

premiereCOLUMBUS

IMPORTANT INFORMATION & DATES

EXHIBITOR REGISTRATION AND CREDENTIALS

Exhibitor Credentials are provided **DIGITAL ONLY** and will be available 30 days prior to the event. Exhibitors will receive a password and link via email from [EventsPass](#).

Exhibitor credentials are to be used only by Exhibit Personnel working in the show. Quantity of credentials are distributed as follows: (5) Credentials per 10' x 10' Space

Each Exhibit Personnel must have their own Exhibitor Credential on their person or mobile device. See the Registration Assistance counter for help regarding credentials.

Starting Saturday, No one will be allowed on the show floor without credentials.

MODEL REGISTRATION – Available Thirty (30) days prior to the show

Each exhibitor is allotted three (3) models/day per 10x10 booth. A Model Procedure & Sign-up form is required, and **Exhibitors are to turn in their form to the Registration area onsite.**

Contact Premiere Exhibit Services at customersupport@premiereshows.com for any model questions.

SHOW SCHEDULE

Exhibitor Move-In		Exhibitor Move-Out	
Friday, September 27	8:00am – 5:00pm	Monday, September 30	4:30pm – 10:00pm
Saturday, September 28	8:00am – 5:00pm	Tuesday, October 1	8:00am - 1:00pm
Exhibit Hours			
	Sunday, September 29	9:00am – 5:00pm	
	Monday, September 30	9:00am – 4:00pm	

START DATES & DEADLINES

Aug 29 | Advanced Shipment Warehouse Receiving **Start** | Exhibitor Shipping | Connect to [Freeman](#)

Aug 30 | Last Day for Incentive Rates | Decorator Services (tables, chairs, labor, stages, etc.) | Connect to [Freeman](#)

Aug 30 | Submission Due Date | General Liability insurance with at least \$1,000,000 per occurrence, \$2,000,000 general and naming Informa Markets, USA Beauty LLC dba Premiere Show Group, Henry B. Gonzalez Convention Center and Freeman as additionally insured. | Submit Certificate of Insurance (COI) to customerservice@premiereshows.com.

Exhibitors needing a COI can Connect to [Exhibitor Insurance by Brokers Trust Insurance Group](#)

Aug 30 | Last day to submit | Hanging Sign Approval Request | connect to customersupport@premiereshows.com

Sept 12 | Last Day for Incentive Rates | Wi-Fi / Internet / Phone / TV Services | Connect to [Smart City](#)

Sept 12 | Last Day for Incentive Rates | Utilities & Aerial Rigging | Connect to [Greater Columbus Convention Center](#)

Sept 12 | Last Day for Incentive Rates | Booth Catering | Connect to [Levy Restaurants](#)

Sept 19 | Advanced Shipment Warehouse Receiving **End** | Exhibitor Shipping | Connect to [Freeman](#)

Sept 27 | On-Site Shipping **Starts** | Exhibitor Shipping | Connect to [Freeman](#)