



# ANNUAL WINTER CONFERENCE

**Franklin County December 4-6, 2019**



## Exhibitor Registration & Information

**DECEMBER 4-6, 2019**  
**CCAO/CEAO WINTER CONFERENCE**

**HYATT REGENCY COLUMBUS**  
350 NORTH HIGH STREET  
COLUMBUS, OH 43215

### Wednesday, December 4, 2019

**2:00pm-4:00pm** Exhibitor Move In  
**5:00pm-7:00pm** Reception/Entertainment in Trade Show

### Thursday, December 5, 2019

**7:30am-3:30pm** Trade Show Hours  
**7:30am-9:00am** Breakfast  
**1:30pm-2:30pm** Ice Cream Social  
**3:30pm-4:30pm** Exhibitor Tear Down/Move Out  
(Exhibits MUST remain set up until 3:30pm)

### Exhibitor Benefits Include:

- 2 tickets for Wednesday Reception/Entertainment
- 2 tickets for Thursday Breakfast
- 2 tickets for Thursday Lunch
- Ice Cream Social
- 8' x 10' draped **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
- **Please note there is a floor load capacity limit. Call CEAO if you have questions.**

### **New this year!**

Two options are being offered for Exhibit Booths.

Select from either a Premier Booth or a Standard Booth:

### Premier Booth

Only 11 available!

8' x 10' carpeted exhibit booths located in prime space in the well-traveled foyer areas near the conference registration desk and meeting rooms.

Premier exhibit booths are lettered A – K on the trade show floor plan.

### Prices:

BEFORE 10/31/19..... \$950

AFTER 10/31/19.....\$1050

### Standard Booth

8' x 10' carpeted exhibit booths located in the Franklin and Delaware Rooms.

Wednesday evening's reception, Thursday's breakfast and refreshment breaks and the very popular ice cream social will be located in the Franklin and Delaware exhibit areas designed to enhance attendee traffic to your booth.

Standard exhibit booths are numbered 1 – 57 on the trade show floor plan.

### Prices:

BEFORE 10/31/19..... \$750

AFTER 10/31/19.....\$850

## 2019 EXHIBITOR REGISTRATION/INFORMATION

Please register using [online registration](#) when possible. Early bird exhibitor registration ends on **October 31st**. *Registration deadline is November 13th*. We anticipate exhibit booths will sell out before that date.

If approaching the registration deadline, please do not mail your registration. Call CEO at (614) 221-0707 to verify that space is still available.

### Frequently Asked Questions

**Q: Is the exhibit hall located in the same place as last year?**

**A:** NO! We are in the Hyatt Regency Columbus (350 North High Street, Columbus, OH 43215) for all conference events. The exhibit booths will be located in the spacious Franklin and Delaware Rooms on the 2nd Floor of the Hyatt.

**Q: How many people are included with my registration?**

**A:** Up to two representatives are included with your exhibit registration.

**Q: How do I register more people?**

**A:** Additional booth representatives may register for \$150 per person by completing the Additional Representative Registration form.

**Q: When will I receive my booth assignment?**

**A:** You will receive your booth assignment in early November. The Fern Company will email you the exhibitor service kit shortly following your booth assignment. Please order internet, electric and any additional booth equipment using the forms in the exhibitor service kit. Shipping to site information will also be included in the exhibitor service kit.

**Q: How do I order internet, electric, additional equipment, etc.?**

**A:** The Fern Company will email you the exhibitor service kit shortly following your booth assignment. Please order internet, electric and any additional booth equipment using the forms in the exhibitor service kit. Shipping to site information will also be included in the exhibitor service kit.

**Q: Can I pay for my exhibit booth registration by credit card?**

**A:** Yes, we accept all major credit cards. Simply select pay via credit card when you check-out of the online registration process.

### **Additional Questions?**

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

### **Hotel Information**

Conference Hotel is the Hyatt Regency Columbus  
350 N. High Street, Columbus, OH 43215  
Room rate: \$139 single/double/triple/quad  
Hyatt reservation cut-off date: November 13, 2019  
Online: <https://tinyurl.com/y2zfl6zl>

PLEASE MAKE CHECKS PAYABLE TO:

The Conference Account c/o CEO  
6500 Busch Boulevard, Suite 100  
Columbus, OH 43229-1758  
office: (614) 221-0707  
email: [info@ceao.org](mailto:info@ceao.org)  
[www.ceao.org](http://www.ceao.org)