Eastern Winery

EXPOSITION + CONFERENCE



EXHIBITOR SERVICES MANUAL

March 9-11, 2027

Lancaster County Convention Center

Presented by:

WINEBUSINESS MONTHLY

EasternWineryExposition.com

Table of Contents

	Page #
Key Deadlines	3
General Information, Move In & Move Out	4-7
Booth Construction Rules	7
Exhibitor Registration	8
Lancaster County Convention Center Information, Directions, Parking, Maps & Loading Dock Procedures	9-15
Motorized Vehicle Information & Permit Application	16-18
Electrical Services Order Form	19
Audio Visual & Internet Ordering Information	20
Lead Retrieval Order Form	21
Show Contractor Information & Shipping Labels	22-24

Key Deadlines

Final Booth Payment Due	December 4, 2026
Advertise in the Show Program	February 2, 2027
Lead Retrieval Early Bird Discount Deadline	February 9, 2027
Online Booth Staff Registration *Please have all staff registered by this date.*	February 19, 2027
Advance Order Discount Deadline *Material handling charges, booth furnishings, signage, utilities.*	February 22, 2027
Advance Freight Warehouse Deadline The deadline to receive freight at the advance warehouse will be March 4. Reminder: any freight left on the show floor on March 11 after 8:00 pm will be sent via GES to the exhibitor at the exhibitor's expense.	March 4, 2027

EXHIBITOR SERVICES – Your full-service tradeshow team!

TRADESHOW MANAGER

Contact: Danielle Gomez
Phone: 313-443-7693
E-mail: danielle@winebusiness.com

EXHIBITOR & SPONSORSHIP SALES

Contact: Laura Lemos
Phone: 973-668-2449
E-mail: laura@easternwineryexposition.com

ACCOUNTING

Contact: Katie Kohfeld
Phone: 707-940-3928
E-mail: katie@winebusiness.com

OFFICIAL SHOW CONTRACTOR

General Exposition Services (GES) – see the online kit information on page 13.

Contact: Kendra Day
Phone: 610-495-8866 option 1
E-mail: kday@generalexposition.com

Website: www.generalexposition.com

THE LANCASTER COUNTY CONVENTION CENTER

Contact: Kara Shannon | Director of Convention Services

kara.shannon@aimbridge.com

T: 717-207-4049 | M: 717-314-4976

GENERAL INFORMATION

SHOW LOCATION

Lancaster County Convention Center

24 South Queen Street
Lancaster, PA
17603

Phone: 717-207-4049

Website: http://www.lancasterconventioncenter.com/

BOOTH LOCATIONS

All booths are in Freedom Hall. View the live floor plan & exhibitor list HERE.

TRADESHOW HOURS

Wednesday March 10, 2027
11:00 am – 5:30 pm

Thursday March 11, 2027
9:30 am – 2:00 pm

EXHIBITOR MOVE-IN

Tuesday March 9, 2027
11:00 am – 7:00 pm

Wednesday March 10, 2027
8:00 am – 11:00 am

Please note that exhibitors are not permitted to move in before the dates and times listed above. The LCCC is a non-union facility.

The Lancaster County Convention Center does **not** accept direct freight shipments. All freight must be sent through General Exposition Services (GES) (see page 13). The advance warehouse deadline for freight delivery is March 1, 2027.

Exhibitors with smaller booth setups who prefer to hand-carry items or use their own cart/ dolly may enter through the entrance at S. Queen St., or the Parking garage entrance is another option reserved and encouraged.

EXHIBITOR MOVE-OUT

Thursday March 11, 2027
2:00 pm – 8:00 pm

Tear down may not begin until after 2:00 pm on Thursday, March 11. Exhibitors are not permitted to move out before the date and times detailed above.

***Any freight left on the show floor after 8pm on March 11 will be sent via GES to the exhibitor at the exhibitor's expense.**

TRADESHOW COLORS & FLOOR

Show Colors: Black booth drape and black skirted tablecloths.
Show Floor: Existing blue/gray carpet

DIMENSIONS & LOAD LIMITS

- Floor load limit: 400 psf max.
- Freight door dimensions for two side access points: 14'H x 10'W
- Freight door dimensions for main access point: 14'H x 26'W
- Ceiling height: booths to the right of the show entrance is 32'5" and booths to the left of the show entrance is 22'. Booth numbers 237 -243 have a low ceiling of only 11'

BOOTH PACKAGE

The standard booth includes draped 8' high black back panel and 3' draped black side rails.

- One 6' table skirted in black
- Two chairs
- Company ID sign
- Wastebasket

*** Electricity and Internet are not included and must be ordered through the convention center. Please see enclosed order forms on pages 18-19.**

BOOTH CONSTRUCTION

Linear / Inline Booths

- A linear booth is any booth with another booth on both the left and right sides.
- The maximum display height is 8 ft.
- No display, product, or signage taller than 4 ft may be placed in the front 4 ft of the booth (measured from the aisle).
- Equipment/product height is exempt from the 8 ft rule *as long as no signage or graphics are attached to or placed above the equipment.*

Island Booths

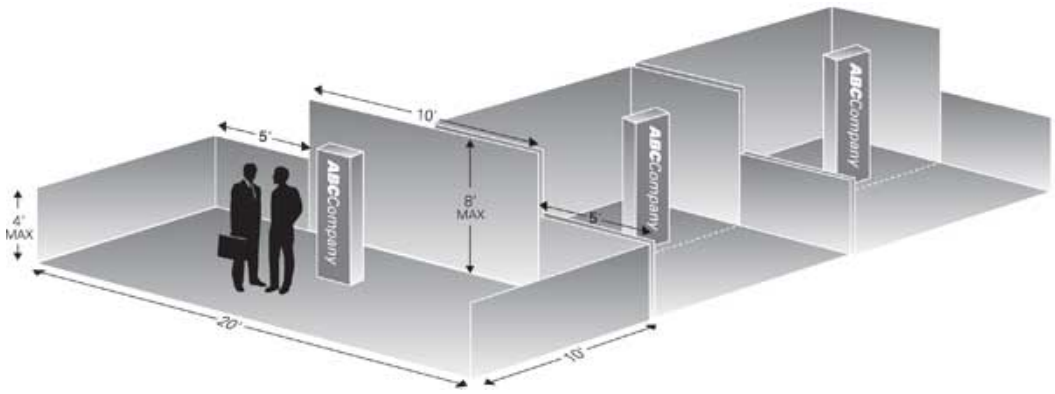
Island booths (open to aisles on all four sides) have no height restrictions for equipment, displays, or signage.

Peninsula / Endcap Booths

A peninsula booth (also called an endcap) is exposed to aisles on three sides and located at the end of a row of inline booths.

- Height Restrictions:
  - The center 10 ft of the back 20-ft wall may be built up to 8 ft high. The 5 ft on each side of that wall may not exceed 4 ft in height.
  - Height restrictions apply only to graphics or structures along the back wall of the booth and **do not apply to exhibitor equipment or machinery.**
  - These rules apply to all peninsula booth sizes and are designed to preserve reasonable sight lines from the aisles for all exhibitors and attendees.

- Diagram:



Hanging Signs

Hanging signs are permitted only for peninsula booths 20’ × 20’ or larger (4 or more standard booths), and all sides of the sign must be finished.

EXHIBITOR REGISTRATION

As an Eastern Winery Exposition 2027 exhibitor, you may register as many staff as you require to operate your booth. There is no charge for exhibitor badges. These badges provide access to the Expo Hall as well as all seminar sessions (space permitting).

Exhibitor badges also include **complimentary access** to the Welcome Wine Reception on Tuesday evening and lunch in the Expo Hall on Wednesday and Thursday.

Tickets for the Industry Celebration Dinner can be purchased separately in the à la carte section of the registration form.

Instructions for registering exhibitor staff have been emailed to the primary contact listed on the booth contract. For questions or assistance, please contact **WBM@executivevents.com.**

FOOD & BEVERAGE

Please note that special food & beverage sampling provisions have been made for Eastern Winery Exposition allowing samples of food & beverage during the exhibit hours. Liquids are limited to 2 oz. and food to 4 oz. Only exhibitors who produce the beverages will be allowed to do tasting. I.e. exhibitors, manufacturers, wholesalers, or distributors may do tastings.

Driving Directions to Lancaster County Convention Center Loading Dock

Lancaster County Convention Center
3 East Vine Street
Lancaster PA 17602

LCCC Loading Dock (for GPS)
65 S Christian 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.

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 Areas for Load In or Load Out**
  Exhibitors may use loading dock access from Vine Street entrance at the Lancaster County Convention Center. Loading through the entrance at S. Queen St, or the Parking garage entrance is another option reserved and encouraged for limited items (small booth set-ups) able to be transported in one trip either with via hand carrying or with a cart.

- **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. All regular sized vehicles (cars, minivans, SUV's, pickup trucks) which are under 6' 8" in height will fit in all garages. Please see attached map, Parking in the loading area is prohibited.

- **Fork Lift / High Lift**
  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 operator's license.

- **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/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. **Loading dock can accommodate up to 53ft trailers.**

- **Inbound Packages & Storage**
  The Lancaster County Convention Center has no storage facilities for materials. All inbound and outbound shipments must be handled by the tradeshow contractor. Please contact your show organizer with further questions.

- **Tobacco**
  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.

- **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. Children under 16 are NOT permitted on the loading dock during Load In / Out.

- **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 cannot 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.

Loading Dock Procedures

Arrival Procedure

Step 1: Unload

Once the exhibitors arrive at the loading dock, they must unload their items onto a cart. After their items have been removed from their vehicle, they must be placed either in the loading dock area or the vicinity of their booth. **NOTE: Vendors with smaller setups that can be brought by cart or carried, PLEASE USE S Queen St. curbside entrance or load in through lobby via attached Penn Square parking garage.**

Step 2: Park

Exhibitor must return to their vehicle and move it to the authorized parking area. 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.

Departure Procedure

Step 1: Pack Up

At the designated conclusion of the show, vendors and exhibitors will begin to promptly pack up the items at their booth space. Please ensure all items are secured via shipping boxes, containers, plastic wrap or other means as appropriate for your items. If you require assistance with getting your shipping crates or containers brought to from your booth, please ask the contracted expo services staff.

Step 2: Visit the Loadmaster

A designated member of venue security (Loadmaster) will be on hand near the large roll-up door in Freedom Hall. Once your items are packed, please visit the loadmaster and inform them your booth is completely packed up. The loadmaster will check your booth to ensure everything is ready. Once verified, the loadmaster will instruct you to bring your load-out vehicle into the Christian Street loading dock area. The loadmaster will provide you with a signed ticket on yellow colored paper. **DO NOT LOSE THIS TICKET!** Take the ticket with you, as you will need to present it when you bring your vehicle into Christian Street. ALL VEHICLES WITH OUT A TICKET WILL BE SENT TO STAGING AREA (located at 650 N Prince St, Lancaster PA 17603 - see map on next page).

Step 3: Visit Dock Coordinator

A designated member of venue security (Dock Coordinator) will be on hand in the Christian Street loading dock area. When you bring your vehicle into the loading dock area, you must give your yellow ticket to the Dock Coordinator. If you lose your ticket, or do not have a ticket, you will be instructed to move your vehicle out of the loading dock area until you obtain a yellow ticket. The Dock Coordinator will instruct you where to park your vehicle. Once parked, you must promptly load out your items to your vehicle and then depart the property. There are many vendors waiting to load out and a sense of urgency is required on your part to make this a smooth process.

THIRD PARTY LOGISTICS

If you intend to utilize a third party logistics company to pick up your items, please keep the following in mind:

- The smaller the truck/vehicle, the better. The loading dock area is a very tight space; 18 wheelers will have difficulty simply getting into this area. Some 18 wheelers WILL NOT FIT.
- Please notify the Loadmaster ahead of time of the anticipated arrival of your truck; we need to know when to plan for it. Please also provide the Loadmaster with the trucking company name, your company/booth name, the booth number and your mobile phone number.
- Please inform your third party logistics company that any drivers who arrive before the show actually concludes will be sent away and will not have many options for parking in the city.
- Drivers must adhere to their scheduled pick up times within 30 minutes or they will be turned away until their scheduled pick up time - NO EXCEPTIONS.

STAGING AREA

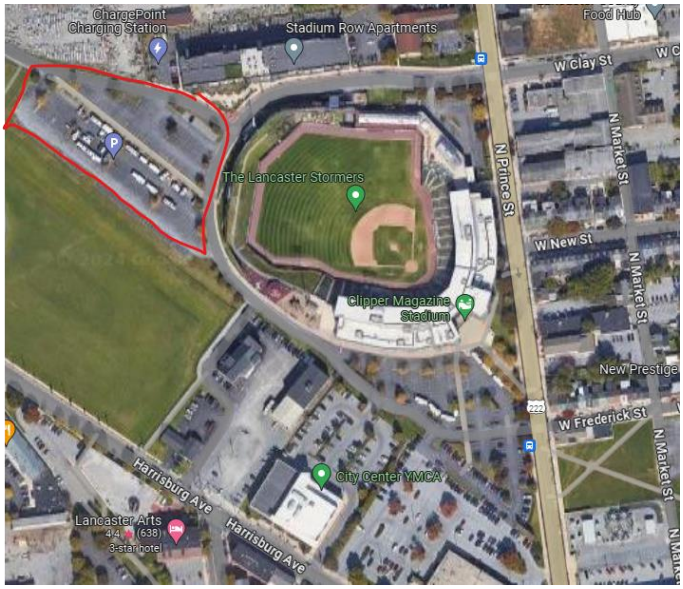
The Lancaster County Convention Center has partnered with the local baseball stadium to offer a staging area for larger trucks. This can be utilized by any large trucks (tractor trailers, oversized flatbed vehicles, etc) until they are cleared for entry into the Christian Street loading dock area. This is to prevent larger vehicles from sitting in traffic while waiting to load out.

BE CONSIDERATE OF OTHERS - Please use back lot shown below in red. Do not block any areas stadium staff may need access to, and do not block entrances/exits from the lot.

If you will be using the staging area, please provide the driver's name, phone number and booth information being picked up. The driver will be contacted via phone when it is his/her time to load out or the exhibitor can contact driver once move out ticket has been received.

Penn Medicine Park (previously known as Clipper Magazine Stadium) is located roughly 6 blocks north of the Convention Center and has an open surface lot.

STADIUM ADDRESS: 650 N Prince St, Lancaster PA 17603



Exhibitor Contractor Services

The Eastern Winery Exposition events team has arranged for a tradeshow contractor to provide additional services to exhibitors. **Please reach out the show organizer or tradeshow contractor for additional information on the below items.**

Additional Services include, but are not limited to:

- Freight Handling and Labeling
- Special Booth Package
- Standard Furniture
- Specialty Furniture
- Carpet
- Booth Cleaning
- Showcases
- Hardwall Catalog
- POV Services
- Forklift & Equipment – Load & Unload
- Set-Up and Dismantle Labor
- Special Signs

PARKING OPTIONS

All regular sized vehicles (cars, minivans, SUV's, pickup trucks) can park in near by garages, open lots, or on street parking - all of these are operated and maintained by the Lancaster Parking Authority and are subject to its current parking rates.

GARAGES

The Penn Square Garage (closest to the Convention Center and Hotel) & Prince St Garage can fit vehicles under 6' 8" in height. East King St Garage can fit vehicles under 8' 2" in height.

STREET PARKING

You can also reserve street parking ahead of time through the Lancaster parking authority on the street on our block (Vine St, Queen St or Duke St) or other nearby streets. Phone: (717) 299-0907 | Website: www.lancasterparkingauthority.com - On Street Parking

VINE STREET LOT *(outlined in yellow below)*

Oversized vehicles (large cargo vans, vehicles with trailers or other items in tow, flatbed trucks, etc) that are not able to fit into a local garage or who cannot find on street parking, may park in the Vine Street oversized vehicle parking lot as a last resort. This lot has been rented by show management for Eastern Winery Exposition from Tuesday March 9, through Thursday, March 11. Parking is on a first come, first serve basis. Please notify your show organizer if you need to utilize this lot.

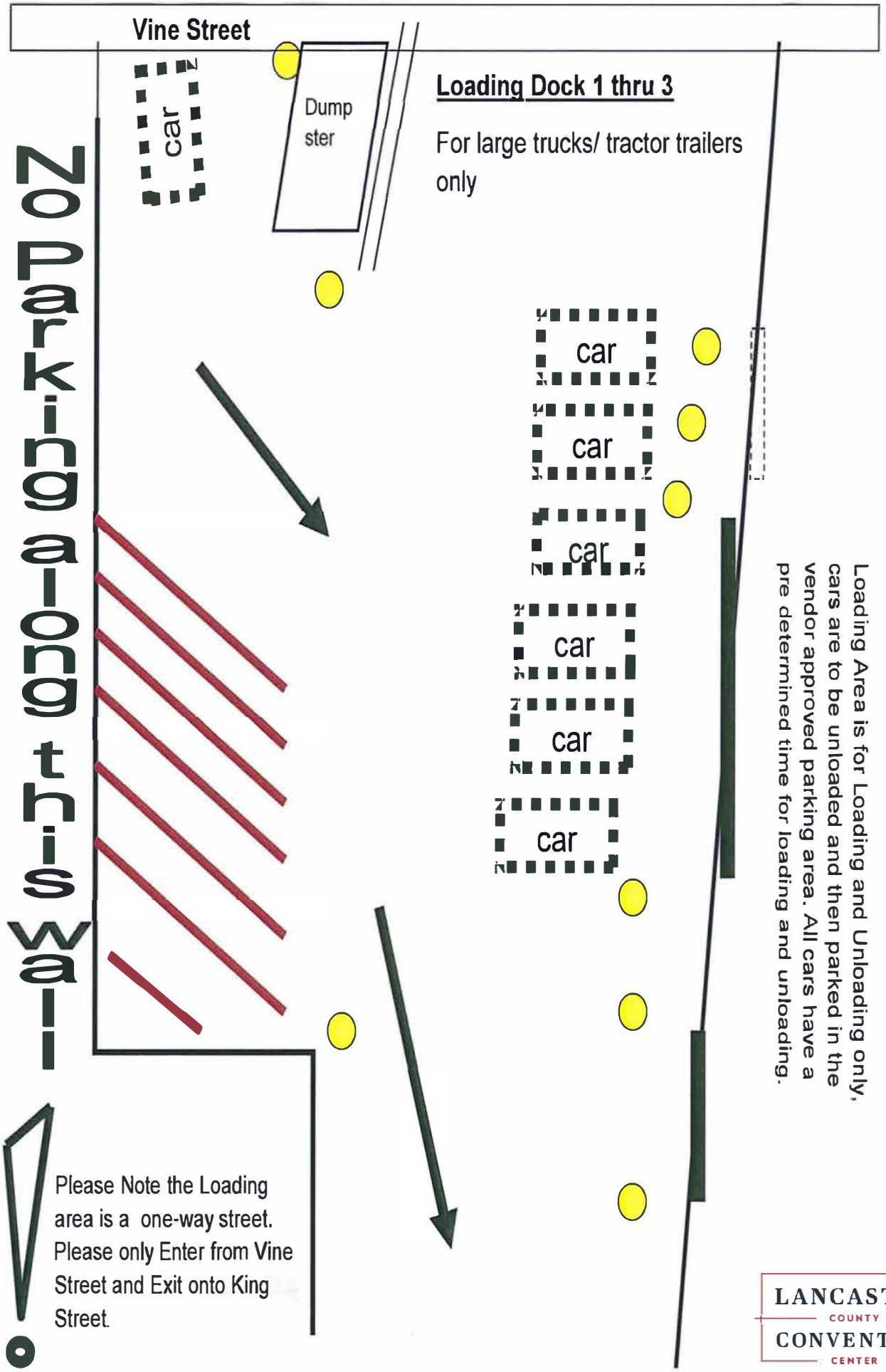
All vehicles are parked at your own risk. Landlord is not responsible for any damage to vehicle while parked in the lot.

BE CONSIDERATE OF OTHERS - Do not park in such a way that prohibits other vehicles from entering/exiting the lot or precludes people from entering their vehicles.

VINE STREET LOT ADDRESS: 10 E Vine St, Lancaster PA 17603




DOWNTOWN LANCASTER, PA
W LEMON ST
N MULBERRY ST
N ARCH ST
N WATER ST
N PRINCE ST
N QUEEN ST
N CHRISTIAN ST
N DUKE ST
W WALNUT ST
300 NORTH QUEEN STREET SHOPS
RRTA
Queen Street Station Transit Center
Pennsylvania College of Art & Design
Art Garden
Police Station
W CHESTNUT ST
Shreiner Concord Cemetery
Hole in the Wall Puppet Theatre
GALLERY ROW
Post Office
Hotel Lancaster
Binns Park
Lancaster Square
W MARION ST
Ellicott-von Hess House
City Hall
W ORANGE ST
Ware Center Millersville University-Lancaster
The Trust Performing Arts Center
Lancaster County Courthouse
W GRANT ST
E GRANT ST
S MULBERRY ST
Fulton Theatre
Hager Arcade Shops
Central Market
W KING ST
MILL ST
PENN SQUARE
E KING ST
Demuth Museum
E MIFFLIN ST
Marriott Hotel
Steinman Park
Lancaster County Convention Center
Lancaster Newspapers Newseum
S LIME ST
W VINE ST
Thaddeus Stevens & Smith National Historic Site
Southern Market Center
Case Commons
S PRINCE ST
BEAVER ST
S QUEEN ST
S CHRISTIAN ST
S DUKE ST
CHURCH ST
LANCASTER CITY ALLIANCE
Map illustration: Emery Pajer
Graphic elements provided by the Iron Compass Map Company
The data represented is accurate to the best of our knowledge. Any errors and omissions should be reported to the James Street Improvement District.
©2013 James Street Improvement District (JSID)
DetailMap_v02h
City of Lancaster Downtown Parking Garages & Lots
GARAGES
Lancaster Parking Authority
1 Water Street Garage 220 N. Water St.
2 Duke Street Garage 150 N. Duke St.
3 Prince Street Garage 111 N. Prince St.
4 Penn Square Garage 38 S. Duke St.
5 King Street Garage 146-52 E. King St.
6 Queen Street Garage 424 N. Queen St
Red Rose Transit Authority
8 Queen Street Station Garage 201 N. Queen St.
LOTS
1 N. Prince St.
2 W. King St.
3 E. Grant St.
0 125 250 500 feet
scale 1:3,300 5280 Feet = 1 mile
Visitor Center
Parking Entrance



LANCASTER COUNTY CONVENTION CENTER

Motorized Vehicle Policy for the Exhibit Hall

General Policy
Motorized vehicles are prohibited from entering or being operated on the exhibit hall floor without prior written approval from the Safety and Security Director. The only exception is for authorized display vehicles that have obtained the required permit.

Definition of Motorized Vehicles
For the purpose of this policy, a motorized vehicle is defined as any vehicle propelled by an internal combustion engine using Class-1 or Class-2 fuel. This includes, but is not limited to:

- Automobiles
- Trucks
- Motorcycles
- Aircraft
- Watercraft

Display Vehicle Requirements
All display vehicles must comply with Pennsylvania State Fire Code, Lancaster City Fire Code, and the National Fire Protection Association (NFPA) 1 Fire Code. The following mandatory safety requirements apply:

- Fuel tanks must contain no more than ¼ tank of gas or 5 gallons, whichever is less (as required by Pennsylvania and Lancaster City Fire Code).
- The battery must be disconnected upon arrival and remain disconnected for the entire duration of the event.
- A non-permeable poly sheeting must be placed under the vehicle to prevent oil leaks while inside the facility.
- All fuel tank openings must be tightly sealed to prevent vapors from escaping.
- The vehicle must not be started or operated while inside the building.

Visqueen Installation / Removal Service & Fees
The Lancaster County Convention Center will provide Visqueen installation and removal services for the load-in and load-out of display vehicles, including automobiles, trucks, motorcycles, aircraft, and watercraft. This service includes the placement of non-permeable poly sheeting beneath each vehicle to prevent potential oil leaks, as well as coverage of entrance and exit routes associated with the movement of these vehicles. Labor and material costs will be covered by Eastern Winery Show Management, at no cost to the exhibitor for the 2027 event. The total cost will vary based on actual labor hours, material usage, and the total square footage of the area to be protected.

Permit Application & Fees
All display vehicles must obtain a Display Vehicle Permit by submitting an application to the Safety and Security Director at least thirty (30) days prior to the event. The application must include:

- Vehicle Make, Model, and Year
- Proof of Insurance

A permit fee of $25 per vehicle applies.

Load-In & Load-Out Procedures

- Display vehicles will be assigned a specific load-in and load-out time.
- Upon arrival at the Lancaster County Convention Center loading area, the driver must present a green "Display Vehicle Approval Form" to the Loading Master for entry authorization.
- The Safety and Security Director must inspect the vehicle within 30 minutes of entry, verify fuel levels, and supervise the battery disconnection. A Display Vehicle Permit will then be issued.

Battery Reconnection & Fire Code Compliance

At no time shall a vehicle's battery be reconnected without the explicit approval of the Safety and Security Director. Unauthorized reconnection violates fire code regulations and may result in penalties, removal from the event, or further enforcement actions.

Indemnification & Liability Waiver

The vehicle owner and/or exhibitor assumes full responsibility for any damage, injury, or liability resulting from the display vehicle.

"The exhibitor and/or vehicle owner agrees to indemnify, defend, and hold harmless the Lancaster County Convention Center, its management, employees, affiliates, and contractors from any and all claims, damages, injuries, or losses arising from the presence, operation, or display of the vehicle within the facility."

Emergency Procedures

In the event of a fuel leak, fire, or other emergency involving a display vehicle, the Safety and Security Director must be notified immediately. Emergency response procedures, including potential vehicle removal, will be determined by security personnel in coordination with local fire authorities.

Enforcement & Violations

Failure to comply with this motorized vehicle policy, including unauthorized battery reconnection, exceeding fuel limits, or failure to submit required permits, may result in:

1. Immediate removal of the vehicle from the premises.
2. Fines or additional permit fees as determined by the Safety and Security Director.
3. Restriction from future events at the Lancaster County Convention Center.

Acknowledgment of Compliance

All exhibitors and vehicle owners must sign the acknowledgment form below before receiving approval.

Acknowledgment of Compliance
"As the owner/exhibitor of the vehicle, have read and agree to comply with the Motorized Vehicle Policy. I acknowledge that failure to adhere to these regulations may result in removal, fines, or further action."

📌 Signature: _____ Date: _____

Shaun Cooney, Director of Security and Safety
(717) 207– 4054
shaun.cooney@aimbridge.com

Lancaster County Convention Center
25 South Queen Street
Lancaster, PA 17603

LANCASTER COUNTY CONVENTION CENTER

Display Vehicle Permit Application

Company Name :_____

Owner Name : _____

Contact Number : _____

Owner Address : _____

City, State :_____

Driver Name : _____

Contact Number #2 : _____

Event Name & Date : _____

Vehicle Arrival Date & Time:_____Vehicle Departure Date & Time:_____

Make : _____

Model : _____

Year : _____

Color : _____

Notes:_____

Please include a copy of the Insurance card with this Application

Completed forms can be emailed or mailed to the address at the bottom 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.** _____

Name_____ **Date** _____

Signature_____

Shaun Cooney, Director of Security and Safety
(717) 207– 4054
shaun.cooney@aimbridge.com

Lancaster County Convention Center
25 South Queen Street
Lancaster, PA 17603

LANCASTER COUNTY CONVENTION CENTER

Lancaster County Convention Center
25 South Queen St
Lancaster, PA 17603

P: (717) 207-4000

ELECTRICAL SERVICE 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.

STANDARD ELECTRICAL SERVICE

120 VOLTS per single receptacle	**Standard Rate**	**Quantity**	**# of Days**	**Item to be Hooked Up**	**Total**
20 amp (1920 watts)	$80/day				$
208 VOLTS/TWO or THREE PHASE	**Standard Rate**	**Quantity**	**# of Days**	**Item to be Hooked Up**	**Total**
20 amp*	$150/day				$
30 amp*	$200/day				$
40 amp*	$225/day				$
60 amp*	$275/day				$
100 amp*	$450/day				$
400 amp*	$700/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**
Power Strip with Extension Cord	$75		$
			$
			$

****For any hook-up not listed, please provide specific requirements.**

Subtotal	
PA 6% Sales Tax	
SERVICE TOTAL	
$20 Late Fee	

Completed forms can be emailed to kara.shannon@aimbridge.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.** _____

Name_____ **Date** _____

Signature_____

Easy Ordering

As the exclusive Technology Provider of The Lancaster Marriott and Convention Center, Encore is committed to making your experience as easy and stress-free as possible.

Self-service option available through our online store – EventNow

Step 1

Visit EventNow and select your show

Step 2

Browse our technology catalog

Step 3

Select from a list of available products/product packages and service packages, then check out.*

EventNow℠

offers a range of solutions for any exhibitor:

As the exclusive Technology Provider of The Lancaster Marriott and Convention Center, Encore is committed to making your experience as easy and stress-free as possible.

- Large and small format HD monitors (40" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- Power Strips, Extension Cords, and Charging Stations
- LED Lighting
- Flipchart Packages
- Power and Internet Connectivity Packages

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.

We make it easy

- **Easy ordering options**
- **Confirmation email is sent with your order details**
- **We regularly maintain and service all equipment**
- **Encore delivers, installs, and tests equipment**
- **After the show, Encore picks up your rental equipment**

Need assistance or products/solutions not offered in EventNow?

Reach out to your Encore on-site contact directly:

Jacob.Arbutus@encoreglobal.com
717-207-4084

©2022 Encore Global LP or its subsidiaries. Proprietary and Confidential Information.



LEAD RETRIEVAL ORDER FORM

EASTERN WINERY EXPO
LANCASTER, PA

MARCH 9 - 11, 2027

Maximize your ROI at this year's event with Fetch Lead Retrieval.
Fetch makes it easy to scan badges, capture qualified leads, add notes, and instantly export clean data so your team can focus on conversations instead of writing info. Purchase licenses, assign them to your onsite team, download and log into the Fetch Leads app, scan badges at the event. Collect lead data in real time, send company materials instantly, maximize ROI!

	FIRST LICENSE	ADDITIONAL	IPHONE RENTAL
Early Bird until February 9	$225	$100	$250
Standard until March 8	$275	$125	$250
On-Site	$325	$150	*N/A

FETCH LEADS WORKS ON ANY SMARTPHONE OR TABLET!
**RENTALS MUST BE REQUESTED PRIOR TO GOING ONSITE*

RETURNING USER? CLICK HERE TO ACCESS YOUR EXHIBITOR PORTAL

FIRST TIME USER? CLICK HERE TO SET UP YOUR EXHIBITOR PORTAL

NEED HELP? FETCH@EXECUTIVEVENTS.COM | 800-443-9343

fetch

Exhibitor Instruction Letter

Advanced Discount Deadline Date: Monday, February 22, 2027

General Exposition Services
THE TRADE SHOW SERVICE CONTRACTORS

EASTERN WINERY EXPOSITION
LANCASTER COUNTY CONVENTION CENTER
MARCH 10-11, 2027

Dear Exhibitor:

Welcome to the online exhibitor service kit for the upcoming **Eastern Winery Exposition being held at the Lancaster County Convention Center on March 10-11, 2027.**

This letter contains instructions on how to access the Online Exhibitor Kit. You may print it out for easier step by step viewing.

Online Exhibit Kit Instructions:

To access our ONLINE kit for the **Eastern Winery Exposition** you have 2 options.

DIRECT LINK

https://www.generalexposition.com/online-servicekit.php (click to follow link)

MANUAL ENTRY

Please click the following link or copy and paste the link into your browser's window - www.generalexposition.com

Next, click on the Online Services button located in the upper right-hand corner of the Web page. This will take you to the log in page.

AT THE LOG IN PAGE - Enter the Exhibit Code: **WINE27**

At the Sign In page, you will be prompted to sign in with an existing exhibitor account. If you do not have an account set up with General Exposition Services, you will be prompted to create one.

Now that you are signed in with the show, you can read through the important show information. Scroll down to the bottom of the screen to see the links for which services you wish to order, including carpet, furnishings, labor, etc.

For any additional custom forms you may need, please click on the appropriate links listed under "References".

As you place orders for your items, all furnishings and services will be placed in your shopping cart, and you will be prompted for payment information upon checkout.

We look forward to being of service to you. If you have any questions, please give us a call at 610-495-8866 option 1, mention the upcoming **Eastern Winery Exposition,** and one of our Event Services Representatives will be happy to assist you.

RUSH!

EXHIBITION FREIGHT

FROM: _____

_____

_____

TO: _____

Exhibiting Company

_____ #

Name of Exhibition *Booth Number*

Eastern Winery Exposition
General Exposition Services
159 S Limerick Road
Suite 201
Royersford, PA 19468

Warehouse Discount Arrival Date: Monday, February 22, 2027

Carrier _____

Number of Pieces _____

RUSH!

EXHIBITION FREIGHT

FROM: _____

_____

_____

TO: _____

Exhibiting Company

_____ #

Name of Exhibition *Booth Number*

Eastern Winery Exposition
General Exposition Services
159 S Limerick Road
Suite 201
Royersford, PA 19468

Warehouse Discount Arrival Date: Monday, February 22, 2027

Carrier _____

Number of Pieces _____

RUSH!

EXHIBITION FREIGHT

FROM: _____

_____

_____

TO: _____

Exhibiting Company

_____ #

Name of Exhibition *Booth Number*

Eastern Winery Exposition
General Exposition Services
159 S Limerick Road
Suite 201
Royersford, PA 19468

Warehouse Discount Arrival Date: Monday, February 22, 2027

Carrier _____

Number of Pieces _____

These Labels Are for Shipments to the

Warehouse

RUSH!

EXHIBITION FREIGHT

FROM: _____

_____

_____

DIRECT SHIPMENT

TO: _____

Exhibiting Company

_____ **- #**

Name of Exhibition *Booth Number*

Eastern Winery Exposition
Lancaster County Convention Center
c/o General Exposition Services
25 S Queen Street
Lancaster, PA 17603

Shipment will be accepted: Tuesday, March 9, 2027

Carrier _____

Number of Pieces _____

RUSH!

EXHIBITION FREIGHT

FROM: _____

_____

_____

DIRECT SHIPMENT

TO: _____

Exhibiting Company

_____ **- #**

Name of Exhibition *Booth Number*

Eastern Winery Exposition
Lancaster County Convention Center
c/o General Exposition Services
25 S Queen Street
Lancaster, PA 17603

Shipment will be accepted: Tuesday, March 9, 2027

Carrier _____

Number of Pieces _____

RUSH!

EXHIBITION FREIGHT

FROM: _____

_____

_____

DIRECT SHIPMENT

TO: _____

Exhibiting Company

_____ **- #**

Name of Exhibition *Booth Number*

Eastern Winery Exposition
Lancaster County Convention Center
c/o General Exposition Services
25 S Queen Street
Lancaster, PA 17603

Shipment will be accepted: Tuesday, March 9, 2027

Carrier _____

Number of Pieces _____

These labels are for <u>Direct shipments</u> to the <u>Show Site</u>