

**Exhibitor Checklist**

***A handy checklist to help you organize your participation***

The 2019 Columbus Dispatch Home & Garden Show is quickly approaching, and planning is well under way. Use this handy checklist to help you organize all the forms that must be completed and returned before the show opens. Just mark off the required forms as you complete them and then be sure to return them by the appropriate deadlines. For more details, please review the information located inside your Exhibitor Information Kit.

**Return to Dispatch Consumer Shows:**

❑ Prize/Giveaway Registration Form (**by** **2/5/19**)

❑ ShowBuck$ Opt-in Form (**by** **2/5/19**)

❑ Pet Request/Vaccination Record (**by** **2/5/19**)

❑ Food & Beverage Sampling Application (**by** **2/5/19**)

❑ Certificate of Insurance (**by** **1/3/19**) **after this date, COI will be due upon purchase of booth**

ALL EXHIBITORS MUST PROVIDE THE EXACT INFORMATION LISTED BELOW ON THEIR COI or you will not be allowed to set-up at move-in

The following entities must be listed on your COI in the following areas:

**Certificate Holder:**

GATEHOUSE MEDIA OHIO HOLDINGS, II, INC.

5300 Crosswind Dr

Columbus, OH 43228

**Venue to be listed in description:**

Columbus Dispatch Home & Garden Show, Feb 16-24, 2019

Ohio Expo Center

717 E 17th Ave

Columbus, OH 43211

**Parking Passes:**

❑ Full show parking passes can be purchased from Standard Parking at the parking turnstiles when entering the Ohio Expo Center during move-in week for $20. Parking passes may be purchased in advance *directly through Standard Parking* by calling 614-294-9336 or 614-294-9338.

**Return to Cox Concessions:**

❑ Order form for Box Lunches (**by** **02/08/19**)

**Visit www.DispatchShows.com to access:**

❑ Telephone, Internet & Cable Service Order Form (NetSteady)

❑ Expo Services Forms (return only if you need more than the 100V outlet that is standard with each booth or if you require banner or sign hanging in your booth). You will need to provide your own extension cord.

❑ Audio

\* **NOTE:** This checklist is for your convenience only. You do not need to return it.