

# EXHIBITOR MANUAL

## March 22 – 24, 2019

The Bayfront Convention Center, Erie, PA



Produced By: Erie Promotions & Expos • 5938B Spires Drive • Erie, PA 16509  
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### **Show Hours:**

Friday, March 22: Noon – 8pm  
Saturday, March 23: 10am – 8pm  
Sunday, March 24: 11am – 4pm

### **Exhibitor Set-Up Hours:**

Thursday, March 21: 10am – 5pm  
Friday, March 22: 8am – 11am

### **Exhibitor Tear-Down Hours:**

Sunday, March 24: 4:15pm – 8pm

\*Booths must be staffed at all times.

\*Exhibitors must check-in at front entrance before moving in any items.

\*Displays must remain intact until Sunday at 4:15pm.

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**Booth Decorating:** Booths **do not** include tables, chairs or electricity. Furnishings must be ordered through the online [Decorating Order](#) Form or you may use your own. An additional fee will be assessed for all items ordered at set-up.

**Exhibitor Entrance & Passes:** Each exhibitor will receive 4 passes, allowing up to 4 people to staff the booth each day. All exhibitors must have a pass to enter through the required exhibitor entrance across from the box office. *Passes and instructions are distributed at check-in.* Please contact Erie Promotions to purchase additional passes.

**Food Vendor Information:** [Application](#)

**Parking:** Parking is FREE! Please park at the Sheraton Bayfront Hotel parking garage to stay out of the elements. Parking tickets will be validated at the hotel front desk. Please contact Tom at 814-790-5079 to make parking arrangements for trailers, RVs, or oversized vehicles.

**Sales Tax:** All retail booths are required to have the appropriate State Sales Tax Certificate of Authority in their booth at all times. Follow the corresponding link to acquire your certificate: [PA](#)

**Food & Drink:** Food and drink is not permitted to be brought in to the facility. Alcohol is prohibited.

**Subletting:** Subletting or donating space to another exhibitor or company within your booth is prohibited.

**Insurance:** Exhibitors are required to have a certificate of liability insurance naming Erie Promotions & Expos, Inc. and the Bayfront Convention Center as additionally insured. A copy of your certificate can be faxed to 814-920-4128.

**EXHIBIT CONSTRUCTION:** Basic exhibits may not exceed 8' in height on the back line, nor exceed an 8' height 4' from the back line to the depth of the booth to the aisle, unless plans have been approved by Erie Promotions. A display cannot block off or otherwise interfere with any other display. Promotional materials and display items are only permitted within the confines of your booth. Signage must be of professional quality, and hand written signs are not permitted. Please see our [General Rules & Regulations](#) additional information regarding exhibit display policies, including a diagram of booth dimensions.

Promote your booth on our [Facebook](#) page!



Please note, Erie Promotions has the right to change or move your booth location at any time