



EXHIBITOR MANUAL

March 3 – March 5, 2017

Bayfront Convention Center in Erie, PA



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

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Expo Hours:

Friday, March 3: Noon – 8pm
Saturday, March 4: 10am – 8pm
Sunday, March 5: 10am-5pm

*Booths must be staffed at all times.

Exhibitor Set-Up Hours:

Thursday, March 2: Noon – 7pm
Friday, March 3: 8am – 11am

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

Exhibitor Tear-Down Hours:

Sunday, March 5: 5:15pm – 9pm

*Displays must remain intact until Sunday at 5:15pm. This will be strictly enforced.

BOOTH FURNISHINGS: Booths do **not** include tables, chairs or electricity. Furnishings must be ordered through the online Decorating Order Form link, or you may use 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 in the show office at check-in. Please contact Erie Promotions to purchase additional passes.

Food Vendor Information: You must purchase a temporary food vendor permit. Can be done at the show during opening day.

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](#) [OH](#)

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 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!

