

GREATER COLUMBUS
CONVENTION CENTER



EVENT PLANNING GUIDE

INTRODUCTION

Welcome to the Greater Columbus Convention Center! We are honored that you have chosen us as your host and look forward to assisting you with the planning of your event. As an SMG managed facility, you have our pledge of personal service, professionalism and performance.

To plan a successful meeting, it is essential to build a smooth and well-coordinated relationship between our staff and yours. In helping to establish and maintain these connections, we have assembled this Event Planning Guide to make it all happen. This Event Planning Guide is a valuable handbook and is intended to serve as a complement to the personal communication you have with your Event Coordinator. This guide will assist you by suggesting timelines and deadlines throughout the planning process, introducing the rules & regulations of the Greater Columbus Convention Center and giving helpful advice for each step throughout the process.

You may be a veteran having already worked with us or you may be planning your first event in our facility. Perhaps this is the first time you've worked with a convention center anywhere. Regardless, we hope you find this handbook helpful. It is based on the premise that we can never provide too much information and supports the "there is no such thing as a dumb question" theory. If you have questions not answered here, please call us. We will make sure you get a prompt, complete answer.

Once you have signed your contract, your Event Coordinator becomes your primary source of information. Your Event Coordinator will work with you on every aspect of the planning process. By using this guide and exchanging information with your Event Coordinator, you will be surprised at how easy planning can be!

The Staff of the Greater Columbus Convention Center

(November 2008)

This guidebook supercedes any versions printed before November 2008. Policies, rules & regulations, rental rates, and charges noted herein are subject to change without notice.

TABLE OF CONTENTS

Information	Page(s)
SMG Total Service System	4-5
Planning Your Event – Time Line	6
Directions	7-9
Building Departments and Services	10-14
Rules and Regulations	15-20
Exhibit Hall and Trade Show Information	21-24
Security and Fire Codes	25-29
Additional Charges	30-35
Additional Information	36-38
Frequently Asked Questions	39-41
Room Specifications	42-61

SMG TOTAL SERVICE SYSTEM

The Greater Columbus Convention Center is proud to be managed by SMG, the world leader in facility management. To offer a more standardized approach to client services, SMG has initiated a program called the Total Service System. All SMG affiliated convention and exhibition facilities will offer a standard set of services, so that our clients with experience at one SMG-managed facility will know they can count on the same level of available services when they book events at other SMG sites. Offered at the Convention Center, the SMG services will help take the guesswork out of meeting planning. The following lists the services in the Total Service System.

In-Place Technology

To meet the needs of today's ever changing technologies, the Convention Center is outfitted with fiber optic and Internet connections.

*A backbone of fiber optics facilitates high-speed transfer of voice, video, and data, in a cost-effective, user-friendly manner.

*The facility has Internet access incorporated into various areas of the building – on exhibit floors, in meeting rooms, in public spaces, and in business centers – for the convenience of exhibitors and attendees who now rely heavily on e-mail for communications and transfer of information.

*Trained on-site technical staff will be available to discuss client's needs for video and data transmission.

Public Relations & Advertising

This new system offers assistance with public relations and advertising.

*Camera-ready art of the facility's interior and exterior will be provided to assist show managers as they market their event to potential exhibitors and attendees.

*Advertising signage will be made available to show managers for long-term show promotion using interactive kiosks, upscale signage, video walls or monitors throughout the facility.

*Involvement of elected officials will be enlisted for special welcoming and ribbon-cutting events to increase community involvement and support for groups that use the facility.

Business Services

The convention center will offer what show managers and exhibitors need, when and where they need it.

*Full business centers – copying, faxing, small package shipment, computer rentals, and the sale of small essential items – will be provided directly by the facility or subcontracted with national providers. Convenient, on-site services have the added bonus of saving shipping costs.

*VIP or executive boardrooms or meeting rooms with upscale amenities.

*On-site labor relations coordinator to resolve labor issues before they result in work delays.

*Emergency preparedness brochures provided before event opening.

*Specialty food service for exhibitors.

Customer Service

As a service for out-of-town and local patrons, the convention center will provide:

*A concierge/information desk, staffed daily with information about shows, transportation, restaurants and hotels.

*A Transportation Information Service staffer responsible for gathering and disseminating information/schedules for taxis, shuttles, trains, or airplanes.

PLANNING YOUR EVENT

These days, time flies! Follow this timeline and you'll never be caught off guard!

Suggested Time Line – We realize that some events are booked and occur in a shorter time frame. Your Event Coordinator will work with you to adapt this time line to best fit your group's needs.

12 Months prior

- Facility contract issued
- Sign & return contract with initial deposit
- Event Coordinator & Aramark Sales Manager assigned to you
- Place Event Coordinator & Aramark on your mailing list
- Provide copy of previous year's meeting information to your EC
- Submit 3 copies of your floor plans to your EC for Fire Marshall approval (remember not to sell any exhibit space until your plans have been approved)

6 Months prior

- Provide your EC with information on outside service contractors
 - Decorator
 - Audio/Visual Company
 - Event Security Company
 - Transportation Company
 - Medics / EMTs
- Review contracted space
- Send your EC an exhibitor kit and an exhibitor list (if applicable)
- Discuss catering needs with your Aramark Sales Manager

3 Months prior

- Utility requests due
- Review signage & rigging requests
- Finalize outside service contractors arrangements & movement:
 - Ground/shipping handler
 - Transportation/shuttles
 - Decorator / drayage
 - Audio/visuals
 - Security
 - Medics / EMTs

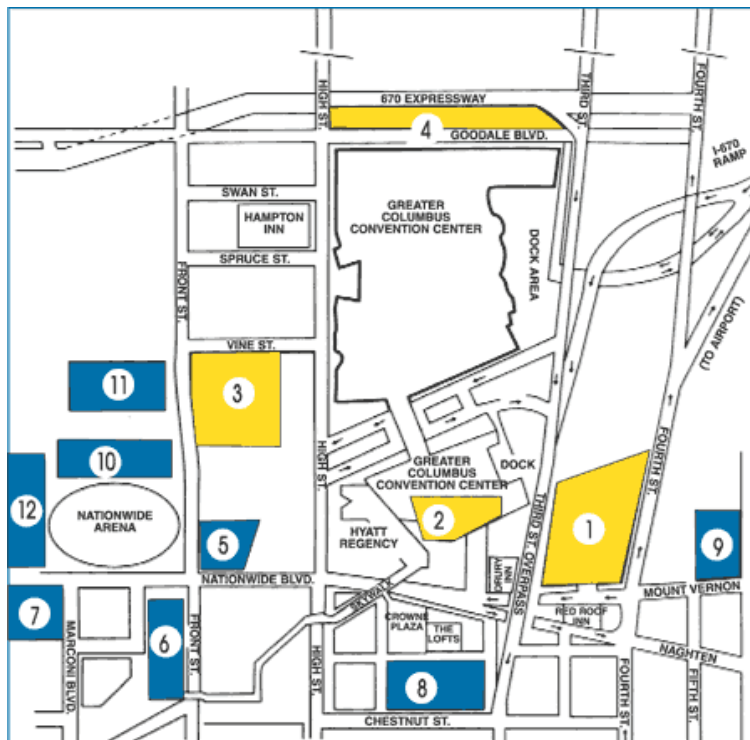
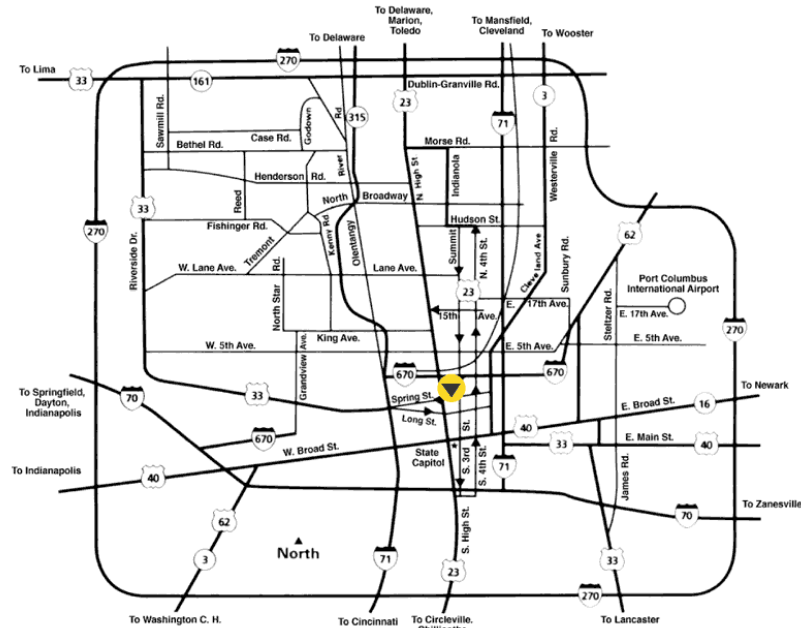
1 Month prior

- Submit 3 copies of your final floor plan to your EC for Fire Marshall approval
- Meeting room sets are due
- Liability Insurance certificate is due
- Master "Schedule of Events" is due to your EC
- Complete all food & beverage arrangements with Aramark
- Final rental payment is due
- Finalize room sets with your EC (keep in mind that on-site room changes will incur an additional labor charge on your final bill)

DIRECTIONS

Driving directions and maps are also available on our website at

www.columbusconventions.com



- #1: Columbus Convention Center East Surface Lot
900 Spaces
- #2: Columbus Convention Center West Garage and Surface Lot
1,100 Spaces
- #3: Columbus Convention Center North Surface Lot
198 Spaces
- #4: Columbus Convention Center South Garage
528 Spaces
- #5: Nationwide Parking Surface Lot
200 Spaces
- #6: Nationwide Parking Garage Chestnut Street
1,650 Spaces
- #7: Nationwide Parking Marconi/Cinema Garage
1,600 Spaces
- #8: Nationwide Parking Garage Front Street
3,050 Spaces
- #9: Boggs Park and Ride Surface Lot
350 Spaces
- #10: Arena Parking Garage
575 Spaces
- #11: Nationwide Parking Surface Lot
620 Spaces
- #12: Nationwide Parking Surface Lot
400 Spaces

HOW DO I GET TO THE CONVENTION CENTER?

From I-70 on the East (Wheeling)

Take I-70 West to the Fourth Street Exit
Travel North on Fourth Street to Nationwide Boulevard
Turn Left onto Nationwide Boulevard

From I-71 on the North (Cleveland)

Take I-71 South
Travel West on I-670 "109-A"
Take Exit "4-B" to the Greater Columbus Convention Center
Or
Take I-71 South to the Spring Street Exit
Travel West on Spring Street to Fourth Street
Head North on Fourth Street to Nationwide Boulevard
Turn Left onto Nationwide Boulevard

From I-71 on the South (Cincinnati)

Take I-71 North to I-70 East
Travel on I-70 East to the Fourth Street Exit
Head North on Fourth Street to Nationwide Boulevard
Turn Left onto Nationwide Boulevard

From I-70 on the West (Indianapolis)

Take I-70 East to the Fourth Street Exit
Head North on Fourth Street to Nationwide Boulevard
Turn Left onto Nationwide Boulevard

From the Port Columbus Airport

Take I-670 West
Exit at "4-B" to the Greater Columbus Convention Center

HOW DO I GET TO THE LOADING DOCKS?

To Battelle Hall

Take Route 315 South to I-670 East
Take I-670 East to the Third Street Exit
The Loading Docks are off to the Right
Or
Take High Street North to First, Turn Right
Take First to Summit, Turn Right
Summit becomes Third Street
Remain in the Far Right Lane of Third Street
Pass the exit to I-670
The Loading Docks are off to the Right

To Exhibit Hall C, D, E, and F

Take I-670 West
Exit at "4-B" to the Greater Columbus Convention Center
The Loading Docks are Directly In Front of the Exit
Or

Take High Street North to Goodale Blvd, Turn Right
Take Goodale to Convention Center Way, Turn Right
The Loading Docks are off to the Right

BUILDING DEPARTMENTS AND SERVICES

It's whom you know that counts!

Event Coordination

Think of your Event Coordinator as the number one player on your team. You will be assigned an Event Coordinator as soon as your event contract is executed. At that time, your Event Coordinator will send you a letter of introduction. Think of your Event Coordinator as your "right hand" throughout the planning process and also once you arrive on-site. In addition to answering all of your questions, he/she also relays all of your information to every department within the Greater Columbus Convention Center. Your Event Coordinator is responsible for our role in the smooth functioning of your events and activities in this facility. Therefore, he/she is as crucial to the success of your convention, trade show or meeting as any member of your own staff. It is your responsibility to provide your Event Coordinator with up-to-date information relative to your event's specific needs. Please include your Event Coordinator in meetings with your service contractors and send copies of printed materials that you plan to distribute to your attendees, exhibitors and staff. Remember, your Event Coordinator is only as good as the information that he/she receives. The more information you provide, the more smoothly your event will unfold.

Sales Department

By now, your Sales Manager is most likely a familiar face. In fact, they were probably the first contact you had with our facility. Your Sales Manager has the full authority to discuss available space, rental policies and contractual requirements. If you find that you need to make changes to your contract after your contract has been executed, let your Sales Manager know and he/she will see if an addendum can be obtained. Please remember that the contract is our legal commitment to each other. Until it is signed by you and executed by us, the process has not been completed. Your Sales Manager may also be able to put space on a Temporary Hold for you. You will find more information on Temporary Holds later in this guide.

Client Utilities

Our Client Utilities Department works very closely with our Technical Services Department. Client Utilities will coordinate the setup and billing for your electrical, telephone, internet, gas, water, compressed air and rigging orders. If your event requires any of these services, please submit your order in writing to your Event Coordinator and he/she will in-turn relay that information to the Client Utilities Department. If you have exhibitors that are responsible for their own utilities, they will place their orders directly to our Client Utilities Department. Our Client Utilities Department can also send order forms to either you or your contracted decorator. Let your Event Coordinator know if you need this service. Exhibitors can also use our online order form at www.columbusconventions.com.

Technical Services

Our Technical Services Department is responsible for installing all the utilities that you have ordered. If you have any problems with any of your installed utilities once you are on-site, simply let your Event Coordinator know and a technician will be sent to assist you.

Engineering

Our Engineering Department handles air conditioning, heating, and the maintenance of all building equipment and fixtures. We have engineers on duty 24 hours a day seven days a week.

Operations

Our Operations Department is responsible for both housekeeping and room setups. They will clean your space prior to your arrival and also set the rooms according to the specifications that you have given your Event Coordinator. This crew sets all tables, chairs, risers and other equipment where and when you need it. They will move the meeting room air walls into the right places and handle your changeover requirements. Some services may involve a labor charge so please ask your Event Coordinator about changeover fees. The Operations Department will provide continuous cleaning of our public areas, including the concourse, restrooms and your trade show floor (if applicable) during your event hours. At the conclusion of each day they will refresh all public areas and all meeting rooms. Please be sure to tell your Event Coordinator about special cleaning schedules or restricted housekeeping areas.

Building Security

We will maintain security for our building perimeters using guards, monitors and alarms. Once your Event Coordinator receives the necessary event information from you, arrangements are made through our Security Department for crucial services including traffic control, re-keying room locks, lost and found services, first aid and loading dock passes (for clients utilizing our exhibit halls). Our Security Department does not provide security specific to your event. If you need security to guard your hall, rooms or offices, it is your responsibility to contract with a security provider. There will be more information on event security providers later in this guide. Our Security Department has two monitor offices: Base Security is located on the second floor of the Hyatt Regency Columbus at the end of the Union Meeting Room hallway. Dock Security is located on the north loading dock between docks 9 & 10. Our Security Department will be able to lock, unlock, alarm and padlock your rooms at your request, although padlocking does require an additional charge.

Parking

Our Parking Department maintains four separate parking areas on-site for you and your attendees, consisting of approximately 3,000 parking spaces. Our four areas are: the North Lot on Goodale Boulevard, the West Garage on Vine Street, the East Lot and the South Garage, both on Nationwide Boulevard. Some clients choose to pay for their attendees and/or staff parking charges. If you would like to set up an account and be billed for all parking charges, simply let your Event Coordinator know and he/she will take care of all the details for you. All parking facilities operated by the Greater Columbus Convention Center are completely handicapped accessible.

Finance

Our Finance Department is, for the most part, “behind the scenes” but plays a vital role at our facility. At the conclusion of your event, you will receive a bill in the mail from our Finance Department. This bill will reflect any outstanding payments and additional charges that have been ordered for your event. Our Finance Department also has the ability to do event settlements on site at the conclusion of your event. If you have any questions about your final bill, contact your Event Coordinator and he/she will go over the charges with you and make changes if necessary.

Box Office

Our full-service Box Office is located inside the Greater Columbus Convention Center and is available to provide ticket sales throughout central Ohio. Our Box Office Manager can handle Ticket Master events, as well as privately ticketed events. For costs and details contact your Event Coordinator.

Concierge Service/Information Booth Personnel

Our concierge staff serves as ambassadors of the Convention Center. They are extremely knowledgeable and can assist your group with various services. They staff our two in-house information booths within the center. There is one located on the north end of the building across from the Java City Café and another on the south end of the building near the Food Court. They have information on events within the Convention Center and the Hyatt Regency. They also can provide information on the city of Columbus from maps to after hour’s activities. They are also available to provide additional assistance for events held within the Convention Center. They have served as ushers, name badge and wristband checkers, ticket sellers, and greeters. For costs and details on this service contact your Event Coordinator.

ARAMARK

While your Event Coordinator is the main contact in delivering our facilities and services for your use, your Aramark Catering Manager is there to help you with all of your food and beverage needs. Together, your Event Coordinator and

Catering Manager plan and execute everything necessary for the success of your event. Aramark is our exclusive food and beverage provider. What that means is that you, your attendees, exhibitors and staff are not permitted to bring in any outside food or beverage for your event. However, we are sure that you will be very impressed with the level of service and food excellence that Aramark provides. Aramark Catering Managers are on-site with offices located inside our facility and will be able to assist you with a variety of food-related services including menu selection, pricing and presentation. For large trade shows, open-to-the-public shows and sporting events, Aramark can also assist you with permanent and portable concessions and food court areas. Located in the center of our facility are Aramark's Java City, The Sandwich Co., Cuccina Rosa, and Gourmet Grill. Please contact your Catering Manager to discuss hours of operation. Aramark is also our exclusive provider of coat check services. Please let your Aramark Catering Manager know if you are interested in a coat or baggage check for your attendees. You can visit Aramark's website at www.aramark.com.

Markey's Audio-Visual

Our preferred audio/visual provider is Markey's Audio Visual. Markey's has an office on-site and they offer a full range of audio/visual services. Trained technicians can assist you with the design of your audio/visual package in conjunction with your budget. Although Markey's Audio Visual is not an exclusive service at the Greater Columbus Convention Center, they are our preferred provider, which comes with some benefits to you. If you choose Markey's services, you will avoid our House Sound Patch Fee for utilizing our house sound system. Also, if your meeting space is not contracted to another client the day before and/or the day after your meeting, Markey's may be permitted to set their audio/visual equipment one day early and/or late. This would in-turn most likely save you money on overtime labor costs that you would incur with other audio/visual companies that must set up very early in the morning or very late at night. Markey's also operates our Business Center, which offers faxing and photocopying services. Hours of operation vary based upon event schedules. The Business Center is located on the south end of our building near the Food Court. You can contact Markey's Audio/Visual by phone at 614-221-7920, on the web at www.markeys.com or ask your Event Coordinator to setup an appointment for you.

Associations, Conventions & Tradeshow, Inc. (A.C.T. Inc.)

A.C.T. is our preferred decorating service provider. A.C.T. has an office on-site and can assist you with a number of different materials and services. A.C.T.'s staff can provide entrance units, registration counters, drayage, shipping and delivery, installation and dismantle service, floor coverings, greenery, backdrops and more! Although A.C.T. is not an exclusive provider at the Greater Columbus Convention Center, they are our preferred provider, which comes with some

benefits to you. If your meeting space is not contracted to another client the day before and/or the day after your meeting, A.C.T. may be permitted to set their equipment one day early and/or late. This would in-turn most likely save you money on overtime labor costs that you would incur with other decorators that must set up very early in the morning or very late at night. You can contact A.C.T. directly at 614-228-0084 or you can ask your Event Coordinator to setup an appointment for you. You can also visit their website at www.actcolumbus.com.

Priority Networks

Our exclusive provider of internet service is Priority Networks. Priority can provide different levels of internet connectivity and also internet equipment rental to both you and your exhibitors. Let your Event Coordinator know what your internet needs are or, if your needs are highly technical, you can contact Priority Networks directly at 614-827-2570. Priority also has a website for you to visit at www.prioritynetworks.net.

RULES AND REGULATIONS

Let's eliminate the guesswork! Here are our "dos", "don'ts" and "reasons why".

As agreed to in your contract, following are our building rules and policies. We hope these will prove to be useful to you. We've done our best to include everything, but please know that sometimes things arise that never had before. Because of this, if you don't see an answer to your specific question, let us know. We'll get back to you very quickly with a response.

The Greater Columbus Convention Center Code of Conduct

In order to provide a safe, secure, and enjoyable environment for all of our guests, we ask that the following code of conduct is followed at all times.

Violators will be asked to leave the building.

The following are prohibited on Convention Center property:

- *Visiting without a shirt and shoes
- *Standing, walking, or sitting in any way that causes inconvenience to other guests
- *Disorderly or disruptive conduct of any nature including the use of obscene or insulting language or gestures, running, yelling, fighting, throwing objects, littering, the loud playing of radios, inciting or instigating physical or verbal confrontations
- *The use or display of slogans or communications of any kind which contain obscenities, racial, sexual, ethnic, fighting words, or religious slurs
- *The possession or consumption of alcoholic beverages outside of authorized areas, or the use of illegal substances
- *The possession of pets, except leader dogs
- *Loitering
- *The unauthorized distribution of literature, offering items for sale, soliciting guests, conducting surveys, videotaping, or photography
- *Any act which could result in physical harm to people or property
- *Truancy
- *Any acts prohibited by Federal, State, or Local laws
- *Smoking

Insurance, Liability & Damages

We must have a Certificate of Insurance from you before you will be permitted to move into our facility. The certificate must list the Greater Columbus Convention Center, SMG, and the Franklin County Convention Facilities Authority as additionally insured. If you do not have event insurance, General and Excess Liability coverage may be purchased through the Greater Columbus Convention Center's insurance program. Damages to our facility and/or equipment are to be reported immediately to your Event Coordinator or our Security Department. You will be held responsible for any damages to our facility or equipment during your event.

Exclusive Services

We have several exclusive services at our facility. They are, without exception: electric, gas, water, air, telephone, internet, exhibit booth cleaning and rigging.

An exclusive service means that you are not permitted to bring in any outside contractor to provide these services for your event. We also have an exclusive contract with Aramark. Aramark is the only company that can provide food; beverages and coat check services at our facility. Please note, this also means that neither you, nor your attendees can bring outside food and beverage into our facility.

Rigging

It is our job to be concerned with the safety of attendees and to maintain facility hang points and ceiling structures. Rigging and hanging carry significant liabilities for the responsible party and it is our goal to eliminate any potential problems or hazards before they occur. Very simply, incorrect rigging poses unacceptable risks to everyone on the floor below and can compromise load-handling capabilities of the hang points. Because of this, any display of banners, decorations or theatrical equipment that hangs from the ceiling in our facility must be approved and hung by convention center personnel. An exception to this rule is that show decorators may hang aisle signs in the exhibit hall if approved by the convention center and the signs do not weigh more than 75 pounds. Your Event Coordinator will notify you of the appropriate charges associated with this service.

Unions

We are a non-union / right-to-work building. What does this mean to you? This means that both you and your exhibitors can load, unload, and assemble any equipment that you need. There is one exception. In Battelle Hall you will be required to utilize the I.A.T.S.E. Local #12 for theatrical rigging. Your Event Coordinator will inform you of all charges involved with this.

If you need us to hire union labor to assist with your event, please let us know. We would be happy to make the arrangements for you.

Move In/Out Times

All setup and tear down must take place during the contracted dates and times. If you require additional setup or tear down time, your contract will need to be amended through your Sales Manager. All materials from your event must not arrive prior to your event and cannot remain after your contract ends. We do not provide any storage for your materials either before or after your event. Any items left in our building after the end of your contract will be considered abandoned equipment and we will dispose of it as we see fit. Please review your contract for the beginning and end times of your meeting rooms, ballrooms and/or exhibit hall space.

The reason for this is two fold. First, your insurance coverage must match the actual days that you are in our facility. If not, you are not covered for any damages, accidents or loss. Second, another event could be contracted directly before or after your contracted dates.

Shipping/Receiving

Employees at the Greater Columbus Convention Center cannot sign for, accept or store any packages or freight for any client. PLEASE do not send anything to

our facility if you will not be on-site to receive it. If your packages are delivered prior to your arrival, we will have to refuse them and ask for them to be redelivered on your first contracted day. If you leave any packages on-site after your departure, it is at your own risk. We do not have any facilities for storing your packages awaiting pickup.

Helpful Advice: If you need to send any packages to our facility for your event, please refer to the A.C.T. Freight Form located with this guide. A.C.T.'s freight service will allow you to ship directly to A.C.T.'s warehouse where they will store it before your event and then deliver it to your contracted space inside the facility. They will also be able to pick up and ship your packages back to your home office or your next destination.

Smoking

The Greater Columbus Convention Center, as well as all public buildings in the city of Columbus, is non-smoking. There are designated areas outside our building that are available to our clients, their contractors and attendees who wish to smoke. The city of Columbus adopted a non-smoking policy in the interest of public health, recognizing the medical evidence as to the potential health hazards of secondhand smoke.

Reserved Parking Areas

As an event manager you have the ability to set up an account with our Parking Department. You can reserve spaces for your staff, exhibitors, speakers, or attendees. The charges for these spaces will then be added to your master bill. We can either provide parking passes, to exchange for these spaces, to you or you can provide your own. If you provide your own, please send an original to your Event Coordinator. Sometimes Event Managers wish to reserve an entire parking lot or garage. If this is approved by our Parking Department, you will be required to have a Columbus Police Officer present during the times the lot or garage is closed off to the general public to assist with traffic control. Your Event Coordinator will inform you of all charges associated with both the reserved spaces and the officer.

Vehicle Access

Vehicles are not allowed inside the Convention Center unless they are part of a display. If your group will have vehicles as part of your show you will be required to have a contract security guard on staff on the loading docks during the time that they move in and out of the building. This guard will inspect the vehicle and ensure that all fire codes have been met. Once they have completed the inspection, a certificate will be placed in the windshield.

Rules For Display Vehicles

- *Less than one gallon of gas must be in the fuel tank. Please note, the transfer of fuel is not allowed on Convention Center property.
- *The fuel cap must be taped shut
- *The battery must be disconnected and the cables taped together

*If the vehicle will be displayed in a carpeted area, visqueen (plastic) must be underneath the entire vehicle bumper to bumper

The only exception to this rule is if materials are being delivered that could not be transported into the Convention Center unless a vehicle was used to move them. If you feel you have materials that fall under this description, please discuss it with your Event Coordinator for approval.

Water Usage For Display

If your event requires the usage of water on carpeted areas (i.e. potted plants, fountains, etc.) you must protect the carpet with visqueen. All potted plants are required to have water dishes underneath them. You will be held responsible for any damage that is caused. Your Event Coordinator will inform you of these charges.

Signage

The Convention Center does not supply signs. We do promote your event on our exterior signs and also on several kiosks located throughout the building. You are welcome to provide additional signage for your event.

You cannot tack, tape or staple anything to our walls, ceilings, columns or doors. You are permitted to attach signage with adhesive putty or Velcro (on carpeted walls). This is because tacking, taping and stapling spoils the finishes of our building surfaces, which requires us to make costly repairs we otherwise wouldn't.

If you wish to display a sign outside of the Convention Center please notify your Event Coordinator. All of these signs must be approved and your coordinator can notify you of any charges associated with hanging the sign. He/she will also notify you if any special permits are required by the City of Columbus in order to display the sign.

Restricted Areas

Certain areas of the Convention Center are labeled as "Authorized Personnel Only". These areas are strictly for Convention Center employee use and we ask that you and your attendees avoid these areas.

Right to Inspect

The Convention Center management and security personnel have the reserved right to inspect any package, purse, box, bag, container, briefcase, luggage, or cooler brought in or taken off of Convention Center property.

Misconduct

The Convention Center takes great pride in having guests leave with the best experience possible. Because of this, we will not tolerate abusive language, threats, assault, vandalism, theft, or any other type of misconduct. Anyone who is caught doing any of these will be immediately removed from our property.

Also, if any laws are violated, charges may be filed for prosecution.

Also, please remember, escalators and elevators are for business purposes, not amusement. Attendees caught not properly using these pieces of building equipment will also be subject to removal from our property.

Animals

Animals are not permitted in the Convention Center unless they are part of an approved exhibit, display, or performance. Animals falling under this category must be registered as an attendee of the show with a name badge that includes the contact information of the human responsible for the animal. Service animals are also permitted in our building. If you or your attendees do bring animals into our facility for any of these reasons, you are responsible for the clean-up, waste removal, and any damage they cause. Your Event Coordinator can assist you in ordering animal waste removal bins. Please contact him/her for more information. Also, additional insurance may be required for your event.

Elevators / Escalators

There are several elevators and escalators in our facility. These are controlled and monitored by building personnel. For safety reasons, we maintain the right to restrict access to these areas at any time. Passenger elevators cannot be blocked at any time. All equipment, freight, and deliveries must be transported on one of our three service elevators. Please take note of and do not exceed load capacities.

Tours

Sometimes it is necessary for our staff to conduct tours of the facility during your contracted times and spaces. We always make every effort not to interfere with your meeting.

Recorded or Live Musical Presentations

You are responsible for all fees due to ASCAP/BMI, SESAC, etc. for recorded or live musical presentations.

Broadcasts

Before you photograph or video any area of the Convention Center property you must get prior written approval from us. We also reserve all rights in connection with any broadcast that originates on our property. Please contact your Event Coordinator for more information.

Recording

Before any visual or audio recording of anything at the Convention Center you must get prior written approval from us. Please contact your Event Coordinator for more information. If you have service contractors that wish to use our in-house recording room, they must contact your Event Coordinator prior to arriving on-site. Additional charges may be incurred for this service.

Public Areas

Please speak with your Event Coordinator before scheduling any activity in a public space such as the concourse. These areas are used by many of our clients and we need to take into consideration the needs of all of our clients using the building at the same time.

Identification Badges

For your safety, all of our Convention Center staff as well as our business partners wear photo identification badges. We also require your staff,

attendees, and all employees of services you contract with to wear ID badges at all times.

Display Tables

We have a limited supply of tables and skirting that need to be used for standard room setups. Because of this, we cannot deplete our inventory of tables on trade or exhibit shows. We will be happy to provide up to ten (10) display tables at a charge to you. However, if you need more than ten (10) display tables, you will need to order them through a decorator. We have skirting available in black and light gray.

Prohibited Items

Helium balloons and helium or propane tanks are not permitted in our facility. You are also not permitted to bring anything into our building that is not in compliance with the City Of Columbus Fire Code. This is because if helium balloons got loose in the building, there is a possibility that they will enter our HVAC system, causing major damage that you would be held responsible for. We also must follow the City of Columbus Fire Codes, which is why we do not allow helium or propane tanks.

We also do not allow adhesive-backed decals within the Convention Center. Please make your exhibitors aware of this. If decals still get distributed and are found adhered to Convention Center property, you will incur removal charges. We do allow static window clings.

Motorized Vehicles

Motorized vehicles cannot be operated in any carpeted area of the facility or in exhibit halls during show hours, with the exception of scooters/wheelchairs for medical purposes. This is because they can damage our carpet and operating vehicles during show hours is a hazard to your exhibitors and attendees.

EXHIBIT HALL AND TRADE SHOW INFORMATION

Implement your trade show with confidence!

Floor Plans & Fire Marshal Inspections

Detailed, scaled floor plans are required for exhibit halls, registration areas, or special exhibits. We require that you submit three sets of preliminary plans to us before you start to assign or sell space. We will then submit these to the City of Columbus Fire Marshal for approval. Final floor plans also need to be sent to us one month prior to your event for Fire Marshal approval. Once you have arrived, the fire marshal also will do an on-site inspection to make sure that there are no problems.

Also, please remind your exhibitors that all booth displays and materials must meet City of Columbus Fire Codes.

Permanent Concession Stands

Neither you, nor your decorator, can block any of the permanent concession stands inside the exhibit halls unless Aramark has given prior approval. Please send your request to:

Aramark
Attention: General Manager
400 N. High Street
Columbus, OH 43215

Floor Load and Occupancy Capacities

Exhibit Halls C, D, E, and F have an unlimited floor load capacity. Battelle Hall has a maximum floor load capacity of 200 pounds per square foot. In addition, a single piece of equipment cannot exceed 8000 pounds.

All of our meeting rooms, ballrooms, and exhibit halls have a posted maximum occupant capacity. These cannot be exceeded and are enforced by the City of Columbus Fire Marshal.

Floor Marking

Whatever you or the show decorator uses to mark a floor on concrete or carpet must be removed without damage before departing our facility. We highly recommend using standard stick or ball-type chalk or non-residue marking tape. If we have to replace flooring or carpet that you have damaged, we have to pass that cost onto you. If you leave tape or residue behind that our staff will have to remove, we will also have to pass that labor cost onto you.

Overhead Doors

As safety is our primary concern, only Convention Center staff is permitted to operate the overhead doors located at Docks 6, 19 and 36. Also, all overhead doors must be closed before we can start our HVAC system.

Loading Docks

Every exhibit hall has a designated number of loading docks associated with it. Please see below for the dock spaces that are associated with your exhibit hall. Our loading dock is strictly an area to load and unload. It is not a parking lot. During the time period that exhibitors are loading and unloading you must have a contract security guard monitoring the loading dock. As a show manager with contracted exhibit hall space, you will receive loading dock parking passes to distribute as you see fit. These dock passes allow personal passenger vehicles to park on the loading dock 24-hours a day during your contracted dates. Any vehicles left on the loading dock without dock passes outside of move-in and move-out times run the risk of being towed at the owner's expense.

Exhibit Hall Loading Docks

Battelle Hall: Battelle Hall Docks #1-5

Exhibit Hall C: Docks #6-15

Exhibit Hall D: Docks #16-25

Exhibit Hall E: Docks #26-30 plus the shared use of Dock #36

Exhibit Hall F: Docks #31-35 plus the shared use of Dock #36

If you have contracted a ballroom or meeting room please contact your Event Coordinator for loading and unloading areas.

Truck Marshalling Yard

The Convention Center does not have an official truck marshalling yard. If your event will require one, please contact your Event Coordinator so arrangements can be made.

Carts and Dollies

We do not provide carts or dollies. The carts and dollies seen within our facility are only for building equipment. If you need carts or dollies, you or your decorator must provide them.

Loading & Lifting Devices

All forklifts, hi-lifts, and other material handling devices operated within our facility must be operated by an operator who has been licensed by an OSHA approved agency or program. The Convention Center has a limited number of forklifts and pallet jacks that we use exclusively for our own building maintenance and setup. We do not rent out building forklifts or pallet jacks. You must supply your own. In-house riggers use our hi-lifts. If you or your audiovisual company needs to use a hi-lift for focusing, you must provide a copy of your operator's license to our security department. In addition, an in-house rigger must be present to supervise and you will be billed at the current rates. We do not allow motorized forklifts on any carpeted areas. You must use pallet jacks on carpeted areas of the building.

Bone Yard & Crate Storage

You may only store crates and other show materials within your contracted space, on your trailers or in the designated areas on the interior dock area. All crates and materials must be clearly labeled for your event. We must maintain open lanes of traffic within our exhibit halls and on the loading dock.

If you require refrigerated storage, please contact your Food and Beverage Sales Manager.

Special Parking For Exhibitors

We do not have a designated exhibitor parking area. All exhibitors should park, at their own expense, in one of our lots or garages. If you would like to pay for your exhibitors parking, please see your Event Coordinator.

Trash Removal & Clean Up

For Exhibit Hall shows, one 40- cubic yard trash compactor is provided for your use. The first disposal is complimentary; any additional disposals will be charged. Please contact your Event Coordinator for the current rates.

Please remember, grease, motor oils, or other waste materials cannot be poured into our drains. These items must be removed from our facility in containers that meet all regulations and ordinances. If you need assistance in ordering the proper containers, please contact your Event Coordinator. Also, any items that are left that cannot be removed with a dust broom or floor mop may be subject to additional trash removal charges.

Seller's Permit / Sales General Excise Tax

Exhibitors who sell merchandise from the show floor must have the appropriate seller's permit and licenses. While it is the individual exhibitor's responsibility to obtain the permit, it is your responsibility to notify your exhibitors of this requirement and to identify those exhibitors to whom the permit and license requirement applies. Some merchandise offered for sale by your exhibitors may be subject to sales and general excise tax. For more information on this please contact an Ohio Taxpayer Service Center:

30 E. Broad Street
Columbus, OH 43215
1-888-405-4039

Or log-on to their web site for more information: <http://tax.ohio.gov>

SECURITY AND FIRE CODES

We always want to play it safe!

Firearms

Concealed firearms are prohibited in our facility. Pursuant to the Ohio Revised Code, no person, including anyone licensed to carry a concealed handgun, shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance onto our property, unless otherwise authorized by law.

Homeland Security

The Greater Columbus Convention Center follows the nation's guidelines of readiness. In addition, we are able to maintain a level of Orange at all times without hindering our client's activities. Your Event Coordinator will keep you updated on the nation's current level and any additional precautions necessary to ensure you have a quality event.

Medical, Emergency Response Stations (ERS), First Aid, and AEDs (Automated External Defibrillators)

The Greater Columbus Convention Center Security department works hand-in-hand with the Columbus Fire Department to assist with medical emergencies. In the event of a medical or other emergency where you would normally dial 9-1-1, please do the following instead. From any in-house phone dial "HELP" (4357). This will put you into contact with our security department, which is on duty 24 hours a day, 365 days a year. Our security officers will take the necessary information regarding your emergency, notify emergency services, meet emergency services upon their arrival, and escort them directly to the location of the emergency. At the same time another of our officers will immediately go to the area of the emergency to provide first response. This method of emergency response has proven to be most beneficial, especially in a facility as large as ours. We have pre-established Emergency Response Stations (ERS) with the Columbus Fire Department to ensure they go to the exact area. Dialing 9-1-1 yourself could delay the arrival of emergency personnel since it may be confusing where to direct help.

Also, all of our security team plus many members of the Greater Columbus Convention Center staff are trained both in first aid and the use of AEDs (Automated External Defibrillators). When our security staff arrives on the scene of an emergency they always bring a first aid kit, an AED, and oxygen.

Fire Emergencies

The Greater Columbus Convention Center is equipped with the latest fire detection system. Our Security department monitors this equipment 24 hours a day, 365 days a year. In case of fire, the fire alarm evacuation system will sound

with verbal instructions on what procedures to take. In addition, fire strobes and sirens will activate. These evacuation systems are designed to activate only at the direction of security personnel. Should they be activated, please instruct your event attendees to calmly exit the facility by the nearest exit. As always, it is important to familiarize your attendees and yourself of the nearest exit should it become necessary to evacuate the facility. Should an evacuation become necessary, Security and Event Coordination personnel will be on hand to assist with the evacuation.

Contractors may not, or permit exhibitors to, obstruct or obscure any marked fire exit, hose/extinguisher cabinet, or pull station.

Weather Related Emergencies

During severe weather it may become necessary to relocate to safer areas of the building designed to withstand winds higher than normal, such as a tornado. If a tornado warning is issued for our area, Security and Event Coordination personnel will be on hand to notify and direct your event attendees to safer areas of the facility. Areas such as restrooms, stairways, and inside meeting rooms that contain no glass are considered safe during a tornado warning. Attendees should be reminded to stay out of large areas, such as exhibit halls or areas that contain glass walls or glass ceilings during these emergencies.

Power Failures

While a power failure is highly unlikely to occur, we still want you to know what to do in case of a partial or total loss. Power failures can occur due to a number of causes. Severe weather and/or power interruptions from our main distribution source would be the main causes. Our building is equipped with an emergency power generator, designed to restore power to key areas of the facility within seconds of a major power failure. Emergency power would be restored to the exits, concourses, and service halls. During a power failure it is not necessary to evacuate the facility. To the contrary, it is important to remain where you are and wait for further instructions. As with other emergencies, Security and Event Coordination personnel will be on hand to pass on any information available.

Keys & Door Locks

At your request our facility will provide keys to your contracted meeting spaces. You have two options. The first is to use our in-house keys. As long as these keys are returned there is no additional charge. The second is to have your meeting space re-keyed and taken off of our building master lock. Your Event Coordinator can inform you of the charge per lock. For either option we will provide the amount of keys needed for your staff. Please designate a single member of your staff to receive all keys for your event, and coordinate their distribution to your designees. This person will also be responsible for the return of all keys. All keys must be returned immediately at the close of your

event before you leave the building. For each key that is not returned, a non-returned key fee will be placed on your master bill. Your Event Coordinator can provide you with more details on this cost.

Lost and Found

Lost and found is located in our security base. They can be reached at 614-827-2547. All lost items are turned into security where they are logged in and maintained for a period of 30 days. Items not claimed within the 30 day time period are customarily discarded. It is fine if you choose to set up your own lost and found during the duration of your event. However at the conclusion please contact our security base so that the remaining items can be picked up and properly logged.

Unattended Property

For the safety of all of our attendees, any unattended bag, purse, briefcase, cooler, etc. is subject to removal from the property by our security department. No items of any value should be left in an area that is unsecured or unattended at any time. The Convention Center is not responsible or liable for any items left in the Convention Center.

Contract Security Providers

The Convention Center is responsible for providing a secure building perimeter, routine patrols of parking facilities and public areas, and staffing a 24-hour control room where the emergency response system is monitored.

The Convention Center does not provide security services for your contracted spaces during overnights or other unattended periods. You are responsible for selecting a licensed, bonded, and insured contract security company that has been approved to work in our facilities to cover these times and areas if necessary. A list of these providers is included in this booklet. The contracted security company will provide security within these areas; which can include your exhibit hall, meeting rooms, food service areas, office, registration, and/or storage areas. The Convention Center maintains the right to mandate contract security for specific events.

Security Waiver

Should you choose to not hire a contract security company, and the Convention Center approves this decision, you will be required to sign a Security Waiver. Please discuss this further with your Event Coordinator. He/she will provide the form for you.

Hazardous Materials

All hazardous materials must be registered with the Convention Center. Please submit the OSHA Material Safety Data Sheet on your hazardous material to your Event Coordinator at least sixty days prior to your event. Hazardous materials

(chemicals, gases, batteries, paints, oils, petroleum products, corrosives, solvents, and biological contaminants including blood, body fluids, organic matter, cadavers, used first aid supplies, and sharps) are the responsibility of you, your exhibitors, and your attendees. All of these items must be placed in clearly marked product-safe containers, safely stored and secured, and disposed of properly, according to local, state, and federal regulations. Items may not be left in our building for later pick-up, or disposed of in our building trash receptacles, floor pockets, or sewage systems. Any hazardous waste left in our facility will be disposed of immediately at your expense. This includes all charges associated with identification, containment, transportation, disposal, and the potential closure of our convention facilities or waste disposal sites due to contamination.

Propane Tanks

All propane tanks must be removed before attendees can enter a room. All unused propane must be stored in a locked cage outside on our loading dock area.

Flame Resistance

All decorative materials used inside the building must be flame retardant. Proof that the item is fire retardant must be on-site at all times. Please bring all certifications with you. If you or one of your contractors has added a fire proofing material to an item, please bring the canister with the fire proofing material with you.

Cut Trees and Bushes

Cut bushes, trees, and shrubs are not allowed inside our facility. All bushes, trees, and shrubs must be live, in burlap balls, and kept wet at all times. Wood bark and chips used as decorative material must be kept wet. Also, bales of hay are not allowed in the facility.

Open Flames

Open flames are not permitted inside the building. Votive candles, in secured votive candleholders, are allowed. No other type of candle is permitted.

Haze/Fog

The use of haze/fog machines for enhancements must be requested in writing to your Event Coordinator at least thirty days prior to your event. All requests must include information of the type of material being used, quantity, general program dates, meeting locations, rehearsal times, and duration of use.

Pyrotechnics

The Convention Center is a public assembly building. Because of these we must adhere to all city codes. The City of Columbus Division of Fire strictly regulates

the use of pyrotechnics within our facility. All rules and regulations are designed to ensure the safety of all of our guests and employees, as well as to protect the building. The guidelines for the use of pyrotechnics are described below:

- The pyrotechnics contractor must hold a valid federal license issued by the U.S. Department of the Treasury, Bureau of Alcohol, Tobacco, and Firearms for the use of “low explosives.” A copy of this license must be provided to your Event Coordinator at least one month prior to the show date.
- The pyrotechnics contractor must apply for, and comply with, all permits and requirements of the City of Columbus and must provide a copy of all approved permits to your Event Coordinator.
- The pyrotechnics contractor must prepare and submit to your Event Coordinator a complete description of the pyrotechnic activity. It should include:
 1. A plot showing the exact location, type, and number of devices.
 2. Protective materials and equipment for the activity.
 3. The location and number of fire extinguishers for the activity.
 4. The schedule of activities, number of certified pyrotechnic operators, and their locations.
 5. A schedule for pre-show pyrotechnic tests to be conducted in the presence of a City of Columbus Fire Inspector.
- The pyrotechnics contractor shall provide a current certificate of insurance to your Event Coordinator naming The Greater Columbus Convention Center, SMG, and the Franklin County Convention Facilities Authority as additional insured
- The pyrotechnics contractor must provide certifications on all materials and products used in the pyrotechnic activity, indicating that the materials contain no hazardous gases or materials, which would cause injury or harm to attendees, show contractors, or facility employees.
- Show management will be held directly responsible for all pyrotechnic activities.

Your Event Coordinator will notify you of any applicable charges or special insurance requirements.

ADDITIONAL CHARGES

What do you mean I have to pay for that? Uncovering those “hidden costs”.

After listening to clients’ concerns regarding the so-called “hidden costs” not included in the basic rental fee, we decided some straightforward help was in order. It’s just one of those pesky realities that not all of the services a meeting planner needs can be included in the rental fee. It’s an unmistakable fact – there will be charges billed to you as part of your final invoice that you should plan for now. You may want to contact your Event Coordinator during your budget planning process, so that he/she can help you identify possible charges you will incur based on your event needs. Your Event Coordinator would be happy to prepare a cost estimate for your review prior to your event.

You may wonder why we charge for these services in addition to what is covered by your rental fee. In fact, there are two perfectly good reasons for this:

1. We try to keep the basic rental rate as low as possible for the widest range of event sizes and types and still cover most of our costs.
2. Event differ widely in their needs for these services and increasing the rent to help recover the labor costs would place undue cost burdens on those events not requiring services.

Special Equipment

Most of our equipment inventory is provided for your use at no charge. This includes registration tables, head tables, classroom tables, chairs, lecterns and podiums. However, there are some rentable items considered “special equipment” and there are charges for their use.

To make things as clear as possible, you may request an equipment listing and rental rate information. This list dictates our entire stock and is kept as current as possible. Within the limits of our inventory, we can provide you with the items shown on this list. Please understand that if your meeting runs concurrent with one or two other events, first priority for available equipment will be given to the group which provides us with their requirements first. Our supply is rarely ever depleted, but should it happen while you’re in house, remember, “The early bird gets the worm”. However, don’t despair, we will assist you in researching where you can rent the items you need.

Also, please note that our classroom tables come unclothed. The top is a hard laminate light gray surface. If you should want these tables clothed, we will need to rent linens. Your Event Coordinator can provide cost details for you.

Deluxe Service

Deluxe service should be ordered through your Sales Manager as part of your contract. It includes table linens, pads, pens, mints, and water service at each place seating.

If you only require pads and pens please inform your Event Coordinator. He/she can order custom designed sets with the Center's logo for each place setting at an additional charge to you.

Labor for Rooms Sets & Changeovers

This is one topic that we'd like you to read carefully – especially if you are a meeting planner who has worked primarily in hotels and new to working in convention centers.

We provide your initial setup at no charge, as long as we receive your setup requirements in final form and on time. Ask your Event Coordinator what is included in your initial set, including all of your non-exhibit areas (meeting rooms, offices, general sessions, meal functions, etc.). However, you will be charged for additional equipment and labor costs for any changes to these initial setups.

While hotels are staffed as 24-hour operations, supported primarily through their sleeping rooms department, convention centers have but one purpose – renting function space. Because of this difference and in light of the very large scale of many events that we accommodate, convention centers need to schedule their labor through advance knowledge of what is needed. This means that we need to know your meeting space requirements at least thirty (30) days before your first move-in day. If we do not receive this information on time or if substantial changes are requested after we receive your specs, you will be charged for the labor to set and/or change these areas.

Trash Removal

We make every effort to be good ecologists by recycling as much material as we reasonable can before, during and after each event. But regardless, trash removal is an inescapable cost item for most large conventions and trade shows – some more than others. Because of these variations in volume, we provide for trash removal at a nominal fee to you. One dumpster pull is included in the cost of your room rental. If your needs exceed what is provided you will be charged for the additional pulls. Trash removal is not a profit center for us. There will be a charge for each completely filled compactor (dry waste only). These charges include use of compactors for normal trash and debris. Talk to your Event Coordinator about specific charges you are likely to incur or if you foresee any specialized needs (animal waste, construction debris, etc). An estimate of costs can be prepared based on the information you provide to him/her.

Valet Parking

Valet Parking Service is available for your attendees. Our Parking Department Manager will coordinate this for you. For more details including drop-off areas and costs, please contact your Event Coordinator.

Special Cleaning

There may be an occasion where “special cleaning” is required during or after your event, based on your decorating needs. If you, your exhibitors, or your attendees use glitter, spray glitter, hairspray, or confetti as a decorative item, there will be a fee charged to clean the carpets, walls, building equipment, and escalators in which the material is found. The fee will be determined by the size and location of the material and is based on the labor it takes to return the space to the condition you received it.

Coat and Parcel Check

Aramark can provide a coat and baggage check service for your event. This can be either cash or hosted based on your preference. The Convention Center will provide the equipment and the setup for each selection as a complimentary service. Please refer to your Aramark Sales Manager for their costs associated with each service.

All coat and baggage check services will be placed in the most appropriate location based on your floor plans and public space available.

Water Stations/Ice

Aramark will provide water service to podiums and head tables at no charge. However, if you need water service at additional locations there will be an additional fee. Pitchers and glasses or water coolers can be ordered from your Catering Manager.

Also, if you need ice for an event (e.g. first aid stations) please contact your Catering Manager for details.

Paramedics & EMT Coverage

The health and safety of your attendees and exhibitors is as important to us as it is to you. Since this is a mutual concern and responsibility, we reserve the right to enforce the presence of this staff at certain events. The Convention Center orders all paramedics through the Columbus Fire Department. They work minimally in groups of two with one EMT vehicle also on-site. You will be billed for paramedic services at the end of your event, based on the event hours assigned at the current labor rate. Ask you Event Coordinator about our current labor rate.

Columbus Police Officers

Certain larger events, whether public or private, may require the hiring of Columbus Police Officers to assist with incident/emergency response, public safety related screening, or traffic control outside the building and at our various parking areas. Your Event Coordinator will advise you if your event falls within these criteria and if so what additional charges you will incur.

Fire Marshals

Some events will require the presence of a City of Columbus Fire Marshal for inspections, the use of pyrotechnics, etc. Your Event Coordinator can assist you in ordering this service.

Contract Event Security

The Convention Center reserves the right to require specific levels of contract security for an event. Your Sales Manager and your Event Coordinator will inform you if your event falls into this category. If so your Event Coordinator will assist you in ordering this service.

Chaining/Padlocking/Re-Keying Rooms

You may choose to have your meeting rooms chained, padlocked and on alarm when unattended. There is a per room, per day charge for this service. If the meeting room is connected to another room through an air wall, then all the rooms included in that block must be chained at the per room, per day cost.

We can also re-key a meeting room for you. Please contact your Event Coordinator for costs associated with this.

Sound Systems

The Greater Columbus Convention Center is equipped with in-house sounds systems in most of our contracted spaces. Your Event Coordinator can further explain the few areas that do not have this service available. These systems are maintained by our preferred in-house audio-visual company, Markey's Audio Visual. Because they handle all upkeep on these systems, should you choose not to use them as your audio-visual provider, but use the house sound system, you will incur a house sound patch fee on your final bill.

Cable

At the Convention Center we do have the ability for cable television to be a part of your event. Cable lines are already installed throughout the facility, however our staff is not in charge of this service. Should you require it you will need to contact Time Warner Cable directly at 614-481-5050. Simply let them know that you are a client of the Greater Columbus Convention Center and you will need cable service. You will tell them the location of the service, the installation time,

and the disconnect time. They will do everything else and then bill you directly. As always, if you have any questions, please ask your Event Coordinator.

Telecommunications

At the Greater Columbus Convention Center, we are the phone company – at your service! Working through the Client Utilities Department, our Technical Services staff installs telephone lines and instruments for your staff offices, as well as you exhibitors. When you know what your telephone needs are, contact your Event Coordinator and he/she will assist you with your special feature needs such as single, multiple or high speed data lines.

You will need to complete a Telephone Order Form to obtain any of the above services, which you may request from your Event Coordinator, or it is also available online at www.columbusconventions.com.

Internet

The Convention Center also installs all Internet service through our business partner, Priority Networks, for you as well as your exhibitors. When you know what your Internet needs are, contact your Event Coordinator and he/she will assist you.

You will need to complete an Internet Order Form to obtain this service, which you may request from your Event Coordinator, or it is also available online at www.columbusconventions.com.

Electric

The Convention Center is also your electric company! Our Technical Services staff installs all electrical service for you, as well as you exhibitors. The Convention Center does not install power outside of our immediate building. When you know what your electrical needs are, contact your Event Coordinator and he/she will assist you.

You will need to complete an Electric Order Form to obtain this service, which you may request from your Event Coordinator, or it is also available online at www.columbusconventions.com.

Water/Plumbing/Compressed Air/Natural Gas

The Convention Center is your water company as well. Our Technical Services staff installs and drains all water service for you, as well as for your exhibitors. They also handle installing compressed air and natural gas. When you know what your needs are, contact your Event Coordinator and he/she will assist you.

You will need to complete a Plumbing Order Form to obtain this service, which you may request from your Event Coordinator, or it is also available online at www.columbusconventions.com.

Rigging

All signs, banners and theatrical items hung inside the meeting rooms, concourse or in the exhibit halls must be hung using our in-house riggers. Our professionally trained and certified staff will attach and remove all hanging signage for you, as well as for your exhibitors. They also handle attaching and removing all theatrical rigging. Aisle signs that are hung inside the exhibit halls may be done through your decorator provided they weigh less than 75 pounds and the decorator provides their own high lift. All banners must be hung no lower than 12 feet off of the floor. When you know what your needs are, contact your Event Coordinator and he/she will assist you.

You will need to complete a Rigging Order Form to obtain this service, which you may request from your Event Coordinator, or it is also available online at www.columbusconventions.com.

Cleaning

The Convention Center handles all booth cleaning at the Center. Our Operations staff will clean designated booths for you, as well as for your exhibitors. They will also vacuum exhibit aisle carpet for you if desired. When you know what your needs are, contact your Event Coordinator and he/she will assist you.

You will need to complete a Cleaning Services Order Form to obtain this service, which you may request from your Event Coordinator, or it is also available online at www.columbusconventions.com.

Easels

The Convention Center is not equipped to provide easels for your event. If easels are needed, you, your decorator, or your audio-visual company must provide them. If you do not have a decorator or audiovisual company, contact your Event Coordinator. He/she will order them for you through our in-house decorator at an additional charge.

ADDITIONAL INFORMATION

Expand your knowledge! Here are some other items you should know.

Temporary Holds

Our Sales Department can put space on a temporary hold for you. What does this mean? They will hold space for you, not contracted, on a first right of refusal. If another client contacts us and wants to contract the same space we will contact you. At that point you will need to make a decision whether or not you want to contract the space or give it up. Please remember, even if the space is on temporary hold for you, you are not able to utilize space unless you contract it.

Equipment Rental & Inventory List

Our facility is equipped with an inventory of tables and chairs to meet your requirements. Additionally, we have an inventory of special items (dance floor, lecterns, podiums, staging, seating risers, pianos, coat racks, posts and rope) available for rent. If you would like an inventory chart, please request one from your Event Coordinator. This chart is a guide to our complete inventory list and lists applicable charges, if any. Keep in mind that we are a very large facility and several events may utilize this equipment at the same time. Therefore, it is important to get your requirements to your Event Coordinator in a timely manner. Our equipment is distributed on a “first come – first served” basis. Once our inventory of any item is depleted, we would be happy to order in additional pieces at an additional charge to you.

Staging is available in various heights and sizes. We have 6’x8’ sections available in heights of 8”, 16”, 24”, and 32”. These are available either carpeted or uncarpeted. We also have 4’x8’ sections of performance staging. These are uncarpeted and are available in heights of 48”, 60”, 72”, and 84”. One section of staging is included in the cost of a room. You will be billed for any additional sections used. As always, your Event Coordinator will inform you of any costs.

Room Refreshes

One mid-day room refresh is provided for each meeting room in use. The refresh includes:

- *The straightening of tables and chairs
- *Trash disposal
- *Replacement of speaker water

A minimum of thirty (30) minutes is required to complete a room refresh. If you will need additional refreshes, please contact your Event Coordinator.

Show Offices

If you have contracted an exhibit hall, you have the opportunity to use the show offices associated with that hall. There are offices located in the front and rear of each hall. These show offices are available for your use during your contracted times. All of the front show offices have roll-up windows.

Monitors, Kiosks & Directional Signage

For your attendees' convenience, we have several informational signs throughout our facility. You will find video monitors in the concourse that list every event in our building and the Hyatt Regency Columbus, along with their location. Next to the monitors you will find a map of our building. We also display a listing of events on our three outside signage boards, which list events and dates. Back inside the building, you will find overhead directional signage so that everyone can easily locate our meeting rooms, ballrooms and exhibit halls.

Lighting

Our meeting rooms are equipped with fluorescent fixtures and incandescent lights, with control panels and dimming systems. We cannot remove lights from the ceiling to assist in your production.

Our ballrooms are equipped with 400 watt fluorescent lights and incandescent lights, with control panels and dimming systems. We cannot remove lights from the ceiling to assist in your production.

Our exhibit halls are equipped with fluorescent fixtures, 400 watt metal halide lights, and 1000 watt metal halide lights. During move-in and move-out days only half-lighting is available. Full exhibit hall lighting is provided on show days only. Should you require full lighting on days other than these, please contact your Event Coordinator. He/she will inform you of any additional charges involved.

Should you require special lighting sets, please contact your Event Coordinator. He/she will work with our technicians to assist you and will inform you of any additional costs involved. Also, if your group is responsible for any damage to our lighting system, you will be billed accordingly.

Ventilation

Reasonable temperature conditions will be maintained at all times in your contracted space. However, your room rental includes air conditioning/heating on show days only. We start our ventilation systems one hour prior to each scheduled event and end it at the scheduled closing of each event. If you require additional ventilation during move-in or move-out it must be requested and you will be billed at prevailing rates.

Shuttles

The Greater Columbus Convention Center does not provide in-house shuttle service, however we would be happy to recommend several vendors who can accommodate your group. Typically, shuttles drop-off and pick-up attendees from our West and East Connectors. The West Connector is located off of High Street and the East Connector is located off of the Third Street Overpass. If a small shuttle is used, the North Drop-Off, located off of Goodale Boulevard, can also be used for drop-offs and pick-ups. Please notify your Event Coordinator if you will be using a shuttle service so that we can have the appropriate locations open.

Americans With Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) was enacted to ensure that people with disabilities are afforded the same opportunities to participate in American society as all other people. The ADA is legislation designed to protect the civil rights of people who have physical or mental disabilities.

As a “Public Assembly Facility” the Greater Columbus Convention Center is responsible for permanent building access accommodations such as (but not limited too) wheelchair ramps, elevator standards, door width standards, parking facilities, and restroom accessibility.

Show management is responsible for all non-permanent accessibility requirements such as (but not limited to) seating accessibility, auxiliary aids for the visually impaired, hearing impaired, and mobility impaired attendees. Systems for the hearing impaired are available at our facility. Please see your Event Coordinator for more information.

Tax Exempt

If your group is tax exempt, please make sure that your Event Coordinator has a copy of your exemption certificate before you move-in. He/she will communicate this information to our finance department.

FREQUENTLY ASKED QUESTIONS

There are no “dumb” questions! Here are the ones we are asked most frequently.

When does the Convention Center open and close each day?

Our schedule is dictated by the events we have in the building each day. This being said, our building typically is open for business by 6:00am each day. The building is locked each day after the close of the last event. Should you need access after hours, please let your Event Coordinator know. He/she can make special arrangements for you through our security department.

The Convention Center Sales and Administration Offices are open Monday through Friday, 8:00am to 5:00pm. These offices are closed on the following holidays: New Years Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year’s Eve Day.

What is and how do I set up a Pre-Con or Post-Con Meeting?

Your Event Coordinator will offer to host a pre-convention meeting to help you understand and meet all of the departments involved with your meeting. Usually this meeting will take place within two weeks of your start date, depending on your schedule. However, we have also scheduled them on your first move-in day. In addition to putting names with faces, we will discuss your event and answer any questions. After the close of your event, your Event Coordinator can host a post-convention meeting to discuss your completed event. This meeting can be a useful tool to help plan for your next event by bringing out what worked or what could be improved.

Where do I unload?

If you have an exhibit hall contracted, you will unload from the dock area directly behind your hall. If you have space contracted in other areas of the building you may load and unload from either our North Drop-Off or West and East Connectors.

Is there any free parking available at the Convention Center?

Unfortunately, the answer is no. We do have several loading areas for you, your attendees, and exhibitors to use. However, all vehicles must then be moved to one of our pay lots or garages.

Do I get dock passes? How many?

Dock passes are reserved for our clients who have contracted exhibit hall space. They are valid during the dates of your exhibit hall contract. If you have contracted an exhibit hall, the following number of dock passes will be allocated to your event.

Battelle Hall: 5 Passes
Exhibit Hall C: 10 Passes
Exhibit Hall D: 10 Passes
Exhibit Hall E: 5 Passes
Exhibit Hall F: 5 Passes

Will cellular phones work in all areas of your facility?

Yes! Although there is a great deal of steel in our building, we have not had trouble getting signals from any of the major communication companies.

Are wheelchairs available?

Yes! We have a limited number of manual wheelchairs available. They are stored at our security base. If you or an attendee needs a wheelchair simply contact your Event Coordinator or Security directly at 827-2547. A member of our security department will bring the wheelchair to you. We do ask that you exchange a photo ID for the wheelchair. It will be returned to you when you are done using the chair. If you need access to a wheelchair for the entire duration of your event, please contact your Event Coordinator for more details. Your Event Coordinator can also provide a list of companies that rent electric wheelchairs if those would be of better use to you.

Can I offer tips or gratuities to Convention Center employees?

No, the offering of tips and gratuities to our staff and building partners is strictly prohibited.

Is solicitation or picketing allowed at the Convention Center?

No, soliciting and picketing are not allowed on Convention Center property. If either of these are found occurring our security department will immediately intercede.

What is the difference between building security and contract security?

Our Convention Center security team is responsible for securing the building perimeters. We are not responsible for your equipment. A contract security company is responsible for securing items you and your attendees bring into the building and for protecting the spaces you are using in our facility.

Can my trade show decorator vacuum carpet or is that an exclusive service?

Your decorator can vacuum aisle carpet, but the Convention Center has exclusive rights on vacuuming exhibitor booths. If you want our staff to vacuum the aisle carpet, please let your Event Coordinator know. He/she will inform you of any costs involved.

I have a nursing mother attending my event. Do you have a room available for her to use?

Yes! Please contact your Event Coordinator and he/she will make the necessary arrangements.

ROOM SPECIFICATIONS

Start thinking about how you can utilize our award-winning facility – the possibilities are endless!

Following are room specifications for all of our meeting and exhibit hall space.

If you need any of these in a computer format please refer to our website or contact your Event Coordinator. He/she can send them to you in Adobe Acrobat, .dwg, or .dxf format.

Exhibit Halls: C, D, E, & F

Exhibit Hall C

Dimensions: 270'(wide) x 360' (deep)

Square Feet: 98,000

Overhead Clearance: 30' to Lights

Floor Load: Unlimited

Freight Door Dimensions: 16' (high) x 24' (wide)

Exhibit Hall D

Dimensions: 330'(wide) x 360' (deep)

Square Feet: 118,000

Overhead Clearance: 30' to Lights

Floor Load: Unlimited

Freight Door Dimensions: 16' (high) x 24' (wide)

Exhibit Hall E

Dimensions: 235'(wide) x 298' (deep) – Without the Corridor Wall Closed

208'(wide) x 298' (deep) – With the Corridor Wall Closed

Square Feet: 72,000 – Without the Corridor Wall Closed

69,300 – With the Corridor Wall Closed

Overhead Clearance: 30' to Lights

Floor Load: Unlimited

Freight Door Dimensions: 16' (high) x 24' (wide)

Exhibit Hall F

Dimensions: 208' (wide) x 207' (deep) – With the Corridor Wall Closed

Square Feet: 50,400 – Without the Corridor Wall Closed

48,510 – With the Corridor Wall Closed

Overhead Clearance: 30' to Lights

Floor Load: Unlimited

Freight Door Dimensions: 16' (high) x 24' (wide)

Grand Ballroom 1-3

Ballroom 1

Dimensions: 50'(wide) x 125' (deep)

Square Feet: 6,250

Overhead Clearance: 30'

Theater Style: 537

Classroom Style: 496

Banquet Style: 310

Carpet Colors: Pink & Yellow

Wall Colors: North – Pink, East – Gray, South – Gray, West – Air Wall

Ballroom 2

Dimensions: 90'(wide) x 125'(deep)

Square Feet: 12,500

Overhead Clearance: 30'

Theater Style: 963

Classroom Style: 800

Banquet Style: 640

Carpet Colors: Yellow

Wall Colors: North – Pink, East – Air Wall, South – Gray, West – Air Wall

Ballroom 3

Dimensions: 48'(wide) x 128'(deep)

Square Feet: 6,250

Overhead Clearance: 30'

Theater Style: 488

Classroom Style: 440

Banquet Style: 320

Carpet Colors: Pink & Yellow

Wall Colors: North – Pink, East – Air Wall, South – Gray/Pink, West - Pink

Ballroom 1-2 Combined

Dimensions: 140'(wide) x 125'(deep)

Square Feet: 18,750

Theater Style: 2,418

Classroom Style: 1,272

Banquet Style: 1,040

Ballroom 2-3 Combined

Dimensions: 138'(wide) x 125'(deep)

Square Feet: 18,750

Theater Style: 2,365

Classroom Style: 1,168

Banquet Style: 1,040

Ballroom 1-2-3 Combined

Dimensions: 180'(wide) x 125'(deep)

Square Feet: 25,000

Theater Style: 3,265

Classroom Style: 1,920

Banquet Style: 1,620

Terrace Ballroom 4-5

Ballroom 4

Dimensions: 65'(wide) x 110'(deep)

Square Feet: 7,200

Overhead Clearance: 27'

Theater Style: 780

Classroom Style: 550

Banquet Style: 450

Carpet Colors: Pink, Green, & Orange

Wall Colors: North – Yellow/Blue, East – Gray/Blue, South – Peach, West – Air Wall

Ballroom 5

Dimensions: 64'(wide) x 110'(deep)

Square Feet: 7,800

Overhead Clearance: 27'

Theater Style: 840

Classroom Style: 575

Banquet Style: 450

Carpet Colors: Pink, Green, & Orange

Wall Colors: North – Yellow, East – Air Wall, South – Peach, West – Pink/Blue/Gray

Ballroom 4-5 Combined

Dimensions: 131'(wide) x 110' (deep)

Square Feet: 14,729

Overhead Clearance: 27'

Theater Style: 1,650

Classroom Style: 1,125

Banquet Style: 900

B-Pod: B200-201

B200

Dimensions: 23'(wide) x 41'(deep)

Square Feet: 975

Overhead Clearance: 15'

Theater Style: 110

Classroom Style: 56

Banquet Style: 50

Carpet Colors: Orange & Pink

Wall Colors: North – Pink, East – Air Wall, South – Gray, West - Pink

B201

Dimensions: 23'(wide) x 41'(deep)

Square Feet: 975

Overhead Clearance: 15'

Theater Style: 110

Classroom Style: 56

Banquet Style: 50

Carpet Colors: Orange & Pink

Wall Colors: North – Pink, East – Air Wall, South – Gray, West – Air Wall

Lower C-Pod: C110-115

C110

Dimensions: 23'(wide) x 48' (deep)

Square Feet: 1,128

Overhead Clearance: 13'

Theater Style: 120

Classroom Style: 64

Banquet Style: 50

Carpet Colors: Blue & Yellow

Wall Colors: North – Gray, East – Air Wall, South – Yellow, West – Air Wall

C111

Dimensions: 23'(wide) x 48' (deep)

Square Feet: 1,128

Overhead Clearance: 13'

Theater Style: 120

Classroom Style: 64

Banquet Style: 50

Carpet Colors: Blue & Yellow

Wall Colors: North – Gray, East – Air Wall, South – Yellow, West – Air Wall

C112

Dimensions: 23'(wide) x 48' (deep)

Square Feet: 1,128

Overhead Clearance: 13'

Theater Style: 120

Classroom Style: 64

Banquet Style: 50

Carpet Colors: Blue & Yellow

Wall Colors: North – Gray, East – Air Wall, South – Yellow, West – Air Wall

C113

Dimensions: 23'(wide) x 48' (deep)

Square Feet: 1,136

Overhead Clearance: 13'

Theater Style: 120

Classroom Style: 64

Banquet Style: 50

Carpet Colors: Blue & Yellow

Wall Colors: North – Gray, East – Air Wall, South – Yellow, West – Air Wall

C114

Dimensions: 23'(wide) x 48' (deep)

Square Feet: 1,136

Overhead Clearance: 13'

Theater Style: 120
Classroom Style: 64
Banquet Style: 50

Carpet Colors: Blue & Yellow
Wall Colors: North – Gray, East – Air Wall, South – Yellow, West – Air Wall

C115

Dimensions: 22'(wide) x 48' (deep)
Square Feet: 1,072
Overhead Clearance: 13'

Theater Style: 105
Classroom Style: 56
Banquet Style: 40

Carpet Colors: Blue & Yellow
Wall Colors: North – Gray, East – Air Wall, South – Yellow, West – Yellow

Lower C-Pod: C120-125

C120

Dimensions: 19'(wide) x 42' (deep)
Square Feet: 812
Overhead Clearance: 13'

Theater Style: 90
Classroom Style: 48
Banquet Style: 50

Carpet Colors: Green & Pink
Wall Colors: North – Pink, East – Pink, South – Gray, West – Air Wall

C121

Dimensions: 20'(wide) x 42' (deep)
Square Feet: 840
Overhead Clearance: 13'

Theater Style: 90
Classroom Style: 48
Banquet Style: 40

Carpet Colors: Green & Pink
Wall Colors: North – Pink, East – Air Wall, South – Gray, West – Air Wall

C122

Dimensions: 20'(wide) x 42' (deep)
Square Feet: 840
Overhead Clearance: 13'

Theater Style: 90
Classroom Style: 48
Banquet Style: 40

Carpet Colors: Green & Pink
Wall Colors: North – Pink, East – Air Wall, South – Gray, West – Pink

C123

Dimensions: 20'(wide) x 42' (deep)
Square Feet: 840
Overhead Clearance: 13'

Theater Style: 90
Classroom Style: 48
Banquet Style: 50

Carpet Colors: Green & Pink
Wall Colors: North – Pink, East – Pink, South – Gray, West – Air Wall

C124

Dimensions: 20'(wide) x 42' (deep)
Square Feet: 868
Overhead Clearance: 13'

Theater Style: 90
Classroom Style: 48
Banquet Style: 40

Carpet Colors: Green & Pink
Wall Colors: North – Pink, East – Air Wall, South – Gray, West – Air Wall

C125

Dimensions: 19'(wide) x 42' (deep)
Square Feet: 802
Overhead Clearance: 13'

Theater Style: 78
Classroom Style: 48
Banquet Style: 40

Carpet Colors: Green & Pink

Wall Colors: North – Pink, East – Air Wall, South – Gray, West – Pink

Upper C-Pod: C210-216

C210

Dimensions: 22'(wide) x 48' (deep)

Square Feet: 1,083

Overhead Clearance: 15'

Theater Style: 120

Classroom Style: 80

Banquet Style: 60

Carpet Colors: Blue & Yellow

Wall Colors: North – Gray, East – Air Wall, South – Yellow, West – Yellow

C211

Dimensions: 22'(wide) x 48' (deep)

Square Feet: 1,148

Overhead Clearance: 15'

Theater Style: 132

Classroom Style: 80

Banquet Style: 60

Carpet Colors: Blue & Yellow

Wall Colors: North – Gray, East – Air Wall, South – Yellow, West – Air Wall

C212

Dimensions: 22'(wide) x 48' (deep)

Square Feet: 1,132

Overhead Clearance: 15'

Theater Style: 132

Classroom Style: 80

Banquet Style: 70

Carpet Colors: Blue & Yellow

Wall Colors: North – Gray, East – Yellow, South – Yellow, West – Air Wall

C213

Dimensions: 26'(wide) x 48' (deep)

Square Feet: 1,116

Overhead Clearance: 15'

Theater Style: 132

Classroom Style: 80
Banquet Style: 60

Carpet Colors: Blue & Yellow
Wall Colors: North – Gray, East – Air Wall, South – Yellow, West – Yellow

C214

Dimensions: 26'(wide) x 48' (deep)
Square Feet: 1,140
Overhead Clearance: 15'

Theater Style: 132
Classroom Style: 80
Banquet Style: 60

Carpet Colors: Blue & Yellow
Wall Colors: North – Gray, East – Air Wall, South – Yellow, West – Air Wall

C215

Dimensions: 24'(wide) x 48' (deep)
Square Feet: 1,099
Overhead Clearance: 15'

Theater Style: 132
Classroom Style: 80
Banquet Style: 70

Carpet Colors: Blue & Yellow
Wall Colors: North – Gray, East – Yellow, South – Yellow, West – Air Wall

C216

Dimensions: 30'(wide) x 48' (deep)
Square Feet: 1,455
Overhead Clearance: 15'

Theater Style: 165
Classroom Style: 112
Banquet Style: 100

Carpet Colors: Blue & Yellow
Wall Colors: North – Gray, East – Yellow, South – Yellow, West – Yellow

Upper C-Pod: C220-226

C220

Dimensions: 18'(wide) x 42' (deep)
Square Feet: 777

Overhead Clearance: 15'

Theater Style: 78

Classroom Style: 48

Banquet Style: 50

Carpet Colors: Green & Pink

Wall Colors: North – Pink, East – Air Wall, South – Gray, West – Pink

C221

Dimensions: 20'(wide) x 42' (deep)

Square Feet: 819

Overhead Clearance: 15'

Theater Style: 90

Classroom Style: 48

Banquet Style: 50

Carpet Colors: Green & Pink

Wall Colors: North – Pink, East – Air Wall, South – Gray, West – Air Wall

C222

Dimensions: 20'(wide) x 42' (deep)

Square Feet: 819

Overhead Clearance: 15'

Theater Style: 90

Classroom Style: 48

Banquet Style: 50

Carpet Colors: Green & Pink

Wall Colors: North – Pink, East – Pink, South – Gray, West – Air Wall

C223

Dimensions: 20'(wide) x 42' (deep)

Square Feet: 840

Overhead Clearance: 15'

Theater Style: 90

Classroom Style: 48

Banquet Style: 50

Carpet Colors: Green & Pink

Wall Colors: North – Pink, East – Air Wall, South – Gray, West – Pink

C224

Dimensions: 20'(wide) x 42' (deep)

Square Feet: 840

Overhead Clearance: 15'

Theater Style: 90

Classroom Style: 48

Banquet Style: 50

Carpet Colors: Green & Pink

Wall Colors: North – Pink, East – Air Wall, South – Gray, West – Air Wall

C225

Dimensions: 20'(wide) x 42' (deep)

Square Feet: 840

Overhead Clearance: 15'

Theater Style: 90

Classroom Style: 48

Banquet Style: 50

Carpet Colors: Green & Pink

Wall Colors: North – Pink, East – Pink, South – Gray, West – Air Wall

C226

Dimensions: 34'(wide) x 42' (deep)

Square Feet: 1,428

Overhead Clearance: 15'

Theater Style: 170

Classroom Style: 84

Banquet Style: 90

Carpet Colors: Green & Pink

Wall Colors: North – Pink, East – Pink, South – Gray, West – Pink

Lower D-Pod: D130-132

D130

Dimensions: 43'(wide) x 44' (deep)

Square Feet: 1,950

Overhead Clearance: 13'

Theater Style: 220

Classroom Style: 128

Banquet Style: 120

Carpet Colors: Blue & Yellow

Wall Colors: North – Gray, East – Air Wall, South – Yellow, West – Air Wall

D131

Dimensions: 43'(wide) x 44' (deep)
Square Feet: 1,950
Overhead Clearance: 13'

Theater Style: 220
Classroom Style: 128
Banquet Style: 120

Carpet Colors: Blue & Yellow
Wall Colors: North – Gray, East – Air Wall, South – Yellow, West – Air Wall

D132

Dimensions: 20'(wide) x 44' (deep)
Square Feet: 902
Overhead Clearance: 13'

Theater Style: 90
Classroom Style: 56
Banquet Style: 50

Carpet Colors: Blue & Yellow
Wall Colors: North – Gray, East – Air Wall, South – Yellow, West – Yellow

Lower D-Pod: D140-145

D140

Dimensions: 15'(wide) x 26' (deep)
Square Feet: 395
Overhead Clearance: 13'

Theater Style: 30
Classroom Style: 16
Banquet Style: 20

Carpet Colors: Green & Pink
Wall Colors: North – Blue, East – Blue, South – Gray, West – Air Wall

D141

Dimensions: 16'(wide) x 26' (deep)
Square Feet: 416
Overhead Clearance: 13'

Theater Style: 35

Classroom Style: 16
Banquet Style: 20

Carpet Colors: Green & Pink
Wall Colors: North – Blue, East – Air Wall, South – Gray, West – Blue

D142

Dimensions: 16'(wide) x 26' (deep)
Square Feet: 416
Overhead Clearance: 13'

Theater Style: 35
Classroom Style: 16
Banquet Style: 20

Carpet Colors: Green & Pink
Wall Colors: North – Blue, East – Blue, South – Gray, West – Air Wall

D143

Dimensions: 16'(wide) x 26' (deep)
Square Feet: 416
Overhead Clearance: 13'

Theater Style: 35
Classroom Style: 16
Banquet Style: 20

Carpet Colors: Green & Pink
Wall Colors: North – Blue, East – Air Wall, South – Gray, West – Blue

D144

Dimensions: 15'(wide) x 26' (deep)
Square Feet: 425
Overhead Clearance: 13'

Theater Style: 35
Classroom Style: 16
Banquet Style: 20

Carpet Colors: Green & Pink
Wall Colors: North – Blue, East – Blue, South – Gray, West – Air Wall

D145

Dimensions: 15'(wide) x 26' (deep)

Square Feet: 399
Overhead Clearance: 13'

Theater Style: 30
Classroom Style: 16
Banquet Style: 20

Carpet Colors: Green & Pink
Wall Colors: North – Blue, East – Air Wall, South – Gray, West – Blue

Upper D-Pod: D230-235

D230

Dimensions: 21'(wide) x 41' (deep)
Square Feet: 844
Overhead Clearance: 15'

Theater Style: 85
Classroom Style: 48
Banquet Style: 40

Carpet Colors: Blue & Yellow
Wall Colors: North – Gray, East – Air Wall, South – Yellow, West – Yellow

D231

Dimensions: 21'(wide) x 41' (deep)
Square Feet: 899
Overhead Clearance: 15'

Theater Style: 90
Classroom Style: 56
Banquet Style: 40

Carpet Colors: Blue & Yellow
Wall Colors: North – Gray, East – Air Wall, South – Yellow, West – Air Wall

D232

Dimensions: 21'(wide) x 41' (deep)
Square Feet: 872
Overhead Clearance: 15'

Theater Style: 90
Classroom Style: 56
Banquet Style: 50

Carpet Colors: Blue & Yellow
Wall Colors: North – Gray, East – Yellow, South – Yellow, West – Air Wall

D233

Dimensions: 22'(wide) x 42' (deep)
Square Feet: 892
Overhead Clearance: 15'

Theater Style: 92
Classroom Style: 56
Banquet Style: 40

Carpet Colors: Blue & Yellow
Wall Colors: North – Gray, East – Air Wall, South – Yellow, West – Yellow

D234

Dimensions: 22'(wide) x 42' (deep)
Square Feet: 892
Overhead Clearance: 15'

Theater Style: 92
Classroom Style: 56
Banquet Style: 40

Carpet Colors: Blue & Yellow
Wall Colors: North – Gray, East – Air Wall, South – Yellow, West – Air Wall

D235

Dimensions: 21'(wide) x 41' (deep)
Square Feet: 1,051
Overhead Clearance: 15'

Theater Style: 95
Classroom Style: 56
Banquet Style: 50

Carpet Colors: Blue & Yellow
Wall Colors: North – Gray, East – Yellow, South – Yellow, West – Air Wall

Upper D-Pod: D240-246

D240

Dimensions: 15'(wide) x 26' (deep)
Square Feet: 398
Overhead Clearance: 15'

Theater Style: 30
Classroom Style: 16
Banquet Style: 20

Carpet Colors: Pink & Green
Wall Colors: North – Blue, East – Air Wall, South – Gray, West – Blue

D241

Dimensions: 15'(wide) x 26' (deep)
Square Feet: 424
Overhead Clearance: 15'

Theater Style: 35
Classroom Style: 16
Banquet Style: 20

Carpet Colors: Pink & Green
Wall Colors: North – Blue, East – Blue South – Gray, West – Air Wall

D242

Dimensions: 16'(wide) x 26' (deep)
Square Feet: 424
Overhead Clearance: 15'

Theater Style: 35
Classroom Style: 16
Banquet Style: 20

Carpet Colors: Pink & Green
Wall Colors: North – Blue, East – Air Wall, South – Gray, West – Blue

D243

Dimensions: 16'(wide) x 26' (deep)
Square Feet: 424
Overhead Clearance: 15'

Theater Style: 35
Classroom Style: 16
Banquet Style: 20

Carpet Colors: Pink & Green
Wall Colors: North – Blue, East – Blue, South – Gray, West – Air Wall

D244

Dimensions: 15'(wide) x 26' (deep)

Square Feet: 433

Overhead Clearance: 15'

Theater Style: 35

Classroom Style: 16

Banquet Style: 20

Carpet Colors: Pink & Green

Wall Colors: North – Blue, East – Air Wall, South – Gray, West – Blue

D245

Dimensions: 15'(wide) x 26' (deep)

Square Feet: 415

Overhead Clearance: 15'

Theater Style: 30

Classroom Style: 16

Banquet Style: 20

Carpet Colors: Pink & Green

Wall Colors: North – Blue, East – Blue, South – Gray, West – Air Wall

D246

Dimensions: 30'(wide) x 26' (deep)

Square Feet: 808

Overhead Clearance: 15'

Theater Style: 72

Classroom Style: 48

Banquet Style: 60

Carpet Colors: Pink & Green

Wall Colors: North – Blue, East – Blue, South – Gray, West – Blue

E-Pod: E150-151

E150

Dimensions: 40'(wide) x 39' (deep)

Square Feet: 1,437

Overhead Clearance: 13'

Theater Style: 142

Classroom Style: 96

Banquet Style: 90

Carpet Color: Blue

Wall Colors: North – Blue, East – Air Wall, South – Blue, West – Air Wall

E151

Dimensions: 40'(wide) x 35' (deep)

Square Feet: 1,438

Overhead Clearance: 13'

Theater Style: 140

Classroom Style: 88

Banquet Style: 90

Carpet Color: Blue

Wall Colors: North – Blue, East – Air Wall, South – Blue, West – Blue

E-Pod: E160A/B-162A/B

E160A

Dimensions: 32'(wide) x 31' (deep)

Square Feet: 1,025

Overhead Clearance: 13'

Theater Style: 98

Classroom Style: 48

Banquet Style: 50

Carpet Colors: Pink & Yellow

Wall Colors: North – Air Wall, East – Air Wall, South – Pink, West – Air Wall

E160B

Dimensions: 31'(wide) x 30' (deep)

Square Feet: 1,007

Overhead Clearance: 13'

Theater Style: 95

Classroom Style: 48

Banquet Style: 50

Carpet Colors: Pink & Yellow

Wall Colors: North – Gray, East – Air Wall, South – Air Wall, West – Air Wall

E161A

Dimensions: 33'(wide) x 31' (deep)

Square Feet: 1,023
Overhead Clearance: 13'

Theater Style: 100
Classroom Style: 48
Banquet Style: 50

Carpet Colors: Pink & Yellow
Wall Colors: North – Air Wall, East – Air Wall, South – Pink, West – Air Wall

E161B

Dimensions: 33'(wide) x 30' (deep)
Square Feet: 1,023
Overhead Clearance: 13'

Theater Style: 102
Classroom Style: 48
Banquet Style: 50

Carpet Colors: Pink & Yellow
Wall Colors: North – Gray, East – Air Wall, South – Air Wall, West – Air Wall

E162A

Dimensions: 33'(wide) x 31' (deep)
Square Feet: 1,023
Overhead Clearance: 13'

Theater Style: 90
Classroom Style: 48
Banquet Style: 50

Carpet Colors: Pink & Yellow
Wall Colors: North – Air Wall, East – Air Wall, South – Pink, West – Pink

E162B

Dimensions: 33'(wide) x 30' (deep)
Square Feet: 1,023
Overhead Clearance: 13'

Theater Style: 93
Classroom Style: 48
Banquet Style: 50

Carpet Colors: Pink & Yellow

Wall Colors: North – Gray, East – Air Wall, South – Air Wall, West – Pink

E-Pod: E170-172

E170

Dimensions: 32'(wide) x 51' (deep)

Square Feet: 1,631

Overhead Clearance: 13'

Theater Style: 180

Classroom Style: 105

Banquet Style: 100

Carpet Colors: Green & Yellow

Wall Colors: North – Yellow, East – Air Wall, South – Gray, West – Air Wall

E171

Dimensions: 30'(wide) x 53' (deep)

Square Feet: 1,622

Overhead Clearance: 13'

Theater Style: 174

Classroom Style: 90

Banquet Style: 80

Carpet Colors: Green & Yellow

Wall Colors: North – Yellow, East – Air Wall, South – Gray, West – Air Wall

E172

Dimensions: 29'(wide) x 56' (deep)

Square Feet: 1,619

Overhead Clearance: 13'

Theater Style: 168

Classroom Style: 90

Banquet Style: 80

Carpet Colors: Green & Yellow

Wall Colors: North – Yellow, East – Air Wall, South – Gray, West – Blue