

EDspace 2025 Qwik Info

Show Colors are ...

- **Aisle Carpet:** **BLUE**
- **8' High Rear and 3' High Side Booth Drape:** . . **WHITE**

PLEASE BE FAMILIAR WITH THE RULES AND REGULATIONS, DISPLAY RULES AND AREA WORK RULES.

Important Dates and Times...

➤ **Set-Up Hours¹:**

All booths must be completely set up by 5:00 PM Tuesday with all crates and boxes removed by 2:00 PM on that day.

No exhibit construction/building will be allowed on Wednesday morning, just light merchandising and booth touch up, as In-Booth Sales Meetings begin at 8:00 AM that day. Please plan your schedule accordingly .

Make sure you are familiar with installation guidelines and the union rules and regulations, especially reference labor/flooring requirements. Pre-planning will help budget and eliminate any surprises!

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

Show Hours:

Schedule a **Sales Meeting** to meet with your customers in a meeting room or in your booth. Sales Meetings can be scheduled anytime from 8:00 to 10:45 AM on Wednesday and Thursday, and 5:00 to 6:30 PM on Wednesday. *Please be familiar with the requirements to hold a meeting under "Sales Meetings" in the exhibitor console.*

Host "Happy Hour" in your booth from 3:00 to 5:00 PM on Wednesday and Thursday. Contact us for more information.

Join us at EDfest – The all-industry event at taking place in the Union Ballroom, 5:00 – 7:00 PM Thursday, Nov. 6. Enjoy a relaxed yet vibrant atmosphere as we savor light bites and refreshing drinks while mingling with friends, new and old. Come for the people, stay for the fun – games, photos, music – and kick back after another great day at EDspaces.

Wednesday, November 5
10:45 AM – 5:00 PM

Thursday, November 6
10:45 AM – 5:00 PM

Friday, November 7
9:00 AM – NOON

➤ **Dismantle Hours:**

Everything must be dismantled, packed, and ready for removal from the Convention Center by NOON Saturday. Please be familiar with the "Exhibit Removal" instructions in the EDspaces Exhibitor Service Manual. All carriers need to check in by 10 AM Saturday.

Friday, November 7
NOON – 8:00 PM

Saturday, November 8
8:00 AM – NOON

¹If you require additional time to set-up, contact Show Management at exhibits@ed-spaces.com.

SHIPPING INFORMATION

EDspaces Important Note on shipping your booth material:

To help minimize your expenses, material handling rates for exhibit material shipped to the warehouse or shipped direct to show site *are identical*. Don't lose valuable time or increase your (labor) cost by waiting for your exhibit material (crated, boxed or skidded) to be unloaded on Monday when you can have it waiting for you to unpack at your booth at 8 AM Monday. No hassle – no surprises – ship in advance to the warehouse.

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____
EDspaces 2025
C/O Crane / Freeman
9296 Intermodal Ct N
Columbus, OH 43217 USA

Freeman will accept crated, boxed, or skidded material beginning **October 3, 2025**, at the above address. Material arriving after October 27, 2025 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W).

Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 4:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
EDspaces 2025
Greater Columbus Convention Center C/O Freeman
3 Convention Center Dr
Columbus, OH 43215

Freeman will receive shipments at the exhibit facility beginning **Monday, November 3, 2025**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Ensure your driver has the following information to expedite unloading and delivery to your booth: Show Name, Exhibitor Name, Booth #. ***Certified weight tickets must accompany all shipments.*** If required, provide your carrier with this phone number: (888) 508-5054.

Please note: Any materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties. Note the excessive trash and booth abandonment information following.

If you have any questions on the above for shipping, please contact Freeman Customer Service at: (888) 508-5054 or go to: <https://www.freemanco.com/store/faqs#contactUS>.

EDSPACES BOOTH DONATIONS: EDspaces has a formal, organized donation procedure being handled by the Heart of America (HOA) and local schools. To participate, please complete the donation form supplied by them with your company information and a list of the donated materials with the estimated monetary value. You will be given stickers to place on the items to be donated. HOA will be consolidating and loading out the donations, which will be under security from Noon Friday until they are on the outbound truck to the booth donation recipient.

EXCESSIVE TRASH AND 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.

EXHIBITOR PERSONNEL REGISTRATION

Exhibitor registration is open and can be accessed by a link sent via email to the main point of contact listed on your booth contract. More information can be found Exhibitor Resources Page on the EDspaces website. Each exhibitor firm receives two (2) comp booth registrations per 100 sq. ft. *specifically for personnel working exhibitor's booth* (if you have a 10×10 booth you will receive 2 free registrations, if you have a 10×20 booth you will receive 4 free registrations and so on). If you need additional badges for exhibitor booth staff, you can purchase additional registrations during the registration process.

Please note the following two important items:

- *All comp booth registrations end October 29. Be sure to register any booth staff by October 29, if utilizing the comp registrations. After October 29, any remaining complimentary allotments are forfeited. Thank you for your understanding.*
- *Please do not register customers with your comp allocations. Contact exhibit management (exhibits@ed-spaces.com) if you would like to register customers. If customers are found registered utilizing comp allocations and/or under exhibitor registration, the attendee will be converted to their appropriate registration category, and **you will be charged the registration fee** with any comp registration forfeited.*

INSURANCE REQUIREMENTS

Exhibitors must maintain insurance that meets certain general liability requirements for EDspaces 2025 and provide proof to EDspaces prior to the event. EDspaces does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies but does list a provider in the Service Manual. Please see the service manual under insurance for more information and submittal of insurance documents.

FLOOR COVERING REQUIREMENTS

Floor covering is required in all booths. Exhibitors that do not properly cover their exhibit area will be required to have floor covering/carpet supplied by the General Service Contractor at the exhibitor's expense.

If you have any questions, please contact the appropriate EDspaces person:

<https://ed-spaces.com/contact-us/>

Thank you for your support of EDspaces and we look forward to a great event in Columbus.