

## General Exhibitor Rules and Regulations

1. Smoking is prohibited in the Greater Columbus Convention Center (“the facility”).
2. Propane tanks are not permitted to be stored in the facility.
3. Under no circumstances may grease or other waste material be poured into drains. Grease & any hazardous material must be removed in proper containers in accordance with applicable regulations & ordinances.
4. Decorations may not be taped, nailed, tacked or otherwise fastened to ceilings, painted surfaces, columns or fabric & decorative walls.
5. Helium balloons are not permitted in the facility.
6. Adhesive-backed decals are not permitted in the facility.
7. Temporary exterior signs & banners must be approved by the Facility Management & 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.
8. The facility is in the exclusive provider of the following services: telephone, internet, food & beverage, booth cleaning, electricity, plumbing, compresses gasses & rigging.
9. Truck yards & 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.
10. Overhead doors will be operated only by facility personnel & will be available or used only after prior arrangement is made with the Event Manager.
11. Exterior & loading dock area doors may not be propped open without prior authorization from Greater Columbus Convention Center Public Safety.
12. Removal or to tamper with automated closing devices are not permitted.
13. All exhibits, equipment, displays, etc. must observe the floor-load capacities of the building.
14. All forklifts, hi-lifts or other material-handling devises operated within the facility must be operated by an operator licensed by an OSHA approved agency or program.
15. During move-in & move-out, exhibit halls, loading dock areas, truck yard & 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
  2. Use of illegal substances will not be permitted.
  3. No horseplay.
  4. No speeding or reckless use of equipment.
16. The Greater Columbus Convention Center has no facilities for the receiving & storage of freight or other shipments & recommends against the delivery of articles prior to the contracted event dates. Contractor must make shipping arrangements for all materials left at the end of the event.
17. All crate storage during exhibit hours must be handled by the contracted decorator.

18. 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.
19. The following has been discussed and approved by the Columbus Division of Fire:
  - Blocking of any Fire Exit is prohibited.
  - Indoor tents or canopies must be fireproof, with certificate.
  - No fire suppression equipment shall be obstructed or concealed.
  - All display vehicles or machinery must adhere to the following:
    - Equipment fuel gages are to read empty or no more than one gallon of fuel Gas cap must be a locking type cap or must be taped
    - Both battery cables must be disconnected.
20. 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.
21. If any special hazards exist or problems arise that require help pertaining to Fire & Life Safety, please contact the Columbus Fire Prevention Bureau at (614) 645-7641 for assistance.
22. The Convention Center Manager & Public Safety personnel reserve the right to inspect any carton, satchel, container, briefcase, luggage or package brought into or taken out of the facility.
23. 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 Greater Columbus Convention Center Management.
24. The facility accepts no responsibility for loss of equipment left unsecured in the exhibitor's area.
25. Abusive language, threats, assault, vandalism, theft & 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.