

Dear Exhibitor,

The Ohio Municipal Clerks Association (OMCA) 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. As current President of the Association, I would like to extend a personal invitation to you and your company to join us at our Annual Institute in Lewis Center, Ohio at the Nationwide Hotel and Conference Center, July 17-19, 2023.

The 2023 Annual Institute promises to be an educational as well as fun filled event focusing on clerk essentials (agenda preparation, minutes, records retention and storage, meeting management, etc.). Each year, the Annual Institute hosts an average of 100 members from municipalities throughout the state of Ohio. The Institute promises to be a great week of education, training and the perfect opportunity for you to connect with many of our members and clerks from neighboring states!

In order to continue making this a rewarding experience for our members and exhibitors, we have revised our exhibitor's application. In order to encourage greater exhibitor participation and connection to our clerks, we are offer a variety of sponsorship/scholarship opportunities. Please review the [NEW exhibitor registration](#) closely and take advantage of this new process.

Our theme this year is "Portrait of Success!" We will be challenging our clerks to determine what constitutes success for them. Whether that be personal achievements or convincing their municipality to purchase meeting management software, finance software, a new codification system, or digital records management. I hope your business takes advantage of this opportunity to join 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](mailto:dschroeder@northroyalton.org).

I look forward to seeing you in Lewis Center in July!

Sincerely,

*Mollie Prasher*  
OMCA President

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#### 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 68<sup>TH</sup>  
ANNUAL INSTITUTE  
"PORTRAIT OF SUCCESS"**

**REGISTRATION DEADLINE: June 1, 2023 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.*** ***Please select a registration level from the levels shown below.*** The Clerk Level is the basic booth registration.

\_\_\_\_\_ (Company Name) would like to be represented at the 68<sup>TH</sup> OMCA Annual Institute on July 17-19, 2023 at ***Nationwide Hotel and Conference Center, 100 Green Meadows Drive, Lewis Center, Ohio 43035*** (614-880-4300). Booth space includes: 5' table, table cloth, 2 chairs, and wireless internet.

Rep(s) Name: \_\_\_\_\_ **Need electric?**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

PHONE: \_\_\_\_\_ WEBSITE ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ BOOTH LEVEL AMOUNT \$ \_\_\_\_\_

Please provide a brief description of your company's product and/or service:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Registration will be divided into different levels this year. We have had a number of Exhibitors request sponsorship opportunities.**

**All paid Exhibitors will have a booth with a 5 foot table and 2 chairs in the Exhibitor room. Exhibitors are invited to join the Clerks for lunch on Monday, July 17<sup>th</sup> and Tuesday, July 18<sup>th</sup>. Clerks are encouraged to visit Exhibitors during breaks. We will also offer Exhibitors an opportunity to introduce themselves and their company during our Tuesday lunch break.**

**All registrations are reviewed and approved by the Committee.**



## Clerk Level - \$450

### Sponsor Benefits

- ✓ One booth in exhibit area for two exhibitors
- ✓ Your company name and logo in the Institute program
- ✓ Recognition and opportunity to speak at lunch on Tuesday
- ✓ OMCA's heartfelt appreciation for participating in our Institute

## CMC Level - \$600

### Sponsor Benefits

- ✓ One booth in exhibit area for two exhibitors
- ✓ Your company name and logo in the Institute program
- ✓ Recognition and opportunity to speak at lunch on Tuesday
- ✓ **Inclusion in our All-Inclusive Tuesday night event at the Columbus Zoo**
- ✓ OMCA's heartfelt appreciation for participating in our Institute

## MMC Level - \$800

### Sponsor Benefits

- ✓ One booth in exhibit area for two exhibitors
- ✓ Your company name and logo in the Institute program
- ✓ Recognition and opportunity to speak at lunch on Tuesday
- ✓ Inclusion in our All-Inclusive Tuesday night event at the Columbus Zoo
- ✓ **Sponsorship of ONE clerk refreshment break with the vendors**
- ✓ **Quarter page ad in the Institute program**
- ✓ OMCA's heartfelt appreciation for participating in our Institute

## OMCA Level - \$1,000

### Sponsor Benefits

- ✓ Free booth registration in exhibit area for two exhibitors
- ✓ Your company name and logo in the Institute program
- ✓ Highlighted recognition and opportunity to speak at lunch on Tuesday
- ✓ Inclusion in our All-Inclusive Tuesday night event at the Columbus Zoo
- ✓ **SPONSORSHIP DONATION TO THE MARILYN LAUGHLIN SCHOLARSHIP FUND**
- ✓ **Half page ad in the Institute program**
- ✓ OMCA's heartfelt appreciation for participating in our Institute



## Buckeye Level - \$1,200

### Sponsor Benefits

- ✓ Free booth registration in exhibit area for two exhibitors
- ✓ Your company name and logo in the Institute program
- ✓ Highlighted recognition and opportunity to speak at lunch on Tuesday
- ✓ Inclusion in our All-Inclusive Tuesday night event at the Columbus Zoo
- ✓ Sponsorship of two refreshment breaks with vendors
- ✓ Half page ad in the Institute program
- ✓ OMCA's heartfelt appreciation for participating in our Institute

## Council Level - \$1,500

### Sponsor Benefits

- ✓ Free booth registration in exhibit area for two exhibitors
- ✓ Your company name and logo in the Institute program
- ✓ Highlighted recognition and opportunity to speak at lunch on Tuesday
- ✓ Inclusion in our All-Inclusive Tuesday night event at the Columbus Zoo
- ✓ Sponsorship of banquet cocktail party
- ✓ Half page ad in the Institute program
- ✓ OMCA's heartfelt appreciation for participating in our Institute

## Ohio Level - \$2,000

### Sponsor Benefits

- ✓ Free booth registration in exhibit area for two exhibitors
- ✓ Your company name and logo in the Institute program
- ✓ Highlighted recognition and opportunity to speak at lunch on Tuesday
- ✓ Inclusion in our All-Inclusive Tuesday night event at the Columbus Zoo
- ✓ Sponsorship of All-Inclusive night at the Columbus Zoo
- ✓ Half page ad in the Institute program
- ✓ OMCA's heartfelt appreciation for participating in our Institute



**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 68<sup>TH</sup> 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 need 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!**