

Welcome to the EDspaces & CSC 2025 Exhibitor Services Manual! The information in the pages below is designed to help guide exhibitors through the planning process of exhibiting at EDspaces 2025. Schedules and deadlines as well as links to additional information, online ordering sites, and downloadable printable order forms are included for your convenience.

The **Main Menu** is designed so clicking on a topic will automatically transport you to that section of the manual. Also, each page includes linked tabs at the top to help you navigate back to the Main Menu or another section of the manual. We encourage you to thoroughly review this document, especially those areas that pertain to you and your booth and ask questions for any areas you need further clarification on.

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GENERAL INFO

DATES & TIMES

Move-in

Monday, November 3	8:00 AM – 5:00 PM
Tuesday, November 4	8:00 AM – 5:00 PM
Wednesday, November 5	8:00 AM – 10:00 AM

Exhibit Hall Hours

Wednesday, November 5	10:45 AM – 5:00 PM
Thursday, November 6	10:45 AM – 5:00 PM
Friday, November 7	9:00 AM – 12:00 PM

Move-out

Friday, November 7	12:00 PM – 8:00 PM
Saturday, November 8	8:00 AM – 12:00 PM

EXHIBIT HALL LOCATION

Greater Columbus Convention Center
400 North High Street
Columbus, Ohio 43215

SHOW MANAGEMENT CONTACTS

[Click here](#) to contact Show Management.

VENDORS

Click on vendors to get more information. For best pricing, order by the advanced order deadline dates listed.



DECORATOR

FREEMAN

[ORDER ONLINE](#)

Order by Monday, October 6



FACILITY

[GREATER COLUMBUS
CONVENTION CENTER](#)



ELECTRICAL

GREATER COLUMBUS
CONVENTION CENTER

[ORDER ONLINE](#)

Order by Thursday, October 2



PLANT & FLORAL SERVICES

TLC FLORIST

[ORDER ONLINE](#)



BOOTH CLEANING

GREATER COLUMBUS
CONVENTION CENTER

[ORDER ONLINE](#)

Order by Thursday, October 2



CATERING

LEVY

[EMAIL RAVEN RENDELL](#)

Order by Wednesday,
October 22



INTERNET

GREATER COLUMBUS
CONVENTION CENTER

[ORDER ONLINE](#)

Order by Thursday, October 2!



BOOTH INSURANCE

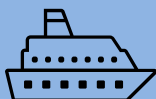
MARSH TOTAL EVENT

[ORDER ONLINE](#)



LEAD RETRIEVAL

INCLUDED IN YOUR BOOTH PACKAGE
MORE INFORMATION COMING
SOON!



INT'L SHIPPING

PBIL

[MORE INFORMATION HERE](#)



EAC – APPROVAL

EAC MANAGEMENT

[SUBMIT REQUEST](#)



TRAVEL

EVOLVECON

[BOOK YOUR HOTEL](#)

SHOW PLANNER

For best pricing, order prior to the deadlines listed below.

NOW

[REGISTER BOOTH BADGES](#)
[HOTEL RESERVATIONS](#)

OCTOBER 2

[ELECTRICAL](#)
[INTERNET](#)
[PLUMBING](#)
[CLEANING](#)

OCTOBER 3

[WAREHOUSE SHIPPING BEGINS](#)
[HANGING SIGN REQUESTS DUE TO
SHOW MANAGEMENT](#)

OCTOBER 6

[FREEMAN EARLY BIRD DEADLINE
FOR ONLINE ORDERS](#)

[ORDER BOOTH INSURANCE](#)

[EAC FORM DUE](#)

[HANGING SIGNS/RIGGING](#)

OCTOBER 22

[CATERING](#)

NOVEMBER 3

[DIRECT TO SHOW SITE](#)
[SHIPPING BEGINS](#)

BEFORE YOU ARRIVE TO SHOWSITE



Submit Certificate of Insurance

☐


Coordinate Hotel & Travel

☐


Register Booth Personal in Advance

☐


Order Booth Services

☐


Submit EAC Request (if applicable)

☐

OPTIONAL SERVICES



RIGGING

☐


AV

☐


INTL
FREIGHT

☐


CATERING

☐


INTERNET

☐

ONCE YOU ARRIVE

PICK UP BADGE

☐

CHECK FREIGHT

☐

ELECTRICAL

☐

RIGGING (HANGING
SIGN)

☐

SHOW MANAGEMENT APPROVAL



Double Decker Booths and/or Overhead
Obstruction **Request Approval by September
26, 2025 (email:**

☐

tracey.roberts@emeraldx.com)



Booth Activation, Live Music and Happy
Hour (email requests to

☐

tracey.roberts@emeraldx.com)



Hiring an Exhibitor Appointed Contractor
(EAC) [Submit form by October 6, 2025](#)

☐


Animal Approval Form

☐

INSURANCE

EDspaces 2025 does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies. **Exhibitors must maintain insurance that meets the requirements below and provide proof to EDspaces 2025 before the show.**

An exhibitor shall, at their own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of the exhibitor and shall be written on an occurrence basis. Claims-made policies are not acceptable and do not constitute compliance with the exhibitor's obligations under this paragraph. The following three types of insurance are required:

Submit your insurance documents [online](#). Be sure the name of the attachment reflects the name of the insured exhibiting company.

- **Workers' Compensation** insurance, unless you are the sole proprietor.
A sole proprietor is a business entity that is owned and run by one individual. If you have even one other person in the booth working with you, you will need worker's compensation coverage.
- **Comprehensive General Liability** insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products, and liquor liability (if applicable).
- **Automobile Liability** insurance with limits not less than \$500,000 for each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned, and hired vehicles, including loading and unloading operators. Auto coverage is only required if there is a vehicle in your booth or if you are using a designated loading/unloading area i.e. POV area.

Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insured, Emerald (Show Management), the Greater Columbus Convention Center (Facility), and Freeman (General Service Contractor). If requested, copies of additional insured endorsements, primary coverage endorsements, and complete copies of policies satisfactory to Emerald, shall be furnished to Emerald sixty (60) days before the first day of the event. Certified copies of the Certificates of Insurance or policies shall provide that they may not be canceled without a 30-day advance written notice to Emerald.

The following MUST be contained on the certificate: [CLICK HERE FOR AN EXAMPLE](#)

"Producer" – Name, Address, and Phone Number of the insurance carrier

"Insured" – Company Name, Address, Phone Number, and Booth Number

"Description of Special Items" – "Emerald – EDspaces 2025, Freeman, the Greater Columbus Convention Center and each of its subsidiaries, affiliates, officers, employees, agents, and representatives" must be listed as additional insured for the dates November 1– 8, 2025

NEED GENERAL LIABILITY INSURANCE?

Marsh/TotalEvent Insurance offers General Liability Insurance for \$65 plus tax. [CLICK HERE](#)

Certificate Holder Information should be listed as:

EDspaces 2025
Attn: Tracey Roberts
31910 Del Obispo, Ste 200
San Juan Capistrano, CA 92675

REPORTING

In the event of damage or loss of property, or an accident or injury, it is your responsibility to contact your insurance broker or carrier immediately.

BOOTH REGULATIONS

CONSTRUCTION/DESIGN

Booths must be constructed per the booth guidelines provided within this kit for the specific type of booth space being leased. Violations will be addressed and corrected on-site and could also result in a fine and/or loss of priority points. Any unfinished and/or exposed portion of an exhibit must be made presentable prior to show opening at the expense of the exhibitor. Any portion bordering another exhibitor's space must have the backside finished in a neutral color and not incorporate any identification signs, lettering or graphics that would detract from the adjoining exhibit.

The exhibit hall portion of the facility is **not** carpeted. Floor covering is required in all booths. Floor covering may be supplied by either the Exhibitor or ordered from the General Service Contractor. Exhibitors that do not properly cover their exhibit area will be required to have carpet supplied by the General Service Contractor at the exhibitor's expense.

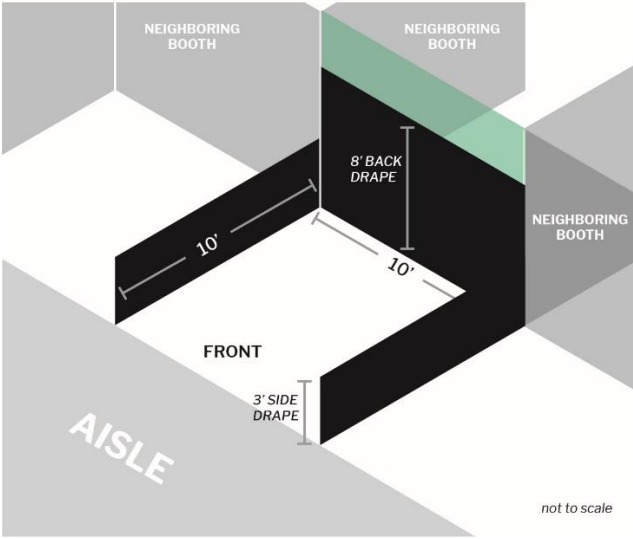
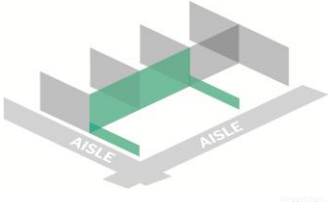
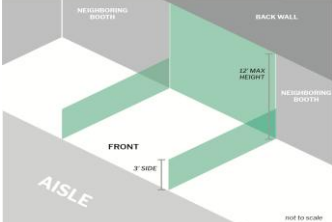
Linear, Corner and Perimeter booths

- 8' high pipe and drape back wall.
- 3' high pipe and drape side rails.
- 11" x 17" booth identification sign with the company name and booth number.

Island booths

- Island booths do not come with back drapes or ID signs. If desired, they may be ordered from Freeman.

Linear, Corner and Perimeter Booth Guidelines

Definition and/or Dimension Linear booths, also called “inline” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle. Linear & Perimeter booths are commonly ten feet (10') deep and multiples of ten feet (10') wide, i.e., 10'x10', 10'x20', 10'x30', etc.	INLINE BOOTH SPACE 10 X 10, line of sight, with provided drape  <i>Photo represents drape dimensions, please refer to Linear booth use of space for height restrictions</i>
What's Provided / Included • 8' high pipe and drape back wall. • 3' high pipe and drape side rails. • 11"x17" booth identification sign with company name and booth number. All other equipment and services are the responsibility of the exhibitor.	
Linear Booth Use of Space Exhibit backgrounds in all areas except island and peninsula spaces cannot exceed 8' in height, including company names or other advertising, and must be contained in the rear half of the booth area within 10 lineal feet from an adjacent exhibitor. With an adjacent exhibitor, the exhibit height in the front half of the booth measured in from the aisle and cannot exceed 4' along the side dividers.	Footprint Rule or “Wiggle Room” Factor The width and depth of your booth structure should be designed so any side adjacent to another exhibitor's booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.
Hanging Signs / Graphics Linear/Inline booths are not permitted to have hanging signs. Signs, logos, and graphics placed along booth edges may not face into adjacent booths.	Exposed Surfaces All exposed exhibit components extending above the 3' high pipe and drape sidewalls must be finished, painted, and with no exposed wired or framing visible and not incorporate any identification signs, lettering or graphics that would detract from the adjoining exhibit.
Linear / Inline Booth Variations:	
Corner booths must adhere to the same guidelines as linear booths with the exception that two sides will be exposed to an aisle.	Perimeter booths are linear booths that back up against a wall of the facility, not to another line of exhibits, and have a maximum height of twelve feet (12').
CORNER BOOTH SPACE aisles on 2 sides; line of sight 	PERIMETER BOOTH SPACE booth backs up to wall in event space, max height 12' 

Island Booth Guidelines

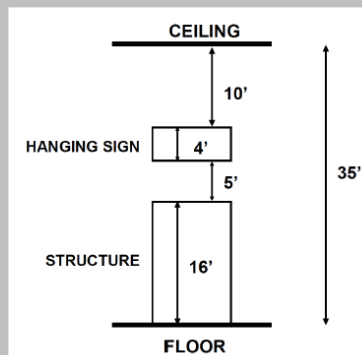
Definition: Island booths are any size booth exposed to aisles on all four sides.	ISLAND BOOTH SPACE aisles on 4 sides  not to scale
Dimensions: Island booths are typically twenty feet (20') by twenty feet (20') or larger, although it may be configured differently. Island booths do not come with drapes or ID signs. All equipment and services are the responsibility of the Exhibitor.	
Use of Space: The content of the booth may be used up to the maximum allowable height of sixteen feet (16') from the floor to the top of the highest point of the booth structure. <i>See Hanging Sign info below.</i>	“Wiggle Room” Factor Since Island booths do not have any adjacent booths, the footprint rule is not applicable.
Covered Exhibits A covered exhibit consists of a display fixture with something placed over or upon the exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a covered exhibit is not occupiable. Booths with canopies larger than 10' x 10' are not allowed unless approved by the Fire Marshall's Office. All canopied booths must have a fire extinguisher and working smoke detector properly mounted in the canopy. If you are using open flames in your booth, please e-mail Tracey Roberts to let her know what the flame is used for and what type of gas would be used.	Multi-Level Exhibits A Multi-story exhibit is a booth where the display fixture includes two or more levels. A multi-storied exhibit requires prior approval by Show Management and/or relevant local government agency, because it is deemed to be a “structure” for building purposes. All Multi-Level and Covered exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to Show Management at least sixty (60) days in advance of move-in.
Hanging Signs / Booth ID Hanging signs may be hung to a maximum of twenty-five feet (25') from the floor to the top of the sign, If a hanging sign is used, there must be an empty space that is a minimum of five feet (5') between the highest point of the ground supported structure and the lowest point of your hanging sign. The empty space must be continuous throughout the entire cubic feet of the booth.	Exposed Surfaces All exposed exhibit components must be completely finished, painted, and with no exposed wires or framing visible. Show Management reserves the right to determine whether a wall is finished and may order draping of exposed sides at exhibitor's expense.
APPROVAL QUESTIONS - Please contact tracey.roberts@emerald.com	Request Hanging Sign Approval from Show Management in the exhibitor console or email Tracey Roberts. Deadline: October 3, 2025

Hanging Signs & Airborne Objects

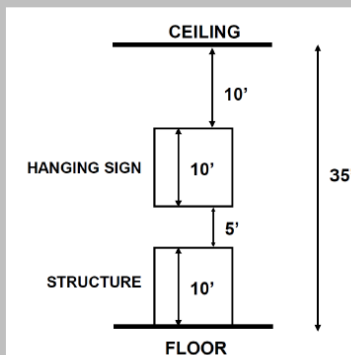
Permitted in all Island booths that are 400 sq. ft. or larger. Endcap and linear booths do not qualify for hanging signs and graphics, regardless of size.

- Hanging signs and graphics are permitted to be hung in all islands, split island and peninsula booths to a maximum height of twenty-five feet (25') from the floor to the top of the hanging sign. All floor supported booth structures are permitted to be from the floor to a maximum of sixteen feet (16') high.
- Signs may be hung at any height, however the sign itself cannot be taller than eight feet (2.44 meters) and must be finished on all sides.
- Show Management must approve all hanging signs. The exhibitor must complete the online hanging sign form and submit drawings for approval in the [exhibitor console](#).
- Signs, banners or any other exhibit material may not be suspended, taped, nailed, screwed or in any way attached to the ceilings, walls, columns, drapes, floor or on any other facility surface.
- The facility, or general contractor, will hang all hanging signs unless otherwise noted.
- Examples of different types of booths and hanging sign designs in a hall with a 35' ceiling are shown below (actual designs will vary based on actual hall ceiling height). If a structure that is 20' in height is used, a hanging sign is not permitted.

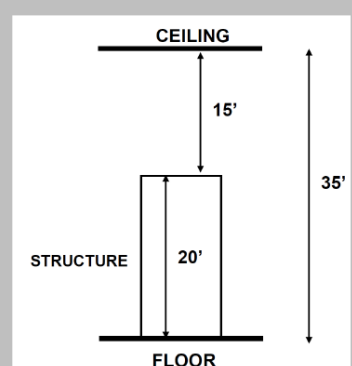
Structure at a max height of 16'
Sign at a max height of 4'



Structure at a max height of 10'
Sign at a max height of 10'



Structure at a max height of 20'
No hanging sign permitted



Important information All overhead hanging must be installed by Mills James/GCCC. We recommend that overhead hanging signs are to be sent in separate containers directly to the advance warehouse using the Hanging Sign Labels to limit onsite delays. This container must arrive by the warehouse shipping deadline, October 27, 2025.

Hanging signs and/or overhead hanging components are hung by GCCC exclusive provider, Mills James. Any rigged object including signage over 250lbs may require the use of an additional lifting device and rigging service through GCCC and Mills James

Approval Process:

Step 1:

Please click [here](#) to submit your hanging sign for approval by October 3, 2025.

Step 2:

Show Management will confirm submission and send you approval or decline.

Step 3:

[Complete and submit rigging forms](#)

If you have any problems submitting, please email hanging sign requests to: tracey.roberts@emeraldtx.com

Hanging Signs Approval Deadline: October 3, 2025

Lighting/Truss

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to Show Management for approval.
- Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with the Greater Columbus Convention Center rules and be approved by Show Management.
- Lighting those spins, rotates or pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the exhibition.
- Currently, some facilities do not allow quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with Show Management for rules specific to the event at the Greater Columbus Convention Center.
- Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.
- Use of halogen rules vary by facility and should be verified prior to booth construction. To ensure safety, halogen lamps are limited to 75-watts and must be of the sealed variety which prevents direct handling of the bulb. The use of any stem mounted halogen or other fixtures employing either a linear quartz bulb or a non-shielded halogen bulb is strictly prohibited.

Balloons or Inflatables

Helium balloons are not permitted in the Greater Columbus Convention Center.

FREIGHT & DELIVERIES

Warehouse Address

Exhibiting Company Name / Booth #

EDspaces 2025

C/O Crane / Freeman

9296 Intermodal Ct N

Columbus, OH 43217

Accepting shipments between October 3 – October 27, 2025. Shipments that arrive after October 27 will incur additional charges.

Direct to Site Address

Exhibiting Company Name / Booth #

EDspaces 2025

Greater Columbus Convention Center

C/O Freeman

3 Convention Center Dr

Columbus, OH 43215

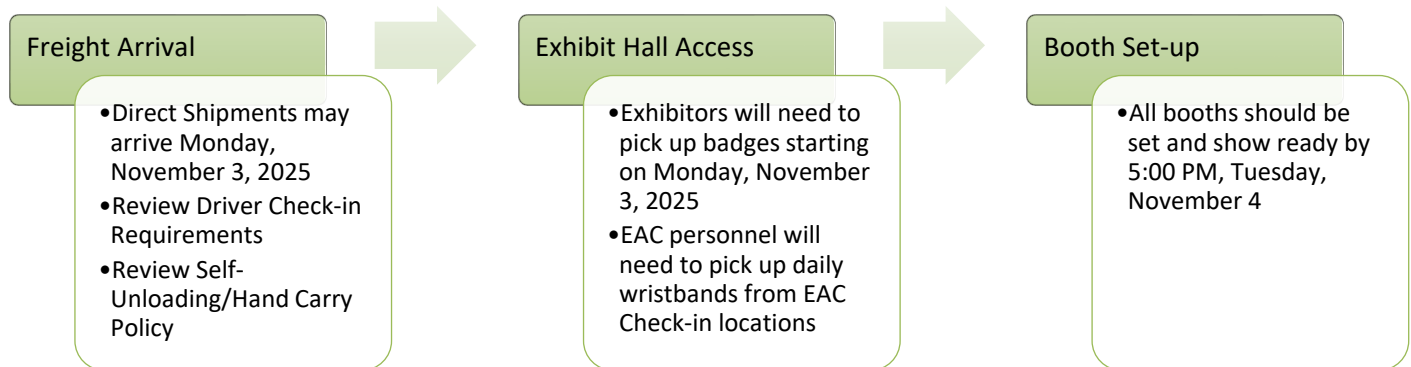
Accepting shipments starting Monday, November 3

What is Material Handling?

Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. You have two options for shipping your advance freight - either to the warehouse or directly to show site. Material handling charges will automatically be applied to your account upon receipt of each shipment.

Tip: There is no price difference between delivering to the warehouse or direct to the Greater Columbus Convention Center. A huge benefit to shipping to the warehouse means you will have your booth freight waiting in your booth upon your arrival.

Move-in/out Procedures



Self-Unloading / Hand Carry Policy/POV Policy

Self-Unloading / Hand Carry Policy

Full-time exhibitor personnel shall have the right to unload personal vehicles and hand carry exhibit material provided:

- They utilize the unloading space designated by the service contractor and the facility.
- The vehicle is a Privately-Owned Vehicle (POV) and is no larger than a panel van.
- They do NOT use hand-trucks, pallet jacks, or 4-wheel dollies.
- They utilize no motorized lift equipment.
- The vehicle is NOT left unattended at any time and is removed once it has been unloaded.

Truck Deliveries / Pick-up

Exhibitor Loading and Unloading

Freeman will handle and control the unloading and loading of all vehicles at the loading dock. For additional information, please refer to the Labor Jurisdictions located in the Freeman Information & Order Forms section.

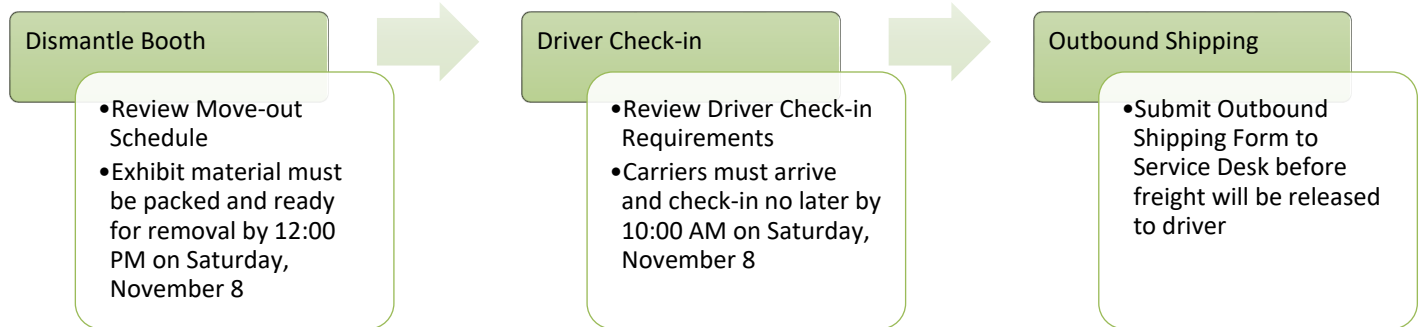
Privately Owned Vehicles (POV)

POV's are vehicles primarily designed for passenger use, such as a car, pickup, small mini-van, or SUV.

POV's are not closed body trucks with dual wheels, trucks, utility vans, or trailers pulled by another vehicle. Personal vans filled with exhibit materials will be required to utilize handling services provided by Freeman.

POV's can be unloaded and/or loaded by hand or apparel rack. Wheeled carts are not permitted.

Outbound Shipping



Storage

Material Handling & Storage

- The official material handling contractor will handle and provide storage space for crates, boxes, skids, etc., during the exhibition and return properly marked materials at the completion of the meeting. Materials not in accordance with these regulations will be discarded.
- Fire regulations prohibit storing product, literature, empty packing containers or packing materials behind back drapes or under draped tables. However, exhibitors may store a daily supply of literature or product appropriately within the exhibit space area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly. Any excess samples beyond a daily supply can be stored during the show through the general service contractor.
- Empty crates, cartons and boxes must be removed from the exhibitor's booth. Properly labeled empty containers will be picked up by the general service contractor, stored for the duration of the event, and returned at the conclusion of the show.
- Exhibitors may obtain labels marked "EMPTY STORAGE" at the Exhibitor Service Desk and should affix them to each empty crate, carton and box. Please be certain to mark your exhibit booth number on each label.
- Exhibitors are cautioned not to leave any merchandise in boxes being stored with "EMPTY STORAGE" labels.

Early Move-Out (Teardown) Policy

EDspaces closes at 12:00 PM on Friday, November 7. Packing up early and/or before 12:00 PM is prohibited. Official show labor will not be allowed onto the show floor until 12:00 PM. This will allow you time to pack up your merchandise in a secure environment. As a reminder, porter service will not be provided during move-out, so please plan accordingly.

INSTALL/DISMANTLE & LABOR REGULATIONS

There are three major unions that have jurisdiction at the Greater Columbus Convention Center. The following should help guide you in conforming to union jurisdictions and its adherence to them when required:

Union	Definition of Jurisdiction
Teamster Union	Teamsters handle freight at the exhibit hall. They unload trucks or vehicles and deliver materials to and from booths. They also provide rigging of machinery, moving services, and spot machinery in your booth. The normal rigging crew consists of two men and a forklift. Customarily, this service must be ordered in advance at the exhibitor's expense.
Carpenter Union	Carpenters handle the erection and dismantling of display and exhibit booths. This also includes all display work. Carpenters uncrate and re-crate machinery or equipment and install and remove all draping and floor covering.
Electrical Union	Electricians handle all electrical work, which includes supply power lines to your booth, connecting equipment to outlets, and install signs or headers that are lighted, unless they are permanently a part of the exhibit's back wall.

	Task	An Exhibitor Can	An Exhibitor Can't
CONSTRUCTION	You may install and/or dismantle your exhibit display if one person, who is a full-time employee, can accomplish the task in one half-hour or less without the use of tools.	X	
	Ladders	X	
	Paint	X	
	Install & dismantle small, non-electric sign attached to booth by exhibitors' full-time employees.	X	
	You may install and/or dismantle product if one person, who is a full-time employee, can accomplish the task in one half-hour or less without the use of tools.	X	
FREIGHT	An exhibitor may move the material that is hand carry-able by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment.	X	
	Move any freight from a vehicle larger than an Econoline/Sprinter van.		X
	Move freight using motorized devices or pallet jack.		X
ELECTRICAL	Plugin their own devices and equipment for properly ordered 110-volt electrical service of 1500 watts or less.	X	
	Plugin their own devices of 110 volt/ 1500 watts themselves	X	
	Install light bulbs.	X	
	Install, assemble, or dismantle electrical hanging signs and truss.		X
MERCHANDISING	Test and tune equipment.	X	
	Unpack, pack, and arrange their merchandise and products in their exhibit.	X	
	Clean and wipe down their products and display merchandise and parts of their exhibit not installed by other labor.	X	

Local Guidelines

Building Rules/Guidelines

It is strongly recommended that all exhibitors visit the [Greater Columbus Convention Center](#) site to review facility rules and regulations. This page includes valuable information about topics relating to your booth.

Safety

Fire Marshal Requirements & Permitting

- All decorative materials must be flameproofed or of a type acceptable to the Fire Marshal's Office. Use of bark dust, mulch, chips or hay, etc., is not allowed unless pre-approved by the Fire Marshal's office.
- No flammable gases, liquids or solids are allowed in any building, enclosed tent or structure. Two (2) 16.4 oz. bottles of propane are permitted in a booth at any one time. All other bottles must be stored outside the building and secured.
- Booths with canopies larger than 10' x 10' are not allowed unless approved by the Fire Marshal's Office. All canopied booths must have a working smoke detector properly mounted in the canopy. If cooking in a canopied booth, a fire extinguisher is required.
- Any enclosed structure larger than 100 sq. ft. in floor area must have a working smoke detector properly mounted in the structure. All doors or windows to the structure are to be left open.
- Natural gas lines used to run a fireplace, etc., must have a shut-off valve by the appliance(s) and be accessible. All persons working in the booth shall be instructed in the location and operation of the shut-off valves to the appliances and to the building. Natural gas fireplace displays must have a safety pilot kit providing automatic shut-off if no flame is detected. Additionally, each fireplace must have a carbon monoxide detector with an alarm and a protective barrier to safeguard against the risk of being burned. No wood burning fireplaces are permitted.
- Portable space heaters are not allowed unless approved by the Fire Marshal's Office.
- See "Motorized Vehicles" for display vehicle requirements.
- Displaying of any vehicle containing LPG gas propane shall have such containers reduced to atmospheric pressure before bringing them into the building.
- All exhibitors are to keep all exhibit items, tables, chairs, etc., within their assigned booth space. Nothing is to be placed in any aisle.
- Empty cardboard boxes are not to be stored in booths overnight.
- Obstructions blocking utility floor boxes must be relocated by the exhibitor upon request.

Fog/Smoke/Hazer/Laser Lights

To ensure the safety for all attendees and Convention Center staff members, the use of pyrotechnics shall not be used unless a proper permit has been obtained from the Columbus Fire Department and the operator has a permit from the state of Ohio. Fog machines are required to be water based and tested by a Convention Center building engineer. All requests must be approved by Show Management and follow all guidelines set forth by the Greater Columbus Convention Center.

Environmental Laws/OSHA Regulations

All exhibitors must be following environmental laws and OSHA regulations. To facilitate this compliance, the Organizer strongly urges all exhibitors who give samples of any chemicals, cleaners, or inks to include a Material Safety Data Sheet (MSDS) with each sample given.

Cleaning

Booth Cleaning

Your booth will NOT automatically be vacuumed the night before the show opens unless you order and pay for this service.

[Booth cleaning is provided by GCCC](#), the exclusive provider. Booth cleaning (vacuuming booth carpet) is **not included** in your booth space rental. Wastebaskets left at the front edge of your booth will be emptied during show days. Any booth structure, crates, carpet padding or booth equipment abandoned after the published move-out deadline (Noon on Saturday, November 8) will be deemed trash and disposed by Freeman at a cost to the exhibitor. Arrange for cleaning services by utilizing the online order forms.

Clean Floor Policy

All crates and skids must be tagged and removed from the exhibit floor no later than 2:00 PM on Tuesday, November 4. This will allow sufficient time to complete the overall cleaning of the Exhibit Hall as well as provide exhibitors with the space to complete their booth set up by keeping aisles clear.

Crates without empty stickers will be tagged by Freeman and removed – whether full or empty. Exhibitors may request product to be returned to their booth at the exhibitor's expense. Depending on where the crates are located, it may not be possible to access the crates prior to move-out.

Excessive/Bulk Trash & Booth Abandonment

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift & Rigging Labor, and/or Dumpster Fee.

Care of the Facility & Building Regulations

- It is understood that exhibitors shall neither injure, nor in any manner deface the premises.
- Exhibitors will not be permitted to drive nails, hooks, tacks or screws into any part of the building, put up decorations or adhesives that would deface the premises.
- All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions.
- Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agents, contractors or representatives.

EXHIBITOR APPOINTED CONTRACTOR

An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by the exhibitor, who is not an employee of your company or of an official show contractor. EAC's are most often independent installation & dismantle companies but also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who are not the official contractors of the show but provide a necessary service at show site for the Exhibitor.

If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the contractor must adhere to all rules and regulations of EDspaces and the Greater Columbus Convention Center. This includes keeping "no freight aisles" clear, clearing empty crates off the show floor and being properly badged. The EAC shall refrain from placing an undue burden on the official service contractors by interfering, in any way, with the official contractor's work. The EAC will not solicit business at the event and must wear badges/wristbands at all times. It is the exhibitor's responsibility to make sure that all independent contractors are properly badged before arrival.

If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors or impairs the smooth installation and dismantling of the event, the EAC will immediately cease such disruption or be removed from the event site. Show Management will have the final decision in such instances.

In performing work for their clients, the EAC shall cooperate fully with the official contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by Show Management in any contracts with the official contractors. Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the event site.

With the increasing number of EACs, have come numerous added expenses. These expenses include legal costs resulting from increased liability claims, exhibit hall damage, excess cleaning charges, extra administration costs for wristbands, contracting, insurance tracking, etc. Rather than passing on these added costs to exhibitors, we have implemented an administrative fee payable by the EAC. Each EAC hired by an Exhibitor must agree to the Rules & Regulations, provide a Certificate of Insurance with the necessary coverages, and will be assessed a fee. An administrative fee of \$300 for each booth location you are providing services or products for. The fee applies to all contractors regardless of the service they provide (labor, supervision, products, services, etc.).

To review the information on the [EAC Process follow the link](#).

EACs will NOT be allowed on the show floor unless all the requirements are satisfied:

- EAC must complete all required documentation via the online EAC portal.
- EAC must submit a valid Certificate of Insurance (COI) with the required coverage via the online [EAC portal](#).
- EAC must agree to the Rules & Regulations outlined in Exhibitor Service Kit along with the EAC Rules & Regulations.
- EAC must pay an administrative fee is required for each exhibiting company in each booth location; payment will be submitted via the online [EAC portal](#).
- The EAC must have all licenses, permits or bonding required by federal, state, county or municipal governments and the Greater Columbus Convention Center prior to commencing work. The EAC must be able to provide security with evidence of compliance if requested.

Should you have any questions regarding the process, please email edspaces@EACMgmt.com.

DONATIONS

EDspaces is working with Heart of America (HOA) to provide the EDspaces donation program. Booth and display materials should not be left as donated materials. More information on donations will be available closer to the show.

SELLING OF BOOTH

Retail sales are NOT permitted on the expo floor at any time. No cash and carry sale of goods, as in a retail setting, is permitted from an exhibit booth or in the Event Facility. Exhibitors who are found to be in violation will be subject to loss of priority points and could be excluded from future events.

UTILITIES

ELECTRICAL REGULATIONS

Electrical services are provided exclusively through Greater Columbus Convention Center (GCCC). Exhibitor order forms are available [online](#).

GAS

- The use of propane within the building must be approved by Show Management and the Fire Marshal's Office. It is imperative that you contact Show Management if you require the use of flammable gas.
- Specific propane permits are mandatory per the office of the Fire Marshal.

INTERNET SERVICES

[Greater Columbus Convention Center \(GCCC\)](#) is the exclusive internet provider to all exhibitors.

ONSITE BOOTH GUIDELINES

DISPLAY

Animals

- Permission for any domesticated animal (cats, dogs, etc.) to appear must be approved by Show Management then by the facility. Non-domesticated animals will be considered on an individual basis.
- Under the Americans with Disabilities Act (ADA), Show Management must allow people with disabilities to bring their service animals into all areas of the facility where exhibitors and attendees are normally allowed to go. Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting persons having seizures, or performing other special tasks.

Booth Appearance

- All open or unfinished sides of the exhibit which may appear unsightly must be covered or Show Management will have them covered at exhibitor's expense.
- Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering or graphics that would detract from the adjoining exhibit.
- Peninsula, split island and island exhibits must have a finished back wall and be finished on all sides.
- Unfinished hard-walls are not permitted.
- Floor covering is required in all booths and can either be brought in or ordered from the General Service Contractor.
- No bolts, screws, hooks or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas.
- No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers.
- Decals or other adhesive materials shall not be applied or affixed to the walls, columns or floor of the exhibit/facility areas.
- No sign of any description may be installed, except within the confines of the exhibit space assigned.
- Fog, smoke and steam machines are not permitted.
- Exhibitors are prohibited from possessing, displaying or depicting any products or components in their booth which could be interpreted as being a promotion of another company.
- No exhibit will be permitted which interferes with the use of other exhibits or impedes access to them or impedes the free use of the aisles.
- Items located in the exhibit space must be in good taste or will be removed at the discretion of Show Management.
- Exhibitors with large equipment such as walk-in coolers must reserve sufficient space to ensure that equipment which exceeds 4 feet (1.22 meters) in height and which, by virtue of its size, cannot be confined to the rear half of the exhibit space, is no nearer than 10 linear feet from any adjoining exhibit space.

Display of Product

Display areas should be arranged in a manner so as not to obstruct sight lines of neighboring exhibitors. They also must be organized within the exhibitor's space so as not to interfere with any traffic down the aisle. Should attendees interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, Show Management will require that the display be moved further into the booth space or removed entirely.

Floor Covering/Carpet Requirements

The exhibit hall portion of the facility is not carpeted; however, the aisles will be carpeted in blue. Floor covering is required in all booths. Exhibitors that do not properly cover their exhibit area will be required to have carpet supplied by the General Service Contractor at the exhibitor's expense.

Copyrights

Exhibitors shall obey copyrights and assume full and sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors must obtain all necessary licenses and approvals from copyright owners and pay all required royalties and fees.

Vehicles on Display

Vehicles that are on display are subject to the following conditions:

- Gas tanks are 1 gallon or less of fuel.
- Gas caps are locked or sealed.
- Batteries are disconnected.
- Vehicles are clean and dry.
- Fire Marshal approval.
- Keys will be tagged by a GCCC Event Manager and stored at the Security Console until move out.

Vehicles inside the Convention Center are required to have plastic or Visqueen placed underneath the vehicle to avoid oil spills or tire marks. There should be no more than a quarter-tank of gas in the vehicle and the gas cap should be taped. The positive cable on the battery will need to be disconnected on all vehicles.

DEMONSTRATIONS

Booth Demonstrations

- As a matter of safety and courtesy to others, exhibitors shall conduct sales presentations and product demonstrations in a manner which ensures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentations, audio visual presentations, and demonstration areas to ensure compliance. No activities should be planned, or products displayed in a manner that would require an audience to gather in the aisles. Show Management reserves the right to determine if a demonstration interferes with adjacent exhibit spaces and when it must be discontinued.
- Exhibitors must comply with local regulations regarding fire/safety and environment which must be adhered to. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3 feet (.91 meters) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.
- Attention-getting devices, gimmicks and tactics that do not reflect favorably on the educational or business purpose of the show are prohibited. Exhibitors are encouraged to receive approval from Show Management for any activities in question prior to the show.

Exhibitor Conduct /Good Neighbor Policy

- Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits. Activities may not disturb neighboring booths. Demonstrations, booth giveaways and literature must directly relate to the exhibiting company product, business or mission and not be offensive in any manner.
- Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Show Management reserves the right to deny access to the exhibition floor to exhibitors not conducting themselves in a professional, ethical and otherwise appropriate manner. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.
- Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be ejected from the event and the exhibitor additionally penalized by the loss of priority points at the discretion of Show Management.

Food & Beverage Sampling

- The facility's exclusive food and beverage vendor has a responsibility to strictly regulate any food and beverage activity. All food must be prepared and served from within the regulations of the city and county.
- Any exhibitor sampling products may need to submit a sampling form to the facility's exclusive vendor for review and to Show Management for acceptance or rejection.
- Distribution of food and beverages: All business activities of the exhibitor at the event must be within the exhibitor's allotted space.

- Pre-packaged, single unit samples will be allowed to be distributed from an exhibitor's booth. Alcoholic sampling is also allowed. However, sampling sizes will be strictly enforced.

Hospitality & Networking Events

- No exhibitor, or any affiliate thereof, shall conduct any off-site activity during official event hours that would encourage attendees to leave the officially scheduled event activities. Hospitality suites shall not be open during event hours.
- Meeting and hospitality rooms – only EDspaces participating companies will be permitted to have meeting rooms or hospitality/business suites at any of the official hotels or exhibit facilities. Exhibitors must inform Show Management of any hospitality suites, functions, classes, seminars or exhibits being held at venues other than the exhibition floor and must receive express written consent from Show Management for said activities prior to the show. Such activity must be for internal business or staff meetings. Exhibitors who are found to be in violation of outside activities rules and regulations will be subject to the loss of priority points.
- Show Management strictly prohibits solicitation of business in any public areas occupied by the event, including public areas in conference hotels. Such solicitations are limited to badged individuals within registered booths in the exhibit hall only.

Noise / Music

- In general, exhibitors may use sound equipment in their booths so long as the noise level does not, in the exclusive judgment of Show Management, disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle.
- Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth.
- Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Show Management does not have a license with any licensing agencies; therefore, exhibitor is responsible for obtaining licensing directly. Adherence to these federally mandated copyright licensing laws is of critical importance.

Raffles, Drawings, and Contests

Raffles, drawings and contests, if permitted by law, are allowed in an exhibitor's booth but will be regulated by Show Management. Show Management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere. These activities include and are not limited to, handouts, contests, lotteries, promotional activities, entertainment, raffles and drawings.

Staffing of Booth

- The exhibitor will not dismantle their display prior to the stated closing of the show. No exhibit or any part thereof may be removed during the period of such exhibition without the approval of Show Management. Exhibitors should make travel and staffing arrangements accordingly.
- Exhibition space must be fully operational and staffed during published exhibition hours.
- Unless arrangements are made prior to the event, any space not claimed and occupied by 5:00 PM on Tuesday, November 4, may be resold or reassigned by Show Management, without obligation on the part of Show Management for any refund to the exhibitor whatsoever.
- Any exhibitor that fails to occupy its assigned exhibit space by the end of published set-up hours, leaves its exhibit space unattended during event hours, or begins dismantling of exhibit space prior to the close of the event, may forfeit its right to the exhibit space and its eligibility to exhibit at future events.
- Exhibit personnel shall wear professional attire consistent with the event decorum.
- Attendants, models and other employees must confine their activities to the contracted exhibit space. Exhibitor's personnel and representatives may not enter the exhibit space of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Neither the exhibit area nor other areas of the facility shall be used for any improper, immoral, illegal or objectionable purpose. All personnel of exhibitor, including personnel retained by exhibitor to be in or around its booth, must wear appropriate apparel at all times. Show Management reserves the right to make determinations on appropriate apparel and entertainment activities conducted by exhibitors. Violators may be escorted from the event and exhibitor may be subject to a loss of priority points.

ADDITIONAL

Advertising

- Exhibitor shall not, without the written consent of Show Management, distribute or permit to be distributed, any advertising matter, literature, souvenir items or promotional materials in or about the exhibit areas except from its own allotted exhibit space and/or official promotional areas. Exhibitor shall not post or exhibit any signs, advertisements, show bills, lithograph posters or cards of any description on any part of the premises of the facility, except within the exhibitor's exhibit space and upon such space as is made available for such purposes by the facility. Mobile advertisements along the roads immediately surrounding the perimeter of the convention center and event hotels are prohibited during conference hours regardless of permits.
- Show Management defines advertising as any advertisement, sign (print or electronic) or message that promotes an activity taking place in the city to event attendees. Any indoor/outdoor advertisement placement around the "key" areas of the city, to include but not limited to: airport signage, street signage/banners, convention center, event hotels, etc., must include the prominently visible tagline: "Proud Supporter of EDspaces".
- Exhibitors may not advertise in or on the sidewalks, ramps, entries, doors, corridors, passageways, vestibules, hallways, lobbies, stairways, elevators, escalators, aisles, or driveways of the facility without written permission from Show Management. These areas are considered private property.
- Exhibitors found to be in noncompliance with advertising guidelines will be subject to loss of priority points and Show Management fines.

Americans with Disabilities Act (ADA)

All exhibiting companies are required to follow the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. For additional information, go to:

www.usdoj.gov/crt/ada/infoline.htm.

Photography & Filming

Exhibitors may only photograph/film their own exhibit at the Expo. In order to take a photograph or film another booth, you must receive permission from booth personnel in the booth prior to taking pictures or filming. Show Management and the Official Show Photographer are exempt from this rule. Members of the Press must first receive permission from the exhibitor to photograph or film the exhibitor's booth. Violation of the policy may result in confiscation and removal of camera images and expulsion from the show.

Strolling Entertainment

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations and loss of priority points.

SECURITY INFORMATION

EDspaces Show Management makes every effort to protect exhibitors' merchandise and displays. Show Management will provide perimeter guard service on a 24-hour basis to include move-in, show days, and move-out. While Show Management will implement security measures to safeguard your property, neither Show Management, the Greater Columbus Convention Center, agents nor employees assume any responsibility for such property, loss, or theft.

Exhibitors are solely responsible for the care, custody, and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.

Small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended. In cases where valuable equipment may not be removed to storage daily, the services of a private booth guard are available.

When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship computers, monitors, tablets, or other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.

At the close of the show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.

Tips To Help Protect Your Product

- Monitor your booth when your product is being delivered.
- Hire a security guard to watch your booth overnight.
- Perform an inventory after your product has been delivered and note any damages or missing items.
- Do not list the contents on the outside of your shipping crates/boxes. Use a code to indicate contents.
- After show hours cover your displays with a tarp or other solid material to discourage potential theft.
- Do not leave valuable exhibit materials or proprietary information under tables or behind displays when the show is closed, or your booth is unattended.
- Always staff your booth during show hours (required).
- Staff your booth until your product and/or the floor is cleared during move-out. Once the show has closed, pack as quickly as possible and do not leave your display unattended.

EVENT SECURITY

To order security, please click email [Tracey Roberts](#) and she will connect you with the GCCC security team.

REGISTRATION

STAFF BADGES

- Official show badges must be worn at all times by exhibitor personnel while in the exhibit hall during move in, move out and official show hours.
- Each exhibiting firm receives two (2) booth staff badges per 100 square foot space occupied. Additional exhibitor registrations are available for a fee. Badges are the property of Show Management and are non-transferable. The lending/sharing of badges is prohibited and will result in confiscation.
- Badges will be issued only to those individuals staffing your booth. Please do not register your EAC (Exhibitor Appointed Contractor) as a staff member. EAC's will be issued daily wristbands for move-in and move-out only. [Click here](#) for more information on exhibitor badges. Please note that badges will not be mailed and may be picked along with your badge holder onsite. Questions concerning exhibitor badges can be directed to Registration Customer Service at (864) 342-6376.
- Any registrations found to be under the exhibitor name for an attendee registration will be transferred to the attendee company registration and exhibitor will be responsible for any additional registration fees. Please note: if exhibitor has any balance due, exhibitor badges may not be printed until all balances are paid.

ADMISSION POLICY

- Exhibit hall admittance is restricted only to exhibitor personnel and registered attendees displaying an official Show Management badge. All personnel representing the exhibitor, or its authorized agents must be properly identified with an official Show Management badge.
- Children under the age of 16, including infants, are not permitted in the conference seminars at any time. Children under the age of 16 will be permitted in the Expo Hall during show hours, provided they have adult supervision at all times. No more than two children per adult. Strollers are permitted, but strongly discouraged. Show Management reserves the right to request proof of age for any person and restrict minors from the exhibition floor at any time on any day for safety and liability reasons. No children under the age of 16 are allowed on the floor during set-up and tear-down. There are no exceptions.
- Exhibitors who do not have sales meetings approved by Show Management are permitted access to the exhibit hall one (1) hour before and one (1) hour after posted official show hours. Additional access may be arranged solely at the discretion of Show Management.
- Only individuals registered and badged may attend conference events. Exhibitor staff or guests must register to attend conference sessions and to enter the exhibit hall.
- Once the Show has opened, all persons must enter and exit only through designated entrances where security is posted.
- Exhibitors are responsible for providing all assigned workers with proper badges. Temporary Floor Passes/Wrist Bands are available from Show Security and are valid on move-in and move-out days only.

GETTING THERE

HOTELS

We have designated EvolveCon, powered by HotelMap, as the official hotel provider/housing bureau for EDspaces 2025 to help secure exclusive hotel room rates. Be sure to [book your hotel reservations](#) to receive the best service at the lowest rates available. If you have any questions regarding housing for EDspaces 2025, please contact assistance@hotelmap.com or call 646-374-4237

PARKING

Please refer to [Convention Center Parking](#) for a map of area garages and surface lots. Daily pricing can range from \$10 to \$38 per day. For oversized vehicles, please reference Oversized Parking Map for parking options.

[BUSINESS CENTER/UPS](#)

There are two FedEx Office Print & Ship Centers conveniently located across the street from the building, both accessible via skybridge. One is located in the Hilton and the other in the Hampton Suites.

Both centers offer a variety of goods and services to suit your needs- from packing and shipping to signage, copying, and last-minute office supplies.

SPONSORSHIP OPPORTUNITIES

For sponsorship opportunities, please email exhibits@ed-spaces.com

SHOW DIRECTORY

Log in to your [EDspaces 2025 Console](#) to enter your company profile and product categories. **For your company information to be included in the printed EDspaces Program, all data should be entered ASAP.**

TERMS & CONDITIONS

Please be familiar with the Exhibit Space Agreement [Terms & Conditions](#)

IP Enforcement: An Exhibitor shall not display products or offer products in its literature or other media displayed at the show that have been declared by a U.S. governmental authority or court to infringe on another exhibitor's U.S. intellectual property rights (patent, trademark, trade dress or copyright). In its sole discretion EDspaces may impose appropriate sanctions on an Exhibitor for violation of this provision, including but not limited to closing the Exhibitor's booth. Each Exhibitor warrants that it owns the rights to use all U.S. intellectual property to be used by the Exhibitor for promotion and exhibition at the show. Exhibitors shall be responsible for securing all necessary licenses or consents for any use of copyrighted works (including music licenses) or other intellectual property in connection with their exhibit and hospitality events at the show. Exhibitor warrants and represents that the Exhibit and all related materials, including but not limited to photographs, written materials, and display models (collectively, the "Exhibit"), does not violate any proprietary or personal rights of others (including, without limitation, any copyrights, patents or privacy rights); that the Exhibit constitutes the Exhibitor's own original work or property, or that the Exhibitor has permission from the rightful owner to use such work or property. The Exhibitor agrees to indemnify and hold harmless EDmarket, its officers, directors, members, assignees, and agents, from and against any and all claims, actions, losses, demands, costs, attorneys' fees and all other expenses relating or incidental to, or arising directly or indirectly from, the inaccuracy or breach of any of the warranties and representations contained in this document.