

Important Deadlines & Badge Request

premiereCOLUMBUS

Badge Registration will be available 30 days prior to the show. A link will be emailed to your attention.

Exhibitor Badges Are For Exhibit Personnel Only in quantities as follows: 5 per 10' x 10'

Badges are to be used only by those individuals working in the show.
No one will be allowed on the show floor without a badge.

BADGES WILL NOT BE DISPENSED IN GROUPS.

Each individual will need photo identification before they can pick up their badge. The exact individual assigned a badge must pick up the badge themselves.
Only one badge will be issued for each authorized individual.

AUGUST 30th

General Liability Insurance – Show Insurance

Log onto: General Liability Insurance

As an exhibitor, you are required to carry general liability insurance. On or before August 30, 2019. Exhibitor agrees to provide Premiere Shows, Inc. with **an original Certificate of Insurance** showing the policy in effect at least through October 7, 2019. It should be issued by an insurance carrier authorized to do business in the State of Ohio. The coverage must be evidenced by a Certificate of Insurance with limits of at least \$1,000,000 per occurrence, \$2,000,000 general aggregate and a 30 day cancellation notice. In addition to Exhibitor, such certificates of insurance shall name as additional insureds: Premiere Shows, Inc., the Premiere Columbus Show, Greater Columbus Convention Center and Freeman. No exhibitor will be permitted to set up exhibit until proper insurance forms have been submitted to Show Management.

We recommend Show Insurance, Inc., for information on this type of insurance. You can reach them at (440) 349-6650. However, you might be able to get a rider attached to your current insurance policy for a small charge or no charge at all.

Email certificate to: desiree@premiereshows.com

SEPTEMBER 6th (*Audio Visual*)

Audio Visual – AVP

Log onto: **Audio Visual**

SEPTEMBER 13th (*tables, chairs, labor, shipping, stages, etc.*)

Decorator Services – Freeman

Log onto: Decorator Services

SEPTEMBER 20th (*electric, rigging, telephone, internet, etc.*)

Convention Center Services – Greater Columbus Convention Center

Log onto: Convention Center Services