

SUBURBAN PENNSYLVANIA HOME SHOW

January 25-26, 2020

EXHIBITOR KIT

1. Venue Location:

Lancaster County Convention Center: 25 South Queen Street, Lancaster, PA 17603

2. Event Time Table:

A. Move-In: Due to the extremely limited loading area size, this show has a targeted move-in and move-out. Kindly refer to the enclosed floor plan for your scheduled zone, arrival times and details. Should you or a company representative show up prior to the indicated time, access will not be permitted.

Friday, January 24, 2020	Red Zone	8:00 AM - 11:00 AM
	Green Zone	12:00 PM - 3:00 PM
	Blue Zone	4:00 PM - 6:00 PM
Saturday, January 25, 2020	All Booths, All Zones	8:00 AM - 10:00 AM *

* *Note: Light display material only. Forklift service will not be available.*

* *Note: Please ensure that your display is completely set up one hour prior to the show opening for inspection.*

B. Show Hours

Saturday, January 25, 2020	10:00 AM - 8:00 PM
Sunday, January 26, 2020	10:00 AM - 6:00 PM

C. Move-Out

Sunday, January 26, 2020	Blue Zone	Beginning at 6:00 PM *
	Green Zone	Beginning at 6:30 PM *
	Red Zone	Beginning at 6:30 PM *

* *Note: Move-Out will not begin until 6:00 PM*

* *Note: All exhibits must be completely removed by 8:00 PM on Sunday, NO EXCEPTIONS*

Reminder: Exhibitors will be allowed in the exhibition hall one hour prior to the show opening each morning for preparation. For security purposes, at least one member of your company should be present at these times. American Consumer Shows personnel will be available during all show hours at the Information Booth.

3. Facility Details:

- Load-In door dimensions are 26' wide x 14' high.
- The ceiling height is 22' high in Hall A, 32'6" in Hall B.
- This facility is equipped with a loading dock.
- The facility flooring is concrete.
- Exhibitors that are cooking within or landscaping their booth(s) must protect the venue floor with a tarp or plastic covering. This is inclusive of exhibit space and staging of materials during set-up and breakdown. Please remember to bring additional tarp to protect the aisles from loose display material during set-up and breakdown.
- Exhibitors that are carpeting their own booth or covering the floor must use tape provided by Show Management - *****DO NOT USE DUCT TAPE ON THE FLOOR*****
- Trash removal of large construction items is your responsibility. Do not leave large items on the show floor, and do not put them in the dumpster.

3. Facility Details (Continued)

- Cutting inside the facility is not permitted. Please cut all display materials, such as wood, brick and stone, outside of the facility.
- The Lancaster County Fire Marshal requires that a fire extinguisher be accessible and ready to use within all covered displays (including tents). The Fire Marshal will be checking displays. Exhibitors that do not comply with the above will be instructed to dismantle their display.

4. Service Providers:

Decorator Form(s)

Password: LCS20

General Exposition Services: 205 Windsor Road, Limerick Business Center, Pottstown, PA 19464

P: 610.495.8866

F: 610.495.8870

Email: info@generalexposition.com

*For your convenience, decorator forms can be accessed online. Go to www.generalexposition.com; click ONLINE SERVICE KIT, enter the password **LCS20**. You will be given two options: print & view forms or view and complete forms online.*

- *Decorator orders are now taken online only. Please visit www.generalexposition.com; click ONLINE SERVICE KIT, enter the password **LCS20**. At the Sign In page, you will be prompted to sign in with an existing exhibitor account, or if you do not have an account setup, you will be prompted to setup a new account.*
 - *Now that you are signed in with the show, you can read through the important show information. Scroll down to the bottom of the screen to see the links for which services you wish to order, including carpet, furnishings, labor, etc.*
 - *For photos of the items, as well as any additional custom forms you may need, please click on the appropriate links listed under "References".*
 - *As you place orders for your items, all furnishings and services will be placed in your shopping cart, and you will be prompted for payment information upon checkout.*
- Electrical, Internet, & Telephone Forms(s)
- Lancaster County Convention Center: 25 South Queen Street, Lancaster, PA 17602
- P:** 717.207.4047 **F:** 717.207.4028

All services should be ordered prior to the dates listed to avoid a surcharge by the service contractors. Show Management suggests that you photocopy all order forms prior to mailing and retain copies of each for your records.

To view and print additional copies of this Exhibitor Kit and Service Provider Forms, please visit <http://www.lancasterhomeshow.com/current-exhibitors/download-exhibitor-forms>.

5. Utilities:

A. Plumbing Services

The facility permits exhibitors to have water as part of their display. Kindly bring your own hose and pump (approximately 200 feet in length) to fill and pump out the water after the event. Please note, this is a self service venue, however, there is a charge for water.

B. Telephone and Internet Service

Telephone and internet service is available within the facility. Please complete the individual order forms (located in the Service Provider Forms) and return them directly to the Lancaster County Convention Center.

6. Shipping and Handling:

Exhibitors may ship their contents to the decorator's warehouse prior to the Home Show. Any contents that are shipped will be stored and delivered directly to your booth during move-in. Please contact the decorator directly for instructions and costs associated with this service. Please note, advance shipping is time sensitive.

7. Hotels:

- Lancaster Marriott at Penn Square: 25 South Queen Street, Lancaster, PA 17603
P: 717.239.1600 **F:** 717.239.1606 **Toll Free:** 888.850.6146

- Hampton Inn Lancaster: 545 Greenfield Rd., Lancaster, PA 17601
P: 717.299.1200 **F:** 717.299.1155

8. Optional Exhibitor Badges:

Exhibitor badges are optional. If you would like to print badges, please [click here](#) or visit www.acsshows.com > I Am An Exhibitor > Exhibitor Badge Request to download the badge template. Please fill out the form, print, and bring it with you to show site. ACS will have badge holders available at the info booth.

9. Pay Your Bill:

Exhibitors with a past due balance will not be allowed to exhibit until all such balances are paid in full, no exceptions. If you have an outstanding balance, please mail your payment or [click here](#) or visit acsshows.com > I Am An Exhibitor > Pay For Your Booth Online to make a payment online.

10. Oversized Display:

If your exhibit is an actual trailer, vehicle, sunroom, shed, multiple spas, or oversized display, you are required to contact the American Consumer Shows Operations Department. Please call 516.422.8100 or email ops@acsshows.com to make move-in arrangements. Please double check measurements to ensure that your display will fit through the door and within your booth space. Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please consult the move-out coordinator on-site regarding move-out procedures.

11. Tax Information:

After the conclusion of the event, individual exhibitors are responsible for reporting all collected sales tax to the PA Department of Revenue, who can be reached by calling 717.787.1064, or by visiting:

http://www.revenue.state.pa.us/portal/server.pt/community/revenue_home/10648

For those exhibitors selling merchandise at the show, the PA Department of Revenue prohibits the selling of taxable merchandise or services at a show or event by all persons that are not registered as a transient vendor. You can register for your transient vendor certificate (PA-100) at:

<http://www.revenue.pa.gov/FormsandPublications/FormsforBusinesses/Documents/pa-100.pdf>

12. Local Agencies and/or Departments:

Exhibitors are required to conform to all local, state and federal laws concerning the legality of exhibiting their equipment, product or services; inclusive of obtaining proper licensing or permits for all companies and/or products. Exhibitor acknowledges that compliance with the foregoing requirements is an integral part of its contract. Failure to obtain or file the certificates or licenses or permits referred to above will be considered a breach of contract by the exhibitor, and the exhibitor shall be liable for any damages incurred by American Consumer Shows.

Lancaster County Convention Center
25 South Queen Street
Lancaster, PA 17603

Move-In Instructions

Kindly review the enclosed targeted move-in document for details pertaining to when you and/or your staff is scheduled to arrive and unload. Should you or a company representative show up at any time other than the indicated time (outlined in the enclosed document), you will be turned away. Access to begin setting up your booth will NOT be permitted until the designated time.

- Proceed to E. Vine St. (between S. Queen St. and S. Duke St.) for **Vehicle Check-In**.
- At **Vehicle Check-In**, you will be issued a move-in pass, and a member of our staff will direct you where to go to unload. **Passes issued at move-in must be displayed in your vehicle's front window.**
- Parking in the loading area is **PROHIBITED**. Vehicles parked in the loading area or any other unauthorized location will result in fines and possible towing by local authorities.
- Once your vehicle is fully unloaded, please remove it from the loading area, and park it in the designated exhibitor parking lot before setting up your booth (see reverse for instructions and lot locations).
- Exhibitor parking for cars & SUV's has been pre-paid by American Consumer Shows.
- Trucks and large vehicles are permitted to **UNLOAD ONLY** during set-up and must promptly be removed from the facility and returned to your warehouse or place of business.
- Once inside the venue, the main entrance/exit will be used during the hours of the show. Emergency exits will not be accessible. Alarms will sound if the emergency exit doors are opened.
- If you do not require the assistance of move-in/out labor, it is strongly suggested that you bring your own hand truck, push cart or dolly to facilitate move-in/out. This will speed up the process.

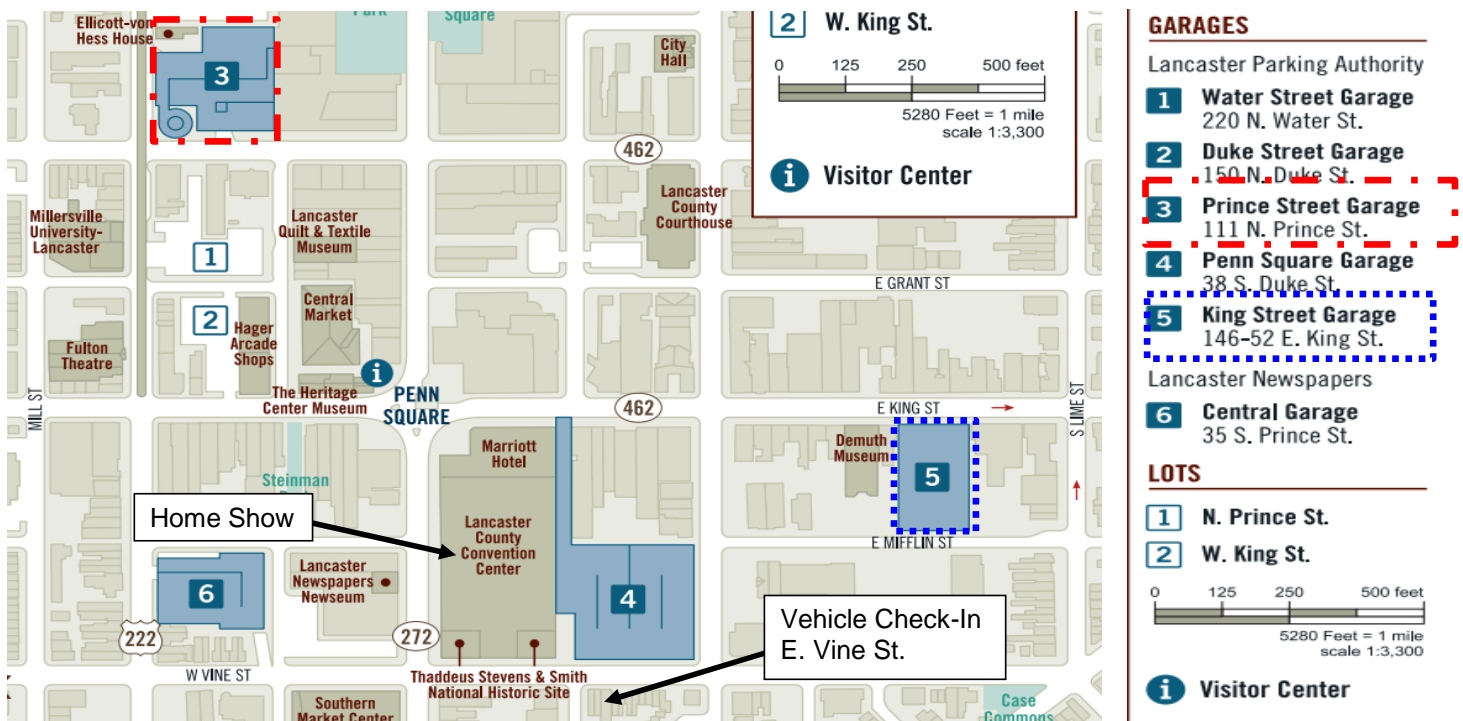
Lancaster County Convention Center 25 South Queen Street Lancaster, PA 17603

FREE PARKING FOR EXHIBITORS!!

You must follow the procedure outlined below.

- American Consumer Shows has pre-paid parking for exhibitors (cars & SUV's). They are located at:
E King St. - 150 E. King St. (clearance at this garage is 8'2" at all entries and exits) and
Prince St. - 111 N. Prince St. (clearance is 6'9" at Prince Street Entrance, 6'5" at Orange Street Entrance)
- An exit pass is required each time you are leaving the designated parking garage.
- Exit passes will be available for pickup at the Information Booth during set-up and show hours. Please pick up the pass when you are ready to exit the parking garage.
- Overnight parking is not permitted.
- Exhibitors (or their staff) who park in garages/lots other than the designated exhibitor lots will not be able to obtain an exit pass, and will not be reimbursed.

Trucks and large vehicles are permitted to UNLOAD ONLY during set-up and must promptly be removed from the facility and returned to your warehouse or place of business.



GARAGES

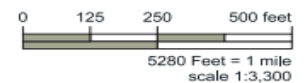
Lancaster Parking Authority

- 1 Water Street Garage**
220 N. Water St.
- 2 Duke Street Garage**
150 N. Duke St.
- 3 Prince Street Garage**
111 N. Prince St.
- 4 Penn Square Garage**
38 S. Duke St.
- 5 King Street Garage**
146-52 E. King St.
- 6 Central Garage**
35 S. Prince St.

Lancaster Newspapers

LOTS

- 1 N. Prince St.**
- 2 W. King St.**



i Visitor Center

HOME SHOW

Move-Out and Breakdown Instructions:

Important Note: Please share this document with your breakdown crew!

TARGETED MOVE-OUT

(All booths including Oversized Displays – definition of Oversized Display below)

Green Zone

Sunday, January 26, 2020

Beginning at 6:00 PM

Blue Zone

Sunday, January 26, 2020

Beginning at 6:00 PM

Red Zone

Sunday, January 26, 2020

Beginning at 6:30 PM

All exhibits must be completely removed by 8:00 PM on Sunday, NO EXCEPTIONS

- Please refer to the above schedule to determine when you are able to move-out your display materials.
- If you need a forklift, or if you need assistance in dismantling, packing, or loading your exhibit, please notify the Move-Out Coordinator at the loading area beginning at 6:00 PM.
- You will need a move-out pass in order to bring your vehicle to the loading area.
- Move-out passes will be distributed at the loading area according to the target schedule (see above), once your display has been completely packed.
- Oversized Display: Your booth is considered an oversized display if your exhibit is an actual trailer, vehicle, sunroom, shed, larger landscape display, or multiple spas. Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please note: first in and LAST OUT. It is imperative that you make arrangements to have your dismantle team arrive based on the above schedule to pick up your display. It is not possible to move-out oversized displays until smaller exhibits, displays and pipe/drape have been dismantled and removed.

FYI:

- Trash removal of construction material and landscaping material, such as pavers, stone, dirt, plants, etc., is your responsibility. Do not leave these items on the show floor; you must take them with you.
- You may ship your exhibit contents to the warehouse, where they can be shipped by a carrier of your choice. Please stop by the decorator's desk after 4:00 PM on Sunday to discuss the details with the service representative. Remember to label all outgoing shipments.
- Never leave your exhibit contents unattended during move-out. This is a difficult time to provide security.
- All exhibitor material needs to be claimed by 7:00 PM and completely removed by 8:00 PM on Sunday. NO EXCEPTIONS!

Please note: Your cooperation in following the process outlined above will help in facilitating a smooth move-out.

ATTENTION: MOVE-IN and MOVE-OUT ARE TARGETED ONLY.

Due to the limited loading area size, this is a highly targeted move-in and move-out. Should you or a company representative show up at any time other than the indicated time, you will be turned away.

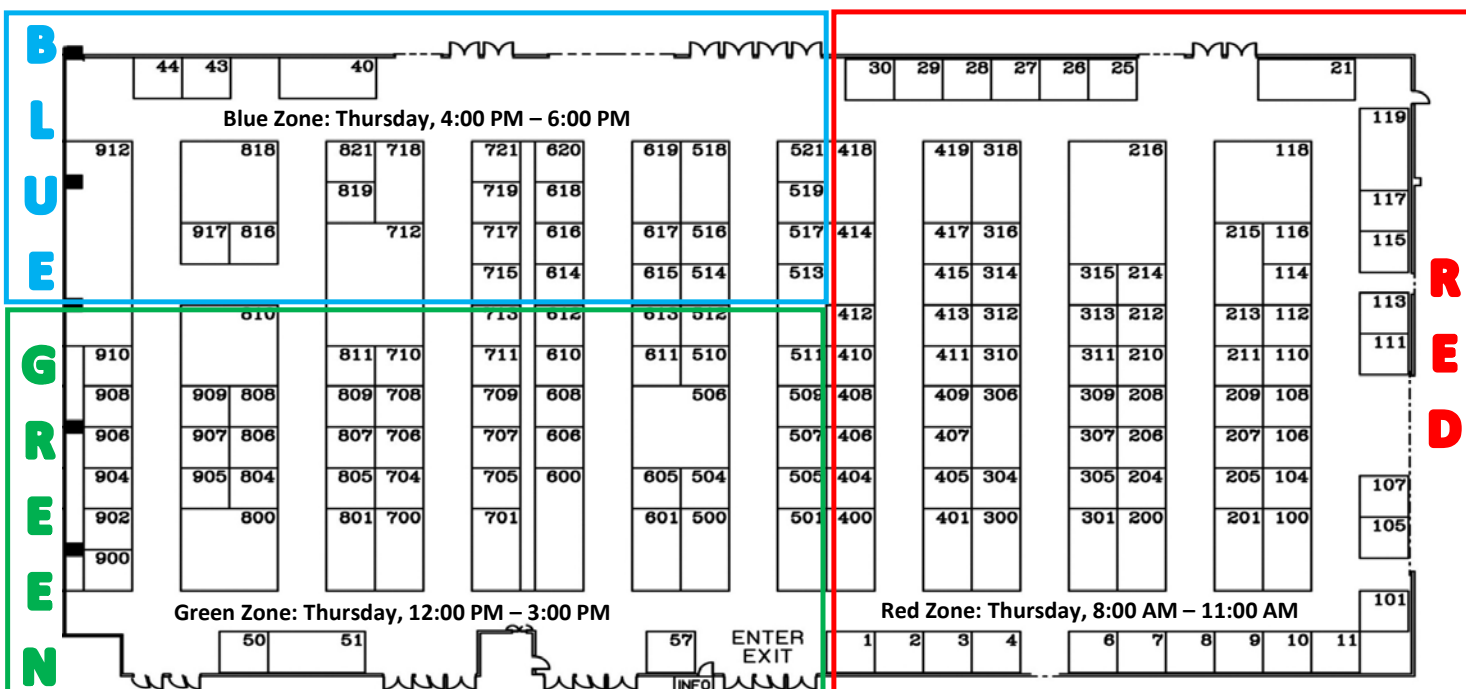
TARGETED MOVE-IN: Access to begin setting up your booth will NOT be permitted until the designated time.

Red Zone	Friday, January 24, 2020	8:00 AM – 11:00 AM
Green Zone	Friday, January 24, 2020	12:00 PM – 3:00 PM
Blue Zone	Friday, January 24, 2020	4:00 PM – 6:00 PM

Exhibitors requiring additional time to set-up their display on Friday evening (AFTER all exhibit materials have been fully unloaded from your vehicle) will be permitted to remain in the facility. No re-entry after 6PM.

*** All Booths, All Zones** **Saturday, January 25, 2020** **8:00 AM – 10:00 AM**
 * Light display material and hand carry items only, forklift service will not be available)

Reminder, all booths are to be fully set-up one hour prior to show opening on Saturday for inspection.



TARGETED MOVE-OUT

(All booths including Oversized Displays – definition of Oversized Display below)

Green Zone	Sunday, January 26, 2020	Beginning at 6:00 PM
Blue Zone	Sunday, January 26, 2020	Beginning at 6:00 PM
Red Zone	Sunday, January 26, 2020	Beginning at 6:30 PM

All exhibits must be completely removed by 8:00 PM on Sunday, NO EXCEPTIONS!