



# EXHIBITOR MANUAL

## October 27 – 28, 2018

Bayfront Convention Center in Erie, PA



### Expo Hours:

Saturday, October 27: 10am – 7pm  
Sunday, October 28: 11am-4pm

\*Booths must be staffed at all times\*

### Exhibitor Set-Up Hours:

Friday, October 26: 10am – 6pm

\*Exhibitors must check-in before  
moving in any items\*

### Exhibitor Tear-Down Hours:

Sunday, October 28: 4:15pm – 8pm

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

**BOOTH FURNISHINGS:** Booths do not include tables or chairs. Furnishings must be ordered through the online [Decorating Order Form](#) link. An upcharge will be assessed per item 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 in the show office at check-in. Please contact Erie Promotions to purchase additional passes.

**Food Vendor info:** All food vendors have to obtain a temporary food service license from the Erie County Health Board.

**PARKING:** **Parking is FREE to Exhibitors compliments of the Erie Sheraton Bayfront.** Please park at the Sheraton Parking Garage and stay out of the elements. Take a ticket when you pull in and have it validated at the front desk of the Sheraton Hotel on your way out. This is also the ticket you will use when you leave the parking garage. This is a great way to allow your customers to park closer to the Bayfront Convention Center. Thank you for your cooperation in this matter. Please contact [tom@eriepromotions.com](mailto:tom@eriepromotions.com) to make parking arrangements for trailers, RVs, or oversized vehicles.

**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 & LIABILITY:** 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](#).

**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.

**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](#)

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

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