



EXHIBITOR MANUAL

February 21 – 24, 2019

The Fairgrounds in Hamburg, NY

Produced By: Erie Promotions & Expos • 5938B Spires Drive • Erie, PA 16509
(P) 814-790-5079 • (F) 814-920-4128 • renee@eriepromotions.com

Expo Hours:

Thursday, Feb. 21: 2pm – 8pm
Friday, Feb. 22: Noon – 8pm
Saturday, Feb. 23: 10am – 8pm
Sunday, Feb. 24: 11am – 4pm

Exhibitor Set-Up Hours:

Wednesday, Feb. 20: 10am – 6pm
Thursday, Feb. 21: 8am – 1pm

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

Exhibitor Tear-Down Hours:

Sunday, Feb. 24: 4:15pm–7pm

***Displays must remain intact until Sunday at 4:15pm. Move-out through the front doors is prohibited. This will be strictly enforced.**

***Booths must be staffed at all times.**

BOOTH FURNISHINGS: Booths do **not** include tables, chairs or electricity. Furnishings must be ordered through Hale Northeastern, Inc. via the [Decorating Order Form](#) or you may bring 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 on the side of the building. Passes and instructions are distributed in the show office at check-in. Please contact Erie Promotions to purchase additional passes.

PARKING: Parking is free. Please [contact Tom](#) 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 links to acquire your certificate: [PA](#) [NY](#)

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 not permitted.

INSURANCE: Exhibitors are required to have a certificate of liability insurance naming Erie Promotions & Expos, Inc. and The Fairgrounds as additionally insured. A copy of your certificate can be sent to Erie Promotions via the contact information at the top of this page. Need to purchase a policy? Follow this link.

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](#) for additional information regarding exhibit display policies, including a diagram of booth dimensions.

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

