



Ohio Municipal Clerks Association

175 South Third Street
Columbus, OH 43215

www.omca.us

EXHIBITOR INVITATION LETTER

Dear Exhibitor,

On behalf of the Ohio Municipal Clerks Association (OMCA), I would like to extend an invitation to you and your company to join us at the 64th Annual Institute in Cincinnati, Ohio at the Millennium Hotel July 15-17, 2019.

The 2019 Annual Institute promises to be a huge success with top notch national speakers and special programming geared specifically toward the role of the Municipal Clerk and Clerk Treasurer. The Ohio Municipal Clerks Association strives in bringing the most up-to-date educational and training programs to its members. Each year, the Annual Institute hosts an average of 100 members from municipalities around the great State of Ohio. The upcoming Annual Institute in Cincinnati promises to be a great week of education and training and will be the perfect opportunity for you to connect with many of our members!

Together with the planned educational sessions and your products and services, we can collaborate in assisting our members as being expert Municipal Clerks! This collaboration is a win-win for both the member and for the municipalities which they serve. With this fresh vision and new energy, we hope that you mark these dates on your calendar and join us in Cincinnati, Ohio!

In order to continue to make this a rewarding experience for our membership, we are reaching out to vendors such as yourself to encourage your attendance and/or sponsorship at the 2019 Annual Institute. Please take a moment to review the Exhibitor/Sponsor packages that best fit your business needs. As an attendee or sponsor, businesses will receive a contact list of all attendees and will be featured in the Institute Program that all attendees will receive.

Our theme for this year is, "It's All About the Journey!" This theme is imperative to the role of the Municipal Clerk, as no one can do their job alone. We need excellent professionals such as yourself in assisting our members in their journey of remaining current and compliant in the field. I am hoping you and your business will be eager to join in this journey with the OMCA as we navigate all things related to Clerking!

Booth assignments are on a first come, first served basis. Register early for the best location! For additional information regarding exhibitor/sponsorship or registration, please contact Dana Schroeder by calling (440) 237-4260 or via email at dschroeder@northroyalton.org.

I look forward to seeing you in Cincinnati in July 2019!

Sincerely,

Janice M. Bates, MMC -OMCA President

937-667-8425

batesj@tippcity.net

OUR MISSION

The Ohio Municipal Clerks Association advances the municipal clerk profession through education, networking and member benefits, which establishes clerks as experts in their field and leaders in the communities they serve.



**EXHIBITOR/CONTRIBUTOR –
REGISTRATION 65th ANNUAL INSTITUTE
“IT’S ALL ABOUT THE JOURNEY”**

REGISTRATION DEADLINE: June 1, 2019 for early discount. Booth assignments are made on a first come first serve basis. Register early for the best location! **All sponsorships will be featured in the Institute Program and announced at the Institute.**

_____ (Company Name) would like to be represented at the 65th OMCA Annual Institute on July 15-17 at Millennium Hotel, 150 W. 5th Street, Cincinnati, OH 45202 (513-352-2100). Booth space includes: 6’ table, table cloth, 2 chairs, and wireless internet.

Reps Name: _____

Do you need electric? YES / NO

Address: _____

City: _____ State: _____ Zip: _____

PHONE: _____ FAX: _____

EMAIL: _____ WEBSITE ADDRESS: _____

Please provide a brief description of your company’s product and/or service:

	Early Registration	After June 1 st Registration
1) Name: _____	\$450.00	\$550.00
2) Name: _____	\$175.00	\$350.00
3) Name: _____	\$175.00	\$350.00

Yes, _____ will be participating in the exhibitor lunch on Monday, July 15, 2019
(number) **This is needed for food count**

Yes, _____ will be participating in the exhibitor lunch on Tuesday, July 16, 2019
(number) **This is needed for food count**

TOTAL ENCLOSED: \$ _____



SPONSORSHIPS

All sponsorships will be featured in the Institute Program and announced at the Institute.

Is your company interested in sponsoring snacks, lunch, the exhibitor lunch, the banquet, cocktail hour before the banquet, attendee gifts or providing money for a scholarship for the OMCA members? If so, with this additional sponsorship costs of \$400, the price for a booth will be reduced to \$200 + the additional person fee. **All sponsorships are reviewed and approved by the Committee.**

YES / NO If yes, please provide contact information

Company Name: _____ Reps Name: _____

Address: _____

City: _____ State: _____ Zip: _____

PHONE: _____ FAX: _____

EMAIL: _____ WEBSITE ADDRESS: _____

What would you like to sponsor: (Please list – all sponsorships are approved by the Committee)

TOTAL SPONSORSHIP: _____ + **Booth Fee (\$200)** _____

Can't attend the Institute but would like to be included on the exhibitor list and be recognized during the Institute? ***All contributors will be featured in the Institute Program and announced during the Institute.***

Our company _____ is unable to attend the 65th OMCA Annual Institute, but would like to contribute \$_____ toward snacks, lunch, the exhibitor lunch, the banquet, cocktail hour before the banquet, attendee gifts or providing money for a scholarship for the OMCA members. If you do not want to make a monetary contribution, please consider sending something to give to the OMCA members; t-shirts, sweatshirts, mugs, a goody bag. Those items can be sent to the address below and would have to total 100 items.

Please mail this registration form along with your check made payable to:

**Ohio Municipal Clerks Association
Attn: Dana Schroeder
City of North Royalton
14600 State Road
North Royalton, Ohio 44133**

TOTAL ENCLOSED: \$_____

Thank you for supporting the Ohio Municipal Clerks Association and we look forward to seeing you in July!