

OHIO EXPO CENTER & STATE FAIR

GENERAL POLICIES, RULES AND REGULATIONS



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WE ARE COMMITTED TO MAKING YOUR EVENT A SUCCESS

A knowledgeable Event Coordinator is assigned to assist you throughout the planning process. While the information listed in this brochure is current, please know that policies occasionally change. Please consult your Event Coordinator for specific information.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The Ohio Expo Center is ADA compliant. As new standards are introduced, it is our goal to implement those changes or upgrades in a timely manner. In accordance with the ADA, we are responsible for permanent premises access accommodations, such as, elevator standards, door width standards and restroom accessibility. It is the licensee's responsibility to provide non-permanent accessibility requirements, such as, hearing-assisted or visually-assisted devices, and temporary seating accessibility and/or interpreters.

AFFIXING OF DECORATIVE MATERIALS

Nothing may be taped, nailed, stapled, tacked or otherwise affixed to ceilings, walls, painted surfaces, fire sprinklers, columns or windows. Please inform all show management staff and speakers, as well as exhibitors. Check with your Event Coordinator for further information on appropriate displaying methods. Damages resulting from the improper use of these materials will be charged to the event.

AIR CONDITIONING AND HEATING

Air-conditioning and/or heating are provided during published event hours. Requests for air conditioning and/or heating during non-event periods will be determined on an event by event basis. An additional fee may be incurred.

ANIMALS

With the exception of guide or service animals, animals are not allowed in the facility without prior written approval. Approval is based on whether the animal is legitimately part of a show, exhibit or activity requiring the use of animals. If allowed, show management is ultimately responsible for the liability and sanitary needs associated with the animals.

CARPETS & WALL COVERINGS

Show management is responsible for all damage during an event. Show management will be responsible for cleaning costs associated with the removal of stains. If carpet/wall covering cannot be sufficiently cleaned or if the damage is severe (cuts, rips, tears), show management will be responsible for the replacement cost of the carpet or wall covering. Double stick low residue carpet tape such as Polyken is the only facility approved tape and is available from the show decorator.

ELECTRICAL SERVICES

The Ohio Expo Center requires that all electrical work inside or attached to disconnect switches, panels, motor control centers, panel boards, and other electrical equipment controlled by the Center, be performed by Ohio Expo Center staff or the approved electric service contractor only.

Please contact Expo Services, (740) 454-1201 or (614) 395-2018, regarding the provision of and fees associated with the electrical service for event exhibit/trade show areas.

ETHICS

It is the policy of the Ohio Expositions Commission ("OEC") to carry out its mission in accordance with the strictest ethical guidelines. To that end, we seek to ensure that OEC members and employees conduct themselves in a manner that fosters public confidence in the integrity of the OEC, its processes, and its accomplishments.

Records of the OEC reflect that your company has conducted, or is planning to conduct, business with the OEC. As an entity doing business with the OEC, please be advised that no person or entity doing business or seeking to do business with, regulated by, or having interests before, the OEC shall:

Promise or give to any member or employee of the OEC *anything of value*, by which is meant any item of monetary value, including but not limited to: money, gifts, food, beverages, social event tickets or expenses, travel expenses, golf outings, consulting fees, compensation or employment. *Value* in this context means worth greater than *de minimis*, or nominal.

Examples of items generally regarded as *de minimis* value are coffee mugs; pens and lapel pens; Promise or give to any member or employee of the OEC any form of compensation for the performance of his or her OEC duties or responsibilities;

Promise or give to any member or employee of the OEC any promise of future employment unless in compliance with the Ethics Law;

Promise or give to any member or employee of the OEC any honoraria prohibited by the Ethics Law.

EXCLUSIVE SERVICES

Please refer to your Rental Agreement for a list of those services. In addition, your Event Coordinator can provide a list of vendors for other services.

EQUIPMENT RENTAL

The Ohio Expo Center's equipment inventory is usually adequate to accommodate several simultaneous events and current prices can be found in the Amenities section of this manual. Please let your Event Coordinator know what your needs are during the operational writeup process. When the inventory is exhausted, show management must make arrangements for additional equipment at its own expense.

FACILITY CLEANING

The Ohio Expo Center delivers a show-ready facility. We expect show management to deliver it back in the same condition. There will be an additional charge assessed for cleaning tape residue on the floor and for bulk trash removal at the conclusion of your event.

The Ohio Expo Center provides general labor during the event to dispose of trash, clean spills, retrieve additional equipment, etc. Any additional needs are billable at the prevailing rate.

The Ohio Expo Center cleans and maintains restroom facilities during the event.

FIRE MARSHAL

Exhibitors, service contractors and show management must comply with all federal, state and local fire and building codes that apply to public assembly facilities. Show Management's floor plan must be sent to the State Fire Marshal's Office a minimum of 30 days prior to the first event day for review.

Special event permits for exhibits, open flame, pyro or special requests are required and will be reviewed by the State Fire Marshal's Office. Please contact them direct, (614) 728-5460, to obtain further information.

FIRST AID

It is show management's responsibility to make arrangement for first aid services for events at the Ohio Expo Center. However, should event demographics or numbers demonstrate the need for such coverage, the Ohio Expo Center reserves the right to require show management to engage in first-aid services for an event. You may contact your Event Coordinator for a list of providers.

In case of emergency, please dial 911 from your cell phone. The Ohio Expo Center and Highway Patrol will automatically be notified.

FLOOR PLANS

All floor plans must be approved by the Fire Marshal and the Ohio Expo Center prior to move-in.

Please note these basic rules:

- Aisles between display areas are a minimum of ten (10) feet.
- Nothing may intrude into the aisle space.
- One hundred (100) linear feet of contiguous display space are allowable before a cross aisle must be present.
- Aisles must be configured to provide clear access to exit ways.
- There must be twenty (20) feet of clearance in front of all exits.
- The travel distance within any booth or exhibit enclosure to an exit access may not be greater than fifty (50) feet.

The following items must be designated on your floor plans:

- Booth spaces.
- Bulk spaces.
- Enclosed areas in a booth or bulk space (enclosed areas, i.e., closets, offices, etc., need to be equipped with a UL approved battery-operated smoke detector and a Fire Extinguisher).

FOOD & BEVERAGE SAMPLES

Food and beverage product exhibitors who are lawful manufacturers or distributors of food and/or beverage products may distribute samples. Samples must be distributed from exhibitors assigned space only. Samples may not exceed two (2) ounces by weight of a solid product, and four (4) ounces by volume of a non-alcoholic beverage product. Approval for distribution of samples must be obtained prior to an event. Please contact your Event Coordinator for additional information.

FREIGHT DELIVERIES

The Ohio Expo Center will not accept delivery of show materials or freight. Freight carriers should deliver freight to the attention of show management's decorator, show management or Expo Services. Delivery address should reference the name of the event, location (building) and show contact name.

GAS CYLINDERS

All gas cylinders must be securely fastened to a carriage or to a fixed location at all times. The State Fire Marshal's office must be notified at the time the floor plan is submitted.

GENERAL PRICING INFORMATION

The general pricing information is provided in this manual under Amenities and Rates. Pricing and information regarding exclusive services are included under the respective agent. Prices are subject to change.

HELIUM BALLOONS

Helium balloons may not be distributed or sold inside the facility. With the prior approval of your Event Manager, helium balloons may be used when they are permanently affixed to displays. If helium balloons are released for any reason within the facility, labor costs associated with the removal of the balloons will be charged to show management at the prevailing rate.

HOUSE SOUND SYSTEMS

The Ohio Expo Center has contracted with OKI, Inc. to provide A/V needs of show management and their exhibitors. Some buildings have a house sound system included with the facility rental. Please consult your Event Coordinator for details.

KEYS

To avoid unanticipated delays, please relay your needs to your Event Manager. Keys are issued to interior doors only. There will be a \$100 per key fee assessed for any keys not returned.

LIGHTING

A 50% level of lighting is provided in all leased spaces during move-in and move-out. One (1) hour prior to the opening of an event, 100% lighting will be provided. At the close of an event day, 50% lighting level will be restored. If a 100% lighting level is necessary before or after show hours, please consult with your Event Manager to make arrangements and to inquire about the prevailing fees.

LOST, LEFT BEHIND OR ABANDONED ARTICLES

A lost and found location may be operated at show management's discretion. The State Highway Patrol, Post 96, can be contacted regarding Lost & Found Items. Every effort shall be made by our staff to see that property found or turned in is handled in such a way as to provide the best possible opportunity for return of that property to its rightful owner. Please note that because we do not store show materials, unclaimed items may be disposed of at the conclusion of the move out.

TELECOMMUNICATIONS & INTERNET SERVICES

To order telephone and internet service, go to Pioneer Communications' website, www.PioneerCommunications.Biz and place your order thru the secure online ordering system. If you are not comfortable sending credit card information over the web, there is a mail-in form on the website that you can fill in and print to mail or fax. If you do not have internet access, you may call and request a form and one will be sent by mail or fax, whichever is most convenient. For assistance or questions about these services, please call Pioneer Communications at 888-295-0567.

Pioneer Communications
PO Box 307634
Gahanna, Ohio 43230-7634
Phone: 614-475-0567
Fax: 614-471-9797

E-Mail: Service@PioneerCommunications.Biz

PARKING (VEHICLE & RV)

On-site vehicle parking is available and provided through an outside parking company, Standard Parking. There is no overnight or 24 hour vehicle parking.

Recreational vehicle sites are available on a first-come, first-serve basis for \$35 per day in the Korbel Campground area. Electric is available at all sites, but not all are equipped with water and dump stations.

Due to inclement weather, water will not be available from November- March. A shower and restroom facility is available (based on usage). Tent camping is not permitted.

PRODUCTION SERVICES

OKI, Inc. is the Ohio Expo Center's exclusive Audio Visual Services provider. They can arrange for a full variety of audio visual services and equipment as well as sophisticated multi-media services. OKI maintains an on-site office and has an extensive inventory. Contact OKI at (614) 294-2555.

PUBLIC SAFETY & EVENT SECURITY SERVICES

The Ohio State Highway Patrol, Post 96, retains control of all public spaces on a 24-hour basis. Any additional services that is requested are at additional costs to show management at the current billable rates. We reserve the right to eject disorderly persons or any person who is causing disruption to an event and/or the conduct of business. The Highway Patrol is the only armed security permitted at the facility.

The licensee is encouraged to contract for event security staffing for licensed space. All security staffing and emergency response planning is subject to review and should be discussed with your Event Coordinator as there are detailed requirements for Event Security Providers.

RECYCLING

Recycling is part of the Ohio Expo Center's operating philosophy. The Ohio Expo Center recycles paper, cans, cardboard, plastic, wood pallets and more. Please place materials in the appropriate designated containers/area.

RESTAURANT & VENUE SERVICES

The Ohio Expo Center has contracted with Concessions by Cox to provide show management and attendees with this service. Kiosks to satisfy guest demands as warranted by building activity may be arranged for through Concessions by Cox at (614) 297-0735.

The OEC is a permit premise as defined by the Ohio Department of Liquor Control which gives the OEC and/or its' designated agents the sole right to conduct all alcohol related activities on OEC property.

As the promoter and as stated in paragraphs J, S and U of your Rental Agreement, you must comply with all applicable statutes, laws, including liquor laws. Food service and non-alcoholic beverages must also be provided by the OEC and/or its' agents unless otherwise agreed to in writing by the OEC.

Any person or group serving, selling, giving away or providing food, beverages, including alcohol, not purchased through the appropriate OEC agent will be asked to vacate the premises and be escorted off the grounds. Additionally, future contracts between the OEC and your event may be in jeopardy.

RIGGING

OKI, Inc., the Ohio Expo Center's A/V contractor, exclusively provides all rigging points for event and production hanging. Show management or their designated Service Contractor shall contact OKI for information regarding load limits and arrange for the provision of the rigging points. All costs associated with rigging are the responsibility of the licensee or their designee.

SAFETY

The Ohio Expo Center's goal is to provide a safe environment for you and everyone associated with your event. Please help us meet our goal by adhering to the basic safety related policies, which follow in this section:

All show and exhibitor equipment must be UL approved. Extension cords shall be three-wire with ground and shall service one appliance or device. Multi-plus adapters must be UL approved and have an overload internal circuit breaker. Home-type "cube" taps are prohibited. Spliced wires are heat generators and are prohibited.

SAFETY

Cooking/warming devices shall be electric and shall be UL or FM approved. Cooking/warming devices and heated products need to be four (4) feet away from the front of the display or have a shield 18 inches high, 1/2 inch thick across the front and down the sides of the demonstration area. An approved fire extinguisher must be in the booth and readily available near the demonstration area.

The use of welding equipment, open flames, decorative candles or smoke emitting devices or materials are prohibited. Exceptions may be made with prior approval by the State Fire Marshal.

All display materials must be flame retardant according to Ohio fire codes.

Exits, entrances, air supply vents, ramps, sidewalks, hallways, stairways, elevators and aislesways must be kept clear at all times. Exit signs must be kept visible at all times. Fire extinguishers, fire protection valves and fire hose cabinets must be kept clear at all times. In the event that an alarm goes off, please know that we do not deactivate any alarm until the proper emergency response team is on-site, verifies the cause of the alarm, and then deactivates the alarm.

The Ohio Expo Center does not allow any "hard construction" type of activities to be executed within the building such as but not limited to material sawing, painting, welding, soldering, etc. without PRIOR written approval.

SALES & LICENSES

Contact the State Department of Taxation to obtain information and required permits at (614) 387-2176.

SMOKING

The Ohio Expo Center is a non-smoking facility. By state law, and in the interest of public health, the Ohio Expo Center has adopted a non-smoking policy. There are designated areas outside the buildings where smoking is permitted.

TENT PERMITS

The State of Ohio Bureau of Building Code Compliance (BOC) regulates the construction of all temporary and permanent building, electrical or plumbing installations at the Ohio Expo Center. Prior to erecting any temporary or permanent structure or electrical installation, please contact the BOC at 614-644-2622.

The BOC works with the Ohio Expo Center and their vendors on numerous types of projects, such as the following:

- Tents over 200 square feet
- Open-sided canopies over 700 square feet
- Temporary wood structures/storefronts, etc.
- Temporary electrical services
- Special amusement attractions in existing buildings
- Temporary alterations to existing buildings

If you are planning any of these types of projects, most can be handled by a simple application form provided by the BOC. The form is called an "Application for Inspection not Requiring Plans" also known as "Special Inspection" application. This form is available on BOC's website at www.com.state.oh.us. A nominal fee is required depending on the scope of work.

The BOC plays a vital role in protecting the public health, safety and welfare. The following are some examples of things to avoid that may create a hazardous condition:

- Open flame cooking appliances located in closely spaced tents with the lack of suppression systems
- Constructing wood storefronts on existing buildings
- Obstructing posted fire lanes with temporary structures
- Storing propane tanks without proper safeguards from vehicles or personnel
- Large amounts of extension cords and plug strips- electrocution and trip hazards
- Blocking exits and means of egress with displays
- Blocking building exits with exterior tents
- Minimal clearances to overhead power lines from temporary structures

For tent permits/approvals, please contact the Division of Industrial Compliance at (614) 644-2223.

USE OF PUBLIC SPACE & INTERIOR SIGNAGE

The desired use of any public, non-licensed area needs to be fully discussed with your Event Coordinator to determine the feasibility of the proposed use. The areas adjacent to stairs and common lobby/foyer areas not allocated to a particular event and are considered integral to maintaining the ingress/egress requirements necessary to facilitate overall building traffic. As a general rule, exits, restrooms, phones, box offices and other lobby speciality services as well as amenities cannot be obstructed.

Options for registration and other public space uses should be explored with your Event Coordinator. Once a space has been determined as appropriate and available, a floor plan outlining the proposed usage must be submitted for State Fire Marshal approval at least thirty (30) days in advance of load-in.

The desired display of event-related signage needs to be fully discussed with your Event Coordinator to determine the feasibility of the proposed signage. Because of numerous multiple facility users, your Event Coordinator needs to be consulted prior to any signage being produced. Generally, the installation of signage should be in correlation to your licensed space. However, because there are often multiple events, some high traffic areas may be subject to additional considerations.

Event specific advertising opportunities may be available and we will work with associations or events to accommodate "Sponsorship" programs. These activities require advance approval, and have certain guidelines and should be discussed with your Event Coordinator.

All approved signage must be submitted to the contracted provider, Expo Services for hanging. Contact their office at

TICKETING/BOX OFFICE

Ticketing sales and ticket takers should be arranged for directly by the Licensee. You are welcome to use a vendor of your choice. If needed, your Event Manager can provide a list of providers.

VEHICLES ON DISPLAY

Vehicles on display must adhere to the following rules:

No more than 1/4 tank of gas or five gallons, whichever is less.

A locking gas cap or tape over the gas cap.

Batteries shall be disconnected in an approved manner as determined by the State Fire Marshal.

A drip pan under the vehicle's drive train (motor differential).

Vehicles shall not be moved during show hours.

Refueling is prohibited in the facility.

Floor plans must indicate where vehicles

WASTE DISPOSAL

Show management is responsible for proper and regulated disposal of any and all toxic or biohazard goods, materials and substances, and must comply with all applicable laws. If someone associated with your event ignores regulatory mandates, it becomes show management's responsibility.

YOUR CONTRACTORS

Show management must provide a list of contractors that will be used during the event at least thirty (30) days prior to the first move-in day. The list assists with the pre-planning of services and security programs.

LASTLY.....

Every event is different and the General Policies, Rules and Regulations cannot conceivably cover every possible scenario. If there is anything that is not covered in this handbook, please know that the Ohio Expo Center reserves the right to determine necessary considerations or stipulations on an as-needed basis. Our sole effort is to insure the success of your event and safeguard the safety and experience of all our visitors. We know that you will appreciate our efforts.

(These general policies, rules and regulations are subject to change)

AMENITIES & RATES

The facility information includes square footage and daily rates. Setup and removal days are one-half of the daily rental charge.

Ag & Hort Building, 40,600 sf	\$1,250
Bricker Multi-Purpose (AC), 155,000 sf	\$4,500
Buckeye Building, 66,000 sf	\$2,300
South one-half, 45,000 sf	\$1,650
Buckeye Lot	\$1,575
Buckeye Pavilion (300'x128')	\$550
Celeste Center (AC), 60,000 sf	\$4,500
Coliseum, 25,200 sf	\$3,300
Commercial Buildings	
North Commercial & Poultry, 36,288 sf/ea.	\$850
South Commercial, 25,740 sf	\$850
Congress Pavilion, 20,000 sf	\$550
Cooper Arena, 14,212 sf	\$1,100
Denny Hales Pavilion (300'x128')	\$550
DiSalle Center (AC)	\$1,000
Auditorium	\$525
Exhibit Halls, 9,000 sf	\$800
Gallery, 4,000 sf	\$525
Gilligan Complex - 1,012 stalls	
South one-half, 70,000 sf	\$1,300
Restaurant (AC)	\$325
Lausche Building (AC), 52,000 sf	\$2,500
North two-thirds, 35,100 sf	\$1,800
South one-third, 16,900 sf	\$1,500
Natural Resources Park (based on use)	
Ohio Building (AC), 14,000 sf	\$1,700
O'Neill Building (AC), 14,000 sf	\$1,500
Paddock, 40,660 sf	
Show use	\$750
Schooling	no charge
Rhodes Center (AC)	
Auditorium & meeting rooms, 15,680 sf	\$1,600
West one-half auditorium, 6,720 sf	\$1,000
East one-half auditorium, 8,960 sf	\$1,000
Conference rooms	\$175 each
Cafeteria, 6,500 sf	\$325
Sheep Barn (no heat), 104,000 sf	\$1,500
Parking only	\$400
Voinovich Livestock & Trade Center, 71,000 sf	
Livestock & Horse Show	\$3,900
Commercial	\$4,400
Annex	\$1,000
Conference Rooms (AC), 1,000 sf	\$250
(AC) air conditioned	

AMENITIES & RATES

EQUIPMENT RENTAL

Aluminum Bleachers (labor extra)	
90 seat - 5 row section	\$100 show
180 seat - 10 row section	\$150 show
Bil-Jax Stage (20'x20')	\$400 show
Blackboard	\$10 show
Chain & Stanchions	\$1/ft., plus labor
Chairs	
Metal	\$1 show
Padded	\$1.50 show
Interlocking	\$1.50 show
Wooden Stools	\$2 show
Coat Rack (commercial use)	\$10 show
Crowd Control Barriers (steel)	\$5 day/ \$7 show
Easel	\$10 show
Movie Screen	\$25 show
Park Bench	\$5 show
Pegboard (4' x 8')	\$5 show
Piano (electric)	\$25 day
Platforms (wooden 4' x 8' x 18")	\$10 show
Risers (wooden, 20 seats ea. - not included) ..	\$5 show
Slide/Overhead Projector	\$20 show
Tables	
6' & 8'	\$4 first day/ \$7 show
60" round	\$5 show
Ticket Counter	\$15 show
Bobcat Skid Loader*	\$40 hr.
Backhoe*	\$50 hr.
Dump Truck*	\$50 hr.
Front End Loader*	\$100 hr.
Genie Lift*	\$50 hr.
Grader*	\$100 hr.
Hi-jacker*	\$20 hr.
Tractor	\$30 hr.
*requires an OEC operator	
Labor Rates	
General	\$26.00 each labor hour incurred
Overtime	\$39.00 each labor hour incurred
Equipment Operator	\$31.50 each labor hour incurred
Overtime	\$47.25 each labor hour incurred
Electrician/Plumber	\$34.00 each labor hour incurred
Overtime	\$51.00 each labor hour incurred

AMENITIES & RATES

EQUINE FACILITY PACKAGE

Horse stall fees	\$50 show
Early arrival or layover	\$25 / animal
a minimum of \$500	

LIVESTOCK FACILITY PACKAGE

Cattle	\$15/head/show
Swine/Sheep/Goats	\$12/ head/show
Early arrival or layover	same as head fee
a minimum of \$500	

Also included in the equine & livestock package:

- Auction block
- On-site personnel
- Water truck & water
- Disc & chain link drag
- Stable & show offices
- Ten tables & ten chairs
- Sale ring
- Farrier area
- General custodial
- Noncommercial electric
- Post show stall cleaning
- Tractor & appropriate equipment

Two sets of 5 row bleachers for Paddock shows

TRAVEL SERVICES AND DIRECTIONS

Location

The Ohio Expo Center is located north of downtown Columbus and 8 miles from Port Columbus Airport. By using the maps and driving directions provided, reaching the Ohio Expo Center can be an easy and stress free experience. If you are in need of shuttle service from the airport, you may contact the following service provider to make arrangements.

Address

717 East 17th Avenue, Columbus, Ohio
43211-2698

Limos and Shuttles

- www.port-columbus.com for a complete listing

Rental Car Companies

- Alamo 800-GO-ALAMO
- Avis 800-331-1212
- Budget 800-527-0700
- Dollar 800-800-4000
- Enterprise 800-325-8007
- Hertz 800-654-3131
- National 800-CAR-RENT
- Thrifty 800-367-2277

Taxi Service

Taxi Rate Chart:

Initial charge
(includes loading and first 1/9 mile) \$2.75

Each additional 2/9 mile \$.45
Each 60 seconds of waiting time \$.45

Surcharge for each trip originating at airport \$3.00

Sales Tax 7.00%

Approx. Destination Fee to Ohio Expo Center, \$22-\$25

Taxi General Manager
614-239-TAXI

Getting Here

From the Airport

670 West to 71 North, Exit 111 (17th Avenue); West on 17th Avenue

From North on 71

71 South to Exit 111 (17th Avenue); West on 17th Avenue

From South on 71

71 North to Exit 111 (17th Avenue); West on 17th Avenue

From East on 70

70 West to 71 North, Exit 111 (17th Avenue); West on 17th Avenue

From West on 70

70 East to 71 North, Exit 111 (17th Avenue); West on 17th Avenue

From Within Columbus

North Fourth Avenue (from the South) or Summit Street (from the North) to 17th Avenue