



Greater Columbus Convention Center Event Planning Guide

Welcome to the ASM Global-managed Greater Columbus Convention Center (GCCC)! We are honored that you have chosen us as your host and look forward to assisting you with the planning of your event.

Once you have signed your contract, your Event Manager becomes your primary source of information and will work with you on every aspect of the planning process. This *Event Planning Guide* is designed to serve as a complement to the personal communication you have with your Event Manager throughout the planning process. Please contact your Event Manager for assistance and additional information.



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www.columbusconventions.com

This guidebook supersedes any versions printed before **February 9, 2023**.
Policies, rules & regulations, rental rates, and charges noted herein are subject to change without notice.

Table of Contents

Section 1: Event Planning

Event Management	4
Event Planning Timeline	4
Engineering	5
Exclusive Services	5
Exclusive Services Providers and GCCC Preferred Providers	5
Applied Graphics	5
Fern Exposition Services	5
Levy.....	5
Mills James Production Services and Rigging	6
Rigging (Exclusive Rigging).....	6
Smart City (Internet).....	6
Exhibitor Services	7
Finance	7
Guest Services Ambassadors	7
Guest Services Centers	7
Operations.....	7
Parking.....	7
Parking Areas (Reserved).....	7
Public Relations, Advertising and Marketing... ..	8
Public Safety	8
Sales.....	8

Section 2: Rules and Policies

Animals	9
Broadcasts	9
Code of Conduct... ..	9
Display Tables	9
Display Vehicles/Exhibit Booths Set Up Outside Meeting Space	9
Display Vehicle Keys	10
Elevators/Escalators	10
Exclusive Services and GCCC Preferred Providers	10
Identification Badges	10
Insurance, Liability and Damages	10
Motorized Vehicles.....	10
Move In/Out Times.....	10
Prohibited Items	10
Public Areas	10
Recorded or Live Musical Presentations	10
Recording and Broadcasting.....	10
Restricted Areas	11
Right to Inspect.....	11
Shipping/Receiving	11
Signage/Applied Graphics	11
Tours.....	12
Unions.....	12
Vehicle Access	12
Water Usage for Display	12

Section 3: Operations Guide and Procedures

Bone Yard and Crate Storage.....	12
Carts and Dollies	12
Digital Signage	12
Floor Load and Occupancy Capacities	12
Floor Marking.....	13
Floor Plans and Fire Marshal Inspections	13

Loading Docks.....	13
Loading and Lifting Devices	13
Overhead Doors and Sizes.....	13
Permanent Concession Stands	13
Seller’s Permit/Sales General Excise Tax	14
Special Parking for Exhibitors	14
Trash Removal and Clean Up.....	14
Truck Marshalling Yard.....	14

Section 4: Public Safety and Fire Codes

Cut Trees and Bushes	14
Fire Emergencies	14
Firearms.....	14
Flame Resistance	14
Hazardous Materials.....	15
Haze/Fog.....	15
Homeland Security	15
Key Card Access Control	15
Lost & Found.....	15
Medical, Emergency Response Stations (ERS), First Aid and AEDs (Automated External Defibrillators)	15
Open Flames	16
Power Failures	16
Propane Tanks	16
Pyrotechnics	16
Tents /Structures	16
Tent for Arnold Plaza	17
Unattended Property	17
Weather-Related Emergencies.....	17

Section 5: Additional Charges

Cable TV	17
Cleaning	17
Coat and Parcel Check	18
Easels	18
Electric.....	18
Fire Marshal.....	18
Guest Services Center.....	18
House Sound Patch Fees	18
Insurance for Large Animals in Exhibits.....	18
Internet.....	18
Labor for Room Sets and Changeovers.....	18
Paramedics and Emergency Medical Technician (EMT) Coverage	18
Parking.....	19
Police Officers (Special Duty).....	19
Public Safety	19
Rigging	19
Security and Safety Planning, Staffing Services.....	19
Sound Systems.....	19
Special Cleaning.....	19
Special Equipment	19
Telecommunications	20
Ticket Tax.....	20
Trash Removal	20
Valet Parking.....	20
Water/Plumbing/Compressed Air/Natural Gas	20
Water Stations/Ice.....	20
Wi-Fi	20

Section 6: Additional Information

Americans with Disabilities Act (ADA)	20
Art at the Facility	21
COTA Bus Routes	21
Equipment Rental and Inventory List	21
Lighting	21
Monitors, Kiosks and Directional Signage.....	22
Room Refreshes.....	21
Sensory Inclusive Bags.....	22
Show Offices	22
Shuttles.....	22
Surveys	22
Tax Exempt	22
Temporary Holds	22
Ventilation	23
Frequently Asked Questions	23-24
Diagrams, Room Specifications and Capacity Charts	25-30
Notes.....	31
Signature of Receipt of Guide	32
Directions.....	33-35

PLEASE CLICK ON TAB TO ACCESS GCCC RESOURCE SHEETS:

Area Hotel Contact Information.....	TAB
Code of Conduct.....	TAB
Common Sense Rules from Internet Provider Smart City	TAB
Digital Signage	TAB
Displaying Weapons.....	TAB
Driving Directions: Convention Center.....	TAB
Driving Directions: Loading Docks for Halls A, B, C, D.....	TAB
Driving Directions Loading Docks for Battelle Grand	TAB
Drone Protective Measures and Procedures.....	TAB
Event Staffing Guidelines	TAB
Exhibitor Sampling Guidelines.....	TAB
General Exhibitor Rules and Regulations	TAB
Insurance /Commercial General Liability Information	TAB
Inventory List.....	TAB
Levy Cancelling Fee... ..	TAB
Loading Dock Policy and Procedures.....	TAB
Material Specifications	TAB
Node Wall Color Options.....	TAB
Ohio Department of Taxation Vendor License Information	TAB
Parking Information and Validation	TAB
Public Safety and Fire Codes	TAB
Planning Your Event Timeline	TAB
Rigging Request Form	TAB
Short North & Union Station Ballroom Fin Light Options.....	TAB
Signage and Applied Graphics Policy	TAB
South Café & Marketplace Vouchers	TAB
Tent for Arnold Plaza.....	TAB
Website Signage Form	TAB
Vehicle Access.....	TAB

Section 1: Event Planning

Event Management

Our skilled Event Managers are thoroughly familiar with the policies, procedures and services of the GCCC and gather all event information and distribute it to our operating departments. As soon as your contract is executed, you will be assigned an Event Manager who will send you a letter of introduction. In addition to answering all your questions, your Event Manager will remain your primary GCCC contact through the conclusion of your event. For a suggested planning timeline, please refer to the [Event Timeline](#)

Event Planning Timeline

Here is a suggested timeline. We realize that some events are booked and occur in a shorter time frame. We will adapt this timeline to best fit your group's needs.

12 Months Prior:

- Facility contract issued
- Sign & return contract with initial deposit
- Event Manager (EM) and Catering (Levy) Event Manager assigned
- Place EM and Levy on your mailing list
- Review *Event Planning Guide*
- Provide copy of previous year's meeting information to your EM
- Submit three (3) copies of your floor plans to your EM for Fire Marshal approval.
(Do not to start selling any exhibit space until your plans have been approved)

6 Months Prior:

- Provide your EM with information on general service contractors
 - Decorator/General Service Contractor
 - Audio/Visual Company / Production
- Event staffing requirements (Public Safety Event Staff, Special Duty Police, First Aid)
- Review contracted space
- Send your EM and exhibitor kit and an exhibitor list (if applicable)
- Discuss catering needs with your Levy Sales Manager

3 Months Prior:

- Facility utility requests are due (electric, telephone, rigging, internet, water, gas)
- Review signage and location plan
- Finalize outside service contractor arrangements & movement
 - Ground / Shipping handler
 - Transportation / shuttles
 - Decorator / drayage
 - Audio Visual
 - Public Safety Event Staff
 - CPD (event and traffic) / CFD (EMT) First Aid
 - Website Signage Form

2 Months Prior:

- Submit three (3) copies of your final floor plan to your EM for Fire Marshal approval
- Meeting room requirements are due to your EM
- Set date and time for your Pre-Conference and Post Convention meetings with facility staff
- Master "Schedule of Events" is due to your EM
- Complete all food & beverage arrangements with Levy Sales Manager
- Final rental payment is due (or as the date per your contract states)
- Finalize meeting room sets with your EM (on-site room changes will incur an additional labor charge on your final invoice)

30 Days Prior:

- Liability Insurance Certificate is due 30 days prior to the event – [View Insurance/Liability Tab](#)

Engineering

Our Engineering Department handles air conditioning, heating, and the maintenance of all building equipment and fixtures. There are engineers on duty at all times responsible for installing the utilities that you have ordered.

Exclusive Services

These are the exclusive services at our facility provided by the GCCC and its service contractors for which you are not permitted to bring in any outside contractor:

- Catering
- Electric
- Gas
- Water
- Air
- Telephone
- Approval, installation and removal of applied graphics affixed to any surface
- Gobos that are not projected within the client's licensed area
- Internet
- Exhibit booth cleaning
- Rigging
- Loading Dock Security
- Public Safety for your event

Exclusive Services Providers and GCCC preferred providers

Applied Graphics

The GCCC is the exclusive installer and remover of applied graphics within the facility.

Fern Exposition Services

Fern Exposition Services is our preferred General Service Contractor and has an office within the GCCC.

Fern's staff can provide:

- Entrance units
- Registration counters
- Drayage, shipping and delivery
- Booth vacuuming
- Installation and dismantle service
- Floor coverings
- Greenery
- Backdrops and more

If your event space is not contracted to another client the day before and/or the day after your event, Fern may be permitted to set equipment early and/or later to potentially reduce overtime labor costs that you would incur with other decorators/service contractors. You can contact Fern at 614-253-1500 or visit www.fernexpo.com.

Levy

Levy is our exclusive food and beverage provider and therefore no other food or beverage is permitted to be brought in for your event from you or your attendees. Your Levy Catering Manager can assist with all your food and beverage needs, including:

- Menu selection, pricing and presentation
- Specialty food service for exhibitors
- Concessions in the main concourse and exhibit halls
- Coat check
- Baggage check
- Exhibitor booth catering

Levy operates the Starbucks Coffee location on Level 2 and Discovery Café located inside the west entrance and comprised of Crimson Cup, Homegrown Market, Columbus Grille and CBUS Tap Room. For additional information, visit www.columbusconventions.com.

The food & beverage waiver excludes alcohol sales unless specified otherwise. Alcohol sales are not to be included in calculating the food & beverage waiver, unless the event license agreement explicitly states alcohol sales are to be included in the calculation.

Mills James Production Services and Rigging

Our preferred production provider is Mills James. Mills James has an office within the GCCC and provides:

- Microphones
- Laptops
- Projection screens
- Lighting
- Rigging (exclusive service)
- Sound equipment and more

Trained technicians can assist you with the design of your production and audio/visual package in conjunction with your budget. As our preferred provider, Mills James can utilize our house sound system, eliminating House Sound Patch Fees for you. Also, if event space is not contracted to another client the day before and/or the day after your event, Mills James may be permitted to set audio/visual equipment one day early and/or later. This could save you money on overtime labor costs that you would incur with other audio/visual companies. You can reach Mills James at 614-850-2098 or visit www.millsjames.com.

Rigging (Exclusive rigging)

Theatrical rigging and banner hanging carry significant liabilities for the responsible party and it is our goal to eliminate any potential problems or hazards before they occur.

- Any display of banners, decorations or theatrical equipment that hangs from the ceiling must be approved and hung by GCCC personnel.
- Rigging plots that show location and weight are required of all items hung from the ceiling.
- Show decorators may hang aisle signs within the exhibit hall if approved by the GCCC and the signs do not weigh more than 75 pounds.
- 2019 Rigging forms with instructions, guidelines and pricing are listed on our website www.columbusconventions.com/exhibitors

Smart City (Internet)

Our exclusive provider of internet service is Smart City. Smart City can provide different levels of internet connectivity and also internet equipment rental to you and your exhibitors. Let your Event Manager know what your internet needs are. If your needs are highly technical, contact **Smart City** directly at 614-827-2570 or visit www.smartcity.com.

For Internet service, depending on where you are in the facility, you will see one or both of the following SSIDs (network names). Although you may see both Exhibitor and Instant Internet, they are not actually supported in all areas. These networks are supported only in the areas designated below. Choose the option which best suits your location and requirements.

- Open your browser (Internet Explorer, Firefox, Safari or other standard browser). You should see a page resembling the graphic shown.*
- If this is your initial purchase, enter your username (email address) and password in the area shown on the left and click BUY NOW. Follow additional prompts to complete your purchase or log-in. Refer to service options and limitations shown to the right.
- If you have already created an account and are returning for an additional session, click LOGIN.

**If you do not see the above screenshot when you open your browser, please refresh your browser. If you still do not see this page you may need to manually select the SSID (network name) by following your computer's procedure for viewing and selecting a wireless network. The Smart City SSIDs to look for are "Exhibitor Internet" or "Instant Internet."*

For questions regarding wireless services or any of the other wired Internet and telephone services, please call Smart City at 888-446-6911 or visit us online at www.smartcitynetworks.com

Exhibitor Services

Exhibitor Services will coordinate the set up and billing for your electrical, telephone, gas, water, compressed air and rigging services. If your event requires any of these services, please submit your order in writing to your Event Manager and he/she will relay that information to the Exhibitor Services Department. If you have exhibitors that are responsible for their own utilities, they will place their orders directly to our Exhibitor Services Department using our online order form at www.columbusconventions.com/exhibitors

Finance

At the conclusion of your event, you will receive a bill 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 can arrange event settlements onsite at the conclusion of your event.

Guest Services Ambassadors

As Certified Tourism Ambassadors (CTAs), our friendly Guest Services ambassadors have enhanced customer-service skills and provide a wealth of information regarding our city's history, attractions and amenities. Guest Services Ambassadors staff our many Guest Services zones throughout the facility and can assist show management and their attendees with information about in-house and area events, transportation, restaurants and hotels. Guest Services Ambassadors are also available to assist with event performing functions such as greeting, ticketing and room monitoring.

Guest Services Centers

- Our facility has two on-site Guest Services Centers offering a variety of services such as photocopying, faxing, outbound shipping through USPS Priority Mail, sale of business supplies, motorized scooter rentals and more.
- The main Guest Services Center is located on the first floor by the South Café & Marketplace. The second location is in the main concourse by meeting room A-120. Both locations are open to accommodate event needs.

Operations

Our Operations Department is responsible for housekeeping and room setups. They will clean your space prior to your arrival and will provide continuous cleaning during your event hours of our public areas, including the concourse, restrooms and trade show floor (if applicable) and set the tables, chairs, risers, and other equipment according to the approved specifications that you have given your Event Manager. The team moves the meeting room air walls into specified places and arranges changeover requirements. Some services may involve a labor charge, so please ask your Event Manager about changeover fees. All areas should be left in the same condition as when you took possession. At the conclusion of each day, they will refresh public areas and meeting rooms. Please inform your Event Manager about special cleaning schedules or restricted housekeeping areas.

Parking

Our Parking Department maintains five separate onsite parking areas consisting of approximately 4,000 parking spaces. Our parking facilities are:

- **Goodale Garage** (800 spaces), 80 East Goodale Street
- **Vine Street Garage** (1,800 spaces), 37 Vine Street

- **East Lot** (868 spaces), 80 East Nationwide Boulevard
- **South Garage** (526 spaces), 50 East Nationwide Boulevard
- **North Surface Lot** (61 spaces), 50 East Goodale Street
- **Ohio Center Garage** (650 spaces), 400 North High Street, *GPS directional address Ohio Center Way*

Please note: Space counts reflect total inventory. Actual availability will vary.

Guests can pay in advance and view real-time parking space availability at www.columbusconventions.com/parking. Clients can choose to pay or have an online reservation plan set up for attendee and/or staff parking.

All parking facilities operated by the GCCC are completely accessible and offer reserved areas for handicapped, veteran and expectant /nursing mother guests.

Parking Areas (Reserved)

You have the ability to:

- Set up an account with our Parking Department
- Reserve spaces for your staff, exhibitors, speakers or attendees
- Charges will be added to your master bill.
- Groups reserving an entire parking lot or garage will be required to have a Columbus Police officer present during the times the lot or garage is closed to the general public to assist with traffic control.
- Your Event Manager will inform you of all charges associated with reserved spaces and police officers.

Public Relations, Advertising and Marketing

The GCCC Marketing Department can assist and make recommendations with public relations, advertising and marketing of your event.

- Press releases may be published on the GCCC website and sent to media.
- Assistance in reaching media contacts and recommending advertising buys.
- Advertising signage will be made available to show managers for long-term show promotion using interactive kiosks, upscale digital signage, video walls or monitors throughout the facility.
- Social media platforms are monitored for each event to increase your digital presence and answer attendee questions or comments.
- Involvement of elected officials for special welcoming and ribbon-cutting events to increase community involvement and support.
- Website calendar listing.

Public Safety

We will maintain public safety for our building perimeter using security guards, monitors and alarms. Once your Event Manager receives the necessary information from you, arrangements are made through our Public Safety Department for crucial services including traffic control, emergency preparedness, programming room locks, lost and found services, first aid and loading dock passes (for clients utilizing our exhibit halls).

At the Greater Columbus Convention Center, we are the exclusive security service for staffing your event. The Public Safety Department can accommodate almost any request you may have, including badge checking, ticket taking, crowd management, overnight security and many other roles. The loading docks and unloading area are exclusively staffed by our Public Safety Department as well.

The Public Safety Department office is located on the second floor at the end of the Hyatt Regency Columbus Union meeting room hallway. Our Public Safety Department can electronically lock, unlock and alarm your rooms upon request.

Sales

Your Sales Manager has the full authority to discuss available space, rental policies and contractual requirements. If you need to make changes to your contract after your contract has been executed, let your Sales Manager know and he/she will procure an addendum based on space availability. 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 in Section 6.

Section 2: Rules and Policies

Animals

Service animals with license are welcome in accordance with the American with Disabilities Act. Animals included in an approved exhibit, display or event-related performances are permitted in our building. Qualifying animals must have the appropriate identification and can be registered as an attendee of the show with a name badge that includes the contact information of the human responsible for the animal. You and your attendees are responsible for the clean-up, waste removal and any damage the animals cause. Your Event Manager can assist you in ordering animal waste removal bins. Additional insurance may be required for your event. See Insurance for Large Animals in Exhibits section.

Broadcasts

Before photographing or videotaping any area of the GCCC 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 Manager for more information. A Location Agreement may be required.

Code of Conduct

In order to provide a safe, secure, and enjoyable environment for all our guests, the following code of conduct must be followed. Violators will be asked to leave the building and charges may be filed for prosecution. The following are prohibited on GCCC property:

- Visiting without wearing a shirt and shoes
- Standing, walking, or sitting in any way that causes inconvenience to other guests
- Disorderly or disruptive conduct, including the use of obscene or insulting language or gestures, running, yelling, fighting, throwing objects, vandalizing, theft, littering, the loud playing of radios, inciting or instigating physical or verbal confrontations
- Use or display of slogans or communications of any kind which contain obscenities, racial, sexual, ethnic, fighting words or religious slurs.
- Possession or consumption of alcoholic beverages outside of authorized areas, or the use of illegal substances
- Possession of pets, except service animals.
- Loitering
- 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, including the use of electronic smoking devices
- Use of Hoverboards
- Utilizing escalators and elevators for amusement

Display Tables/Exhibit Booths Set Up Outside Meeting Space

Display tables can be provided for you to use inside/outside your event space in approved areas for an additional cost. Please contact your Event Manager. Exhibit booths set up outside the contracted meeting space will be charged at a rate of \$1.16 per square foot.

Display Vehicles

Any vehicle brought into the facility as part of a display must follow rules established per OHFC 314.4 Vehicles:

- A permit with the City of Columbus must be filed / an inspection by the CFD will be scheduled prior to event opening. A fee of \$ 75.00 will be assessed at time of event arrival.
- Fuel in fuel tanks must not exceed one-quarter tank or 5 gallons (19 L) (whichever is least).
- The transfer of fuel is not allowed on GCCC premises. Contact your event manager if you need fuel transfer services.
- Fuel cap must have a lockable gas cap or be taped shut.
- Disconnect the battery. Cables must be taped together away from battery.
- If a display vehicle is approved to be displayed in a carpeted concourse area, carpet protection must be provided from the exhibit hall entrance to the concourse display.
- If a display vehicle is approved to be displayed in a tiled area, additional protection will be needed such as wood to be placed underneath the vehicle.
- If the vehicle will be displayed in a carpeted area or atrium, Visqueen (plastic) must be underneath the entire vehicle from bumper to bumper
- Vehicle must be pushed once in the main concourse

Display Vehicle Keys

The Columbus Fire Department requires that keys belonging to all approved display vehicles located inside the facility must be housed onsite with either the General Service Contractor or GCCC Public Safety staff with 24/7 access in case of emergency.

Vehicle keys provided to the GCCC at the time of display inspection and stored in a secured location until time of move out. Vehicle owners must provide an emergency contact phone number for each vehicle. Vehicles required for exhibit set up/event program must immediately be removed from the facility upon completion of event program/tear down. If emergency personnel require the movement of a vehicle using specialized equipment, additional charges will be billed to the *Licensee*.

Elevators / Escalators

The elevators and escalators in our facility are controlled and monitored by building personnel. 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 our three service elevators. Please observe the posted load capacities.

Exclusive Services

Please refer to Section 1 for the list of Exclusive Services providers in our facility.

Identification Badges

All GCCC staff and business partners wear photo identification badges. We require your staff, attendees and employees of service contractors to wear credentials at all times.

Insurance, Liability and Damages

A Certificate of Insurance (COI) is required 30 days before your contracted move-in date. The certificate must list the GCCC, ASM, and the Franklin County Convention Facilities Authority as additionally insured parties. If you do not provide event insurance two weeks prior to your event, General and Excess Liability coverage will be purchased through the GCCC's insurance program and will be billed to you. Damages to our facility and/or equipment are to be reported immediately to your Event Manager or our Public Safety Department. You will be held responsible for any damages to our facility or equipment during your event.

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.

Move In/Out Times

- All setup and tear down must occur during the contracted dates and times.
- If you require additional set up or tear down time, contact your Sales Manager to arrange an amendment.
- 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.
- Any items remaining in our building after the end of your contract will be considered abandoned and discarded at our discretion.
- Your insurance coverage must match the actual days that you are in our facility and avoid overlapping another event could be contracted directly before or after your contracted dates.

Prohibited Items

Prohibited items include helium balloons, helium or propane tanks and any other type of fuel, items not in compliance with the City of Columbus Fire Code, and confetti. Adhesive-backed decals (stickers) must be installed in accordance with our **applied** graphics policy. Violators will incur removal/clean up charges.

Public Areas

Please speak with your Event Manager before scheduling any activity in a public space such as the concourse. These areas are used by many of our clients simultaneously.

Recorded or Live Musical Presentations

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

Recording and Broadcasting

If you use any visual or audio recording at the GCCC or have service contractors wishing to use our in-house recording room,

you must get written approval via your Event Manager prior to arrival. Additional charges may be incurred. A Location Agreement must be completed before recording, filming, taping and/or photographing in connection with the event undertaking related activities on and of the Property and to edit, broadcast and/or transmit such recordings.

Restricted Areas

Certain areas of the GCCC are labeled as “Authorized Personnel Only” strictly for GCCC employee use.

Right to Inspect

GCCC management and security personnel have the reserved right to inspect any package, purse, box, bag, container, briefcase, luggage or cooler brought in or removed from GCCC property.

Shipping/Receiving

Freight – Delivered:

- Freight, including overnight freight services, will not be accepted prior to your contracted move-in date.
- All freight must be shipped to your general service contractor/ decorator who will deliver it to the facility during the approved move-in period.
- Any freight scheduled for delivery to the facility during the move-in periods must be sent to the attention of the service contractor/ decorator.
- GCCC employees will not sign for, accept or store any packages or freight for any client.
- The facility will not accept C.O.D. shipments under any circumstances, nor will it accept responsibility for costs associated with freight delivery / pick up.
- Freight / shipments left in the facility will be disposed of at the licensee’s expense.

If you need to send any packages to our facility for your event, please refer to the Fern Company Freight Form located within this guide. The Fern Company freight service will allow you to ship directly their warehouse where they will store freight 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 office or next destination.

Signage /Applied Graphics

- GCCC does not supply signage for your event.
- We do promote your event on our website calendar, exterior signs and on kiosks located throughout the building.
- You are welcome to provide additional signage for your event that is professional in appearance, and that complies with the specifications in this Event Planning Guide.
- 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.

Graphics specifications require the use of 3M materials as follows:

Windows and railings: 3500 (indoor), IJ67 Perf Film, IJ63 Changeable White, IJ61 Clear Film and FP032302 White Block out for Double Sided. Walls: 3500C. Floors: 40C with 8509 Lam

The **GCCC is the exclusive applied graphics approver, installer and remover.** The GCCC will approve all graphics attached to the facility (walls, floors, steps, escalators, elevators, ceilings, doors, glass, GCCC fixtures, parking garages, etc.) on an event-by-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. The GCCC is the exclusive installer for installation and removal of any graphics that are attached to the GCCC facility as noted above. Cost does not include the cost for graphic production (design or printing) from your selected graphics provider. Orders received less than 14 days before the contract start date will be charged additional fees.

All graphics requests for approval must be submitted using the online portal. The online approval 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 a specified area with ease. Graphics for window clings must be transparent from the push bar and above. Window clings cannot have any sponsorships or advertisements appearing on the exterior of the building. Client event logos and company logos can be displayed.

Tours

Our staff may need to conduct tours of the facility during your contracted times and spaces and will make every effort not to interfere with your event.

Unions

We are a non-union/right-to-work building. You and your exhibitors can load, unload and assemble any equipment needed. Union labor can be hired via the International Alliance of Theatrical Stage Employees (IATSE) Local #12.

Vehicle Access

Vehicles are not allowed inside the premises of the GCCC unless they are part of a display.

- If your group will have vehicles as part of your show, you will be required to have temporary vehicle permit from the City Fire Department.
- Your Event Manager will apply for the City permit and provide you with a copy for your records.
- You will be required to have a GCCC Public Safety staff member to monitor the loading docks during the time vehicles move in and out of the building.
- Public Safety will inspect the vehicle and ensure all fire codes have been met.
- A copy of the City permit will be placed in the windshield.

The only exception to this rule is if materials are being delivered that could not be transported into the GCCC unless a vehicle was used to move them.

Water Usage for Display

- If your event requires the usage of water on carpeted areas (i.e. potted plants, fountains, etc.) you are required to protect the carpet from leakage.
- All potted plants are required to have water dishes underneath them and visqueen (plastic covering) placed on the floor.
- You will be held responsible for any damage that is caused.

Section 3: Operations Guide and Procedures

Bone Yard and 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.
- Open lanes of traffic must be maintained within our exhibit halls and on the loading docks.
- If you require refrigerated storage, please contact your Catering Sales Manager.

Carts and Dollies

If you need carts or dollies, you or your decorator must provide them.

Digital signage

The Union Station Ballroom, Short North Ballroom and 74 meeting rooms feature digital signs enabling clients to post a company logo, program times and session names for all events taking place in each meeting space. The signs are 13.5 inches high x 7.5 inches wide, accommodating generally three to four session listings at a time. Signage requests must be received at least 14 days before the information needs to be posted.

Floor Load and Occupancy Capacities

- Exhibit Halls A, B, C and D have an unlimited floor load capacity.
- Battelle Grand has a maximum floor load capacity of 200 pounds per square foot.
- A single piece of equipment cannot exceed 8,000 pounds.

- All our meeting rooms, ballrooms and exhibit halls have a posted maximum occupant capacity, which is enforced by the City of Columbus Fire Prevention Bureau.

Floor Marking

- Markings made by you and your decorator/general service contractor 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.
- Any damage of tile, carpet and from removal of tape will be documented and the cost billed to you.

Floor Plans and Fire Marshal Inspections

- Detailed, scaled floor plans are required for exhibit halls, registration areas, or special exhibits.
- Three sets of preliminary plans must be submitted to us before you start to assign or sell space.
- The GCCC will submit these plans to the City of Columbus Fire Marshal for approval.
- Final floor plans also need to be sent to the GCCC two months (8 weeks) prior to your event for Fire Marshal approval.
- Once you have arrived, the fire marshal also will perform an onsite inspection.
- All booth displays and materials must meet City of Columbus Fire Codes.

Loading Docks

GCCC Public Safety will assist with gaining access, staffing and move-in/move-out procedures for your event. Refer to the [GCCC Loading Dock Policy and Procedures](#) for details.

Addresses to our loading docks are different from our official address. Please refer to loading dock tab(s) for directions.

- [Exhibit Halls A - D Loading Dock Directions](#)
- [Battelle Grand Loading Dock Directions](#)
- [Marshalling Yard & Loading Dock Map](#)

If you have contracted a ballroom or meeting room, please contact your Event Manager for loading and unloading areas as there will be no unloading / loading from our connector area.

For shipping purposes, packages/freight should be given the following addresses:

Battelle Grand: 400 North High Street
 Columbus, Ohio 43215

Exhibit Halls A, B, C, D: 500 North High Street
 Columbus, Ohio 43215

Loading and Lifting Devices

- All forklifts, hi-lifts, and other material handling devices operated within our facility must be operated by an operator licensed by an OSHA approved agency or program.
- If you or your audiovisual company will need to use a hi-lift for focusing, incorporate the request into your rigging call or contract to have a separate hi-lift delivered for your use.
- All lifts delivered to the facility must be within your contracted time.
- A copy of an OSHA approved operator's license for you or your audio visual/production company must be provided to GCCC Public Safety prior to use.
- Motorized forklifts or pallet jacks are not permitted on any carpeted or tile areas.
- You must use non-motorized pallet jacks with non-marking treads on carpeted areas of the building.

Overhead Doors and Sizes

Only GCCC staff will operate the overhead doors located at Docks 6, 19, and 35. All overhead doors must be closed before we can start our HVAC system. Loading dock doors are 8' x 8'. Drive-in loading dock door size is 16' x 20'.

Permanent Concession Stands

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

Levy Restaurants – General Manager
400 N. High Street
Columbus, OH 43215
mdale@levyrestaurants.com

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, please contact the Ohio Taxpayer Service Center:
30 E. Broad Street
Columbus, OH 43215
1-888-405-4039
<http://tax.ohio.gov>

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. Parking Map link here.
- If you would like to pay for exhibitor parking, please see your Event Manager.

Trash Removal and 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.
- Televisions, electronic equipment or hazardous waste materials cannot be put into the dumpsters.
- Grease, motor oils, televisions, electronic equipment or other waste materials cannot be put into our drains and dumpsters.
- Items must be removed from our facility in containers that meet all regulations and ordinances.
- It is your responsibility to remove all event related items from the GCCC. Items that cannot be removed with a dust broom or floor mop will be subject to additional trash-removal charges.
- The GCCC received 2009 New Construction and Major Renovation Silver certification and maintains a variety of green practices, including appropriate disposal of recycled and compostable materials.

Truck Marshalling Yard

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

Section 4: Public Safety and Fire Codes

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.
- Bales of hay are not allowed in the facility.
- All items must have approval prior to installation.

Fire Emergencies

- The GCCC is equipped with a fire-detection system monitored 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.
- Fire strobes and sirens will activate at the direction of Public Safety personnel.
- Should they be activated, please instruct your event attendees to calmly exit the facility by the nearest exit.
- Should an evacuation become necessary, Public Safety and Event Management will assist with the evacuation.
- Obstructing or obscuring of any marked fire exit, hose/extinguisher cabinet or pull station is prohibited bylaw.

Firearms

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.

Flame Resistance

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

the material's canister with you.

Hazardous Materials

- All hazardous materials must be registered with the GCCC.
- Submit the OSHA Material Safety Data Sheet regarding your hazardous material to your Event Manager at least 60 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 hazardous items must be placed in clearly marked product-safe containers, safely stored and secured, and disposed of properly in accordance with local, state, and federal regulations.
- Items may not be left in our building for later retrieval, 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, including charges associated with identification, containment, transportation, disposal, and the potential closure of our convention facilities or waste disposal sites due to contamination.

Haze/Fog

Use of any oil-based haze/fog devices is strictly prohibited.

Requests to use of water-based haze/fog machines for enhancements must be submitted in writing to your Event Manager at least 30 days prior to your event and approved by the local Fire Marshal. All requests must include information:

- Type of material being used
- Quantity
- General program dates
- Event locations
- Rehearsal times
- Duration of use

Homeland Security

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

Key Card Access Control

At your request, our facility will provide key card access to your contracted meeting spaces.

- Our key card system locks your meeting rooms with a magnetic lock during prescribed times created by you.
- You will be issued key cards that will grant you access to your space during your designated times.
- The key cards can be designed to assign any rooms that you have contracted on one card.
- We still have several rooms that require keys. For those you may use our in-house keys. As long as these keys are returned, there is no additional charge. Or, you can have your event space re-keyed and removed from our building master lock.
- You can be informed of the charge per lock.
- We will provide the number of keys needed for your staff.
- Designate one member of your staff to receive all keys for your event and coordinate key distribution to your designees.
- This designated 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 or mag card that is not returned, a non-returned key fee will be placed on your master bill.

Lost & Found

Lost & Found, located in Public Safety, can be reached at 614-827-2547.

- All lost items are turned into Public Safety 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 or donated to charity.
- You may set up your own Lost & Found **location** during the duration of your event.
- At the conclusion of your event, contact Public Safety so that remaining items can be retrieved and logged.

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

The GCCC Public Safety Department works closely 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 614-827-2547. This will put you in contact with our Public Safety Department, which is on duty 24 hours a day, 365 days a year.
- Our Public Safety staff 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.
- The GCCC Public Safety team and many members of the GCCC staff are trained both in First Aid and the use of AEDs (Automated External Defibrillators). AEDs are located in the main concourse outside Exhibit Halls A, B, C and D.
- Our Public Safety staff arrives on the scene of an emergency with a First Aid kit, an AED, and oxygen.

Open Flames

Open flames are not permitted inside the building. Approval must be obtained from the Columbus Division of Fire.

Power Failures

Power failures rarely occur due to severe weather and/or power interruptions from our main distribution source.

- 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. It is important to remain where you are and wait for further instructions.
- Public Safety and Event Management will share any information available.

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 in our loading dock area.

Pyrotechnics

The GCCC is a public assembly building and the City of Columbus Division of Fire strictly regulates the use of pyrotechnics within our facility. 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 Manager 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 Manager.
- The pyrotechnics contractor must prepare and submit to your Event Manager 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. Location and number of fire extinguishers for the activity.
 4. Schedule of activities, number of certified pyrotechnic operators, and their locations.
 5. 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 Manager naming the GCCC, ASM, and the Franklin County Convention Facilities Authority as additional insured parties.
- The pyrotechnics contractor must provide certifications for 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.

Tents / Structures

All tents and structures brought into the facility must have prior approval.

- Tents must have the flame-retardant tag attached.
- Any structure or tent that is larger than 10' x10' must have additional smoke detection inside the structure / tent.
- Enclosed structures that allow access above the structure may be required to submit structural plans and be approved by the City Building department.

Tent for Arnold Plaza

Space rental for the Arnold Plaza can include a 30' x 45' tent supplied by the GCCC. The space and tent can be contracted with your sales manager.

- If utilizing the tent, the diagram is attached as an addendum.
- Furniture may be utilized on the plaza. Cocktail tables or chairs must have plastic feet to protect from metal contact directly on the cement surface. An option would be to utilize show carpet to cover all the concrete for protection.
- Alcohol on the plaza is permitted, providing a barrier is placed between the street and the plaza, such as bicycle rack.
- Bars can be utilized on the plaza.
- A diagram with additional information about the tent appears in the resource sheet section at the end of this guide.

Unattended Property

For the safety of our attendees, any unattended bag, purse, briefcase, cooler, box, etc. is subject to removal from GCCC property, both inside and outside of the building, by our security department.

- No items of any value should be left in an area that is unsecured or unattended at any time.
- The GCCC is not responsible or liable for any items left inside the GCCC.

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, Public Safety and Event Management personnel will 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.

Section 5: Additional Charges

Contact your Event Manager during your budget-planning process so that he/she can help you identify possible charges you will incur based on your event needs and prepare a cost estimate for your review prior to your event.

Cable TV

The GCCC has the ability for cable television to be a part of your event. Should you require it:

- Contact Spectrum directly at 614-481-5050 to set up an account.
- Inform Spectrum you are a GCCC client and you will need cable service.
- You will need to provide the location of the service, installation time, and the disconnect time.
- Spectrum will bill you directly.
- All service orders must be reported to your Event Manager.
- Smart City offers DirecTV to clients.

Cleaning

The GCCC exclusively handles all exhibit booth cleaning.

- Our contractor will clean designated booths for you, as well as for your exhibitors.
- We can vacuum exhibit aisle carpet for you if desired.
- When you know what your needs are, contact your Event Manager and he/she will assist you and provide you a cost for this service.
- You will need to complete a 2019 Cleaning Services Order Form to obtain this service available online at www.columbusconventions.com/exhibitors.

Coat and Parcel Check

Levy Catering Services can provide a coat and baggage check service for your event.

- This can be either cash or hosted based on your preference.
- The GCCC will provide the equipment and the setup for each selection as a complimentary service.
- Please refer to your Levy 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.

Easels

- 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 Manager to order them for you through our in-house General Service Contactor at an additional charge.

Electric

The GCCC Engineering Department installs all electrical service for you and your exhibitors.

- The GCCC does not install power outside of our immediate building.
- You will need to complete an Electric Order Form to obtain this service, which is included at the end of this document and online at www.columbusconventions.com/exhibitors.

Fire Marshal

Some events require the presence of a City of Columbus Fire Marshal for inspections and the use of pyrotechnics, etc.

Guest Services Center

Guest Services Ambassadors are available to assist with event performing functions such as greeting, ticketing and room monitoring.

House Sound Patch Fees

- Mills James provides the audio house sound patch in the building for all spaces.
- Patch fees will be waived if Mills James microphones are utilized.
- If a microphone provided by the client or another AV company other than Mills James will be utilized, then patch fees will be assessed.
- When choosing to patch into the existing house sound system, a \$50 fee plus tax is applied per meeting room for the duration of the event.
- If the meeting room configuration changes at any time during the event requiring adjustment of the patch, an additional \$50 fee plus tax will be applied per meeting room per change.
- The B-140 and B-240 meeting room blocks do not offer house sound. If sound is needed within these rooms, please contact your event manager to be connected to Mills James regarding potential support.
- House sound patch fees are \$100 per ballroom per event, and \$200 per exhibit hall per event, plus tax.

Insurance for Large Animals in Exhibits

When animals on exhibit at the facility have an adult weight that is, or projected to be, more than 500 pounds, the city health code requires that the City of Columbus must be listed as an additional insured party on the event's certificate of insurance. The City of Columbus must be listed along with ASM, the Greater Columbus Convention Center and the Franklin County Convention Facilities Authority on the certificate.

Internet

The GCCC installs all Internet service through our business partner, Smart City, for you and your exhibitors.

To obtain this service, complete an Internet Order Form which is included at the end of this guide. It is available online at www.columbusconventions.com.

Labor for Room Sets and Changeovers

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 Manager what is included in your initial set, including all your non-exhibit areas (meeting rooms, offices, general sessions, meal functions, etc.). **You will be charged for additional equipment and labor costs for any changes to these initial setups.**

Paramedics and Emergency Medical Technician (EMT) Coverage

We reserve the right to enforce the presence of, and schedule, EMT coverage based on event needs.

- Basic EMT coverage consists 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.

Parking

Our Parking Department has options available to make your event a successful one, from online reservations, to daily event flat-rate billing to a master account, all through one source.

Police Officers (Special Duty)

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 Manager will advise you if your event falls within these criteria and what additional charges you will incur.

Public Safety

The GCCC reserves the right to require specific levels of security for an event. You will be informed if your event falls into this category and your Event Manager will assist you in ordering this service.

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 production company, Mills James. Aisle signs inside the exhibit halls may be hung by your decorator provided the signs weigh less than 75 pounds and the hi-lift is provided by the decorator. All banners must be hung no lower than 12 feet from the floor and cannot weight more than 75 lbs. If they are over 75 lbs., then theatrical rates and conditions would apply. When you know what your needs are, contact your Event Manager and he/she will assist you.

To obtain this service, complete a Rigging Order Form online at www.columbusconventions.com/exhibitors.

Sound Systems

The GCCC is equipped with in-house sound systems in most of our contracted spaces.

- Your Event Manager can further explain the few areas that do not have this service available.
- These systems are maintained by our preferred in-house production company, Mills James.
- Should you choose not to use Mills James as your production provider, but use the house sound system, you will incur a house sound patch fee on your final bill.

Special Cleaning

There may be an occasion where “special cleaning” is required during or after your event, based on your decorating needs.

- Please inform your Event Manager prior to get a cost estimate of any clean up.
- 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.

Special Equipment

Most of our equipment inventory is provided for your use at no charge.

This includes:

- Registration tables
- Head tables
- Classroom tables
- Chairs (excluding non-standard sets)
- Lecterns
- Podiums

There are some rentable items considered “special equipment” for which there are charges.

- This equipment listing and rental rate information 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.
- 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 equipment requirements first.
- Our supply is rarely depleted, but should it happen while you’re in house, we will assist you in researching where you can rent the items you need.

Telecommunications

You will need to complete a Telephone Order Form to obtain any telephone lines (single, multiple or high-speed data) and instruments for your staff offices and exhibitors. The order form is available online at www.columbusconventions.com/exhibitors.

Ticket Tax

Effective July 1, the City of Columbus began levying a 5 percent tax on amounts received as admission to any place located within the City of Columbus. For forms, resources and more information about your responsibility regarding this tax, contact www.columbustax.net

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.

- Because of the 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.
- There will be a charge for each filled compactor (dry waste only).
- These charges include use of compactors for normal trash and debris.
- Inform your Event Manager about specific charges you are likely to incur or if you for see any specialized needs (animal waste, construction debris, oil, grease, electronics, etc.)
- An estimate of costs can be prepared based on the information you provide.
- All items from your event must be removed by you or your service contractor at the conclusion ofyouevent.
- Only items left should be able to be cleaned by a push broom.

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 Manager.

Water/Plumbing/Compressed Air/Natural Gas

Our Exhibitor Services staff installs and drains all water service for you and your exhibitors.

- They also handle installing compressed air and natural gas.
- If you intend to use open flame devices, prior written approval must be received from the City of Columbus, Division of Fire.
- When you know what your needs are, contact your Event Manager and they will assist you.
- You will need to complete a Plumbing Order Form to obtain this service, which is available online at www.columbusconventions.com/exhibitors.

Water Stations/Ice

- If you need water service at additional locations, there will be an additional fee.
- Water and glasses along with water coolers can be ordered from your Catering Manager.
- If you need ice for an event (e.g. First Aid stations), please contact your Catering Manager for details.

Wi-Fi

Additional bandwidth and more secure Internet services are available for an additional charge through Smart City. Complimentary Wi-Fi is not available within the exhibit halls, Short North Ballroom, Union Station Ballroom and Battelle Grand Ballroom.

Section 6: Additional Information

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 GCCC is responsible for permanent building access accommodations such as (but not limited to) 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 can be provided at our facility. Please request devices in advance via your Event Manager.

Art at the Facility

The GCCC Art Collection is a part of the largest contemporary collection of Franklin County art.

- Artist media choices include oil, acrylic, fabric, collage, ceramic, glass, wood and interactive, while styles include traditional, cartoon, dimensional and graffiti.
- Free guided group tours of our permanent collection can be arranged for groups of ten or more.
- Tours are 45 minutes in length.
- Arrangements must be made four weeks in advance.
- Please email guestservices@columbusconventions.com to book your tour or for more information.

COTA Bus Routes (www.cota.com and 614/228-1776)

Our two Guest Services Centers have available a variety of transit information for popular destinations including:

- Night Owl 21
- Hollywood Casino
- Summer season route to the Columbus Zoo and Aquarium

Equipment Rental and Inventory List

Our facility is equipped with an inventory of tables and chairs to meet your requirements.

- We have an inventory of special items (dance floor, basketball floor, lecterns, podiums, staging, seating risers, pianos, coat racks, posts, rope, and chairs for non-standard sets) available for rent.
- Please see the chart enclosed at the end of this guide for our complete inventory list and applicable charges, if any.
- It is important to submit your requirements to your Event Manager 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 4’x8’ sections available in heights of 18”, 24” and 32”. These are available either carpeted or uncarpeted.
- We have 4’x8’ sections of performance staging. These also can be carpeted and uncarpeted and are available in heights of 48”, 72”.
- One section of staging is included in the cost of a room. You will be billed for any additional sections used.
- Handrails will be required on staging that are 32” in height or higher

Lighting

Our **meeting rooms** are equipped with LED fixtures, with control panels and dimming systems.

Our **ballrooms** (Battelle Grand, Union Station and Short North) are equipped with LED lighting, along with LED color fin lighting.

- With several thousand color combinations and shades, here is your chance to make your event stand out.
- All can be accessed with control panels and dimming systems.
- One standard set is included with your contract.
- Should you require special lighting color combinations outside our standard sets, please contact your Event Manager.
- The first standard pre-set is complimentary with your license agreement. Additional pre-sets are \$50/each or \$358 for a production team to access the lighting system. See the Fin Lighting tab for more information.

Our **exhibit halls** are equipped with LED lighting.

- During move-in and move-out days, only half-lighting will be available.
- Full exhibit hall lighting will be provided on show days only.
- If your production company should require certain lights to be turned off, consult with your Event Manager and they will share with you the settings and pricing.
- Should you require special lighting sets, please contact your Event Manager to work with our technicians to assist

- you and will inform you of the additional costs involved.
- If your group is responsible for any damage to our lighting system, you will be billed accordingly.

Monitors, Kiosks and Directional Signage

For your attendees' convenience, we have informational signs throughout our facility.

- You will find monitors in the concourse that list every event in our building, along with their location.
- We also display a listing of events on our exterior digital signage board, which lists events and dates.
- Inside the building, you will find overhead directional signage so that everyone can easily locate meeting rooms, ballrooms and exhibit halls.

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

A minimum of thirty (30) minutes is required to complete a room refresh. Contact your Event Manager to arrange for additional room refreshes.

Sensory Inclusive Bags

The GCCC is Certified Sensory Inclusive through KultureCity to assist guests with sensory processing challenges. The GCCC has Sensory Inclusive Bags guests can borrow containing special KultureCity VIP identification badges for guests to wear, noise-canceling headphones, fidget tools, verbal cue cards and weighted lap pads. The bags are available at the two GCCC Guest Service Centers, located within the South Cafe & Marketplace and across from Exhibit Hall A. Guests have access to quiet zones and can download the free KultureCity mobile app to view the sensory features available at the GCCC before they arrive.

Show Offices

If you have contracted an exhibit hall, you may utilize 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. Concourse show offices have a roll-up window. Upper show offices are available to overlook the show floor in Halls A, B and C.

Shuttles

The GCCC does not provide in-house shuttle service.

- We can recommend several vendors who can accommodate your group.
- Shuttles drop off and pick up attendees from our West and East Connectors.
- The West Connector is accessible from High Street.
- The East Connector is accessible from the Third Street Overpass.
- Please notify your Event Manager if you will be using a shuttle service so that we can have the appropriate locations open.

Surveys

GCCCFEEDBACK.COM: Our survey platform powered by Medallia provides you and your guests the opportunity to provide instant feedback about your experience at our facility.

Experience Dedicated™ Destination (EDD) surveys: Columbus is the first city in the nation to be designated an EDD by The EXPERIENCE Institute. By visiting www.mycolumbusexperience.org, guests can complete a quick five-question survey about their visit to our city.

Tax Exempt

If your group is tax exempt, the exemption certificate must be received prior to the move-in day for your event, and preferably at receipt of signed license agreement. If your exemption certificate is not received by the time your group takes possession of licensed space, the appropriate sales tax will apply.

Temporary Holds

Our Sales Department can put space on a temporary hold for you.

- Sales will hold space for you, and if your event qualifies to book at this time, the hold will be on a first right of refusal basis.
- This means that if another group is interested in the space that is on hold for you, we will contact you to decide if you want to secure the space with a license agreement or if you want to release the space to the other group.
- If your event does not qualify to be on a first right of refusal basis (based on a city-wide hotel room nightbooking

policy), then we will hold your dates, as well as look for a secondary date that may work for you in case your original dates are challenged.

- Even if the space is on a temporary hold for you, you are not able to utilize this space unless you contract it and have a valid insurance certificate on file in our office.

Ventilation

Reasonable temperature conditions will be maintained at all times in your contracted space.

- 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, you must request it and you will be billed at prevailing rates.

Frequently Asked Questions

When does the Greater Columbus Convention Center open and close each day?

Our schedule is dictated by the events we have in the building each day. Our building typically is open for business by 6 a.m. each day. The building is locked each day after the close of the last event. Should you need access after regular business hours, please let your Event Manager know. He/she can make special arrangements for you through our Public Safety Department.

The GCCC Sales and Administration Offices are open Monday through Friday, 8 a.m. to 5 p.m. These offices are closed on: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, day after Thanksgiving, Christmas Eve, Christmas and New Year's Eve.

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

Communication is one of the most important aspects to any event. We recommend a pre-convention meeting (pre-con). Your Event Manager will offer to host your pre-con 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 we recommend having a post-convention meeting (post-con), your Event Manager can host the post-con 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.

Is there any free parking available at the GCCC?

No, but 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. Pre-paid parking options and real-time parking availability are available on our website.

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

The GCCC has a designated nursing mother room located on the Central Atrium. We have also family restrooms located in Upper A-Pod (behind room A-210) and another in the Center Lounge restrooms near the South Café & Marketplace. These single-use areas are equipped with a seat, electricity and a lockable door.

Do I get dock passes? How many?

A limited number of dock passes are reserved for our clients who have contracted exhibit hall space. They are valid during the dates of your exhibit hall contract.

Are wheelchairs available?

Yes! We have a limited number of manual wheelchairs available. They are stored at our Public Safety Command. If you (or an attendee) need a wheelchair, simply contact your Event Manager or Public Safety directly at (614) 827-2547. A member of our Public Safety Department will bring the wheelchair to you. We do ask that you exchange a photo ID for the wheelchair, which 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 Manager for more details.

We also have a limited number of electric scooters available to rent through our Pride Ride! program. You can reserve a scooter by calling 614-827-2531 and paying by credit card.

Your Event Manager can also provide a list of companies that rent electric wheelchairs if you wish.

Can I offer tips or gratuities to GCCC employees?

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

Is solicitation or picketing allowed at the GCCC?

No, soliciting and picketing are not allowed on premises of the GCCC property. If either occurs, our Public Safety Department will immediately intercede.

What are the security staffing services provided by the GCCC?

At the GCCC, we are the exclusive security service for staffing your event. As *the* exclusive provider of event security services, the GCCC Department of Public Safety can accommodate almost any request you may have, including badge checking, ticket taking, crowd management, overnight security and many other roles.

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

Your decorator can vacuum aisle carpet, but the GCCC has exclusive rights on vacuuming exhibitor booths. If you want our contractor to vacuum the aisle carpet, please let your Event Manager know to be informed of the cost.

Where can I eat and shop within the facility?

- South Café & Marketplace offers quick-service restaurants, a visitor center, barber & beauty boutique, Segway tours, convenience store, Ohio State merchandise, games, comic and gifts.
- Some South Café & Marketplace merchants offer pre-ordering capabilities so your order will be ready to consume in the South Café & Marketplace when you arrive.
- Facility locations that are proprietary to the GCCC exclusive caterer include the exhibit halls, meeting rooms and ballrooms. If catering is required, please contact our exclusive caterer.
 - Discovery Café, located by the exhibit halls, operated by Levy, includes Crimson Cup, CBUS Tap Room, Columbus Grille and Homegrown Market.
 - Starbucks is located on Level 2.

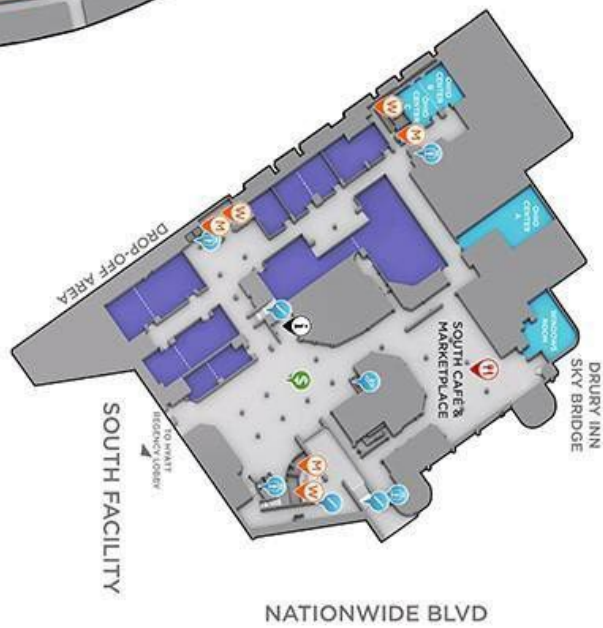
Do you have accommodations for guests with sensory processing challenges?

Yes. Sensory Inclusive Bags are available at the GCCC Guest Service Centers located within the South Cafe & Marketplace and across from Exhibit Hall A. Guests also have access to quiet zones.

Diagrams of the Facility
 2020 GCCC 1ST LEVEL:



LEVEL 1



NATIONWIDE BLVD

2020 GCCC 2nd LEVEL



Greater Columbus Convention Center

Room Capacity Chart

Page 1

SPACE:	Sq. Ft.	Dimensions	Ceiling Ht.	T/S	C/R	Rounds *	10x10 bths
Exhibit Hall A	98,000	268' x 356'	30'				530
Exhibit Hall B	118,000	332' x 356'	30'				630
Exhibit Hall C	72,000	235' x 296'	30'				361
Exhibit Hall D	82,000	236' x 358'	30'				379

*Hall A-D is 373,000 contiguous space and capacity numbers for round sets are based with no head table, AV or food areas

Battelle Grand Ballroom	74,000	176' x 280'	33'	5411			
Battelle Grand Main Floor	50,000	176' x 280'	33'	4,368	2,644	2,520	322
Battelle Grand North	28,319	176' x 160'	33'	2,508	1,508	1,320	105
Battelle Grand South	21,681	176'x85'	33'				
		106' x 35'	33'	1,708	1,024	840	81
Battelle Grand Room A	6,278	86' x 73'	33'	559	360	360	
Battelle Grand Room B	5,882	86' x 68'	33'	559	344	300	
Battelle Grand Room C **	16,721	176' x 74'	33'	904	560	550	
		108' x 34'	13'6"				
** when A & B not used							

Battelle Balcony	24,000	34' wide	17'	1,043*		1,040	96
Battelle Balcony North	16000	34' wide	17'			750	61
Battelle Balcony South	8,000	34' wide	17'			260	32

*On tiered bleachers

Union Station Ballroom A-C	25,000	125' x 180'	19.5'	3,088	1,920	1,620	122
Union Station Ballroom A	6,250	50' x 125'	23'	510	496	310	22
Union Station Ballroom B	12,500	90' x 125'	24.5'	915	800	640	50
Union Station Ballroom C	6,250	48' x 125'	19.5'	464	440	320	20
Union Station Ballroom A-B	18,750	140' x 125'	23'	2,297	1,272	1,040	
Union Station Ballroom B-C	18,750	128' x 125'	19.5'	2,247	1,168	1,040	

NOTE: Ceiling heights are to the decorative fin lighting

Short North Ballroom A-B	14,729	131' x 110'	21'	1,539	1,066	900	
Short North Ballroom A	7,370	67' x 110'	21'	741	546	470	
Short North Ballroom B	7,260	66' x 110'	21'	798	520	430	

NOTE: Ceiling heights are to the decorative fin lighting

South Facility 1st floor (4 rooms)

Windows Room	2,076	irregular	28' 6"	93	36	100	
Ohio Center A	2,855	53' x 43'	8'	177	105	120	
		36' x 16'					
Ohio Center B	1,233	43' x 30'	9' 1"	125	78	60	
Ohio Center C	1,147	43' x 28'	9' 1"	125	78	60	
Ohio Center B-C	2,380	43' x 58'	9' 1"	251	156	120	

South Facility 2nd floor (1 room)

Ohio Center Board Room	1,207*	28.75' x 42' *	9' 11"	91	60	60	
*includes build in riser							

Revised: 12/6/2018

Greater Columbus Convention Center

Room Capacity Chart

SPACE:	Sq. Ft.	Dimensions	Ceiling Ht.	T/S	C/R	Rounds *	10x10 bths
North Facility							
Eisenman	943	23' x 41'	14'	105	48	50	
Trott	943	23' x 41'	14'	105	48	50	
Eisenman/Trott combined	1886	46' x 41'	14'	209	105	120	

A Pod Level 1 (12 rooms)

A 110	1,128	23' x 48'	13'	114	80	60	
A 111	1,128	23' x 48'	13'	114	80	60	
A 112	1,128	23' x 48'	13'	114	80	60	
A 113	1,136	23' x 48'	13'	114	80	60	
A 114	1,136	23' x 48'	13'	114	80	60	
A 115	1,072	22' x 48'	13'	104	80	60	
A 110-115	6,840	137' x 48'	13'	847	592	420	

A 120	812	19' x 42'	13'	74	56	50	
A 121	840	20' x 42'	13'	86	56	50	
A 122	840	20' x 42'	13'	86	56	50	
A 123	840	20' x 42'	13'	86	56	50	
A 124	868	21' x 42'	13'	86	56	50	
A 125	802	18' x 42'	13'	74	56	50	
A 120-125	5,082	120' x 42'	13'	646	332	330	

A Pod Level 2 (14 rooms)

A 210	1,091	22' 6" x 48' 6"	15'	104	56	60	
A 211	1,115	23' x 48' 6"	15'	114	64	60	
A 212	1,140	23' 6" x 48' 6"	15'	114	64	60	
A 213	1,140	23' 6" x 48' 6"	15'	114	64	60	
A 214	1,140	23' 6" x 48' 6"	15'	114	64	60	
A 215	1,115	23' x 48' 6"	15'	114	56	60	
A 210-215	6,790	140' x 48' 6"	15'	847	410	420	

A 216	1479	30' 6" x 48' 6"	15'	157	100	100	
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A 220	808	19' x 42' 6"	15'	74	56	50	
A 221	871	20' 6" x 42' 6"	15'	86	56	50	
A 222	871	20' 6" x 42' 6"	15'	86	56	50	
A 223	871	20' 6" x 42' 6"	15'	86	56	50	
A 224	871	20' 6" x 42' 6"	15'	86	56	50	
A 225	850	20' x 42' 6"	15'	74	56	50	
A 220-225	5,228	123' x 42' 6"	15'	646	332	330	

A 226	1,509	35' 6" x 42' 6"	15'	162	84	90	
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Greater Columbus Convention Center

Room Capacity Chart

Page 3

SPACE:	Sq. Ft.	Dimensions	Ceiling Ht.	T/S	C/R	Rounds *	10x10 bths
B Pod Level 1 (9 rooms)							
B 130	1950	43' x 45'	13'	209	112	120	
B 131	1950	43' x 45'	13'	209	112	120	
B 132	902	20' x 45'	13'	86	42	50	
B 130-132	4,860	108' x 45'	13'	528	344	340	

B Pod Level 1 (9 rooms) continued...

B 140	395	15' x 26'	13'	29	12	20	
B 141	416	16' x 26'	13'	33	12	20	
B 142	416	16' x 26'	13'	33	12	20	
B 143	416	16' x 26'	13'	33	12	20	
B 144	416	16' x 26'	13'	33	12	20	
B 145	399	15' x 26'	13'	29	12	20	
B 140-145	2,458	94' x 26'	13'	222	72	150	

B Pod Level 2 (13 rooms)

B 230	861	20' 7" x 42'	15'	81	36	40	
B 231	910	21' 8" x 42'	15'	86	42	40	
B 232	910	21' 7" x 42'	15'	86	42	40	
B 233	913.5	21' 9" x 42'	15'	87	42	40	
B 234	910	21' 7" x 42'	15'	87	42	40	
B 235	1155	27' 6" x 42'	15'	90	50	50	
B 230-235	5,655.50	134.5' x 42'	15'	600	350	330	

B 240	429	16'1" x 26'10"	15'	29	12	20	
B 241	447	16'8" x 26'10"	15'	33	12	20	
B 242	447	16'8" x 26'10"	15'	33	12	20	
B 243	445	16'7" x 26'10"	15'	33	12	20	
B 244	449	16'9" x 26'10"	15'	33	12	20	
B 245	429	16'1" x 26'10"	15'	29	12	20	
B 240-245	2,651	98'10" x 26'10"	15'	222	72	150	

B 246	952	35' 7" x 26' 10'	15'	68	43	60	
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C Pod (11 rooms)

C 150	1,560	40' x 39'	13'	135	72	90	
C 151	1,400	40' x 35'	13'	133	72	90	
C 150-151	2,960	80' x 39'	13'	293	168	180	

Revised: 12/6/2018

Greater Columbus Convention Center

Room Capacity Chart

Page 4

C 160 A	992	32' x 31'	13'	93	48	50	
C 160 B	960	32' x 30'	13'	90	48	50	
C 161 A	1,023	33' x 31'	13'	95	48	50	
C 161 B	990	33' x 30'	13'	97	48	50	
C 162 A	1,023	33' x 31'	13'	86	48	50	
C 162 B	990	33' x 30'	13'	88	48	50	
C 160 - 162 A/B combined	6,124	98' x 61'	13'	625	421	400	
SPACE:	Sq. Ft.	Dimensions	Ceiling Ht.	T/S	C/R	Rounds *	10x10 bths
C 170	1,631	51' x 32'	13'	171	94	100	
C 171	1,622	53' x 30'	13'	165	88	80	
C 172	1,619	56' x 29'	13'	160	90	80	
C 170 - 172 combined	4,873	56' x 91'	13'	496	272	280	

D Pod Level 1 (4 rooms)

D 180	920 #	34.25' x 26'	13'	83	45	60	
D 181	945 #	34' x 26'	13'	83	45	60	
D 182	945 #	34.25' x 26'	13'	82	45	60	
D 183	947 #	34.25 x 26'	13'	82	45	60	
D 180-181 combined	1865 #	34.25' x 52'	13'	165	90	120	
D 182-183 combined	1892 #	34.25' x 52'	13'	163	90	120	

square footage includes alcove inside meeting rooms

D Pod Level 2 (5 rooms)

D 280	1389 #	51' x 27.25'	15'	128	71	80	
D 281	1199 #	34.5' x 34.25'	15'	96	65	60	
D 282	1202 #	34' x 33.5'	15'	93	62	60	
D 283	1183 #	33.75' x 33.5'	15'	91	59	60	
D 284	1169 #	33.75' x 32.5'	15'	91	52	60	
D 281-282 combined	2401 #	34.5' x 67.75'	15'	189	127	120	
D 283-284 combined	2352 #	33.75' x 66'	15'	182	111	120	

square footage includes alcove inside meeting rooms

Revised: 12/6/2018

Signature of Receipt of Guide

Please take a moment to sign and return this page. Also, if you need additional copies of this guide, let us know. We would be happy to mail them to you.

Thank you and we are looking forward in working with you!

I have received and read my *Event Planning Guide*.

Event: _____

Your Name: _____

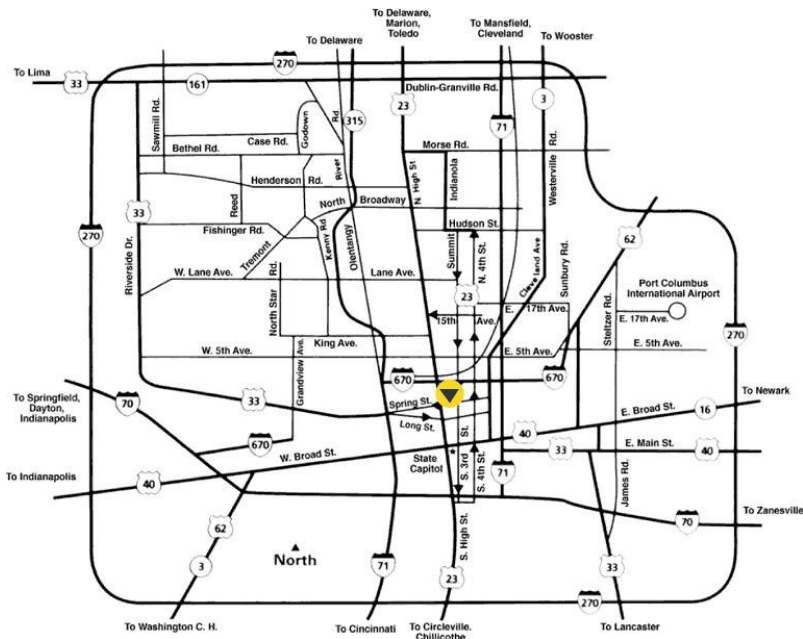
Phone Number: _____

Email: _____

Date: _____

Directions

Driving directions and maps are available at www.columbusconventions.com.



To purchase advanced parking, visit: columbusconventions.com/parking

- 1 East Surface Lot
140 East Nationwide Blvd
900 Spaces
- 2 South Garage
50 East Nationwide Blvd
528 Spaces
- 3 West Vine Street Garage
37 Vine Street
1800 Spaces
- 4 Goodale Garage
70 East Goodale Street
800 Spaces
- 5 North Surface Lot
50 East Goodale Street
61 Spaces
- 6 Nationwide Arena Parking Garage
Front Street
3,050 Spaces
- 7 Nationwide Parking Garage
Marconi/Cinema Garage
1,600 Spaces
- 8 Nationwide Parking Garage
Chestnut Street
3,050 Spaces
- 9 Boggs Park and Ride
Surface Lot
350 Spaces
- 10 Nationwide Arena
Parking Garage
575 Spaces
- 11 Nationwide Parking
Surface Lot
620 Spaces
- 12 McConnell Parking Garage
1500 Spaces

- Greater Columbus Convention Center Parking
- Nearby Parking

How do I get to the Greater Columbus Convention Center?

Greater Columbus Convention Center address:

**400 – 500 North High Street
Columbus, Ohio 43215**

From Interstate 70 (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 Interstate 71 (I-71) on the North (Cleveland)

Take I - 71 South
Travel West on I-670 “109-A”
Take Exit “4-B” to the GCCC
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 Interstate 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 Interstate 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 John Glenn Columbus International Airport

Take Interstate 670 West (I-670)
Exit at “4-B” to the GCCC

Please check www.columbusconventions.com and Ohio Paving the Way (www.ohiopavingtheway.org) for updates on area road construction.

How do I get to the Loading Docks?

Battelle Grand Loading Docks

The “official” address for the loading dock electronic navigation is:
500 N. 3rd St., Columbus, Ohio 43215

I-70 Westbound (Wheeling)

Travel West on I-70 to the Fourth Street exit
Travel North on Fourth Street to 1st St. (Turn left)
Travel West on 1st St. to Summit St. (One-Way Southbound)
Travel South on Summit St. over I-670, stay in the right lane, and take the exit ramp off to the right. Battelle Grand Loading Dock will be on your left.

I-71 Southbound (Cleveland)

Travel South on I-71 to I-670 West
Travel West on I-670 to Fourth St. exit (One-Way Northbound)
Travel North on Fourth Street to 1st St. (Turn left)

Travel West on 1st St. to Summit St. (One-Way Southbound)

Travel South on Summit St. over I-670, Stay in the right lane, and take the exit ramp off to the right. Battelle Grand Loading Dock will be on your left.

I-71 Northbound (Cincinnati)

Travel North on I-71 to SR-315 North

Travel North on SR-315 to the I-670 East

Travel East on I-670 to Third St. exit

Stay in the right lane, and take the exit ramp off to the right. Battelle Grand Loading Dock will be on your left.

I-70 Eastbound (Indianapolis)

Travel East on I-70 to I-670 East

Travel East on I-670 to Third St. exit

Stay in the right lane, and take the exit ramp off to the right. Battelle Grand Loading Dock will be on your left.

From the John Glenn Columbus International Airport

Travel West on I-670 to Fourth St. exit (One-Way Northbound)

Travel North on Fourth Street to 1st St. (Turn left)

Travel West on 1st St. to Summit St. (One-Way Southbound)

Travel South on Summit St. over I-670, Stay in the right lane, and take the exit ramp off to the right. Battelle Grand Loading Dock will be on your left.

Exhibit Halls A, B, C and D (North Facility) Loading Dock:

The “official” address for the loading dock for electronic navigation is:

23 Convention Center Way, Columbus, Ohio 43215

I-70 Westbound (Wheeling)

Travel West on I-70 to the Fourth Street exit

Travel North on Fourth Street to Goodale Street (Turn left)

Travel West on Goodale St. to Convention Center Way. (Turn left)

Stay in the right lane, Loading Dock will be on your right – (entrance is at the Guard Station).

I-71 Southbound (Cleveland)

Travel South on I-71 to I-670 West

Travel West on I-670 to Fourth St. Exit (One-Way Northbound)

Travel North on Fourth Street to Goodale Street (Turn left)

Travel West on Goodale St. to Convention Center Way. (Turn left)

Stay in the right lane, Loading Dock will be on your right – (entrance is at the Guard Station).

I-71 Northbound (Cincinnati)

Travel North on I-71 to SR-315 North

Travel North on SR-315 to the I-670 East

Travel East on I-670 to Third St. / High Street exit

At stop sign cross Goodale Street onto Convention Center Way – (straight across from exit)

Stay in the right lane, Loading Dock will be on your right – (entrance is at the Guard Station).

I-70 Eastbound (Indianapolis)

Travel East on I-70 to I-670 East

Travel East on I-670 to Third St. / High Street exit

At stop sign cross Goodale Street onto Convention Center Way – (straight across from exit)

Stay in the right lane, Loading Dock will be on your right – (entrance is at the Guard Station).

From the John Glenn Columbus International Airport

Travel West on I-670 to High Street exit

At stop sign, turn left and the entrance to the dock is immediate right at the Guard Station

Travel West on 1st St. to Summit St. (One-Way Southbound)