



**OHIO MULCH**  
MULCH • SOIL • STONE  
PRESENTS

**CENTRAL OHIO**

# HOME & GARDEN SHOW

**FEB. 17-25**  
—OHIO EXPO CENTER—

PARTNERS



**2024**

## EXHIBITING *Guidelines*



[DispatchHomeAndGardenShow.com](http://DispatchHomeAndGardenShow.com)

# 2024 EXHIBITING GUIDELINES

## WELCOME TO THE CENTRAL OHIO HOME & GARDEN SHOW

We extend our gratitude for your participation in the Central Ohio Home & Garden Show. To enhance the overall guest experience, we kindly request your compliance with our exhibiting policies. Please review our detailed guidelines, and feel free to reach out should you have any questions. Your booth setup **MUST** adhere to our requirements. Adjustments may be requested if necessary. Thank you for your support of the show!

Stephen Buzza  
Event Director

## 2024 BOOTH REQUIREMENTS & GUIDELINES

### HEIGHT & DEPTH REQUIREMENTS

Exhibitors and Sponsors whose displays do not meet the requirements below may request adjustments if necessary. Exhibitors seeking booth adjustments should reach out to Megan Parker at [mparker@usatventures.com](mailto:mparker@usatventures.com), while sponsors should contact Nikki Bosworth at [nbosworth@usatventures.com](mailto:nbosworth@usatventures.com). **Any modifications to event guidelines must receive approval by Event Director, Stephen Buzza.**

The line-of-sight rule dictates no obstruction, of any kind, taller than 4' in the front half of your linear booth space or 8' on the back line. This "rule of fairness" among exhibitors ensures your neighboring booths will not be overlooked by attendees.

### STANDARD/ENDCAP/ISLAND BOOTH

#### Exhibitor Height

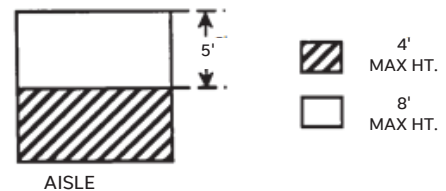
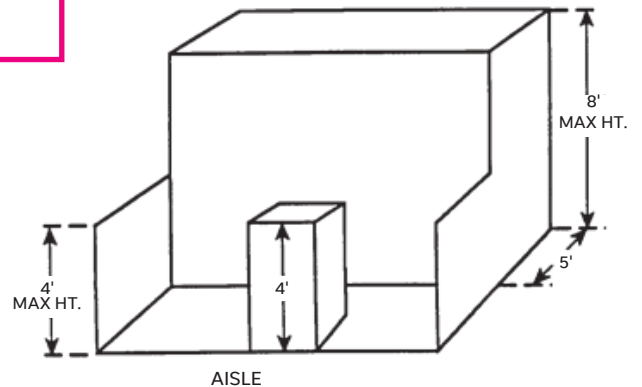
Booth fixtures, components, identification signs, and all other signage will be permitted to a maximum height of 8'.

#### Sponsor Height

The booth structure for sponsor space can go up 14' on the back line but cannot block line-of-sight unless otherwise approved. End caps must be 4' on either side and 10' on the center line. All structures going above the 8' pipe and drape back side of display must be finished and/or painted black.

#### Depth

The back 5' of your booth display may not exceed 8' in height. The front 5' of your booth display may not exceed 4' in height as to not block the line of sight for neighboring booths.



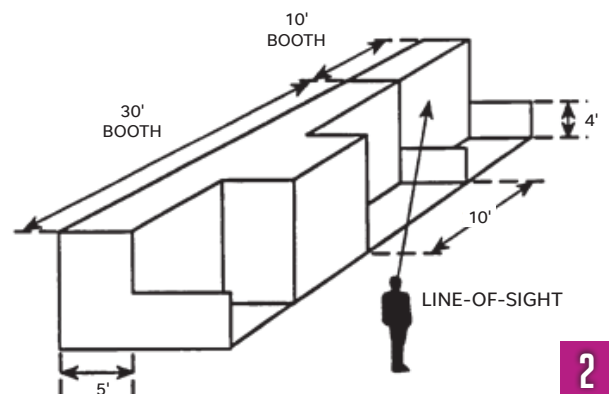
### BULK SPACE

#### Height

The booth structure for bulk space cannot exceed 14' in height on back line.

#### Depth

The front 5' of your bulk space may not exceed 4' in height as to not block the line of sight for neighboring bulk spaces.



# 2024 BOOTH REQUIREMENTS & GUIDELINES

## BOOTH STANDARDS

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To ensure your booth meets the standard of quality our audience has come to expect, please review the following highlights from the terms of contract and venue rules. **Failure to comply could lead to immediate dismissal from the show.**

- No balloons on Ohio Expo Center grounds will be permitted.
- No distribution or placement of stickers to or on persons or Ohio Expo Center grounds will be permitted.
- No calling, pulling, grabbing, etc. of visitors to booths will be tolerated.
- Derogatory remarks or false accusations of another exhibitor's product will NOT be tolerated.
- Demonstrations or solicitations outside the exhibitor's designated space are not allowed.
- Signs in any other form outside the exhibitor's space are strictly prohibited, unless you have Show Management approval.
- Subletting of space is explicitly forbidden, and exhibitors are prohibited from sharing booth space with any other company that files independent tax returns.
- All booths must have full floor covering. **Duct tape is not permitted for taping carpet.**
- Booths must be staffed during all show hours.
- Booths must stay in place until the official close of the show (6:00PM on Sunday, February 25)
- Vendors acknowledge their responsibility for booth accessibility to guests and commit to preventing trip hazards. A seamless transition from the show floor to the entrance/exit of the vendor's booth is mandatory.

## NO TENTS POLICY

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The Ohio Expo Center no longer permits pop-up canopy/tent displays in their buildings. Please adhere to this policy as you will be required to remove a tent if one is set-up. Show Management is not responsible for inconsistencies with the enforcement of this policy by the Ohio Expo Center.

## INSURANCE REQUIREMENTS

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Exhibitors and sponsors are required to have event coverage as stated in the signed contract. Gannett Ventures LLC and the Show will no longer be collecting Certificates of Insurance. It is expected that you will have an insurance policy readily available on-site in case of an emergency.

# 2024 BOOTH REQUIREMENTS & GUIDELINES

## FIRE SAFETY REQUIREMENTS

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These guidelines, established by the State of Ohio, must be carefully and completely followed.

1. No bottled fuels (of any type) allowed indoors.  
Gel Fuels:
  - Gel fuels are approved for use in displays.
  - One (1) - 3 oz. container per 100 sq. ft.
  - Flames must be covered and/or protected against human and combustible contact
  - Must follow manufacturer's guidelines on required distances to combustibles.
  - Extra gel fuel containers and/or refills cannot be stored indoors.
2. Backup Electric Generators:
  - Not permitted at the show.
3. Any other type of Fueled Devices:
  - All displays require installation per manufacturer's installation (if installation guidelines require exhaust venting to exterior of structure, unit must be vented to the exterior—no exceptions)
  - Additional questions pertaining to the state fire code should be directed to:  
  
**State Fire Marshal Office**  
Code Enforcement Bureau  
8895 E. Main St.,  
Reynoldsburg, OH 43068  
Phone: 614-728-5460  
[www.com.ohio.gov/fire](http://www.com.ohio.gov/fire)

## DISPLAYING A VEHICLE

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To display a vehicle in your booth, it is essential to inform Show Management. The vehicle should be inside the building before the dock doors close at 4PM on Friday, February 16, with no exceptions. Kindly get in touch with your sales representative to arrange a time to bring the vehicle in. Any vehicles that are left inside the building must adhere to the following guidelines:

1. Vehicle must have less than an eighth (1/8) tank of gasoline
2. Gas cap must be taped or locked
3. Battery must be disconnected
4. A "diaper" must be placed under the vehicle to catch any oil, water or other debris coming from the vehicle (i.e., tarp, carpet, oil drip mat, etc.)
5. Keys must be left in the Show Office with Show Management

If a vehicle is left inside the building, it will undergo an inspection by the fire marshal to ensure compliance with the guidelines. The fire marshal retains the authority to refuse participation of any vehicle that fails to meet these guidelines.

## ELECTRICAL CODE

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All electrical connections must be in compliance with the National Electric Code for temporary wiring. Questions concerning these matters should be directed to:

**State Fire Marshal Office**  
Code Enforcement Bureau  
8895 E. Main St., Reynoldsburg, OH 43068  
Phone: 614-728-5460  
[www.com.ohio.gov/fire](http://www.com.ohio.gov/fire)

# 2024 BOOTH REQUIREMENTS & GUIDELINES

## LIMITED VENDOR'S LICENSE

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The State of Ohio requires a limited vendor's license for vendors without a fixed place of business within Franklin County. The fee for this license is approximately \$25. For information, contact:

### Ohio Department of Taxation

30 East Broad Street, 22nd Floor,  
Columbus, OH 43215  
Phone: 800-405-4039  
[www.tax.ohio.gov](http://www.tax.ohio.gov)

## FOOD & BEVERAGE SAMPLING GUIDELINES

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All exhibitors and sponsors must adhere to Schmidt's exclusive contract at the Ohio Expo Center, prohibiting outside food or beverage. If you are sampling food and/or beverage products, please read the following guidelines:

- **Sampling is allowed only if related to the exhibitor's business.**
- Lawful manufacturers or distributors of food and/or beverage products may distribute samples within assigned booth space only.
- Alcoholic products are NOT permitted to be sampled or sold.
- Samples may not exceed one (1) bite-sized piece of a sold product and two (2) ounces by volume of a non-alcoholic beverage.
- Health Department guidelines must be followed for sample distribution.
- Those offering any food or non-alcoholic drinks must inform Show Management in writing about the product giveaway using [this form](#) and return it to [sales@usatventures.com](mailto:sales@usatventures.com).

## BOXED LUNCHES

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Schmidt's is happy to bring boxed lunches back to the show. Secure your team's lunches in advance of the show by Friday, February 16th. Schmidt's will deliver boxed lunches to your booth on your selected delivery date and time. Online order form coming soon!

## MASCOT GUIDELINES

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Any exhibitor or sponsor interested in having a mascot appear at the show is required to seek written permission from Show Management prior to the opening of the show. The management team retains the authority to refuse mascot appearances if there are pre-existing commitments for mascots at the event. Mascot, if approved, may not appear outside of exhibitor's booth space

## CAT & DOG POLICY

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The Ohio Expo Center warmly welcomes cats and dogs. (Other pets are not allowed). If you intend to have your pet in your booth, please complete the [PET POLICY AND GUIDELINES FORM](#). We ask that your pet is up to date on vaccines and well-socialized to ensure the utmost safety and enjoyable experience for all our guests.

# 2024 BOOTH REQUIREMENTS & GUIDELINES

## MAINTENANCE

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Exhibitors are responsible for bagging their own trash and leaving it outside their booth for the cleaning staff to remove. Sponsors will have their space vacuumed nightly, and trash will be removed on a nightly basis.

## SECURITY

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Show Management provides overnight guard service for surveillance of the premises through the end of the show; however, you are responsible for your own products.

## PRIZE/GIVEAWAY REGISTRATION

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- No roving concessions or exhibits, or gambling are permitted without express written permission of Show Management and, if authorized, must comply with all applicable State and Federal laws.
- All prizes and giveaway program winners must be contacted within two days (48 hours) after the show closes.
- Exhibitors and sponsors must fulfill their commitment to award advertised prizes to ensure a positive experience for attendees.
- Names, addresses and phone numbers of all winners must be documented with Show Office prior to the close of the show on the Prize/Giveaway Registration Form.
- Any prizes promoted at the show that are not registered will be asked to be registered or removed by Show Management.

Please complete and return the [PRIZE/GIVEAWAY REGISTRATION FORM](#).

*\*[Ohio Law, 109: 4-3-04](#) | Use of word “free” etc.*

*\*[Ohio Law, 109: 4-3-06](#) | Prizes*

## POLITICAL SOLICITATIONS

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Political solicitations and the promotion of political products are prohibited at the Central Ohio Home & Garden Show.

## NO CBD PRODUCTS

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The sale and promotion of CBD products are prohibited at the Central Ohio Home & Garden Show.

## GUN POLICY

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The possession of firearms is prohibited in state buildings according to the State of Ohio regulations. As the Ohio Expo Center is owned and operated by the State of Ohio, this policy will be strictly enforced.

# MOVING IN AND OUT, CREDENTIALS, TICKETS, PARKING

## MOVING-IN

Any exhibitor or sponsor using soil, sand, mulch, stone, brick, or any other type of building materials in their display **MUST** use a layer of heavy protective plastic between building materials and the concrete floor. **Exhibitors and sponsors assume full liability for any damage caused to concrete surface by their display.**

To identify your designated move-in time, locate your booth position on the floor plan on the **Move-In Schedule**.

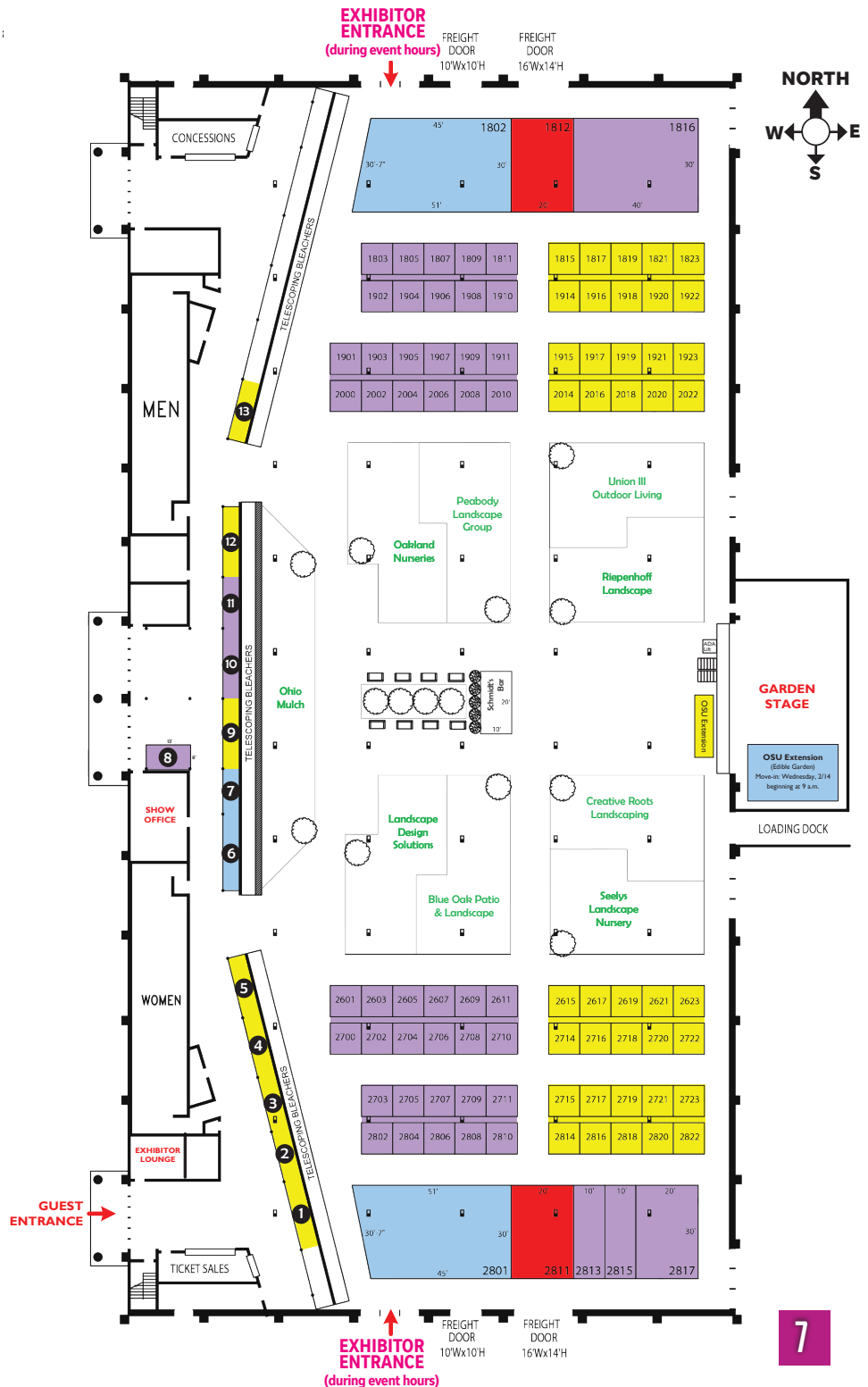
**All exhibitors and sponsors must be out of the building by 6PM during move-in.**

### SAFETY POLICY: DOCK DOOR CLOSURE

Please be advised that on **Friday, February 16, 2024, at 4:00PM**, the dock doors will be closed and not reopened until **Sunday, February 25, 2024, at 6:00PM EST**. If you plan on setting up your booth after 4:00PM on Friday, February 16, you will have to use the pedestrian doors. Under no circumstances can we adjust this policy. This is for the safety of everyone working at or attending the event. Thank you for understanding.

### CELESTE BUILDING MOVE-IN KEY:

- Wednesday, 2/14**  
**from 2pm-6pm**  
(CLA to have areas cleared by 12-Noon)
- Thursday, 2/15**  
**from 2pm-6pm**  
(CLA to have areas cleared by 12-Noon)
- Friday, 2/16**  
**from 9am-6pm**  
(CLA to have areas cleared by 6 pm Thursday, 2/15)
- Friday, 2/16**  
**from 1pm-6pm**  
(Overhead doors will be closed promptly at 12-Noon)



# MOVING IN AND OUT, CREDENTIALS, TICKETS, PARKING

## MOVING-IN



### BRICKER BUILDING MOVE-IN KEY:

- Monday, 2/12 from 9am-6pm
- Tuesday, 1/13 from 9am-6pm
- Wednesday, 2/14 from 9am-6pm
- Thursday, 2/15 from 9am-6pm
- Friday, 2/16 from 9am-6pm

### VEHICLE ACCESS POLICY

Vehicles **may not** remain in the building during set-up of booth space.

During periods when vehicles are allowed in show aisles, exhibitors and sponsors are responsible for prompt removal of any oil, water or other debris coming from their vehicle. **Show Management reserves the right to deny vehicle access in any case where access might create a hazard.**



# MOVING IN AND OUT, CREDENTIALS, TICKETS, PARKING

## MOVING-OUT

All booths **MUST** remain in place until the show closes at 6:00PM on the last day, **Sunday, February 25**. **NO EXCEPTIONS!**

### CELESTE BUILDING MOVE-OUT:

To ensure landscapers can safely clear the building, please adhere to the following guidelines:

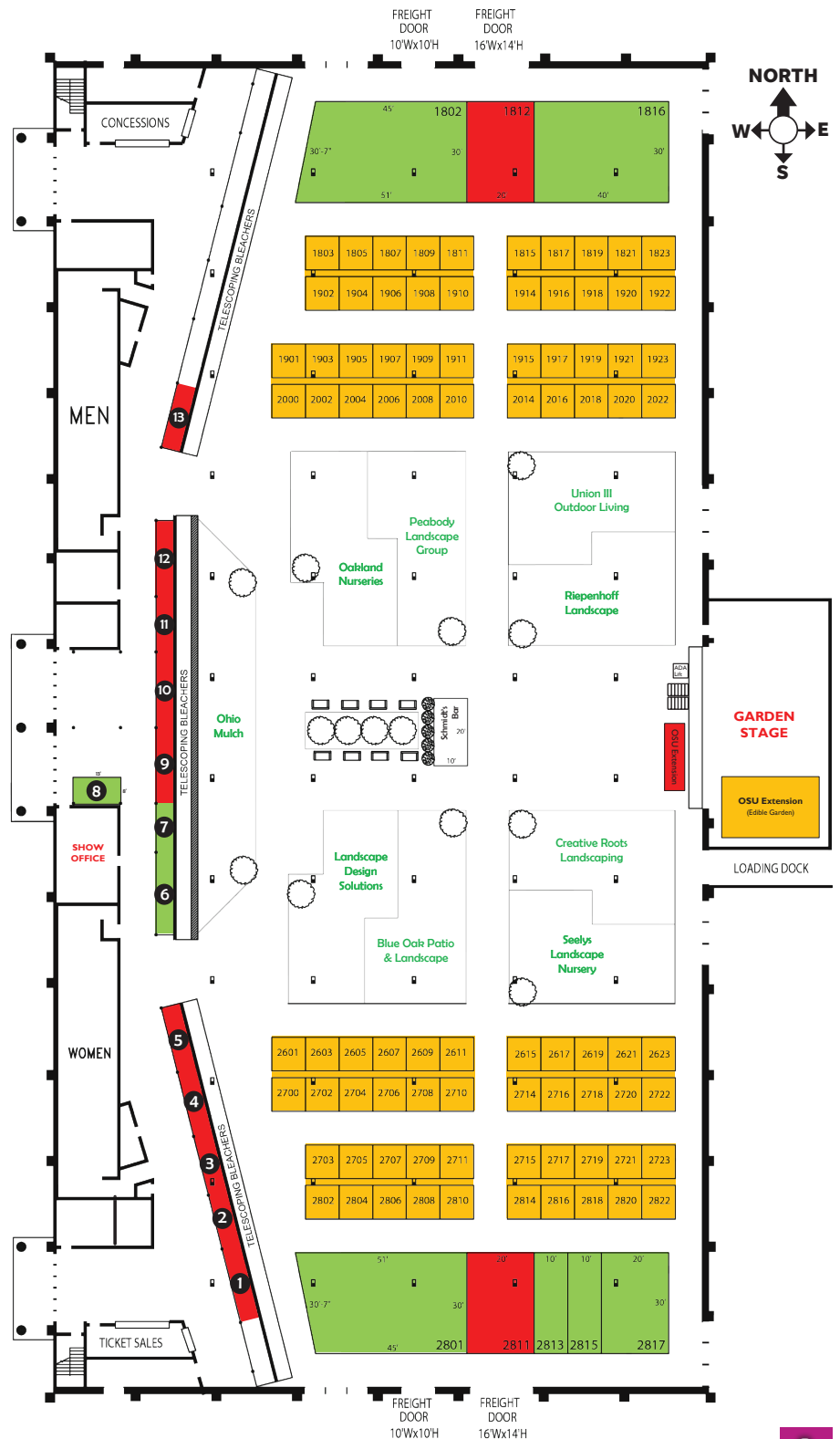
CELESTE MOVE-OUT KEY:

- Sunday, 2/25 from 6-8 pm**  
(Must be completely removed from building by 8 pm, Sunday)
- Sunday, 2/25 from 6-8 pm and Monday, 2/26 from 8-10 am**  
(Must be completely removed from building by 10 am, Monday)
- Sunday, 2/25 from 6-8 pm and Monday, 2/26 from 8-12-Noon**  
(Must be completely removed from building by 12-Noon, Monday)

### BRICKER BUILDING MOVE-OUT:

**Sunday, 2/25 from 6-8 pm and Monday, 2/26 from 8am-4pm**

All booths must be out of the building by 4PM on Monday, February 26.



# MOVING IN AND OUT, CREDENTIALS, ADVANCE TICKETS, PARKING

## TRANSPORTING YOUR DISPLAY

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Transportation and handling are solely the responsibility of the exhibitor or sponsor.

## EXHIBITING CREDENTIALS

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Exhibitor and sponsor credentials (badges) **MUST** be worn for entry into the show at exhibitor entrances **ONLY** (exhibitor credentials will not get you in the main entrance). Credentials can be picked up during move-in hours at the Show Office.

Credentials will only display your company name and will be issued based on the size of your booth:

- Six (6) badges will be provided for a 10'x10' booth
- Two (2) badges will be provided for each additional 10'x10' booth
- Two (2) badges for each 200 sq. ft. of bulk booth space.
- If additional credentials are needed, please secure in advance with your rep by January 31.
- **Additional credentials requested after January 31st will be an additional charge of \$10/sheet of 6.**

**You must show your credentials for entry into the show.**

### SPONSOR CREDENTIALS

A quantity of credentials will be issued through your sales representative based on the sponsorship you have purchased for the show.

## COMP TICKETS

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As a participant of the Central Ohio Home & Garden Show, we provide comp ticket promo codes to invite your guests to the show. Promo codes will be sent out via email no later than 30 days before the show. Guests will redeem these codes online for 100% off the online ticket price.

### EXHIBITORS

Exhibitors receive fifteen (15) free admission tickets with their first booth purchase. Up to 30 tickets maximum per exhibitor that purchases multiple booths.

### SPONSORS

A designated quantity of admission promo codes will be issued via email based on the sponsorship purchased for the show.

### ADDITIONAL TICKETS

If additional tickets are needed outside of your allotted number of comp tickets, exhibitors and sponsors can purchase tickets at a discounted rate of \$6. Email [sales@usatventures.com](mailto:sales@usatventures.com) for more tickets.

## PARKING PASSES & DIRECTIONS

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Parking is free during move-in/out hours **ONLY**. Fees will apply during show days. **Parking passes are not included in booth rates. Full show parking passes may be purchased as you enter the Ohio Expo Center** or in advance *directly through Standard Parking* by calling 614-294-9336 or 614-294-9338.

Sponsors parking passes are designated in contract, any additional must be paid through Standard Parking unless approved **PRIOR** to show open.

For more information on parking or directions, visit:

[www.ohioexpoctr.com/p/visit/directions-and-parking](http://www.ohioexpoctr.com/p/visit/directions-and-parking).



# GENERAL SHOW INFORMATION

## SHOW DATES AND HOURS

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February 17-25, 2024  
\*CLOSED ON TUESDAY, FEBRUARY 20TH  
Saturdays: 11:00AM-8:00PM  
Sundays: 11:00AM-6:00PM  
Weekdays: 11:00AM-7:00PM

## SHOW OFFICE

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**The Show Office, located inside the Ohio Mulch Building (Celeste Building), will open at 9:00AM on Tuesday, February 13.** All exhibitors and sponsors must check in with the Show Office to receive move-in materials for access to the event. **All exhibitors and sponsors must be registered by 9AM, Saturday, February 17 with no exceptions.**

## SHOW SUPPLIERS

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### OFFICIAL DECORATOR/ADVANCE SHIPPING:

Fern will supply all booth furnishings and freight shipping in advance of move-in. Follow the instructions in the packet provided by Fern Exposition & Event Services. For more details contact:

#### Fern Exposition

Contact: Lynn Garvin  
1500 Old Leonard Ave  
Columbus, OH 43219  
Phone: 614.253.1500  
E-mail: [lgarvin@fernexpo.com](mailto:lgarvin@fernexpo.com)

### ELECTRIC & BANNER SIGN HANGING:

Any banner or sign installation at the Ohio Expo Center is to be contracted exclusively through EXPO Services and requires a two-week advance order to qualify for discounted rates. **Please note that all signs and/or banners are required to adhere to all requirements listed in the Booth Requirements Guidelines section on page 1.**

#### [ORDER SERVICE HERE](#)

#### Expo Services

Contact: Scott Perrone  
Phone: 740.454.1201  
E-mail: [ExpoServicesOEC@gmail.com](mailto:ExpoServicesOEC@gmail.com)

## RECOMMENDED HOTEL

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Hotel rooms are not included in booth rates. If you need to secure a stay, we recommend Hilton Garden Inn Columbus-University Area (3232 Olentangy River Road Columbus, OH 43202), located 3.5 miles from the Ohio Expo Center with reasonable rates. Book online at <https://www.hilton.com/en/hotels/cmhuagi-hilton-garden-inn-columbus-university-area/> or call 614-263-7200.

## SHOW LOCATION

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Ohio Expo Center (Bricker & Celeste Buildings)  
717 E 17th Ave  
Columbus, OH 43211  
Venue Contact: Kathie Amspaugh  
Email: [Kathie.amspaugh@expo.ohio.gov](mailto:Kathie.amspaugh@expo.ohio.gov)

## SOCIAL MEDIA KIT

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On the online [Social Media Kit](#) you'll find approved art and copy to share the show with your followers, customers and prospective customers. Follow and tag us at @DispatchHGShow. Official Show Hashtag: **#HGShow**

### INTERNET ACCESS, TELEPHONE, CABLE:

Wireless internet service, hard-wired internet, cable TV, or telephone services must be ordered directly through NetSteady Communications. [ORDER HERE](#)

#### NetSteady Communications, Ltd.

Contact: Chris Hutchison  
Phone: 614.345.5005  
E-mail: [cmh@netsteady.com](mailto:cmh@netsteady.com)

### AUDIO VISUAL:

If you need sound, lighting, staging or have audio visual needs, place your order with OKI directly.

#### [ORDER HERE](#)

#### OKI, Inc.

Contact: Jason Brentlinger  
Phone: 614.395.2133  
E-mail: [oecevents@okiproductions.com](mailto:oecevents@okiproductions.com)

### FORKLIFTS:

A forklift/operator is available during move-in and move-out. This forklift is shared by show operations and other exhibitors. If you want to bring your own forklift, you may. You must be certified to drive the forklift.