

# EXHIBITOR MANUAL

March 26-28, 2021

The Bayfront Convention Center



We are busy getting ready for the upcoming Erie Home & Garden Expo scheduled for March 26-28<sup>th</sup> at the Bayfront Convention Center! Here is the NEW set up information with a map directing you on where to enter and exit the building. Please take this time to share with your staff setting up, working the booth and moving your displays out. We have been very detailed so everything runs smooth and the more your team knows the details, the better!

## Move-in

Check in at Exhibitors Entrance **(NOTED ON THE MAP)** during your scheduled Move In date & time. This will be scheduled with our operations department.

1. You will be directed to one of the assigned parking spaces in the loading dock area.
2. It is highly recommended that you bring and use your own carts & dollies. A limited amount of carts will be available for use.
3. Once unloaded; return any of the building carts to your parking space and move your car to the Exhibitor Parking Area
4. Return to finish assembling your display

**Note:** Even though you will only have 1 hour to check-in and unload your car, you will be able to take your time to set up your display. These practices are in place to alleviate congestion and coordinate a smooth move-in with adequate time to sanitize every cart and heavy touch areas throughout the day. **Masks are required throughout the entire Move In, Event, and Move Out process.**

## Move Out & Loading

Before moving any vehicles, you need to break down your display and be ready to move out.

1. Once broken down and ready to move, contact an EPE Staff member to receive your Load Out Pass
2. Your Load Out Pass serves as your loading que in the garage (you will need it to enter the garage)
3. Once parked in the garage, begin to load out your items.
4. After your vehicle is loaded; leave the cart in the parking space to be sanitized after your departure

**Note:** The only exhibitors allowed to leave through the front entrance are those who are carrying their displays or using a 2 wheeled dolly (YOU MUST BRING YOUR OWN.) **Masks are required throughout the entire Move In, Event, and Move Out process.**

If you have already taken the time to complete the Vendor Addendum, thank you! If you haven't yet completed it, please do so [here](#). Otherwise, you will be required to fill this out before you set up your booth. Only the contact person for your business needs to complete this. In addition to the addendum, each staff member coming to the event must complete this [waiver](#). Feel free to bring it with you completed or you will be given one at the show. This only needs to be filled out once for each person.

If you need to order [decorating items](#) such as tables/chairs/carpeting or additional electric, you MUST do so BEFORE March 24<sup>th</sup>. Any orders received after that date will be issued a 25% surcharge. The convention center staff is limited which is why preorders are necessary.

**PARKING:** Parking is FREE! Please park at the Sheraton Bayfront Hotel or the Courtyard by Marriott parking garages. This is a bit of a walk so please plan accordingly and make sure you share this with your team. This will allow parking for your customers to come see you!

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**Show Hours:**

Friday, March 26: Noon – 8pm

Saturday, March 27: 10am – 8pm

Sunday, March 28: 10am – 4pm

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

**Exhibitor Set-Up Hours:**

Per scheduled time

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

**Exhibitor Tear-Down Hours:**

Sunday, March 28: 4:15pm – 7pm

**\*Displays must remain intact until Sunday at 4:00pm.**

**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

Produced By: Erie Promotions & Expos •

(P) 814-790-5079 • (F) 814-920-4128 • [renee@eriepromotions.com](mailto:renee@eriepromotions.com)

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