



Trade Show Exhibitor Information Packet

Sunday, September 14—Tuesday, September 16

You are invited to exhibit at the 2025 Ohio GIS Conference and Trade Show

Location: Hilton Polaris/Columbus, 8700 Lyra Drive, Columbus, OH 43240

Don't miss this outstanding opportunity to interact with GIS professionals from all over Ohio! If your company provides GIS services, products, hardware or software, you need to be here. Exhibit tables are a great way to showcase your products and services. Various session breaks are scheduled throughout the conference days to encourage one-on-one conversations with your company representatives.



Complete your registration online at www.ohiogisconference.org

Exhibitor Booth Pricing

Exhibitor - Supporting Member* of CEOA \$775

This registration type is for CEOA Supporting Members who have paid their annual dues and are in good standing with CEOA. If you do not know if you are a supporting member, please call us at 614-221-0707.

Exhibitor - Non-Supporting Member* of CEOA \$875

This registration type is for companies that are NOT 2025 supporting members of CEOA. If you are interested in becoming a member and saving \$100 or if you do not know your membership status, please call us at 614-221-0707.

Additional Exhibitors—\$425 each

You must purchase an exhibit booth first before you can add additional exhibitors. This rate is for a 3rd, 4th, 5th (or more) booth representative to attend.

*CEOA has the right to correct your registration and adjust your price to the correct registration amount if not properly completed.

CEOA & Ohio GIS Conference Event REGISTRATION CANCELLATION POLICY: Any changes to your registration must be made in writing via email to Maria Aventino, maventino@ceao.org. If you have paid by credit card, a \$50 administrative processing fee will be charged for all cancellations. No refunds after September 1, 2025. No shows will be billed. CEOA reserves the right to make changes to completed registration information and the registration website to reflect accuracy.

2025 Ohio GIS Conference™ and Trade Show

Trade Show Exhibitor Information

Included in your exhibit fee:

- 2 Full Conference Registrations
- 1 table and 2 chairs
- Company name listed in the program
- Company name listed in the app
- Free Basic wi-fi & electricity
- Sunday night Sneak Peak Reception
- Trade Show Reception
- Meals include: 2 Breakfasts, Tuesday Luncheon & Awards
- Ice Cream Social and Popcorn Power Breaks

Trade Show Tentative Schedule*

Pre-Conference – Sunday, September 14

4:00pm - 7:00pm: Exhibitor Check-in/Trade Show Booth Set Up & Map Gallery Set Up

Set Up Social & Exhibitor Sneak Peek Gathering:

Set up your booth, meet our early arrivers, volunteers and other exhibitors before the conference officially begins. **Stick around for a casual social gathering with light refreshments.**

Day 1 - Monday, September 15

8:00am - 9:00am: Trade Show Open

9:00am - 10:00am: Welcome and Keynote Speaker

10:00am - 10:30am: Trade Show & Coffee Break (Sponsor Opportunity)

10:30am - 12:00pm: Breakout Sessions

12:00pm – 1:00pm: Lunch on your own (Invite a client to lunch)

1:00pm - 1:30pm: Trade Show & Map Gallery

1:30pm – 2:30pm: Breakout Sessions

2:30pm – 3:00pm: Trade Show Ice Cream Social (Ice Cream Social Sponsor Opportunity)

3:00pm – 5:00pm: Sessions

5:00pm – 6:00pm: Trade Show Reception (Reception Sponsor Opportunity)

Day 2- Tuesday, September 16

8:00am - 8:45am: Breakfast with Exhibitors (Breakfast sponsor opportunity)

8:45am - 9:40am: Morning Sessions

9:40am - 10:10am: Exhibitor Break (Coffee break sponsor opportunity)

10:10am - 11:10am: Morning Sessions

11:15am - 12:30pm: Keynote Luncheon & Awards

12:45pm - 1:45pm: Afternoon Sessions

1:45pm - 2:15pm: Popcorn Power Break with Exhibitors (Popcorn sponsor opportunity)

2:30pm: Booth teardown and load out

2:15pm - 3:00pm: Final Conference Session Ends

Adjourn

*Schedule is subject to be adjusted as needed

Conference Hotel Location and Overnight Rooms:

Hilton Polaris/Columbus

8700 Lyra Drive

Columbus, OH 43240

The Hilton Polaris Columbus is conveniently located near a variety of restaurants, shopping, and entertainment options. Parking is abundant and FREE!

Room reservations: \$171 per night* - Book by August 15, 2025, to receive the Group Rate!

*Please note: The \$171 per night group rate is subject to availability and may sell out before the booking deadline. This does *not* necessarily mean the hotel is fully booked—it simply means that rooms at the discounted group rate are no longer available.

Hotel room reservations: [Click here](#)

You can also call 614-885-1600 and request the Reservations Department or 1-888-864-8055. You must reference the Ohio GIS Conference™ when you call in order to receive the group rate.

SHIPPING AND RECEIVING GUIDELINES

Special arrangements must be made for receiving any equipment, goods, displays or other materials which will be sent, delivered or brought into the hotel. Failure to do this may result in deliveries being refused or materials being unavailable when required. The Hotel's receiving entrance is open from 8 a.m. to 5 p.m. Monday through Friday. Special arrangements must be made, in advance, for any deliveries not within this time frame.

Any materials being sent to the hotel must be marked as follows:

1. Hold for arrival

Attn: (Guest Name and Organization)

Arrival Date: (Month/Day/Year)

2. Complete return address

3. Convention Services Manager's Name

4. Number of boxes (i.e., Box 1 of 2; Box 2 of 2)

Hilton Exhibitor Clause:

Exhibitor shall be fully responsible to pay for any and all damages to property owned by Hilton Columbus/Polaris, its owners or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Hilton Columbus/Polaris, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.

PROMOTIONAL MATERIALS

Nothing shall be posted, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Anything in connection therewith necessary or proper for the protection of the building, equipment or furniture will be at the expense of the organization or exhibitor. All signage must be professionally produced and meet with hotel standards.

Individual pays all Charges:

Individuals shall be responsible for their own guestroom, tax, incidental charges, and any other charges not authorized by Group. Guests will present credit card upon arrival for authorization, however, all charges incurred are to be paid upon checkout.

2025 Ohio GIS Conference™ and Trade Show

Trade Show Exhibitor Information and Sponsorship Options

Sponsorships

Sunday Evening Sneak Peak: \$1,500 (2 available)

- ◆ Official sponsor of the Sneak Peak gathering of early-arriving attendees, volunteers, & exhibitors
- ◆ Signage near the food station during the Sunday evening setup activities
- ◆ Option to introduce a speaker & moderate one session of your choice on Monday or Tuesday during the conference. You are allowed to introduce your company and share 1-minute about what services you offer.
- ◆ Recognition in the conference app
- ◆ Recognition on the Ohio GIS Conference rotating slideshow
- ◆ Recognition on CEOA social media sites (LinkedIn & Facebook)
- ◆ Sponsorship does NOT include conference registration

Monday Trade Show Reception & Drinks: \$4,000 (2 available)

- ◆ Each attendee will receive a drink Koozie to be used throughout the conference for their drinks (pop, beer, sparkling water, etc.). You provide your logo for the Koozie to CEOA. The Koozies are purchased by CEOA and we provide them to the hotel bartender and banquet staff for use at drink stations throughout the conference.
- ◆ Up to 5 minutes speaking to all attendees during the Monday Morning Welcome session to introduce your company and the services you provide; or, you may show a short video marketing promo in lieu of the 5 minutes of speaking.
- ◆ Option to introduce a speaker & moderate one session of your choice on Monday or Tuesday during the conference. You are allowed to introduce your company and share 1-minute about what services you offer at the beginning of the session.
- ◆ Official Sponsor of the conference app (logo/branding and your website link)
- ◆ One conference app push notification during the event in recognition of your sponsorship
- ◆ Recognition on the Ohio GIS Conference rotating slideshow
- ◆ Recognition on CEOA social media sites (LinkedIn & Facebook)
- ◆ Sign recognition at refreshment breaks
- ◆ One full conference attendee registration (excludes exhibitor booth registrations). This is for one full conference attendee from your company.
- ◆ **Optional: Lanyard Sponsor** - As our Trade Show Reception & Drink Sponsor, you also have the **first right of refusal to provide lanyards for attendees**. You order the lanyards and provide them. If you choose not to include lanyards in your sponsorship, we will approach another sponsor. If there is more than one sponsor in this category both sponsors may provide lanyards.

Ice Cream Social: \$2,500 (2 available)

- ◆ Placement of ice cream near your exhibit table (if exhibiting, call for details)
- ◆ One conference app push notification during the event in recognition of your sponsorship
- ◆ Logo and link to your website on conference app
- ◆ Brief Introduction (up to 1 minute) of you and your services in front of all attendees during the Monday Morning Welcome session
- ◆ Option to Moderate one session of your choice
- ◆ Recognition on the Ohio GIS Conference rotating slideshow
- ◆ Recognition on CEAO social media sites (LinkedIn & Facebook)
- ◆ Discounted Registration - \$75 discount off one full conference registration

Popcorn Power Break: \$2,500 (2 available)

- ◆ Placement of popcorn and candy station near your exhibit table (if exhibiting, call for details)
- ◆ One conference app push notification during the event in recognition of your sponsorship
- ◆ Logo and link to your website on Conference App
- ◆ Brief Introduction (up to 1 minute) of you and your services in front of all attendees during the Tuesday Luncheon & Awards program
- ◆ Option to Moderate one session of your choice
- ◆ Recognition on the Ohio GIS Conference rotating slideshow
- ◆ Recognition on CEAO social media sites (LinkedIn & Facebook)
- ◆ Discounted Registration - \$75 discount off one full conference registration

Conference Bags: \$2,000 (1 available)

- ◆ Each attendee will receive a conference bag during registration to be used throughout the conference. You provide your logo for the bag to CEAO. The bags are purchased by CEAO
- ◆ Logo and link to your website on Conference App
- ◆ Brief Introduction (up to 1 minute) of you and your services in front of all attendees during the Monday Morning Welcome session
- ◆ Option to Moderate one session of your choice
- ◆ Recognition on the Ohio GIS Conference rotating slideshow
- ◆ Recognition on CEAO social media sites (LinkedIn & Facebook)
- ◆ Discounted Registration - \$50 discount off one full conference registration

Coffee Breaks: \$1,000 (4 available)

- ♦ Sign recognition at Coffee Stations
- ♦ Recognition in the conference app
- ♦ Recognition on the Ohio GIS Conference rotating slideshow
- ♦ Recognition on CEAO social media sites (LinkedIn & Facebook)
- ♦ Discounted Registration - \$25 discount off one full conference registration

Pen & Paper: \$700 (1 available)

- ♦ You provide the pen and paper with your company logo for each conference attendee which will be placed at tables during the Monday morning Welcome session. You are responsible for ordering and delivering the pens and paper to the conference.
- ♦ Recognition in the conference app
- ♦ Recognition on the Ohio GIS Conference rotating slideshow
- ♦ Recognition on CEAO social media sites (LinkedIn & Facebook)

Friend of the Conference: \$500 (unlimited)

- ♦ Recognition in the conference app
- ♦ Recognition on the Ohio GIS Conference rotating slideshow
- ♦ Recognition on CEAO social media sites (LinkedIn & Facebook)

Sponsor a College Student: \$75 each (unlimited)

Support the next generation of GIS Professionals by sponsoring Ohio college students to attend the conference. Add a student sponsorship to your registration and we will connect you with the student(s) you are sponsoring during the event. Sponsor as many students as you want!

Sponsorships are available for purchase via credit card or invoice on our registration site, visit www.ohiogisconference.org to sign up or for more information. CEAO and the Ohio GIS Conference planning team reserves the right to make corrections to any omissions or errors and or add additional sponsorship opportunities as we see fit.

Questions regarding sponsorship options? Email Amy Lowe, Events Manager at alowe@ceao.org or call 614-221-0707.

Thank you for supporting the Ohio GIS Conference!

Ohio GIS Conference™
County Engineers Association of Ohio
1103 Schrock Road, Ste. 202
Columbus, OH 43229

Ideas for Exhibitor Success

Checklist

☒ Pre-Event Preparation

- ◆ Finalize booth design and layout
- ◆ Ship booth materials and confirm delivery
- ◆ Prepare lead capture tools (QR codes, badge scanners, forms)
- ◆ Schedule meetings with key attendees during:
 - Lunch (12:00pm – 1:00pm)
 - Trade Show breaks (10:00am, 1:00pm, 2:30pm, 5:00pm)
- ◆ Print business cards, brochures, and branded giveaways
- ◆ Promote your booth on social media and event app
- ◆ Become a sponsor for even more exposure!

☐ Sample Engagement Plan

8:00am – 9:00am: Trade Show Open

Be fully set up and ready to greet early attendees
Offer small snacks to attract foot traffic

10:00am – 10:30am: Coffee Break

Engage attendees with a giveaway or demo
Collect leads and encourage social media check-ins

12:00pm – 1:00pm: Lunch on Your Own

Host or join a lunch with a potential client
Use this time for deeper relationship-building

1:00pm – 1:30pm: Trade Show & Map Gallery

Highlight visual displays or interactive elements at your booth
Offer a quick, engaging activity or quiz

2:30pm – 3:00pm: Ice Cream Social

Engage/talk to the attendees while they are standing in line in front of your booth
Use branded napkins, games, or a prize wheel to get their attention!

5:00pm – 6:00pm: Networking Reception

Host a mini-contest or raffle drawing
Focus on casual, memorable conversations

☐ Post-Event Follow-Up

Organize and qualify leads
Send personalized follow-up emails within 48 hours
Share a thank-you post on social media