



Exhibitor Regulations Columbus MarketPlace 2011

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

MOVE – IN

Tuesday, August 16	9:00 am – 5:00 pm
Wednesday, August 17	9:00 am - 5:00 pm
Thursday, August 18	8:00 am - 7:00 pm

MOVE – OUT

Monday, August 22	6:00 pm - 10:00 pm
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- All booths come with a 6 ft. table, chair, booth sign and wastebasket. Booths also include carpet. Additional tables may be ordered from the decorator, Posh Events (740-362-0004).
- Carts are in limited supply at the mart. Exhibitors must unload and deliver your own merchandise. 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 In Tact Until The Posted Closing Time Of 6:00pm 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 outside of their assigned booth area unless permission has been granted from show management. 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. Space is provided for storage of boxes.
- The 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 in the back lot located behind the building, (enter the lot off Holt Dr.)
- **All Exhibitors are expected to adhere to the CMP rules and regulations and are subject to the same penalties as CMP permanent suites.**

Thank You for choosing to participate in our August Market! We look forward to having you and hope you have a great show. Please let us know if we can help you with anything.