

## Flooring

Any flooring that has been installed by an exhibitor in their booth space must be removed during move out or you will be charged a service fee for removal.

## Smoking

Smoking is prohibited in the GCCC and all public buildings in the city of Columbus.

## Propane

Propane tanks are not permitted in the GCCC without written approval of the Columbus Fire Department.

## Right to inspect

The Show Manager and security personnel reserve the right to inspect any carton, satchel, container, briefcase, luggage or package brought into or taken out of the GCCC.

## Service animals

Only service animals are permitted in the Capital Conference and Trade Show.

## Food and beverage service

Exhibitors wishing to bring in sample size foods as hand-outs in their booths during the show must make arrangements with Levy Restaurants, the GCCC exclusive caterer. For more information, contact Lauren Laurent at (614) 827-2711.

## 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.

## Your OSBA contact

In the event of a problem regarding your booth location or questions arising during

the trade show, please contact Wanda Bloch, Melanie Price or Jeff Chambers of the OSBA staff. Do not ask the convention hall personnel or other OSBA personnel to respond.

## You are invited

### Welcome Reception

Sunday, Nov. 7, 6 p.m. to 7 p.m.  
Kick off your Capital Conference on an upbeat note by attending the Welcome Reception. Enjoy hors d'oeuvres and refreshments. Open to all attendees. Sponsored by Ohio School Plan, Scott Scriven LLP and Sedgwick Managed Care Ohio.

### OSBA Black Caucus Dinner

Sunday, Nov. 7, 7 p.m. to 9 p.m.  
Cost is \$85 (reservation deadline is Nov. 1)  
All conference attendees are invited to the OSBA Black Caucus dinner to network with colleagues, share how their districts are helping diverse students succeed and learn from founder of the Ginn Academy and legendary Ohio high school football and boys' track coach Theodore Ginn Sr. Sponsored by Pepple & Waggoner Ltd.

OSBA requests that if you are hosting a networking event, please hold it after 6:30 p.m. on Sunday, Nov. 7.

### Monday Conference Luncheon featuring Brandon Miller

Monday, Nov. 8, 12:15 p.m.  
Cost is \$60  
As a professional soccer goalkeeper, Brandon Miller has won multiple awards and a championship at the professional level. On top of his athletic and entrepreneurial achievements, Miller also works with a number of nonprofit organizations and recently founded the Black Players Alliance of the USL. Sponsored by GradyBenefits, Peters Kalail & Markakis Co. LPA, Roetzel & Andress LPA, Sedgwick Managed Care Ohio and Walter Haverfield LLP.

### OSBA President's Reception

Monday, Nov. 8, 5 p.m. to 6 p.m.  
Come greet OSBA President Robert M. Heard Sr., Cleveland Municipal, and enjoy hors d'oeuvres and refreshments. Sponsored by DLR Group, GradyBenefits and Sedgwick.

OSBA requests that if you are hosting a networking event, please hold it after 5:30 p.m. on Monday, Nov. 8.

### Tuesday Conference Luncheon

Tuesday, Nov. 10, 12:15 p.m.  
Cost is \$60  
Join us and the educational leader, entrepreneur and renowned expert on school leadership, culture, and staff and student engagement Dr. James Mahoney. Sponsored by Ohio School Plan, Pepple & Waggoner Ltd. and Sedgwick.

### OSBA Capital Conference App

Create a customized schedule, review session descriptions and locations, access handouts, search for exhibitors and more, right from your laptop, tablet or mobile device. Visit the Apple App Store or Google Play Store to download the app. You also can access the app at <http://conference.ohioschoolboards.org/app>.

## Thanks

We hope participation in this year's OSBA Capital Conference and Trade Show far exceeds your expectations. OSBA is pleased to have you as exhibitors and thanks you for your cooperation. If we can be of help at any time, please feel free to contact us.

Ohio School Boards Association  
8050 N. High St., Suite 100  
Columbus, OH 43235-6481  
(614) 540-4000 ● fax: (614) 540-4100  
[www.ohioschoolboards.org](http://www.ohioschoolboards.org)



# Guidelines Regulations Information

Ohio School Boards Association

Trade Show 2021

Nov. 8–9

Greater Columbus

Convention Center

Columbus, Ohio

# OSBA Trade Show – Guidelines, Regulations, Information

## Set-up and dismantling of exhibits

Displays must be set up between the hours of 11 a.m. and 7 p.m. on Sunday, Nov. 7 or between 7 a.m. and 9:30 a.m., Monday, Nov. 8. **Exhibitors must be set up and ready for display by 9:30 a.m. on Nov. 8.**

All exhibits must remain in place until noon, Tuesday, Nov. 9, at which time dismantling may begin. Move out is from noon to 6 p.m. on Tuesday, Nov. 9. Special arrangements must be made with the convention decorators for Wednesday pick up.

Please note, sessions will be taking place during move out. Exhibitors **will not** be permitted to move any items out using the main concourse for the safety of all attendees.

**Note:** The Fern Exposition & Event Services will begin removing aisle carpet at noon on Tuesday, Nov. 9. Please do not hamper this operation by placing your equipment on the aisle carpet. Shipping crates will not be delivered to your booth until the aisle carpet has been removed. Your patience and cooperation are appreciated.

## Exhibitor penalty information

Any exhibitor packing up or moving out before the hall closes at noon on Tuesday, Nov. 9 will be subject to penalties including, but not limited to, loss of booth preference or exhibiting privileges in subsequent years. Please wait until the designated time before packing up or moving out of the exhibit hall. Any flooring that has been installed by an exhibitor in their booth space must be removed during move out hours or you will be charged a service fee for this removal.

## Loading dock procedure

The Hall A loading dock will be used for move in and move out. Although dock passes will not be required to admit your vehicles to the loading dock area, Greater Columbus Convention Center (GCCC) will provide a dock authorization form when you arrive. You will have 20 minutes to unload and reload your equipment. 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.

## Exhibit hours

Monday, Nov. 8, 10 a.m. to 5 p.m.  
Tuesday, Nov. 9, 9 a.m. to noon  
As an exhibitor, you will have access to the hall starting at 7 a.m. on Monday and 8 a.m. on Tuesday.

## Booth furnishings

Furniture (including tables and chairs) and carpet are not included in the booth space cost. Exhibitors may either bring their own furnishings or order furniture, carpet, risers and other items by separate contract with Fern, the conference decorator. All decorative materials must be flame-proofed and comply with GCCC rules and regulations.

## Electricity/Internet

Electricity can be purchased through the GCCC by visiting <https://tinyurl.com/GCCCElectric> or calling (614) 827-2548.

Smart City Networks is the internet vendor. Visit <https://tinyurl.com/GCCCIInternet> to place your order.

## Exhibitor registration

Complimentary registration is extended on a limited basis to exhibitors. Each booth will be allocated up to 8 complimentary registrations. You can print your name badge on Sunday at kiosks by the Trade Show Office and in the Main Concourse at Registration on Monday and Tuesday.

## 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. Guest badges may be secured by the sponsoring exhibitor for a registration fee of \$50 per person.

## On-premise sales

On-premise selling are not permitted. Violating this rule will result in removal from the event. Order taking is acceptable in all booths.

## Liability against loss

The exhibitor and its officers, agents, employees and representatives agree to forever indemnify and hold harmless OSBA, 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, as a result of any claim asserted against OSBA, its officers, employees and/or agents arising out of or in any way related to exhibitors space at the 2021 Capital Conference and Trade Show.

## Give-away restrictions

Exhibitors are asked to refrain from giving away any items that create trash in the aisles and in other exhibitors' booths.

## Emergency phone number

If an emergency arises during the trade show, please visit the first aid station or use the red phones in the GCCC Concourse. The first aid station is located in the main concourse across from the book store. The station is staffed Sunday, noon to 8 p.m.; Monday, 8 a.m. to 7 p.m.; and Tuesday, 8 a.m. to 4 p.m.

## Distributing materials

Exhibitors may not distribute or display any material in the GCCC concourse or Trade Show Hall. Distribution of literature is only permitted within the exhibitor's booth space.

## Decals

Adhesive backed decals are not permitted within the GCCC complex.

## Services

The GCCC will be the exclusive provider of the following services: telephone, Internet, cleaning, electrical, plumbing and the supply of compressed gases.

## Vacuuming

OSBA is providing vacuuming in your booth Monday evening at no charge. If you would like your booth vacuumed more often (at your expense), please notify the GCCC representative at their service booth in the back of the Trade Show.