORIGINAL SPACE INCLUDES: 2 MEAL TICKETS FOR FRI LUNCH & SAT LUNCH)

SEE TICKET PURCHASE FORM FOR ADDITIONAL LUNCH TICKET PRICES

NAMES OF INDIVIDUALS: 1. _____

2. _____

\$35.00 x ADDITIONAL LUNCH TICKETS: \$ _____

NON-MEMBER FEE - \$45/EXHIBITOR..... \$ _____

(INCLUDES DISCOUNTED CORPORATE MEMBERSHIP THROUGH 9/30/2021)

TOTAL DUE: \$ _____

MAKE CHECKS PAYABLE TO: OHIO FIRE CHIEFS' ASSOCIATION, INC.

450 W. WILSON BRIDGE ROAD, SUITE 150; WORTHINGTON, OH 43085

OR COMPLETE THE CREDIT CARD INFORMATION FORM INCLUDED IN THE VENDOR PACKET.

1ST CHOICE: SPACE # _____

2ND CHOICE: SPACE # _____

3RD CHOICE: SPACE # _____

4TH CHOICE: SPACE # _____

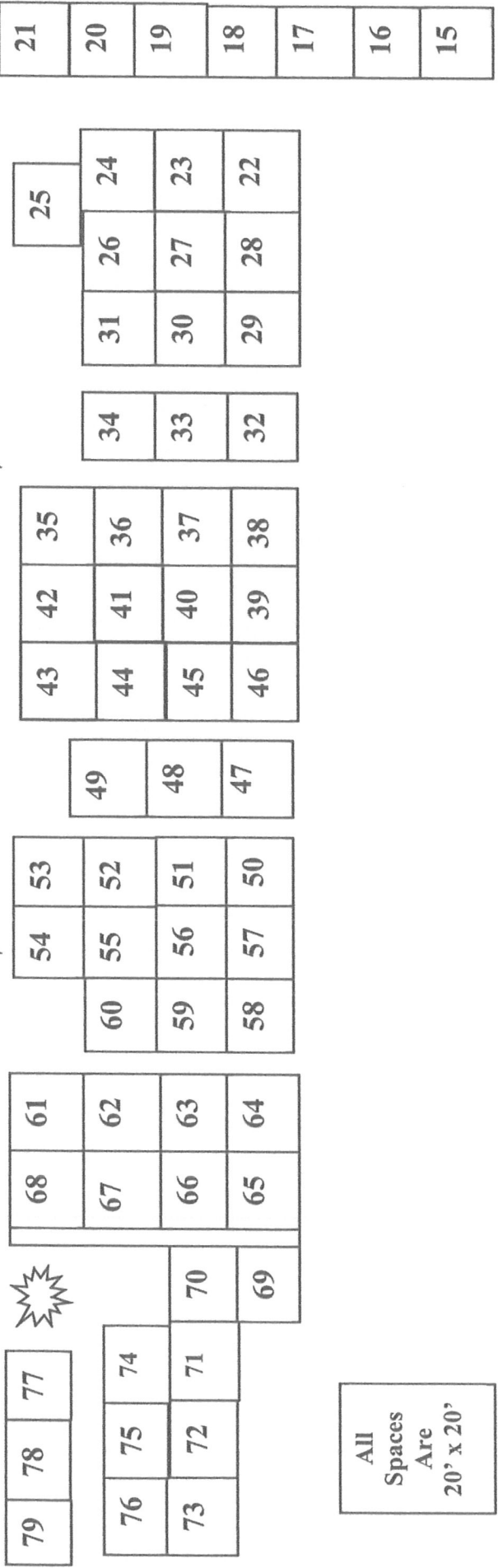
SPACE # ASSIGNED _____

(for office use only)

Set up is July 12th 2:00 p.m. – 8:00 p.m. & July 13th 8:00 a.m. – 12:00 p.m.

EASTON MALL

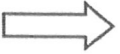
HOTEL MAIN ENTRANCE

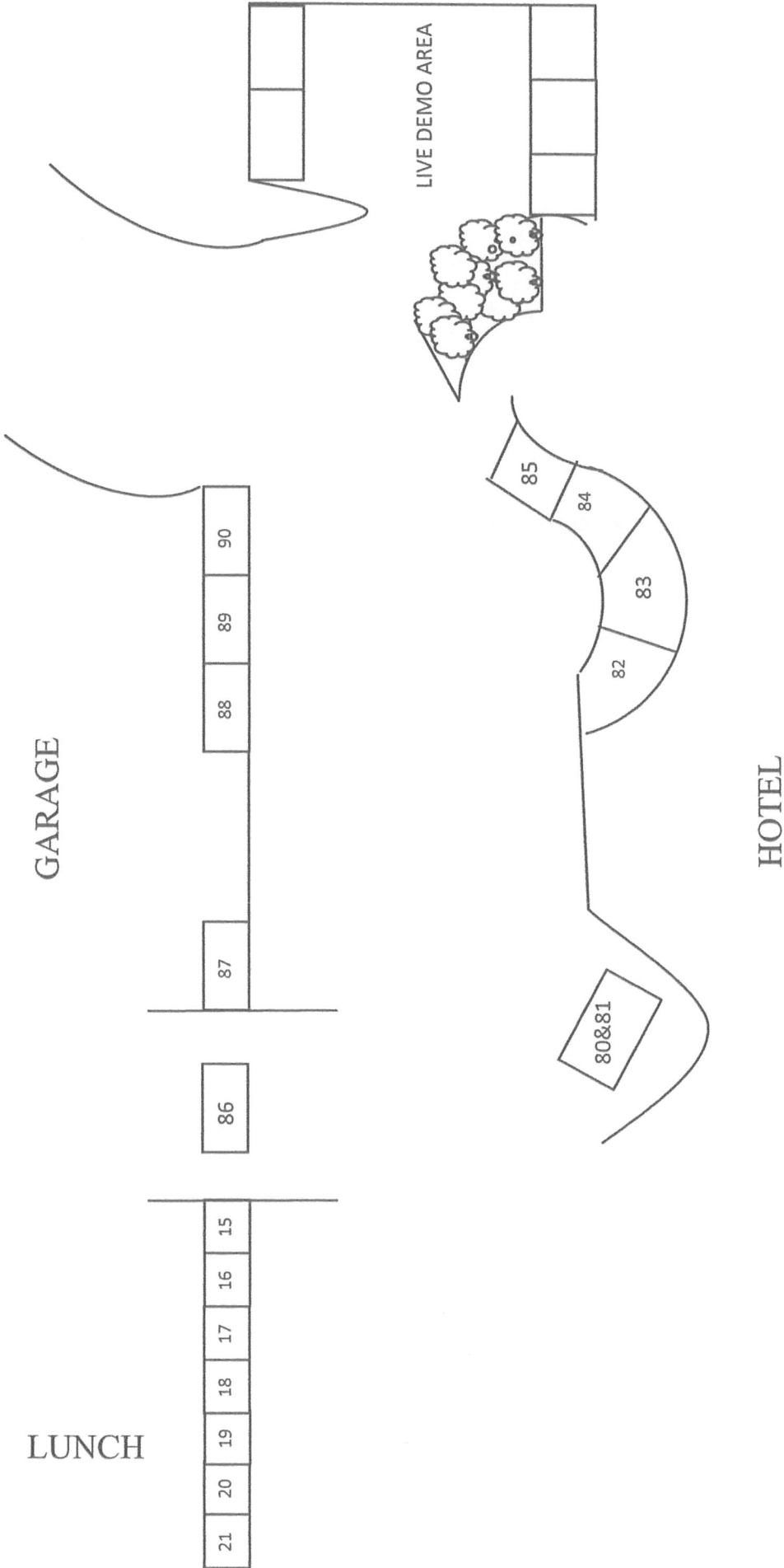


All Spaces Are 20' x 20'

1	2	3	4	5	6	7	8	9	10	11	12	13	14
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80-90





OHIO FIRE CHIEFS' ASSOCIATION

Annual Conference Registration Form - **INSIDE SPACE**

July 13th & 14th, 2021 – Columbus Hilton at Easton; Columbus, OH

Please fill out the following completely and clearly.

Company _____ Contact Name _____
Mailing Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____ Email _____
Website _____

☐

Please use the description from last year's Buyer's Guide.

Print name of Individual Authorizing Payment _____

Signature _____ Date: _____

All Exhibitors, by signing the Registration Form, agree to abide by all rules and decisions of the Exhibit Committee and the Ohio Fire Chiefs' Association Board of Directors as listed on the Exhibitor Rules of Agreement.

EACH SPACE MUST REPRESENT ONLY ONE COMPANY.

Booth size is 8' x 10'

*****Tables and electrical outlet may be selected on the Inside Vendor Order Form*****

INSIDE SPACE FEE - \$750/SPACE (THROUGH JUNE 17, 2021) \$ _____
TABLE TOP SPACES 110-120 - \$600/SPACE (THROUGH JUNE 17, 2021) \$ _____
\$800/SPACE \$650/TABLE TOP SPACE (AFTER JUNE 17, 2021) \$ _____
ADDITIONAL INSIDE SPACE - \$175/SPACE..... (# OF SPACES) x \$175 = \$ _____
****OUTSIDE SPACE IN ADDITION TO INSIDE SPACE - \$300.00**** \$ _____

REGISTRATIONS

(ORIGINAL SPACE INCLUDES 2 MEAL TICKETS FOR FRI & SAT LUNCH)

SEE TICKET PURCHASE FORM FOR ADDITIONAL LUNCH TICKETS

NAMES OF INDIVIDUALS: 1. _____

2. _____

\$35.00 x ADDITIONAL LUNCH TICKETS: \$ _____

NON-MEMBER FEE - \$45.00..... \$ _____
(INCLUDES DISCOUNTED CORPORATE MEMBERSHIP THROUGH 9/30/2021)

PLUS TOTAL FROM THE INSIDE VENDOR ORDER FORM: \$ _____

TOTAL DUE \$ _____

MAKE CHECKS PAYABLE TO: OHIO FIRE CHIEFS' ASSOCIATION, INC.

450 W. WILSON BRIDGE ROAD, SUITE 150; WORTHINGTON, OH 43085

OR COMPLETE THE CREDIT CARD INFORMATION FORM INCLUDED IN THE VENDOR PACKET

PLEASE INDICATE YOUR INSIDE SPACE SELECTION:

1ST CHOICE: SPACE # _____

2ND CHOICE: SPACE # _____

3RD CHOICE: SPACE # _____

SPACE # ASSIGNED _____
(FOR OFFICE USE ONLY)

Set up is July 12th 2:00 p.m. – 8:00 p.m. & July 13th 8:00 a.m. – 12:00 p.m.

OHIO FIRE CHIEFS' ASSOCIATION

INSIDE VENDOR ORDER FORM

July 13th & 14th, 2021– Columbus Hilton at Easton, Columbus, OH

COMPANY NAME: _____

PLEASE BE SURE TO ORDER THE CORRECT NUMBER OF TABLES, AS
THERE WILL NOT BE EXTRA RENTAL TABLES AVAILABLE ON-SITE.

TABLE FEE

_____	8' X 30" TABLE W/O SKIRTING	X \$35.00	= \$ _____
_____	8' X 30" TABLE WITH SKIRTING	X \$55.00	= \$ _____
_____	8' X 18" TABLE W/O SKIRTING	X \$35.00	= \$ _____
_____	8' X 18" TABLE WITH SKIRTING	X \$55.00	= \$ _____
_____	6' X 30" TABLE W/O SKIRTING	X \$35.00	= \$ _____
_____	6' X 30" TABLE WITH SKIRTING	X \$50.00	= \$ _____
_____	6' X 18" TABLE W/O SKIRTING	X \$35.00	= \$ _____
_____	6' X 18" TABLE WITH SKIRTING	X \$50.00	= \$ _____

ELECTRICAL OUTLET

_____ YES
_____ NO

HOTEL OUTLET FEE OF \$55.00 = \$ _____

INTERNET ACCESS: = \$50/day

2 CHAIRS: = \$FREE

HOOKS TO HANG BANNERS: = \$FREE

TOTAL: \$ _____

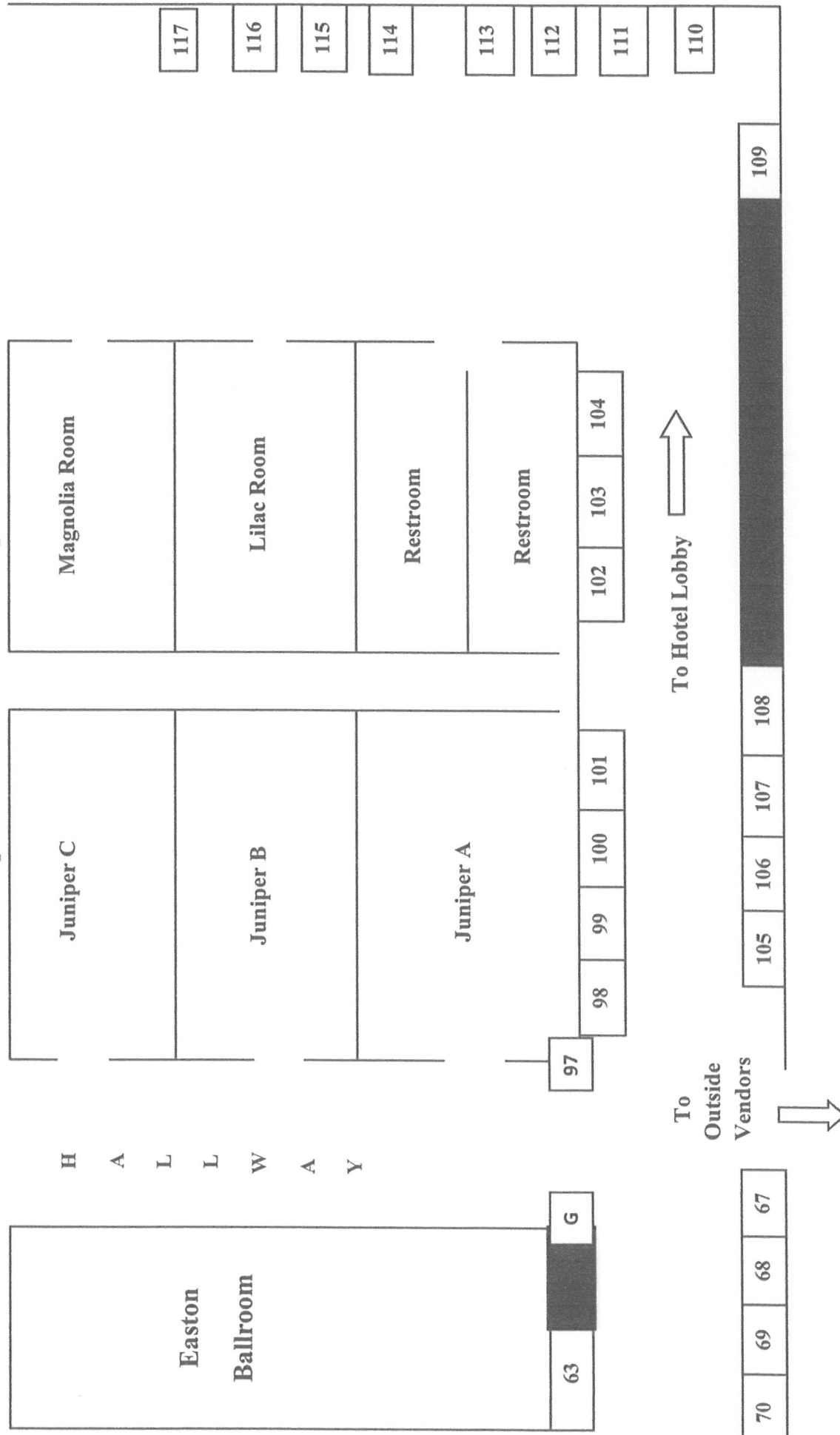
All Booth Spaces are 8' x 10'



HILTON AT EASTON INSIDE VENDOR MAP PAGE 2

Booth Spaces 98-109 are 8' x 10' for \$750

Booth Spaces 110-120 are Table Top for \$600



ADDITIONAL TICKET PURCHASE FORM

ADDITIONAL REGISTRANT(S) LUNCH TICKETS

\$30.00 PER DAY/PER PERSON

NAME OF REGISTRANT _____
DAY (S) ATTENDING _____ TUES _____ WED _____

NAME OF REGISTRANT _____
DAY (S) ATTENDING _____ TUES _____ WED _____

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DAY (S) ATTENDING _____ TUES _____ WED _____

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DAY (S) ATTENDING _____ TUES _____ WED _____

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DAY (S) ATTENDING _____ TUES _____ WED _____

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DAY (S) ATTENDING _____ TUES _____ WED _____

NAME OF REGISTRANT _____
DAY (S) ATTENDING _____ TUES _____ WED _____

Please provide names for meal count.

Total Amount Due for Additional Tickets...\$ _____



2021 Vendor Registration
Credit Card Information Form

Company Name: _____

Credit Card Number: _____

Type: Visa _____ Mastercard _____ Discover _____

*****PLEASE NOTE, WE DO NOT ACCEPT AMEX*****

Expiration Date: _____ 3-4 Digit Security Code: _____

Amount: \$ _____

Signature: _____

BUYER'S GUIDE

This form must be returned by July 1, 2021 to be included in the Buyer's Guide.

The Ohio Fire Chiefs' Association will be printing a ***Buyer's Guide*** which will be given to each attendee. The guide will provide the following information about your company as well as a map and location of your space.

Please fill out completely.

Name of Company: _____
Contact Name: _____
Street Address: _____
City, State, Zip: _____
Phone: _____
Fax: _____
E-Mail: _____
Website Address: _____

Description of your service, product or any information beneficial to your sales:

2021 Ohio Fire & Rescue Officer Development Conference
by
THE OHIO FIRE CHIEFS' ASSOCIATION
JULY 13-14, 2021; Columbus Hilton at Easton

ADMIT ONE

EXHIBITOR _____
GUEST _____
FIRE DEPT. _____
DAYTIME PHONE _____

Deposit this ticket in the specially marked prize drum inside the Conference Trade Show to be eligible for any one of the prize drawings to be held Tuesday and Wednesday.

Winner does not need to be present to win. Enjoy the show!

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by
THE OHIO FIRE CHIEFS' ASSOCIATION
JULY 13-14, 2021; Columbus Hilton at Easton

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by
THE OHIO FIRE CHIEFS' ASSOCIATION
JULY 13-14, 2021; Columbus Hilton at Easton

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EXHIBITOR _____
GUEST _____
FIRE DEPT. _____
DAYTIME PHONE _____

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GUEST _____
FIRE DEPT. _____
DAYTIME PHONE _____

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2021 Ohio Fire & Rescue Officer Development Conference
by
THE OHIO FIRE CHIEFS' ASSOCIATION
JULY 13-14, 2021; Columbus Hilton at Easton

ADMIT ONE

EXHIBITOR _____
GUEST _____
FIRE DEPT. _____
DAYTIME PHONE _____

Deposit this ticket in the specially marked prize drum inside the Conference Trade Show to be eligible for any one of the prize drawings to be held Tuesday and Wednesday.

Winner does not need to be present to win. Enjoy the show!

Shipping and Hotel Accommodation Information



Hotel Group Information

Online reservations: https://www.hilton.com/en/hi/groups/personalized/C/CMHCHHF-FCA-20200711/index.html?WT.mc_id=POG

Group Name: Ohio Fire Rescue Officer Development Conference

Group Code: FCA2

Check-in: 10-JUL-2021

Check-out: 16-JUL-2021

Hotel Name: [Hilton Columbus at Easton](#)

Hotel Address: 3900 Chagrin Drive
Columbus, Ohio 43219

Phone Number: 614.414.5000

Shipping Information

The Hilton Columbus at Easton (3900 Chagrin Dr, Columbus, OH 43219) will accept packages three (3) days prior to the start of the event; on Thursday, July 8th. All item(s) shipped must be marked with:

Company Name
Chief Tom Wallace
Ohio Fire Chiefs' Association
July 13 2018