Signage / Graphics (Event and Advertising)

Graphics (wall and floor) are becoming a popular form of advertising with our clients. We have established the following guidelines to help you plan on how to install and the content therein.

Each year, Contracted Clients (client) will need to provide the following:

- GCCC does not supply signage for your event.
- We do promote your event on our exterior signs and on kiosks located throughout the building.
- You are welcome to provide additional signage for your event that is professional in appearance.
- Handwritten signage and inappropriate signage are not permitted and will be removed.
- If you wish to display a sign and/or graphics within the GCCC, please notify your Event Manager.
- Your Event Manager will notify you of any signage and installation charges per your license agreement.
- You will be notified of any special permits required by the City of Columbus to display signage outside the facility.

The GCCC's graphics coordinator handles the approval process for all graphics attached to the GCCC facility (walls, floors, steps, escalators, elevators, ceilings, doors glass, GCCC fixtures, parking garages, etc.) on an event basis.

You may use a company of your choice to produce (design or print) your graphics, however all graphics attached to the GCCC facility must comply with the specifications in this Event Planning Guide including, but not limited to, specific materials, approved placement locations and notifications- AND- you must use the GCCC's graphics installer for installation and removal of any graphics that are attached to the GCCC facility.

The cost to you for the installation and removal is $2.50 per square foot for installation plus $1.15 per square foot for graphics removal and disposal. This cost does not include the cost for graphic production (design or printing) from your selected graphics provider. You or your graphics producer must submit all requests for approval using the on-line portal.

The online ordering system link is SSL certified and contains an automated graphic approval process. This link - https://sampleportal.asanti-storefront.com/ - will show you a glimpse of a sample area within the GCCC and how the system will enable you to upload and view graphics within an area with ease.