

**Shipping Address**

Bayfront Convention Center  
1 Sassafras Pier, Erie PA 16507

**On Behalf of the Bayfront Convention Center – Welcome to Erie!**

Please have packages clearly labeled with the Conference Name, Booth number, Vendor Company Name and number of packages, i.e.: one of one, one of two, etc. This information is required to ensure booth package delivery. Items should not be shipped any earlier than one week before the conference/event date. Charges may apply for earlier arrivals. Any material being returned after the conference must be scheduled prior to move out and labeled properly. Once the materials are ready for shipping, you may leave the items at your booth and a BCC team member will get them to a designated shipping/receiving area. The Bayfront is not responsible for making arrangements with the shipping carrier/provider. A BCC team member will be available during scheduled move in and move out times to answer any questions.

**Move In and Out**

We advise all vendors to move in through the loading dock of the Bayfront Convention Center. This area is located between the Convention Center building and the Courtyard Marriott.

A T-shirt security team member will be positioned on Sassafras Pier to direct traffic. Once materials are brought in, please return to your vehicle and park it in the main lot and then return to setting up your booth. Carts and flat beds will be available in the loading area – first come, first serve. As a courtesy, please return the cart when finished for the next person.

Move out is the same procedure.

*For additional questions prior to the conference please contact Erica Krystek. We look forward to having you!*

Phone: 814-455-1260 Fax: 814-897-0910