

OASBO Rules and Regulations 2017 Annual Workshop - Trade Show Battelle Grand

The Trade Show hours are 9:15 am to 4:00 pm on Thursday, April 27 in Battelle Grand

Booth Units

Booth rental includes the following: Standard booth unit (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 in booth rental charge: Furniture (including tables, chairs and trash cans) **and carpet.** Battelle Grand is carpeted! Exhibitors may either bring their own furnishings or order furniture, carpet, risers and other items by separate contract with the conference decorator, Fern. A rental order form will be sent to exhibitors from the contracted decorator. All decorative materials must be flame-proofed and comply with Greater Columbus Convention Center (GCCC) rules and regulations. Please review GCCC Rules and Regulations.

NOT INCLUDED

Shipping Instructions

Complete shipping information will be sent to exhibitors from the Fern, the official show decorator.

Set-Up and Dismantling of Exhibits



Displays must be set up between the hours of **3:00 - 7:00 pm on Wednesday, April 26.**

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., April 27. 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. **Battelle Grand is carpeted!**~~

Loading Dock Procedure

The Battelle Grand loading docks will be used for move in and move out. The loading docks can be accessed from Third Street. 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.

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's space at the 2017 Annual Workshop and Trade Show.

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.**

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 will be 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, Fern, 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 GCCC Battelle Grand.
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 Annual Workshop and Trade Show 2017 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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