



Exhibitor Regulations Columbus MarketPlace 2010

Move in and move out schedules must be strictly adhered to. Times are as follows:

MOVE – IN

Wed. Mar. 17 8:30 am - 5:00 pm
Thurs. Mar. 18 8:30 am - 8:00 pm

NO SETUP IS BE PERMITTED ON FRIDAY, THE FIRST DAY OF ANY SHOW

MOVE – OUT

Mon. Mar. 18 4:00 am - 6:00 pm
Tues. Mar. 19 8:30 am - 6:00 pm

- All booths come with a 6 ft. table, chair, booth sign and wastebasket. Booths also include electric, carpet and lighting. Additional tables may be ordered from the decorator Posh Events (740-362-0004).
- All exhibitors will receive at no charge the MarketPlace mail list on CD.
- Carts are in limited supply at the Mart. Exhibitors must unload and deliver your own merchandise, unless you have made arrangements with Posh Events (740-362-0004). Mart staff is not available to deliver your merchandise.
- Any merchandise left beyond the final move-out times will be discarded, if necessary at cost to the exhibitor.
- **ALL EXHIBITS MUST REMAIN INTACT UNTIL THE POSTED CLOSING TIME OF 4pm Monday. Exhibitors closing early will be prohibited from participating at future shows.**
- No samples may be sold or merchandise delivered during show hours. No "samples for sale" signs may be posted in the booth / room.
- Exhibitors may not solicit or display merchandise in the aisles or elsewhere outside of their assigned booth area or room. Violation of this policy will result in suspension of participation in future shows.
- Boxes may not be stored in the aisles or common areas of the Mart. Contact Posh Events (740-362-0004) for on-site storage.
- No nails or glue may be used to attach anything to room walls. Carpet, tile, or other floor coverings may not be glued or attached to the floor. Any damage will be billed to the exhibitor.
- Columbus MarketPlace is a non-smoking facility. Alcoholic beverages may not be brought in or consumed in the mart.
- Exhibitors must park their trucks and vans at the south end of the mart lot.
- **All Exhibitors are expected to adhere to the MarketPlace rules and regulations and are subject to the same penalties as MarketPlace permanent showrooms.**