

OASBO Trade Show Exhibitor Rules and Regulations
2018 Trade Show
Exhibit Hall C,
Greater Columbus Convention Center

The Trade Show hours are 9:15 am to 4:00 pm on Thursday, April 19 in Exhibit Hall C

Booth Units



Booth rental includes the following: Standard booth space (10' x 10') consisting of 8' flame-proofed drape background, sleeved on aluminum pipe and rails, where needed, 3' high dividing rails, sleeved with matching fabric and a sign hung on the back drape with your company name 7" high and 44" wide in size.

Booth Furnishings



NOT INCLUDED

NOT INCLUDED in booth rental charge: Furniture (tables, chairs and trash cans) **and carpet.** Exhibit Hall C is NOT carpeted! Exhibitors may either bring their own furnishings or order furniture, carpet, risers and other items by separate contract with the official conference decorator, George Fern Co. A rental order form will be sent to exhibitors from George Fern Co. All decorative materials must be flame-proofed and comply with Greater Columbus Convention Center (GCCC) rules and regulations. [Please review GCCC Rules and Regulations.](#)

Shipping Instructions

Complete shipping information will be sent to exhibitors from George Fern Co.

Set-Up and Dismantling of Exhibits

Displays must be set up between the hours of **3:00 - 7:00 pm on Wednesday, April 18.**

All exhibits must remain in place until 4:00 p.m., Thursday, April 19, at which time dismantling may begin. Due to safety and liability issues exhibitors may not begin dismantling or moving out until 4:00 p.m., April 19. Any exhibitor failing to comply may be subject to penalties including, but not limited to, loss of booth preference or exhibiting privilege. Move out is 4:00 pm to 7:00 pm. Special arrangements must be made with the decorator for Friday pick up.


Note: Fern will begin removing aisle carpet at approximately 4:30 pm. 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.

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. 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.

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 2017 Annual Workshop and Trade Show.
Exhibitor Badges	<p>New this year: Booth fees include <u>two</u> name badges. Badges will be on hold under your company name and may be picked up at the Registration Counter at Room C160 on Thursday, April 19, beginning at 7:30 am. Additional name badges/passes may be purchased in advance online or onsite at the Registration Counter at \$50.00 per badge.</p> <p>Exhibitor badges give you access to the Trade Show and track sessions for THURSDAY ONLY. <i>Exhibitors wanting to attend track sessions, general sessions, luncheons, receptions, or the Wednesday night party must register separately as a conference attendee,</i> or purchase a ticket to the party online in advance or at the Registration Counter</p>
Exhibitor Guests	Exhibitor guests, not an employee or official of a public school, may be admitted to the exhibit hall only if they have been issued and are wearing a guest badge.
Business Competitors	OASBO will not assume responsibility for reassignment of booth locations because of close proximity to business competitors.
Giveaway Restrictions	Exhibitors are asked to refrain from giving away any items that create trash in the aisles and in other exhibitors' booths.
Concourse	The Exhibitor may not distribute or display any material in the GCCC concourse without prior approval from OASBO.
Music License Fee	OASBO has NOT assumed responsibility for securing music licensing for any recorded music played in the trade show. The exhibitor is responsible for securing the rights for any live music played in or around their booth.
Services	The GCCC is the exclusive provider of the following services: telephone, cleaning, electrical, plumbing, and the supply of compressed gasses.
Propane	Propane tanks are not permitted in the GCCC without written approval of the Columbus Fire Department.
Right to Inspect	OASBO, George 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.
Smoking	Smoking is prohibited in the Great Columbus Convention Center (GCCC).
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 2018 Annual Workshop and Trade Show must make arrangements with Levy Restaurants. For more information, contact Levy Restaurants at (614) 827-2730 or e-mail Molly Dale, Senior Catering Sales Manager, at mdale@Levyrestaurants.com .

**Escalators
/Elevators**

Escalators and passenger elevators are for use by the general public and may not be blocked or used to transport equipment or freight.

Disclaimer

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.

Thank you!

We hope your participation in this year's OASBO Annual Workshop and Trade Show 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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