



EXHIBITOR MANUAL

November 16 – 17, 2019

The Bayfront Convention Center, Erie, PA



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

Saturday, November 16: 10am–6pm
Sunday, November 17: 11am–4pm

*Booths must be staffed at all times.

Exhibitor Set-Up Hours:

Friday, November 15: 9am-7:00pm
Saturday, November 16: 8am

*Exhibitors must check-in at the show office
before moving in any items.

Exhibitor Tear-Down Hours:

Sunday, November 17: 4:15pm–8pm

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

BOOTH FURNISHINGS: Check your contract for included items. Additional furnishings must be ordered through the online [Decorating Order](#) form or you may bring your own. An additional fee will be assessed for all items ordered on-site.

EXHIBITOR ENTRANCE & PASSES: Passes and instructions are distributed at check-in. **All exhibitors must have a pass to enter through the required Exhibitor Entrance located in the front lobby.** Please contact Erie Promotions to purchase additional passes.

Food Vendor Information: [Application](#)

PARKING: Please contact Tom (tom@eriepromotions.com) to make parking arrangements for trailers, RVs, or oversized vehicles. ***Parking is FREE to Exhibitors compliments of the Erie Sheraton Bayfront Hotel.*** Please park at the Sheraton Parking Garage, which is connected to the convention center. Parking tickets will be validated at the front desk of the Sheraton Hotel, just inform them you are with the *Her* event.

FOOD & DRINK: Outside 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 not permitted.

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. You can purchase a policy for this event [here](#).

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 links to acquire your certificate: [PA](#)

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.