



RULES AND REGULATIONS



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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 Levy Restaurants. Levy 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.