



## Load in & Load Out Procedure

### Exhibitor Guidelines

We welcome you to the Lancaster County Convention Center. We would like to thank you in advance for your cooperation in helping to assure that everyone has a safe and successful event. The Convention Center has a loading area for vendor vehicles on the loading dock. This space is reserved to allow safe access for exhibitors to transport materials to and from exhibit areas. Your Show Manager will publish the dates and times established for the use of the loading zone in advance. Access to the Exhibit area or loading area will not be granted outside of these arranged times.

- **Exhibitor Vehicle Access during Load In/Out**  
Must use loading dock access from Vine Street entrance at the Lancaster County Convention Center only. There are no loading privileges at any other entrances. See Map for Info.
- **Bring your own carts**  
The Convention Center has a limited number of flatbed carts available on a first come, first serve basis. Carts are checked out at the loading dock. Please return the cart when finished. We encourage you to bring your own cart to expedite the load in process.
- **Parking**  
Parking is available in the surrounding parking garages of Lancaster City. Please see attached map, your Show Manager may have arranged parking in a specific garage for Vendors. Parking in the loading area is prohibited.
- **Children under 16 are NOT permitted on the loading docks during Load in / Out.**
- **Balloons**  
The use of lighter than air ( Helium) balloons is prohibited.
- **Trucks with Trailers, Tractor Trailers and Container Trucks**  
Trucks, Trailers and Containers may be parked at Loading docks 1, 2 and 3 for loading and unloading purposes only and must be moved as soon as emptied. They may not remain on the loading dock for the duration of the show unless previously authorized. Under no circumstance may trucks or trailers be left on the loading docks overnight. Once the truck is unloaded and before any equipment is set up the truck must be moved.
- **Storage**  
The Lancaster County Convention Center has no long term storage facilities for materials. Should items be shipped to the facility for your Event they can not arrive more than 3 days prior of the Event.  

Name:
Event Date:
Event Name:

Please mark all packages for your Event as follows:  
Please include this as a separate label from the shipping label.  
Please Note, the Lancaster County Convention Center will not be held liable for receiving damaged boxes.
- **The Lancaster County Convention Center is a smoke and tobacco free environment. Please do not smoke in the facility, smoking is only permitted 10 feet from any entrance.**
- **Firearms**  
Firearms are strictly prohibited on the Lancaster County Convention Center and Lancaster Marriott Property  
Should firearms be part of your Exhibit please review the Firearms section in the Lancaster County Convention Center Manual with the Event Manager.
- **Animals**  
Animals other than Guide or Service Animals, are allowed in the Lancaster County Convention Center only for Exhibits and / or Entertainment. All Animals for those purposes must be approved by management and a proper permit must be obtained. All sanitary needs or animals will be the sole responsibility of the client.



## Load in & Load Out Procedure Continued

- **Food and Beverage**  
Outside food and beverage is not permitted in the facility without written consent from appropriate Lancaster County Convention Center staff.
- **Security**  
The Lancaster County Convention Center will not assume responsibility for any damage or loss of any property, merchandise or articles brought to the Event. Arrangements may be made through the Event manager for Security of exhibits, merchandise and/ or Audiovisual equipment.
- **Fire Safety and Decorations**  
All fire, safety and Convention Center regulations must be strictly followed. No propane, acetylene, explosive materials or other flammable items are allowed. Gasoline powered vehicles may be displayed. Please review Motorized Vehicle section.  
Drapery and booth decorations can not block or cover the Fire Extinguishers, AED boxes or the Fire Alarm Strobes.
  - Pyrotechnics either indoors or outdoors, are not permitted
  - Water, chemical or dry ice fog/ haze are not permitted inside the Hotel or Convention Center without prior written permission from the Security Manager. Request must be submitted 30 days prior to the first day of the Event. Fog/ haze machines will require a fire watch service. Please note this is not a complimentary service, charges will be discussed prior to the event, varying with time, duration and size.
  - A Material Safety Data Sheet (MSDS) is required for any chemical unitized by Vendors, General Contractor, Show Manager, Production or AV Company
- **Fork Lift / High Lift Rental**  
All Forklifts, or other mechanical lifts are required to run on propane or electrical power. No combustible engines will be allowed to run in the Convention Center. All Lifts are to be operated by trained personal only, with a current valid operators license. A copy must be provided to the Security department and the license should be with the operator at all times.

Pricing with Hotel provided Operator.

High Lift : \$ 50 per hour

Fork Lift : \$ 65 per hour

Pricing for just equipment rental:

High Lift : \$ 25 per Hour

Fork Lift : \$ 40 per Hour

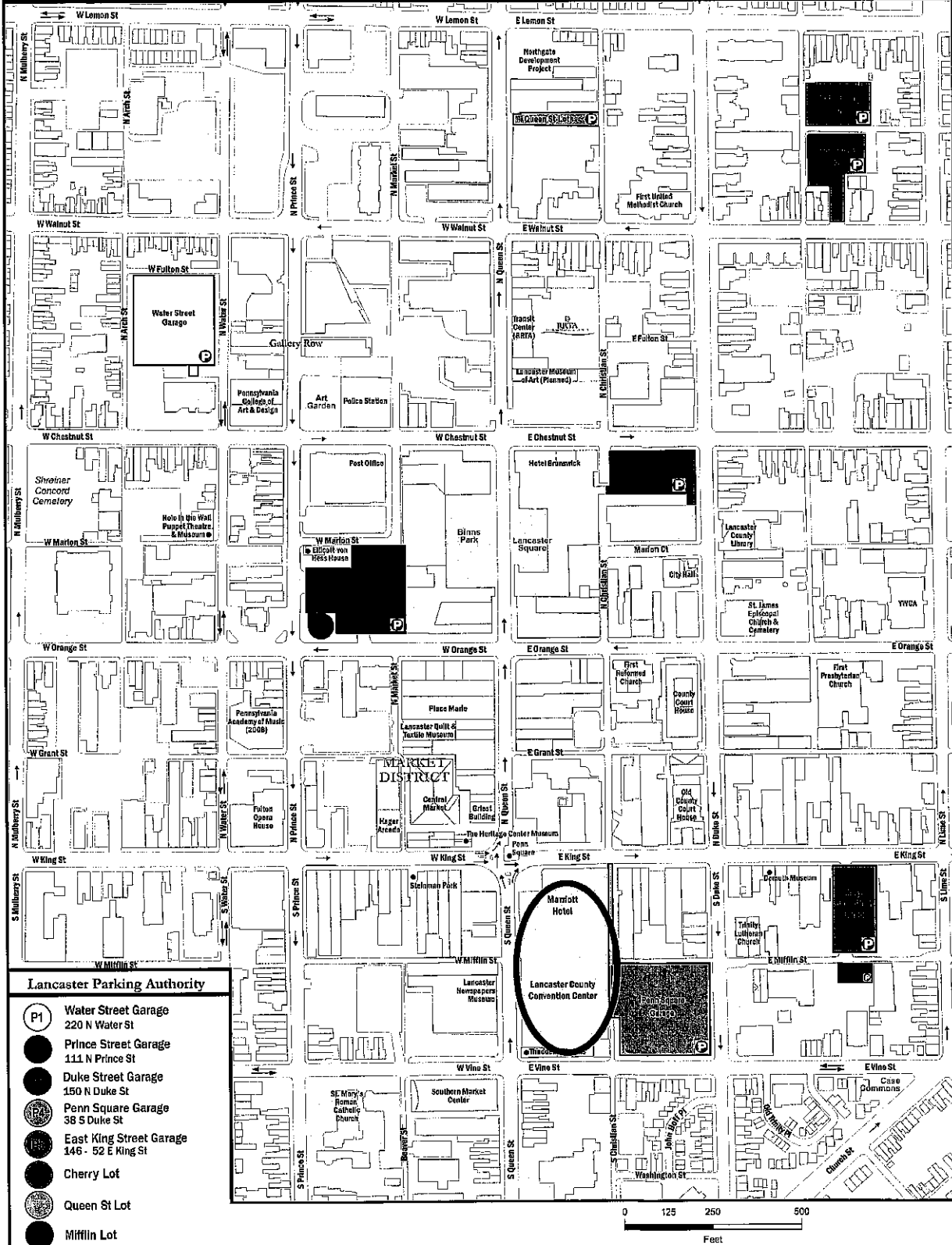
Once the exhibitors arrive at the loading dock, they must unload their items onto a cart. A limited number of flatbed carts are available in the loading dock area and will be signed out on a first come first serve bases. Vendors and Exhibitors are encouraged to bring their own cart, dolly or other item that could assist with transport of their items. After their items have been removed from their vehicle and placed either in the loading dock area or the vicinity of their booth, they must return to their vehicle and move it to the authorized parking area for Vendors. Vehicles are to be removed from the loading dock before exhibitors spend time "arranging" or "setting up" their booth. Vehicles may not be left in the loading dock area for any reason except for loading and unloading.

Load-out will not begin until the designated time approved by the presenter of the event. The loading dock interior and exterior doors will not open until the time posted in the show program pre determined by the Show Manager.

LANCASTER COUNTY  
CONVENTION CENTER

Parking is available in the Parking Garages and Open Lots from Lancaster City Parking Authority.

LANCASTER PARKING AUTHORITY **P** DOWNTOWN PARKING



- Lancaster Parking Authority**
- P1** Water Street Garage  
220 N Water St
  - Prince Street Garage  
111 N Prince St
  - Duke Street Garage  
150 N Duke St
  - Penn Square Garage  
38 S Duke St
  - East King Street Garage  
146 - 52 E King St
  - Cherry Lot
  - Queen St Lot
  - Mifflin Lot







## Motorized Vehicles

At no time, without approval from the Security Manager, are motorized vehicles allowed to pull in and onto the exhibit hall floor, with the exception of authorized display vehicles that have obtained the proper permit.

Motorized vehicles shall be defined as any vehicle which is propelled by an internal combustion engine and using Class -1 or Class -2 fuel, such as but not limited to automobiles, trucks, motorcycles, aircraft and watercraft.

Display Vehicles:

- Must conform to State and City fire codes
- Must have less than 1/4 tank of gas
- Battery must be disconnected and stay disconnected for the duration of the show.

All display vehicles must file a permit application with the Security Manager. The Application containing Make, Model, Year and proof of Insurance must be submitted no later than thirty (30) days prior to the Event date. The permit fee is \$25 for each vehicle.

There will be assigned load-in and load out time for the display vehicles

Upon arrival at the Lancaster County Convention Center loading area, present the green "Display Vehicle Approval Form" clearly for the Loading Master to see. This form will grant access to the Exhibit area for display vehicles.

Upon entering, a non permeable poly sheeting must be laid under the vehicle to prevent oil drips. The sheeting must remain under the vehicle for the entire duration the vehicle is in the building.

Within the first 30 minutes of the vehicle entering the building the vehicle must be inspected by the Security Manager, who will check the fuel gage level then supervise the battery being disconnected. The vehicle will then receive the permit from the Security Manager.

At no time should be the battery be reconnected without the Security Manager's approval.

Serena Evans, Security Manager  
(717) 207- 4054  
serena.evans@lancastermarriott.com

Lancaster Marriott at Penn Square  
& Lancaster County Convention Center  
25 South Queen Street  
Lancaster, PA 17603



## 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 : \_\_\_\_\_

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

Please include a copy of the Insurance card with this Application

Serena Evans  
Security Manager  
25 South Queen Street  
Lancaster, PA 17603  
(717) 207- 4054  
serena.evans@lancastermarriott.com



## **Directions to Lancaster County Convention Center Loading Area**

Lancaster County Convention Center  
3 East Vine Street  
Lancaster PA 17602

### **Directions from Harrisburg & South**

From Highway 283, take the PA 72/Manheim Pike exit. Keep right at the fork and follow signs to "Downtown Lancaster." Turn right at Fruitville Pike.

Fruitville Pike will become North Prince Street. Proceed south of North Prince Street to Vine Street, and take a left on Vine Street.

Cross over Queen Street. After you pass the main entrance to the convention center, turn left into the alley. Loading docks are along the left hand side of the building.

### **Directions from Baltimore & South**

From Highway 83, turn right onto Highway 30 East. From 30 take the PA 72/Manheim Pike exit. Keep right at the fork and follow signs to "Downtown Lancaster." Turn right at Fruitville Pike.

Fruitville Pike will become North Prince Street. Proceed south of North Prince Street to Vine Street, and take a left on Vine Street.

Cross over Queen Street. After you pass the main entrance to the convention center, turn left into the alley. Loading docks are along the left hand side of the building.

### **Directions from Philadelphia & East**

From the PA Turnpike, take Highway 222 to Highway 30 West. Take the Fruitville Pike exit and turn left onto Fruitville Pike.

Fruitville Pike will become North Prince Street. Proceed south of North Prince Street to Vine Street, and take a left on Vine Street.

Cross over Queen Street. After you pass the main entrance to the convention center, turn left into the alley. Loading docks are along the left hand side of the building.

### **Directions from Gettysburg & West**

From Highway 30, take the Fruitville Pike exit and follow signs to "Downtown Lancaster."

Fruitville Pike will become North Prince Street. Proceed south of North Prince Street to Vine Street, and take a left on Vine Street.

Cross over Queen Street. After you pass the main entrance to the convention center, turn left into the alley. Loading docks are along the left hand side of the building.

**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 RATES**

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

**AIR RATES**

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

Send this completed form with payment 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.  
\*Please fax this form back to Convention Service Team at 717-207-4028

PA 6% Sales Tax	
Subtotal	
<b>TOTAL</b>	

<p> <input type="checkbox"/> Visa                  <input type="checkbox"/> MasterCard                  <input type="checkbox"/> AmEx                  <input type="checkbox"/> Discover         </p> <p>             Card Number _____ Exp. Date _____ Code _____         </p> <p>             Print Name _____         </p> <p>             Authorized Signature _____         </p>
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**Lancaster County Convention Center**  
 25 South Queen St., Lancaster, PA 17602  
 P: (717) 207-4047 F: (717) 207-4028

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

**Payment Notice:** All electrical charges must be pre-paid prior to services rendered by utilizing the attached 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.

120 VOLTS per single receptacle	Standard Rate	Quantity	Item to be Hooked Up	Total
20 amp (1920 watts)	\$50/day			\$
30 amp (2820 watts)	\$85/day			\$
208 VOLTS/SINGLE or THREE PHASE	Standard Rate	Quantity	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		\$
Standard/Direct Analog Phone Line	\$75		\$
Internet Wired/Wireless	\$150/day		\$
Additional Line	\$50/day		\$

Subtotal	
PA 6% Sales Tax	
<b>SERVICE TOTAL</b>	

Completed forms can be returned via fax, email: [aimee.ging@ihrc.com](mailto:aimee.ging@ihrc.com), or mailed to the address at the top of the page. Please make checks payable to: Lancaster Marriott at Penn Square or fill out the credit card information below. If payment by credit card is chosen, payment will not be posted to your credit card until the day of the event.

VISA      MasterCard      AMEX      Discover

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

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

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

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



**Lancaster County Convention Center**  
 25 South Queen Street, Lancaster, PA 17603  
 P: (717) 207-4047 F: (717) 207-4028

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

Per Square Foot Per Day Standard	Standard Rate	Quantity	Total
<b>Initial Vacuum or Mopping</b>	\$0.25		\$
Service includes one time vacuum or mop one day prior to event or show day.			
<b>Daily Vacuum or Mopping</b>	\$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.			
<b>Daily Vacuum or Mopping + Porter Service</b>	\$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.			
<b>Shampoo Service</b>	\$0.40		\$
Shampoo service should be ordered for the night before the first show day to ensure that the carpet has adequate drying time.			
On Site Contact		On Site Contact Cell Phone Number	

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

**Send this completed form with payment 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.**

**VISA      MasterCard      AMEX      Discover**

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

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

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

**\*Please fax this form back to LCCC Service Team at 717-207-4028**

**LANCASTER COUNTY**  
CONVENTION CENTER

Mail or fax to: Convention Services Manager  
25 South Queen Street  
Lancaster, PA 17603  
717.239.1600 (phone) 717.207.4028 (fax)

SHOW NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_  
BILLING ADDRESS: \_\_\_\_\_

ARRIVAL DATE: \_\_\_\_\_ AUTHORIZED BY: \_\_\_\_\_

	# Needed	Cost Per Item	Total Fee
Exhibit Chairs		\$5	
6' or 8' Exhibit Table		\$15	
Exhibit Table w/ Cloth and Skirt		\$30	
72" Round Table		\$15	
Half Round Table		\$15	
Cocktail Table		\$15	
Skirted Riser (6'x8') sections		\$25	
10x10 Carpet Square		\$75	
Black Pipe & Drape for 10x10 or 8x10 Booth		\$30	
<i>Total</i>			
<i>Add 6% sales Tax</i>			
<b>GRAND TOTAL</b>			

**Cardholder Information**

Name as it appears on the credit card: \_\_\_\_\_

Card type:       Visa     MC     Amex     Diners/CB     Discover     JCB

Account type:     Individual (personal credit card)

Corporate | Company Name: \_\_\_\_\_

Credit Card Account Number: \_\_\_\_\_ Exp. date: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax or alternate number: \_\_\_\_\_

I certify that all information is complete and accurate. I hereby authorize **Lancaster County Convention Center** to collect payment for all authorized charges associated with this event by processing a charge to the credit card listed above. I certify that I am the authorized signer of the credit card listed above.

Cardholder name:  
(Printed) \_\_\_\_\_

Cardholder signature: \_\_\_\_\_ Date: \_\_\_\_\_



Lancaster County Convention Center  
 3 E Vine St // Lancaster PA 17602  
 P: 717-974-4084 // f: 270-512-1053

# EXHIBITOR ORDER FORM

# Event Technology

## EVENT INFORMATION

SHOW NAME \_\_\_\_\_ LOCATION \_\_\_\_\_

## CLIENT

COMPANY \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY // STATE // ZIP \_\_\_\_\_  
 PHONE \_\_\_\_\_  
 EMAIL \_\_\_\_\_

## EXHIBITOR

ONSITE CONTACT \_\_\_\_\_  
 ROOM // HALL // BOOTH \_\_\_\_\_  
 SET DATE, TIME // STRIKE DATE, TIME \_\_\_\_\_  
 MOBILE \_\_\_\_\_  
 EMAIL \_\_\_\_\_

## PAYMENT

MASTERCARD       VISA  
 AMEX               DISCOVER  
 CHECK ENCLOSED  
(payable to Lancaster Marriott at Penn Square)

CARDHOLDER \_\_\_\_\_  
 CREDIT CARD NUMBER \_\_\_\_\_  
 EXPIRATION // CVV \_\_\_\_\_

EQUIPMENT	PRICE	QTY
46" LCD Monitor – upright chrome stand, DVD player or VGA input	\$325	
6' or 8' Projection Screen	\$55	
3k Lumen LCD Projector	\$210	
LED Uplighting (per fixture)	\$50	
Flipchart – with paper pad, markers	\$45	
Powered Speaker with Wired Microphone & stands	\$120	

CONNECTIVITY	PRICE	QTY
Phone Line – local and long-distance service	\$75	
Phone Line – Direct Inside Dial (public phone number)	\$150	
Wireless Internet Access	\$150	
Wired Internet Access	\$150	

All prices are based on a 24-hour rental period. Advance orders must be canceled within 24 hours of installation to avoid charges. Tax-exempt documentation must be provided in advance if applicable.  <b>X</b> _____ SIGNATURE	EQUIPMENT	
	CONNECTIVITY	
	21% SERVICE CHARGE	
	6% PA SALES TAX	
	<b>GRAND TOTAL</b>	



LANCASTER COUNTY  
CONVENTION CENTER

25 South Queen St  
Lancaster, PA 17603

Phone: (717) 239-1600

Fax: (717) 207-4028

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Dear Exhibitor:

Lancaster County Convention Center is proud to provide local drayage services. After reading through the following information, feel free to contact us for more information about this service.

If you require our services please review the following information packet and fax back the Drayage Service Order Form and Credit Card Authorization Form to (717) 207-4028. If you have any further questions please contact one of Lancaster County Convention Center representatives found below.

In order for us to provide you with the best possible service, please be sure to fax us copies of bills of lading for all shipments inbound to Lancaster County Convention Center.

**Please do not hesitate to contact us. Your representatives for this show will be:**

**Sarah Heath, CMP**  
**Convention Services Manager**  
**sarah.heath@ihrco.com**  
**Office: (717) 207-4020**



25 South Queen St  
Lancaster, PA 17603

Phone: (717) 239-1600

Fax: (717) 207-4028

## **MATERIAL HANDLING INFORMATION**

### **Condition of Shipment**

LANCASTER COUNTY CONVENTION CENTER IS NOT RESPONSIBLE FOR CONCEALED DAMAGE OR LOOSE ARTICLES.

### **Local Drayage**

Exhibit materials will be delivered to your booth prior to or during the designated installation period.

Empty crates, cartons and cased will be removed from your booth after completion of installation and stored during the event. After the event, empty containers will be returned to the respective booth. It is not Lancaster County Convention Center's responsibility to unpack or pack exhibit materials.

Outbound shipments require an outbound bill of lading. Once the shipment is packed and labeled, the bill of lading must be returned to a representative of Lancaster County Convention Center. Repackaged exhibit material will be returned to Lancaster County Convention Center warehouse for outbound shipment. Any shipments left on the show floor without a bill of lading will be shipped to the exhibiting company at their expense.

**ALL SHIPMENT MUST HAVE A BILL OF LADING PRIOR TO LEAVING THE CONVENTION FACILITY.**

### **Outbound Shipments**

The exhibitor is responsible for scheduling a pick up from the Lancaster County Convention Center with the carrier of exhibitor's choice during normal business hours: Monday through Friday between the hours of 9am and 4 pm. Shipments which are left at the Lancaster County Convention Center for longer than seven (7) days following the event will be shipped to the exhibiting company at its expense.

### **Payment**

Full payment for local drayage must be prepaid in full prior to receipt of the exhibit materials at the Lancaster County Convention Center. Forms of payment accepted are company check, money order or credit card. COLLECT OR C.O.D. SHIPMENTS ARE NOT ACCEPTABLE AND WILL BE REFUSED. Lancaster County Convention Center requires a credit card to be on file for all material handling services.

### **Insurance**

Lancaster County Convention Center shall not be liable for any loss or injury to the exhibit material however caused unless such loss or injury resulted from the failure by Lancaster County Convention Center to exercise such care in regard to it as a reasonably careful person would exercise under like circumstances and Lancaster County Convention Center is not liable for damages which could not have been avoided by the exercise of such care. Goods are not insured by Lancaster County Convention Center against loss or injury unless specifically so provided in writing. EXHIBITOR ACKNOWLEDGES RECEIPT OF THE ATTACHED LIMITATIONS OF LIABILITY.

Lancaster County Convention Center shall not be liable for injury or damage to fragile articles, which are defined for purposes of this agreement as all articles susceptible to breakage or crushing, which are not both packed and unpacked by Lancaster County Convention Center' employees. Documents, currency, money, jewelry, waters, precious stones or articles of extraordinary value must be specifically disclosed in writing. Lancaster County Convention Center will not be liable for their loss or damage. Exhibitors are encouraged to carry "all-risk" insurance covering materials against damage, loss and all

other hazards from the time shipments are made prior to the show until shipments are received by Exhibitor after the show. Lancaster County Convention Center is not an insurer and will not be liable for any loss resulting from any failure to insure the materials covered under this agreement.

### **Safety and Security**

Lancaster County Convention Center will not be responsible for the condition, count or content of exhibit materials once they are placed in the booth. This applies even if the Exhibitor is not present when the materials are delivered, or picked up. All orders received by Lancaster County Convention Center prior to the removal of exhibit materials are subject to final count and correction made at the time of actual removal.

### **Prohibited Material**

Lancaster County Convention Center will not accept the following material: Live Animals, Hazardous Substances which shall include, without limitation, any flammable explosives, radioactive materials, hazardous materials, hazardous wastes, hazardous or toxic substances, hazardous or toxic pollutants or related materials, asbestos or any material containing asbestos, or any other substance, mixture, waste, compound, material, element, product or matter as defined by any federal, state or local environmental law, ordinance or rule.

### **LIMITATIONS OF LIABILITY**

- A. Lancaster County Convention Center shall not be responsible for damage to uncrated material; materials improperly packed or concealed damage.
- B. Lancaster County Convention Center shall not be responsible for loss, theft or disappearance of exhibit materials after delivery to exhibitor's booth.
- C. Lancaster County Convention Center shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of lading covering shipments, which are furnished to Lancaster County Convention Center by exhibitor, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.
- D. Lancaster County Convention Center shall not be responsible for any loss, damage or delay due to fire, flood, Acts of God or nature, strikes, work stoppages of any kind, acts of war or foreign or domestic terrorism, or any causes beyond its control.
- E. Lancaster County Convention Center shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profit or revenues, any collateral cost which may result from any loss or damage to an exhibitor's materials, which may make it impossible or impracticable to exhibit same. UNDER NO CIRCUMSTANCES SHALL LANCASTER COUNTY CONVENTION CENTER BE LIABLE FOR SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.
- F. **Collect or C.O.D. Shipments will not be received.** All outbound shipping charges are exhibitor's responsibility.
- G. All shipping charges are the responsibility of the Exhibitor.
- H. Exhibition materials left in the booth for which no disposition is provided, will be sent back to the exhibitor at the exhibitor's expense. Exhibitor will be charged accordingly for this service.

### **Credit and Payment Policy**

The Credit Card Authorization section above must be completed and accompany all credit card orders.

Please take note of the following:

- All orders must be paid in full and/or credit card authorization (above) be on file with your order(s) before any services are rendered. There will be no invoicing; purchase orders are not a form of payment.
- Payment by company check, or money order may be mailed to Lancaster County Convention Center in advance.
- Event site orders can be paid by company check or credit card.

**PAYMENT MUST BE INCLUDED WITH ALL ORDERS**



25 South Queen St  
Lancaster, PA 17603

Phone: (717) 239-1600  
Fax: (717) 207-4028

## DRAYAGE SERVICE ORDER FORM

**Exhibitor is responsible for making prepaid inbound and outbound shipping arrangements; collect shipments or shipments billed to Lancaster County Convention Center will not be accepted.**

The fees outlined below include receiving packages at the Lancaster County Convention Center, storage of empty packing materials during the event, and return shipment.

**Advance Shipping Address:** To: (Name of Exhibitor & Booth Number)  
For: (Name of Event)  
c/o LANCASTER COUNTY CONVENTION CENTER  
25 South Queen St  
Lancaster PA 17603

Phone: (717) 239-1600

**PLEASE SEND COPY OF INBOUND BILL of LADING FOR TRACKING PURPOSES.**

**Inbound Shipments:** Lancaster County Convention Center will receive shipments and provide up to 5 days storage prior to the event.

Shipments will be accepted weekdays (excluding holidays) 9 a.m. to 4 p.m.

**Outbound Shipments:** Exhibitors *must* provide a bill of lading. Exhibitors may arrange to have materials picked up at Lancaster County Convention Center.

**Rates:** \$47.50 per cwt (100lbs.) *per shipment*; weights are rounded to the next 100 lbs; minimum charge 2 cwt *per shipment*. Lancaster County Convention Center reserves the right to confirm weight of material. Special Handling Fees may apply for material exceeding dimensions of 70" x 96". When only crate and carton storage is needed: Rate is \$35.00 per pallet.

Exhibitor Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Type of Credit Card: VISA    MasterCard    Discover    American Express

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Please complete form and fax to (717) 207-4028.**