



January 2024

Dear Vendors of the Ohio Fire Chiefs' Association:

Greetings! ***It's that time of year again – Conference Planning Time!*** The 2024 conference will be held at the Hilton at Easton, Columbus, Ohio on July 22-25, 2024. The Trade Show is Tuesday, July 23rd and Wednesday, July 24th.

Vendor set-up is July 22nd from 2:00 PM – 8:00 PM and July 23rd from 8:00 AM – 12:00 PM.

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 **“2025 Vendor Free Conference Registration.”** The drawing will take place on Wednesday, July 24th, at 1:45 PM. **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 still be in place at 1:45 PM to be eligible. Congratulations to our 2024 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. **Emailing vendor registrations is permitted after 8:00 AM on January 17, 2024. Please call to verify your 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.**

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 the OFCA Office at 614.410.6322. Your call is always welcomed.

Warmest regards,

Retired Chief Tom Wallace, OFCA Conference Committee Chair

Cell: 937.623.1419

Email: chiefwallace@station67.org

2024 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 22, 2:00 PM – 8:00 PM; Tuesday, July 23rd 8:00 AM – 12:00 PM

EXHIBIT SET-UP MUST BE COMPLETED BY 12:00 PM, Tuesday, July 23rd.

3. **DISPLAYS MUST REMAIN UP UNTIL 2:00 PM ON WEDNESDAY, JULY 24, 2024. TEARING DOWN EARLY DISQUALIFIES YOU FOR THE FREE 2025 REGISTRATION DRAWING, AND YOU WILL NOT RECEIVE YOUR FIRST CHOICE OF VENDOR SPACE NEXT YEAR.**
4. Display hours: TUESDAY, JULY 23, 2024 – 1:00 PM – 5:00 PM
 WEDNESDAY, JULY 24, 2024 – 10:00 AM – 2:00 PM
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 23rd, and Wednesday, July 24th, **two** 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 AM on Wednesday, July 24th, in Parking 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 PM on Tuesday, July 23, 2024**. Any exhibitor arriving after 12:00 PM on 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 \$70.00/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 PM on Monday, Tuesday, and Wednesday 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.

**2024 Ohio Fire Chiefs' Association Annual Conference
July 22-25, 2024**

Sponsorship Opportunities

As a sponsor of the Ohio Fire Chiefs' Association's 2024 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 Sponsors displayed at Registration
- 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 Sponsors displayed at Registration
- 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 Sponsors displayed at Registration
- 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 on list of Sponsors displayed at Registration
- 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 Sponsors displayed at Registration
- Name on in-house listing in ***InCommand*** Magazine

HOSPITALITY SUITE - \$100; \$500; \$750; \$1,000

- Name on signage in Hospitality Suite

PRESIDENTIAL SPONSOR - \$1,000

- Sponsorship of the President's Banquet on the final evening of Conference
- Name listed on signage at six Conference events
- Name on in-house listing in Buyers Guide
- Name on list of Sponsors displayed at Registration
- Name and logo on in-house listing in ***InCommand*** Magazine **Please email your JPEG logo to info@ohiofirechiefs.org*

VIP SPONSOR - \$2,500

- Sponsorship of the President's Banquet on the final evening of Conference
- Name listed on signage at seven Conference events
- Name on in-house listing in Buyers Guide
- Name on signage in Hospitality Suite
- Name on list of Sponsors displayed at Registration
- Name and logo on in-house listing in ***InCommand*** Magazine **Please email your JPEG logo to info@ohiofirechiefs.org*

GOLD SPONSOR - \$5,000

- Sponsorship of the President's Banquet on the final evening of Conference
- Name listed on signage at all Conference events
- Name on in-house listing in Buyers Guide
- Name on signage in Hospitality Suite
- Name on list of Sponsors displayed at Registration
- Name and logo on in-house listing in ***InCommand*** Magazine **Please email your JPEG logo to info@ohiofirechiefs.org*

OFCA 2024 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 (\$5,000) ___ Hospitality Suite Sponsor \$_____

COMPANY NAME _____ **CONTACT PERSON** _____

ADDRESS _____ **PHONE NUMBER** _____

CITY _____ **STATE** _____ **ZIP CODE** _____

SIGNATURE AUTHORIZING PAYMENT _____

AMOUNT DUE _____

FOR OFCA USE ONLY:	
Received: _____	Paid: _____

* No Sponsorship forms will be processed without payment

* Return this form no later than **July 3, 2024 to be included in the Buyer's Guide**

* Make checks payable to: Ohio Fire Chiefs Association; 450 W. Wilson Bridge Road, Suite 150; Worthington, Ohio 43085



Again, this year, we are offering you the opportunity to have company representation **BOTH** outside in the parking lot **AND** inside in 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!**

To take advantage of this special offer, simply add \$300 (before totaling your registration) to the highlighted sections:

**** INSIDE SPACE IN ADDITION TO OUTSIDE SPACE****

****OUTSIDE SPACE IN ADDITION TO INSIDE SPACE****

On Tuesday, July 23, 2024, there will be an open reception for vendors, members, and guests from 3:30 PM – 5:30 PM. The room for the open reception will be determined at a later date. We hope that you can join us!

OHIO FIRE CHIEFS' ASSOCIATION

Annual Conference Registration Form – OUTSIDE SPACE

July 23 & 24, 2024 - 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

FOR OUTSIDE SPACE ONLY:

Outside Space Fee ---- \$900/Space 20' x 20' (Before June 21, 2024) \$ _____

Outside Space Fee ---- \$950/Space 20/20 (After June 21, 2024) \$ _____

Additional Outside Space ---- \$175 per space \$ _____

****Inside Space in Addition to Outside Space ----\$300.00**** \$ _____

REGISTRATIONS:

Original space includes 2 meal tickets for Tuesday & Wednesday lunch. See Ticket Purchase form for additional lunch ticket prices.

NAMES OF INDIVIDUALS 1. _____

2. _____

Additional Lunch Tickets: _____ (Number of Tickets) x \$50.00 \$ _____

Non-Member Fee: \$50.00/Exhibitor \$ _____

(Includes discounted Corporate Membership through 9/30/2024)

TOTAL DUE \$ _____

1st Choice: Space # _____

2nd Choice: Space # _____

3rd Choice: Space # _____

4th Choice: Space # _____

Make checks payable to:
Ohio Fire Chiefs' Association
450 W. Wilson Bridge Road, Suite 150
Worthington, Ohio 43085

Credit Card information can be provided on the Credit Card Information Form provided in the Vendor packet.

FOR OFCA USE ONLY:

SPACE # ASSIGNED _____ Received: _____

Paid: _____

SET UP IS JULY 22nd 2:00 PM – 8:00 PM & JULY 23rd 8:00 AM – 12:00 PM

HILTON AT EASTON OUTSIDE VENDOR MAP PAGE 1

EASTON MALL

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72	68	61
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	54	53
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43	42	35
----	----	----

25

71	67	62
----	----	----

60	55	52
----	----	----

49

44	41	36
----	----	----

34

31	26	24
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76	77	78
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70	66	63
----	----	----

59	56	51
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48

45	40	37
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33

30	27	23
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79	80	81
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69	65	64
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58	57	50
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47

46	39	38
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29	28	22
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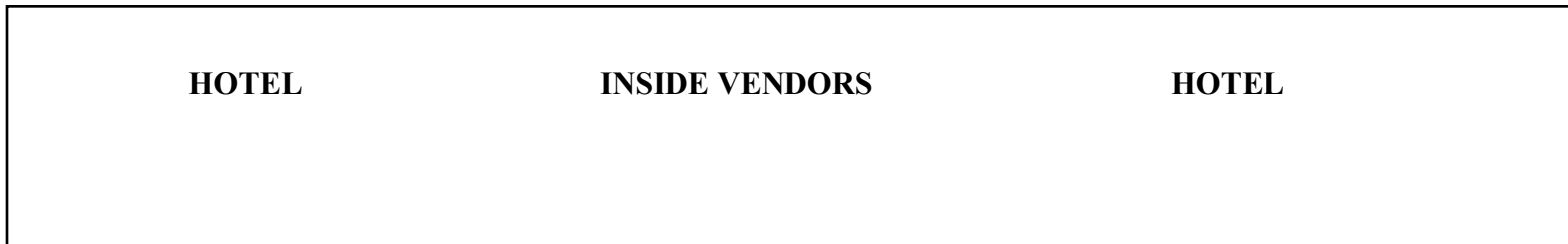
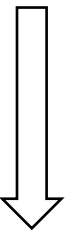
15

ALL SPACES
ARE
20' X 20'

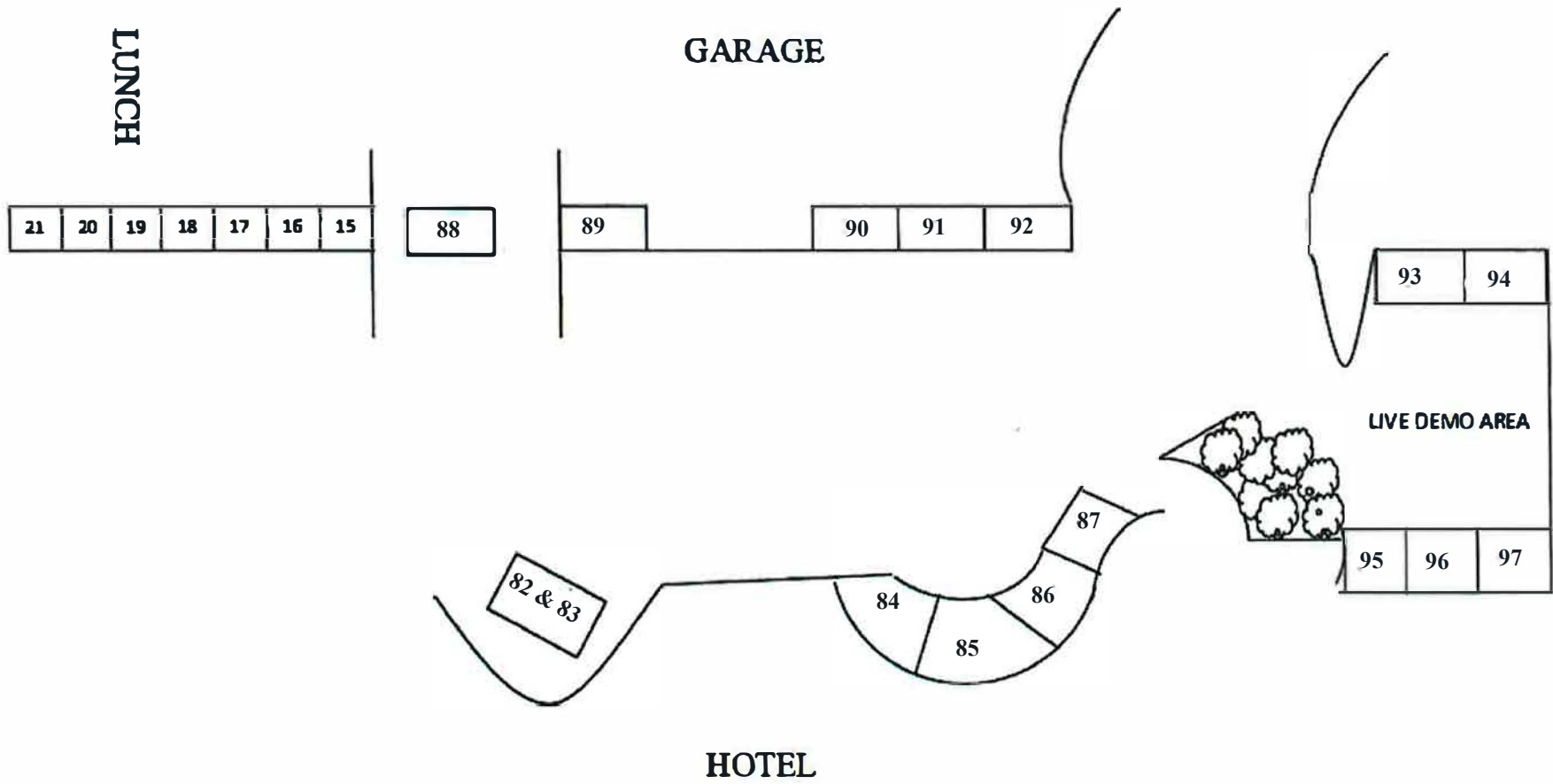
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HILTON AT EASTON OUTSIDE VENDOR MAP PAGE 2



OHIO FIRE CHIEFS' ASSOCIATION

Annual Conference Registration Form – INSIDE SPACE

July 23 & 24, 2024 - 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

Note: Booth size is 8' x 10'. Tables and Electric must be selected on the Inside Vendor Order Form

Inside Space Fee ---- \$900/Space (Before June 21, 2024) \$ _____

Table Top Spaces 110-120 ----\$650/Space (Before June 21, 2024) \$ _____

Inside Space Fee ---- \$950/Space (After June 21, 2024) \$ _____

Table Top Spaces 114-121 ----\$700/Space (After June 21, 2024) \$ _____

Additional Inside Space ---- \$175 per space \$ _____

****Outside Space in Addition to Outside Space ---- \$300.00**** \$ _____

REGISTRATIONS:

Original space includes 2 meal tickets for Tuesday & Wednesday lunch. See Ticket Purchase form for additional lunch ticket prices.

NAMES OF INDIVIDUALS 1. _____

2. _____

Additional Lunch Tickets: _____ (Number of Tickets) x \$50.00 \$ _____

Non-Member Fee: \$50.00/Exhibitor \$ _____

(Includes discounted Corporate Membership through 9/30/2024)

PLUS TOTAL FROM INSIDE VENDOR FORM \$ _____

1st Choice: Space # _____

2nd Choice: Space # _____

3rd Choice: Space # _____

TOTAL DUE \$ _____

Make checks payable to:
Ohio Fire Chiefs' Association
450 W. Wilson Bridge Road, Suite 150
Worthington, Ohio 43085

Credit Card information can be provided on the Credit Card Information Form provided in the Vendor packet.

FOR OFCA USE ONLY:

SPACE # ASSIGNED _____ Received: _____

Paid: _____

SET UP IS JULY 22nd 2:00 PM – 8:00 PM & JULY 23rd 8:00 AM – 12:00 PM

OHIO FIRE CHIEFS' ASSOCIATION

INSIDE VENDOR ORDER FORM

July 23 & 24, 2024 - 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 without Skirting x \$50.00	\$ _____
_____ 8' x 30" Table with Skirting x \$70.00	\$ _____
_____ 8' x 18" Table without Skirting x \$50.00	\$ _____
_____ 8' x 18" Table with Skirting x \$70.00	\$ _____
_____ 6' x 30" Table without Skirting x \$50.00	\$ _____
_____ 6' x 30" Table with Skirting x \$60.00	\$ _____
_____ 6' x 18" Table without Skirting x \$50.00	\$ _____
_____ 6' x 18" Table with Skirting x \$60.00	\$ _____

ELECTRICAL OUTLET:

_____ YES ---- HOTEL OUTLET FEE OF \$70.00 \$ _____

_____ NO

INTERNET ACCESS:

_____ YES ---- HOTEL FEE OF \$60.00 \$ _____

_____ NO

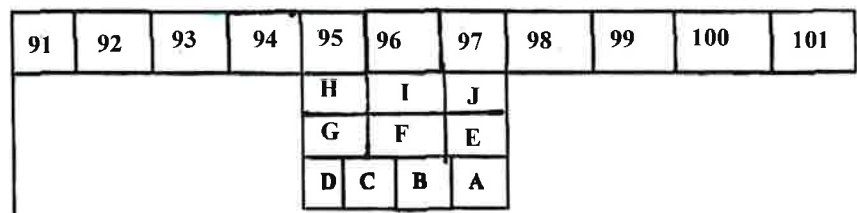
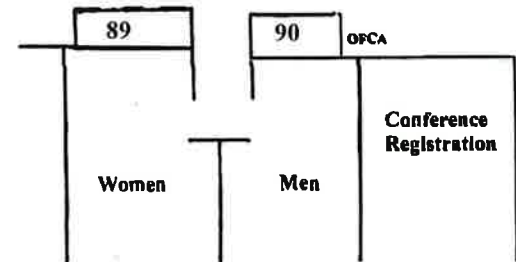
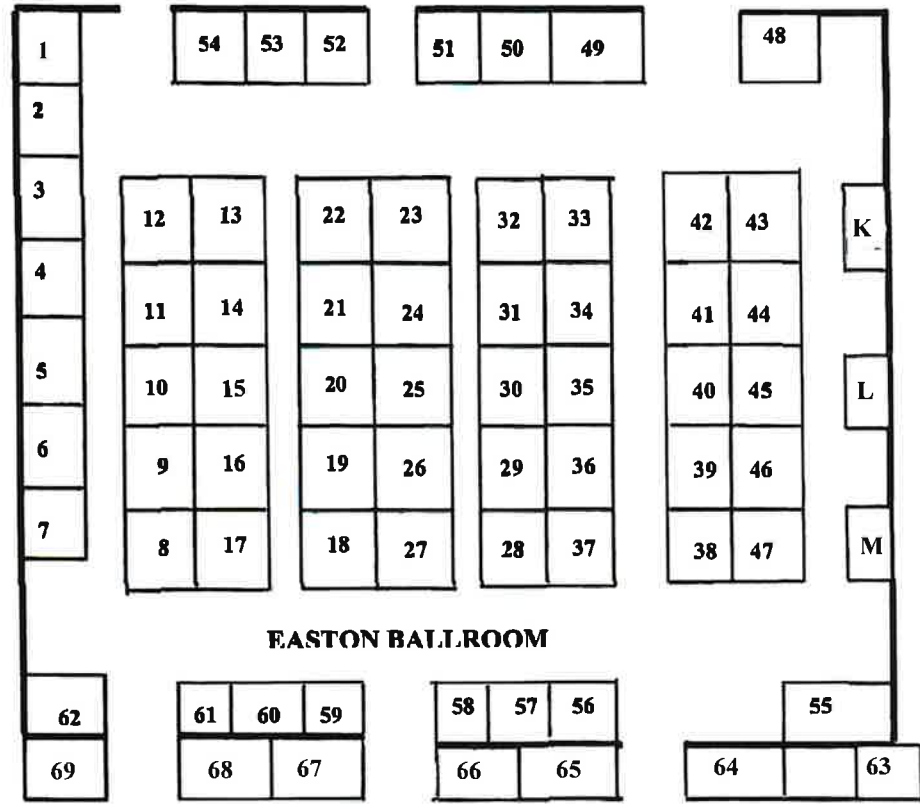
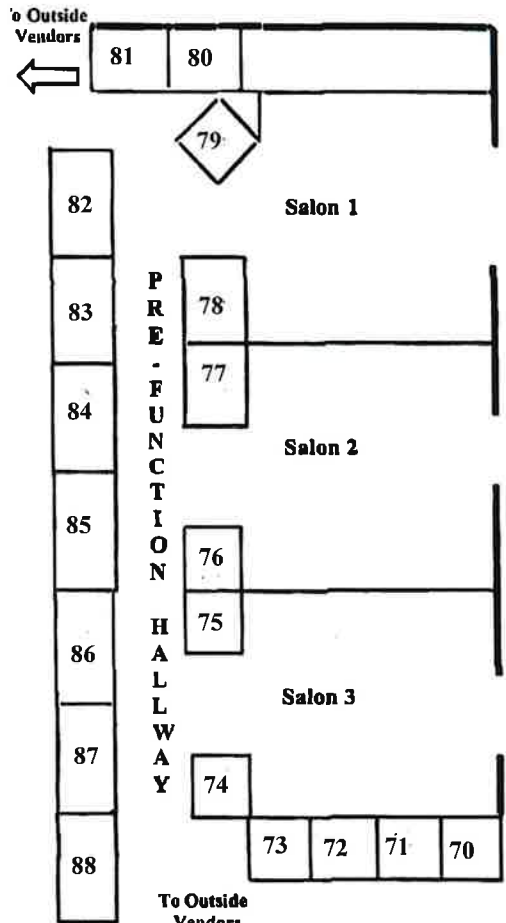
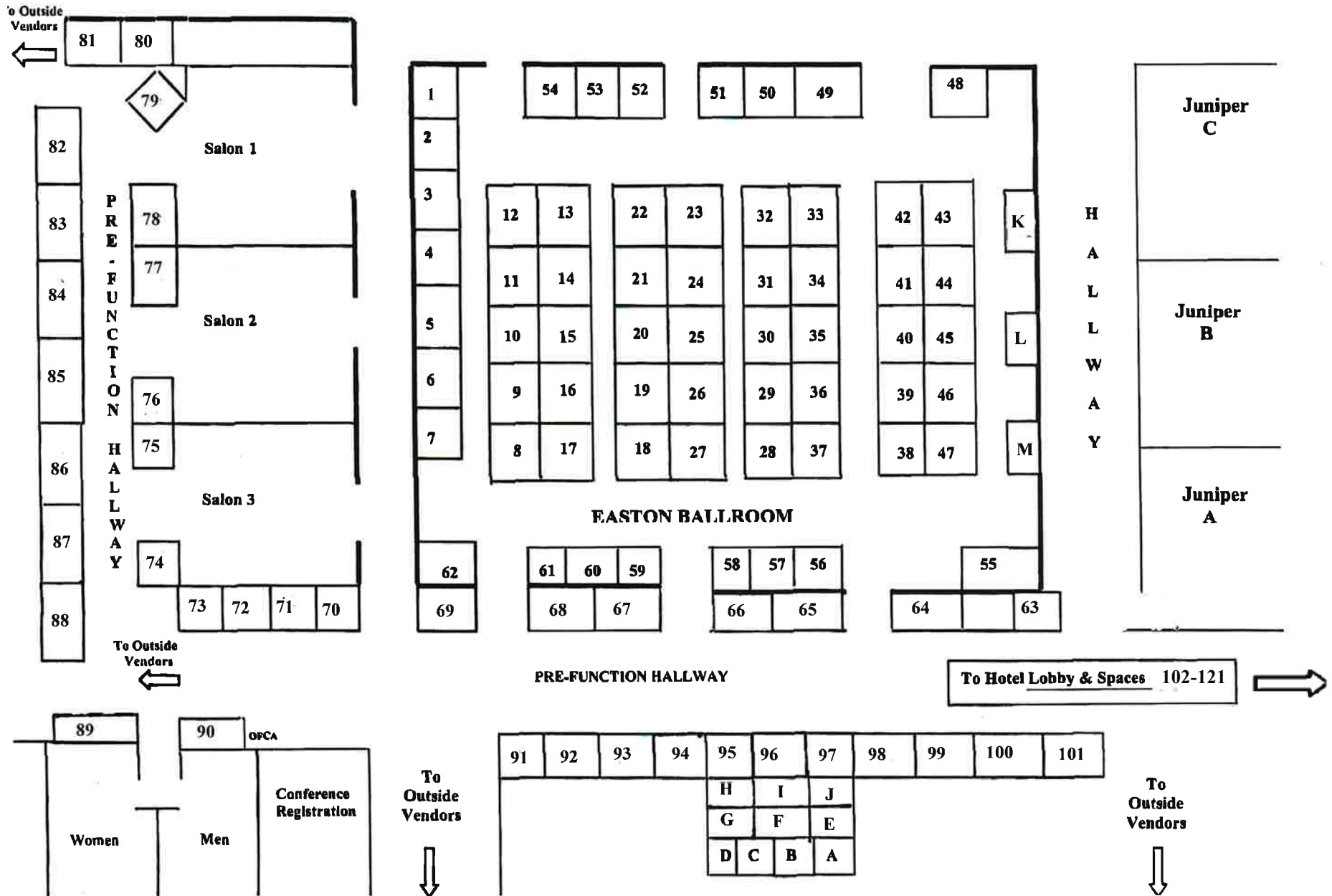
TOTAL \$ _____

TWO CHAIRS PER VENDOR SPACE ARE INCLUDED FOR FREE

HOOKS TO HANG BANNERS ARE ALSO AVAILABLE FOR YOUR SPACE FOR FREE

HILTON AT EASTON INSIDE VENDOR MAP PAGE 1

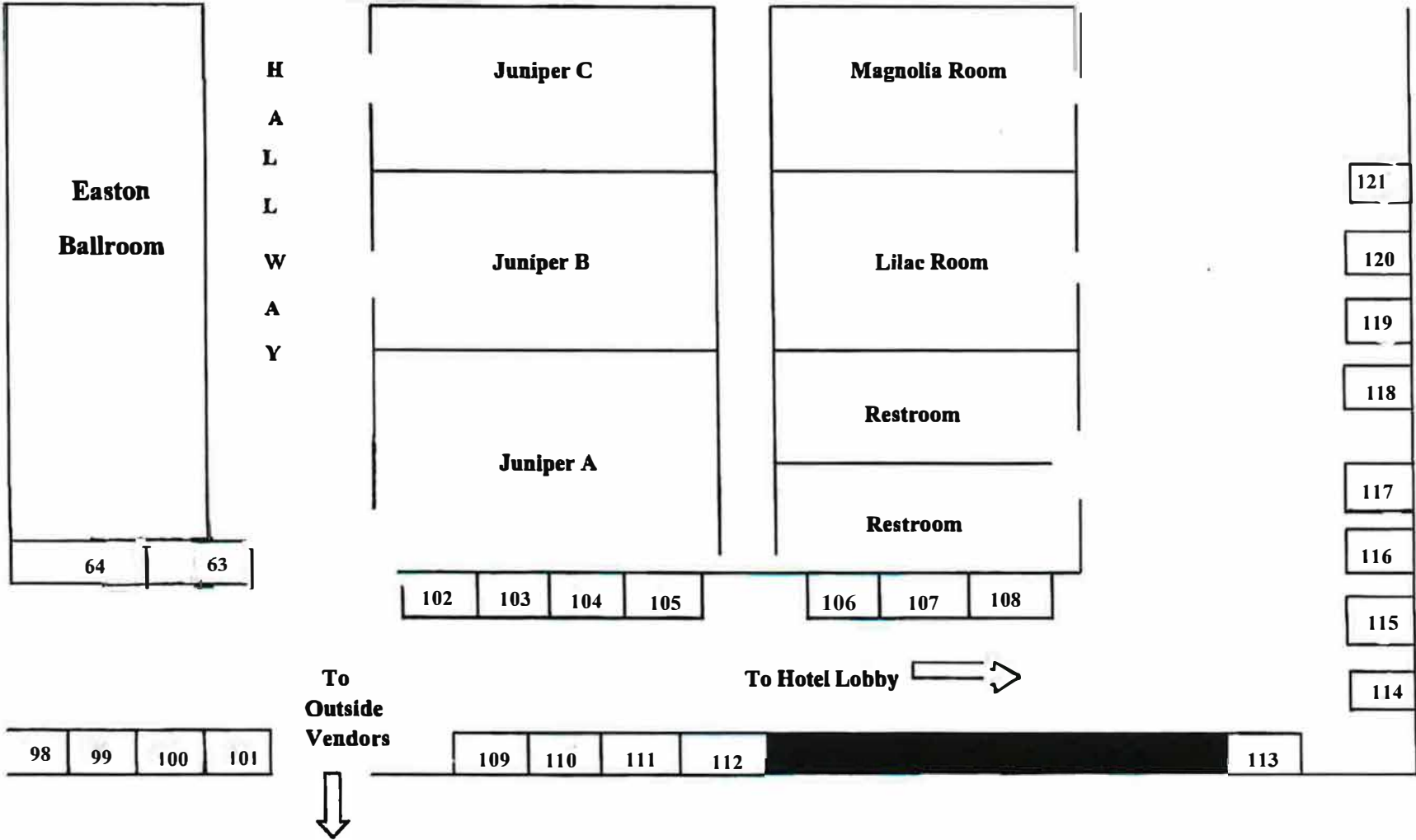
All Booth Spaces are 8' x 10'



HILTON AT EASTON INSIDE VENDOR MAP PAGE 2

Booth Spaces 102-113 are 8' x 10' for \$900

Booth Spaces 114-121 are Table Top for \$650





ADDITIONAL TICKET PURCHASE FORM

ADDITIONAL REGISTRANT(S) LUNCH TICKETS:

\$50.00 Per Day/Per Person

Name of Registrant _____

DAY(S) ATTENDING: MONDAY TUESDAY WEDNESDAY

Name of Registrant _____

DAY(S) ATTENDING: MONDAY TUESDAY WEDNESDAY

Name of Registrant _____

DAY(S) ATTENDING: MONDAY TUESDAY WEDNESDAY

Name of Registrant _____

DAY(S) ATTENDING: MONDAY TUESDAY WEDNESDAY

Name of Registrant _____

DAY(S) ATTENDING: MONDAY TUESDAY WEDNESDAY

Name of Registrant _____

DAY(S) ATTENDING: MONDAY TUESDAY WEDNESDAY

Name of Registrant _____

DAY(S) ATTENDING: MONDAY TUESDAY WEDNESDAY

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



2024 Vendor Registration Credit Card Information Form

Company Name: _____

Card Number: _____

Type: Visa ____ Mastercard ____ Discover ____

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

Expiration Date: _____

3-Digit Security Code: _____

Zip Code Associated with Card: _____

Amount: \$ _____

Signature: _____

BUYER'S GUIDE

This form must be filled out by July 3, 2024
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: _____

Email: _____

Website Address: _____

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

2024 Ohio Fire & Rescue Officer Development Conference
by
THE OHIO FIRE CHIEFS' ASSOCIATION
JULY 23-24, 2024; 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 Friday and Saturday.

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

2024 Ohio Fire & Rescue Officer Development Conference
by
THE OHIO FIRE CHIEFS' ASSOCIATION
JULY 23-24, 2024; Columbus Hilton at Easton

ADMIT ONE

EXHIBITOR _____
GUEST _____
FIRE DEPT. _____
DAYTIME PHONE _____

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by
THE OHIO FIRE CHIEFS' ASSOCIATION
JULY 23-24, 2024; Columbus Hilton at Easton

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GUEST _____
FIRE DEPT. _____
DAYTIME PHONE _____

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THE OHIO FIRE CHIEFS' ASSOCIATION
JULY 23-24, 2024; Columbus Hilton at Easton

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GUEST _____
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EXHIBITOR _____
GUEST _____
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by
THE OHIO FIRE CHIEFS' ASSOCIATION
JULY 23-24, 2024; 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 Friday and Saturday.

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/hotels/cmhchhf-hilton-columbus-at-easton/>

Group Name: OH Fire Rescue Officer

Group Code: 93D

Check-in: July 18, 2024

Check-out: July 25, 2024

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 Friday, July 19, 2024.

All item(s) shipped must be marked with:

Company Name
Chief Tom Wallace
Ohio Fire Chiefs' Association