



FRIDAY, MARCH 18TH - SUNDAY, MARCH 20TH 2022

# COLUMBUS, OH



## OSSE OH Exhibitor Manual

Log into your [Exhibitor Resource Portal](#)

Item	Instructions	Contact info	Date
Event Location	Event Dates & Times	Ohio Expo Center State Fairgrounds, Bricker and Celeste Building 717 E 17th Ave., Columbus, OH 43211 Ph: 614-644-4000 F: 614-644-4031  <a href="#">Venue Website</a>	Fri: 3/18 2pm - 7pm  Sat: 3/19 9am - 7pm  Sun: 3/20 9am - 4pm
Show Office  Exhibitor Check-In	<ul style="list-style-type: none"> <li>Will be located in the Bricker Building</li> <li>Located at the south wall next to glass door entrances</li> </ul> <p>Exhibitors must check-in at the show office before starting to set up, to indicate their arrival, confirm booth, and receive badges.</p>	OSSE Expo Show Office  For general show inquiries contact Exhibitor Services:  Andrea Blood & Tina Rollins  Exhibitor Services Managers  <a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a>  Ann Fields  Operations Manager  <a href="mailto:ann.fields@bonniercorp.com">ann.fields@bonniercorp.com</a>	Thurs: 3/17 11am - 7pm  Fri: 3/18 8am - 1pm
Additional  Set-up & breakdown info	<ul style="list-style-type: none"> <li>If need to set-up your booth outside of the normal exhibitor move-in times, please contact exhibitor services at least 1 week prior to event to receive early move in instructions.</li> <li>Please note, there is no guarantee we can accommodate an early move-in time. We will do our best to work with the venue and our decorator to accommodate the best we can.</li> <li>Booths vacant after 1pm on 3/18 are considered abandoned and are subject to being filled by companies from a waiting list.</li> <li>To inform of a late arrival and receive instructions on set-up at</li> </ul>	Andrea Blood & Tina Rollins  Exhibitor Services Managers  <a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a>  Ann Fields  Operations Manager  <a href="mailto:ann.fields@bonniercorp.com">ann.fields@bonniercorp.com</a>	All Exhibiting Booths must be completely set-up no later than 1pm on Mar. 18, unless pre-arranged by Event Management  No Exhibitor is allowed to breakdown their booth prior to 4pm Mar. 20. An exhibitor can consolidate your booth, however you are required per your booth terms & conditions of your agreement to occupy your booth throughout the entire event.



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	a later time, contact Exhibitor Services		
Sales Office  Booth Space Renewal for 2023	Located in the main lobby pass the show office  Exhibitor that have sales related inquiries for 2022 and 2023	Your Sales Account Managers  Brandon Censky  <a href="mailto:brandon.censky@bonniercorp.com">brandon.censky@bonniercorp.com</a>  Frank Smith  <a href="mailto:frank.smith@bonniercorp.com">frank.smith@bonniercorp.com</a>	Fri: 3/18 2pm - 7pm  Sat: 3/19 9am - 7pm  Sun: 3/20 9am - 4pm
Booth Electrical Order Requests	Advanced Rate Due Date:  Mar. 3, 2022  Floor Rate (Onsite):  Mar. 4, 2022  Phone Orders, e-mail, fax or mail order form • Check order form for pricing on hard line internet connection and Electrical	Link to <a href="#">Rates</a>  ***Floor Rates (onsite Rate) will apply to all orders not received by the cutoff date of Mar 3, 2022  Ohio Expo Center State Fairgrounds, Bricker and Celeste Building 717 E 17th Ave., Columbus, OH 43211 Ph: 614-644-4000 F: 614-644-4031  <a href="#">Venue Website</a>	Advance Rate: Mar. 3, 2022  Floor Rate(Onsite):  On Mar. 4, 2022
Booth Internet, Wi-Fi, Phone Order Requests	<ul style="list-style-type: none"> <li>Order online or by phone</li> <li>Fill out personal info at the top of the page</li> <li>Show or Event type in: <b>Open Season Sportsman's Expo (OSSE)</b></li> <li>From the drop down menu select which building your booth is in...Bricker or Celeste</li> </ul>	Link to <a href="#">Order Form</a>  ***Floor Rates (onsite Rate) will apply to all orders not received by the cutoff date of Mar 3, 2022  NetSteady Communications 614-345-5000 <a href="#">NetSteady Website</a>	Advance Rate: Mar 3, 2022  Floor Rate(Onsite):  On Mar 4, 2022



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Parking	<ul style="list-style-type: none"> <li>Weekend pass is \$14.00 for in and out privileges.</li> <li>Daily \$5.00 one-time entry for vehicles.</li> <li>Reserved exhibitor parking is in Brown Arena (Sheep Barn) immediately north of Bricker Building on a first-come, first serve basis.</li> <li>Trailer Parking is in the open lot next to Brown Arena (Sheep Barn)</li> </ul>	<p>Kalahari Resort &amp; Convention</p> <p>Ohio Expo Center State Fairgrounds, Bricker and Celeste Building 717 E 17th Ave., Columbus, OH 43211 Ph: 614-644-4000 F: 614-644-4031</p> <p><a href="#">Venue Website</a></p>	
Exhibitor Entrance	<p><b>Exhibitor Entrance – Bricker Building</b></p> <ul style="list-style-type: none"> <li>Exhibitor entrance is located on the North side near the loading docks, which runs parallel with 17<sup>th</sup> Ave.</li> </ul> <p><b>Exhibitor Entrance – Celeste Building</b></p> <ul style="list-style-type: none"> <li>Exhibitor Entrance will be located in the Northwest corner and main entrance of the building</li> </ul>	<p>Ohio Expo Center State Fairgrounds, Bricker and Celeste Building 717 E 17th Ave., Columbus, OH 43211 Ph: 614-644-4000 F: 614-644-4031</p> <p><a href="#">Venue Website</a></p>	
Unloading & Loading	<p><b>Unloading &amp; Loading – Bricker Building</b></p> <ul style="list-style-type: none"> <li>Thursday - Cars &amp; small vans can drive in, weather permitting.</li> <li>Friday - <u>No</u> driving into the building.</li> <li>There is 1 overhead door on the North and 1 on the East side of the Bricker Building that are the designated areas for unloading</li> <li>DO NOT set up your booth as you unload.</li> <li>Bring your own dollies and hand carts in case the facility does not supply them.</li> </ul>	<p>OSSE Expo Show Office</p> <p>For general show inquiries contact Exhibitor Services:</p> <p>Andrea Blood &amp; Tina Rollins</p> <p>Exhibitor Services Managers</p> <p><a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a></p> <p>Ann Fields</p> <p>Operations Manager</p> <p><a href="mailto:ann.fields@bonniercorp.com">ann.fields@bonniercorp.com</a></p>	



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	<ul style="list-style-type: none"> <li>• Unload first, park your vehicle, then set up your booth.</li> </ul> <p><b>Unloading &amp; Loading – Celeste Building</b></p> <ul style="list-style-type: none"> <li>• Thursday - Cars &amp; small vans can drive in, weather permitting.</li> <li>• Friday - <u>No</u> driving into the building.</li> <li>• There are 4 total overhead doors. A set of 10wx10h and 16wx14h on the North side and 10wx10h and 16wx14h on the South side of the Celeste Building</li> <li>• DO NOT set up your booth as you unload.</li> <li>• Bring your own dollies and hand carts in case the facility does not supply them.</li> <li>• Unload first, park your vehicle, then set up your booth.</li> </ul>		
<p>Large Equipment Unloading</p> <p>Decorator</p>	<ul style="list-style-type: none"> <li>• If you have large equipment that requires unique unloading needs please contact us before the expo so we can schedule you to move in before the designated setup times.</li> <li>• If your booth setup requires the use of a fork lift please contact Expo Services in advance to setup a time for forklift use. There is discount pricing for advance orders.</li> <li>• You may order forklift service on-site, but you should expect long waits and paying regular rates.</li> </ul>	<p><b>Link to Decorator Order Kit - coming soon</b></p> <p>General Exposition Services            Ph: 610-495-8866            Fax: 610-495-8870            Email: <a href="mailto:info@generalexposition.com">info@generalexposition.com</a></p>	
<p>Tear Down Times &amp; Info</p>	<p>Absolutely NO early tear down.</p> <ul style="list-style-type: none"> <li>• All exhibits must remain setup and in place until the official close of the expo.</li> </ul>	<p>OSSE Expo Show Office</p> <p>For general show inquiries contact Exhibitor Services:</p>	<p>Sun. 3/20</p> <p>4p-Midnight</p>



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	<ul style="list-style-type: none"> <li>Exhibitors leaving early will lose their booth choice for next year.</li> <li>Exhibitors must be out no later than Midnight on Sunday evening.</li> </ul>	<p>Andrea Blood &amp; Tina Rollins Exhibitor Services Managers <a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a></p> <p>Ann Fields Operations Manager <a href="mailto:ann.fields@bonniercorp.com">ann.fields@bonniercorp.com</a></p> <p>General Exposition Services Ph: 610-495-8866 Fax: 610-495-8870 Email: <a href="mailto:info@generalexposition.com">info@generalexposition.com</a></p>	
Badges	<p>You are eligible to receive four (4) badges for your first 10'x10' booth space.</p> <ul style="list-style-type: none"> <li>Non-profit organizations receive six (6) badges. Extra badges are \$5.00</li> <li>You are eligible to receive two (2) extra badges for each additional 10'x10' booth space.</li> <li>Badges will be available for pick-up at the Show Office.</li> <li>NO ONE will be admitted to the exhibit floor without the appropriate badge.</li> <li>For the security of your products, EVERYONE working in a booth MUST HAVE and WEAR an exhibitor badge during ALL EXPO HOURS.</li> <li>Door guards will check badges every day when you enter the building.</li> <li>Your badge must be immediately visible and checkable for easiest, fastest admittance.</li> <li>Replacement badges are \$5.</li> </ul>	<p>Click Here to Register for your Exhibitor <a href="#">Booth Staff Badges</a></p>	<p>Deadline for badges 3/3/2022</p> <p>We encourage you to pre-register your staff for their booth staff badge on or before Mar 5 to avoid delay at exhibitor check-in</p>



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Item	Instructions	Contact info	Date
Table, Chairs, Forklift	<ul style="list-style-type: none"> <li>Contact the decorator</li> <li>Standard floor rate applies after deadline</li> </ul>	<p><b><a href="#">Link to Decorator Order Kit</a></b></p> <p>General Exposition Services            Ph: 610-495-8866            Fax: 610-495-8870            Email: <a href="mailto:info@generalexposition.com">info@generalexposition.com</a></p>	Advanced Deadline: TBD
Drapery Colors	<ul style="list-style-type: none"> <li>Backdrops and side curtains will be black and red</li> </ul>	<p><b><a href="#">Link to Decorator Order Kit - coming soon</a></b></p> <p>General Exposition Services            Ph: 610-495-8866            Fax: 610-495-8870            Email: <a href="mailto:info@generalexposition.com">info@generalexposition.com</a></p>	
Shipping To The Facility	<ul style="list-style-type: none"> <li>Contact the decorator</li> <li>Send to Expo Services until deadline</li> </ul>	<p><b><a href="#">Link to Decorator Order Kit - coming soon</a></b></p> <p>General Exposition Services            Ph: 610-495-8866            Fax: 610-495-8870            Email: <a href="mailto:info@generalexposition.com">info@generalexposition.com</a></p>	Advanced Deadline: TBD
Driving Directions	<ul style="list-style-type: none"> <li>For driving directions to the Ohio Expo Center visit our website</li> <li>717 E 17th Ave., Columbus, OH 43211</li> </ul> <p>Information on the city of Columbus, including restaurants, sights, and additional hotels.</p>	<p><a href="#">Venue Website</a></p> <p>Additional Transportation Info:</p> <p><a href="#">Columbus Travel</a></p> <p>Columbus Convention &amp; Visitors Bureau            614-221-6623</p> <p><a href="http://www.experiencecolumbus.com">www.experiencecolumbus.com</a></p>	
Hotels	<ul style="list-style-type: none"> <li>Discounted hotel rates with partner hotels, amenities, and dining options can be found on our website.</li> <li>Remember to say Open Season Sportsman's Expo to receive the best rate</li> </ul>	<p><b><a href="#">Link to Host Hotel – Coming Soon</a></b></p>	
Camping	<ul style="list-style-type: none"> <li>Camping sites available on Ohio Expo Center property</li> <li>1/2 block walking distance</li> </ul>	<p>Expo Camping            614-294-9336</p>	



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	<ul style="list-style-type: none"> <li>Rate is \$35.00 per night</li> <li>Call Expo Camping for more info</li> </ul>		
Re-Stocking	<p>Hand carts and dollies can be used to re-stock before the show, 8 am - 9 am.</p> <ul style="list-style-type: none"> <li>If you need to restock your booth during show hours you must carry all items into the facility by hand.</li> <li>NO use of hand carts or dollies are allowed during the expo.</li> </ul>	<p><b>Link to Decorator Order Kit - coming soon</b></p> <p>General Exposition Services            Ph: 610-495-8866            Fax: 610-495-8870            Email: <a href="mailto:info@generalexposition.com">info@generalexposition.com</a></p>	8a - 9a daily
Insurance (COI)	<ul style="list-style-type: none"> <li>We NO longer charge for booth insurance.</li> <li>It is up to you to provide us with a certificate of insurance (<i>by March 3, 2022</i>), one week before the event</li> <li>You can submit the COI through the registration portal or you can submit your COI to Brandon or Cheryl via E-mail.</li> </ul> <p>Below you will find the correct criteria and language your COI needs to provide:</p> <ul style="list-style-type: none"> <li>All vendors must carry \$1,000,000 liability insurance and it must name "Bonnier Corporation and their subsidiaries, parent companies and affiliates as additional insured."</li> <li>Certificate holder listed as: Bonnier Corporation, 838 N Delaware St, Indianapolis, IN 46204.</li> <li>State of Ohio is the governing body for OEC so they need to be added as additional insured to your COI</li> </ul>	<p>Andrea Blood &amp; Tina Rollins</p> <p>Exhibitor Services Managers</p> <p><a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a></p> <p>If you need to obtain a Certificate of Insurance for the event, you can click <b>HERE</b> to complete for an additional cost.</p>	Mar 3, 2022
Antlers & Mounts	<ul style="list-style-type: none"> <li>Hand carts and dollies can be used to re-stock before the show, 8 am - 9 am.</li> <li>If you need to restock your booth during show hours you must carry all items into the facility by hand.</li> <li>NO use of hand carts or dollies are allowed during the expo.</li> </ul>	<p>OSSE Show Office</p> <p>Andrea Blood &amp; Tina Rollins</p> <p>Exhibitor Services Managers</p> <p><a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a></p>	



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Gasoline Engines	<p>Fuel in the tank shall not exceed ¼ of tank capacity or 5 gallons of gas, whichever is less</p> <ul style="list-style-type: none"> <li>The fuel cap must be taped shut.</li> <li>At least one battery terminal must be disconnected and tapped</li> <li>Visqueen or other protective covering must be placed underneath vehicle</li> <li>Transfer of fuel is not allowed on the Convention center floor.</li> </ul>	<p>OSSE Show Office</p> <p>Andrea Blood &amp; Tina Rollins</p> <p>Exhibitor Services Managers</p> <p><a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a></p>	
Fire Regulations	<p>Exhibits must comply with all local, state and federal fire codes as they apply.</p> <ul style="list-style-type: none"> <li>Only fire-proof material should be used as decoration in displays.</li> <li>Contact the Convention Center for specific fire regulations and codes.</li> </ul>	<p>Ohio Expo Center State Fairgrounds, Bricker and Celeste Building 717 E 17th Ave., Columbus, OH 43211 Ph: 614-644-4000 F: 614-644-4031</p> <p><a href="#">Venue Website</a></p>	
Security	<p>We will maintain security for the facility during expo hours and at night.</p>	<p>OSSE Show Office</p> <p>Andrea Blood &amp; Tina Rollins</p> <p>Exhibitor Services Managers</p> <p><a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a></p>	
Firearms	<ul style="list-style-type: none"> <li>Firearms on display accessible to the attending public must be modified so they cannot be discharged.</li> <li>Ammunition sales regulations vary from facility to facility check with the Expo Center.</li> <li>The weapons policy for all LEPFA properties is as follows: Carrying guns, pistols, or other weapons is prohibited, except (1)</li> </ul>	<p>Link to <a href="#">Firearms Guidelines</a></p> <p>Ohio Expo Center State Fairgrounds, Bricker and Celeste Building 717 E 17th Ave., Columbus, OH 43211 Ph: 614-644-4000 F: 614-644-4031</p>	





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	as specifically permitted by law or (2) exempt from local regulation by law.	<a href="#">Venue Website</a>	
Pets	<ul style="list-style-type: none"> <li>Live animals are not allowed in the building unless they are an approved exhibit, display or performance.</li> <li>Owners are responsible for the cleanup, waste removal and any damage done by animals.</li> </ul>	OSSE Show Office Andrea Blood & Tina Rollins Exhibitor Services Managers <a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a>	
Sound Control	<ul style="list-style-type: none"> <li>Any DVD's, music, or other audio devices including duck and turkey callers, must be kept to a minimum.</li> <li>Please respect your neighboring exhibitors and avoid sound pollution.</li> </ul>	OSSE Show Office Andrea Blood & Tina Rollins Exhibitor Services Managers <a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a>	
Raffles	Note: The show office does not page winners for raffles and will not announce raffles.		
Selling Product	<ul style="list-style-type: none"> <li>Franklin County tax rate – 7.50%.</li> <li>All vendors selling product must order a Transient Vendors License.</li> <li>Address questions to the Ohio Dept of Taxation</li> <li>Tax information subject to change</li> </ul>	<a href="#">Click link for Tax Forms</a> Search Form ST1T Ohio Dept. of Taxation 888-405-4039 (Vendor License)	
Food Sales & Sampling	<ul style="list-style-type: none"> <li>All food sales and distribution must be approved by Bonnier Corp. and Concessions by Cox.</li> <li>Temporary food permit is required. Application due 10 days prior to start of event.</li> <li>Food Permit Fees subject to change. Proposed 2019 fee \$48.00 a day.</li> </ul>	For fee and approval Call Concessions by Cox Ph: 614.297.0735 Email: <a href="mailto:ohio@cbycox.com">ohio@cbycox.com</a> OSSE Expo	Deadline: Mar 3, 2022



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		Andrea Blood & Tina Rollins  Exhibitor Services Managers  <a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a>	
Door Prizes	<ul style="list-style-type: none"><li>• Either bring product to the show office or fill out a door prize form in which attendees come to your</li><li>• Booth to pick up.</li></ul>		



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#### Additional Booth Information

\$150 Discount per interior booth only; Tax exempt form must be included with payment to qualify. Multiple booth discounts do not qualify or not available.

Full payment due November 15, 2021

[Booth Space Sale PDF](#)

[Booth Space Terms & Conditions](#)

Questions on regarding your account, please contact Exhibitor Services: [exhibitorservices@bonniercorp.com](mailto:exhibitorservices@bonniercorp.com)

Must be submitted in writing. Exhibitors that cancel and "no shows" forfeit all prior payments.

After 12:00 pm Friday 3/18, unoccupied booths may be sold to exhibitors on waiting list. No refunds.

Free shooting lane with booth purchase. Excludes WI.

Deposit must be paid by end of expo to secure your same location next year.

Page: Updated Last 10/06/21 10:30 pm central time