



LANCASTER COUNTY
CONVENTION CENTER

Load in & Load Out Procedure

Exhibitor Guidelines

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

- **Exhibitor Vehicle Access during Load In/Out**
Must use loading dock access from Vine Street entrance at the Lancaster County Convention Center only. There are no loading privileges at any other entrances. See Map for Info.
- **Bring your own carts**
The Convention Center has a limited number of flatbed carts available on a first come, first serve bases. Carts are checked out at the loading dock. Please return the cart when finished. We encourage you to bring your own cart to expedite the load in process.
- **Parking**
Parking is available in the surrounding parking garages of Lancaster City. Please see attached map, your Show Manager may have arranged parking in a specific garage for Vendors. Parking in the loading area is prohibited.
- **Children under 16 are NOT permitted on the loading docks during Load in / Out.**
- **Exhibitor Giveaways**
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.
- **Storage**
The Lancaster County Convention Center has no long term storage facilities for materials. Should items be shipped to the facility for your Event they can not arrive 3days prior of the Event. Please mark all packages for your Event as follows:

Name:	Please include this as a separate label from the shipping label. Please Note, the Lancaster County Convention Center will not he held liable for receiving damaged boxes.
Event Date:	
Event Name:	
- **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 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.



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Load in & Load Out Procedure Continued

- **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 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 and the Fire Alarm Strobes.
 - Pyrotechnics either indoor or outdoors are not permitted
 - Water, chemical or dry ice fog/ haze are not permitted inside the Hotel or Convention Center without prior written permission from the Security Manager. Request must be submitted 30 days prior to the first day of the Event. Fog/ haze machines will require a fire watch service. Please note this is not a complimentary service, charges will be discussed prior to the event. Varying with time, duration and size.
 - A Material Safety Data Sheet (MSDS) is required for any chemical unitized by Vendors, General Contractor, Show Manager, Production or AV Company
- **Fork Lift / High Lift Rental**
All Forklifts, or other mechanical lifts are required to run on propane or electrical power. No combustible engines will be allowed to run in the Convention Center. All Lifts are to be operated by trained personal only, with a current valid operators license. A copy must be provided to the Security department and the license should be with the operator at all times.

Pricing with Hotel provided Operator. High Lift : \$ 50 per hour Fork Lift : \$ 65 per hour

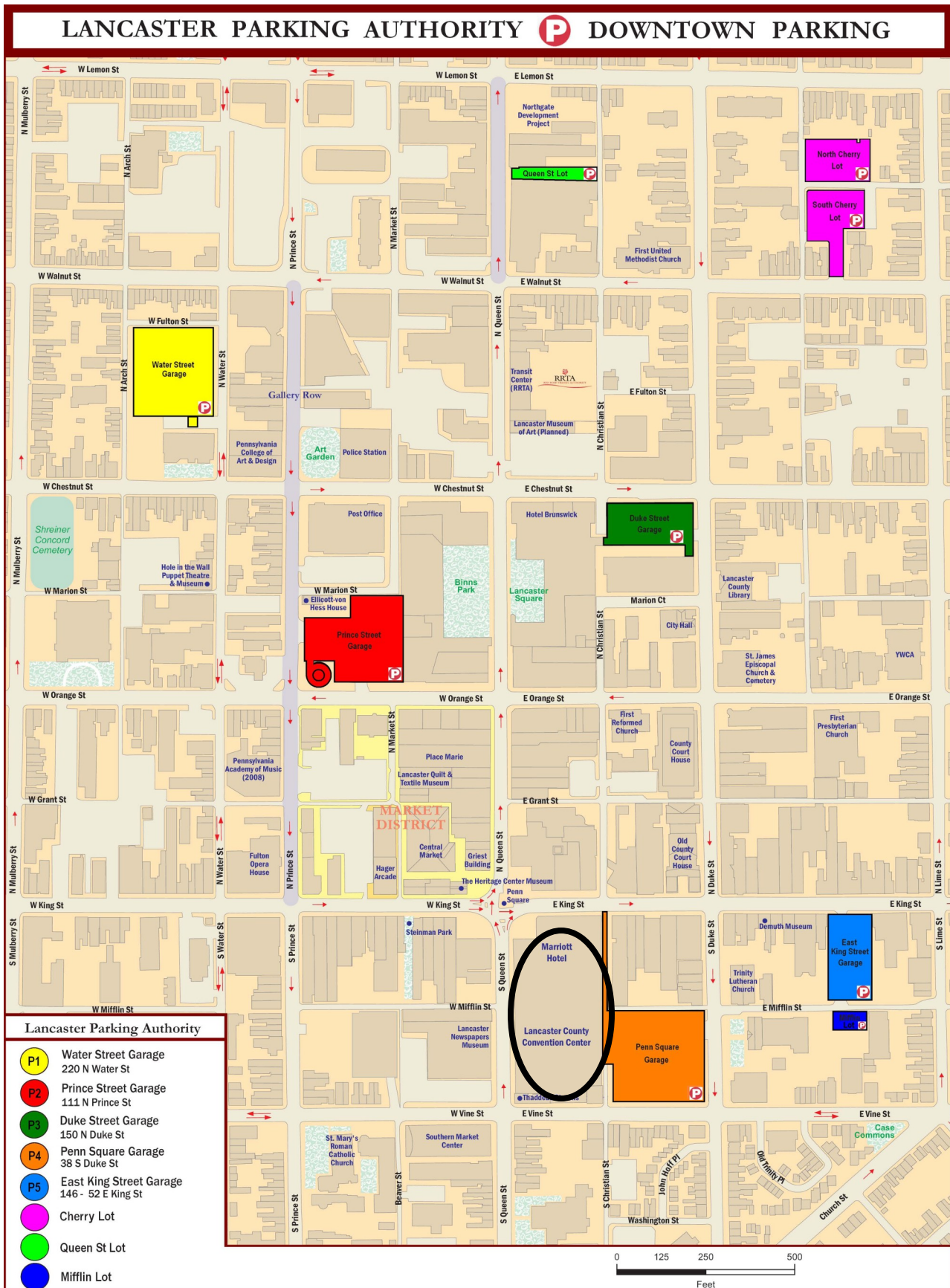
Pricing for just equipment rental: High Lift : \$ 25 per Hour Fork Lift : \$ 40 per Hour
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Once the exhibitors arrived in the loading dock, they must unload their items onto a cart. A limited number of flatbed carts are available in the loading dock area and will be signed out on a first come first serve bases. 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 virginity 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>





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Motorized Vehicles

At no time, without approval from the Security Manager, are motorized vehicles allowed to pull in and onto the exhibit hall floor, with the exception authorized display vehicles that have obtained proper permit.

Motorized vehicles shall be defined as any vehicle which is propelled by an internal combustion engine and using Class –1 or Class –2 fuel, such as but not limited to automobiles, trucks, motorcycles, aircraft and watercraft.

Display Vehicles:

- Must conform to State and City fire codes:
- Must have less than 1/4 tank of gas
- Battery must be disconnected and stay disconnected for the duration of the show.

All display vehicles must file a permit application with the Security Manager. The Application containing Make, Model, Year and proof of Insurance must be submitted no later than thirty (30) days prior to the Event date. The permit fee is \$25 for each vehicle.

There will be assigned load In and load out time for the display vehicles

Upon arrival at the Lancaster County Convention Center loading area, present the green “Display Vehicle Approval Form” clearly for the Loading Master to see. This form will grant access to the Exhibit area for display vehicles.

Upon entering, a non permeable poly sheeting must be laid under the vehicle to prevent oil drips. The sheeting must remain under the vehicle for the entire duration the vehicle is in the building.

Within the first 30 minutes of the vehicle entering the building the vehicle must be Inspected by the Security Manager, who will check the fuel gage level then supervise the battery being disconnected. The vehicle will then receive the permit from the Security Manager.

At no time should be the battery be reconnected without the Security Manager’s approval.

Serena Evans, Security Manager
(717)207– 4054
Serena.evans@lancastermarriott.com

Lancaster Marriott at Penn Square
& Lancaster County Convention Center
25 South Queen Street
Lancaster, Pa, 17034



Display Vehicle Permit Application

Company Name : _____

Owner Name : _____

Contact Number : _____

Owner Address : _____

City, State : _____

Driver Name : _____

Contact Number #2 : _____

Event Name : _____

Event Date : _____

Make : _____

Model : _____

Year : _____

Color : _____

Notes : _____

**Lancaster Marriott at Penn Square
& Lancaster County Convention Center**

Please include a copy of the Insurance card with this Application

Serena Evans
Security Manager
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Lancaster, Pa, 17034
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