

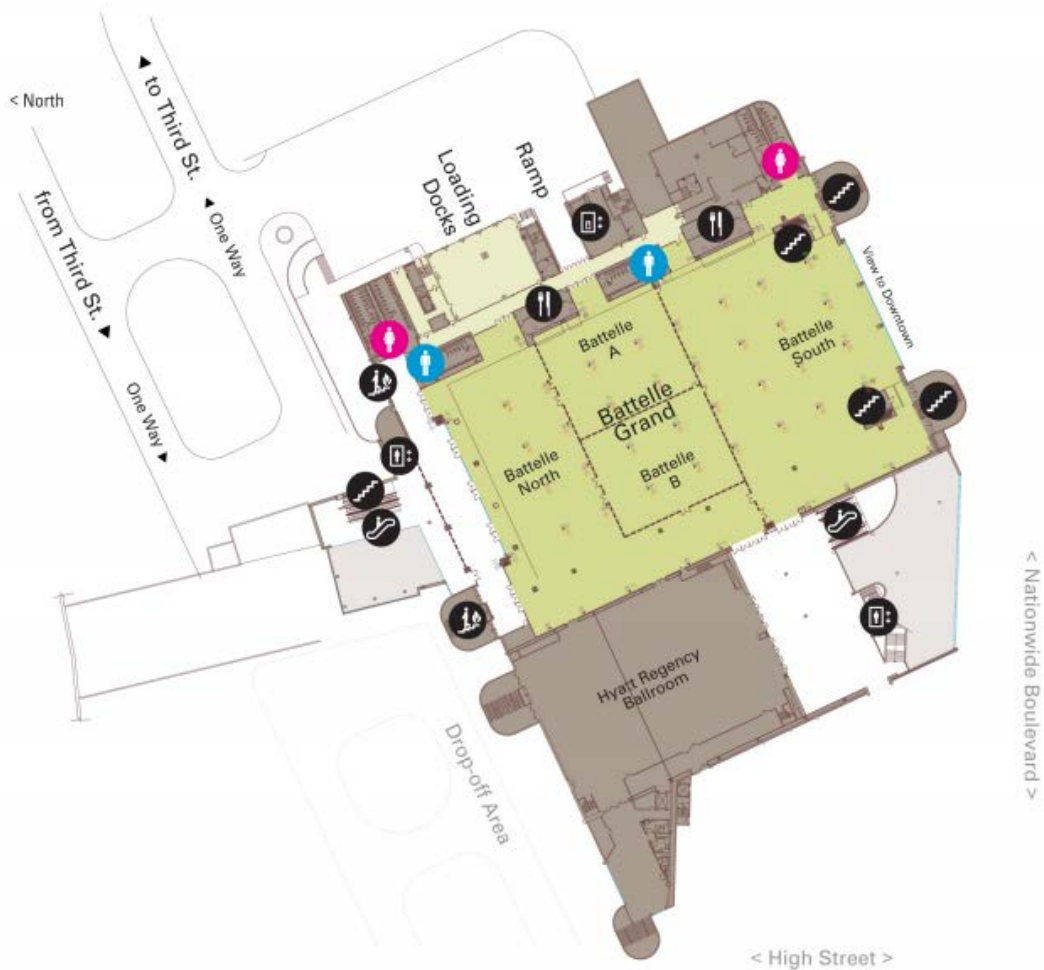
## OASBO's Annual Workshop & Trade Show: April 25 - 28, 2017

### April 27 – Trade Show Day

Greater Columbus Convention Center, **Battelle Grand** | Columbus, Ohio

#### FLOOR PLANS

Battelle Grand | Greater Columbus Convention Center



**Note: Battelle Grand is carpeted. Forklifts cannot be used in Battelle; only pallet jacks are allowed to move crates to and from your booth. Your patience and cooperation are appreciated.**

**Set Up and Dismantling Times:**

**Set up:** **Wednesday, April 26** between the hours of **3:00 pm - 7:00 pm**  
**Thursday, April 27** hand-carry items **8:00 am - 9:00 am**

**Move out:** **Thursday, April 27 - 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 – 12:40)

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

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

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

**Exhibitor Badges** Booth fees include two name badges. Badges may be picked up at the Registration Counter in Battelle Grand at the north end of the hall near the entrance to the loading dock on Wednesday, April 26 beginning at 3:00 pm. Exhibitor badges give you access to the Trade Show and track sessions for THURSDAY ONLY. ***Exhibitors wanting to attend food/social functions must register separately as a conference attendee.***

**Show Decorator: Fern Company**

OASBO provides you with a booth space and curtains. 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 needed to order any items in your booth display (such as tables, chairs, etc). Battelle Grand is carpeted. Questions regarding booth items can be directed to Fern Co at 614-253-1500 or via email: [Columbus@fernexpo.com](mailto: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 27**, 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.

**Note: Battelle Grand is carpeted. Forklifts cannot be used in Battelle; only pallet jacks are allowed to move crates to and from your booth.** Your patience and cooperation are appreciated.

Additional questions? Please contact Nadeen at [nadeen@oasbo-ohio.org](mailto:nadeen@oasbo-ohio.org)