

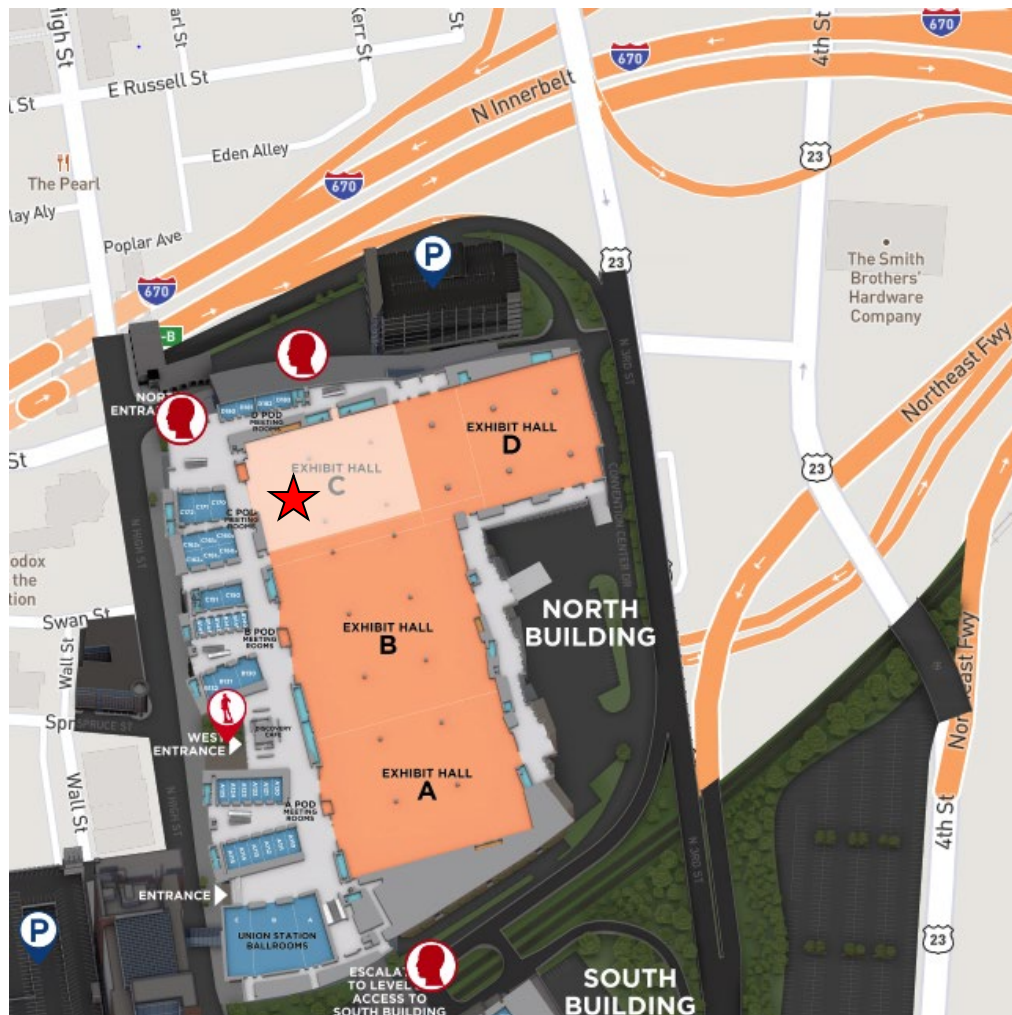


## OASBO 2023 EXPO DATES, DEADLINES, LOGISTICS, RULES, & REGULATIONS


Full Conference: **April 18 - April 21, 2023**

Expo: **April 20, 2023 - 9:30 a.m. - 4 p.m.**

Greater Columbus Convention Center (GCCC)  
401 North High Street, Columbus, OH 43215 | **Exhibit Hall C**



### Exhibit Hall Location

Exhibit Hall C is in the North End of the Convention Center, as indicated with the red star  on the above map. You will need to use **Dock 19** behind Hall B to load and unload.

The most convenient parking location is the Goodale Garage, which is directly across from Exhibit Hall D.

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## Set Up, Show Hours, Dismantling & Move-Out Times:

**Set up:** April 19: 3 - 7 p.m.  
April 20: 8 - 9 a.m. *(Only hand-carry items during this time)*  
*See loading dock procedures on page 5 for details.*

**Expo hours:** April 20: 9:30 a.m. - 4 p.m.

**Move out:** April 20: 4 - 7 p.m.  
*All exhibits must remain in place until 4 p.m., April 20. See Exhibitor Rules & Regulations on page 4 for more information.*

## Deadlines & Payment Information:

To secure a booth, payment is required at time of purchase. For your convenience, we accept MasterCard, VISA, and American Express credit card payments. To be guaranteed a listing in the conference guide, mobile app, and on the Annual Conference & Expo website, booth purchases must be made by **March 1**. Booth purchases after March 1 are considered late and charged an additional \$100. All Expo booth sales are final. No refund or any credit will be given.

***New this year!*** Each 10' x 10' booth space now includes:

- a draped booth
- signage
- carpet & padding
- one 6' skirted table
- two chairs
- waste basket
- two exhibitor badges

**Booth Purchase Regular Fee Deadline (\$1840):** **March 1, 2023**

**Booth Purchase Late Fee Deadline (\$1,940):** **April 1, 2023**

**Extra Exhibitor Badges (\$100 each) and  
Networking Party Tickets (\$50 each):** **April 1, 2023**

**Complete Ethics Training Requirement:** **April 7, 2023**  
*See the Rules and Regulations on page 4 for the tasks that need to be completed regarding Ohio Ethics Laws on Gifts and Giveaways.*

> *Continued on next page.*



## **Booth Worker Registration/Badges**

- If more than two badges are needed, up to three additional badges can be purchased per 10' x 10' booth, or six additional badges per 10' x 20' booth. Additional exhibitor badges are \$100 each.
- Please note that exhibitor badges provide access to the Thursday Expo **ONLY**. Attendance to track sessions, general sessions, and luncheons requires a full conference registration or tickets to individual events. See this web page for details on conference registration, which opens in January: <https://oasbo-ohio.org/annual-conference/attend>
- If an exhibitor only wishes to add attendance to the Wednesday evening Networking Reception, not the full conference, tickets are available for \$50 each.

## **Lead Retrieval App**

**New this year!** OASBO has partnered with American Trade Show Services (ATS) who will manage the registration of all staff members working in your booth as well as an optional paid lead-retrieval service. All OASBO Expo vendors will receive an email with instructions from ATS in **February**.

On Expo day, vendors will be able to print their own name badge on-site at self-service kiosks.

## **Show Decorator: Fern Company**

**New this year!** Your booth includes: a draped booth space, signage, carpet & padding, one 6' skirted table, two chairs and a waste basket.

While the order of electrical outlets, internet connections, and other related services can be ordered from the Greater Columbus Convention Center, ([www.columbusconventions.com/exhibitors.php](http://www.columbusconventions.com/exhibitors.php)), those order forms will be included in your exhibitor packet from Fern.

To place an order for additional booth items or related services, contact Fern at 614.253.1500 or via email: [Columbus@fernexpo.com](mailto:Columbus@fernexpo.com).

## **Shipping**

Complete shipping information will be sent to exhibitors from Fern.

## **Food and Beverage Service**

Levy Restaurants has exclusive catering rights at the GCCC. Exhibitors wishing to bring in sample size foods as hand-outs in their booths during the OASBO 2023 Annual Conference and Expo must make arrangements with Levy Restaurants. For more information, contact Levy Restaurants at 614.827.2730 or email Kate Yarano at [kyarano@levyrestaurants.com](mailto:kyarano@levyrestaurants.com).



## OASBO 2023 EXPO RULES AND REGULATIONS

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### Booth

#### Cancellations

Upon the purchase of a booth space or spaces, no refunds or credits will be issued.

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#### Exhibitor Badges

Badges must be worn at all times within the Convention Center and cannot be traded or swapped with another person.

Exhibitor badges provide access to the Thursday Expo **only**. This does include the lunch held in the Expo Hall.

To attend education sessions, general sessions, and the networking reception, the purchase of a full conference registration is required.

If exhibitors only wish to add attendance to the Wednesday evening networking reception tickets can be purchased for \$50.

If additional badges are needed, up to three additional badges per 10' x 10' booth, and up to six additional badges per 10' x 20' booth.

Organizations must submit booth worker names by April 1.

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#### Ohio Ethics Laws Regarding Gifts, Giveaways

Since OASBO Annual Conference & Expo attendees are public school officials, it is critical that exhibitors understand and comply with Ohio Ethics Laws regarding gifts and giveaways. Exhibitors should refrain from giving away any gift items from raffles or drawings. In addition, there are specific rules and restrictions pertaining to providing meals and entertainment.

**Required Action:** By purchasing a booth space for the OASBO 2023 Expo, you agree to review and abide by the official Ohio Ethics Rules governing working with public school business officials (gifts, giveaways, entertainment, etc).

In your booth purchase confirmation email, you will receive a link to watch the required Ohio Ethics video, read the Ethics Commission's Information Sheet #7, and receive a passing score of 7/7 on the Ohio Ethics check. **At least one person from your organization must fulfill this requirement.**

**You will not be allowed to exhibit until the above steps have been completed.**

In the short online course, you will read the Ohio Ethics Commission's Information Sheet #7 titled "Accepting Gifts, Meals, Entertainment, or Other Things of Value" and watch a video on conferences. [Click here to register and take the brief course.](#)

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## Set-Up and Dismantling of Exhibits

Displays must be set up between the hours of **3 - 7 p.m. on April 19**. **All exhibits must remain in place until 4 p.m. on April 20**, at which time dismantling may begin. Due to safety and liability issues, exhibitors may not begin dismantling or moving out until 4 p.m. on April 20. Any exhibitor failing to comply may be subject to penalties including, but not limited to, loss of booth preference or exhibiting privilege. Special arrangements must be made with the decorator for Friday pick up.

Note: Fern will begin removing aisle carpet at approximately 4 p.m. Please do not hamper this operation by placing your equipment on the aisle carpet. Shipping crates will not be delivered to the booths until the aisle carpet has been removed. Your patience and cooperation are appreciated.

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## Loading Dock Procedure

**Dock 19 (the ramp behind Hall B)** is the loading dock for Exhibit Hall C for move in and move out. When you pull onto the dock, you will receive a temporary loading/unloading authorization form from the security personnel, valid for no more than 20 minutes. Exhibitors must provide their own boxes, dollies and/or carts. Carts cannot be provided to move items from the loading dock to your booth. You may bring your own cart or make arrangements with the decorator to move your equipment. You will then **cut through the back hallway to get to Hall C**.

If you are using your own dolly, you may park in the Goodale Parking lot and bring your materials in through the north entrance to Exhibit Hall C.

Truck yards and loading dock areas are for the loading and unloading of vehicles only. All vehicles parked in these areas will be removed at the owner's expense.

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## Liability Against Loss

The exhibitor and its officers, agents, employees and representatives agree to forever indemnify and hold harmless OASBO, its officers, employees and/or agents from any type of loss, injury, claim, liability, cost and/or expense, including but not limited to claims for attorney fees, arising out of or in any way related to Exhibitor space at the 2023 Annual Conference and Expo.

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## Business Competitors

OASBO will not assume responsibility for reassignment of booth locations because of close proximity to business competitors.

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## Concourse

The Exhibitor may not distribute or display any material in the GCCC concourse without prior approval from OASBO.

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## OASBO's Annual Conference & Expo

<b>Disclaimer</b>	OASBO assumes no responsibility for any arrangement, contract or agreement that the exhibitor enters into with Fern Co., the GCCC or any other entity identified in these rules.
<b>Escalators / Elevators</b>	Escalators and passenger elevators are for use by the general public and may not be blocked or used to transport equipment or freight.
<b>Exhibitors May Not Sublease</b>	Exhibitors may not grant permission or permit another vendor, manufacturing representative or distributor to utilize their assigned booth space(s) or to sublease within its assigned space.
<b>Music License Fee</b>	OASBO has NOT assumed responsibility for securing music licensing for any recorded music played in the Expo. The exhibitor is responsible for securing the rights for any music played in or around their booth.
<b>Propane</b>	Propane tanks are <u>not</u> permitted in the GCCC without written approval of the Columbus Fire Department.
<b>Right to Inspect</b>	OASBO, Fern Co, or the GCCC and/or security personnel reserve the right to inspect any carton, satchel, container, briefcase, luggage, or package brought into or taken out of the Convention Center.
<b>Services</b>	The GCCC is the exclusive provider of the following services: telephone, cleaning, electrical, plumbing, and the supply of compressed gasses.
<b>Smoking</b>	Smoking is prohibited in the Great Columbus Convention Center (GCCC).

### **Thank you!**

We hope your participation in this year's OASBO Annual Conference and Expo far exceeds your expectations. We at OASBO are indeed pleased to have you as exhibitors this year and thank you for your cooperation.

If we can be of help at any time, please feel free to contact us.

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