

COLUMBUS STATE

CONFERENCE CENTER

Exhibitor Information Sheet

Shipping:

Any materials shipped to the College must be addressed to:

**Columbus State Community College
283 Cleveland Ave
Columbus, Oh. 43215**

All shipped items must be to the Attention of:

**NAME OF EVENT
Patty Gabrenya/Operations Manager**

All larger shipments such as pallets will need prior arrangements by calling Material Handlers at (614) 287-2567(Office) or (614) 580-3011(Cell). Please make arrangements for outgoing shipments prior to arrival. We do have limited UPS and FedEx forms and packaging on hand upon request.

Exhibitor Load In/Out:

Freight elevator (preferred) is located at the west entrance of the building off of N. Grant Ave. Parking in the lot is not permitted. Parking lot is available for loading and unloading only.

We suggest you bring your own carts and dollies due to the shortage of on hand moving equipment available. The elevator will be unlocked for your use during the load-in and out-times only. All other times the elevator remains locked. Once your materials are unloaded at your booth you must move your vehicle to an approved parking area.

Secondary elevators (public) are also available at the front of the building with meter parking off of Grove St. but these elevators will be used by the students as well as conference attendees.

Rental and vendor deliveries and pick-ups must be made the same day as the event unless prior arrangements have been made with the conference center office. All deliveries shall be brought through the west entrance. Items may not be delivered prior to the contracted event date unless approved by the conference center office.

Exhibitor Booths:

All booths are to be pre-assigned for quick access and material placement so vehicles can be quickly moved prior to set up. Please convey all electrical needs to Paul Boaz, Events Manager prior to arrival. The facility is limited on extension cords so it would be wise to provide your own.