



**BREAKING DOWN OR DISMANTLING YOUR
BOOTH PRIOR TO 5PM ON SUNDAY IS
PROHIBITED**

**CONSUMERS THAT ARRIVE LATE ON SUNDAY
MAY BE YOUR NEXT BIG JOB!!**

**BREAKING DOWN EARLY MAY RESULT IN
LOSS OF BUSINESS, INJURY OR
BOOTH DISPLAY DAMAGE**

**YOUR COOPERATION IS GREATLY
APPRECIATED**

CAUTION



SAVE TIME!



**BRING YOUR OWN CARTS, HAND TRUCKS,
DOLLIES, ETC.**

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.

**YOUR COOPERATION IS GREATLY
APPRECIATED**

SUBURBAN PENNSYLVANIA HOME SHOW

January 21 & 22, 2023

EXHIBITOR KIT

1. Venue Location:

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

2. Event Time Table:

A. Move-In:

Friday, January 20, 2023

10:00 AM - 4:00 PM

Saturday, January 21, 2023

8:00 AM - 9:00 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 21, 2023

10:00 AM - 8:00 PM

Sunday, January 22, 2023

10:00 AM - 5:00 PM

C. Move-Out

Sunday, January 22, 2023

5:00 PM - 8:00 PM *

* *Note: Move-Out will not begin until 5:00 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.
- 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: LCS23**
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 (LCS23). 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 (LCS23). 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. 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.

9. 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.

10. 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>

11. 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

- Proceed to E. Vine St. (between S. Queen St. and S. Duke St.) for Check-In.
- A member of our staff will direct you where to go to unload.
- 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).
- 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.
- 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.
- 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)
- 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.



HOME SHOW

Move-Out and Breakdown Instructions:

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

All exhibitor material needs to be claimed by 7:00 PM and completely removed by 8:00 PM on Sunday. NO EXCEPTIONS!

- Move-out starts at 5:00 PM.
- 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 5:00 PM.
- 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.

HOME SHOW

EXHIBITOR MANUAL



A Member of the American Consumer Shows group of companies
6901 Jericho Turnpike, Suite 250, Syosset, NY 11791-4626
Telephone: (888) 433-433-EXPO (3976) • (516) 422-8100 • Fax: (888) 580-3977
www.acsshow.com



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Adhesive Stickers & Bumper Stickers:

No stickers of any kind are to be given out at any time, at any location, by exhibitors. Exhibitors distributing stickers of any kind will receive a bill from the facility for custodial personnel.

Balloons & Helium Tanks:

The facility does not allow helium balloons in the building for any purpose. For decorating purposes, you may have balloons without helium.

Booth Information:

- A. **Booths:** Maximum booth height is 8' all around, full cubic content. Island booths have no height restriction. Be sure to check the Exhibitor Kit under "*Facility Details*" for the ceiling height.
- B. **Pipe & Drape:** An 8' back curtain and two 3' side curtains are provided with each booth. Placement of curtains will vary for larger booths. Display material may go up to 8' high on either side of the inline booths. Sight line rules do not apply for the Home Show.

Decorator Services:

Draped tables, chairs, carpeting, wastepaper baskets, and other items can be rented for the duration of the show. Return order form(s) and payment to the service provider. Please note the advance order discount deadline is listed on the service provider forms.

Directions and Parking:

Directions and parking are venue specific. For information on directions and parking, refer to the "*Directions*" page in the Exhibitor Kit.

Distribution of Literature:

Exhibitors are permitted to hand out flyers, catalogs, circulars, and folders within their booth only. Distribution of such material from booth to booth, in the aisles, or in the lobby is strictly prohibited. Canvassing of any kind or distributing literature in the exhibit facility or parking lot by or for non-exhibitors is forbidden. Exhibitors may display, demonstrate, give away samples, and sell within their booth only. Exhibitors should refrain from confronting those that are not complying with the above. Bring your concerns to show management at the Information Booth.

Electrical Services:

Electrical service is available in most venues. Return order form(s) and payment to the service provider. Please note the advance order discount deadline is listed on the service provider forms.

Food & Beverage:

Exhibitors are not permitted to sell food or drinks for consumption at the show without the prior written consent of American Consumer Shows. Sampling is permitted in most venues; please contact our customer service department at customerservice@acsshow.com for maximum sample size and additional details. It is the vendor's responsibility to obtain any and all permits, including permits required from local Health Departments or agencies. Any exhibitor providing food or drinks must protect the venue floor, no exceptions.

Fire Marshal Rules & Regulations:

- A. Flammable liquids are not permitted.
- B. Liquefied petroleum gases (Butane, Propane, etc.) are not permitted on or in any type of vehicle, boat, trailer, or in any exhibit.
 - 1. Vehicles that have removable propane tanks are not permitted to enter the building unless the propane tank(s) have been removed.
 - 2. Vehicles with built-in propane tanks that cannot be removed are not permitted to enter the building unless a notarized affidavit accompanying the vehicle indicates:
 - a. Propane tanks are new and have never contained propane or,
 - b. Propane tanks have been emptied and purged.
- C. If a vehicle is part of a display, where permitted, the exhibitor must ensure that there is ¼ tank of gas or less, the gas cap has been locked, and the battery has been disconnected.
- D. All drapes, curtains, tenting, decorations, tablecloths, etc., must be inherently fire resistant or flame proofed, unless made of non-combustible material. An original notarized certificate attesting to a material's fire resistance or flame proofing must be provided at the exhibit and available for inspection by the Fire Marshal.
- E. All exits, passageways, vestibules, lobbies, and fire passageways must be clear for their full width. They shall not be used for exhibits, tables, or storage.
- F. Open flame devices are not permitted.
- G. Cooking for demonstration purposes, where permitted, shall be by electrical appliances only and in locations approved by the Fire Marshal. If cooking is permitted, it must be kept clear of combustible materials. Deep fat frying is not permitted. Exhibitors are required to keep a working fire extinguisher within their booth. Please note, most Fire Marshals will request to see the extinguisher.
- H. The use of noxious, toxic, flammable substances, such as paint, stain, polyurethane or anything of the like, is not permitted during the show set-up.

Flyers:

Placement of flyers on cars in the parking lot is strictly prohibited. Exhibitors found placing flyers on cars in the parking lot will receive a bill from the facility for clean up and custodial personnel.

Information and Service Desk:

For any questions regarding the show onsite, please visit the American Consumer Shows' Information Booth, located in the lobby or on the show floor. The electrician will be on-site to help with your electrical requirements. For inquiries related to advance shipping, carpeting, and furnishing, please see the decorator representatives at their service desk, located in the lobby or on the show floor. All representatives will be available on-site during set-up and breakdown to facilitate exhibitor needs.

Janitorial Services:

The general public areas will be cleaned frequently during and after the show each day. Please place all garbage (boxes, papers, etc.) in the facility receptacles. Please note, it is the responsibility of the exhibitor to remove all trash. This includes but is not limited to construction and landscaping materials such as paving stones, dirt, etc. Do not leave large trash items on the show floor; you must take them with you.

Move-In and Set-Up Instructions:

- A. If your exhibit contents were shipped in advance to the warehouse, they will be delivered directly to your booth.
- B. If you are bringing your own exhibit contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.
- C. As soon as your vehicle arrives at the facility, check in with ACS or security personnel to be instructed further.
- D. Move-in can be very long and tedious; please be patient. We will move the line as quickly as possible. Some vehicles may be taken out of line based upon clear access to a particular booth.
- E. In many venues, vehicles are not permitted to drive into the exhibition hall to unload.
- F. Once your vehicle has been unloaded, immediately park it in the designated exhibitor parking area. Never leave your vehicle locked or unattended in the loading area. Vehicles parked in the loading area will be ticketed and towed at the owner's expense.
- G. If your exhibit is arriving by an outside carrier (i.e. UPS, Fed-Ex, or non company/private owned vehicle), a representative from your company must be available to sign for your exhibit contents. Show Management strongly discourages exhibitors from sending packages via UPS/Fed-Ex (or the like) to the facility. Small items tend to get "misplaced." Instead, we suggest sending smaller items to your hotel. Be sure to bring your tracking number.
- H. Please bring your own wagon, cart or dolly for both move-in and move-out.
- I. Independent companies hired to work for an exhibitor must provide a Certificate of Insurance to American Consumer Shows thirty (30) days prior to the show.
- J. All exhibits must be completely assembled one hour prior to the show opening.
- K. Any exhibits extending to the front of the exhibit space above the 3' side curtain must be finished or draped, at the exhibitor's expense. Signage may not intrude upon neighboring exhibits.
- L. Move-in is the most difficult time to provide security because there are so many vehicles and boxes coming in and out. If you have small or valuable items in your exhibit, be certain to have one person remain with your exhibit at all times.
- M. You may store your empties in your own vehicle; ensure that they are available for move-out.
- N. 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

Move-Out and Breakdown Instructions:

- A. Detailed move-out instructions will be distributed on show-site.
- B. Please ensure that your entire exhibit is dismantled and packed prior to bringing your vehicle to the loading area. **DO NOT GET YOUR VEHICLE UNTIL YOU HAVE BEEN INSTRUCTED TO DO SO.**
Do not lock your vehicle or leave it unattended in the loading area at any time.
- C. If your display requires a forklift, please notify the Move-Out Coordinator immediately following the conclusion of the show. Names will be taken for forklift assistance. Be patient, as everyone would like to be the first out. You may not bring your vehicle to the loading area until your exhibit has been completely packed. At that time the Move-Out Coordinator will instruct you when to get your vehicle.
- D. Never leave your exhibit contents unattended during move-out. This is a very difficult time to provide security.
- E. At some venues you have the option to ship your exhibit contents back to the decorator's warehouse for later pick-up via common carrier. Make sure you provide the contractor with the proper paperwork. There is a charge for this service. Please speak with the decorator representative to make arrangements.
- F. All exhibits must be removed by 8:00 PM on the last day of the show. Any exhibit contents that have not been removed by 8:00 PM will be subject to packing, shipping and storage charges.

Noisemaking Equipment:

Devices that produce sound must be operated at levels that will not disturb other exhibitors. The facility and American Consumer Shows reserve the right to determine the acceptable sound level in such instances. Failure to comply may result in ejection from the venue.

Outstanding Balances:

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.

Oversized Display:

If your exhibit is an actual trailer, vehicle, sunroom, shed, or oversized display, you are required to contact the American Consumer Shows Operations Department. Please call 516.422.8100 or e-mail ops@acshomeshow.com to make move-in arrangements at venues that can accommodate oversized displays. Please double check measurements to ensure that your display will fit through the door of the facility and within your booth space. Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please consult with the move-out coordinator on-site regarding move-out procedures. Note: this section applies only to venues where oversized displays are permitted. Please contact the Operations Department if you are unsure.

Products & Services to be Exhibited:

Only those products and services listed on the exhibitor contract may be exhibited at the show. Should different and/or additional items be displayed, Show Management has the right to ask that they be removed. Failure to comply may result in ejection from the show and forfeiture of booth cost.

Refunds for Exhibit Space:

Refunds will not be made, in whole or in part, for unused exhibit space. Should the contracted exhibit space remain unoccupied within two hours of the show start on the opening day, American Consumer Shows may assign it to another exhibitor or use it without obligation. All outstanding balances will remain due irrespective of American Consumer Shows reassigning such space.

Sales Tax & Permits:

All exhibitors are required to collect sales tax where applicable. The State Department of Taxation prohibits the selling of taxable merchandise or services at a show or event by all persons that have not registered for a valid Sales and Use Tax License. For your convenience, applications can be completed online; refer to the Exhibitor Kit under "*Tax Information*" for additional information. Please remember to print a copy of each page during the online registration process to keep for your records. It is the obligation of the exhibitor to obtain and clearly display a copy of the Certificate or License within their booth. It is the responsibility of any exhibitor playing music at the show to obtain any necessary permits from ASCAP. Failure to obtain the required permits will be considered a breach of contract by the exhibitor, and the exhibitor shall be liable for any damages incurred by American Consumer Shows.

Security:

At the close of each show day, American Consumer Shows management will walk the show floor to ensure that everyone is out of the exhibition hall, at which time the facility is deemed secure and will be locked down. Doors will open to exhibitors each morning one hour before the show opens to the public. For preparation and security purposes, at least one member of your company must be present at these times. American Consumer Shows does not guarantee exhibitors against loss, nor does it imply any assumption of liability for exhibitor's property.

Shipping Information:

- A. **Advance Shipping to Warehouse:** Exhibitors may ship their exhibit contents to the decorator's warehouse prior to the home show for a fee. Such contents will be stored and delivered directly to your booth before the show. Please contact the service provider directly for detailed instructions and costs associated with this service.
- B. **Direct Shipments to the Facility:** Exhibitors may ship by common carrier of their choice directly to the facility, only on the move-in day, during the move-in hours. Freight will not be accepted prior to this date. Under this shipping method, there are no additional warehouse charges. All exhibit materials that are shipped directly to the facility must be delivered to the loading area of the exhibition hall. Employees of American Consumer Shows and the facility are not authorized to sign and accept any shipments whatsoever. If personnel from your company are not available to sign and accept your exhibit contents, your carrier will not be permitted to leave your exhibit contents at the facility.
- C. **POV:** Personal Occupancy Vehicles are the most common form of to-show shipping. If you are bringing your own exhibitor contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.

** Important: Do not ship your exhibit contents directly to the facility prior to the move-in day. The facility will not receive any advance shipments (unless otherwise specified).*

Signs & Banners:

Signs and banners may be suspended from the back wall curtain of your booth. The decorator will have sign hooks available that fit around the 10' pipe holding up the back curtain. Please ensure that your banner or sign has grommets along the top. Written approval from Show Management is required for any signage extending above 8' high. Please note, sign copy is limited to one side only and should be displayed above your booth. Signage must not encroach on neighboring displays, no exceptions.



Lancaster County Convention Center
 25 South Queen St.
 Lancaster, PA 17603
 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	Zip
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		\$
			\$
			\$

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

Subtotal	
PA 6% Sales Tax	
SERVICE TOTAL	
\$20 Late Fee	

Completed forms can be returned via email to exhibitors@aimhosp.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 _____ Name _____

Signature _____

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



Lancaster County Convention Center
 25 South Queen Street, Lancaster, PA 17603
 P: (717) 207-4000 F: (717) 207-4028

WATER AND AIR SERVICE ORDER FORM

Name of Event/Show Name		Event Dates	Booth #
Company Name	Phone Number	Fax Number	
Address	City	State	Zip
Order Placed By	Signature		Date
On Site Contact		Cell Phone Number	

WATER USAGE

	Description	Rate	Total
Water	1-100 gallons	\$125	
	gallons Each additional 100	\$75	

COMPRESSED AIR

	Description	Rate	Total
Air Approx 110 PSI	Individual Connection	\$250	
	Additional Connection	\$125	

Please include a description of what the device is that needs air:	Subtotal	
	PA 6% Sales Tax	
	SERVICE TOTAL	

Completed forms can be returned via email to exhibitors@aimhosp.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 _____



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 25 South Queen Street
 Lancaster, PA 17603
 P: (717) 207-4000 F: (717) 207-4028

CLEANING SERVICE ORDER FORM

Name of Event/Show Name		Event Dates		Booth #	
Company Name		Phone Number		Fax Number	
Address		City		State	
				Zip	
On Site Contact			On Site Contact Cell Phone Number		
Order Placed By		Signature		Date	

CLEANING SERVICE

Per Square Foot Per Day Standard	Standard Rate	Quantity	Total
Initial Vacuum or Mopping	\$0.25		\$
Service includes one time vacuum or mop one day prior to event or show day.			
Daily Vacuum or Mopping	\$0.25		\$
Service includes vacuum or mop one day prior to each event or show day, including the first show day, as well as nightly waste basket emptying.			
NOTE: the LCCCA does not provide waste baskets for exhibitors.			
Daily Vacuum or Mopping + Porter Service	\$0.40		\$
Service includes vacuum or mop one day prior to each event or show day, including the first show day, as well as waste basket emptying and booth sweep throughout show hours as needed.			
Shampoo Service	\$0.40		\$
Shampoo service should be ordered for the night before the first show day to ensure that the carpet has adequate drying time.			

Subtotal	\$
PA 6% Sales Tax	\$
SERVICE TOTAL	\$

Completed forms can be returned via email to exhibitors@aimhosp.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 _____ Signature _____



Lancaster County Convention Center
 25 South Queen St..
 Lancaster, PA 17603
 P: (717) 207-4000 F: (717) 207-4028

FORKLIFT ORDER FORM

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

Payment Notice: All forklift 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. FORKLIFT SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL. Prices are subject to change without notice.

FORKLIFT

	Standard Rate	Date of Use	Time of Use	Weight of Item	Total
Forklift Service DAY 1	\$50/day				
Forklift Service DAY 2	\$50/day				\$

DESCRIPTION OF ITEM:	Subtotal	
	PA 6% Sales Tax	
	SERVICE TOTAL	

[Completed forms can be returned via email to exhibitors@aimhosp.com](mailto:exhibitors@aimhosp.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 _____



Lancaster County Convention Center
 25 South Queen St., Lancaster, PA 17603
 P: (717) 207-4000 F: (717) 207-4028

LABOR ORDER FORM

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

Payment Notice: All labor 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. LABOR SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL. Prices are subject to change without notice.

LABOR

Labor	Standard Rate	# of Men	Date	Time	Approx. Hours	Total
Set Up Display	\$55/hour per person					\$
Dismantle Display	\$55/hour per person					\$

BANNER HANGING

Must provide your own cable or rope to hang banners

Labor	Standard Rate	# of Banners	Date and Time of Banner Arrival	Total
Banner Hanging	\$50/banner			\$
Subtotal				
PA 6% Sales Tax				
SERVICE TOTAL				

Completed forms can be returned via email to exhibitors@aimhosp.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 _____

One hour minimum per person. Please include any instructions, diagrams or pictures that would assist in the setup and dismantling of your booth.



EXHIBITOR SERVICES

Name: Cliff Starr
 Email: cliff.starr@encoreglobal.com

NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
COMPANY NAME	ON-SITE CONTACT NAME & NUMBER		ROOM/ BOOTH NAME/NUMBER	
BILLING ADDRESS		CITY & STATE		ZIP CODE
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME	
ORDERD BY	EMAIL		PHONE	

Advanced rates are available if order is placed 10 days or more before show opening.
 Email completed form to the Encore Representative listed above.
 Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.
Additional labor charges may apply. Below pricing does not include 23% Service Charge or 6% State Tax.

PROJECTION	QUANTITY	ADVANCED RATE-PER DAY	REGULAR RATE-PER DAY
LCD PROJECTOR		\$380	\$430
TRIPOD SCREEN		\$85	\$135

MONITOR	QUANTITY	ADVANCED RATE-PER DAY	REGULAR RATE-PER DAY
24" MONITOR TABLETOP		\$170	\$220
55" MONITOR ON FLOOR STAND		\$640	\$740
75" Monitor w Floor Stand		\$1,255	Must Be Pre-Ordered

AUDIO	QUANTITY	ADVANCED RATE-PER DAY	REGULAR RATE-PER DAY
PERSONAL SPEAKER		\$125	\$175
WIRELESS MICROPHONE		\$185	\$235

INTERNET	QUANTITY	ADVANCED RATE-PER SHOW	REGULAR RATE-PER SHOW
SIMPLE WIFI CONNECTION		\$95	\$115
HARD LINE CONNECTION		\$155	\$190
ADDITIONAL WIRED CONNECTION		\$50	\$100

MISCELLANEOUS	QUANTITY	ADVANCED RATE-PER DAY	REGULAR RATE-PER DAY
LAPTOP		\$240	\$290
FLIPCHART PACKAGE		\$82	\$132

If You Are Experiencing Technical Difficulties On Site
 Please Contact Encore At 717.440.4133



General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS



Dear **Lancaster Home Show** Exhibitor:

Welcome to the online exhibitor service kit for the upcoming **Lancaster Home Show** being held at the **Lancaster County Convention Center on January 21-22, 2023**.

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 **Lancaster Home Show** you have 2 options.

DIRECT LINK

[General Exposition Services Online Service Kit](#) (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

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: **LCS23**

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.

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 **Lancaster Home Show**, and one of our Customer Service Reps will be happy to assist you.



Display Vehicle Permit Application

Company Name : _____

Owner Name : _____

Contact Number : _____

Owner Address : _____

City, State : _____

Driver Name : _____

Contact Number #2 : _____

Event Name : _____

Event Date : _____

Make : _____

Model : _____

Year : _____

Color : _____

Notes: _____

Tiffany Bovell, Director of Security and Safety
25 S Queen St. Lancaster, PA 17603
(717) 207- 4054
Tiffany.Bovell@aimhosp.com

Please include a copy of the Insurance card with this Application

**Lancaster Marriott at Penn Square
& Lancaster County Convention Center**