



### **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 in the North Great Hall 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



## 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 approved 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 gravel 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.

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## Bayfront Convention Center Exhibitor/Vendor Service Request Form

**Event Name** NALMS 2023 International Symposium **Event Date** \_\_\_\_\_

<b>Exhibitor/Vendor Information</b>	
Booth Number _____	Move In Date _____
Exhibitor/Vendor Name _____	Move In Time _____
Contact Name _____	Contact Phone # _____
Contact Address _____	Contact Email _____
City, State, Zip _____	

**Booth Package**

Check items that ARE needed in booth

**Booth Package**

10' x 10' Pipe and Drape Booth (charcoal & silver)

(1) 8' Vinyl covered, black skirted table

(2) banquet chairs

(1) Waste Can

Wi - Fi included

**Drayage Needs (\$0.50 per pound)**

**Arrival - Loading Dock to Booth**

**Please do not ship items before October 19th**

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

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

<b>Standard Service Prices</b>			<b>On - Site Prices</b>		
110 V / 20 amp	<input type="checkbox"/>	\$25.00	110 V / 20 amp	<input type="checkbox"/>	\$50.00
208 V / 30 amp / 1 phase	<input type="checkbox"/>	\$125.00	208 V / 30 amp / 1 phase	<input type="checkbox"/>	\$250.00
Analog Line	<input type="checkbox"/>	\$125.00	Analog Line	<input type="checkbox"/>	\$250.00
Wired Internet	<input type="checkbox"/>	\$125.00	Wired Internet	<input type="checkbox"/>	\$250.00
Water/Drain (per hook up)	<input type="checkbox"/>	\$50.00	Water/Drain (per hook up)	<input type="checkbox"/>	\$100.00
Natural Gas (per day)	<input type="checkbox"/>	\$50.00	Natural Gas (per day)	<input type="checkbox"/>	\$100.00
Compressed Air (per day)	<input type="checkbox"/>	\$50.00	Compressed Air (per day)	<input type="checkbox"/>	\$100.00
*Add 6% PA Sales Tax <b>only</b> to items below			*Add 6% PA Sales Tax <b>only</b> to items below		
Unskirted Table *	<input type="checkbox"/>	\$7.00	Unskirted Table *	<input type="checkbox"/>	\$14.00
(Size: _____ )			(Size: _____ )		
Skirted Table *	<input type="checkbox"/>	\$20.00	Skirted Table *	<input type="checkbox"/>	\$40.00
(Size: _____ )			(Size: _____ )		
Table Height Extensions *	<input type="checkbox"/>	\$10.00	Table Height Extensions *	<input type="checkbox"/>	\$20.00
Banquet Chair *	<input type="checkbox"/>	\$3.00	Banquet Chair *	<input type="checkbox"/>	\$6.00

**Payment Information**

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

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

Zip Code Card is Under: \_\_\_\_\_ **TOTAL DUE:** \_\_\_\_\_

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

**Complete this form and email to:**

Erica Krystek, Event Manager  
1 Sassafras Pier Erie PA 16507  
[ekrystek@erieevents.com](mailto:ekrystek@erieevents.com)  
814-455-1260

**DEALINE FOR ORDERING is October 8th**

All orders received after this date or on site are subject to a late fee