

2022 EXHIBITOR INFORMATION KIT



SEPT. 9, 10, 11

OHIO EXPO CENTER

DispatchHomeAndGardenShow.com



VENTURES

USA TODAY NETWORK

Table of Contents

| | |
|---|-----------|
| General Show Information..... | 2 |
| Event Owner and Producer Contacts | |
| Public Relations Contact | |
| Show Dates and Hours | |
| Show Office and Exhibitor Registration | |
| Show Suppliers..... | 3 |
| Moving In and Out, Exhibitor Credentials, Advance Tickets, Parking | 3 |
| Move-in and Move-out | |
| Transporting Your Display | |
| Vehicle Access Policy | |
| Exhibitor Entrances and Credentials | |
| Show Parking Passes | |
| Shipping Instructions | |
| Rules and Regulations | 7 |
| Fire Safety Requirements | |
| Electrical Code | |
| Limited Vendor's License | |
| Temporary Food License | |
| Gas Hook-up | |
| Insurance Requirements | |
| Liquor Control Policy | |
| Building Rules and City Ordinances | |
| Music Licensing | |
| Exhibit Requirements | 8 |
| Equipment and Furnishings | |
| Sound | |
| Maintenance | |
| Security | |
| Prize/Give-away Registration | |
| Ohio Law on Prizes and Use of "Free" | |
| Exhibitor Booth Guidelines | 9 |
| Booth Definitions & Guidelines | |
| Map of Columbus | 13 |

Event Owner & Contacts

Gannett Ventures, LLC

Jason Taylor, President, Events and Endurance

Lyndsi Lane, VP of Events

Stephen Buzza, Event Director

sbuzza@usatventures.com

Nikki McDonald, Sponsorship Account Executive

nmcdonald@usatventures.com

Arica Leonard, Event Operations Manager

aleonard@usatventures.com

Megan Parker, Exhibit Sales Director

mparker@usatventures.com

Laura Moore, Exhibit Account Executive

lmoore@usatventures.com

Malissa Walthall, Exhibitor Account

Executive mwalthall@usatventures.com

Emily Drumm, Guest Relations Specialist

edrumm@usatventures.com

Alan Ramey, Graphic Designer

aramey@usatventures.com

James Beard, Guest Technology Platforms

Manager jbeard@usatventures.com

Public Relations Contact

For publicity requests, contact:

Irvin Public Relations

Sarah Irvin Clark

15 Price Ave, Suite 101

Columbus, OH 43201

614.225.9100 *3

sarah@irvinpr.com

Show Dates and Hours

September 9th -11th:

11 a.m. – 6 p.m.

Show Office and Exhibitor Registration

The Show Office, located inside the East entrance of the Bricker Building, will open at 9 a.m. on Wednesday, September 7th. Registration will be during move-in hours. Prior to the opening of the show, all exhibitors must register with the Show Office to receive exhibitor credentials for access to the event. **The Show Office will be open during all event operational hours.**

Show Office and Exhibitor Registration Hours:

Wednesday, September 7th: 9 a.m. – 6 p.m.

Thursday, September 8th: 9 a.m. – 6 p.m.

Friday, September 9th: 9 a.m. – 6 p.m.

Saturday, September 10th: 9 a.m. – 6 p.m.

Sunday, September 11th: 10 a.m. – 6 p.m.

All exhibitors must be registered by 9:00 a.m., Friday, September 9th.

Show Suppliers

When contacting any of the show suppliers, it is important that your booth number is indicated on all correspondence.

Official Decorator/Advance Shipping

Fern Exposition

Lynn Garvin
1500 Old Leonard Avenue
Columbus, OH 43219
614.253.1500
E-mail: lgarvin@fernexpo.com

Telephone, Internet & Cable Services

Wireless internet service, hard-wired internet, cable TV, or telephone services must be ordered directly through NetSteady Communications.

NetSteady Communications, Ltd.

6385 Shier Rings Rd., Suite 3
Columbus, Ohio 43016
614.345.5005
888.295.0567
E-mail: Becca@netsteady.com

Electrical & Banner/Sign Hanging Services

Any banner or sign installation at the Ohio Expo Center is now to be contracted exclusively through EXPO Services and requires a two-week advance order to qualify for discounted rates. Please note that all signs and/or banners are required to adhere to all requirements listed in the Exhibit Requirements and Exhibitor Booth Guidelines sections located on pages 10-12 [\[LA1\]](#). To order service, please use the order form located online.

EXPO Services

Scott Perone
P.O. Box 2969
Zanesville, OH 43702
740.454.1201
E-mail: ExpoServicesOEC@gmail.com

Audio Visual

If you need sound, lighting, staging or have audio visual needs, place your order with OKI directly.

OKI, Inc.

Jason Brentlinger
12075 Stockwell Rd.
Sunbury, OH 43074
614.395.2133
E-mail: ocevents@okiproductions.com

Moving In



Any exhibitor using soil, sand, mulch, stone, brick or any other type of building materials in their display MUST use a layer of heavy protective plastic between building materials and the concrete floor. Each exhibitor assumes full liability to any damage caused to concrete surface by exhibitor's display.

Delivery of equipment and installation cannot begin before the time designated for your booth location. To identify your designated time, locate your booth position on the floor plan on the enclosed Move-in Schedule insert. Note the shading of your booth area on the diagram and match it with the Move-in Schedule key. If a move-in timeline splits your space, you must abide by the schedule specified for each area.

Event staff will be reasonably available to assist with the move-in of your exhibit at no cost to you.

***ALL EXHIBITORS MUST BE OUT OF THE BUILDING BY 8PM DURING MOVE IN.**

Moving Out

All exhibits MUST remain in place until the show closes at 6 p.m. on the last day. NO EXCEPTIONS!

Move-out hours:

- Sunday, September 11th - 6 - 8p.m. ***ALL EXHIBITORS MUST BE OUT OF THE BUILDING BY 8PM.**
- Monday, September 12th, from 8 a.m. - 4 p.m.



***BELONGINGS NOT REMOVED FROM THE BUILDING BY 4PM WILL BECOME PROPERTY OF OHIO EXPO CENTER.**

For improved security during move-out, make sure all materials that can easily be picked up and carried are removed first, and not left overnight. Make arrangements to have help during move-out. One person should remain in your exhibit space during this period.

Move-out must be completed by 4 p.m. on Monday, September 12. Event staff will be reasonably available to assist you with the move-out of your exhibit at no cost to you.

Transporting Your Display

Exhibitors should enter via east or north freight doors of the Bricker Building.

As a courtesy, a limited number of carts and personnel are available during published move-in/move-out hours to help exhibitors move equipment to and from booths and vehicles; however, transportation and handling are solely the responsibility of the exhibitor.

Vehicle Access Policy

The following guidelines must be strictly adhered to:

Before the close of business on Thursday, September 8, vehicle access to show aisles is allowed on a space-available basis

All vehicles must be out of the building by 6 p.m., Thursday, September 8. **Vehicle access on Friday, September 9, will NOT be permitted**

Vehicles may not remain in the building during set-up and dismantling of exhibit space.

During periods when vehicles are allowed in show aisles, exhibitors are responsible for prompt removal of any oil, water or other debris coming from their vehicle.

Show management reserves the right to deny vehicle access in any case where access might create a hazard.

In no case is booth or display material to be moved to facilitate vehicle access. All vehicles must move through and remain in aisle space without exception.

Exhibitor Entrances

The exhibitor entrances are located on the north end of the building.

Be sure to familiarize yourself with these entrances during move-in. Look for the appropriate signs.

Exhibitor Credentials

Exhibitor Credentials (badges) will only display your company name and will be issued based on the size of your booth space. Six (6) badges will be provided for a 10' x 10' exhibit booth (two (2) badges will be provided for each additional 10' x 10' exhibit) and two (2) badges for each 200 sq. ft. of bulk exhibit space.

You may pick up your Exhibitor Credentials (badges) in the Show Office at any time during move-in hours. Exhibitor Credentials will **not** be mailed prior to the show.

2022 Fall Home and Garden Show Admission will be FREE

Show Parking Passes

To avoid multiple parking charges (\$5 per entry), FULL SHOW PARKING PASSES may be purchased as you enter the Ohio Expo Center the first time, for a nominal fee of \$14. Parking passes may be purchased in advance *directly through Standard Parking or calling your sales rep to add it to your booth order.*


Parking will **not** be allowed, under any circumstances, in the overhead (Paddock area) on the south side of the Bricker Building. Unless you have the proper credentials, do not park in the handicap designated spaces. Your vehicle will be towed.

The Ohio Expo Center, through its contactor Standard Parking, charges a permit fee to all vehicles entering the property. Permits issued to exhibitors and the general public may not be sold, duplicated, altered or utilized in any way to circumvent normal Ohio Expo Center and Standard Parking policies. Any exhibitor or general public patron found selling, duplicating or altering permits shall forfeit all rights and privileges derived from any agreement with the Ohio Expo Center and/or its Lessees and may be subject to criminal prosecution to the fullest extent allowable by Ohio Law.

Company vehicles that prominently display logos, contact information or other marketing messages and information may not be parked along entrance and exit pathways on Ohio Expo Center grounds.

Shipping Instructions

Advance Freight Shipping Instructions: To send materials in advance of exhibitor

 move-in, follow the instructions published in the packet supplied by Fern Exposition & Event Services. This service is billable to the exhibitor. For additional information about advance freight shipping, contact:

Fern Exposition
Lynn Garvin
1500 Old Leonard Avenue
Columbus, OH 43219
614. 253-1500
614. 253-9101 (fax)
E-mail: fernexpo.com

Shipping during move-in or during show:

Shipments to arrive ON or AFTER NOON Tuesday, September 6, 2022, should be sent PREPAID to the following:

(Exhibit name & Booth Number)
c/o Fall Home & Garden Show
Bricker Multi-Purpose Building
717 E. 17th Avenue
Columbus, OH 43211

FOR: Fall Home & Garden Show
Booth Number _____

NOTICE:

All handling costs for shipments consigned to the Bricker Building, Ohio Expo Center, or which reach the dock via your transportation during move-in or during the show will be paid by the show.

RECEIVING HOURS:

| | |
|------------------------|------------------------------------|
| Wednesday, September 7 | 10 a.m. - 5 p.m. |
| Thursday, September 8 | 10 a.m. - 5 p.m. |
| Show days | One (1) hour prior to show opening |

******Please be advised that on Thursday, September 8, 2022, at 4pm the dock doors will be closed and not reopened until Sunday 11, 2022 at 6pm EST. If you plan of setting up your booth after 4pm on Thursday, September 8 you will have to use the pedestrian doors. Under no circumstances can we adjust this policy. This is for the safety of everyone working at or attending the event. Thank you for understanding.***

Rules and Regulations

Fire Safety Requirements

These guidelines, established by the State of Ohio, must be carefully and completely followed. Failure to do so can jeopardize your participation in this and future events.

1. No bottled fuels (of any type) allowed indoors.
Gel Fuels:
 - Gel fuels are approved for use in displays.
 - One 13 oz. container per 100 sq. ft. of space
 - Gel fuel flames must be covered and/or protected against human and combustible contact
 - Must follow manufacturer's guidelines on required distances to combustibles.
 - Extra gel fuel containers and/or refills cannot be stored indoors.
2. Fireplace Displays, Gas Log Sets, etc.:
 - All displays require installation per manufacturer's installation guidelines (if installation guidelines require exhaust venting to exterior of structure, unit must be vented to the exterior—no exceptions)
3. Backup Electric Generators:
 - All displays require installation per manufacturer's installation guidelines (if installation guidelines require exhaust venting

to exterior of structure, unit must be vented to the exterior—no exceptions)

4. Any other type of Fueled Devices:
 - All displays require installation per manufacturer's installation (if installation guidelines require exhaust venting to exterior of structure, unit must be vented to the exterior—no exceptions)

*All natural gas connections are to be made by the Ohio Expo Center (OEC). Contact OEC's maintenance department (614.644.5050) in advance to coordinate gas line installation.

*Additional questions pertaining to the state fire code should be directed to:

State Fire Marshal Office
Code Enforcement Bureau
8895 E. Main St.
Reynoldsburg, OH 43068
614.728.5460 (phone)
www.com.ohio.gov/fire

Electrical Code

All electrical connections must be in compliance with the National Electric Code for temporary wiring. Abuse and/or improper use of extension cords is prohibited. Questions concerning these matters should be directed to:

State Fire Marshal Office
Code Enforcement Bureau
8895 E. Main St.
Reynoldsburg, OH 43068
614.728.5460 (phone)

Show management supplies each booth with one 110v outlet up to 1,000 watts at no cost. If you should require additional service please fill out the Electrical Services order form for **EXPO Services** that is located online.

Note: When ordering electrical services, be sure to supply your booth number and company name.

Limited Vendors License

The State of Ohio requires a limited vendor's license for vendors without a fixed place of business within Franklin County. The fee for this license is approximately \$25. For information, contact:

Ohio Department of Taxation
30 East Broad Street, 22nd Floor
Columbus, OH 43215
888.403.4039
www.tax.ohio.gov

Gas Hook-up

The Ohio State Expo Center Maintenance Department will be handling necessary gas hook-ups. You will be required to pay for this service prior to hook-up. You can make hook-up arrangements by calling the OEC Maintenance department at 614.644.5050.

Insurance Requirements

Neither Gannett Ventures LLC nor the Ohio Expo Center ("Center") shall be responsible for loss or damage occurring to the Exhibitor, its property, or its agents from any cause. Small and valuable exhibit materials should be packed away each night. The Exhibitor agrees to protect, indemnify, and hold harmless Gannett Ventures and Center against any and all claims for loss, injury or damage to persons or property arising out of the activities (whether negligent, intentional or reckless) of the Exhibitor, his/her agents, employees, invitees, licensees, or guests, to defend the Gannett Ventures and the Center against any and all such claims and to reimburse and indemnify Gannett Ventures and Center for any loss, damage, expense (including, but not limited to, reasonable attorneys' fees) or payment suffered thereby. Exhibitor shall maintain in effect and supply Gannett Ventures with certificates of insurance which name Gannett Ventures and Center as additional insured for comprehensive general liability insurance with combined bodily injury and property damage limits of \$500,000 each occurrence and \$1,000,000 aggregate, and an umbrella liability insurance policy with limits of \$1,000,000.

THE FOLLOWING INFORMATION MUST BE INCLUDED ON YOUR COI:

Certificate Holder must list:

Ohio Expo Center
717 E. 17th Ave.
Columbus, OH. 43211

Description must list:

GANNETT VENTURES LLC
175 Sully's Trail
Pittsford, NY 14534

Exhibitor Requirements

Equipment and Furnishings

Requisition forms from Fern Exposition & Event Services for equipment, furnishings and special services are included in their online Exhibitor Kit. Act quickly to take advantage of special pricing on advance orders. If you have questions regarding the rental of booth furnishings, contact Fern Exposition & Event Services (contact information listed under Show Suppliers, Page 2).

Sound

Exhibitors operating sound, motion picture equipment, loudspeakers, or any other noise-creating devices, shall do so only at a level, which will not interfere with other exhibitors or create any undue acoustic inconvenience.

Maintenance

Aisles will be swept nightly after closing at no cost to the exhibitor, but you will be required to always keep your booth clean and neat. You will be responsible to empty your wastebasket.

Security

Show Management provides 24-hour guard service for surveillance of the premises; however, you are responsible for your own products. We highly recommend that portable products, which are not securely fastened to your display, be removed from the exhibit when it is not occupied.

Prize/Giveaway Registration

Show Management must approve all registrations. All prizes and giveaway program winners must be contacted within two days (48 hours) after the show closes. Names, addresses and phone numbers of all winners must be

brought to the Show Office prior to the closing of the show. The Federal Trade Commission and the local Office of Consumer Protection have been receiving a growing number of complaints about promotions using deceptively advertised prizes, particularly vacation trips and contests. All prizes and giveaways must relate directly to your area of business. If an outside company approaches you to include a trip as part of your exhibit, exercise extreme caution. Your reputation is at stake. **If you plan to offer a prize or giveaway at your exhibit, you must complete and return the online Prize/Giveaway Registration form.**

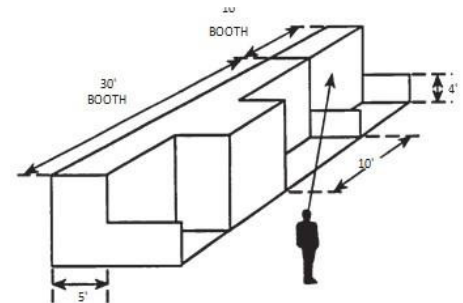
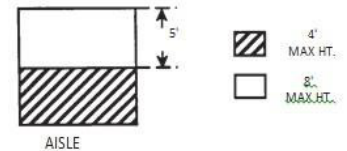
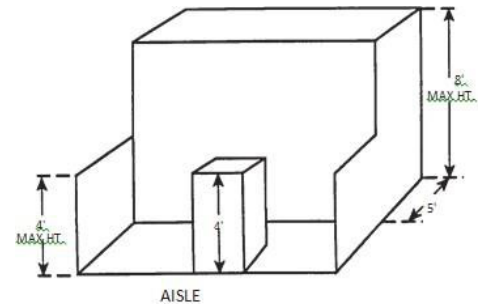
Exhibitor Booth Guidelines

Plan Your Booth to Adhere to Height Requirements

Exhibitors whose displays do not initially meet the standards will be required to modify their booth design before the show opens. **An exhibitor seeking exemption from the height restrictions may apply in writing for a variance.** Show Management will approve a variance only if the proposed display will clearly add quality to the show.

Maximum Height for Standard, Endcap, Peninsula or Island Booths 9'

**NOTE: All booths are 10' x 10' unless otherwise noted.
If Exhibit exceeds 8', back of display must be covered.**



Standard Booth

Definition

One or more units measuring 10' x 10' or 8' x 10' in a straight line.

Height

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 9'. All structures going above the 8' pipe & drape needs to be finished and/or painted black. Signage will be permitted to a maximum height of 8'.

Depth

All display fixtures of 4' in height and placed within 10 linear feet of an adjoining exhibit must be confined to that area of the exhibitor's space which is within 5' of the back line.

Intent

Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of the exhibit. Exhibitors with larger space - 30 linear feet or more - should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4' and within 10 linear feet of a neighboring exhibit is intended to accomplish both of these aims.

Endcap Booth

Definition

Two units measuring 10' x 20' at the end of a run of standard booths with an aisle on three sides.

Height

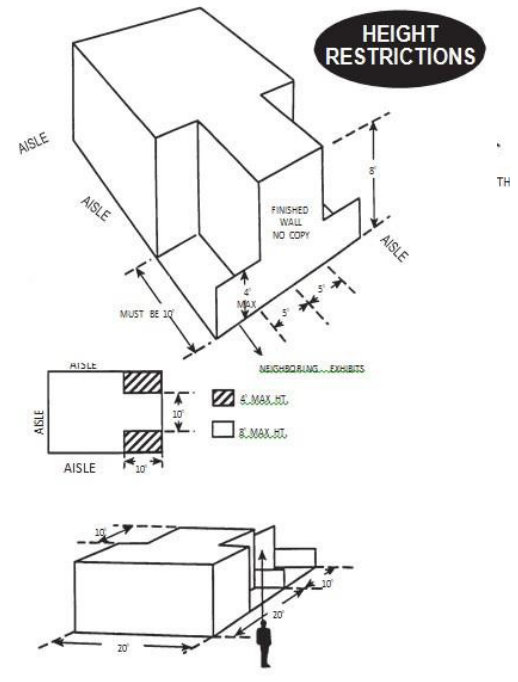
Exhibit fixtures, components and identification signs will be permitted to a maximum height of 9'. All structures going above the 8' pipe and drape needs to be finished and/or painted black. Signage will be permitted to a maximum height of 8'.

Depth

All display fixtures of 4' in height and placed within 10 linear feet of an adjoining exhibit must be confined to that area of the exhibitor's space, which is within 5' of the back center line of the adjoining booths to avoid blocking the sightline from the aisle to the adjoining booths.

Intent

Exhibitors' adjoining endcap exhibits are entitled to the same reasonable sightline from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.



Peninsula Booth

Definition

Exhibit with one display level in four or more standard booths back to back with an aisle on three sides.

Height

Exhibit fixtures and components will be permitted to a maximum height of 9'. All structures going above the 8' pipe and drape needs to be finished and/or painted black. Signage will be permitted to a maximum height of 8'.

Depth

All display fixtures over 4' in height and placed within 10 linear feet of a neighboring exhibit, must be confined to the area within 5' of the center line to avoid blocking the sightline from the aisle to the adjoining booth.

Intent

Exhibitors adjoining peninsula exhibits are entitled to the same reasonable sightline from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.

Island Booth

Definition

Exhibit with one display level in four or more standard booths with aisles on all four sides.

Height

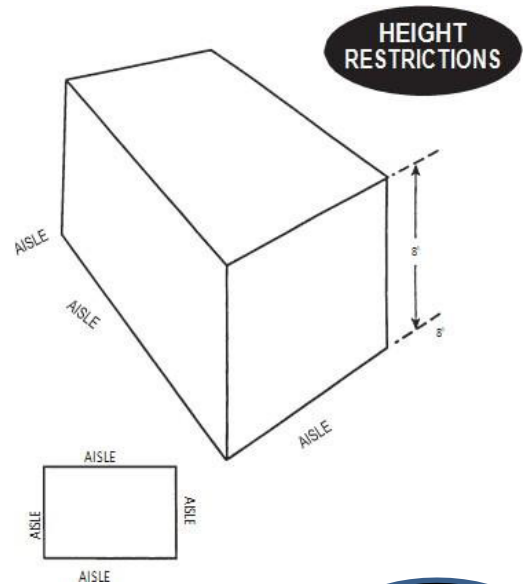
Exhibit fixtures and components will be permitted to a maximum height of 9'. All structures going above the 8' pipe & drape needs to be finished and/or painted black. Signage will be permitted to a maximum height of 8'.

Depth

All display fixtures over 4' in height and placed within 10 linear feet of a neighboring exhibit, must be confined to the area within 5' of the center line to avoid blocking the sightline from the aisle to the adjoining booth.

Intent

Exhibitors in the vicinity of island exhibits are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth



Bulk Booth

Definition

Exhibit space along the perimeter of the show.

Height

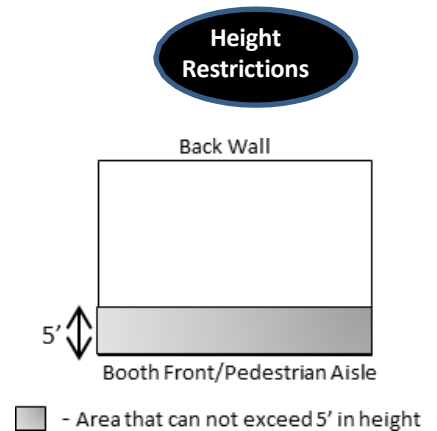
The exhibit structure for bulk space cannot extend more than 14' in height on back wall.

Depth

All display fixtures must be confined to the area behind 5' of the booth's front to avoid blocking the sightline from the aisle to the adjoining bulk space.

Intent

Exhibitors in the vicinity of island exhibits are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth



Exhibitor Booth Guidelines

Following are highlights from the terms of contract that will ensure your exhibit meets the standard of quality our audience has come to expect:

- The exhibit structure for any 10'x10' booth space cannot extend more than 9' in height on the back line. The 10'x10' spaces must abide by line-of-site rules, meaning that no structure higher than 4'tall may be positioned in the booth space from midpoint to the aisle and beyond.
- Exposed exterior back walls and side walls must be finished.
- Signage cannot exceed 8' in height for booth exhibitors. All signage must be professionally printed.
- No laser pointers, loud noise making devises, public address systems, and/or sound systems of any type shall be allowed without specific prior written approval of the Dispatch. No balloons or distribution or placement of stickers to or on persons or Center grounds will be permitted.
- No calling, pulling, grabbing, etc. of visitors to booths will be tolerated and may lead to immediate dismissal from show.
- Derogatory remarks or false accusations of another exhibitor's product will NOT be tolerated. In addition, no confrontation between/amongst exhibitors in booth or aisle may take place. These actions may lead to immediate dismissal from show.

- Subletting of space is strictly prohibited (any two or more companies that file independent tax returns cannot share the same exhibit space).
- No pop-up canopy/tent displays.
- Exhibitor's display decorations may not obstruct other displays nor project into aisles.
- Full floor covering is required in all Home Show exhibits.
- All tables must be covered.
- Exhibits must be staffed during all show hours until the official close of show.

- Exhibits must stay in place until the official close of show.
- If exhibit is accessible to guests, Exhibitor agrees that it is their liability and will ensure a trip hazard does not exist. A smooth transition from the show floor to the entrance/exit of the Exhibitor's booth must exist.
- No bottled fuels (of any kind) allowed indoors. (Please refer to Exhibitor Info Kit for details.)
- **CARPET TAPE REMOVAL:** Duct tape is not permitted for use of taping carpet. You are responsible for removal of **ALL TAPE** and **TAPE RESIDUE** from the floor area.

Bulk Space Exhibitor Guidelines

Following are highlights from the terms of contract that will ensure your exhibit meets the standard of quality our audience has come to expect:

- The exhibit structure for bulk space cannot extend more than 14' in height on back line.
- **NEW:** To avoid blocking the sightlines of neighboring exhibits, items within your display may not exceed 5' in height for the front 5' of your booth space (area that is parallel with the pedestrian aisle). Signage cannot exceed 14' in height. All signage must be professionally printed.
- Exposed exterior back walls and side walls must be finished.
- A 12' back drop is provided for all bulk spaces or you may construct your own.
- No laser pointers, loud noise making devices, public address systems, and/or sound systems of any type shall be allowed without specific prior written approval of the Dispatch. No balloons or distribution or placement of stickers to or on persons or Center grounds will be permitted.
- No calling, pulling, grabbing, etc. of visitors to booths will be tolerated and may lead to immediate dismissal from show.
- Derogatory remarks or false accusations of another exhibitor's product will NOT be tolerated. In addition, no confrontation between/amongst exhibitors in booth or aisle may take place. These actions may lead to immediate dismissal from show.

Subletting of space is strictly prohibited (any two or more companies that file independent tax returns cannot share the same exhibit space).

• No pop-up canopy/tent displays.

- Exhibitor's display decorations may not obstruct other displays nor project into aisles.
- Full floor covering is required in all Home Show exhibits.
- All tables must be covered.
- Exhibits must be staffed during all show hours until the close of show.
- Exhibits must stay in place until the official close of the show.
- If exhibit is accessible to guests, Exhibitor agrees that it is their liability and will ensure a trip hazard does not exist. A smooth transition from the show floor to the entrance/exit of the Exhibitor's booth must exist.
- No bottled fuels (of any kind) allowed indoors. (Please refer to Exhibitor Info Kit for details.)
- **CARPET TAPE REMOVAL:** Duct tape is not permitted for use of taping carpet. You are responsible for removal of **ALL TAPE** and **TAPE RESIDUE** from the floor area.

Map of Columbus

Ohio Expo Center, State Fairgrounds
717 E. 17th Ave. • Columbus, OH 43211

