



2024 OHAC Maintenance Clinic

October 3rd & 4th
Embassy Suites Columbus Hotel
Columbus, Ohio

<https://www.hilton.com/en/hotels/cmhcees-embassy-suites-columbus/>

Vendor Information

You are invited to participate as a Vendor at the OHAC Maintenance Clinic. This flyer contains information on the various vendor options, the necessary Registration Forms, an Agenda of Events, Sponsorship Opportunities, Hotel and Associate Membership Information. The following vendor participation is available:

- EXHIBITOR REGISTRATION:** **\$425 Non-Member**
 \$225 Associate Member*

*For details about becoming an Associate Member refer to the Associate Membership Information on the last page of this flyer or visit www.ohac.com.

- Booths will consist of a skirted 6' table and chairs, which will be set up in the break and reception area.
- Booth registration includes participation in all conference events for **one (1) person**.
- Additional "**Event Tickets**" can be purchased in advance for **\$175**, see the registration form.
(Additional Event Tickets include Thursday's Breakfast Buffet, Thursday's Luncheon, the Vendor Reception, and all breaks.)
- Vendor set-up is from 9:00 A.M. – 10:30 A.M. on Thursday, October 3rd.
- The Vendor Reception will be held on Thursday, October 3rd.
- Vendor tear down is after the Vendor Reception on Thursday evening.

- PROGRAM ADS:** **\$150** (full page) **\$75** (1/2 page)
The program will be 8 ½" X 11" in full color, including a conference agenda, a hotel layout, a list of participating vendors, a sponsor participation page and program advertisements. The **Ad Copy** must be sent to the OHAC Corporate Office, **no later than, Monday, September 23, 2024, and the ad must be e-mailed to the OHAC Corporate Office, SHERRY@OHAC.COM** in one of the following forms: **Word, PDF, JPEG or PNG format.**

- DOOR PRIZES:** OHAC always welcomes door prizes to be presented in your company's name with recognition during the Vendor Reception on Thursday, October 3rd. To increase exposure for each vendor there will be, included in each individual's registration packet, a "**Vendor Bingo Card**". Each Exhibitor at the conference will be listed in a **square** on the bingo card. Individuals must visit each booth and obtain a "**stamp**" from that particular vendor on his/her space provided on the card to be eligible to receive a door prize.

The **Vendor Bingo Game** has been successful in the past for the vendors and the conference attendees. If you would like to **donate a prize for the drawing**, please let Sherry Hill Christie know at the conference registration desk.

- SPONSORSHIP:** There are four levels of sponsorship for the OHAC Fall Conference. They are as follows:
"BRONZE" Sponsorship Level - \$500
Recognition at the Vendor Reception and in the OHAC Maintenance Clinic Program.
"SILVER" Sponsorship Level - \$ 1,000
Recognition at the Vendor Reception and in the OHAC Maintenance Clinic Program and a complimentary full-page ad in the program.
"GOLD" Sponsorship Level - \$ 2,500
Recognition at the Vendor Reception and in the OHAC Maintenance Clinic Program, a complimentary full-page ad in the program and a complimentary exhibit booth for 2 attendees.
"PLATINUM" Sponsorship Level - \$ 5,000
Recognition at the Vendor Reception and in the Maintenance Clinic Program, a complimentary full-page ad in the program and a complimentary exhibit booth for 4 attendees in a prime location as well as your company name prominently displayed.

There are also opportunities to **Sponsor a Conference Event** (breakfast, lunch, training, reception, etc.) and be acknowledged with your company name prominently displayed in the program and throughout the conference. Please contact Sherry Hill Christie at the OHAC Corporate Office for more details.

- SHIPPING INFORMATION:**
Packages may be shipped to the Embassy Suites Columbus, no more than three (3) days prior to the conference.

Please address all packages accordingly:

Embassy Suites Columbus
2700 Corporate Exchange Drive
Columbus, Ohio 43231

Also, please list the following on all packages:

OHAC Maintenance Clinic
Group Contact: Sherry Hill Christie
HOLD for arrival on 10/3/24
of Boxes: _____

Conference Agenda & Hotel Information

THURSDAY, OCTOBER 3RD - SCHEDULE OF EVENTS

8:00 a.m. – 4:00 p.m.	REGISTRATION
7:30 a.m. – 9:00 a.m.	BREAKFAST BUFFET – <i>Vendors are Welcome to Join</i>
9:00 a.m. – 4:00 p.m.	CONCURRENT SESSIONS (Each 3-hour session is repeated 3 times during the 2-day clinic)
9:00 a.m. – 12:00 p.m. 1:00 p.m. – 4:00 p.m.	TROUBLESHOOTING BASIC HEATING & AIR CONDITIONING & PREVENTIVE MAINTENANCE
9:00 a.m. – 12:00 p.m. 1:00 p.m. – 4:00 p.m.	RESIDENTIAL WIRING & TROUBLESHOOTING
9:00 a.m. – 12:00 p.m. 1:00 p.m. – 4:00 p.m.	PLUMBING
9:00 a.m. – 12:00 p.m. 1:00 p.m. – 4:00 p.m.	NSPIRE ROUND TABLE
9:30 a.m. – 10:30 a.m.	EXHIBITOR SET-UP
10:30 a.m. – 10:45 a.m.	MID-MORNING BREAK – <i>EXHIBITORS OPEN</i>
12:00 p.m. – 1:00 p.m.	LUNCH BUFFET – <i>Vendors are Welcome to Join</i>
2:30 p.m. – 2:45 p.m.	MID-AFTERNOON BREAK – <i>EXHIBITORS OPEN</i>
4:00 p.m. – 5:30 p.m.	VENDOR RECEPTION - <i>Vendor Exhibits Open & Vendor Bingo Drawing</i>
5:30 p.m.	VENDOR TEAR-DOWN

FRIDAY, OCTOBER 4TH - SCHEDULE OF EVENTS

7:30 a.m. – 9:00 a.m.	BREAKFAST BUFFET - <i>Vendors Welcome</i>
9:00 a.m. – 12:00 p.m.	CONCURRENT SESSIONS (Each 3-hour session is repeated 3 times during the 2-day clinic)
9:00 a.m. – 12:00 p.m.	TROUBLESHOOTING BASIC HEATING & AIR CONDITIONING & PREVENTIVE MAINTENANCE
9:00 a.m. – 12:00 p.m.	RESIDENTIAL WIRING & TROUBLESHOOTING
9:00 a.m. – 12:00 p.m.	PLUMBING
9:00 a.m. – 12:00 p.m.	NSPIRE TRAINING
12:00 p.m. – 1:00 p.m.	LUNCH BUFFET
1:00 p.m. – 3:00 p.m.	GENERAL SESSION: FAIR HOUSING TRAINING
1:00 p.m. – 3:00 p.m.	EPA 608 CERTIFICATION TRAINING & TEST
3:00 p.m.	ADJOURNMENT

EMBASSY SUITES BY HILTON COLUMBUS

2700 Corporate Exchange Drive

Columbus, Ohio 43231

614-890-8600

<https://www.hilton.com/en/hotels/cmhcees-embassy-suites-columbus/>

You may make room reservations by telephoning the Embassy Suites directly at **1-614-890-8600**. Be sure to let the Reservation Agent know you are with the group, “OHAC” to receive the group rate of **\$122 for the Embassy Suites Columbus Hotel**. You may also make hotel reservations on-line [OHAC - Maintenance Clinic \(hilton.com\)](https://www.hilton.com/en/hotels/cmhcees-embassy-suites-columbus/)

The **Deadline** for making room reservations is **Friday, September 13, 2024**. After September 13th reservations are on a “first-come-first-served” basis. You will need a tax-exempt form to present to the hotel agent at the time of check-in.

Sponsor, Exhibitor & Program Advertisement REGISTRATION

EXHIBIT REGISTRATION FEE: **\$425 Non-Members OR \$225 OHAC Associate Members***

**Information about becoming an OHAC Associate Member can be found on the last page of the vendor information.*

EXTRA EVENT TICKETS: *The registration fee includes participation in conference activities for one person.*

*Extra "Event Tickets" can be purchased for **\$175** (includes Thursday's Breakfast Buffet, Thursday's Luncheon, the Vendor Reception, and all breaks.)*

COMPANY NAME _____

COMPANY REPRESENTATIVE(S) _____

REPRESENTATIVE(S) EMAIL(S) _____

REPRESENTATIVE(S) PHONE #(S) _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

CONTACT PERSON _____ PHONE _____ E-MAIL _____

COMPANY PRODUCT/SERVICES _____

SPECIAL REQUESTS _____

DO YOU NEED AN ELECTRICAL OUTLET? _____ YES _____ NO

MAKE CHECKS PAYABLE TO: *Ohio Housing Authorities Conference (OHAC)*

CREDIT CARD PAYMENTS: *Contact Sherry Hill Christie and an invoice will be sent to your email which, you may pay via PayPal with any credit card. (A 4% surcharge will be applied.)*

MAIL/E-MAIL/FAX REGISTRATIONS TO: *OHAC Corporate Office, 88 West 3rd Street, Mansfield, OH 44902
sherry@ohac.com ♦ Fax: (419) 524-1535*

DEADLINES: *For **Sponsor Registration, Exhibitor Registration** and **Program Advertisements, Monday, September 23, 2024***

CANCELLATION: *Cancellations received **BY THURSDAY, SEPTEMBER 26, 2024**, will receive a full refund minus a \$50 administrative fee. **NO Refunds** will be given **AFTER THURSDAY, SEPTEMBER 26TH**.*

EXHIBITOR REGISTRATION FEE (\$425 OR \$225 for one person) \$ _____

EXTRA EVENT TICKET(S) # _____ X \$ 175 each additional person) \$ _____

NEW ASSOCIATE MEMBERSHIP FEE (\$ 300) \$ _____

PROGRAM ADVERTISEMENT
• *Full Page (\$150) _____ ½ Page (\$75) _____* \$ _____

SPONSORSHIP
• *\$500 _____ \$1,000 _____ \$2,500 _____ \$5,000 _____ Other _____* \$ _____

TOTAL AMOUNT: _____ Enclosed _____ Please Invoice _____ Credit Card (4% surcharge) \$ _____

*Please contact Sherry Hill Christie at the OHAC Corporate Office with any questions.
(419) 524-9116 (office) ♦ (419) 989-1133 (cell) ♦ sherry@ohac.com*

OHAC Associate Membership

The Mission of the Ohio Housing Authorities (OHAC) is to foster and promote affordable housing in the State of Ohio through:

- 1) *Education and training of its memberships and publics*
- 2) *Exchange of information and concerns*
- 3) *Mutual support*

4) *Collaborative efforts*

The Ohio Housing Authorities Conference (OHAC) is made up of Agency, Honorary and Associate Members. There are 69 Ohio metropolitan housing authorities (agency members) represented by OHAC.

ASSOCIATE MEMBERSHIP

Political subdivisions or Governmental agencies in the State of Ohio, which are not Housing Authorities, and Individuals Companies or Organizations interested in participating in and receiving the services of the Association may be Associate Members.

The Ohio Housing Authorities Conference has a long history of professional service to the affordable housing authority industry. Strong leadership and advocacy among OHAC Members has been a real catalyst for quality affordable housing throughout the cities, towns and villages of Ohio.

The Associate Membership designation has been developed to attract those wanting to receive current housing information, keeping up with challenges facing our industry as well as fostering friendships.

RIGHTS AND PRIVILEGES OF AN ASSOCIATE MEMBER

Associate Members in good standing by payment of annual dues are entitled to receive the following:

- *May attend all OHAC Training meetings and/or conferences at member rates*
- *Become involved in special committee assignments as developed, from time, by the officers of the Conference.*
- *Reduced exhibit fees for Conferences.*
- *Company listed on the OHAC Webpage under Associate Memberships*

The designation of Associate Members does not, however, allow for attendance at Directors' Meetings, voting or holding office nor chairing a standing committee within the conference.

DUES FOR ASSOCIATE MEMBERS OF OHAC

Associate Membership dues shall be **\$300.00 per 12-month period** from the fiscal year beginning January 1st and ending December 31st of each year.

OHAC MEMBERSHIP APPLICATION

NAME(S): _____

ORGANIZATION: _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE: _____ FAX: _____ WEBSITE: _____

EMAIL(S): _____

TYPE OF BUSINESS: _____

I hereby apply for membership in the Ohio Housing Authorities Conference.

Enclosed is my check for \$_____ to cover my first year's dues assessment for an Associate Membership.

Please mail application information and dues to:

OHAC Corporate Office
88 West 3rd Street
Mansfield, OH 44902