

# Logan Campus of Hocking College – Energy Institute Exhibitor Information Sheet

## **Shipping:**

Any materials shipped to the College must be addressed to:  
Hocking College Logan Campus  
30260 Industrial Park Drive  
Logan, OH 43138

\*\*All shipped items must be to the Attention of: Jestinah  
McDonald/Project Coordinator and Green Energy Ohio's  
Renewable Energy Showcase

All larger shipments such as pallets will need prior arrangements and must arrive by Friday, Sept. 11 at 4 pm. Call Jestinah McDonald at (740) 380-9315 to make arrangements for incoming and outgoing shipments prior to arrival.

## **Exhibitor Set Up/Tear Down:**

### **Set up: 7:00 – 8:00 am**

Please have your booth entirely set up by 8:00 am as guests will begin to tour the exhibit rooms.

*\*\*Friday, Sept. 11, 2-4 pm, you may drop off supplies and store them in the Classrooms.*

### **Tear down: 4:00 – 5:00 pm**

Please do not begin tearing down your exhibit until 4:00 pm. You will have one hour to tear everything down and remove your display.

Loading/unloading docks are located at the rear of the building. Hocking College suggests you bring your own carts and dollies due to a shortage of on hand moving equipment. The docks will be unlocked for your use during the set up and tear down times only. At all other times the docks will be locked.

Once your materials are unloaded at your booth you may park in the area immediately behind the building. Because of limited parking availability at the campus, all exhibitors are required to park at the back of the building. No parking pass is necessary. Please

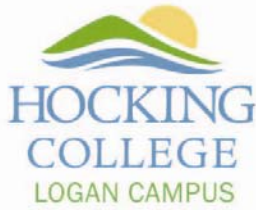
see attached Hocking College Logan Campus map for additional parking lots.

**Exhibitor Booths:**

All booths will be assigned on a *first come – first serve* basis. Please unload your materials at the table of your choice, then move your vehicle to a proper parking place. Exhibits will be located in the Northeast wing of Room 105, which is also called the Electric/Hybrid Automotive Bay.

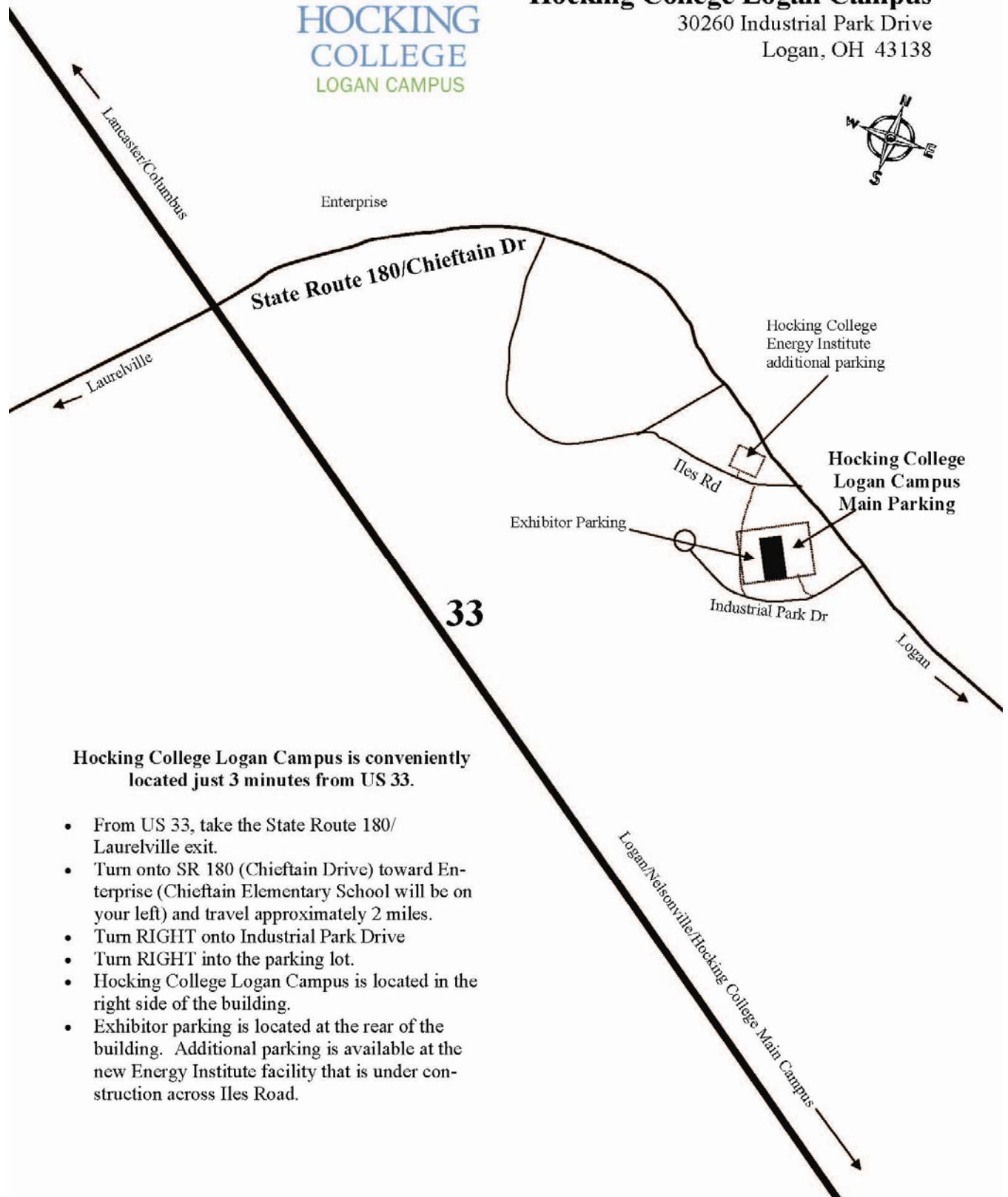
A 6' X 30" table and one chair will be provided. If you need electricity, please bring your own extension cord as the facility has limited supplies.

For further questions about exhibit space at the Logan Campus contact Jestinah McDonald, Project Coordinator (740) 380-9315.



## Hocking College Logan Campus

30260 Industrial Park Drive  
Logan, OH 43138



**Hocking College Logan Campus is conveniently located just 3 minutes from US 33.**

- From US 33, take the State Route 180/ Laurelville exit.
- Turn onto SR 180 (Chieftain Drive) toward Enterprise (Chieftain Elementary School will be on your left) and travel approximately 2 miles.
- Turn **RIGHT** onto Industrial Park Drive
- Turn **RIGHT** into the parking lot.
- Hocking College Logan Campus is located in the right side of the building.
- Exhibitor parking is located at the rear of the building. Additional parking is available at the new Energy Institute facility that is under construction across Iles Road.