

MID-AMERICA
RESTAURANT



SEPTEMBER 25 & 26, 2022

GREATER COLUMBUS CONVENTION CENTER

2022 Exhibitor Manual

SHOW INFORMATION

EVENT LOCATION

Hall D
 The Greater Columbus Convention Center
 400 N. High Street
 Columbus, OH 43215

ONSITE REGISTRATION

Onsite Badge Pickup and Exhibitor Registration is located just inside the entrance of Hall D from the Goodale Lobby of the Greater Columbus Convention Center.

Badge pick-up and Registration will be available:

Friday, September 23, 2022	12:00pm to 8:00pm
Saturday, September 24, 2022	8:00am to 6:00pm
Sunday, September 25, 2022	8:00am to 5:00pm
Monday, September 26, 2022	9:00am to 4:00pm

EXHIBITOR MOVE-IN HOURS

Friday, September 23, 2022	12:00pm to 8:00pm	300 sq. ft. or more
Saturday, September 24, 2022	8:00am to 6:00pm	200 sq. ft. or less

EXHIBITION HOURS

Sunday, September 25, 2022	10:00am to 5:00pm
Monday, September 26, 2022	10:00am to 4:00pm

*Exhibitors will have access to the show floor starting at 8:00am on Sunday and 9am on Monday

EXHIBITOR MOVE-OUT HOURS

Monday, September 26, 2022	4:00pm to 9:00pm
Tuesday, September 27, 2022	8:00am to 12:00pm

MID-AMERICA RESTAURANT EXPO CONTACT INFO

Rick Brunsman | Trade Show Manager
 P: 614.246.0221 | M: 407-310-4168
 Email: rbrunsman@ohiorestaurant.org

VENUE INFORMATION

EXHIBIT HALL

Venue: Greater Columbus Convention Center (GCCC)

Exhibit Hall: Hall D

Ceiling Height: 30'

Utilities: Electricity, Water, Drains Compressed Air, Natural Gas and Telcom

Floor: Aisles will be carpeted Grey by show management

Reminder: Exhibitors must rent or provide floor coverings for their space.

LOADING DOCK ACCESS

There are (2) docks with 10 ft. roll-up doors and Dock #35 has a ramp and a 20 ft. door.

BOOTH EQUIPMENT

Main Show Floor:

Backwall Drape: Gold/White

Side Rail(s): White

Aisle Carpet: Grey

Liquid Lane:

Backwall Drape: Light Blue

Side Rails: White

The Establishment:

12' Backwall/3' Side Rail Drape: Black

Tablecloth: White Top with a Black Skirt

BOOTH HEIGHT RESTRICTIONS

- In-line and corner booths are limited to 8' in height
- Perimeter booths are limited to 12' in height
- Peninsula & Island booths are limited to 18' in height

Please review the [BOOTH DESIGN REQUIREMENTS & REGULATIONS](#) for specifics regarding booth specs and design.

DUE DATES

Hotel & Air Travel Reservations: Secure special rates before room blocks run out or expire.

Exhibit Space Fee: Balance due on or before June 27, 2022

August 18, 2022

- Show Guide Directory Information due - FINAL Update (eShow Exhibitor Service Center)
- Show Guide Advertising Artwork due (Burgie MediaFusion)

August 22, 2022

- ADVANCE WAREHOUSE Shipments can begin to arrive (FERN Exposition Services)

August 26, 2022

- LAST DAY - Discounted Rate - Lead Retrieval Order due (eShow)
- Promotional Items order due - Call for orders after this date - (Outreach Promotional Solutions)

September 2, 2022

- LAST DAY - Discounted Rates - Show Decorator (FERN Exposition Services)

September 7, 2022

- LAST DAY - Discounted Rates – Internet, Network/Cable TV Service (SmartCity)
- Show Guide Directory Addendum Information due (eShow Exhibitor Service Center)

September 8, 2022

- LAST DAY - Catering Orders due (Levy Restaurants)
- LAST DAY - Discounted Rates – Cleaning, Electrical, Plumbing, Rigging (GCCC)
- Audio/Visual, Computer Rental Orders due (Markey's)
- Sampling Authorization, Storage & Certificate of Insurance (COI) due (Levy Restaurants)

September 15, 2022

- Exhibitor Staff Badge Registrations due (eShow Exhibitor Service Center)
- Shipping/Transportation Order (FERN Exposition Services)

September 21, 2022

- LAST DAY - ADVANCE WAREHOUSE Shipments stop arriving (FERN Exposition Services)

September 23, 2022

- Shipments can arrive direct at Greater Columbus Convention Center between 8:00am - 8:00pm.

OFFICIAL SHOW VENDORS

The companies on this list are the Official Service Providers for the 2022 Mid-America Restaurant Expo. Any company contacting you for products or services such as attendee lists, hotels, advertising and not appearing here should be reported to Show Management immediately.

GENERAL CONTRACTOR

FERN Exposition Services (One View Portal)
1500 Old Leonard Ave.
Columbus, Ohio 43219
Tel: (800) 774.1251 ext. 1

The general contractor is responsible for the following services: Display Rentals, Carpet, Cleaning, Furniture, Labor, Material Handling (Drayage) and Signage

A/V AND COMPUTER EQUIPMENT

Markey's Rental & Staging
4133 Westward Ave.
Columbus, Ohio 43228
Tel: 614.308.5909

CATERING ON-SITE

Levy Restaurants
400 North High Street
Columbus, Ohio 43215
Tel: (614) 827.2716

CLEANING SERVICE

Greater Columbus Conv. Center
400 North High Street
Columbus, Ohio 43215
Tel: (614) 827.2548

ELECTRIC

Greater Columbus Conv. Center
400 North High Street
Columbus, Ohio 43215
Tel: (614) 827.2548

FLORIST

Donya's Florals
400 N. High St Suite #198
Columbus, OH, 43215
Tel: (614) 626-2260

FREIGHT CARRIER/VAN LINE

FERN Exposition Services (Freedom Shipping)
1500 Old Leonard Ave.
Columbus, Ohio 43219
Tel: (800) 774.1251 ext. 1

INTERNET SERVICES

Smart City
5795 W. Badura Avenue, Suite 110
Las Vegas, NV 89118
Tel: (888) 446.6911

LEAD RETRIEVAL

eShow
5 Executive Court, Suite 2
South Barrington, IL 60010
Tel: (847) 620.4200

PROMOTIONAL PRODUCTS

Outreach Promotional Solutions
214 Hoff Road, Suite J
Westerville, Ohio 43082
Tel: (614) 484.7329

SHOW GUIDE

Burgie MediaFusion
100 E. Campus View Blvd., Suite 150
Columbus, Ohio 43235
Cell: (614) 554.6294

SHOW HOTELS

The Canopy By Hilton
Hilton Columbus Downtown
Sonesta Columbus Downtown

[*See Travel tab on the event site.](#)

SAMPLING REGULATIONS

Food & Non-Alcoholic Beverages: Sample sizes must be limited to:

- 8 ounces of Non-Alcoholic beverage
- 6 ounces of food

No food or beverage may be sampled or given away outside of the exhibit hall or inside any meeting rooms of the Convention Center. If an exhibitor's request for sampling exceeds the predetermined size portions or seems to be quantities exceeding sampling guidelines, it may be deemed appropriate by Levy Catering to assess a corkage fee for the privilege of bringing their product into Convention Center.

Alcoholic Beverages: Notwithstanding the above, Sample sizes must be limited to:

- 4 ounces of Beer
- 2 ounces of Wine / wine coolers / spirit coolers
- ½ ounce (0.5) of Liquor / liqueurs.

EXHIBITOR BADGE REGISTRATION

Exhibitor Credentials: All exhibitors are required to have a badge to gain entry to the show floor exhibit area. Exhibitor Badges are no additional charge. Exhibitors must order them in advance by logging into the [Exhibitor Service Center](#) and selecting *Exhibit Staff Registration* from the Exhibitor Login dropdown. Complete the Exhibitor Badge registration no later than September 15, 2022. Badges must be picked up the Registration Desk on show site. Badges allow access to the exhibit area during set-up, show days and dismantling. They also grant entry to the free seminars.

Attendee Badges: Will include a two dimensional (2D) high density bar code, which will have contact information for download using the [Lead Retrieval System](#) from eShow.

HOTEL INFORMATION

Hilton Columbus Downtown
401 N. High Street
Columbus, OH 43215
Phone: 855-380-9591
Group Code: **ORA22**



Sonesta Columbus Downtown
Downtown Columbus
33 Nationwide Blvd.
Columbus, OH 43215
Phone: 877-283-1700



The Canopy by Hilton
Downtown Columbus
77 E Nationwide Blvd
Columbus, OH 43215
Phone: 614-223-1400



Direct Links can be found on the www.midamericarestaurantexpo.com Travel Tab.

FREQUENTLY ASKED QUESTIONS

What is included with our booth?

All linear booth spaces include 8' drape along the back of your booth and 3' drape along the side of your booth and a booth ID sign.

Does our booth space include carpet or furniture?

No. Unless you have space in The Establishment, your booth space does not include carpet or furniture.

Are exhibitors required to have carpet in their booth space?

Yes, carpet or other approved flooring is required. Exhibitors may order carpet from FERN Exposition Services, or they can bring their own carpet or flooring as long as it covers the entire floor space of their booth. If an exhibitor requires labor to lay their own carpet or floor covering, they should contact FERN Exposition Services for an estimate.

Are there height restrictions for our booth display?

Linear booth spaces: The back section cannot exceed eight (8) feet and any sidewall in the front half of the booth may not be higher than four (4) feet.

Island booth spaces: For any custom exhibits please reach out to Rick Brunsman at rbrunsman@ohiorestaurant.org.

Is electric included in our booth?

No, electrical service is provided through Greater Columbus Convention Center. An electrical order form is located through the online GSCC Exhibitor Portal.

Is there a cost for exhibitor badges and is there a limit to the number of badges I can order?

No, there is no cost for exhibitor badges and there is no limit. However, no more than two or three representatives of the exhibitor may work per 100 sq. ft. of rented space at any one time.

When and where do I ship my show materials?

You can either send your freight to the advance shipping warehouse or directly to the Convention Center.

Please refer to the FERN Exposition Serviced One View portal for shipping and material handling rates and how to address your shipments.

Advance Shipments to the Warehouse: If you ship to the warehouse your freight will be delivered to your booth at the Greater Columbus Convention Center by Friday, September 23rd. Refer to the Exhibitor Manual for deadline and shipping address.

Direct Shipping to the GCCC: Direct shipments to the Convention Center can arrive on Friday, September 23rd from 8:00am - 8:00pm. Shipments delivered directly to the convention center will be delivered to your booth in a timely manner as they are received.

Do I need to use a specific shipping company?

Exhibitors are welcome to use any carrier they choose. See the exhibitor manual for more detailed information.

Can I set up my own booth or do I have to hire labor?

Exhibitors can install and/or dismantle their own display.

Is there security on the show floor?

Show security guards will be on duty 24 hours a day from move in to move out. However, show security should not be relied upon to provide more than a presence to inhibit theft. Show Management, its agents, vendors, and the convention center do not offer nor accept responsibility for exhibitors' property. As an additional safeguard, exhibitors may hire security service to provide exclusive security for their booth.

Check with your insurance provider for information on an inexpensive Show Exhibiting Insurance Rider.

Are discounts available for show services (carpet, furniture, electric, etc.)?

Most of the vendors provide a substantial discounted rate on their services provided you submit your order forms to them by a specific date. The due dates listed on all order forms refers to the date the discounted rates expire. All services are available after the due dates and on site but at a higher cost.

Are there exhibitor events scheduled during the event days before and after the show?

Exhibitor Coffee: Morning coffee for exhibitors will be available in the show office located in Hall D each show day from 8:30am to 9:30am.

Welcome Reception: All Exhibitors and Attendees have the option to ad-on/purchase tickets to the Welcome Reception Sunday, September 25, 2022 5:00pm to 7:00pm at Howl at the Moon.

If you have additional questions, please contact: Rick Brunsman | Mid-America Restaurant Expo
rbrunsman@ohiorestaurant.com or 614.246.0221

Exhibiting for the First Time?

Thank you for exhibiting at the Mid-America Restaurant Expo. We'd like to make your first event with the Ohio Restaurant Association a positive experience. Below are answers to some of the questions you may have. And if you have more, contact the Trade Show Manager, Rick Brunzman at 614.246.0221 or rbrunzman@ohiorestaurant.com.

Does our booth space include carpet or furniture?

No. Unless you have space in The Establishment, your booth space does not include carpet or furniture.

Are exhibitors required to have carpet in their booth space?

Yes, carpet or other approved flooring is required. Exhibitors may order carpet from FERN Exposition Services, or they can bring their own carpet or flooring as long as it covers the entire floor space of their booth. If an exhibitor requires labor to lay their own carpet or floor covering, they should contact FERN Exposition Services for an estimate.

Are there discounted hotels in the area?

You should make your hotel reservations early and through the Mid-America Restaurant Expo Rooming Block. Please visit our travel page at www.midamericarestaurantexpo.com. Rates at show hotels are significantly lower than standard rates.

How do I gather leads from the attendees?

All attendee badges have their name, an ID number and a bar code. eShow can provide you with an easy solution to gather this information to make your follow up easy.

When and where do I ship my show materials?

You can either send your freight to the advance shipping warehouse or directly to the Convention Center.

Please refer to the FERN Exposition Serviced One View portal for shipping and material handling rates and how to address your shipments.

Advance Shipments to the Warehouse: If you ship to the warehouse your freight will be delivered to your booth at the Greater Columbus Convention Center by Friday, September 23rd. Refer to the Exhibitor Manual for deadline and shipping address.

Direct Shipping to the GCCC: Direct shipments to the Convention Center can arrive on Friday, September 23rd from 8:00am to 8:00pm. Shipments delivered directly to the convention center will be delivered to your booth in a timely manner as they are received.

What happens at the end of the show?

Breaking down your booth before 4:00pm, when the show closes, is strictly forbidden for numerous reasons, but most importantly your liability with people still walking the aisles. So, plan your personal outbound transportation accordingly. Remember for move out that everything must be removed from the Hall by Tuesday 12:00pm.

Can I set up my own booth or do I have to hire labor?

Exhibitors can install and/or dismantle their own display.

What is drayage?

Drayage is the transporting of exhibitor material from the loading dock to a booth and then back to the loading dock at the end of the show. All exhibitors shipping material to the convention center will incur a drayage/material handling charge.

Does our booth space come with electric?

No, but if you need electrical service to your booth, you can order it through the Convention Center.

Are discounts available for show services (carpet, furniture, electric, etc.)?

Most of the vendors provide a substantial discounted rate on their services provided you submit your order forms to them by a specific date. The due dates listed on all order forms refers to the date the discounted rates expire. All services are available onsite but at a higher cost.

What if I wish to sample food or beverages?

For sampling instructions please contact Rick Brunsman – Trade Show Manager at rbrunsman@ohiorestaurant.org or 614.246-0221.

If you have additional questions, please contact: Rick Brunsman | Mid-America Restaurant Expo rbrunsman@ohiorestaurant.com or 614.246.0221

Show Rules & Regulations

The following Show Rules & Regulations will assist in your preparations for the Mid-America Restaurant Expo. If you have questions after reviewing the rules and regulations below, please contact our Trade Show Manager, Rick Brunzman at rbrunzman@ohiorestaurant.org or 614-246-0221.

AIR TRAVEL & CAR RENTAL

It is strongly recommended that you book your reservations as early as possible.

AIR, WATER & DRAIN

Compressed air supply and water and drain facilities will be provided by Greater Columbus Convention Center. Orders should be placed and paid for in advance using the [GCCC Exhibitor Service Center](#) Utilities section no later than September 8, 2022. Any questions should be directed to Greater Columbus Convention Center at exhibitorservices@columbusconventions.com.

ANIMALS & PETS

No animals are permitted except as an approved exhibit. Exhibitors that are planning to have pets as part of their exhibit must obtain prior approval from Greater Columbus Convention Center. Service animals are permitted as required by law.

AUDIO VISUAL & COMPUTER RENTAL

To rent audio visual or computer equipment from the Official AV Supplier -- Markey's Rental & Staging, please use the [A/V Computer & Data Display Supplier Form](#) or contact Markey's at lmartin@markeys.com or 614.308.5909 ext 5012.

BADGES

Exhibitor Credentials: All exhibitors are required to have a badge to gain entry to the show floor exhibit area. Exhibitor Badges are no additional charge. Exhibitors must order them in advance by logging into the [Exhibitor Service Center](#) and selecting *Exhibit Staff Registration* from the Exhibitor Login dropdown. Complete the Exhibitor Badge registration no later than September 15, 2022. Badges must be picked up the Registration Desk on show site. Badges allow access to the exhibit area during set-up, show days and dismantling. They also grant entry

to the free seminars.

Attendee Badges: Will include a two dimensional (2D) high density bar code, which will have contact information for download using the [Lead Retrieval System](#) from eShow.

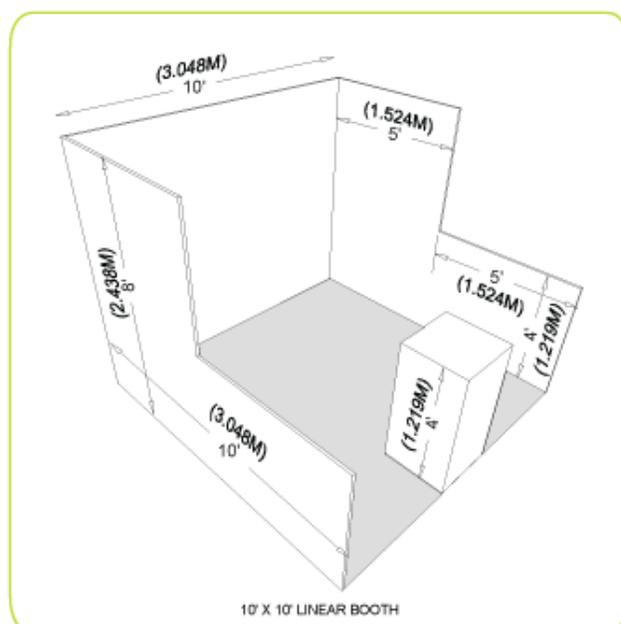
BALLOONS AND HELIUM FILLED ITEMS

Helium & Mylar balloons are prohibited. Decorative balloons must be air filled.

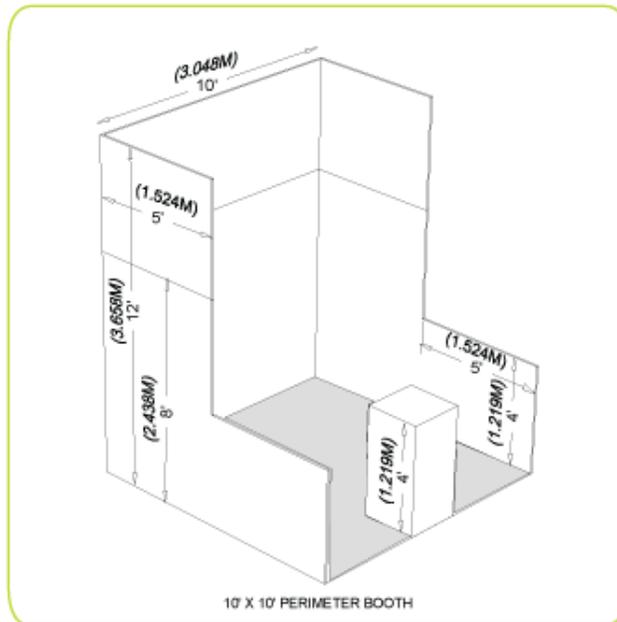
BOOTH DESIGN REQUIREMENTS & REGULATIONS

All booths must adhere to Mid-America Restaurant Expo esthetics.

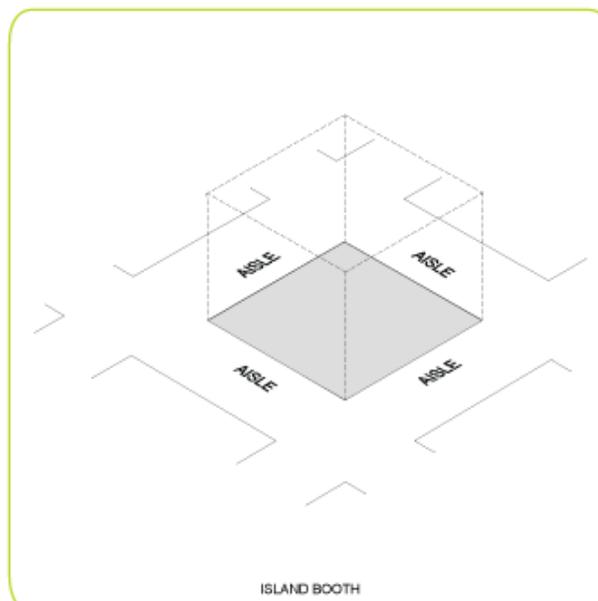
- **Flooring:** The entire floor space of all booths must be carpeted. Exhibitors are permitted to bring custom flooring.
- **Linear Booth Spaces:** Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft, 10ft by 30ft, 10ft by 40ft, etc., display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft is allowed only in the rear half of the booth space, with a 4ft height restriction imposed on all materials in the remaining space forward to the aisle. **Note:** When three or more Linear Booths are used in combination as a single exhibit space, the 4ft height limitation is applied only to that portion of exhibit space which is within 10ft of an adjoining booth.



- Perimeter Booth Spaces:** Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height for Perimeter Booths is 12ft.



- Island Booth Spaces:** Island booths have a maximum exhibit height of 18'. See Engineering below regarding exhibits, booths, signs, partitions and display properties exceeding 12 feet in height.



- **Engineering:** All exhibits and other components over 12' must be engineered appropriate to their use and constructed from drawings bearing the stamp of a reviewing structural engineer.
- **Signage:** Signage must be limited to the interior of the booth space. Exhibit spaces 400 sq. ft. or larger may hang signs above their space. See [Rigging Services and Rigging Request Form on the GCCC Exhibitor Portal](#) for rates and instructions.
- **Appearance:** In order to protect the interests of ALL exhibitors and the integrity of the Show, any display deemed unprofessional in appearance, at the sole discretion of Show Management, will not be permitted.
- **Display Material:** Displays and graphics may not interfere with attendee line of sight for neighboring booths. Such items in the front half of a linear booth may not exceed 4' in height. All materials used in the construction of the exhibits and all decorative materials within the exhibit must be of non-combustible or flame retardant materials. Display materials, signs, etc. may not be affixed directly on drapes.
- **Building Columns:** Columns may not be used by the exhibitor for any purpose whatsoever.

BOOTH DISPLAYS & RENTAL EXHIBITS

FERN Exposition Services has booth displays available for rent. Please see the [Display Rental on the FERN One View Portal](#) for more details.

BOOTH IDENTIFICATION SIGN

A FREE 11" x 17" booth identification sign to help vendors will be provided to each exhibitor in a linear booth space. Please do not rely on this sign for display purposes.

BOOTH SET UP PROCEDURES & REGULATIONS

- **Exhibitors occupying 300 sq. ft. or more:**
 - Friday, September 23 from 12:00pm to 8:00pm
- **Exhibitors occupying 200 sq. ft. or less:**
 - Saturday, September 24 from 8:00am to 6:00pm
- ALL exhibits must be ready by 6:00pm on Saturday, September 24, for show inspection.

- Exhibitors placing orders on-site should expect to wait several hours before receiving all services. Exhibitors are prohibited from setting up on show dates.
- **Self-Unloading & Set-up:** GCCC is a non-union/right-to-work building. Exhibitors can load and unload personal exhibitor owned and operated vehicles and small vans with direct access to the loading dock, however, over the road carriers or freight carriers are required to be handled by FERN and material handling charges will apply.
- Exhibitors with Cars, vans and trucks will line up from the East Lot/Marshall Yard and be directed by the gate guard (GCCC staff member, and FERN to the open docks available for unload during the scheduled move-in times.
- **Cars and vans will have 20-25 minutes to unload** – and will need to then move out of the dock area immediately. Someone is to always remain with the vehicle. You will not be able to leave your car in the dock area while you set up your booth. You can either go to a nearby parking garage/lot (Goodale Parking Garage is closest to Hall D) or to the East Lot/Marshall Yard. It is a paying lot and is a good choice if the same vehicle will be used for load out. If it will not stay in the East Lot/Marshall Yard, but will be used during move-out, please read the move-out instructions.
- **Trucks and semis will have 40-60 minutes to unload.** Once you have unloaded, you will be asked to move your truck or semi to the East Lot/Marshall Yard. If it is not being parked overnight, but will be used during move-out, please read and follow move-out instructions.
- Please be advised that there are (2) docks with 10 ft. roll-up doors and Dock #35 has a ramp with a 20 ft. door.
- Booth carpet is NOT included with booth space and must be rented or provided by exhibitors. If you bring your own floor covering, it must cover your entire exhibit space. Please complete the [Carpet Order Form on the FERN One View Portal](#) and return it by September 2. If carpet or other suitable floor covering is not installed by 6pm on Saturday, September 24, Show Management has the right to install standard carpet in exhibitor's booth at the cost of exhibitor.
- When your crates are empty, obtain Empty stickers from the FERN Service Desk. Use labels to mark your crates with your company name and booth number. Leave the containers slightly in the aisles for pick-up and storage. Labeled empties will be returned at the end of the Expo. DO NOT STORE ANYTHING IN CONTAINERS MARKED EMPTY as you will not have access until the Expo has ended. Material handling fees will be applied. Arrangements can be made for accessible freight/storage, Contact FERN at [800.774.1251 ext 1](tel:800.774.1251) or ptokar@fernexpo.com with questions.

- Children under the age of 18 are not permitted on the show floor during move in or move out. NO EXCEPTIONS. During show open hours, Children ages 16 to 18 are permitted only if accompanied by an adult at all times.

ADDITIONAL REGULATIONS AND REQUIREMENTS OF Greater Columbus CC

- Exhibit structures should be made of fireproof or flame retardant or treated materials not given to flammability. Expanded foam materials should be fire-retardant.
- Structurally, any built-up booths should have the stamp of a qualified structural engineer attesting to its construction standards.
- All electrical installation should be of standard 3-wire grounded wire in conduit. Particular attention should be paid to neon electrical installation due to high voltage and breakable nature of this type of lighting. Exposed wire of any sort is never allowed.
- All booths constructed within an exhibit hall should provide for the safe exit of occupants. Two means of exit are required from exhibits, rooms, decks or platform areas where:
 - The intended occupant load of the exhibit exceeds 50 persons.
 - The floor area exceeds 1,600 square feet (148.66 square meters).
 - The distance from any point in the floor area to an aisle exceeds 50 feet (15.24 m).
- Stairs should be a minimum of 36" wide and between 4" and 7" in height. Treads should have a minimum run of 11" exclusive of nosing. Handrails should be provided on at least one side of every stairway.
- Structures up to 12' high must withstand a wind force of 5 pounds per square foot.
- All construction must meet local, state and federally mandated codes.
- All exhibits, towers and other components over 12' high will be engineered appropriate to their use and constructed from drawings bearing the stamp of a reviewing structural engineer.

BUSINESS CENTER

The GCCC offers two Guest Services Centers conveniently located near the South Café and Marketplace and the other located in the north section of the facility in the Main Concourse near Exhibit Hall A. They offer high-quality and flexible services including copying, printing, shipping through UPS, FedEx, and USPS Priority Mail, business supplies and other specialty services.

CARPETING

Booth carpet is NOT included and must be ordered or provided by exhibitors, with the exception of exhibitors in The Establishment. If you provide your own flooring it must cover their ENTIRE booth space. Several grades of booth carpet are available in a variety of colors and services. Please complete the [Carpet Order Form on the FERN One View Portal](#) and return it by September 2. If carpet or other suitable floor covering is not installed by 6pm on Saturday, September 24, Show Management has the right to install standard carpet in exhibitor's booth at the cost of exhibitor. If an exhibitor requires labor to lay their own carpet or floor covering, they should contact FERN for an estimate. *If an exhibitor requires electrical service, schedule your electrical order to be installed on Friday, September 23. If carpet is installed before the electrical services, it may be deemed necessary to cut the carpet. Cutting of the carpet may take place if exhibitor is not present due to timing constraints.*

CATERING

Levy is the exclusive on-site contractor for all catering, concession, and alcoholic beverage services. A full range of booth catering is available from Levy. Refer to the [Booth Catering Menu on the GCCC Exhibitor Portal](#) for details. They can be reached at 614.827.2737. Proper authorization must be secured from Levy and the State of Ohio if alcoholic beverages are to be featured for promotional purposes.

CEILING HEIGHT

Hall D – 30' Ceiling Height. Maximum booth height is 8' for all standard linear booths. 18' maximum booth height for island booths. However, for structures in island booth spaces exceeding 12' high please submit a rendering of your display to **Rick Brunsman**, Trade Show Manager at rbrunsman@ohiorestaurant.org.

CLEANING - GENERAL & FOR BOOTHS

Daily cleaning services are provided in the aisles and common areas of the exhibit hall. Exhibitors requiring additional booth-cleaning service, which includes vacuuming and trash removal once each day should refer to the [Booth Cleaning Order Form on the GCCC Exhibitor Portal](#) or email exhibitorservices@columbusconventions.com and be sure to place order no later than September 8, 2022.

DECORATOR SERVICES & GENERAL CONTRACTOR

FERN Exhibition Services is the official provider of all decorating services.

Please refer to the following link for review: <https://www.fernoneview.com/login>

DISMANTLING PROCEDURES

DISMANTLING IS PROHIBITED PRIOR TO 4PM ON MONDAY, September 26, 2022.

Exhibitors dismantling prior to show closing are subject to a \$500.00 fine. Move out is Monday night, September 26, 2022 from 4:00pm to 9:00pm or Tuesday morning, September 27, 2022 from 8:00am to 12:00 Noon. Everything must be removed by 12:00pm on Tuesday. Immediately after the show ends, FERN Exposition Service will begin removing aisle carpet which will take one to two hours. It may take up to four hours from show close for all empty crates are returned. Exhibitors may be permitted to remove portable exhibits and personal effects from their booths, as long as one person can hand carry the items in one trip. Should any exhibitor, its agent or contractor, fail to remove all their property by the time stipulated, the exhibitor will indemnify Show Management in respect of any claim. Show Management will be entitled, but not obligated, to remove such materials at the cost of the exhibitor who will be liable for all loss and costs thereby incurred. Show Management reserves the right to specify the time at which individual booths and exhibits can be removed.

DISPLAY PRODUCTS

FERN will sell tape, display hooks and other items at their service desk.

DRAYAGE & MATERIAL HANDLING

See [Material Handling & Drayage](#).

DUE DATES FOR SERVICE ORDER FORMS

For your convenience, a checklist and schedule for order placement is included in this manual. See the [Due Dates](#) section of this manual.

ELECTRICAL SERVICES

The supply and connection of all electrical services will be carried out by the GCCC Engineering Department and should be ordered and paid for in advance using the [Electrical Services Order](#)

[Form on the GCCC Exhibitor Portal](#) no later than September 8, 2022. Electrical wiring, fittings and flexible cords must be approved by UL (Underwriters Laboratories). All equipment must be properly grounded. Extension cords must be 14 gauge/3 wire grounding type or larger. Only porcelain socket lamps or plastic lamp holders may be used as brass shelled socket lamps are prohibited. Exhibit spot or flood lights must be positioned so as to be unreachable by the public, free from and unattached by any materials or fabric. Any questions regarding electrical service should be directed to the GCCC Engineering Department exhibitorservices@columbusconventions.com.

EXHIBITOR COFFEE

Morning coffee for exhibitors will be available in the show office located in Hall D each show day from 8:30am to 9:30am.

EXHIBITOR LIABILITY INSURANCE

We recommend that you carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Your current insurance company may offer a rider to your policy specifically for the show.

If you elect to purchase insurance, it must be in force during the lease dates of the event, September 22 – 28, 2022 naming Ohio Restaurant Association 100 E. Campus View Blvd., Suite 150, Columbus, OH 43235 as the certificate holder. Ohio Restaurant Association, Franklin County Convention Facilities Authority, and Greater Columbus Convention Center shall be named as additional insured.

Exhibitors sampling any product are required to have Exhibitor Liability Insurance and everything above applies as well also naming Levy Restaurants as additional insured. See Sampling COI [here](#).

EXHIBITOR NETWORKING LOUNGE - Sponsored by BMI

The exhibitor networking lounge is located behind Aisle 700. This lounge is exclusively for Expo exhibitors and their prospects.

FIRE REGULATIONS/COOKING

The following minimum fire safety requirements shall apply to all events:

- **Balloons:** Helium balloons and Mylar balloons are prohibited by GCCC.
- **Boats:** All boat fuel tanks must be emptied prior to entering GCCC (except by permit from the Columbus Fire Department).
- **Combustibles:** Literature on display must be limited to reasonable quantities. Reserve supplies should be kept in closed containers and stored in a neat and compact manner.
- **Cooking:**
 - If you intend to use open flame devices, prior written approval must be received from the City of Columbus, Division of Fire.
 - Small electric cook tops, grills and ovens will be allowed for cooking.
 - Cooking areas must have 2A10BC type fire extinguishers provided by the exhibitor.
- **Exits:** All required exits, including entrance and lobby areas of each hall, the center exit pod and the corridors, will be unlocked and kept free of exhibits, tables, desks and all other obstructions during show hours.
- **Flame Retardant Treatment:** All decorations, drapes, signs, banners, acoustical materials, hay, moss, split bamboo, plastic cloth and similar decorative materials shall be flame retardant. Oilcloth, tar paper, sisal paper, nylon, orlon and other plastic materials that are not retardant are prohibited. The Fire Prevention Bureau will test any questionable material.
- **Motor Vehicles:** must follow rules established per OHFC 314.4 Vehicles, the following requirements must be adhered to
 - Fuel in fuel tanks must not exceed one-quarter tank or 5 gallons (19 L) (whichever is least). An accurate means of measuring the fuel amount shall be provided. (Pre-requisite to entry into the building.)
 - Batteries must be disconnected. Cables must be taped together away from battery.
 - Fuel cap must have a lockable gas cap or be taped shut.
 - All propane tanks must be removed before attendees can enter a room. All unused propane must be stored in a locked cage outside in our loading dock area.
- **Obstructions:** Aisles and exits as designated on approved plans must be kept clean and clear of obstructions. Easels, signs, products, chairs, etc., must not be placed beyond the booth area into aisles. All fire hose cabinets, fire extinguishers, pull stations and emergency exits, including those inside an exhibit space, must be visible and accessible at all times.

- **Permits:** Applications are required if you:
 - Display a vehicle on show floor.
 - Display and operate any open flame, flammable liquid device, candles, lanterns, torches, pyrotechnic displays, etc.
 - Display or operate an electrical, mechanical or chemical device which may be deemed hazardous by the Fire Department.
 - Use flammable liquids, compressed gases, or dangerous chemicals.
- **Storage:** No flammable liquids, compressed gases or dangerous chemicals shall be stored in Center. Compressed gas cylinders must be secured to prevent toppling. Flammable compressed gas containers are not allowed in the facility.

FIRST AID

A First Aid attendant will be on duty 30 minutes before and after show hours. Any emergencies or accidents should be reported to a security guard, Show Management, and the FERN services desk immediately.

FLORIST

A full selection of tropical green plants, floral displays and fresh flowers are available to rent from Donya's Florals. Please use the [Florist Order Form](#) or call 614.626.2260.

FOOD & BEVERAGE SAMPLING

If you are planning to sample food or beverages, you must complete the [Levy Sampling Authorization Form](#) and contact [Diana Díaz Ponce](#) at ddiazponce@levyrestaurants.com or call 614.827.2737. No food or beverages are permitted in the Greater Columbus Convention Center by any exhibitor, installation company or any other entities hired by exhibiting company without prior approval and written authorization by Levy Catering. (This includes bottled water)

- Only exhibitors with booths in the trade show exhibit hall may give away sample portions of the product they manufacture, produce or distribute and must be show related.
- **Food & Non-Alcoholic Beverages:** Sample sizes must be limited to 8 ounces of Non-Alcoholic beverage and 6 ounces of food. No food or beverage may be sampled or given away outside of the exhibit hall or inside any meeting rooms of the Convention Center. If an exhibitor's request for sampling exceeds the predetermined size portions or seems to be quantities exceeding sampling guidelines, it may be deemed appropriate by Levy

Catering to assess a corkage fee for the privilege of bringing their product into Convention Center.

- **Alcoholic Beverages:** Notwithstanding the above, Sample sizes must be limited to 4 ounces of Beer, and 2 ounces of Wine / wine coolers / spirit coolers, and ½ ounce (0.5) of Liquor / liqueurs.
- All companies sampling must have, and present certificate of insurance (COI) listing Ohio Restaurant Association, Greater Columbus Convention Center and Levy Catering as additionally insured. Exhibitors must submit both (COI) and Authorization to Sample forms together to Levy Catering in order to be approved.
- Food and beverage "Traffic Promoters" must be purchased through Levy Catering. Small candies such as mints are permitted. Exhibitors are not allowed to hand out food and beverage as an enticement to attract delegates to their booth if their product has no relation to food and beverage.
- An exhibitor may bring in logoed bottled water. A corkage fee will apply, and the rate set by Levy Catering. Levy Catering reserves the right to control the quantity of logoed bottled water brought into the facility.
- For more details contact [Diana Díaz Ponce](mailto:ddiazponce@levyrestaurants.com), Senior Catering Sales Manager at Levy Restaurants at ddiazponce@levyrestaurants.com or call 614.827.2737.

For cooking restrictions, see [Fire Regulations/Cooking](#). All food and beverage storage space is reserved for Levy use. FREE ice will be available in a designated ice trailer at the back of the hall.

FREE refrigeration and freezer storage will be in (2) units located at the back of the hall. You are asked to label all bins, boxes, and coolers and stack them vertically. The storage units will be available on Friday and Saturday during load-in.

Should you require larger amounts of food or beverage storage, it is available through Levy Restaurants at charges that are described on the Levy Sampling Authorization forms.

FURNITURE & ACCESSORIES

A selection of [Furniture & Accessories](#) is available through FERN Exposition Services. Orders must be received by September 2, 2022 to receive discount prices.

GUEST PASS PROGRAM DETAILS

Email Complimentary Guest Passes to Your Best Prospects & Customers

As an exhibitor, you can target prospects you want to meet face-to-face with an email campaign featuring your complimentary E-Guest Pass. Check your Exhibitor Update Newsletter for when this will be available. If you do not receive your E-Guest Pass, contact [Rick Brunsman](#) at 614.246.0221 or email rbrunsman@ohiorestaurant.org.

HALL LIGHTING

Hall lighting will be at half power only during move-in and move-out. One hundred percent lighting will be provided during show hours beginning 30 minutes prior to show opening on Sunday. Exhibitors may choose to enhance their booth with track or spot lighting.

HANGING SIGNS & RIGGING

Exhibitors with peninsula or island booths of 400 square feet or more may suspend signs from the ceiling structure over their exhibit booth. The bottom of the sign must be 11 feet from the floor and cannot be taller than 6 feet. Signs will be hung by Greater Columbus Convention Center labor. No other firm will be allowed access to the ceiling of the Convention Center. If you require this service, please order, review and submit the [Rigging Services and Rigging Request Form on the GCCC Exhibitor Portal](#). All signs to be hung from the ceiling must be sent in a separate container on a separate bill of lading. **This container should be shipped in advance in accordance to the instructions received from GCCC.**

HOTELS

Mid-America Restaurant Expo is pleased to partner with Hilton Columbus Downtown, Sonesta Columbus Downtown, and The Canopy by Hilton. Reservations should be made using this [link](#).

INTERNET SERVICES

Internet access and networking services are available through Smart City Wireless Services. [Internet and Network Service on the GCCC Exhibitor Portal](#). Please order no later than September 7, 2022 to receive the *discounted rate*.

LABOR

Skilled labor to install and dismantle exhibits is available from FERN by ordering through the [Display and In-Booth Forklift Labor on the FERN One View Portal](#) no later than September 2, 2022. If a representative of the exhibitor is not able to supervise labor during installation or break-down, FERN offers expert supervisory service.

LEAD RETRIEVAL SYSTEMS

eShow Registration's lead retrieval devices are available to exhibitors for gathering sales leads on the show floor. See the options available and order using the [Lead Retrieval Order Form on the FERN One View Portal](#). Be sure to receive a discount by ordering by August 26, 2022.

LIFTING EQUIPMENT

If your exhibit requires lifting or rigging equipment for installation or dismantling, please complete the [Display and In-Booth Forklift Labor on the FERN One View Portal](#) no later than September 2, 2022.

MATERIAL HANDLING & DRAYAGE

FERN Exposition Services is the exclusive freight receiver. [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. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight - either to the warehouse or directly to show site. Rates are calculated based on round trip service and are determined by weight of the in-bound shipment. Unlike other event decorators FERN has priced this service based on **ACTUAL** weight with **NO MINIMUMS** providing exhibitors a no hassle incentive for an easy affordable event:

- unloading crated/packaged freight (for warehouse shipments)
- storing at warehouse for up the 30 days
- reloading onto trucks and delivery to the exhibit site
- unloading freight and delivery to your booth
- picking up, storing and returning empty shipping containers and reloading freight to your assigned Freight Carrier for outbound shipping

FERN will also store empty crates and return them at the close of the show. Empty crates are not accessible during the show.

Example of Drayage Cost Calculation: Advance Warehouse or Show Site Shipment:

Description	Weight (lbs.)	Price per Lb.	Est. Total Cost (No Min.)
2 crates - shrink wrapped	637 lbs.	\$1.06	\$675.22
Surcharges	N/A	0.00	\$0.00
		Tax	N/A
		Total	\$675.22

PLEASE NOTE: Everything must be packed and moved out by either 9:00pm Monday, September 26, 2022 or 12:00pm Tuesday, September 27, 2022.

MUSIC IN BOOTH & SOUND EQUIPMENT

Exhibitors with 400 sq. ft. or more may use PA or microphone systems. Exhibitors using monitors or demonstrating mechanical or electrical equipment should ensure that noise levels do not cause annoyance to their neighbors. Show Management reserves the right to determine acceptable levels of noise. Exhibitors wishing to play music in their booth must first get approval from the licensing organizations ASCAP, BMI and or SESAC.

PARKING

Please visit WWW.COLUMBUSCONVENTIONS.com regarding parking availability at the Greater Columbus Convention Center. [Click here for Directions.](#)

PRE-SHOW MARKETING, SPONSORSHIPS and PROMOTIONAL OPPORTUNITES

There are numerous ways for exhibitors to enhance their exposure before, during and after the show. Mid-America Restaurant Expo visitors are your most qualified leads. Login to your [Exhibitor Services Portal](#) to view the *Sponsorship and Advertising Opportunities* or contact Melissa DeGraw by phone 614.246.0130 or by email mdegrow@ohiorestaurant.org to maximize your lead generation efforts.

PUBLIC ADDRESS

The public address system is for use by Show Management for official announcements only. It is not available for exhibitors or visitors.

RENTAL EXHIBITS & BOOTH DISPLAYS

See [Rental Exhibits & Booth Displays on the FERN One View Portal](#).

RULES & REGULATIONS FOR EXHIBITING

Special attention should be given to the rules outlined below with respect to behavior of exhibitors during show hours.

- Exhibitor badges are required at all times.
- No more than 3 representatives (6 per 200 square feet, etc.) of the exhibitor may work per 100 square feet of rented space at any one time.
- All sales information, whether written or verbal, must be distributed within the confines of the exhibitors' booth. Exhibitors will not solicit in the aisles or other common areas.
- At least one show representative of the exhibitor should be on duty in the booth during all show hours.
- Public address or microphone systems may not be used in a booth smaller than 400 sq. ft. Exhibitors using TV monitors or demonstrating mechanical or electrical equipment should ensure that noise levels do not cause annoyance to their neighbors. Show Management reserves the right to determine acceptable levels of noise.
- In order for a Manufactures Representative, Dealer or Distributor to exhibit at any of the Mid-America Restaurant expositions produced by the Ohio Restaurant Association, such Manufactures Representative, Dealer or Distributor is required to exhibit each and every individual manufactures line in a minimum 100 sq. ft. space (10'x10' booth). In addition, if a Manufactures Representative, Dealer or Distributor is also a manufacturer, such Manufacturer, Manufactures Representative, Dealer or Distributor must allocate a separate minimum 100 sq. ft. space (10' X 10' booth) for that line. Such Manufactures, Manufactures Representative, Dealer or Distributor is not permitted to sell any other manufactures line in which there is no allocated 100 sq. ft. space allotted. For example, if a Manufacturer, Manufactures Representative, Dealer or Distributor is representing four different manufactures lines they are required to have 400 sq. ft. of exhibit space.

SECURITY

Show security guards will be on duty 24 hours a day. However, they cannot and should not be counted on to provide more than a presence to inhibit theft. The Expo hereby gives formal notice to exhibitors that the Show and its management, its agents and its official vendors neither offer nor accept responsibility for exhibitor's property of any kind on the show floor. As an additional safeguard, exhibitors may hire the services of a guard to provide an exclusive presence in their booth by contacting the Greater Columbus Convention Center at exhibitorservices@columbusconventions.com.

SHIPPING

- **Self-Unloading & Set-up:** GCCC is a non-union/right-to-work building. Exhibitors can load, unload, and assemble any equipment needed.
- Exhibitors with Cars, vans and trucks will line up from the East Lot/Marshall Yard and be directed by the gate guard (GCCC staff member, and FERN to the open docks available for unload during the scheduled move-in times.
- **Cars and vans will have 20-25 minutes to unload** – and will need to then move out of the dock area immediately. Someone is to always remain with the vehicle. You will not be able to leave your car in the dock area while you set up your booth. You can either go to a nearby parking garage/lot (Goodale Parking Garage is closest to Hall D) or to the East Lot/Marshall Yard. It is a paying lot and is a good choice if the same vehicle will be used for load out. If it will not stay in the East Lot/Marshall Yard, but will be used during move-out, please read the move-out instructions.
- **Private Owned Vehicles (POV):** Exhibitor owned, and operated vehicles and pickup trucks can unload, and hand carry in by using the loading docks following the [BOOTH SET UP PROCEDURES & REGULATIONS](#) above.
- **Delivery to Center:** It is suggested that you advise your freight carrier to put your freight on pallets and shrink wrap it so it doesn't get mixed with other freight on the truck. Additional handling fees may be charged if freight from several exhibitors mixes together on the truck.
- **Freight Carrier:** Exhibitors are welcome to use any carrier they choose. [Freedom Shipping through FERN Exposition Services](#) is the preferred shipper for the Expo and exhibitors can request a quote through the One View Portal.

- **International Shipping:** Freedom Shipping can assist with international shipping needs. Please see the [Freedom Shipping through FERN Exposition Services](#) for detailed information.
- **Shipping Labels & Forms:** For your convenience, Shipping Labels are provided within the [Shipping Labels section of the FERN One View Portal](#), which should be completed and returned to FERN with payment and copies of bills of lading.
- **Payment:** Payment for all material handling charges is due prior to the close of show. Remaining balances may be applied to exhibitor's credit card provided that the necessary details and authorization are supplied in advance. Completion of the [Payment Form](#) is required for all orders placed with FERN Exposition Services.
- **Notification:** All shipments must be sent prepaid. All shipments should be made on straight bills of lading and addressed identically with exhibit material. Correct weights must be provided otherwise receiver's estimated weights will prevail. A COPY OF BILL OF LADING MUST BE SENT DIRECTLY TO FERN.
- **Advance Shipments:** Freight may be shipped to the advanced warehouse delivered from August 22, 2022 with the deadline of September 21, 2022. Advance shipments will be delivered directly to your exhibit space. See [Material Handling](#) for rates.

ADVANCE SHIPPING WAREHOUSE ADDRESS:

- Mid-America Restaurant Expo
Exhibiting Company Name & Booth Number
c/o Fern Exposition Services
1500 OLD LEONARD AVE.
COLUMBUS, OH 43219
- **Direct Shipping to the Convention Center:** Direct shipments to Greater Columbus Convention Center may only arrive on Friday September 23, 2022 from 8:00am to 8:00pm. Every crate and item shipped must be properly marked and labeled. Freight improperly addressed may not arrive to the exhibit hall and may also be misplaced until after the event. If freight is not placed in care of (c/o) FERN Exposition Services; you may not receive your freight. Contact FERN at [800.774.1251 ext 1](tel:800.774.1251) or ptokar@fernexpo.com with questions. See [Material Handling](#) for rates.

DIRECT SHIPPING EXHIBIT ADDRESS:

- Mid-America Restaurant Expo
Exhibiting Company Name & Booth Number
c/o Fern Exposition Services
GREATER COLUMBUS CONVENTION CENTER – HALL D DOCKS
19 CONVENTION CENTER DRIVE
COLUMBUS, OH 43215
- **Outbound Shipments:** You may arrange shipment of materials from the show via any LTL carrier.

[Freedom Shipping through FERN Exposition Services](#) is also available for ground transportation. After your material is packed, you must pick up and file a material handling order form and bill of lading at the FERN service desk for freight retrieval. It is the exhibitor's responsibility to complete the [Material Handling Order Form](#) (including the name of the shipping company picking up your freight and the date for pick up) and file with FERN Exposition Services. A representative should remain to watch their property until it has been retrieved by FERN staff.

NOTE: Exhibitor material not picked up by 12:00pm, Tuesday, September 27, 2022 will be force shipped using FERN Freight Services at the exhibitor's expense.

SHOW COLORS**Main Show Floor:**

Backwall Drape: Gold/White
Side Rail(s): White
Aisle Carpet: Grey

Liquid Lane:

Backwall Drape: Light Blue
Side Rails: White

The Establishment:

Backwall Drape: Black
Tablecloth: White Top with a Black Skirt

SHOW GUIDE

The Show Guide is distributed to all Expo attendees free of charge. Exhibitors who take space at the Expo after the Show Guide due date, should verify and complete their [Show Guide Forms on the eShow Exhibitor Service Center](#) immediately, as we will make every attempt to include latecomers in the show guide or addendum. Due date for the Guide is August 18 with the addendum being September 7. Please contact Rick Brunzman at rbrunzman@ohiorestaurant.org or 614-246-0221 with any questions.

SHOW GUIDE ADVERTISING

A limited amount of space has been set-aside in the guide for individual company advertising. Rates are set out with size options on the [Show Guide Advertising Form in the eShow Exhibitor Service Center](#). For more information on Show Guide advertising, please contact Leslie Klenk at leslie@burgiemediafusion.com or 614.554.6294.

SHOW HOURS

Set-Up

Friday, September 23, 2022	12:00pm to 8:00pm
Saturday, September 24, 2022	8:00am to 6:00pm

Exhibition Hours

Sunday, September 25, 2022	10:00am to 5:00pm
Monday, September 26, 2022	10:00am to 4:00pm

* Exhibitors will have access to the show floor starting at 8:00am on Sunday and 9am on Monday

Move-Out

Monday, September 26, 2022	4:00pm to 9:00pm
Tuesday, September 27, 2022	8:00am to 12:00pm

SHOW LOGOS

Official EXPO Logos, which can be used to promote your participation in the Show can be obtained from the [Exhibitor Marketing page of the Event Website](#).

SHOW MANAGEMENT OFFICE

The Show Management office is located in Hall D by registration.

SIGNS

All signage must be confined to the exhibitor's booth area except for ceiling suspended signs (see [Rigging Services and Rigging Request Form on the GCCC Exhibitor Portal](#)), which are only permitted over booth spaces 400 square feet or larger. Custom signs can be produced and delivered to your booth by using the [Signage & Graphics Order Form on the FERN One View Portal](#).

SMOKING POLICY

GCCC is a non-smoking facility. Smoking is not permitted anywhere in the building.

STORAGE

All empty crates, cases, boxes must be removed from booth during exhibit days. All containers should be clearly marked with exhibitor's name and booth number. Empty stickers are available at the FERN Service Desk located in the back of exhibit hall.

- **Empty Storage:** When finished unpacking, empty shipping containers that have Empty stickers affixed to them will be picked up, stored and returned at the close of the show. It is not possible to access empty containers during the show as they may be stored off-site.

TELEPHONE SERVICE

Exhibitors who require a telephone in their booth should order in advance using the [Telecommunications Services Order Form](#) no later than September 2, 2022. Any questions should be directed to exhibitorservices@columbusconventions.com.

THIRD PARTY CONTRACTORS

If an exhibitor appoints a third party company to order display requirements or services on their behalf at the Mid-America Restaurant Expo, they must return a completed copy of the [Exhibitor Appointed Contractor \(EAC\) Notification](#). NOTE: The exhibiting company is ultimately responsible for any outstanding charges or services supplied.

TIPPING

Show Management requests that exhibitors do not tip at the Convention Center. Tipping on site is considered a destructive practice leading to a lack of rapport between management and labor.

UNION REGULATIONS

GCCC is a non-union/right-to-work building. You and your exhibitors can load, unload and assemble any equipment needed.

Union labor can be hired via the International Alliance of Theatrical Stage Employees (IATSE) Local #12

VEHICLES ON DISPLAY

All vehicles entering the exhibit floor for booth display purposes will be spotted by either the Fire Marshall or FERN Exposition Services. Please contact Fern Expositions for roundtrip rates on spotting fees at [800.774.1251 ext 1](tel:800.774.1251) or ptokar@fernexpo.com with questions.

Vehicles may not be moved during show hours and must do the following:

- Disconnect and tape battery terminals
- Remove all but no more than one quarter tank of gas in the fuel tank
- Lock fuel tank to prevent the escape of vapors

VIDEOTAPING & BROADCASTING

Videotaping, filming, or sound recording within the EXPO is prohibited without the prior written consent of Show Management. Contact Rick Brunzman at rbrunzman@ohiorestaurant.org or call 614-426-0221 for more information.

Mid-America Restaurant Expo

September 25 - 26, 2022

fern

OFFICIAL SHOW DECORATOR

ORDER ONLINE TODAY!

Take advantage of discounted rates!

Order your carpet, furniture & material handling services online by

09 / 02 / 2022

WWW.FERNONEVIEW.COM

FERN has sent an email to the primary contact listed for your company which contains login information needed to access the FERN ONE View Portal.

If you are unable to locate the email, please reach out to Fern Exhibitor Services at ptokar@fernexpo.com

fern

Fern Exposition Services

1500 Old Leonard Avenue, Columbus, OH 43219

800.774.1251 ext 1 • exhibitorservices@fernexpo.com

Mid-America Restaurant Expo

September 25 - 26, 2022



OFFICIAL ELECTRIC, PLUMBING, RIGGING & CLEANING CONTRACTOR

ORDER ONLINE TODAY!

Take advantage of discounted rates!

Order Electrical, Plumbing, Rigging, Cleaning & Catering on-line by

09 / 08 / 2022

[GCCC ORDERS LINK](#)

Click the link above to Sign Up for an account or Sign In to place your order.

GCCC Exhibitor Services • exhibitorservices@columbusconventions.com



Greater Columbus Convention Center (GCCC)

400 North High Street, Columbus, OH 43215

Exhibitor Services • exhibitorservices@columbusconventions.com

Lead Retrieval Order Form

2022 Mid-America Restaurant Expo

Sept 25 - 26, 2022 | Columbus, OH



Expoleads Mobile LR APP - First Activation		Order by Aug 26, 2022	Order After Aug 26, 2022
 <ul style="list-style-type: none"> - Compatible with iPhones,* iPads,* and Android devices. - App available on your personal device in iTunes App Store and Google Play Store. - Create custom surveys and custom qualifiers at no additional charge. - Notes field allows you to keep track of important details. - Leads accessible on web portal or email directly from your device. Easily scan barcodes using your device's camera.** - CSV format opens in most spreadsheet programs. - Does not require internet services after app has been installed and activated. <p><small>*Apple devices require iOS 13 or higher. **Device camera requires auto-focus. If your device does not have auto-focus, simply key the badge ID into the app.</small></p>		\$250.00	\$300.00
Expoleads Mobile Additional Activation			
 <ul style="list-style-type: none"> - Additional activations are priced per activation. 		\$100.00	\$125.00

TERMS & CONDITIONS

- Application testing is the sole responsibility of the exhibitor. Auto-focus is required to use the scanning feature. If your device does not have auto-focus, the badge ID must be keyed into the app. No refunds or cancellations will be permitted on devices lacking auto-focus.
- An activation is needed for each device that will be used to scan. Activations cannot be reused if app is uninstalled. If the app is uninstalled, the activation is lost and an additional activation will need to be purchased at the exhibitor's expense. Activations cannot be transferred to other devices.
- One week prior to onsite, instructions and sample badge will be sent to the email address provided for testing purposes. By completing this form, you agree to all terms.

Scan the QR Code to place your order online!



Can't scan? Use the link:

https://leadretrieval.goeshow.com/lr_sales.cfm?form_key=A86E3783-B343-44F7-84CA-805A37D4859E

1 ORDER INFORMATION	
BOOTH #s	_____
COMPANY NAME	_____
Address	_____
City	_____
State	_____ Zip _____
Phone:	_____
Fax #:	_____
Email:	_____
Ordered By:	_____
Contact On-Site:	_____
Contact Phone #:	_____
Delivery Date:	_____
Delivery Time: please circle one of the delivery time frames	
8am-12pm	1pm-4pm
	Any between 8am-4pm
Pickup Date:	_____ * Time: _____
Someone must be present at your booth to accept delivery.	
Delivery will be delayed two hours if no one is present.	

2 PAYMENT OPTIONS	
A confirmation will be sent back to you	
COMPANY CHECK (no personal checks please.)	
*Make check payable to "Markey's Rental and Staging"	
CREDIT CARD (please circle card type)	
AmEx	Visa
MasterCard	Discover
Name on Card	_____
Card Number	_____
Security Code	_____
Expiration Date	_____
Signature of Cardholder (please sign on line below)	

Mail Form and Payment To:	Markey's Rental & Staging 4133 Westward Ave. Columbus, Ohio 43228 attn: Markey's Sales Dept.
or	
Email Form and Payment To:	lmartin@markeys.com Attn: Markey's Sales Dept.

3 TERMS OF RENTAL AGREEMENT	
1	Payment is due upon ordering of equipment.
2	Orders received without payment will be returned.
3	100% cancellation fee for less than 24 hours notice from delivery.
4	All cancellations and changes must go through Markey's Sales.
5	Someone must be present at your booth to accept delivery.
6	20% Equipment Service Charge will be added to all orders.
7	
PLEASE SIGN AND DATE ON LINE BELOW	

We understand and agree to the terms listed above.	

4 EQUIPMENT	Show Rate	Qty	Total
MONITORS & PROJECTORS			
65" LED HDTV w/ Floor Stand	\$750.00	_____	= _____
55" LED HDTV w/ Floor Stand	\$525.00	_____	= _____
43" LED HDTV w/ Feet	\$225.00	_____	= _____
32" LED HDTV w/ Feet	\$150.00	_____	= _____
20" LCD Monitor	\$125.00	_____	= _____
Bring Your Own Projector Package	\$75.00	_____	= _____
includes: cart, AC, power strip, VGA cable			
LCD Projector with Skirted Stand	\$260.00	_____	= _____
VIDEO PLAYERS			
Media Player	\$50.00	_____	= _____
BluRay/DVD Player	\$75.00	_____	= _____
AUDIO			
Powered Speaker with Stand	\$100.00	_____	= _____
Wireless Lavalier or Handheld Mic*	\$225.00	_____	= _____
Microphone with Floor Stand *	\$60.00	_____	= _____
4-Channel Microphone Mixer	\$50.00	_____	= _____
*speaker required for this item.			
MISCELLANEOUS			
A-Frame Easel	\$15.00	_____	= _____
Tripod Screen - 70" to 8' wide	\$40.00	_____	= _____
48" Skirted Monitor Cart	\$35.00	_____	= _____
25' HDMI Cable	\$20.00	_____	= _____
4 x 6 Whiteboard/Bulletin Board	\$75.00	_____	= _____
Flipchart With Markers	\$35.00	_____	= _____
other	\$	_____	\$ _____
other	\$	_____	\$ _____
COMPUTERS AND PRINTERS			
Laptop w/2.4 Ghz, 4MB Ram, 17"	\$225.00	_____	= _____



MARKEY'S
CREATING DEFINING EXPERIENCES

QUESTIONS - PLEASE CALL MARKEY'S 614-308-5909 x 5012

5 ORDER TOTAL	
EQUIPMENT SUBTOTAL	_____
20% Set up and Delivery Charge	_____
7.5% SALES TAX	_____
EQUIPMENT & LABOR SUBTOTAL	_____
TOTAL COST FOR YOUR ORDER	_____
OTHER LABOR (if applicable) \$45/hr.	_____
GRAND TOTAL	_____
 THANK YOU FOR YOUR ORDER. PLEASE REMEMBER TO SIGN THE FORM.	

SAMPLING AUTHORIZATION REQUEST FORM

Policy for Food and Beverage Distribution:

Please complete the following form in order to receive authorization to distribute food or beverages not purchased through Levy Restaurants, the exclusive food and beverage provider at The Greater Columbus Convention Center

Completion of included Sampling Authorization Form:

- In order to dispense items during the aforementioned Event, vendor must manufacture, process or distribute the product/s
- If vendor is seeking to dispense alcoholic beverages, please see requirements in Article #3.

Requirement for Dispensing Approved Food or Beverage*:

- Items must adhere to portion requirements, listed in Article #2
- If items are NOT pre-packaged or sealed, it is recommended that vendor offer a breath barrier protecting the non-packaged items. The breath barrier shall be obtained by the vendor; in which they can do so independently or through an approved third-party company with the Greater Columbus Convention Center, such as Innovative Displays
- **As of March 8, 2022, a facial covering of the nose and mouth are no longer a requirement, yet a recommendation within the facility. Proof of vaccination is not required.**

~If any of the above are not complied, Levy reserves the right to revoke approval on-site~

Certificate of Insurance must be provided, please see included example with highlighted areas:

- Insured = Vendor or Company
- Policy Effective Date = Must include entire scope of Event Dates
- General Aggregate = Must be at least \$5,000,000 in coverage
- Workers Compensation & Employers' Liability = Must respectively include \$500,000 per article
- Description of Operations = Please utilize language provided in example
- Certificate Holder = Must include Levy Restaurants; please utilize language provided in example

****Requirements for food and beverage dispensing are subject to change based upon state requirements****

*The Selling of Food and/or Beverage products by any other entity is strictly prohibited. All food and beverage that is not a part of sampling must be contracted through Levy Restaurants. Sponsoring Organizations of expositions and trade shows and their exhibitors, may distribute **SAMPLES** of food and beverage products upon written authorization and adherence to all of the conditions outlined below.*

General Information for Shows

1. Items dispensed are limited to products **Manufactured, Processed or Distributed** by exhibiting companies. If they are not **Manufactured, Processed or Distributed** by the company then you are not able to provide samples of food and beverage unless they are purchased through Levy Restaurants. If you are looking to have food or beverage items used as a traffic promoter to your booth (i.e.: coffee, soft drinks, bottled water, popcorn, etc.) please contact Levy Restaurants and we will be happy to help you arrange these catering services.

2. If you do **Manufacture, Process, or Distribute** the items they are to be a SAMPLE SIZE and must be dispensed and distributed in accordance to Local and State Health Codes:

- Non-Alcoholic Beverages can be a maximum of **4oz.** Sample Size, served in plastic cups. No cans or bottles will be permitted. For Food Shows the maximum of an 8oz Sample Size is permitted.
- Food items are limited to “bite size”, not to **exceed 2oz.** portions. For Food Shows the sample size should not exceed 6oz.
- Vendors **MUST** submit proof of having \$1,000,000.00 liability insurance naming Levy Restaurants, and *The Greater Columbus Convention Center* as additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.

3. If your company **Manufactures, Processes or Distributes Alcoholic Beverages** and this product is related **to the purpose of the show** then you are able to serve SAMPLE SIZES and it must be dispensed and distributed in accordance to Local and State Health Codes:

- A charge of \$200.00 per day, per location of distribution is required and invoiced directly to the Client. This fee is non-negotiable and non-refundable. Client is responsible for collecting any monies and remitting payment in full prior to the show/event.
- Products must be legally procured, properly registered and tax paid.
- There is no purchase requirement with the tasting of samples.
- There is no cooperative advertising associated with the event.
- Wine and spirits manufacturers or their agents must be registered pursuant to the state of Ohio regulations.
- Vendors **MUST** submit proof of having \$1,000,000.00 liability insurance naming Levy Restaurants, and *The Greater Columbus Convention Center* as an additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.
- Sample portions must be under the following limits for both a non-food show and a food show.
 - Beer **4 oz.**
 - Wine / wine coolers / spirit coolers **2 oz.**
 - Liquor / liqueurs **0.5 oz.**
 - Note: Alcohol cannot be served prior to 11:00 am on Sundays, per city ordinance.
 - All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted.
- Distribution of alcoholic products must be monitored & overseen by a staff bartender from Levy Restaurants in compliance with Ohio Liquor Laws. Guests must be 21 years of age to participate in the sampling with a picture I.D.

4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other services.

5. Storage, Delivery, or Kitchen Use

If you as the **Manufacturer, Processor or Distributor** require any product storage, delivery, or kitchen use the following charges may be assessed:

- o \$150.00 per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
- o \$50.00 one-time Handling Fee for 1-4 Skids and \$250.00 Handling Fee for 5 or more Skids
- o \$50.00 Delivery Charge each time Product is delivered (on a 2'x4' cart) to the Booth/Room.
- o \$250.00 per Hour for Kitchen Space. Kitchen Space is reserved on a first come, first serve basis.
- o Additional charge for Rental of Equipment, subject to availability.

Any Food and/or Beverage products brought from the outside are not the responsibility of Levy Restaurants.

Company Requesting Sampling Permission Information

Show Name

Date of Show Sampling Dates _____

Company Name and Booth Number and Hall Name _____

Contact Name Telephone Email address _____

Address City Zip _____

Email _____

Items _____

Item and Reason of distribution, please include quantity, portion Size and method of dispensing items _____

Approved by:

Date:

The company requesting sampling acknowledges they have sole responsibility for the use, servicing or other disposition of such items (Including alcoholic beverages) in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and *The Greater Columbus Convention Center* from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items (Including alcoholic beverages).

IMPORTANT:

- All final documents must be submitted no later than (7) business days from the start of the show to Diana Diaz Ponce via ddiazponce@levyrestaurants.com. Please direct any questions via email or direct phone (614) 827-2737.

CERTIFICATE OF INSURANCE

ISSUE DATE

PRODUCER

AON Risk Services of Texas, Inc.
2000 Bering Drive, Suite 900
Houston, TX 77057-3790

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

COMPANY LETTER	A Carrier with at least B+ Best rating & VI Financial Size
COMPANY LETTER	B
COMPANY LETTER	C
COMPANY LETTER	D
COMPANY LETTER	E

INSURED

Third - Party Concessionaire

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	12345			GENERAL AGGREGATE	\$ 5000000
					PRODUCTS-COMPIOP AGG.	\$ 5000000
					PERSONAL & ADV. INJURY	\$ 1000000
					EACH OCCURRENCE	\$ 1000000
					FIRE DAMAGE (Any one fire)	\$ 50000
					MED EXPENSE (Any one person)	\$ 5000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/> OTHER	12345			COMBINED SINGLE LIMIT	\$ 1000000
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE	\$
					EACH OCCURRENCE	\$
					AGGREGATE	\$
A	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM	12345			STATUTORY LIMITS	
					EACH ACCIDENT	\$ 500000
					DISEASE-POLICY LIMIT	\$ 500000
					DISEASE EACH EMPLOYEE	\$ 500000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

Levy Restaurants, Levy Premium Foodservice Limited Partnership, Levy Restaurant Limited Partnership, Levy GP Corp., Levy Holdings GP, Inc., Compass Group USA, Inc., Levy-Compass Group Holdings S.L., Compass Group PLC, Franklin County Convention Facilities Authority, Greater Columbus Convention Center

CERTIFICATE HOLDER

Levy Restaurants at The Greater Columbus Convention Center
400 N High St
Columbus, Ohio 43215

CANCELLATION

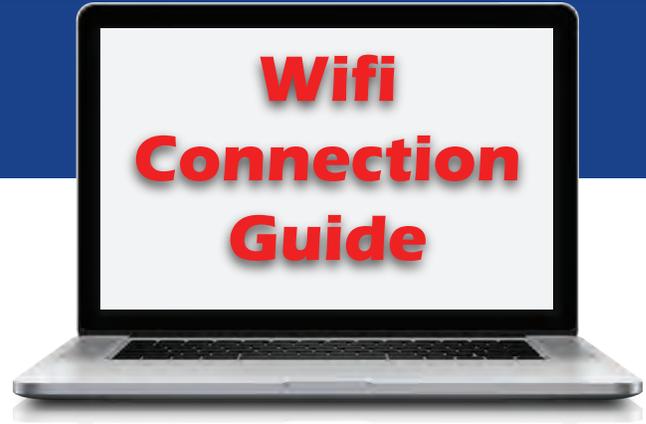
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



Smart City Wireless Services

Greater Columbus Convention Center



Wireless Options

Depending on where you are in the facility, you may see one or both of the following SSIDs (network names). Although you may see both Exhibitor and Instant Internet, they are not actually supported in all areas. These networks are supported only in the areas designated below. Choose the option which best suits your location and requirements.

Exhibitor Internet
Available throughout the facility.
*Connectivity speeds up to 1.54Mbps up/1.54Mbps down
5 GHz wireless frequency only
1 day for \$79.99
3 day for \$227.97 <i>5% discount</i>
5 day for \$359.95 <i>10% discount</i>

Instant Internet
Available in public spaces and meeting rooms.
*Connectivity speeds up to 768k up/768k down
1 day for \$12.95

Complimentary WiFi
Available in public spaces only

* Each purchase is limited to one device. One account cannot be shared among multiple devices simultaneously.

Questions

For questions regarding wireless services or any other wired Internet and Telephone services we provide, please call Smart City at 888-446-6911 or visit us online at www.smartcitynetworks.com

- CONNECT**
 Connect to the network name (i.e., Exhibitor Internet or Instant Internet) by following your computer's procedure for choosing available wireless networks.
- OPEN BROWSER**
 Open your browser (Internet Explorer, Firefox, Safari, or other browser). You should see a page resembling the graphic shown below. If you do not see the graphic shown, please refresh your browser.
- BUY NOW**
 If this is your initial purchase, enter your username (email address) and password, then click BUY NOW. Follow prompts to complete your purchase or log-in. Refer to service options and limitations shown to the right.
- LOGIN**
 If you have already created an account and are returning for additional sessions, click LOGIN.



INTERNET | CABLE TV

GREATER COLUMBUS

CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO
A SUCCESSFUL EVENT



Where
TECHNOLOGY
Meets HOSPITALITY

EXPERTISE

WE HAVE DESIGNED & INSTALLED
MORE NETWORKS
FOR MAJOR TRADESHOWS
THAN ANY OTHER ORGANIZATION

FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need**. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Is the exclusive provider of the following services:



INTERNET

A woman with blonde hair, wearing a black top and a headset, is sitting at a white desk in a modern office. She is looking at a laptop screen and holding a smartphone. The background is a teal wall with a large window.

CABLE TV

A hand is holding a black remote control in the foreground. The remote has a red power button, a blue volume knob, and a numeric keypad. The background is a blurred television screen showing various images.

Need just a **BASIC** CONNECTION?



Our **BASIC INTERNET SERVICE**, ideal for **LIGHT INTERNET USAGE** such as web browsing and checking email via a wired connection.

SERVICE	INCENTIVE**	BASE	ON-SITE
Basic Internet	\$895	\$1,140	\$1,368
Additional Device	\$185	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE**	BASE	ON-SITE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$125	\$125

* **NOT FOR STREAMING**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

What if it's **MISSION CRITICAL?**

Our **DEDICATED WIRED SERVICES** are the **FASTEST AND MOST RELIABLE** way to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING			INCENTIVE*	BASE	ON-SITE
	SD	or HD	or UHD			
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- Wireless and Hardline routers are permitted
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW 



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides **SIMPLE & SECURE WIRELESS** connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 1.5 Mbps PER DEVICE*			
DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE
5 Device Limit	\$2,339	\$2,807	\$3,368
15 Device Limit	\$4,133	\$4,960	\$5,952
30 Device Limit	\$6,762	\$8,114	\$9,737
Additional Access Point Rental	\$750	\$750	\$750

* **NOT FOR STREAMING.**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911



<https://orders.smartcitynetworks.com/wifi-splash-page-design>

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines

HIGH BANDWIDTH WIRELESS

with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

BANDWIDTH ALLOCATION	STREAMING			INCENTIVE *	BASE	ON-SITE
	SD	or HD	or UHD			
10 Mbps	3	N/A	N/A	\$8,800	\$10,560	\$12,672
20 Mbps	6	4	N/A	\$16,600	\$19,920	\$23,904
30 Mbps	10	6	1	\$24,200	\$29,040	\$34,848
40 Mbps	13	8	1	\$31,550	\$37,860	\$45,434
50 Mbps	16	10	2	\$39,050	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	\$750	\$750	\$750

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW 



Order online at:
<https://orders.smartcitynetworks.com>
 or call 888.446.6911

<https://orders.smartcitynetworks.com/wifi-splash-page-design>

NEED CABLE TV SERVICES?



Smart City Networks is the exclusive provider of **CABLE TV SERVICES**. Visit our online ordering site to learn more.

Our cable services deliver high-definition channels with clear and crisp picture quality to satisfy even the most discerning of viewers.

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

**Cable services may require a deposit in some locations.

ORDER NOW



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

FAQ

Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps

Our Promise ★★★★★

Smart City Networks is “Where Technology Meets Hospitality”. By anticipating and responding to our clients’ needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

“IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND.”

***INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



INTERNET SERVICE CONTRACT

GREATER COLUMBUS CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:		Show End Date:
Billing Company Address:		INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN		
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

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Effective August 09, 2021 – December 31, 2022 - V080921A

BASIC INTERNET, NOT FOR STREAMING	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Includes: 1 Private IP Address, Routers PROHIBITED and will not work					
1.5 Mbps Burstable To 3 Mbps (DHCP), Intended for light Internet usage		\$895	\$1,140	\$1,368	
Additional Device(s), Per Device Up to 4 [6 or more available online]		\$185	\$220	\$255	

DEDICATED INTERNET, FOR STREAMING, GAMING & WEBCAST	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Includes: 5 Public IP Addresses, Routers SUPPORTED					
Dedicated 3 Mbps		\$3,495	\$4,370	\$5,244	
Dedicated 6 Mbps		\$5,900	\$7,375	\$8,850	
Dedicated 10 Mbps		\$7,850	\$9,810	\$11,772	
Dedicated 15 Mbps		\$11,700	\$14,630	\$17,556	
Dedicated 20 Mbps		\$15,500	\$19,380	\$23,256	
Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
<i>Higher bandwidth services available for uhd streaming</i>					

INTERNET EQUIPMENT & LABOR	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Switch Rental – up to 24 ports		\$185	\$225	\$270	
Patch Cable (up to 100') – Cat5e		\$50	\$62	\$74	
Labor / Floor Work – four lines per hour		\$125	\$125	\$125	
Distance Fee for each Internet line delivered outside the facility		\$500	\$500	\$500	

WIRELESS INTERNET, Full products catalog available online
SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

SUBTOTAL	
ESTIMATED 10% TAX/FEEES	
GRAND TOTAL	

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name: _____	Signature: _____	Date: _____
(X) _____	(X) _____	____/____/____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

Make checks payable to SMART CITY NETWORKS
 Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110
 Las Vegas, NV 89118



You may reach us with questions at:
 Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
 Order online at: <https://orders.smartcitynetworks.com>
 Or fax order to (702) 943-6001

ORDER NOW ➔

Customer Number:

*** INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



CABLE TV SERVICE CONTRACT

GREATER COLUMBUS CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:		Show End Date:
Billing Company Address:		INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN		
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

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CABLE TV SERVICES	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Premium Service – Digital (Local & Expanded Channels, CNN)		\$450	\$565	\$678	
Additional Premium Service – (per device) in same general location		\$125	\$155	\$186	
Custom requests, additional premium channels and other services available					

Effective August 09, 2021 – December 31, 2022 - V080921A

SPECIAL SERVICES	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Labor / Floor Work – four lines per hour		\$125	\$125	\$125	
Distance Fee for each Cable TV line delivered outside the facility		\$500	\$500	\$500	

SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions .	SUBTOTAL	
	ESTIMATED 10% TAX/FEES	
	GRAND TOTAL	

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name: _____	Signature: _____	Date: ____/____/____
(X) _____	(X) _____	_____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

Make checks payable to SMART CITY NETWORKS
 Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110
 Las Vegas, NV 89118



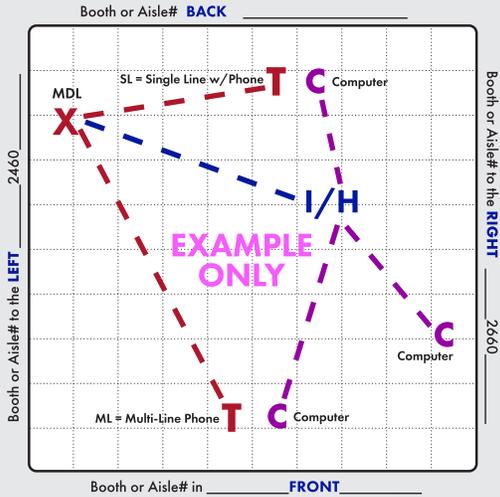
You may reach us with questions at:
 Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
 Order online at: <https://orders.smartcitynetworks.com>
 Or fax order to (702) 943-6001

ORDER NOW ➔

Customer Number: _____

"COMMUNICATIONS" FLOORPLAN WORKSHEET

Company Name:	Show:	Booth/Room #:
Center: Greater Columbus Convention Center	Customer / Ref #:	



SPECIFY YOUR DESIRED LOCATION OF SERVICES

X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

T = TELEPHONE/FAX

I = INTERNET SERVICE

H = HUBS

PC = PATCH CABLES

C = COMPUTERS

Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Voice and Data communications cabling. Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT! Prior to installation of service, a complete Floorplan is required. Please utilize this grid should you not have your own Floorplan to send us. You may use a different Floorplan for each service group (Telephone, Internet, etc.) or combine all services on one Floorplan. For a Floorplan to be considered complete it must include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Booth Orientation: For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

BOOTH SIZE _____ ft x _____ ft **SCALE:** 1 BOX IS = TO _____ ft

BOOTH TYPE Island Inline

Booth or Aisle# **BACK** _____

Booth or Aisle# to the **LEFT** _____

Booth or Aisle# to the **RIGHT** _____

Booth or Aisle# in **FRONT** _____



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 Order online at: <https://orders.smartcitynetworks.com>
 Or fax order to (702) 943-6001

WIRELESS PERFORMANCE AGREEMENT

Company Name:	Show:	Booth/Room #:
Center: Greater Columbus Convention Center	Customer / Ref #:	

OVERVIEW

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 446-6911 to discuss your network design.

CUSTOM WIRELESS NETWORKS

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 446-6911 for a custom wireless quote.

INTERNAL NETWORKS

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

CUSTOMER ACCEPTANCE

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. No service refunds will be given.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Printed Name: _____ Signature: _____ Date: _____

Title: _____ Email: _____ Phone #: _____



You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: <https://orders.smartcitynetworks.com>
Or fax order to (702) 943-6001

SHOW GUIDE LISTING & ADVERTISING

The 2022 Expo Guide provides attendees with an alphabetical listing of exhibitors, including booth location and exhibitors by product category. This directory is the “Resource Guide” for attendees who are shopping for the latest products and services year round. It is the main reference for follow-up after the show.

Make sure your product categories and company information is up to date in the Exhibitor Service Center and contact Burgie Media to place your ad at the Exhibitor Discounted Rate.

Call Leslie Klenk • Burgie Media • 614.554.6294 Today!



Reach Every Prospect

During The Expo

And After The Show



THE EXPO SHOW GUIDE ADVERTISING FORM

The Expo Show Guide is the official event publication of the Mid-America Restaurant Expo & Conference presented by the Ohio Restaurant Association. It will include schedules for education sessions, exhibitor listings, expo floor map and product locator information.

Advertise in this highly visible publication to shine the spotlight on you and your business in a way that will get noticed by attendees who use the Directory to guide them throughout the show. The Expo Show Guide will be distributed at the event and a digital version will be available online.

RATES/SELECTION

All rates include full color

Full page Special Position**	<input type="checkbox"/>	\$ 1,000
Full page	<input type="checkbox"/>	\$ 750
Half page	<input type="checkbox"/>	\$ 500
Quarter page	<input type="checkbox"/>	\$ 250

SPECIFICATIONS

Full page	8.75" x 11.25" (includes .125" bleed)
	LIVE AREA 7.5" x 10"
Half page	7.5" x 4.75" (no bleed)
Quarter page	3.5" x 4.75" (no bleed)

**** Inquire for special position availability**

IFC Page 3 IBC BC

Map front cover Map back cover

Standard Rate	\$ _____
10% 2022 Exhibitor Discount	\$ _____
Final Rate	\$ _____

REGISTRATION

Company _____ Contact Person _____

Address _____ City/State/Zip _____

Phone _____ Mobile _____ Email _____

Signature _____ Date _____

PAYMENT BY CHECK

Mid-America Restaurant Expo & Conference
Ohio Restaurant Association
Suite 150
100 E. Campus View Boulevard
Columbus, OH 43235

PAYMENT BY CREDIT CARD

Card Type Visa MC AMEX

Card # _____

CCV _____ Exp _____

Return completed registration form and high-resolution PDF artwork file to leslie@burgiemediafusion.com

YOU MAY ALSO REGISTER + PAY ONLINE

EXHIBITORS https://s6.goeshow.com/ohiorestaurant/expo/2022/exhibitor_service_center.cfm

SHOW GUIDE AD ONLY https://s6.goeshow.com/ohiorestaurant/expo/2022/sponsor_ads_only_sales.cfm

We can help with all of your expo needs

PRINTING

- Flyers
- Rack Cards and More

DISPLAYS

- Pop-up Banners
- Table Covers
- other Display Products

PROMO

- Giveaways
- Gifts

APPAREL

- Corporate Styles
- Casual Styles

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MERCH PROGRAMS**



**NEVIN BANSAL,
BANSAL@OUTREACHPROMOS.COM**





DONYA'S FLORALS™

Floralgrams inspired by you!

GCCC EXHIBITOR & EVENT SERVICES ORDER FORM

DESIGN OF THE WEEK

QTY:	SIZE:	PRICE:	TOTAL:
_____	SMALL	\$29	_____
_____	MED	\$49	_____
_____	LRG	\$99+	_____

TABLETOP PLANTS & FLOWERS

QTY:	ITEM:	PRICE:	TOTAL:
_____	CUSTOM DESIGNS	\$49+	_____
_____	BLOOMING PLANTS	\$25+	_____
_____	BROMELIADS	\$35	_____
_____	SUCCULENT BOWLS	\$59+	_____
_____	AIR PLANTS	\$49+	_____
_____	CONGRATS & GIFTS	\$29+	_____

STAGE FLORALS

_____	STAGE CENTERPIECES \$149 & Up	_____
_____	LONG-STEMMED ROSES \$79	_____
_____	HANDHELD BOUQUET \$99	_____

MORE PLANT OPTIONS

_____	LRG POTTED FERNS \$35	_____
_____	AIR PURIFYING PLANTS \$35	_____
_____	18" TROPICAL PLANTS \$32	_____
_____	2' TROPICAL PLANTS \$37	_____
_____	4' TROPICAL PLANTS \$57	_____
_____	6' TROPICAL PLANTS \$77	_____
_____	FAUX CENTERPIECES \$20+	_____
_____	SPECIALTY VASES, CONTAINERS	_____
	(Contact for quote)	

GCCC SITE DELIVERY CHARGE:	\$0.00
INSTALLATION CHARGE:	_____
TOTAL:	_____

614-626-2260 (p) 614-470-5234 (f)
info@DONYASFLORALS.COM



Credit Card Receipts will be emailed the day you are charged. Please set your spam filter to receive from
info@donyasflorals.com

Due to the seasonality of our products, prices are subject to change at any time and without notice.

BOOTH NUMBER/MEETING ROOM NAME: _____

SHOW SITE: GREATER COLUMBUS CONVENTION CENTER - COLUMBUS, OH _____

SHOW NAME: _____ SHOW DATE: _____

EVENT OR EXHIBITOR NAME:

STREET ADDRESS:

CITY/STATE/ZIP CODE:

CONTACT PERSON/PHONE:

FAX/E-MAIL:

•RENTAL POLICY

1. Special Orders should be received at least 7 days prior to show opening to facilitate material availability.
2. Cancellations must be received at least 7 days prior to show opening.
3. Items missing from the booth or venue are the responsibility of the exhibitor and an additional charge will be applied.
4. Substitutions may be necessary due to material availability.
5. Rental price includes a decorative container, top dressing, as needed, installation and pickup.

•PAYMENT POLICY

1. We accept company checks and all major credit cards. All amounts due are payable in U.S. Funds.

DIRECT BILL IS NOT A PAYMENT OPTION.

2. FULL PAYMENT MUST ACCOMPANY ORDER.

•METHOD OF PAYMENT

AMERICAN EXPRESS: ___ MASTERCARD: ___ VISA: ___ DISCOVER: ___ CHECK ENCLOSED

___ PAYMENT MUST ACCOMPANY ORDERS. TO PAY ONLINE, VISIT: DONYASFLORALS.COM

ORDERS NOT ACCOMPANIED BY A CHECK /CREDIT CARD INFO CANNOT BE DELIVERED.

CARD # _____ EXP. DATE _____

3 or 4 DIGIT SECURITY CODE: _____

NAME AS SHOWN ON CARD: (Please Print)

CREDIT CARD BILLING ADDRESS:

(If different from above)
BILLING ADDRESS LINE

CARDHOLDERS SIGNATURE:

(Required) _____

Rev. 4/18

