



CCAO/CEAO

Winter Conference

December 7–9, 2022 | Franklin County



Innovation and Inspiration to Shape Ohio's Future

Exhibitor Registration & Information

Exhibit Schedule:

Wednesday, December 7, 2022

2:00pm-4:00pm

Exhibitor Move In

4:30pm-6:30pm

Trade Show Reception/

Entertainment in Trade Show

Exhibit Location:

HYATT REGENCY COLUMBUS
UNION ROOMS & FOYER
 350 NORTH HIGH STREET
 COLUMBUS, OH 43225

Thursday, December 8, 2022

7:30am-3:30pm

Trade Show Hours

7:30am-8:30am

Breakfast

2:30pm-3:30pm

Ice Cream Social

3:30pm-5:30pm

Exhibitor Tear Down/Move Out

Exhibiting at Winter Conference is an excellent opportunity for your organization to display its recent achievements and network with county commissioners, county engineers, and other county officials.

Two Booth Options are available!

New floor plan and trade show location for 2022.

Select from either a Premier Booth or a Standard Booth:

Premier Booth

Only 13 available!

8' x 10' carpeted exhibit booths located in prime space in the well-traveled foyer areas.

Premier exhibit booths are highlighted in yellow on the trade show floor plan.

Prices:

BEFORE 11/11/22..... \$1,000

AFTER 11/11/22.....\$1,200

Standard Booth

8' x 10' carpeted exhibit booths located in the Union Rooms. Wednesday evening's reception, Thursday's breakfast and refreshment breaks and the very popular ice cream social will be located in the Union exhibit areas designed to enhance attendee traffic to your booth.

Standard exhibit booths are numbered 1 – 36 on the trade show floor plan.

Prices:

BEFORE 11/11/22..... \$800

AFTER 11/11/22.....\$1,000

Do you want First Pick of your booth location? Become a Sponsor!

Sponsors that also purchase an exhibit booth will receive the benefit of first pick of their booth location!*

*First pick is based upon the date sponsor registration plus booth registration is received through the online registration system.
 First registered receive first choice, etc.

CCAO/CEAO
Winter Conference
2022

Show Name: CCAO/CEAO 2022

Show Dates: December 7-8, 2022

Facility: Hyatt Regency Columbus

City, State: Columbus, OH

Location: Union Room & Prefunction

Legend:

Inventory as of 10/11/2022

Dimension	Qty
8x10'	57
Totals:	57

AE: Lynn Garvin

Show Number: 0585

Drawn By: eromstrom-ose

Revised: 10/11/2022 11:28 AM

File: 0585_22_CCAO-CEAO.dwg

Every effort has been made to ensure the accuracy of all information contained on this floor plan. However, no warranties, either expressed or implied are made with respect to this floor plan. If the location of building columns, utilities or other architectural components of the facility is a consideration in the construction of an exhibit, it is the sole responsibility of the exhibitor to physically inspect the facility to verify all dimensions and locations.



Exhibitor Registration & Information

Click [here](#) for the Exhibitor Registration site.

Exhibitor Registration Includes:

- One (1) booth representative
- 1 ticket for Wednesday Trade Show Reception/Entertainment
- 1 ticket for Thursday Breakfast
- 1 ticket for Thursday Lunch
- Ice Cream Social

Exhibitor Booth Space Includes:

- 8' deep x 10' wide draped **carpeted** booth area, 8' high background and 3' side-rail divider
- Choose from One 6' x 30" skirted table with 2 chairs **or** one 30" x 40" pedestal table & stool
- One ID display sign
- Installing, maintaining and dismantling of one draped booth space
- Company name in program (if registered by Nov. 18)
- **Please note there is a floor load capacity limit/no heavy equipment or gas powered equipment will be permitted.**

See **Frequently Asked Questions (FAQs)** or email Amy Lowe at alowe@ceao.org if you have additional questions regarding your booth space.

Hotel Information/Conference Hotel:

Hyatt Regency Columbus
350 North High Street
Columbus, OH 43215

[Reserve a Room](#)

by November 16 (click)

Additional booth representatives: \$350 per person. Registration includes: Wednesday evening reception, Thursday breakfast, Thursday lunch, and Thursday ice cream social break.

Exhibitor Services Provided by George Fern Co.

Drayage Services - Exhibitor

- Fern Exposition will receive and store exhibitor materials up to 30 days prior to the exposition, deliver to the assigned booth space, store and return empty containers, and assist exhibitors with the forwarding of freight at the conclusion of the exposition. We will provide pre-printed bills of lading and shipping labels for exhibitors, upon request. Exhibitor drayage services will be provided in accordance with the material handling/drayage service information published in the exhibitor service manual

Exhibitor Service Manual

- Fern Exposition will prepare a complete electronic Exhibitor Service Manual consisting of order forms for all furnishings and services offered by our company to exhibitors on a complimentary basis. Each manual will also include forms from specialty contractors designated by Fern Expo and show management along with the facility forms.
- Fern Exposition offers online ordering of our rental equipment and services to exhibitors through our secured website. Each confirmed exhibitor is assigned their own Customer ID and a Password.

Exhibitor Service Center

- Fern Exposition will supply a Service Center on the show floor. Fern will staff this with experienced and responsive personnel to assist show management and its' exhibitors during all posted set-up and tear down hours.

2022 WINTER CONFERENCE EXHIBITOR FAQs

Please register using **CEAO online registration***. Early bird exhibitor registration ends on **November 11th**. *Registration deadline is November 18th*. We anticipate exhibit booths will sell out before that date. If approaching the registration deadline, please call CEAO at (614) 222-0707 to verify that space is still available.

***All exhibitors are subject to approval by CCAO/CEAO. You will receive a call or email if your registration is NOT approved.**

Frequently Asked Questions

Q: Is the exhibit hall in the Columbus Convention Center?

A: No, we are in the Hyatt Regency Columbus (350 North High Street, Columbus, OH 43225) for all conference events. The **exhibit booths** (see diagram) will be located in the Union Rooms and Union Foyer on the 2nd Floor of the Hyatt.

Q: How many people are included with my registration?

A: One (1) representative is included with your exhibit registration.

Q: How do I register more people?

A: Additional booth representatives may register for \$350 per person by selecting the Additional Exhibitor Representative Registration option in the online registration form. Additional booth representative fees include: Wednesday evening reception, Thursday breakfast, Thursday lunch, and Thursday ice cream social break.

Q: Where are the Premier Booths located?

A: A Premier Booth is highlighted on the Exhibit Show floor plan in yellow. Premier Booths are located in the heavily traveled walking space where attendees navigate back and forth to get to their sessions, breaks and refreshments. Premier Booths are not "inside the exhibit hall" they are in the walking space area.

Q: What is the cancellation policy?

A: Cancellation Policy: Any changes to your reservation must be made in writing via email to karig@ceao.org. If you have paid by credit card, a \$75 administrative processing fee will be charged for all cancellations. No refunds after November 18, 2022. No shows will be billed.

Q: When will I receive my booth assignment?

A: All exhibitors will be emailed their booth number prior to the conference.

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

A: The Fern Company will email you the exhibitor service kit a few days following your registration. Please order internet, electric and any additional booth equipment using their online 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 most major credit cards. Simply select pay via credit card when you check-out of the online registration process. Please note, there is a non-refundable \$75 credit card processing fee for cancellations.

Additional Questions?

Contact Amy Lowe, CEAO Event Manager
alowe@ceao.org
614-221-0707

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Hyatt Regency Columbus
350 North High Street
Columbus, OH 43215

[Reserve a Room](#)

by November 16 (click)

PLEASE MAKE CHECKS PAYABLE TO:

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