



Dear Exhibitor,

Thank you for being an exhibitor at the Lancaster County Convention Center.

The Lancaster County Convention Center is the exclusive utilities and food and beverage provider for the facility. To order utilities, please complete and return the order forms located in this packet along with relevant payment information. Please be sure to read materials carefully. Included are:

- Driving Directions
- Load In and Load Out Procedures
- Lancaster City Parking Map
- Motorized Vehicle Information
- Phone/Internet/Electric Order Form
- Water/Air Order Form
- Cleaning Service Form
- Fork Lift/Scissor Lift Form
- Labor Order Form
- Furniture Order Form
- Audio Visual Form
- Drayage Forms provided by Mojo Logistics

Our website, [www.lancasterconventioncenter.com](http://www.lancasterconventioncenter.com), offers a detailed outline of the facilities policies and procedures and exhibitor forms. These items are located under Exhibitors, as well as other helpful information to assist you with your planning.

We are looking forward to a successful show for all. If you need additional assistance at any time, please contact us using the information below.

Sincerely,

Lancaster County Convention Center Convention Services Department

**For additional assistance, please contact:**

Kari Fish, Conference Services Coordinator

(717) 207-4027 or [kari.fish@interstatehotels.com](mailto:kari.fish@interstatehotels.com)



LANCASTER COUNTY  
CONVENTION CENTER

## 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 bases. 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.
- **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.



LANCASTER COUNTY  
CONVENTION CENTER

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

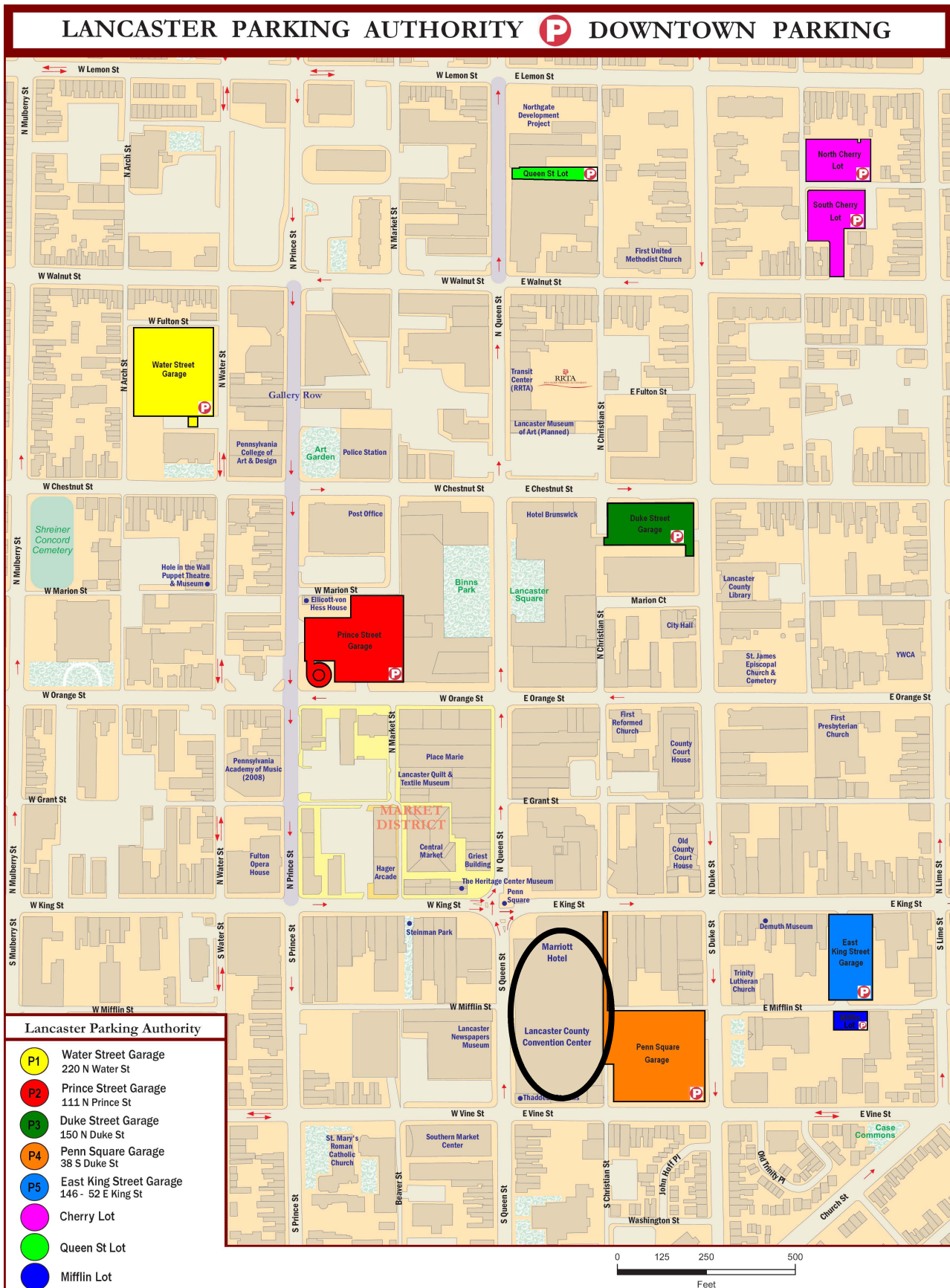
Fork Lift : \$ 65 per hour

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 basis. 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.

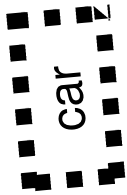
Load-out will not begin until the designated time approved by the presenter of the event. The loading dock interior and exterior doors will not open until the time posted in the show program pre determined by the Show Manager.

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

<http://www.lancasterparkingauthority.com/parking-garages.asp>



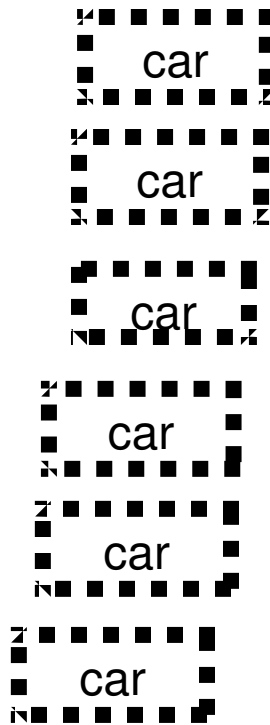
Vine Street



Dump  
ster

**Loading Dock 1 thru 3**

For large trucks/ tractor trailers  
only



Loading Area is for Loading and Unloading only,  
cars are to be unloaded and then parked in the  
vendor approved parking area. All cars have a  
pre determined time for loading and unloading.

2010-11-10  
10:00 AM  
11:00 AM  
12:00 PM  
1:00 PM  
2:00 PM  
3:00 PM  
4:00 PM  
5:00 PM

Please Note the Loading  
area is a one-way street.  
Please only enter from Vine  
Street and Exit towards King  
Street.



**LANCASTER COUNTY**  
**CONVENTION CENTER**  
**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 OR 5 gallons, whichever is less
- 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.

If you have questions regarding this regulation, please contact:

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**

Send to:  
Convention Services  
25 South Queen Street  
Lancaster, PA 17603  
(717) 207- 4047  
(717) 207-4028  
kari.fish@interstatehotels.com

**Please include a copy of the Insurance card  
with this Application.**



**Lancaster County Convention Center**  
**25 South Queen St., Lancaster, PA 17602**  
**P: (717) 207-4047 F: (717) 207-4028**

**PHONE/INTERNET/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          |          | \$    |
| Standard/Direct Analog Phone Line | \$75          |          | \$    |
| Internet Wired/Wireless           | \$50/day      |          | \$    |

|                        |  |  |
|------------------------|--|--|
| <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 kari.fish@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.\*\*\***



**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 |
|--------------|-----------------------------|-------|-------|
| <b>Water</b> | 1-100 gallons               | \$125 |       |
|              | Each additional 100 gallons | \$75  |       |

**COMPRESSED AIR**

|                           | Description           | Rate  | Total |
|---------------------------|-----------------------|-------|-------|
| <b>Air Approx 110 PSI</b> | Individual Connection | \$250 |       |
|                           | Additional Connection | \$125 |       |

|  |                        |  |
|--|------------------------|--|
| Please include a description of what the device is that needs air: | <b>Subtotal</b>        |  |
|  | <b>PA 6% Sales Tax</b> |  |
|  | <b>SERVICE TOTAL</b>   |  |

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VISA      MasterCard      AMEX      Discover

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

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

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

**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 |
|---|---------------|----------|-------|
| <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.   |               |          |       |

|                      |    |
|----------------------|----|
| Subtotal             | \$ |
| PA 6% Sales Tax      | \$ |
| <b>SERVICE TOTAL</b> | \$ |

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VISA      MasterCard      AMEX      Discover

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

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

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



**Lancaster County Convention Center**  
**25 South Queen St., Lancaster, PA 17602**  
**P: (717) 207-4047 F: (717) 207-4028**

**FORKLIFT ORDER FORM**

|                |  |              |  |         |      |
|----------------|--|--------------|--|---------|------|
| Name of Event  |  | Event Dates  |  | Booth # |      |
| Company Name   |  | Phone Number |  |         |      |
| Address        |  | City         |  | State   |      |
| 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      |             |             |                      | \$    |
| <b>DESCRIPTION OF ITEM:</b> |               |             |             | Subtotal             |       |
|                             |               |             |             | PA 6% Sales Tax      |       |
|                             |               |             |             | <b>SERVICE TOTAL</b> |       |

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VISA      MasterCard      AMEX      Discover

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

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

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



**Lancaster County Convention Center**  
 25 South Queen St., Lancaster, PA 17602  
 P: (717) 207-4047 F: (717) 207-4028

**LABOR ORDER FORM**

|                |       |              |  |         |
|----------------|-------|--------------|--|---------|
| Name of Event  |       | Event Dates  |  | Booth # |
| Company Name   |       | Phone Number |  |         |
| Address        | City  | State        |  | Zip     |
| 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      |  |
| <b>SERVICE TOTAL</b> |  |

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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.**



**Lancaster County Convention Center**  
**25 South Queen St., Lancaster, PA 17602**  
**P: (717) 207-4047 F: (717) 207-4028**

**FURNITURE 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.

| Item                           | Standard Rate | Quantity | Total |
|--------------------------------|---------------|----------|-------|
| Chair                          | \$5           |          | \$    |
| 6' x30" Table                  | \$15          |          | \$    |
| 8' x 30" Table                 | \$20          |          | \$    |
| 6'x30" Table, Clothed, Skirted | \$25          |          | \$    |
| 8'x30" Table, Clothed, Skirted | \$30          |          | \$    |
| 30" Round Table, Clothed       | \$20          |          | \$    |
| 72" Round Table, Clothed       | \$25          |          | \$    |
| 6'x18" Table                   | \$15          |          | \$    |
| 8'x18" Table                   | \$20          |          | \$    |
| 6'x18" Table, Clothed, Skirted | \$25          |          | \$    |
| 8'x18" Table, Clothed, Skirted | \$30          |          | \$    |
| 10x10 Carpet Square*           | \$100         |          | \$    |
| Tripod Easel                   | \$15          |          | \$    |

\*requires 2 weeks advance notice

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

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VISA      MasterCard      AMEX      Discover

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

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

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



**Lancaster County Convention Center**  
**25 South Queen St., Lancaster, PA 17602**  
**P: (717) 207-4047 F: (717) 207-4028**

**AUDIO VISUAL ORDER FORM**

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

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| Item   | Standard Rate | Quantity | Total |
|--|---------------|----------|-------|
| 50" LCD Monitor - upright chome stand, DVD player or VGA input | \$325         |          | \$    |
| 6' or 8' Projection Screen                                     | \$60          |          | \$    |
| 3K Lumen LCD Projector   | \$230         |          | \$    |
| LED Uplighting (per fixture)                                   | \$55          |          | \$    |
| Flipchart - with paper pad and markers                         | \$50          |          | \$    |
| Powered Speaker with Wired Microphone & Stand                  | \$135         |          | \$    |
|  |               |          |       |
|  |               |          |       |
|  |               |          |       |
|  |               |          |       |

|                      |  |
|----------------------|--|
| Subtotal             |  |
| 21% Service Charge   |  |
| 6% PA Sales Tax      |  |
| <b>SERVICE TOTAL</b> |  |

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VISA      MasterCard      AMEX      Discover

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

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

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

# MOJO LOGISTICS

181 East Stiegel St., STE 203  
Manheim, PA 17545

Tel: (717) 664-0158  
Fax: (717) 664-0532

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Dear Exhibitor:

Mojo Logistics has been selected by the Lancaster County Convention Center to provide local drayage services.

It is our pleasure to provide you with the best local drayage 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) 664-0532. If you have any further questions please contact one of Mojo Logistics representatives found below.

Enclosed you will find:

Material Handling Information  
Drayage Service Order Form  
Credit Card Authorization Form  
Shipping Labels  
Blank Bill of Lading

Shipping labels may be printed using Avery Mailing Labels (Template 5264).

Visit our website at [www.mojo-logistics.com](http://www.mojo-logistics.com) to download drayage forms, or for more information.

*Shipments received within 3 business days before the event will be considered "Late Shipments".*

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

JB Dolphin  
jb.dolphin@mojo-logistics.com  
Office: (717) 664-0158

Billing inquiries should be directed to:

Brenda Jones  
brenda.jones@mojo-logistics.com  
Office: (717) 664-0158

# MOJO LOGISTICS

181 East Stiegel St., STE 203  
Manheim, PA 17545

Tel: (717) 664-0158  
Fax: (717) 664-0532

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## **MATERIAL HANDLING INFORMATION**

### **Advance Warehousing**

Common carrier shipments of exhibit materials consigned to Mojo Logistics' warehouse must arrive no later than seven (7) days prior to the event date. Exhibit material may be delivered up to thirty (30) days prior to show installation date and receive free storage. Longer storage time may be arranged for an additional fee.

### **Condition of Shipment**

ALL SHIPMENTS MUST BE PALLETIZED OR CRATED. LOOSE OR UNCRATED MATERIAL WILL NOT BE ACCEPTED. MOJO LOGISTICS 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 off-site during the event. After the event, empty containers will be returned to the respective booth.

It is not Mojo Logistics' 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 Mojo Logistics. Repackaged exhibit material will be returned to Mojo Logistics 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**

All shipments will be available at the Mojo Logistics warehouse for pick up on the next business day following the event. The exhibitor is responsible for scheduling a pick up from the Mojo Logistics warehouse 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 Mojo Logistics warehouse for longer than seven (7) days following the event will be shipped to the exhibiting company at its expense.

### **Payment**



# MOJO LOGISTICS

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Full payment for local drayage and, where appropriate, storage services must be prepaid in full prior to receipt of the exhibit materials at the Mojo Logistics' warehouse. 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. Mojo Logistics requires a credit card to be on file for all material handling services.

## **Insurance**

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

Mojo Logistics 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 Mojo Logistics' employees.

Documents, currency, money, jewelry, waters, precious stones or articles of extraordinary value must be specifically disclosed in writing. Mojo Logistics 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. Mojo Logistics 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**

Mojo Logistics 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 Mojo Logistics prior to the removal of exhibit materials are subject to final count and correction made at the time of actual removal.

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## **Prohibited Material**

Mojo Logistics will not accept the following material for warehousing and transport to the exhibition space:

- 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.
  
- Explosives, including fireworks.
  
- Items which require climate control.  
*Certain items requiring refrigeration may be shipped directly to the Lancaster County Convention Center with prior approval from LCCC representative.*
  
- Firearms.
  
- Any items, or substances that are prohibited from shipment to, or display at the exhibition space.

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## LIMITATIONS OF LIABILITY

- A. Mojo Logistics shall not be responsible for damage to uncrated material, materials improperly packed or concealed damage.
- B. Mojo Logistics shall not be responsible for loss, theft or disappearance of exhibit materials after delivery to exhibitor's booth.
- C. Mojo Logistics 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 Mojo Logistics' warehouse by exhibitor, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.
- D. Mojo Logistics 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. Mojo Logistics 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 MOJO LOGISTICS 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 returned to Mojo Logistics' warehouse and sent back to the exhibitor at the exhibitor's expense. Exhibitor will be charged accordingly for this service. There are no facilities at the show site to store exhibition materials.

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## DRAYAGE SERVICE ORDER FORM

Materials must be shipped in advance to Mojo Logistics Warehouse; Lancaster County Convention Center *will not* accept shipments. ***Exhibitor is responsible for making prepaid inbound and outbound shipping arrangements***; collect shipments or shipments billed to Mojo Logistics will not be accepted.

**The fees outlined below include delivery to the Convention Center, storage of empty packing materials during the event, and return to Mojo Logistics warehouse for return shipment.**

### PLEASE USE ENCLOSED SHIPPING LABELS FOR ALL PIECES

**Advance Shipping Address:** To: (Name of Exhibitor & Booth Number)  
For: **(Name of Event)**  
181 E Stiegel St  
Manheim, PA 17545

**Inbound Shipments:** Mojo Logistics will receive shipments and provide up to 30 days storage prior to the event. Shipments will be accepted weekdays (excluding holidays) 9 a.m. to 4 p.m. Multiple shipments of materials delivered on different days, or by different carriers shall be considered separate shipments.

**Deadline: Three business days prior to the event date.**

**Late Shipment:** Materials accepted past the deadline will be charged an additional \$10.50 per cwt; minimum charge of \$21.00 *per shipment*. Deliveries on load-in / show days will be charged an additional flat rate of \$100.00.

**Outbound Shipments: Exhibitors *must* provide a bill of lading.** Exhibitors may arrange to have materials picked up at Mojo Logistics Warehouse no earlier than the first business day following the event.

**Rates:** \$50.00 per cwt (100lbs.) *per shipment*; weights are rounded to the next 100 lbs; minimum charge of \$100.00 *per shipment*. Mojo Logistics reserves the right to confirm weight of material. Special Handling Fees may apply for material exceeding dimensions of 70" x 96".

| Advance Shipments to Mojo Warehouse | Carrier / BOL Number | Shipment Weight | X Rate per 100 lbs. | Minimum Charge/Shipment | Estimated Charges |
|-------------------------------------|----------------------|-----------------|---------------------|-------------------------|-------------------|
| Shipment 1                          |                      | Lbs.            | \$50.00             | \$100.00                | \$                |
| Shipment 2                          |                      | Lbs.            | \$50.00             | \$100.00                | \$                |
| Shipment 3                          |                      | Lbs.            | \$50.00             | \$100.00                | \$                |
|                                     |                      | Late Shipment   | \$10.50             | \$21.00                 | \$                |
|                                     |                      |                 |                     | Total Estimated Charges | \$                |

Exhibitor Name: \_\_\_\_\_ Booth # \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
Authorized by: \_\_\_\_\_ Email: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete form and fax to (717) 664-0532**

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## Credit Card Authorization

To have orders charged to a Credit Card Account, please complete the information requested below and return this form with your order(s). Credit Card orders are subject to credit approval.

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I, \_\_\_\_\_, Hereby authorize Mojo Logistics to charge my credit card for all local drayage related services.

**Type of Credit Card:**       Visa               MasterCard               American Express

**Credit Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

**Security Code:** \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth # \_\_\_\_\_

Billing Address: \_\_\_\_\_

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

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

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

Cardholder's Name: \_\_\_\_\_

Email: \_\_\_\_\_

**Cardholder's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## 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 Mojo Logistics in advance.
- Event site orders can be paid by company check or credit card.
- No Refunds.

**PAYMENT MUST BE INCLUDED WITH ALL ORDERS**

**Please complete form and fax to (717) 664-0532**