

# Mid-Atlantic Hardscaping Trade Show 2012

## FACTS

**Show Name:**

Mid-Atlantic Hardscaping Trade Show

**Show Location:**

Lancaster County Convention Center  
Exhibit Hall B  
Lancaster, PA

**Show Colors:**

Pipe and Drape: Blue, Gold and Red  
Booth Carpet: Black

**Exhibitor Move-In:**

Tuesday, January 17, 2012 12:00 p.m. – 4:00 p.m.

**Trade Show Dates:**

Wednesday, January 18, 2012 8:00 a.m. – 6:00 p.m.  
Thursday, January 19, 2012 8:00 a.m. – 3:00 p.m.

**Exhibitor Move-Out:**

Thursday, January 19, 2012 3:00 p.m. – 8:00 p.m.

**Exhibitor Personnel Registration:**

Exhibitors with registration badges will be permitted access to the Exhibit Hall. Exhibitors receive two free registrations per 10 x 10 booth space. Additional registrations are available at a fee of \$50 per person. Register online at [www.MAHTS.com](http://www.MAHTS.com) and click on the registration for Atlantic City and then after entering your name and email you will select Exhibitor Registration. You will receive your password from Trade Show Management. Contact Sally O'Shea at [sally.oshea@comcast.net](mailto:sally.oshea@comcast.net) to get your password.

**Attendee Registration:**

The attendee registration brochures will reach a distribution of over 6,000 prospective attendees. If you have customers that you want to receive the brochure, simply contact the Event Manager. Attendees and exhibitors can register online at [www.MAHTS.com](http://www.MAHTS.com).

# CHECKLIST OF DEADLINES

After the deadlines listed below, pre-show discounts are no longer in effect. Save money by ordering early.

<u>DUE DATE</u>	<u>ACTION REQUIRED</u>	<u>DATE ORDERED</u>	<u>TOTAL MONEY</u>	<u>DATE COMPLETED</u>
	Certificate of Insurance To EP Henry	_____	_____	_____
December 27	Hotel Reservations Cutoff Date	_____	_____	_____
January 10	Discount Price Deadline for Show Services			
	Conexsys Lead Retrieval	_____	_____	_____
	Furniture Orders	_____	_____	_____
	Material Handling Order	_____	_____	_____
	Labor Service	_____	_____	_____
	Floral Rental Orders	_____	_____	_____
	Banner, Sign Orders	_____	_____	_____
	Electrical Service Orders	_____	_____	_____
	Telecom & Internet Service Orders	_____	_____	_____
	Plumbing Orders	_____	_____	_____
	Audio Visual Orders	_____	_____	_____
	Exhibitor Advance Personnel Registration Deadline	_____	_____	_____

# Schedule of Operations

## MAHTS 2012 LANCASTER

### Tuesday, January 17, 2012

8:00 a.m. – 5:00 p.m.	Educational Seminars
12:00 p.m. – 4:00 p.m.	Exhibitor Move-In
	Registration Open

### Wednesday, January 18, 2012

EP Henry Authorized Distributor Day	
7:00 a.m. – 5:00 p.m.	Registration Open
<b>8:00 am – 6:00 pm</b>	<b>Trade Show Open</b>
8:00 a.m. – 5:00 p.m.	Educational Seminars
4:00 pm – 6:00 pm	Networking Reception

### Thursday, January 19, 2012

7:00 a.m. – 3:00 p.m.	Registration Open
<b>8:00 a.m. – 3:00 p.m.</b>	<b>Trade Show Open</b>
8:00 a.m. – 5:00 p.m.	Educational Seminars
3:00 pm – 8:00 pm	Exhibitor Move-Out

**SHOW HOURS AND DATES:**

Exhibit areas of the Middle Atlantic Hardscaping Trade Show will be open to the trade only during the following hours:

8:00 a.m. – 6:00 p.m. Wednesday, January 18, 2012

8:00 a.m. – 3:00 p.m. Thursday, January 19, 2012

Exhibitors will have access to the Exhibit Hall during the following hours:

12:00 p.m. to 4:00 p.m. Tuesday, January 17

7:00 a.m. to 6:00 p.m. Wednesday, January 18

7:00 a.m. to 8:00 p.m. Thursday, January 19

Should you require access to your booth during hours not listed above, please make arrangements with Trade Show Management.

Exhibit booths must be staffed during show hours.

**INSTALLATION DATE AND HOURS:**

Tuesday, January 17, 2012 12:00 p.m. – 4:00 p.m.

Any exhibitor who has not checked in by 4:00 p.m. on Tuesday, January 17<sup>th</sup>, shall be considered to have relinquished his/her space and will forfeit monies paid.

No refund will be made for space that is not used or for space that is unused during part of the exhibit. Should space remain unoccupied at 4:00 p.m. on Tuesday, January 17<sup>th</sup>, EP Henry may rent or use it without obligation or refund.

**DISMANTLING AND REMOVAL:**

Thursday, January 19, 2012 3:00 p.m. - 8:00 p.m.

**ADDITIONAL INFORMATION LISTED BELOW IS PROVIDED IN ALPHABETICAL ORDER**

**AGREEMENT AND CONTRACT:**

The Exhibitor Application and Contract together with these Terms and Conditions shall constitute the Contract and the entire agreement between EP Henry Corporation and the exhibitors for the right to use the space allotted under the Terms and Conditions set forth herein. This agreement shall be governed, controlled by and construed in accordance with the laws of the State of Pennsylvania applicable to contracts made and to be performed wholly within the State of Pennsylvania.

**AIR SERVICE:**

You can fly easily, efficiently and directly from Atlanta, Boston, Chicago, Cleveland, Detroit, Ft. Lauderdale, Orlando, and Toronto. It's a quick 30-minute ride from Harrisburg International Airport (MDT) to the Lancaster County Convention Center. Scheduled carriers servicing Harrisburg with connections worldwide are:

Air Canada

Air Tran Airways

American Eagle

Continental Airlines

Delta Airlines

United Airlines

US Airways

**AIRPORT CAR RENTAL:**

Six rental car companies provide rental cars for travelers. Phone numbers are listed below for you to make a reservation. Please note, these are all independent companies and are not directly affiliated or endorsed by EP Henry Corporation. They are listed merely as an aid to the exhibitors.

Alamo	717-948-0395 (Ask to be transferred to Alamo)
Avis	717-948-3721
Budget	717-944-4019
Enterprise Rent-A-Car	717-948-5910
Hertz	717-944-4081
National Car Rental	717-948-0390

**AIRPORT LIMOUSINE OR CAR SERVICES:**

The following transportation companies provide service from the Harrisburg International Airport. Please note, these are all independent companies and are not directly affiliated or endorsed by EP Henry Corporation. They are listed merely as an aid to the exhibitors.

Elite Coach	717-733-7710	elitecoach.com
Expressions Limousine of Lancaster	717-556-5466	expressionslime@netscape.net
Landis Luxury Coaches	717-859-5466	landisenterprises.com
Unique Limousine	717-233-4431	info@uniquelimousine.com

**AMERICANS WITH DISABILITIES ACT (ADA)**

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800-514-0301).

As a “Public Assembly Facility” LCCC responsibility is for permanent premises access accommodations, such as, but not limited to wheelchair ramps, elevator standards, door width standards and restroom accessibility.

**ANIMALS**

Animals other than Guide or Service Animals, are allowed in the Lancaster County Convention Center only for Exhibits. All animals for those purposes must be approved by management and a proper permit must be obtained. All sanitary needs of the animals will be the sole responsibility of the exhibitor.

**AUDIO VISUAL:**

DOBIL Laboratories, Inc. Audio Visual Rentals is the designated provider of audiovisual equipment at MAHTS. An order form is available to download from MAHTS.com. If you require equipment not listed on the order form, please contact trade show management for assistance.

**BALLOONS:**

The use of lighter than air (Helium) balloons is prohibited.

**BANNERS:**

With the ceiling clearance of 22', there is a great opportunity for MAHTS Exhibitors to utilize the space above their booths for display of banners. If your company utilizes a booth space measuring 20'x20' or larger, you are able to arrange for the display of a banner to a maximum height of sixteen feet (16'). Please contact Trade Show Management to discuss the options available to your company as well as the costs associated with your request.

**BOOTH RENTAL RATES:**

- \$1,250 per 10' x10' inline booth
- \$1,500 per 10' x 10' corner booth

**SAVE \$\$:**

Reserve between 200 square feet and 500 square feet of booth space and receive a 10% discount.  
Reserve 600 square feet or more of booth space and receive a 20% discount.  
Pay in full by September 30, 2011 and receive a 20% discount.

**BOOTH PACKAGE:**

The standard booth package includes:

- Uniform booth background and dividers consisting of an 8' high curtain backdrop and 33" high matching dividers and aluminum uprights. Drape colors will be blue, gold and red.
- ID Sign (7"x44") listing the company name, city, state and booth number
- 6' skirted table, two (2) folding chairs and booth carpet (black)
- Ability to handle your own drayage in the exhibit hall during set-up through dismantle. NOTE: Deliveries by a common carrier or outside freight company will be charged a freight handling fee
- Daily cleaning of aisles and common areas
- Company listing in Show Directory

**BUSINESS CENTER:**

There is a business center on the second floor that is only open to hotel guests. There is complimentary Internet in the Lobby, however you have to ask the Front Desk for the code to get on. If you need items faxed or copied, the front desk can assist with this service. Charges may apply.

**CARPET:**

The booth package includes booth carpet, (black). Should you request a color other than black, you will need to rent the carpet from the Service Contractor. Refer to the carpet order form included in this packet. Please advise trade show management if you do not want the booth carpet.

Note: Exhibitors causing damage to the booth carpet or aisle carpet as a result of the operation of the equipment, tools or the placement of booth materials will be charged for the replacement cost of the carpet at \$10 per linear foot.

**CEILING HEIGHT:**

The clearance between the floor and the lowest height of the beams in the ceiling in the Hall B exhibit hall is 30'.

**COLORS:** (Show Colors)

Pipe and Drape: Blue, gold and red  
Booth Carpet: Black

**DAMAGES MADE BY AN EXHIBITOR**

Please understand that EP Henry contracts the use of the Lancaster County Convention Center for MAHTS. EP Henry also contracts the services of General Exposition Services for the use of furniture, carpet and equipment. As an exhibitor, you contract use of a booth space from EP Henry. In that booth, EP Henry arranges for booth carpet, a skirted table and chairs. In the event that a representative from your company damages these items, you will be invoiced for the replacement cost of whatever item is damaged. For example, damaged carpet will be billed at a replacement cost of \$10 per linear foot.

**DEMONSTRATIONS:**

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures that all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation and demonstration areas to ensure compliance.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of three feet (3') and/or install hazard barriers as necessary to prevent accidental injury to spectators. Sound demonstrations should not exceed 85 decibels. Additionally, demonstrations should only be conducted by qualified personnel.

**DINNER OPTIONS**

Planning to entertain your customers while in Lancaster! A list of restaurants within walking distance of the Convention Center is available.

**DIRECTIONS TO THE LANCASTER COUNTY CONVENTION CENTER:**

Driving directions to the Lancaster County Convention Center are listed below.

	<u>Mileage from:</u>	<u>Driving Time</u>
Baltimore	75 miles	1 ½ hours
Harrisburg	40 miles	40 minutes
New York	155 miles	3 hours
Philadelphia:	90 miles	2 hours
Pittsburgh	262 miles	5 hours
Washington, D.C.:	118 miles	2 ½ hours

**Lancaster County Convention Center**

3 East Vine Street  
Lancaster, PA 17603

From Highway 30, take the Fruitville Pike exit and follow directions for “Historic Lancaster.” Fruitville Pike will become North Prince Street. Proceed south on North Prince Street. to King

Street; left on King Street. Penn Square will be 1 block to your right at the next traffic signal. Bear right for parking entrance.

**From Philadelphia International Airport (PHL):**

Take ramp on the LEFT onto I-95 South  
Take exit 3A to merge onto 322W/Conchester Hwy, heading towards West Chester  
Turn LEFT at US 1/322W/Baltimore Pike  
Turn RIGHT at US-202N/US322W/Wilmington Pike  
Merge onto US-202N/322W/W Chester Bypass via the ramp to Paoli/Downingtown  
Take exit onto PA-100N towards US-30W/Exton  
Stay on US-30W via the ramp to Downingtown/Lancaster  
Continue for approximately 20 miles on US-30W  
Take Fruitville Pike exit on RIGHT  
Turn LEFT at the traffic light at the bottom of the ramp.  
Follow Fruitville Pike to Downtown Lancaster  
Continue on Fruitville Pike, Fruitville Pike will turn into Prince Street  
From Prince Street, turn LEFT onto Vine Street  
Turn LEFT onto Queen Street  
The Lancaster Marriott and Convention Center at Penn Square will be on your right.

**From Harrisburg International Airport (MDT):**

Head WEST toward Terminal Drive  
Keep RIGHT to stay on Terminal Drive  
Continue straight onto State Route 3032  
Merge onto PA-283E via the ramp to Lancaster  
Take PA-72 / Manheim Pike exit  
Keep RIGHT at fork, follow signs for Downtown Lancaster, and merge onto PA-72 S/ Manheim Pike  
Turn RIGHT at PA-72 S/Fruitville Pike/N Prince Street  
Turn LEFT on Vine Street  
Turn LEFT on Queen Street  
The Lancaster Marriott and Convention Center at Penn Square will be on your right.

**DIRECTIONS TO LOADING DOCKS:**

GPS or MapQuest directions to Penn Square Center, 8 North Queen Street, Lancaster, PA, 17607. Upon your arrival personnel will inquire as to the show you are attending as well as the Exhibit Hall. So long as you mention Hall B with EP Henry / MAHTS you will be directed to the correct location.

**DISABLED / ADA FACILITIES:**

The Lancaster County Convention Center is in compliance with the Americans with Disabilities Act and is fully accessible to the physically challenged. This includes elevators to all levels, exterior ramps for wheelchair access, Braille signage in elevators and meeting rooms, and accessible restrooms with appropriate fixtures.

**DISMANTLING AND REMOVAL OF EXHIBITS:**

Exhibitor move-out will begin at 3:00 p.m. on Thursday, January 19, 2012. The loading dock doors will be closed at 8:00 p.m. on Thursday, January 19, 2012. All equipment and materials

remaining in the Exhibit Hall after 8:00 p.m. on Thursday will be shipped to the General Exposition Services warehouse and will be charged a freight-handling fee.

### **DISTRIBUTOR / EP HENRY AUTHORIZED DISTRIBUTOR DAY:**

Wednesday, January 18<sup>th</sup> is EP Henry Authorized Distributor Day at MAHTS. EP Henry has invited EP Henry Authorized Distributors to attend MAHTS and to visit the Trade Show Floor.

### **ELECTRICITY:**

Electrical service is provided exclusively through the Lancaster County Convention Center's Utility Services Department. **Electricity is NOT included in your booth package.**

- Electrical equipment must be listed (U.L., F., etc.).
- All equipment and connections, regardless of power source, must comply with federal, state, and local safety codes.
- Electrical wiring must be in accordance with the National Electrical Code: fourteen (14)-gauge wire or better is required for all connections.
- All extension cords must be three (3) wire grounded.
- Only LCCC personnel are authorized to move LCCC equipment.
- Utility panels and mechanical equipment rooms may not be blocked under any circumstances.
- Request for electrical service outside of the facility must be approved in advance.

An Electrical Service Order Form is included in this packet. Note the advance rate deadline of January 10, 2012. Orders submitted after January 10<sup>th</sup> will be charged the Regular Rate.

Telephone to the Electrical Service Department at the Lancaster County Convention Center: (717) 239-1600.

Whenever possible, include a diagram of your booth with your electrical order form, identifying the location where the power source is needed.

Exhibitors are not permitted to use power unless ordered. Electrical services are audited prior to and during the event. Services provided, but not yet paid for will be invoiced at the standard rate with payment required at the time of the invoice.

### **EMERGENCY PROCEDURES**

Procedures for handling emergency (medical or fire) situations in the facility have been established to limit and to control injuries and property damage. The Facility Control Center monitors all building emergency systems and is open twenty-four (24) hours a day, seven (7) days a week.

In the event of an emergency, you may dial 911 directly from any phone; call Facility Control Center by dialing "0" from any house phone. Upon notifying the Facility Control Center the appropriate emergency personnel are contacted and are directed to the area in the facility where emergency services are required.

Evacuation is required any time an audible fire alarm sounds. A general fire alarm can be heard throughout the facility using sirens, strobes and verbal announcements.

In the event of a facility-wide power failure, the facility is equipped with an emergency generator designed to provide emergency lighting and power within ten seconds of the failure. The facility

is equipped with illuminated exit signs at every pedestrian exit. Electronic/magnet door holders will release all self-closing fire and smoke doors in the related trouble zone.

### **EXHIBIT BOOTH CONSTRUCTION:**

Exhibitors are responsible for the proper and safe construction, materials and maintenance of their exhibit. This includes draping, table coverings, banners, props, scenery, evergreen trees, shrubs, etc.

Exhibit booths shall be constructed of noncombustible or limited combustible materials. Wood shall be greater than one-quarter (1/4") inch nominal thickness or wood not greater than 1/4" thickness shall be treated with fire retardant meeting the requirements of National Fire Protection Association (NFPA) standard 703. Other combustible materials must be flame resistant in accordance with NFPA 701 for textiles and films, and Underwriters Laboratories (U.L.) 1975 for foamed plastics.

Cotton batting, straw, dry vines or leaves, celluloid or other flammable material is not allowed unless it is fireproofed in a manner approved by the Fire Marshal. Proof of treatment, if applied by the exhibitor must be provided and displayed on-site. Fireproofing and approval is required in advance.

Vehicle cleaning using wax or Armor-all creates a very hazardous and slippery condition. Applications must be done with a pre-soaked cloth. Spray cans or bottles are not permitted. All hard floor surfaces must be totally covered with a non porous covering during application of waxes or Armor-all products.

### **EXHIBITOR GUIDELINES:**

Safety First!

- Evacuation is required when a general fire alarm sounds.
- LCCC provides all utilities as an exclusive service. Cost for utility services are assessed at the prevailing rate.
- LCCC can provide exhibit booth cleaning services for exhibitors. Costs for this service is assessed at the prevailing rate.
- Permanent facility outlets are not considered part of an exhibitor's booth space.
- Access to some utility services may be limited to certain areas (i.e. water).
- An exhibit involving animals, the display of vehicles, construction, a covered area, or the use of any heat producing materials requires approval in advance by the LCCC and/or Fire Marshal. All fire regulations must be followed.
- Fore move-ins and move-outs, an exhibitor is not allowed to drive a vehicle into the exhibit area for unloading or loading.
- Chairs or locks may not be placed on any facility door.
- A display or exhibit must not be installed or operated as to interfere with access to or with the visibility of any required exit or exit sign.
- Displays or equipment may not block access to fire equipment.
- All curtains, drapes, decorations and decorative or construction materials are to be noncombustible or flame retardant. Documentation affirming non-combustible or flame retardant properties must be available on-site.
- Outside food or drinks are not allowed in the facility.

- Sample size food and beverage items as a booth giveaway require approval by LCCC food and beverage management company – Lancaster Marriott. Fees may apply.
- Utilities are ordered by using the utility order form included in the Exhibitor Service Manual.
- On-site utility service orders may be placed at the Show services desk.
- Do not tape, tack, Velcro, or affix anything to any walls, doors, floor or furnishings in the facility.
- The use of “duct tape” is prohibited on any surface in the facility. Costs involved for removal of such are assessed a fee, which is reflected on the Facility Contractor or General Service Contractor invoice or exhibitor utility service order.
- Use of tape or adhesive products, nails, tacks, pins, etc., on any surface of glass or equipment in the facility is not allowed.
- The use of high residue tape is prohibited on carpeted and uncarpeted areas. Use of low residue carpet tape such as Venture Tape 576-2” or Polyken 105C-3” is required.
- Dispose of all trash in the trash receptacles provided.
- Storage of empty boxes or wooden crates in the building is not allowed.
- LCCC personnel are not allowed to lend out tools or ladders to any Non-LCCC personnel.
- Freight requirements need to be arranged through General Exposition Services.
- LCCC is a smoke-free facility. Smoking is allowed in designated outdoor places only.
- Exhibit personnel are not allowed access to the service areas during show hours; public entrances must be used for access during show hours.
- Firearm displays require advance written approval.
- Vehicle cleaning using wax or Armor-all creates a very hazardous and slippery condition. Applications must be done with a pre-soaked cloth. Spray cans or bottles are not permitted. All hard floor surfaces must be totally covered with a non porous covering during application of waxes or Armor-all products.
- All vehicles, boats, or equipment containing fuel must meet and comply with these requirements before allowing entry into the building. Any combination of different types of fuel cannot exceed ¼ tank when combined, for example: 1/8 of gas and 1/8 of compressed natural gas (CNG). No fuel will be drained or siphoned on LCCC property.
- Each exhibitor must order power separately. Exhibitors from different booths are not allowed to share a power source.
- Unauthorized use (i.e. non-payment) of services (water, drain, electrical, etc.) will be terminated immediately.
- When a special electrical plug is required, the exhibitor is responsible for furnishing the associated wiring schematics and required connectors.
- Credit for utility services is not allowed except when filed by the exhibitor on the first open show day within four (4) hours of the show official opening time.

### **EXHIBITOR RIGHTS:**

EP Henry, in conjunction with General Exposition Services and The Lancaster County Convention Center, have arranged a variety of exhibitor rights clauses to create a very “user friendly” atmosphere. It is important that you review this information and call us should you have any questions.

We will reference the use of full-time exhibitor personnel in the set-up of your booths. In the event that you need to contract labor outside of your company, we urge you to contract this labor through General Exposition Services.

**Full-time exhibitor personnel** have the right to perform the following work:

- ✓ Unload and reload their own vehicle at the loading dock in an area specified by EP Henry and General Exposition Services.
- ✓ NOTE: In the event that your product is delivered to the Convention Center or the General Exposition Services Warehouse in advance of the show, by a common carrier, UPS, etc. you will pay a freight-handling fee for the handling of this freight.
- ✓ You provide your own dollies or hand trucks.
- ✓ You utilize no motorized lift equipment
- ✓ Hand carry exhibit material through the garage entrance into the facility.
- ✓ Set-up and dismantle your own display.
- ✓ The exhibitor may install custom fit skirting for tables.
- ✓ Set up and handle your own product: including but not limited to the installation, interconnection, calibration, and operation of your own product.

### **FIRE REGULATIONS**

- The exhibitors must comply with all federal, state and municipal fire codes that apply to a place of public assembly, as well as, OSHA regulations.
- Fire fighting and emergency equipment may not be blocked or obstructed under any circumstance.
- All fire hose connections, extinguisher cabinets, and fire alarm call stations must be visible at all times.
- Chains or locks may not be placed on any facility door.
- A display or exhibit must not be installed or operated as to interfere with access to, egress from or with the visibility of any required exit or exit sign.
- All curtains, drapes, decorations or decorative or construction materials are to be non-combustible or flame retardant. Documentation affirming non-combustible or flame retardant properties must be available on site.
- Open flames are not permitted in the facility or in any exhibit booth.
- Toxic or hazardous materials are subject to immediate removal if the required information is not received and Fire Marshal instructions are not followed. All costs associated with safe handling of materials, including insurance, are the responsibility of the exhibitor.
- No propane, acetylene, explosive materials or other flammable items are allowed.
- Pyrotechnics either indoors or outdoors, are not permitted.
- Water, chemical or dry ice fog/haze are not permitted inside the Hotel or Convention Center.
- A Material Safety Data Sheet (MSDS) is required for any chemical utilized by Exhibitors.

### **FIREARMS:**

Firearms are strictly prohibited on the Lancaster County Convention Center and Lancaster Marriott Property.

### **FLOOR LOAD:**

The floor load capacity in the Hall A/B of the Lancaster County Convention Center is 400 pounds per square foot.

## **FLOOR PLAN**

New for MAHTS 2012 is the addition of an online interactive floor plan. The addition of this plan will allow attendees to access information about exhibiting companies in advance of the show. With your booth confirmation you will receive a password that allows you to access your company information. You can enter your company profile, a description, listing of products, brands and more. It will be the responsibility of each exhibiting company to update their company information.

Note that the information printed in the Show Guide distributed at the show is taken directly from your online listing.

## **FOG MACHINE/SMOKE MACHINE:**

Water, chemical or dry ice fog/haze are not permitted inside the Hotel or Convention Center.

## **FOOD AND BEVERAGE:**

The Lancaster Marriott at Penn Square is the exclusive Food and Beverage provider for catered events and concession sales. Outside food and beverage is not permitted in the facility without written consent from appropriate Lancaster County Convention Center staff.

Any exhibitors offering food and/or beverage sampling must first be approved in advance. Upon approval, we ask the exhibitor to adhere to the following:

- Arrangements for food and beverage items, used as traffic promoters (i.e. popcorn, ice cream, coffee, candy, alcohol) can be arranged through the Catering department.
- Other items dispensed are limited to products manufactured, processed or distributed by the exhibiting firm and must be directly related to participation in the event.
- Food items must be limited to “sampling” or “bite-size” portions: Liquids or beverages are limited to 4 ounces, food products are limited to 2 ounces.
- Booth attendants, Bartenders, Kitchen runners and Ice services may be contracted through the Food and Beverage Department.
- Some dry and refrigerated storage may be available, but must be requested through the Food and Beverage Department. A fee may accompany this service.
- Certificate of Insurance on file with EP Henry
- Exhibitors giving away food and beverage products must obtain a permit and pay appropriate fees required by the City of Lancaster Health Department.

**FREIGHT:** See Shipping.

**FUEL OPERATED VEHICLES:** Refer to Vehicle/Equipment Display.

## **FURNITURE AND ACCESSORIES:**

Furniture and accessories can be ordered from Service Contractor. Please refer to the forms included in this packet. Please note the furniture included in your booth package listed above.

## **GRATUITIES / TIPS:**

It is against LCCC policy for any employee of the Center, to accept gratuities or gifts of significant value from Exhibitors or Attendees.

## **HELIUM BALLOONS**

The use of lighter than air (Helium) balloons is prohibited.

## **HOSPITALITIES**

Planning to entertain your customers while in Lancaster! The Lancaster Marriott at Penn Square is available to assist you with your plans for the evenings during your stay at MAHTS. With most evenings open why not consider offering a hospitality. Contact Sarah Heath at (717) 207-4020.

## **HOTEL ACCOMMODATIONS:**

EP Henry has made arrangements for reduced hotel room rates during the 2012 Mid-Atlantic Hardscaping Trade Show in Lancaster at the Lancaster Marriott at Penn Square.

**Hotel reservations are available on a first-come, first-served basis and are subject to availability. Advance rate deadline is 5:00 p.m. December 27, 2011.** The parking rates listed are subject to change. Hotel rates listed below are based on single or double occupancy. Tax, tourism and occupancy fees are in addition to the room rates listed below.

## **MARRIOTT LANCASTER AT PENN SQUARE**

- \$122/night plus tax, tourism and occupancy fees Monday through Wednesday nights
- All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card.
- Cancellation must be received 24 hours prior to arrival date and guest must obtain cancellation number.
- Reservations through Marriott Central Reservations by telephone: 888.850.6146 (Group code EPCEPCA)
- 25 South Queen Street, Lancaster, PA 17603
- Hotel self-parking is available at a discounted rate of \$6.00 per car per day. You must have your parking ticket validated at the MAHTS Registration Desk to receive this discounted parking rate. The parking fee is subject to 6% state sales tax. Parking for trucks or larger vehicles may be an additional fee. Parking is available adjacent to the hotel.
- Check-in time is 4:00 p.m. Checkout time is 12:00 noon.

Central to Downtown Lancaster and integrated beautifully with the Lancaster County Convention Center, experience this landmark Lancaster hotel featuring friendly elegance, impeccable service, remarkable architecture and historic elements. Posh guestrooms feature spectacular views of Downtown and offer 32-inch LCD TV's granite countertops, and lavish Lancaster hotel bedding. This hotel is near Central Market, the Fulton Theatre, and unique shopping/dining.

## **INCLEMENT WEATHER / STATE OF EMERGENCY:**

In the event of inclement weather that dictates a state of emergency in the state of Pennsylvania, EP Henry will honor and obey the laws of the state of PA. Please remember that the weather in Lancaster may vary from other sections of the state. Exhibitors can contact EP Henry at 1 (800) 444-3679 regarding show functions at MAHTS.

## **INSTALLATION OF EXHIBITS:**

Exhibitor move-in is scheduled for Tuesday, January 17, 2012 between 12:00 p.m. and 4:00 p.m. All materials shipped to the warehouse as advance freight will be in your booth upon your arrival to set-up on Tuesday.

## **INSURANCE:**

See section titled “Liability, Property Damage Insurance”.

Each exhibiting company at MAHTS is required to provide EP Henry with a Certificate of Insurance listing EP Henry as an additional insured. Companies not submitting the proper proof of liability will not be permitted to move-in and set-up their booth at MAHTS. A sample *Certificate of Insurance* is included in this manual.

## **LABOR SERVICES:**

Pennsylvania is a “Right-to-Work” state. LCCC does not have any relationship with any organized labor union or other collective bargaining organizations.

## **LEAD GENERATION:**

EP Henry does not release or sell the database of registrants from the 2012 MAHTS. Exhibitors seeking contact information are urged to take advantage of the lead generation program offered in conjunction with the registration service offered at MAHTS. Please refer to the *Conexsys Lead Retrieval Services* Form included in this manual. This system utilizes a computerized scanner that is used to scan the bar code inserted on each badge. Exhibitors are able to program this lead system to track leads based on the company needs. Advance rate deadline is January 10, 2012.

## **LIABILITY, PROPERTY DAMAGE INSURANCE:**

**Exhibitors shall provide Management with a Certificate of Insurance evidencing insurance** issued by an insurance carrier with a rating of at least A+ by Best as proof of insurance coverage in the amounts of Two Million Dollars of Per-occurrence Limit Coverage to include: Comprehensive Form, Independent Contractors, Contractual, Fire legal liability and Products/Completed Operations.

Such insurance coverage shall specifically name EP Henry Corporation, including its officers, employees, agents and contractors, the Lancaster County Convention Center, the Lancaster Marriott at Penn Square, their respective directors, officers and employees, as additional named insured’s. Such insurance shall cover any damage or injury to any and all persons attending or property connected with the Event when such persons or property are located in, on, around or about the Center.

The Exhibitor also agrees to Indemnify and hold harmless EP Henry, the Lancaster County Convention Center, and the Lancaster Marriott at Penn Square for all Bodily Injury and Property Damage claims or suits arising from their negligence.

Before being admitted to the exhibition, each exhibitor shall be required to furnish the EP Henry Corporation an insurance certificate evidencing the required liability insurance coverage herein described. Failure to provide such certification will not absolve the exhibitor of any of its responsibilities or indemnity obligations under this agreement.

The Management shall not be liable to the Exhibitor for the acts or omissions of any members, exhibitors or suppliers attending the 2012 Mid-Atlantic Hardscaping Trade Show. The EP Henry Corporation, employees, and contractors will not be liable for failure to hold the exhibition as scheduled. Payment for booth space will be returned in that event, except that any actual expense incurred in connection with the exhibits will be deducted if the exhibition is cancelled because of fire, or any act of God, or the public enemy, or strike, or epidemic, or any law or regulation of public authority or any other act beyond the control of the EP Henry Corporation which makes it impossible or impracticable to hold the exhibition.

Safekeeping of the exhibitor's property is the sole responsibility of the exhibitor. Each exhibitor must keep an attendant in his display during the hours listed under "Exhibit Hours". In all cases, exhibitors desiring to insure their exhibits and display material against fire, theft, etc. must do so at their own expense.

General security will be provided during the trade show; however, EP Henry Corporation will not be responsible for loss or damage of any exhibitor's merchandise, display material or personal property. EP Henry Corporation will not in any way be liable for any injury that may occur to an exhibitor, his employees or his agents nor for the safety of or damage to any exhibit because of accident or any other destructive cause. All claims for such loss, damage or injury are hereby expressly waived by the exhibitor.

The exhibitor shall be liable for any and all property damage and injury caused by himself, his employees, his agents or his exhibit.

In all cases, exhibitors desiring to insure themselves against fire, theft, public liability, etc. must do so at their own expense.

EP Henry Corporation will not be responsible or liable for losses due to causes or conditions beyond its control, which might prevent EP Henry Corporation from opening on time, continuing through its scheduled dates, or opening at all. Under such conditions, EP Henry Corporation will not be liable for any expense incurred by any exhibitor in preparation for or any promotion of such exhibit, and EP Henry Corporation may retain such part of the exhibitor rental as shall be required to recompense it for expenses incurred up to the time such contingency occurred. The exhibitor waives and releases the Lancaster County Convention Center from all damages compensation or claims for damages to any persons or property caused by any unforeseen occurrence as described in this paragraph.

The exhibitor releases, discharges and agrees to indemnify, defend and hold harmless EP Henry Corporation, its agents and representatives from and against any and all demands, claims, suits, causes of action, liabilities awards, losses, judgments or damages, including attorneys fees and costs and expenses of suit or defense, which might arise, whether or not such matters may be groundless or fraudulent by reason of: (a) exhibitor's making of any alterations, decorations, additions or improvements to the exhibit areas; (b) exhibitor's failure to comply with any federal, state or local laws, statutes, ordinances or regulations; (c) any advertising materials used by exhibitor; (d) any injuries or other damages to third parties as a result of exhibitor failure to return the exhibit space in the condition required by this contract or to relinquish the Center's equipment to the Center at the end of the Show; (e) exhibitor failure to surrender the exhibit space at the end of the Show; and (f) any other injuries, accidents, damages or losses to any

persons or property, or any theft or misappropriation of property, caused by, related to, resulting from or happening in connection with any conduct by the exhibitor, its agents or their use of the exhibit space.

### **LIGHTING / BOOTH LIGHTING:**

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by trade show management.
- Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

### **LIGHTING, HEATING, VENTILATION AND AIR CONDITIONING:**

Generally, full house lighting and adequate levels of heat, ventilation, or air conditioning will be provided as required from one hour prior to the start of MAHTS and during published exhibition hours. Energy conservation is of prime concern and practical levels of lighting, ventilation, heat or air conditioning will be maintained during move-in and move-out periods.

### **LOADING DOCK REGULATIONS:**

LCCC has an “open dock” policy. This allows individual exhibitors the right to handle their own freight, if they desire to do so. Exhibiting firm personnel are allowed to unload, install and dismantle the exhibits of the exhibit firm.

Storage is not allowed on or near the loading dock.

Loading dock areas are for loading and unloading only. Vehicles are not permitted to park in the loading dock areas. Vehicles left parked in the loading dock areas will be towed at the owner’s expense.

Access to the exhibit hall (Hall A/B) is via a drive in freight door with a clearance of 10’w x 14’h. Product and materials will be unloaded at the loading docks and transported into the Exhibit Hall.

### **LOST AND FOUND**

Every effort is made to ensure property found and/or turned in is handled to provide the best possible opportunity for return to its owner. If property is found before, during or after an event, it is turned in to the Registration Desk. At the close of the show items are then turned in to the LCCC Control Center. Any item unclaimed after forty eight (48) hours becomes the property of LCCC and is disposed of in a manner deemed practical by LCCC management.

### **MOVE-IN / EXHIBITOR MOVE-IN:**

Exhibitor Move-in is scheduled for Tuesday, January 17th between 12:00 p.m. and 4:00 p.m. If you will be driving in large equipment or oversized vehicles or if your booth location is in a position that warrants an early move-in, please contact Event Management to discuss your move-in time.

### **MOVE-OUT / EXHIBITOR MOVE-OUT:**

Note: Show closes at 3 p.m. on Thursday, January 19, 2012.

Show Decorator removes aisle carpet beginning at 3:00 p.m.

Loading dock doors open for removal of equipment and vehicles around 3:30 p.m.

EP Henry has published the exhibit hall hours at MAHTS 2012 from 8:00 a.m. to 3:00 p.m. on Thursday, January 19, 2012. That means that the persons attending MAHTS are in attendance on Thursday with the understanding that booths will remain in place until 3:00 p.m. Exhibitors were informed of these show hours in the Exhibitor Prospectus prior to contracting with EP Henry to exhibit at MAHTS. We trust that each of you will honor this arrangement.

Beginning at 3:00 p.m., the Service Contractor (General Exposition Services) will remove aisle carpet. **Exhibitors are not permitted to remove equipment or vehicles from their booths prior to the removal of the carpet.** Once the carpet is removed, the aisles will be open for a safe removal of your product. The loading dock doors will be open once the aisle carpet has been removed.

Exhibitor move-out is scheduled for Thursday, January 19 between 3:00 p.m. and 8:00 p.m.

### **NOISE**

Exhibitors are not permitted to make excessive noise in their respective booths, i.e. banging noises, loud music, and amplification. In the event that you want to conduct a demonstration of your product and that demonstration will be loud, please contact Trade Show Management to determine if there is an alternative location.

### **PARKING:**

Parking spaces are available on the first level of the Center (Garage height 6'2") for attendees and exhibitors. The daily parking rate is \$6 for MAHTS so long as you get your parking ticket validated each day. Check in at registration for the parking ticket validation.

The East King Street Garage located on King Street has a clearance of 8'2"

### **PHOTOGRAPHY:**

Photographers must perform all of their photography work during open show hours. Any work performed outside of open show hours, may result in additional fees, which must be paid for in advance.

### **PLUMBING:**

Water lines and drain, compressed air service and plumbing labor is provided by the Lancaster County Convention Center. Refer to the **Plumbing Order Form** included in this manual.

Advance rate deadline is January 10, 2012. Remember to confirm the removal time of this service when you arrange the installation time.

**PROTECTION OF PROPERTY:**

Nothing shall be attached in any manner whatsoever to the walls, floors, ceiling or columns of the Lancaster County Convention Center unless authorized by EP Henry Corporation. Each exhibitor shall take precautions to protect the floor, wall, ceiling, and other surfaces from damage. EP Henry Corporation and its exhibitors shall not injure, mar or in any way deface the Center or the leased premises, or any equipment contained in the leased premises; cause or permit any thing to be done where the Center or the leased premises or any equipment in the Center shall be injured, marred or defaced in any manner; nor make or permit any alterations, decorations, additions or improvements, structural or otherwise of any kind to the Center or the leased premises except with the prior, written consent of EP Henry Corporation and upon such conditions as are required by EP Henry Corporation.

If any alteration, decoration, addition or improvement is made without the prior, written consent of EP Henry Corporation, then EP Henry Corporation may remove the alteration, decoration, addition or improvement, and the exhibitor shall be liable for any and all expenses incurred by EP Henry Corporation in performing this work.

**PYROTECHNICS**

Pyrotechnics either indoors or outdoors, are not permitted.

**RECYCLING**

Material disposal is handled as follows:

Corrugated cardboard – a separate baler is dedicated for corrugated cardboard only. Exhibitor personnel must flatten cardboard. If LCCC labor is used to flatten materials, the exhibitor is assessed the appropriate fee.

**REGISTRATION:**

Registration will be located in the front section of Hall A. All exhibitors and attendees must register in order to gain access to the Exhibit Hall and Seminars. Please register your personnel online at [www.mahts.com](http://www.mahts.com), click on Exhibitor registration. You will need to enter a password specific to your company. You will then list your personnel. Badges will not be mailed in advance of the show. Badges can be picked up onsite at registration during the following hours:

Tuesday, January 17	12:00 p.m.– 4:00 p.m.
Wednesday, January 18	7:00 a.m. – 5:00 p.m.
Thursday, January 19	7:00 a.m. – 2:00 p.m.

**RESTRICTIONS IN HALL A:**

FLOOR LOAD CAPACITY: 400 pounds per square foot.

DOORS: One ground level overhead door with a clearance of 10’h x 14’w.

LOADING DOCKS: Clearance of 8’ wide x 10’ high with levelers.

CEILING HEIGHT: Ceiling height clearance to the lowest beam is 22’. A portion of Hall A has a lower ceiling height of 13’ 10”.

EP Henry Corporation shall have the right to prescribe the weight and position of any heavy equipment or fixtures. No furniture, equipment or other bulky matter of any description will be received into the Center or carried in on any other equipment except as approved by EP Henry Corporation. Any and all damage to the Center caused by moving the property of exhibitors into

or out of the Center, or due to the existence of such property in the exhibit area, shall be repaired by and at the sole cost of the exhibitor.

All wrapping paper, packaging material, boxes, crates, etc. must be removed from the exhibit area and stored away. Each exhibitor is responsible for making arrangements for the removal or storage of said material. Any material that is not properly stored or removed after set-up and breakdown will be destroyed at the exhibitor's expense.

All equipment, devices, supplies, products, etc. not displayed in the confines of the booth of each respective exhibitor must be removed from the premises for the duration of MAHTS. Any person(s), firm or exhibitor in violation of this regulation will be liable for charges in an amount of not less than the rental rate of one (1) exhibit booth.

Exhibitors shall not produce or allow to be produced any live performance, act, show or entertainment in the booth.

Any individual who fails to reserve exhibit space and who persists in soliciting orders or sales in any manner at any time during MAHTS and its related activities will be ejected from the premises.

EP Henry Corporation reserves the right to refuse, restrict or cancel at any time any exhibit or any exhibitor, employee, or agent who in the opinion of the EP Henry Corporation is not for any reason acting in the best interest of EP Henry Corporation. In the event of such circumstances, the exhibitor hereby expressly waives any and all claims for damage or recovery of any rental moneys.

#### **SECURITY:**

EP Henry Corporation will provide general security coverage throughout the show. Exhibitors requiring additional security coverage specific to their booth, should contact Event Management. The Lancaster County Convention Center will not assume responsibility for any damage or loss of any property, merchandise or articles brought to the Event.

#### **SEMINARS:**

The staff at EP Henry have developed an extensive educational program for the 2012 MAHTS. Exhibitors are welcome to participate in the educational programs and are asked to register for your programs of choice. Please note that there are various seminars offered for a fee.

Exhibitors will be required to pay the fee listed for each program that they plan to attend. The seminars that are free will be made available to exhibitors at the trade show. We are allowing attendees the opportunity to register first prior to allowing exhibitors. If there is a seminar that you feel an urgency to attend, please do not hesitate to complete the attendee registration form for the specific seminar.

#### **SHIPPING:**

The Lancaster County Convention Center will not accept advance freight deliveries. General Exposition Services, MAHTS designated exhibit service contractor, has been contracted to offer freight handling services during the Mid-Atlantic Hardscaping Trade Show 2012. Freight

handled in advance by General Exposition Services will be charged a freight handling fee. Please refer to the ***Material Handling Order Form*** included in this manual.

Shipment of freight to MAHTS 2012 in advance of the trade show should be directed to:

**General Exposition Services**  
**Mid-Atlantic Hardscaping Trade Show**  
**Booth # \_\_\_\_\_**  
**205 Windsor Road**  
**Limerick Business Center**  
**Pottstown, PA 19464**

Telephone 610-495-8866; Fax 610-495-8870. Remember to mark your shipment with Middle Atlantic Hardscaping Trade Show and your booth number. The warehouse will receive shipments Monday through Friday during the hours of 8 a.m. and 3 p.m. Materials should be shipped to ARRIVE at the warehouse NO LATER THAN Friday, January 13, 2012. Freight arriving outside these times will incur surcharges. Freight shipped to General Exposition Services in advance will be onsite or in your booth upon your arrival to set-up your booth on move-in day.

Should you decide to ship freight **for arrival during the show**, you will need to ship directly to the Lancaster County Convention Center. The address to ship directly to the Center for arrival from January 17-19, 2012 is:

**Name of Exhibiting Company**  
**Hall A/B, Booth # \_\_\_\_\_**  
**Mid-Atlantic Hardscaping Trade Show**  
**Lancaster County Convention Center**  
**c/o General Exposition Services /**  
**Penn Square Center**  
**8 North Queen Street**  
**Lancaster, PA 17607**

General Exposition Services at the Lancaster County Convention Center will receive freight on Tuesday, January 17, 2012 between 8 a.m. and 4 p.m. Companies shipping freight through a common carrier, a third party freight line or a freight company will be charged a material handling fee by General Exposition Services.

If your company delivers freight to the Lancaster County Convention Center during Move-In on Tuesday, January 17<sup>th</sup> utilizing your company vehicles or personal vehicles, you are able to unload your own vehicles and transport product from your vehicle to your booth. Plan to bring your own carts to make your unloading easier.

If you require the use of a forklift for the unloading of your product, there is an additional fee for this service.

Remember that the Lancaster County Convention Center does not receive freight prior to a show. Should you attempt to ship freight directly to the Center in advance of the show, the freight will be rejected.

For additional shipping information, please refer to the enclosed “**Freight Handling Form**”. Please note, the “**Payment Authorization Form**” must be completed and returned.

EP Henry and the LCCC will not be liable for the security of freight left in the facility, nor can they assume responsibility for the shipping of such freight. Freight left in the Exhibit Hall at the end of the Exhibitor Move-Out hours which is Thursday, January 19th at 8:00 p.m., will be considered “forced freight” and will be handled through the show decorator. Exhibitors will need to contact General Exposition Services to arrange for access to their freight, phone # 610-495-8866.

**SIGNAGE:**

Your booth package includes a booth ID sign, 7” x 44”. Additional signs can be ordered from General Exposition Services. A **sign order form** is included in this packet.

**SMOKING:**

The Lancaster County Convention Center is a smoke-free facility. Smoking is not permitted in any interior areas of the facility or within fifteen feet (15’) of any pedestrian entrance. Thank you for your cooperation in enforcing this policy.

**SOUND/MUSIC:**

In general, exhibitors may use sound equipment in their booths as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels. Trade show management may determine that the sound level in your booth is too high at which time you will be asked to lower the sound level or remove the sound.

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

**STORAGE:**

The LCCC does not accept, store or ship freight or packages for exhibitors before, during or after an event.

Crate or box storage is not allowed behind exhibit booths. Exhibitors should plan to store any empty crates in their company vehicles during the show. Arrangements can be made with the Service Contractor, General Exposition Services, for the storage of crates. A fee will be charged for this service. If you shipped your freight in advance to General Exposition Services, they will arrange for the storage of your empty crates during the show and will then return your empty crates at the close of the show.

**STRUCTURAL INTEGRITY:**

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as fork lifts. Displays should also be able to withstand moderate wind effects

that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

Exhibitors should ensure that any display fixtures such as tables, racks or shelves are designed and installed properly to support the product or marketing materials to be displayed upon them.

### **SUB-CONTRACTORS / SUB-CONTRACTOR EMPLOYEES**

Exhibitors should contact General Exposition Services to review any needs for additional labor that they may require during MAHTS.

In the event that you are approved to contract outside labor, please note the following insurance requirements: All sub-contractors are required to provide a Certificate of Insurance evidencing a minimum of \$2 million dollars general liability insurance as well as workman's comp coverage. The certificate must name EP Henry, LCCC, and General Exposition Services as additional insured. EP Henry, The Lancaster County Convention Center, as well as General Exposition Services, must be named as the certificate holder. The Certificate also must include a 30-day cancellation notice.

All sub-contractor operations and their employees must maintain generally accepted safe operating practices and follow all OSHA guidelines to ensure a safe workplace. All sub-contractors must adhere to all policy rules and regulations for the Lancaster County Convention Center and the Lancaster Marriott at Penn Square.

### **TELECOMMUNICATIONS:**

The LCCC provides all the wired and wireless telecommunication services (voice and data) equipment and transmission lines as an exclusive service.

The LCCC allows for the installation of third party telecommunication hard wired circuits to both of its main telecommunication rooms. The installation of wireless circuits must be done with a non-evasive/non-penetrating mounting system. The extension from demarcation for any circuit is the exclusive right of the LCCC.

An ***Electrical Service Order Form*** is included in this packet. This form includes telephone and internet services. Please note that the advance rate deadline date is January 10, 2012. After January 10, the Regular Rate will apply. Telephone to the Telephone Service Department at the Lancaster County Convention Center is 717-239-1606.

### **TRASH REMOVAL:**

An exhibitor is required to return their exhibit area to the condition in which it was found upon your arrival to MAHTS. **Exhibitors leaving materials or parts of your booth behind at the close of the show will be assessed a trash disposal fee.** Trash receptacles will be strategically located throughout the Exhibit Hall for the disposal of trash. Trash dumpsters also are available at the loading docks. Your booth rental fee does not include a fee for disposal of your booth materials.

If you are unsure about the disposal of items from your booth, please contact trade show management.

## **UNLOADING YOUR VEHICLE AT THE LANCASTER COUNTY CONVENTION CENTER.**

EP Henry has made arrangements with General Exposition Services for the unloading of exhibitor materials from the loading docks to the exhibitor booths. General Exposition Services will assist exhibitors in the movement of product. Please reference the Material Handling Form for the cost of this service.

An area will be designated where exhibitors can unload their own vehicles.

In the event that your product is delivered to the Center via a common carrier, you will be charged a freight-handling fee.

If the product to be unloaded is in excess of 4,000 pounds or oversized and requires a special forklift, you will be charged a freight handling fee.

Otherwise, you are able to unload your company or personal vehicles on your own. Plan to bring material handling carts to assist in the transport of product from your vehicle to your booth.

### **USE OF SPACE:**

- All exhibitors are required to follow the rules and regulations established by the Lancaster County Convention Center.
- All exhibits shall have some relationship to the hardscaping industry, be arranged so that aisles are clear and unobstructed for pedestrian traffic at all times and to protect the health and safety of persons in the exhibit area.
- All demonstrations and other sales activities must be confined to the limits of the booth of each respective exhibitor.
- The operation of internal combustion engines or any other motor, machinery or device that may cause excessive noise, fumes, odor(s) or disturbances in the Center is strictly prohibited. Internal combustion engines and other motors, machinery or devices may not be operated in the building. The determination of what constitutes “excessive noise, fumes, odor(s) or disturbance” shall be made by EP Henry Corporation.
- No oils, burning fluids, camphene, liquid oxygen, ethylene, propane, kerosene, naphtha, gasoline, acetylene or other combustible or flammable solids, gases or liquids, nor any flammable materials (including bunting, tissue paper, crepe paper, etc) will be permitted in the Center without the prior written approval of EP Henry Corporation. All decorations of any kind and other combustible materials must be flame proofed or treated with a suitable flame retardant. By order of the Fire Marshall any vehicle brought into the exhibit area for display may contain no more than ¼ tank of flammable liquid or as may hereafter be required. This restriction will be strictly enforced.
- Decorations, signs, banners and/or similar materials may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, doors, walls, glass, columns, painted surfaces, fabric or decorative walls. Damage resulting from the improper and/or authorized installation of materials is charged to the Exhibitor.
- The facility permanent directional signs or graphics may not be obstructed in any manner.
- Signs are not allowed to be attached to electrical lighting conduits, utility pipes or sprinkler systems.
- Bubble machines are not permitted in the LCCC.

- The use, display or storage of compressed gasses, flammable liquids, or dangerous chemicals is prohibited without prior written approval. Additional guidelines can be made available upon request.
- Painting of signs, displays, exhibits or other objects is not permitted inside or outside the facility.
- Displays containing soil, peat moss, sand, topsoil, humus, or other landscaping material must have a protective coating for the floor such as visqueen, and carpet or materials of similar strength. The floor must be protected from stains.
- Curbing must be provided to retain liquids or loose materials within the enclosure to prevent the materials from being tracked through aisles by attendees.
- Live Christmas trees are not permitted.
- Helium balloons are prohibited.
- All decorations and decorative or construction materials must be non-combustible or flame retardant. Documentation affirming non-combustible or flame retardant properties must be available on site.
- Pressure-adhesive stickers or decals, or similar promotional items are not allowed for distribution in the facility.
- The facility requests that gum is not used as a decoration or give-a-way to guests/attendees while in the facility.
- All wiring of exhibit booths and display fixtures must comply with all applicable codes, rules and regulations, and be performed in a manner satisfactory to the Center.
- The Center has reserved to itself the right to exclude or remove any exhibit, equipment, materials, substance, object or vehicle which, in the sole and exclusive judgment of the Center, may be dangerous to persons or property unless prior, written consent of the Center is obtained and the exhibitor fully complies with any rules, regulations or instructions, issued by the Center. Any concerns about your display or exhibit should be directed to EP Henry Corporation for review.
- Exhibitors shall keep all doors, sidewalks, vestibules, passageways, halls, corridors, aisles, openings, radiators lighting, fire exits, fire alarms, fire extinguishers and hose cabinets in the leased premises and the Center uncovered and unobstructed.
- Distribution of food or beverages from an exhibitor's booth must be approved in writing, in advance by EP Henry Corporation.
- No live animal, reptile, fish or birds are permitted to enter or remain in the Center unless prior, written approval of EP Henry Corporation has been obtained or the animal is trained and safely muzzled "seeing-eye" dog accompanying a blind person or a "hearing-ear" dog accompanying a hearing impaired person.
- Distribution of brochures, circulars, or other printed matter, and displaying of signs, posters, banners, etc. must be limited to the confines of the booth of each respective exhibitor, and be distributed or displayed in such a manner that will not interfere with other exhibits.
- Exhibitors shall not assign, sublet or share the whole or any part of their allotted space, nor display any goods other than those manufactured, grown or sold by them in the regular course of business.
- Booth identification signs will be limited to the name of the firm who has contracted for the space. No other firm or company name may be listed in the booth in any manner, except for the trademarks or brand names normally affixed to a product.

## **VEHICLE/EQUIPMENT DISPLAY:**

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 Call-1 or Class-2 fuel, such as but not limited to automobiles, trucks, motorcycles, aircraft and watercraft.

- Vehicles may not be parked in the exhibit hall unless they are part of a display and comply with specified regulations.
- Gasoline/Diesel operated vehicles may not be operated in the exhibit hall during show hours.
- Vehicle cleaning using wax or Armor-all creates a very hazardous and slippery condition. Applications must be done with a pre-soaked cloth. Spray cans or bottles are not permitted. All hard floor surfaces must be totally covered with a non-porous covering during application of waxes or Armor-all products.

The following address the display of automotive vehicles and equipment at the LCCC:

- Complete and submit the Display Vehicle Permit Application.
- There is to be no more than five (5) gallons of fuel in the tank.
- Vehicles must conform to State and City fire codes.
- Exhibitor must provide a non-permeable poly sheeting that is 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.
- The Security Manager will inspect the vehicle to confirm the fuel gage level and will supervise the battery being disconnected.
- Fuel tanks are locked and all portable tanks removed. Locking the auto will be sufficient for cars in which the gas cap cover can only be unlatched from inside the vehicle.
- Battery cables are to be disconnected. Batteries used to power auxiliary equipment shall be permitted to be kept in service as approved by the Fire Marshal. LCCC personnel are not allowed to loan out tools to non-LCCC personnel for such use.
- Ignition keys are to be removed and placed in a central location on site (with Show Management).
- The positioning of such vehicles shall be subject to approval of the Fire Marshal's Office.
- Vehicle operation will be limited to brief parade-type displays specifically approved by the Fire Marshal's Office. Vehicles may not be moved during show hours.
- Vehicles, boats and similar exhibited products having over one hundred (100) square feet of roofed area must have a smoke detector and/or contain a fire extinguisher at the booth.
- All vehicles, boats and equipment containing fuel must meet and comply with these requirements before allowed entry into the building and any combination of different types of fuel cannot exceed ¼ tank when combined, for example: 1/8 of gas and 1/8 of compressed natural gas (CNG). No fuel will be drained or siphoned on LCCC property.
- Exhibitor will turn in keys to vehicles that will remain in the Convention Center. Show Management will log in keys. Keys will be returned at approximately 3:30 p.m. on Thursday, January 19<sup>th</sup> or once the carpet has been removed from the aisles and loading dock doors opened for removal of equipment.

**NOTE:** Should you require additional services not listed above, please contact Event Management for additional information.