

# General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

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Dear **Suburban PA Spring Home Show** Exhibitor:

Welcome to the online exhibitor service kit for the upcoming **Suburban PA Spring Home Show** being held at the **Lancaster County Convention Center on January 24-26, 2020.**

This letter contains instructions on how to access the Online Exhibitor Kit. You may print it out for easier step by step viewing.

## **Online Exhibit Kit Instructions:**

To access our ONLINE kit for the **Suburban PA Spring Home Show** you have 2 options.

### **DIRECT LINK**

<https://www.generalexposition.com/online-servicekit.php> (click to follow link)

### **MANUAL ENTRY**

Please click the following link or copy and paste the link into your browser's window -  
[www.generalexposition.com](http://www.generalexposition.com)

Next, click on the Online Services button located in the upper right hand corner of the Web page. This will take you to the log in page.

**AT THE LOG IN PAGE** - 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 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.**

We look forward to being of service to you. If you have any questions, please give us a call at 610-495-8866, mention the upcoming **Suburban PA Spring Home Show**, and one of our Customer Service Reps will be happy to assist you.



**Lancaster County Convention Center**  
**25 South Queen St., Lancaster, PA 17602**  
**P: (717) 207-4000 F: (717) 207-4028**

**ELECTRICAL SERVICE ORDER FORM**

Name of Event		Event Dates		Booth #	
Company Name		Phone Number			
Address		City		State	
Contact Person		Email			Date

**Payment Notice:** All electrical charges must be pre-paid prior to services rendered by utilizing this credit card authorization form or by check made payable to Lancaster County Convention Center. ELECTRICAL SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL. Prices are subject to change without notice.

**STANDARD ELECTRICAL SERVICE**

120 VOLTS per single receptacle	Standard Rate	Quantity	# of Days	Item to be Hooked Up	Total
20 amp (1920 watts)	\$50/day				\$
30 amp (2820 watts)	\$85/day				\$
208 VOLTS/TWO or THREE PHASE	Standard Rate	Quantity	# of Days	Item to be Hooked Up	Total
20 amp*	\$100/day				\$
30 amp*	\$150/day				\$
40 amp*	\$175/day				\$
60 amp*	\$225/day				\$
100 amp*	\$400/day				\$
400 amp*	\$650/day				\$

\* If this is needed, please note the NEMA # for the plug and receptacle and if it's hard wired or not. \_\_\_\_\_

Miscellaneous	Standard Rate	Quantity	Total
Extension Cords	\$20		\$
Power Strip	\$25		\$
			\$
			\$

<b>Subtotal</b>		
<b>PA 6% Sales Tax</b>		
<b>SERVICE TOTAL</b>		
<b>\$20 Late Fee</b>		

**\*\*For any hook-up not listed, please provide specific requirements.**

Completed forms can be returned via fax to (717) 207-4028, emailed to exhibitors@interstatehotels.com or mailed to the address at the top of the page. Please make checks payable to: Lancaster County Convention Center or fill out the credit card information below. If payment by credit card is chosen, payment will be posted to your credit card 5 days before the day of the event.

VISA      MasterCard      AMEX      Discover

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Print Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

**\*\*\*Please note, electric added on site is subject to a late fee of \$20. Electric can't be added once show has commenced.\*\*\***