



**JANUARY 11-13, 2019**

Greater Columbus Convention Center



To ensure displays are professional and attractive and in order to deliver a positive show experience for exhibitors and consumers alike, please be aware of the following rules regarding exhibiting in the show. These are mandatory and will benefit your experience with the show.

**I WILL** staff my booth from open to close each day of the show.

**I WILL** have a representative from my company check in at the show office and pick up exhibitor badges. An exhibitor badge **must** be presented to gain access to the show.

**I WILL** stay completely within the dimensions of my booth without protruding into the aisles or into other exhibitors' booth space. Aggressive behavior will not be tolerated on-site and those who do not comply will not be invited back to future shows.

**I WILL** not share my exhibit space with another entity. I understand that each exhibit is restricted to the products and services contracted.

**I WILL** make sure the exhibit space is no higher than a maximum of 8' high for the full length and depth of the exhibit space. All sides and surfaces, front and back of exhibits which are exposed to view must be properly finished and decorated by exhibitor at their own expense and to the satisfaction of show management.

**I WILL** have all signs below 8'. Signs must be one-sided and not face into other exhibitors' booths. I understand that pop up tents, as well as banners on poles (flags) are not allowed. *(Please note: A fee will be assessed if flag signs are not removed from linear, inline booths.)*

**I MUST** provide carpet or other appealing flooring that covers the entire dimensions of my booth either by renting from the show decorator or providing my own.

**I WILL** professionally drape and skirt, with cloth coverings (no plastic/paper), any tables used in my booth either by renting them from the show decorator or providing my own. I understand that bed sheets and plastic tablecloths are not permitted.

**I WILL** not use a microphone.

Please sign and date below to acknowledge understanding and acceptance of the above rules and reminders.

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_ DATE: \_\_\_\_\_

**Please be aware failure to follow each of these rules may result in your company not being asked to exhibit in future shows!**