



*Ohio Line Supervisors Equipment Show 2024
August 21 & 22, 2024 • Ohio Expo Center • Columbus, Ohio*

SHOW INFORMATION & SERVICES

REGISTRATION & SHOW MANAGEMENT OFFICE

Will be located just inside the main entrance to the Kasich Hall building. Registration will be staffed from 8:00 a.m. to 6:00 p.m. during installation on August 20th, and 7:30 a.m. to 3:00 p.m. on August 21st and 22nd.

SHOW DECORATOR

Representatives of Fern Expo will be on-site during installation, show days and dismantling periods to assist you.

ELECTRICAL SERVICES

Electric service will be available to all indoor and outdoor exhibitors. It will be the responsibility of the exhibitor to provide properly rated and approved extension cords for their equipment. An electrician will be available during installation and show days to assist you and correct any problems which may arise.

UNLOADING EQUIPMENT

Indoor exhibitors, unloading large pieces of equipment, must use the large overhead doors in Kasich Hall. Smaller items can be unloaded, **during installation hours only**, through the pedestrian doors and smaller overhead doors located on each side of the building. If you require a forklift or assistance in unloading your equipment, the Show Decorator will be available to assist you. **No vehicles of any kind** are permitted within the Kasich Hall building. All large equipment must be moved using the forklifts.

DISPLAY PROVISIONS

All indoor exhibitors are provided with an 8' high background drape, 3' side drapes, one 8' skirted table, two chairs and one identification sign. These items will be placed in your display space prior to installation.

All outdoor exhibitors are provided with one 8' skirted table, two chairs and one identification sign. The Show Decorator **must** be contacted when you are ready for these items to be brought to your display space.

Both indoor and outdoor exhibitors may order additional items directly through the Show Decorator.

FOOD PREPARATION

On-site food preparation by exhibitors is not permitted during show hours and dates.

ALCOHOLIC BEVERAGES

The serving and consumption of alcoholic beverages is prohibited in all exhibit areas at all times.

PARKING

The Ohio Expo Center does charge all vehicles a parking fee and is in addition to any registration fees. The current rate, which is subject to change without notice, is \$5 for each entry or \$14 for a vehicle pass with in/out privileges. Each exhibitor will be provided with one complimentary vehicle pass.

Personal vehicles will not be allowed to enter the exhibit grounds during show hours. Vehicles parked in unauthorized areas will be removed at the expense of the owner.

FIRST AID

Will be available at the Show Management office.

SECURITY

As a courtesy only, security service will be provided, after hours, during the show dates. Exhibitors who desire additional security should arrange for private guard service or should make arrangements to have locked facilities available in their display space.

EXHIBIT AREA CLEANING

The Ohio Expo Center provides general cleaning daily after show hours. Exhibitors are requested to place any trash in the aisles for removal, as cleaning personnel are not permitted to enter the display spaces. Exhibitors who require additional cleaning services can make arrangements, for a fee, with the Show Decorator. It is the responsibility of the exhibitor to ensure their areas are clean and in first-class condition.

*(Please refer to the complete Rules and Regulations
for all policies governing the OLSA Equipment Show)*