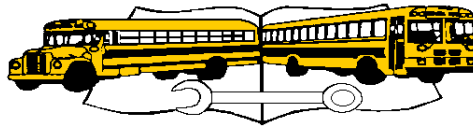


OHIO SCHOOL BUS MECHANICS ASSOCIATION

P.O. BOX 30844, GAHANNA, OHIO 43230
614-478-9300 FAX # 614-478-9304



March 18, 2019

To: Prospective Exhibitors for the 31st Annual
Ohio School Bus Mechanics Association Workshop

From: Susie Washburn, Executive Secretary

You are invited to exhibit your products at the 31st Ohio School Bus Mechanics Association Workshop. This workshop will be held October 22 & 23, 2019 at the Doubletree by Hilton Columbus/Worthington. The Vendor Exhibit Show will be held on the afternoon of the first day of the workshop, Tuesday, October 22nd.

EXHIBITS

There will be over 200 school bus mechanics from across the state of Ohio in attendance. Many vendors tell us that they love our vendor show more than any other show because they get to talk with the people actually using their products - the school bus mechanics. The mechanics will peruse the Vendor Exhibit Show, and will be encouraged to visit a number of vendors by obtaining initials or stamp by the vendors, making them eligible for door prizes. The exhibits will be held from 2:00pm - 5:00pm on Tuesday afternoon, October 22, 2019.

SHOWCASE VENDOR DISPLAY SPACES

A limited number of display spaces (8) are available for an extended, more visible display of your products. This "Showcase Vendor" display spaces will be offered for \$630 per table, and will start on the upper terrace. The mechanics will pass by and be able to peruse your products before and after lunch.

VENDOR DISPLAY SPACES

The Vendor Exhibit Show will be held in Alder/Cedar/Buckeye I & II, which are adjoined. Vendors with similar goods will not be placed side by side, but rather be spread out, allowing more freedom to discuss and exhibit your product(s). Inside display spaces consist of skirted tables, each 8' long and 32" wide. If you need additional space, please purchase additional display spaces. Outside displays (i.e. school bus) are also available. The cost of a display space is \$420. Outside exhibits are likewise \$420 per bus.

EXHIBITOR LUNCHES

All participating vendors are welcome to purchase boxed lunches at a cost of \$25 each. If you are interested, please indicate the quantity and selection on the Vendor Exhibit Show registration form. The boxed lunches will be available when you sign in at 11am in Polaris I for regular vendors, and delivered to your display table for Showcase VENDORS. Box lunches must be purchased prior to September 30th as we must give an accurate meal count to the hotel staff by that date.

REGISTERING / SETTING UP

Please register at Polaris I between 11am - 12 noon. Your boxed lunch (if ordered), name badges and vendor packet will be available at that time. You will be able to set up after 1pm. If we all cooperate, this should be ample time. (*Please adhere strictly to the time schedule to allow the hotel staff enough time to tear down the lunch tables and set up your display tables!) There is an entrance to these rooms from the outside, so you can bring your display equipment / items in inconspicuously. Remember to keep noise down to a minimum since there will be classes in session as you set-up.

PAYMENT

Return the Vendor Exhibit Show registration form by October 1, 2019. Checks should be made payable to the Ohio School Bus Mechanics Association and mailed to OSBMA, PO Box 30844, Gahanna, Ohio 43230. Credit card payments are now being accepted! **Do not send credit card information via email as this does not meet PCI security requirements.* Confirmation will be emailed to you, along with directions and a map of the Columbus area.

SPONSORSHIPS

Would you consider a sponsorship? This is especially helpful to us in keeping the costs down, and also provides another way for your company to be noticed! You will be recognized in the OSBMA Annual Workshop Program and in the Mechanics Messenger, our quarterly newsletter sent out to all current members and school districts in Ohio, and also viewable on the OSBMA website (www.osbma.org) Mark your registration form accordingly.

Monday Night Gathering: \$600	OCTOBER 21, 2019	<i>(three sponsorships available)</i>
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- Company name and/or logo displayed at the serving table
- Recognition from the podium at the general session
- "Thank you" acknowledgement in the program
- Free business card (2" x 3 1/2") advertisement in the quarterly newsletter (4 issues - \$200 value)

Tuesday Night Gathering: \$400	OCTOBER 22, 2019	<i>(six sponsorships available)</i>
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- Company name and/or logo displayed at the serving table
- Recognition from the podium at the general session
- "Thank you" acknowledgement in the program
- Free business card (2" x 3 1/2") advertisement in the quarterly newsletter (4 issues - \$200 value)

**Sponsors of the Tuesday Night Gathering can purchase corn hole boards featuring their company logo to advertise at the event. The boards will be given away as a prize!*

Corn Hole Board with your logo (set w/ beanbags): \$175

Lunch:	\$1,750	OCTOBER 22 or 23, 2019	<i>(two sponsorships available)</i>
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- Company name and/or logo displayed at the serving table
- Recognition from the podium at the general session
- "Thank you" acknowledgement in the program
- Free half page (3 1/2" x 4 1/2") advertisement in the program
- Free half page (5" x 7") advertisement in the quarterly newsletter (4 issues – \$800 value)
- Opportunity to give a presentation to the members during the lunch time (10-15 minutes)
- One free indoor or outdoor display space at the OSBMA Vendor Show (\$420 value)

Breakfast:	\$750	OCTOBER 22 or 23, 2019	<i>(two sponsorships available)</i>
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- Company name and/or logo displayed at the serving table
- Recognition from the podium at the general session
- "Thank you" acknowledgement in the program
- Free quarter page (3 1/2" x 5") advertisement in the quarterly newsletter (4 issues - \$400 value)

Refreshment Break:	\$250	OCTOBER 22, 2019	<i>(eight sponsorships available)</i>
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- Company name and/or logo displayed at the serving table
- Recognition from the podium at the general session
- "Thank you" acknowledgement in the program
- Free business card (2" x 3 1/2") advertisement in the quarterly newsletter (4 issues - \$200 value)

DONATIONS

Donating door prizes is a great way for your company to be more visible. The school bus mechanics love this time at the end of the workshop to wind down before the long trip home. The mechanics really do pay attention to which companies donate items. Some ideas for donations include tools, OSU chairs, T-shirts, sweatshirts, hats, flashlights, tote bags, DVD's, gift cards, golf balls, etc. Please indicate the items you would like to contribute and the quantity on the Vendor Exhibit Show registration form. Items may be dropped off when you register. When the drawing is made for the item(s) that you have donated, your company will be credited with the donation.

Donating workshop materials is another great way to contribute. Please contact Susie Washburn (614) 478-9300 by September 1st if you are interested in contributing any of these workshop materials.

- 250 pens and/or 250 break-away lanyards
- 250 folders/portfolios w/ paper for taking notes in break-outs
- 250 bags for vendor show handouts/goodies
- 250 any item you would like to contribute would be greatly appreciated

ASSOCIATE MEMBERSHIP

We encourage all of our vendors to become associate members of the Ohio School Bus Mechanics Association. The cost is \$20.00 per individual and is effective from July 1 through June 30. If you are interested, and haven't yet joined (for the 2019-20 school year), mark the appropriate space on the Vendor Exhibit Show registration form. **Associate membership is open to Ohio school officials, retired mechanics, and vendors interested in promoting safe pupil transportation in Ohio. It is an individual membership, not a company membership and may not be transferred.*

NEWSLETTER ADVERTISING

The Ohio School Bus Mechanics Association invites you to support safe and efficient pupil transportation in Ohio through advertising in our newsletter. This quarterly newsletter is sent to all school districts in Ohio, current active and associate members, and is also posted on the Ohio School Bus Mechanics website.

\$200 for (4) issues - business card (2" x 3 1/2")

\$400 for (4) issues – quarter page (3 1/2" x 5")

\$800 for (4) issues – half page (5" x 7")

If you would like to take advantage of this opportunity, simply mark your registration form accordingly and send in your business card (or camera-ready artwork) to osbma@osbma.org.

Vendors who advertise in the newsletter can submit technical information that will benefit the school bus mechanics in Ohio. Please forward such information to osbma@osbma.org for consideration of including in the newsletter. Include "Please consider for newsletter" in the subject line.

We are excited about another year promoting safety in pupil transportation! We hope you will join with us in keeping the school bus mechanics updated with new products and technology. Should you have questions regarding the Vendor Exhibit Show, please contact Chad Klinge - Exhibit Chairman at (419) 769-0472. We are looking forward to another outstanding workshop!