



EXHIBITOR MANUAL

September 16 – 18, 2022

The Bayfront Convention Center, Erie, PA



Produced By: Erie Promotions & Expos • PO Box 11275• Erie, PA 16514
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Expo Hours:

Friday, September 16: 2pm–7pm
Saturday, September 17: 10am–7pm
Sunday, September 18: 11am – 4pm

*Booths must be staffed at all times.

Exhibitor Set-Up Hours:

Thursday, September 15: 12pm-6pm
Friday, September 16: 8am-1pm

*Exhibitors must check-in at the exhibitor entrance before moving in any items.

Exhibitor Tear-Down Hours:

Sunday, September 18: 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 your online client portal 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 or order through your client portal.

PARKING: Please contact Tom (email address above) to make parking arrangements for trailers, RVs, or oversized vehicles. *Parking is FREE to Exhibitors compliments of the Courtyard by Marriott.* Please park at the Marriott Parking Garage, which is beside the convention center parking lot.

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](#)

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 Erie County Convention Center Authority as additionally insured. Artists and Dealer tables required to have a certificate of liability insurance or sign the Participation Liability Waiver in client portal. 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. Handwritten signs are not permitted. Please see our General Rules for additional information regarding exhibit display policies, including a diagram of booth dimensions.