

2024

144TH ANNUAL
CCAO/CEAO
WINTER
CONFERENCE

DECEMBER 4-6, 2024

TEAMWORK
FOR A BETTER
TOMORROW



Winter Conference Trade Show Information

Registration is Now Open

Register online at www.ceao.org

New this year: Help us transform the trade show into a Winter Wonderland!

❄️ Embrace the Magic of Winter Conference! ❄️

Dazzle attendees with your companies latest achievements and innovative products at the 2024 CCAO/CEAO Winter Conference! This Conference offers networking opportunities as abundant as snowflakes, making this event truly unmissable. **Plus, this year we invite you to put on your creative top hat and help us transform our exhibit hall into a winter-themed wonderland! Draw attention and create excitement in the trade show by decorating your booth with a captivating winter theme. Don't let this chance slip away—immerse yourself in the excitement and warm connections waiting for you at our 144th Annual Winter Conference.**

Trade Show Schedule

A full program agenda will be available soon. The following activities will occur in the trade show:

Wednesday, December 4, 2024

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

Thursday, December 5, 2024

7:00am-8:30am Breakfast
7:30am-3:30pm Trade Show Hours
7:00am-3:30pm Coffee/Refreshments Available
2:45pm-3:30pm Ice Cream Social &
Winter Wonderland Booth Winner Announced
3:30pm-5:00pm Exhibitor Tear Down/Move Out

Who Attends the Conference?

County Commissioners
County Engineers

Plus, our affiliate associations including:

County Administrators
Commissioners' Clerks &
Engineers' Administrative Professionals
Dog Wardens
Loss Control Coordinators
Planning Directors
Sanitary Engineers

Location:

Hilton Columbus Downtown

Room: Aminah Robinson Ballroom, 5th Floor

402 North High Street

Columbus, OH 43215

\$151/night + tax

Rate ends Nov 4 or when block is sold out.

[Book your Hotel Room](#)

Booth Pricing:

Premier Booth Inside Trade Show: 5 available

BEFORE November 4th—\$1,050

AFTER November 4th—\$1,250

Standard Booth Price Inside Trade Show

BEFORE November 4th—\$850

AFTER November 4th—\$1,050

Table Outside of Trade Show: 7 available

Table, chair & table cloth only, no pipe & drape, located outside of trade show. Note that all conference activities take place INSIDE of the trade show.

BEFORE November 4th—\$700

AFTER November 4th—\$950

Exhibitor Registration & Information

Premier and Standard Exhibitor Booths Include:

- 8' deep x 10' wide draped **carpeted** booth
- 8' high background and 3' side-rail divider
- One ID display sign
- One 6' x 2' x 30" skirted table with two side chairs
- One wastebasket
- Installing, maintaining, and dismantling of one draped booth space by The Fern Company
- Company name in Event app
- **Please note there is a floor load capacity limit/no heavy equipment or gas powered equipment will be permitted.**

Register online at

www.ceao.org

Booth Types:

Premier Booth: 5 available

8' x 10' carpeted exhibit booths located in prime space in the well-traveled areas within the Aminah Robinson Ballroom. Premier exhibit booths are highlighted in yellow on the trade show floor plan.

Standard Booth

8' x 10' carpeted exhibit booths located in the Aminah Robinson Ballroom.

Table Outside of Trade Show: 7 available

Includes table, chair and table cloth only. Does NOT include pipe & drape background or rail divider. Located outside of trade show. Note that all conference activities take place INSIDE of the trade show.

All Exhibitor Registrations Include:

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

Additional booth representatives: \$375 per person. Registration includes: Wednesday Trade Show Reception, Thursday breakfast, Thursday lunch, and Thursday ice cream social.

The Trade Show is only open to fully registered participants of the CCAO/CEAO Winter Conference. Walk-throughs of the trade show hall are not permitted. You must be registered with the conference to enter the trade show. Exhibitors are **not** permitted to invite non-registered partners or any other non-registered persons to visit the show.

Hotel Information/Conference Hotel:

Hilton Columbus Downtown

402 North High Street
Columbus, OH 43215

[Reserve a Room](#)

by November 4

PLEASE MAKE CHECKS PAYABLE TO:

The Conference Account c/o CEO
1103 Schrock Rd., Ste. 202
Columbus, OH 43229
office: (614) 221-0707
email: info@ceao.org
www.ceao.org

Booth Assignments & Approval

All exhibitors are subject to approval by CCAO/CEAO. You will receive an email if your registration is NOT approved. The County Engineers Association of Ohio (CEAO) is responsible for registering all exhibitors for the trade show portion of the conference.

The following criteria are considered when creating the booth assignments:

- Event Sponsors: ranked by Sponsor Level
- Supporting Members of CEAO/CCAO
- Requests to not be near another company
- Non-Supporting Members

You will be notified of your assigned booth number prior to the conference.

CEAO & CCAO reserves the right to make changes to your booth location prior to the conference start date. You will be notified if this becomes necessary.

Exhibitor Services

Exhibitor Services Provided by Fern Expo Company

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 loading 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 offers online ordering through their event portal called OneView. A link to OneView will be emailed to you following registration. Fern offers rental supplies, equipment and services to exhibitors through their 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.

Electric and Internet: Exhibitors are responsible for ordering electric and internet for their booths by completing a request through Encore Global at this website: [Click here to order](#)

Email Amy Lowe at alowe@ceao.org if you have additional questions regarding your booth space.

Important Dates to Remember

Important Deadlines:

November 4: Early bird discount ends

November 5: Prices increase

November 15: Registration deadline

We anticipate exhibit booths will sell out.

Hilton Exhibitor Guidelines

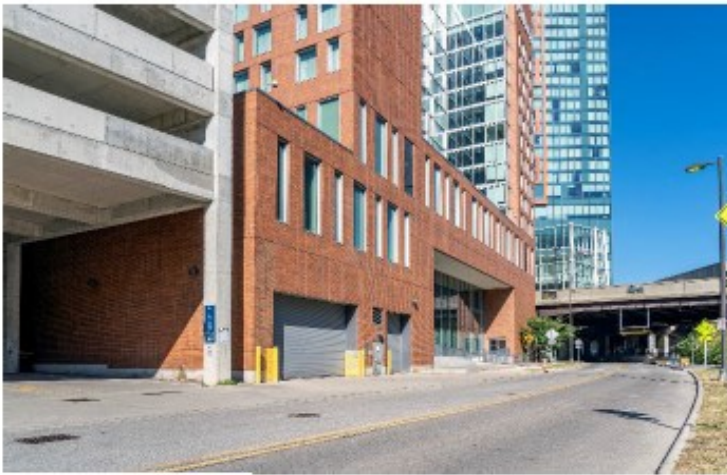
Exhibitor Setup Guidelines

- No adhesives, nails, screws or bracing wires used in the exhibit display may be attached to hotel property.
- No painting, mixing of chemicals, fire arms or explosive materials are allowed in the hotel.
- Electrical Lifts (genie-lifts, etc.) used in hotel meeting space, must be approved by your Event Manager prior to arrival.
- For insurance and liability reasons, the Property Operations Department cannot loan or rent ladders, genie lifts, etc.
- Streamers, helium balloons, cold sparklers, smoke/smog machines, confetti/confetti canons are not allowed. Cleaning fees start at \$500.
- Due to fire regulations, boxes, pallets, crates and other items cannot be stored in service areas.
- All food and/or beverages for the purpose of demonstration and/or sponsorship must be ordered through the hotel.

Loading and Unloading Guidelines

- Hilton Columbus Downtown has 2 loading docks located off of Convention Center Drive; referred to as Dock 401 & Dock 402.
- Hotel cannot guarantee a bay will be available without a wait. Peak times are weekdays 7:00am-10:00am.
- Following unloading, vehicles must be moved immediately to allow for additional deliveries. Any vehicles left in a bay unattended will be towed at vehicle owner's expense.

Directions to Loading Dock



Pictured: 401



Pictured: 402

From I-670 Eastbound

- Take Exit 3 for Neil Avenue
- Turn right onto Neil Avenue
- Turn left onto Vine Street
- Turn right onto Convention Center Drive
- Pass Vine Street Parking Garage entrance
- For 401: loading dock is immediately to the right. Look for "Hilton Hotel Entrance"
- For 402: continue straight past 401 dock, underneath overpass. Look for yellow "Loading Dock Area" sign and back in.
- To exit: continue straight on Convention Center Drive for access to I-670E and I-71N.

From I-670 Westbound

- Take Exit 3 for Goodale Street toward Neil Avenue.
- Merge onto W Goodale Street.
- Turn left onto Neil Avenue.
- Turn left onto Vine Street.
- Turn right onto Convention Center Drive.
- Pass Vine Street Parking Garage entrance.
- For 401: loading dock is immediately to the right. Look for "Hilton Hotel Entrance".
- For 402: continue straight past 401 dock, underneath overpass. Look for yellow "Loading Dock Area" sign and back in.



Hilton Columbus Downtown Loading Dock Map

1. Vine Street Parking Garage
2. Tower 401 Entrance/Valet
3. Tower 401 Loading Dock*
4. Tower 402 Loading Dock*
5. Tower 402 Main Entrance/Valet Motorcourt
6. East Parking Lot



*Accessible on Convention Center Drive



Put on your creative top hat and help us transform our exhibit hall into a winter-themed wonderland! Draw attention and create excitement in the trade show by decorating your booth with a captivating winter theme.

Attendees will get to vote for the best-decorated (Best of Show) booth. If your booth wins, you get a free exhibit booth registration for our 2025 conference. The Winner will be announced during the Ice Cream Social.

Do you work with snow equipment? How about a snowflake or snowman-themed booth?

Do you fix roofs? Get up on the house top with a Santa theme or a gingerbread house themes!

Utility company, light up your booth with decorated trees.

Pipes and drainage, candy canes could be fun!

Please be sure to follow all Hilton Exhibitor Guidelines when creating your ideas. Booths that do not adhere to the hotel guidelines may be disqualified and asked to remove their decor.



CCAO/CEAO Winter Conference

Trade Show Exhibitor Booth Contest

If your booth wins, you get a free exhibit booth registration for our 2025 conference. The Winner will be announced during the Ice Cream Social.

Best Decorated Booth Contest Rules:

Eligibility: Open to all registered exhibit booths of the event. Each company can only enter one booth in the contest.

Theme: **Winter Wonderland**

- * Booths must adhere to the event's overall theme.
- * Creativity and originality are highly encouraged.

Setup:

- * Booths must be set up by 4:00pm on Wednesday, December 4th.
- * All decorations must be safe and secure in compliance with the Hilton hotel exhibitor guidelines.

Judging Criteria:

Creativity: Unique and original design.

Theme Adherence: How well the booth represents the event's theme.

Visual Appeal: Overall aesthetics and attractiveness.

Interactivity: Engagement and interaction with visitors.

Judging Process:

- * Winter Conference Attendees will evaluate and score each booth based on the criteria.
- * The Booth with the highest score wins a free exhibit booth registration for the 2025 CCAO/CEAO Winter Conference. In the case of a tie, the tied score cards will be entered into a raffle drawing and randomly selected.

AI Generated Examples:

Remember your booth size is 8ft x 10ft. These examples are of larger spaces. You can also request to have your standard table removed and/or order a different option through the Fern Company.



