2026 - 146th Annual

CCAO/CEAO

WINTER CONFERENCE



December 9-10, 2026
(Exhibitor dates)

Hilton Columbus Downtown
402 N High Street

REGISTER NOW

www.ceao.org

614-221-0707

Embrace the Magic of Winter Conference

Step into the sparkle of the 2026 Winter Conference! ❄️ This season, let your organization shine by showcasing your latest innovations and accomplishments. Just like a flurry of snowflakes, the networking possibilities are endless—each one a chance to connect, collaborate, and celebrate. Don't miss your moment to be part of the warmth and wonder at our 146th Annual Winter Conference.

⛄✨Put on your creative mittens and help us once again transform the exhibit hall into a festive winter escape! Bring the magic to life by decorating your booth with a winter theme and help make the trade show floor a place of excitement and inspiration.

Trade Show Schedule

Wednesday, December 9, 2026*
10:00am-3:00pm Exhibitor Move In
5:00pm-7:00pm Opening Trade Show Reception/ Entertainment in Trade Show

Thursday, December 10, 2026*
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
3:30pm-5:00pm Exhibitor Tear Down/Move Out

*Approximate times are subject to change based on speaker availability and final agenda adjustments.

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

Optional add-on entertainment:
On Thursday evening join us for the new Monte Carlo (Casino) Night - $50 additional fee applies to attend. Tickets can be added to your online registration.

Location

Hilton Columbus Downtown
Room: Aminah Robinson Ballroom, 5th Floor
402 North High Street
Columbus, OH 43215
$168/night + taxes and fees
Rate ends Nov 9 or when block is sold out.

Exhibitor Registration & Information

Booth Pricing

Premier Booth $1,250
Inside Trade Show
10 available

Standard Booth $1,050
Inside Trade Show

Table Outside of Trade Show $850
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.

Additional booth representatives: $350 per person

Premier and Standard Exhibitor Booths Include

Installing, maintaining, and dismantling of draped booth space by The Fern Company

- **8' deep x 8' 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
- Company name in Event app
- Please note there is a floor load capacity limit/no heavy equipment or gas powered equipment will be permitted.

Booth Options:

Premier Booth: 10 available, sold on a first come first serve
8' x 8' 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 8' carpeted exhibit booths located in the Aminah Robinson Ballroom.

Table Outside of Trade Show: 7 available
Includes table, chair, and tablecloth 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
Ice Cream Social

Additional booth representatives: $350 per person. Registration includes: Wednesday Trade Show Reception, Thursday breakfast, (Thursday lunch on your own), and Thursday ice cream social.

Optional add-on entertainment: Thursday evening join us for the new Monte Carlo (Casino) Night - $50 per person additional fee applies to attend.
Add on during online registration.

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.

Booth Assignments and 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. Encore EventNow will provide electric services and AV. Please use code “CCAO50” to receive a discount from Encore EventNow. Go to https://tinyurl.com/3fm47ysj to order electricity or internet services from Encore.

Hilton Exhibitor Guidelines

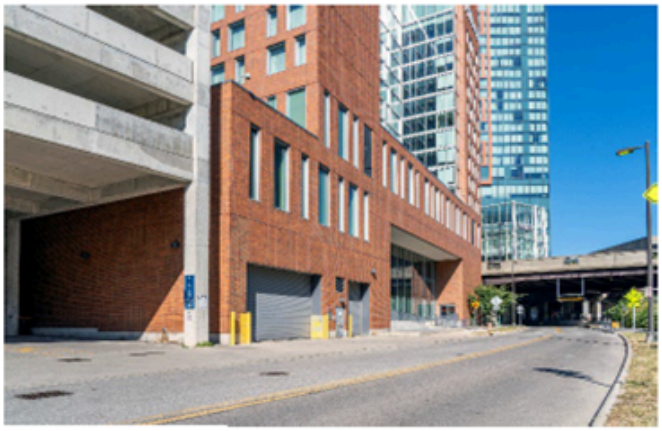
- No adhesives, nails, screws or bracing wires used in the exhibit display may be attached to hotel property.
- No painting, mixing of chemicals, fire arms or explosive materials are allowed in the hotel.
- Electrical Lifts (genie-lifts, etc.) used in hotel meeting space, must be approved by your Event 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 & Unloading

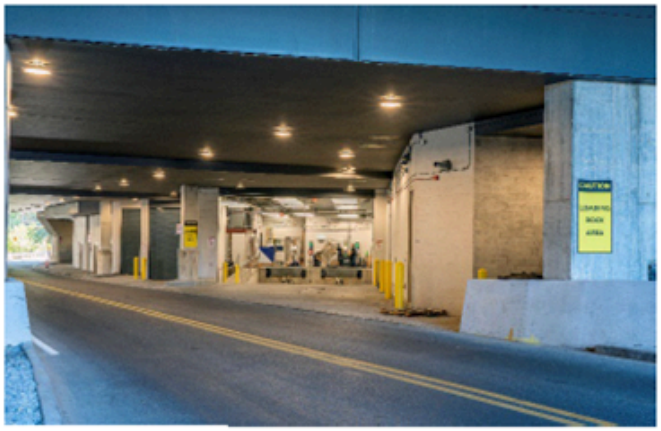
- Hilton Columbus Downtown has 2 loading docks located off of Convention Center Drive; referred to as Dock 401 & Dock 402.
- Hotel cannot guarantee a bay will be available without a wait. Please do not arrive at the loading dock before 10:00am. The hotel recieves their supply deliveries daily between 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.

2026 Load In Process: Volunteers will be at the loading dock starting at 10:00am to help you get your items quickly unloaded and delivered to your booth while you park your car. Cars can not be left unattended or parked in the loading dock.

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 1-71N.

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.
- To exit: continue straight on Convention Center Drive for access to I-670E and 1-71N.



Exhibit Hall Theme:

Winter

Wonderland

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CCAO/CEAO Winter Conference
Trade Show Exhibitor Booth Contest

If your booth wins, you get a free exhibit booth registration for our 2027 conference. The Winner will be announced following the Ice Cream Social via the conference app and CEAO's Facebook page.

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 9th.
- 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 2027 CCAO/CEAO Winter Conference. In the case of a tie, the tied score cards will be entered into a raffle drawing and randomly selected.

Examples from 2024 & 2025:
Remember your booth size is 8ft x 8ft. You can also request to have your standard table removed and/or order a different option through the Fern Company.





