

EXHIBITOR MANUAL



January 30 – February 2, 2020
Bayfront Convention Center in Erie, PA

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

Thursday, January 30: Noon – 8pm
Friday, January 31: Noon – 8pm
Saturday, February 1: 10am – 8pm
Sunday, February 2: 10am – 3pm

Set-Up Hours:

Wednesday, January 29: Noon – 5pm
Thursday, January 30: 8am – 11am

Exhibitor Tear-Down Hours:

Sunday, February 2: 3:15pm – 7pm

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

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

***Displays must remain intact until Sunday at 3:15pm.**

Booth Decorating: Booths **do not** include tables, chairs, or electricity. 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 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.* Passes and instructions are distributed at check-in. Please contact Erie Promotions to purchase additional passes.

Food Vendor Information: [Application](#)

Parking: Parking is FREE! Park at the Sheraton Bayfront Hotel to stay out of the elements. Parking 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: Outside food and drink is NOT permitted inside 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., Erie Auto Association, 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](#) for 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*