



LANCASTER COUNTY  
CONVENTION CENTER

Dear Exhibitor,

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

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

- Driving Directions
- Load In and Load Out Procedures
- Lancaster City Parking Map

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

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

Sincerely,

Lancaster County Convention Center Convention Services Department

For additional assistance, please contact our team at:

717-207-4000

[exhibitors@interstatehotels.com](mailto:exhibitors@interstatehotels.com).

## Directions to Lancaster County Convention Center Loading Area

Lancaster County Convention Center  
3 East Vine 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.



## Load in & Load Out Procedure

### Exhibitor Guidelines

We welcome you to the Lancaster County Convention Center. We would like to thank you in advance for your cooperation in helping to assure that everyone has a safe and successful event. The Convention Center has a loading area for vendor vehicles on the loading dock. This space is reserved to allow safe access for exhibitors to transport materials to and from exhibit areas. Your Show Manager will publish the dates and times established for the use of the loading zone in advance. Access to the Exhibit area or loading area will not be granted outside of these arranged times.

- **Exhibitor Vehicle Access during Load In/Out**  
Must use loading dock access from Vine Street entrance at the Lancaster County Convention Center only. There are no loading privileges at any other entrances. See Map for Info.
- **Bring your own carts**  
The Convention Center has a limited number of flatbed carts available on a first come, first serve 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. Please see attached map, your Show Manager may have arranged parking in a specific garage for Vendors. Parking in the loading area is prohibited.
- **Children under 16 are NOT permitted on the loading docks during Load in / Out.**
- **Balloons: The use of lighter than air ( Helium) balloons is prohibited.**
- **Trucks with Trailers, Tractor Trailers and Container Trucks**  
Trucks, Trailers and Containers may be parked at Loading docks 1, 2 and 3 for loading and unloading purposes only and must be moved as soon as emptied. They may not remain on the loading dock for the duration of the show unless previously authorized. Under no circumstance may trucks or trailers be left on the loading docks overnight. Once the truck is unloaded and before any equipment is set up, the truck must be moved.
- **The Lancaster County Convention Center is a smoke and tobacco free environment. Please do not smoke in the facility, smoking is only permitted 10 feet from any entrance.**
- **Firearms**  
Firearms are strictly prohibited on the Lancaster County Convention Center and Lancaster Marriott Property. Should firearms be part of your Exhibit please review the Firearms section in the Lancaster County Convention Center Manual with the Event Manager.
- **Animals**  
Animals other than Guide or Service Animals, are allowed in the Lancaster County Convention Center only for Exhibits and / or Entertainment. All Animals for those purposes must be approved by management and a proper permit must be obtained. All sanitary needs or animals will be the sole responsibility of the client.



## Load in & Load Out Procedure Continued

- **Food and Beverage**  
Outside food and beverage is not permitted in the facility without written consent from appropriate Lancaster County Convention Center staff.
- **Security**  
The Lancaster County Convention Center will not assume responsibility for any damage or loss of any property, merchandise or articles brought to the Event. Arrangements may be made through the Event Manager for Security of exhibits, merchandise and/ or audiovisual equipment.
- **Fire Safety and Decorations**  
All fire, safety and Convention Center regulations must be strictly followed. No propane, acetylene, explosive materials or other flammable items are allowed. Gasoline powered vehicles may be displayed. Please review Motorized Vehicle section.  
Drapery and booth decorations can not block or cover the Fire Extinguishers, AED boxes or the Fire Alarm Strobes.
  - Pyrotechnics either indoors or outdoors, are not permitted
  - Water, chemical or dry ice fog/ haze are not permitted inside the Hotel or Convention Center without prior written permission from the Security Manager. Request must be submitted 30 days prior to the first day of the Event. Fog/ haze machines will require a fire watch service. Please note this is not a complimentary service, charges will be discussed prior to the event, varying with time, duration and size.
  - A Material Safety Data Sheet (MSDS) is required for any chemical utilized by Vendors, General Contractor, Show Manager, Production or AV Company
- **Fork Lift / High Lift Rental**  
All Forklifts, or other mechanical lifts are required to run on propane or electrical power. No combustible engines will be allowed to run in the Convention Center. All Lifts are to be operated by trained personal only, with a current valid operators license. A copy must be provided to the Security department and the license should be with the operator at all times.

Pricing with Hotel provided Operator.

High Lift : \$ 50 per hour

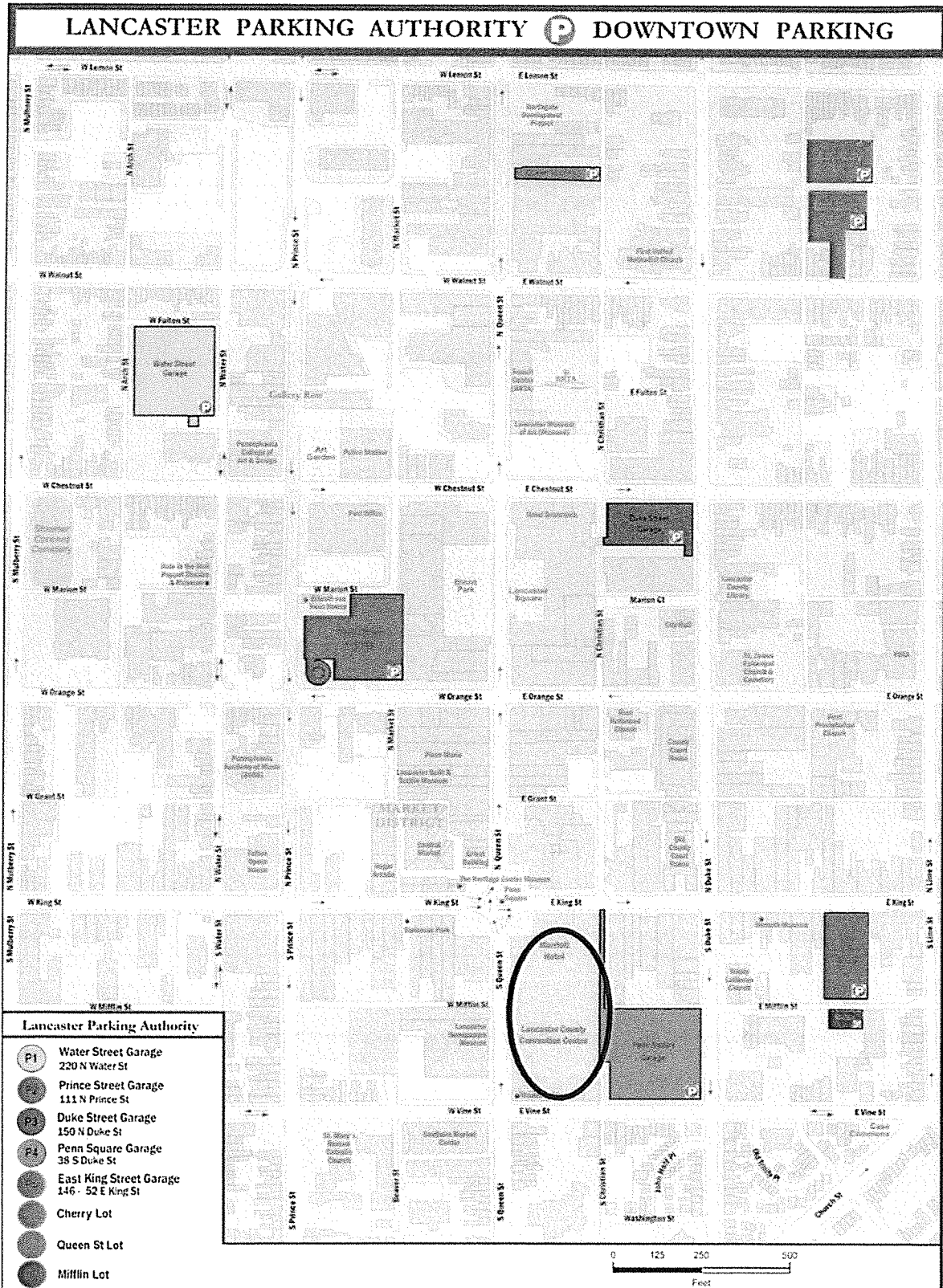
Fork Lift : \$ 65 per hour

Once the exhibitors arrive at the loading dock, they must unload their items onto a cart. A limited number of flatbed carts are available in the loading dock area and will be signed out on a first come first serve basis. Vendors and Exhibitors are encouraged to bring their own cart, dolly or other item that could assist with transport of their items. After their items have been removed from their vehicle and placed either in the loading dock area or the vicinity of their booth, they must return to their vehicle and move it to the authorized parking area for Vendors. Vehicles are to be removed from the loading dock before exhibitors spend time "arranging" or "setting up" their booth. Vehicles may not be left in the loading dock area for any reason except for loading and unloading.

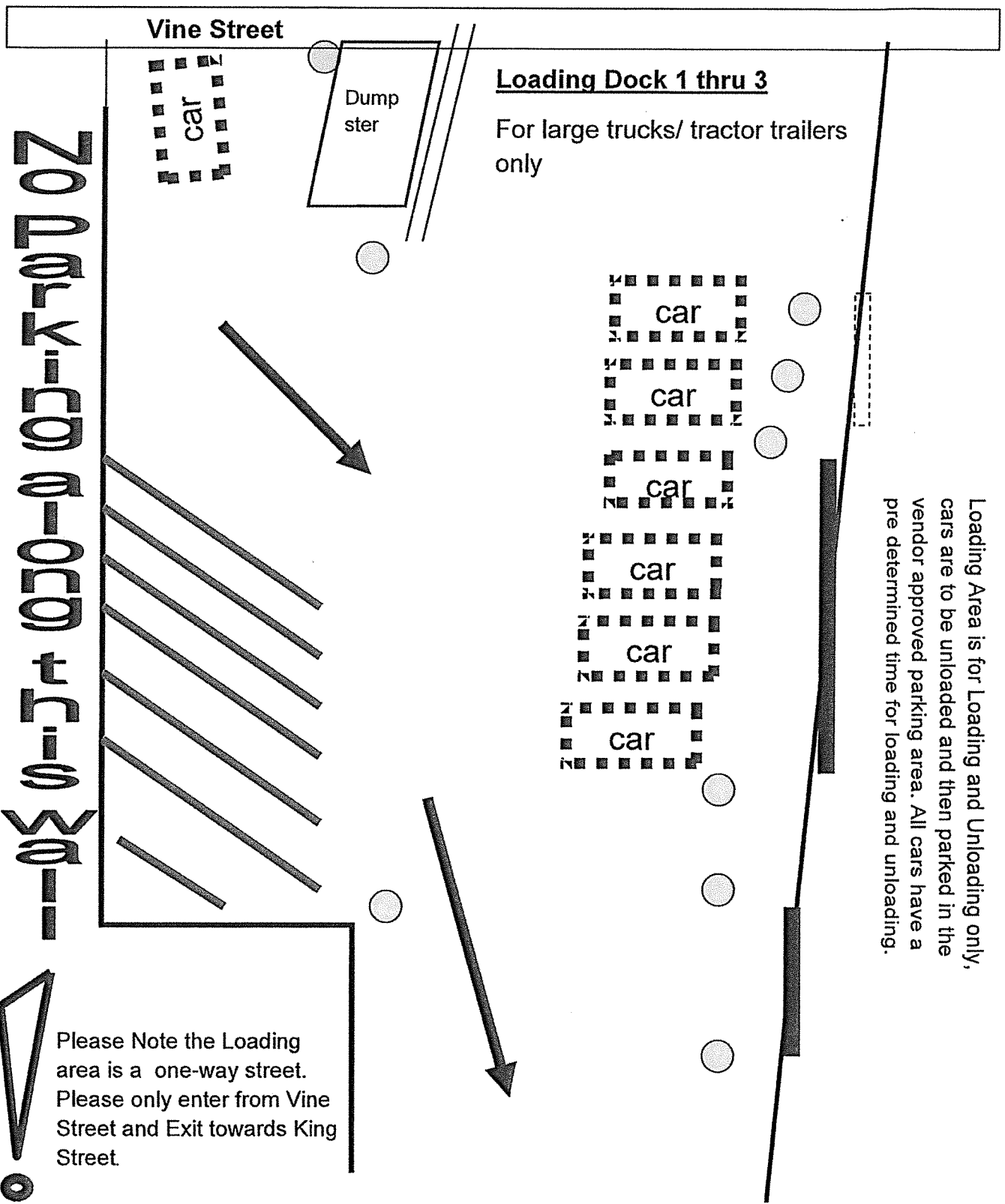
Load-out will not begin until the designated time approved by the presenter of the event. The loading dock interior and exterior doors will not open until the time posted in the show program pre determined by the Show Manager.

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

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



LANCASTER  
COUNTY  
CONVENTION  
CENTER



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