



## EXHIBITOR AND VENDOR GUIDELINES

### MOVE IN/MOVE OUT

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All vendors are to move in through the loading dock of the Bayfront Convention Center. This area is located between the convention center building and the Courtyard by Marriott Erie Bayfront. Follow our entry road (Sassafras Pier) directly back to the large garage doors where you will be greeted by a Peer Security team member. If no one is present, a call box is available for your convenience. Vehicles are not allowed inside the Exhibit Hall unless part of an approved display. No vehicles shall be parked or left unattended and may be towed to allow for show set up to progress. Carts and flat beds will be available in the loading area on a first come, first serve basis. As a courtesy to your fellow vendors, please return carts when finished loading and unloading. For exhibitors that are hand carrying materials, you may enter through the front entrance of the building. Flatbed carts are NOT permitted through the main doors or on public passenger elevators. Move in/move out will be organized by our onsite security team to ensure the most efficient and safe process for everyone.

### SHIPPING

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When shipping materials, please have packages clearly labeled with the Event Name, Booth Number, Vendor Company Name and number of packages. Items arriving on property more than two (2) business days before the event start day will be subject to storage fees of \$0.50 per nearest pound per day. Deliveries of over 100 pounds are subject to drayage fees regardless of delivery date. Any materials being shipped out 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 deliver them to our shipping area.

### UTILITIES

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To ensure safety, installation of all utility services involving electrical, air, water, water drainage or internet/telephone connections must be performed by the BCC or its approve designee.

- All electrical equipment must meet the approval rating of UL (Underwriter's Laboratory).
- The BCC electrical equipment, such as extension cords, electrical panels, spotlights and fixtures, must not be removed by exhibitors, show managers, service contractors or any other unauthorized persons. Fees will apply.
- Under no circumstance are distribution panels or mechanical equipment to be blocked or have access impeded.
- Floor boxes may not be accessed by anyone other than BCC personnel.
- Water service requests must be placed ten (10) Business days in advance of your event.

### PARKING

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For the convenience of patrons at the Bayfront Convention Center, parking is free! We ask that all exhibitors park in the third lot during show hours to allow for ample parking for your customers. **Temporary parking is not allowed in the main entryway turn around. This area is for drop-off and emergency vehicles only.** When needed, additional parking is available in the Sheraton or Courtyard hotel's parking garages. Fees may apply

#### Shipping Address:

**Bayfront Convention Center**

**1 Sassafras Pier**

**Erie, PA 16507**

**Phone: 814.455.1260 Fax: 814.897.0910**