



GREATER COLUMBUS
CONVENTION CENTER



EXHIBITOR RULES AND REGULATIONS

GENERAL EXHIBITOR RULES AND REGULATIONS

1. Smoking is prohibited in the Greater Columbus Convention Center (“the facility”).
2. Animals are not permitted in the facility except in conjunction with an approved exhibit, display, or performance legitimately requiring the use of animals. Support animals are permitted for physically challenged persons.
3. RV and trailer camping is prohibited within the city limits per city code.
4. Propane tanks are not permitted in the facility without written approval from the Columbus Division of Fire.
5. Use of any open flame is prohibited. All tank cylinders are to be secured.
6. Under no circumstances may grease or other waste material be poured into drains. Grease and any hazardous material must be removed in proper containers in accordance with applicable regulations and ordinances.
7. Decorations may not be taped, nailed, tacked or otherwise fastened to ceilings, painted surfaces, columns or fabric and decorative walls.
8. Helium balloons are not permitted in the facility.
9. Adhesive backed decals are not permitted in the facility.
10. Temporary exterior signs and banners must be approved by the Facility Management and may not be fastened to building exterior. Banners, signs or decorations may not be hung from ceilings within the facility without Greater Columbus Convention Center Management approval.
11. The facility is the exclusive provider of the following services: telephone, internet, food and beverage, booth cleaning, electricity, plumbing and banner and theatrical rigging.
12. Truck yards and loading dock areas are for the loading and unloading of vehicles only. All vehicles parked in these areas without proper authorization will be removed at the owner’s expense.
13. Overhead doors will be operated only by facility personnel and will be available or used only after prior arrangement is made with the Event Coordinator.
14. Exterior and loading dock area doors may not be propped open without prior authorization from the Greater Columbus Convention Center Security Coordinator. Exhibitors are not permitted to remove or tamper with automated closing devices.
15. Exhibitors using loading docks must unload their materials to booth areas using the designated elevators and entrances. High Street entrance doors are not approved loading areas. Vehicles left on loading dock areas are subject to be towed at the owner’s expense.
16. All exhibits, equipment, displays, etc. must observe the floor load capacities of the building.

17. All forklifts, hi-lifts or other material handling devices operated within the facility must be operated by an operator licensed by an OSHA approved agency or program.
18. During move-in and move-out exhibit halls, loading dock areas, truck yard and service areas are considered hazardous work areas. As such, the following will be strictly enforced:
 1. Absolutely no drinking of alcoholic beverages or the use of controlled substances will be permitted.
 2. No horseplay.
 3. No speeding or reckless use of equipment.
19. The Greater Columbus Convention Center has no facilities for the receiving and storage of freight or other shipments and recommends against the delivery of articles prior to the contracted event dates. Exhibitors must make shipping arrangements with the decorator handling the event.
20. All crate storage during exhibit hours must be handled by the contracted decorator.
21. All equipment, decorations, freight, etc. must be removed from the premises at the expiration of the contract. Items left beyond this time will be treated as abandoned equipment and disposed of accordingly. The facility will assume no responsibility for losses suffered by the exhibitor occasioned by theft or disappearance of this or any other equipment, articles or property.
22. The following has been discussed and approved by the Columbus Division of Fire:
 - A. Blocking of any Fire Exit is prohibited. No fire suppression equipment shall be obstructed or concealed.
 - B. All display vehicles or machinery must adhere to the following:
 - i. Equipment is to have **no more** than (1) one gallon of fuel.
 - ii. Gas cap **must** be taped to prevent leakage of fumes from tank.
 - iii. **Both** battery cables must be disconnected and secured.
 - iv. Transfer of fuel must be accomplished **outside** the building and must be into proper containers.
 - C. No cut trees or other similar decorations will be allowed for display in the facility. All decorative material, including drapes and fabric-covered displays or devices, must be fire retardant. The exhibitor must make available to the Fire Marshall the current certificate of flammability, if required to do so, prior to the exhibition of material.
 - D. No storage of exhibit material is permitted in the utility aisle behind booths.
 - E. Indoor tents or canopies must be fire proof, with certificate.
23. Exhibitors cannot bring any material, substance, equipment or object which reasonable may endanger the life of, or cause bodily injury to, any person in the facility, or which reasonably may constitute a hazard to the building or the property therein.
24. If any special hazards exist or problems arise that require help pertaining to Fire and Life Safety, please contact the Columbus Fire Prevention Bureau at (614) 645-7641 for assistance.
25. The Convention Center Manager and Security personnel reserve the right to inspect any carton, satchel, container, briefcase, luggage or package brought into or taken out of the facility.

26. The carrying of firearms and/or other weapons of any kind within the facility is limited to “officers of the law” unless prior written approval is attained from the Greater Columbus Convention Center Management.
27. The facility accepts no responsibility for loss of equipment left unsecured in the exhibitor’s area.
28. Abusive language, threats, assault, vandalism, theft and similar acts will result in the immediate removal of the offender from the premises. In case of violation of the law, charges may be filed for prosecution.