



Ohio Municipal Clerks Association

175 South Third Street
Columbus, OH 43215

www.omca.us

Dear Vendor,

We at the Ohio Municipal Clerks Institute have begun planning for our 2017 Annual Training Institute. We are contacting our regular vendors and reaching out to some new names for participation during our 63rd annual institute in July, 2017.

Registration cost has been established for 2017 and will be \$375.00 for the first individual and \$100.00 per additional attendee.

Registered vendors will have booth space available at the 63rd OMCA Annual Institute on both Monday July 17th and Tuesday July 18th. Registration will open Sunday at approximately 4:30 p.m. and again on Monday at 7:00 am. Lunch and evening events for our vendor participants for Monday and Tuesday are covered by the fee. There will also be a meet and greet on Sunday evening for everyone.

Coordination of breaks will be planned to include all vendors so that the contact time with attending clerks is optimized. We will have a "Get to Know the Vendors" dinner on Monday, July 17th to further optimize your ability to make contact and spread the word regarding your product or service.

This year the institute will have a "Yellow Brick Road" theme, and we will provide themed vendor cards to encourage visits to every booth. We're encouraging vendors to go with the theme to the best of your imaginative ability!

We will be staying at the DoubleTree by Hilton Cleveland Downtown – Lakeside. 1111 Lakeside Avenue E., Cleveland, Ohio 44114. 216-241-5100.

Your registration is attached along with this letter, and we at the OMCA are hoping that you will pencil in the event. Feel free to contact either Judy or DiAnn with any suggestions or questions you may have.

Sincerely,

DiAnn Jamerson
djamerson@plymouthoh.org
OMCA Education Committee

Judy Kintner
clerk@vil.yellowsprings.oh.us
OMCA Education Committee

"Follow the OMCA Yellow Brick Road with Me" 

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.



**VENDOR/CONTRIBUTOR – REGISTRATION
63rd ANNUAL INSTITUTE
“Follow the OMCA Yellow Brick Road”**

_____ will be represented at the 63rd OMCA Annual Institute on July 17- 18
at (Company name) Double Tree by Hilton Cleveland Downtown.

Contact Information: _____
(Address) (Telephone Number)

(Email Address) (Website Address)

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

Yes, _____ will attend: 1) Name _____ \$375.00
(Number)
2) Name _____ \$100.00
3) Name _____ \$100.00

Yes, _____ will be participating in the vendor dinner on Monday July 17, 2017. *(Starting at 6pm)*
(Number)

Yes, _____ will be attending the _____ on Tuesday July 18, 2017. *(Includes dinner and Lake event)*
(Number)

TOTAL ENCLOSED \$ _____

Please mail registration forms and make checks payable to: **Ohio Municipal Clerks Association
Attn: Sharon Cassler, MMC
City of Cambridge
1131 Steubenville Avenue
Cambridge, Ohio 43725.**

Booth space includes an 8’ table, table cloth, 2 chairs, and wireless internet. **Do you need electric? YES / NO**

REGISTRATION DEADLINE: June 30, 2017. Booth space assignments are made on a first come first serve basis. Register early for the best location!

SPONSORSHIPS

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

Is your company interested in sponsoring a break, lunch, the vendor dinner, the banquet or provide for a scholarship? **YES / NO** . If yes, please provide us with contact information _____

_____.

Can't attend the Institute but would like to be included on the vendor list and be recognized during the Institute?

Our company _____ is unable to attend the 63rd Annual

(Company Name)

Institute but would like to **contribute \$**_____ toward a break, lunch, vendor reception, banquet or scholarship. All contributors will be featured in the Institute Program.

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

Ohio Municipal Clerks Association
Attn: Sharon Cassler, MMC
City of Cambridge
1131 Steubenville Avenue,
Cambridge, Ohio 43725.

TOTAL ENCLOSED \$ _____

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