

**July 18, 2019**

**9:00am – 1:00pm**

**Villa Milano 1630 Schrock Rd., Columbus Ohio 43229**

**Exhibitor Information Kit**

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| **Dates & Times:**  **Exhibitor Set-up/Move-In:** | Thursday, July 18, 9:00am – 1:00pm  July 18, 7am – 8:45am  Move-In will be at the east side doors of building – these doors will have signage. Please see map.  \*\*\*\*\*All exhibitors must be ready for show open at 9:00am\*\*\*\* |
| **Exhibitor Tear Down:** | Thursday, July 18, 1:01pm – 3:00pm  *All Exhibitors must remain in place until official show closing time at  1:00pm.* ***NO EXCEPTIONS.*** |
| **Load-in, Parking, Entrance** | See attached map here for loading area, parking, and show entrance info.  Parking in the loading area is NOT permitted. **This will be strictly enforced.** |
| **Getting materials to your booth:** | Exhibitors may not block the east or west doors with their vehicles during move-in/out. **NO PARKING** in this area – **This will be strictly enforced!** |
| **Booth Numbers:** | Each exhibitor will be assigned a booth number that will coincide with the floor plan. Booth assignments are subject to change; however, you will be notified if booth reassignment is necessary. |
| **What You Get:** | **Each 6’x 8’ booth is equipped with:**   * Unlimited WiFi access   *\*\*\*There is a limited amount of 6’ table & chairs and must be purchased for $25 by: July 12.* |
| **Electricity:** | Access to electricity is available through the Dispatch Consumer Shows for $5 and **must be pre-ordered by July 12, 2019.** Please call 614-461-5257 to order. You must bring your own cord. |
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