

OASBO 2018 Trade Show Set-Up and Exhibit Times

OASBO's Annual Workshop & Trade Show: April 17 - 20, 2018

April 19, 9:15 am – 4:00 pm – Trade Show Day & Time

Greater Columbus Convention Center, **Exhibit Hall C** | Columbus, Ohio

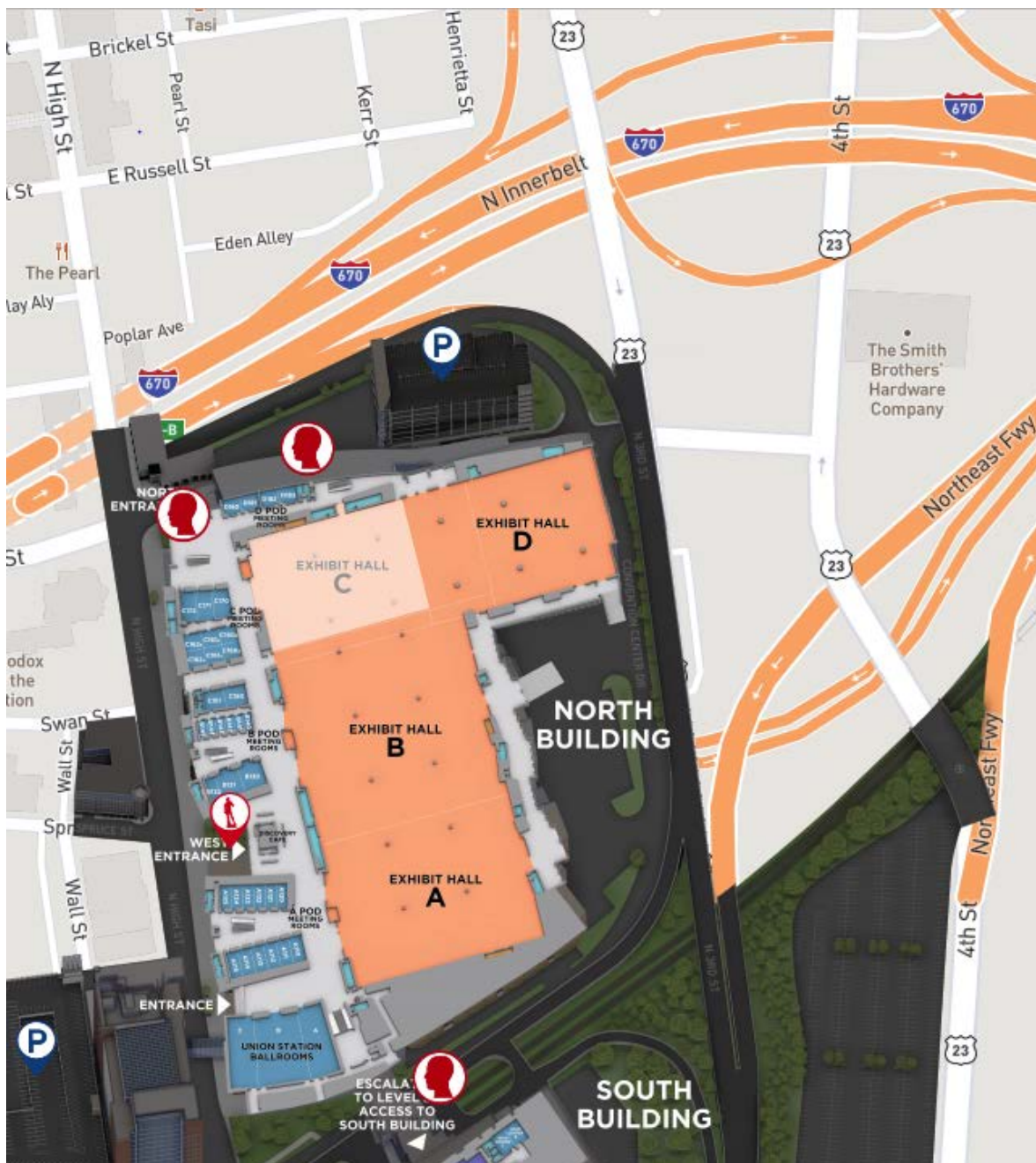


Exhibit Hall Location

Please note that the Exhibit Hall C is a new location for OASBO's Trade Show. It is in the North End of the Convention Center, as indicated 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.

Set Up and Dismantling Times:

Set up: **Wednesday, April 18** between the hours of **3:00 pm - 7:00 pm**
Thursday, April 19 hand-carry items **7:30 am - 8:30 am**

Move out: **Thursday, April 19 - 4:00 pm to 7:00 pm**
Special arrangements must be made with the decorator for Friday pick up.

The Trade Show hours:

9:15 am – 4:00 pm Trade Show Hours (closed during lunch hour, 11:30 am – 12:45 pm)

9:15 am – 10:15 am – Dedicated Trade Show Time (no other events taking place)

1:00 pm – 2:00 pm – Dedicated Trade Show Time (no other events taking place)

3:15 pm – 4:00 pm – Snack Break in Trade Show / Drawings and Giveaways

Exhibitor Badges **New this year:** Booth fees include two 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.

Exhibitor badges give you access to the Trade Show and track sessions for THURSDAY ONLY.

Exhibitors wanting to attend track sessions, general sessions, luncheons, receptions, or the Wednesday night party must register separately as a conference attendee, or purchase a ticket to the party online in advance or at the Registration Counter

Show Decorator: Fern Company

OASBO provides you with a draped booth space. Within a few days of purchasing your booth space, Fern Co. will send you a Customer ID and a password code so you can access the online forms to order any items needed for your booth display (such as tables, chairs, carpet, etc). Exhibit Hall C is NOT carpeted. Questions regarding booth items can be directed to Fern Co at 614-253-1500 or via email: Columbus@fernexpo.com.

Electrical outlets, phones, internet connections and other related services can be ordered from the Greater Columbus Convention Center, (<http://www.columbusconventions.com/exhibitors.php>) and those order forms will be included in your packet from Fern Co.

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. Any exhibitor failing to comply may be subject to penalties including, but not limited to, loss of booth preference or exhibiting privilege.

Additional questions? Please contact Nadeen at nadeen@oasbo-ohio.org