



LANCASTER COUNTY
CONVENTION CENTER

25 South Queen St
Lancaster, PA 17603

Phone: (717) 239-1600
Fax: (717) 207-4028

Dear Exhibitor:

Lancaster County Convention Center is proud to provide local drayage services. After reading through the following information, feel free to contact us for more information about this service.

If you require our services please review the following information packet and fax back the Drayage Service Order Form and Credit Card Authorization Form to (717) 207-4028. If you have any further questions please contact one of Lancaster County Convention Center representatives found below.

Enclosed you will find:
Material Handling Information
Drayage Service Order Form
Credit Card Authorization Form

Shipping labels may be printed using Avery Mailing Labels (Template 5264).

In order for us to provide you with the best possible service, please be sure to fax us copies of bills of lading for all shipments inbound to Lancaster County Convention Center.

Please do not hesitate to contact us. Your representatives for this show will be:

Sarah Heath, CMP
Convention Services Manager
Sarah.heath@ihrco.com
Office: (717) 207-4020

Rita Smith
Catering Coordinator
Rita.smith@ihrco.com
Office: (717) 207-4023



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MATERIAL HANDLING INFORMATION

Condition of Shipment

LANCASTER COUNTY CONVENTION CENTER IS NOT RESPONSIBLE FOR CONCEALED DAMAGE OR LOOSE ARTICLES.

Local Drayage

Exhibit materials will be delivered to your booth prior to or during the designated installation period. Empty crates, cartons and cased will be removed from your booth after completion of installation and stored off-site during the event. After the event, empty containers will be returned to the respective booth. It is not Lancaster County Convention Center's responsibility to unpack or pack exhibit materials.

Outbound shipments require an outbound bill of lading. Once the shipment is packed and labeled, the bill of lading must be returned to a representative of Lancaster County Convention Center. Repackaged exhibit material will be returned to Lancaster County Convention Center warehouse for outbound shipment. Any shipments left on the show floor without a bill of lading will be shipped to the exhibiting company at their expense.

ALL SHIPMENT MUST HAVE A BILL OF LADING PRIOR TO LEAVING THE CONVENTION FACILITY.

Outbound Shipments

The exhibitor is responsible for scheduling a pick up from the Lancaster County Convention Center with the carrier of exhibitor's choice during normal business hours: Monday through Friday between the hours of 9am and 4 pm. Shipments which are left at the Lancaster County Convention Center for longer than seven (7) days following the event will be shipped to the exhibiting company at its expense.



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Payment

Full payment for local drayage must be prepaid in full prior to receipt of the exhibit materials at the Lancaster County Convention Center. Forms of payment accepted are company check, money order or credit card. COLLECT OR C.O.D. SHIPMENTS ARE NOT ACCEPTABLE AND WILL BE REFUSED. Lancaster County Convention Center requires a credit card to be on file for all material handling services.

Insurance

Lancaster County Convention Center shall not be liable for any loss or injury to the exhibit material however caused unless such loss or injury resulted from the failure by Lancaster County Convention Center to exercise such care in regard to it as a reasonably careful person would exercise under like circumstances and Lancaster County Convention Center is not liable for damages which could not have been avoided by the exercise of such care. Goods are not insured by Lancaster County Convention Center against loss or injury unless specifically so provided in writing. EXHIBITOR ACKNOWLEDGES RECEIPT OF THE ATTACHED LIMITATIONS OF LIABILITY.

Lancaster County Convention Center shall not be liable for injury or damage to fragile articles, which are defined for purposes of this agreement as all articles susceptible to breakage or crushing, which are not both packed and unpacked by Lancaster County Convention Center' employees. Documents, currency, money, jewelry, waters, precious stones or articles of extraordinary value must be specifically disclosed in writing. Lancaster County Convention Center will not be liable for their loss or damage. Exhibitors are encouraged to carry "all-risk' insurance covering materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received by Exhibitor after the show. Lancaster County Convention Center is not an insurer and will not be liable for any loss resulting from any failure to insure the materials covered under this agreement.

Safety and Security

Lancaster County Convention Center will not be responsible for the condition, count or content of exhibit materials once they are placed in the booth. This applies even if the Exhibitor is not present when the materials are delivered, or picked up. All orders received by Lancaster County Convention Center prior to the removal of exhibit materials are subject to final count and correction made at the time of actual removal.



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Prohibited Material

Lancaster County Convention Center will not accept the following material: Live Animals, Hazardous Substances which shall include, without limitation, any flammable explosives, radioactive materials, hazardous materials, hazardous wastes, hazardous or toxic substances, hazardous or toxic pollutants or related materials, asbestos or any material containing asbestos, or any other substance, mixture, waste, compound, material, element, product or matter as defined by any federal, state or local environmental law, ordinance or rule.

LIMITATIONS OF LIABILITY

A. Lancaster County Convention Center shall not be responsible for damage to uncrated material; materials improperly packed or concealed damage.

B. Lancaster County Convention Center shall not be responsible for loss, theft or disappearance of exhibit materials after delivery to exhibitor's booth.

C. Lancaster County Convention Center shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of lading covering shipments, which are furnished to Lancaster County Convention Center by exhibitor, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.

D. Lancaster County Convention Center shall not be responsible for any loss, damage or delay due to fire, flood, Acts of God or nature, strikes, work stoppages of any kind, acts of war or foreign or domestic terrorism, or any causes beyond its control.

E. Lancaster County Convention Center shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profit or revenues, any collateral cost which may result from any loss or damage to an exhibitor's materials, which may make it impossible or impracticable to exhibit same.

UNDER NO CIRCUMSTANCES SHALL LANCASTER COUNTY CONVENTION CENTER BE LIABLE FOR SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.

F. **Collect or C.O.D. Shipments will not be received.** All outbound shipping charges are exhibitor's responsibility.

G. All shipping charges are the responsibility of the Exhibitor.

H. Exhibition materials left in the booth for which no disposition is provided, will be sent back to the exhibitor at the exhibitor's expense. Exhibitor will be charged accordingly for this service.



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DRAYAGE SERVICE ORDER FORM

Materials must be shipped in advance to Lancaster County Convention Center.

Exhibitor is responsible for making prepaid inbound and outbound shipping arrangements; collect shipments or shipments billed to Lancaster County Convention Center will not be accepted.

The fees outlined below include receiving packages at the Lancaster County Convention Center, storage of empty packing materials during the event, and return shipment.

Advance Shipping Address: To: (Name of Exhibitor & Booth Number)
For: **(Name of Event)**
c/o LANCASTER COUNTY CONVENTION CENTER
25 South Queen St
Lancaster PA 17603

Phone: (717) 239-1600

PLEASE SEND COPY OF INBOUND BILL of LADING FOR TRACKING PURPOSES.

Inbound Shipments: Lancaster County Convention Center will receive shipments and provide up to 5 days storage prior to the event.

Shipments will be accepted weekdays (excluding holidays) 9 a.m. to 4 p.m.

Outbound Shipments: Exhibitors **must provide a bill of lading.** Exhibitors may arrange to have materials picked up at Lancaster County Convention Center.

Rates: \$47.50 per cwt (100lbs.) *per shipment*; weights are rounded to the next 100 lbs; minimum charge 2 cwt *per shipment*. Lancaster County Convention Center reserves the right to confirm weight of material. Special Handling Fees may apply for material exceeding dimensions of 70" x 96". When only crate and carton storage is needed: Rate is \$35.00 per pallet.

Exhibitor Name: _____ Booth # _____

Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____

Authorized by: _____ Email: _____

Signature: _____ Date: _____

Please complete form and fax to (717) 207-4028



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Credit Card Authorization

To have orders charged to a Credit Card Account, please complete the information requested below and return this form with your order(s). Credit Card orders are subject to credit approval.

I, _____, hereby authorize Lancaster County Convention Center to charge my credit card for all local drayage related services.

Type of Credit Card: Visa MasterCard Discover AmEx

Credit Card Number: _____

Expiration Date: _____

Company Name: _____ Booth # _____

Billing Address: _____

City/State/Zip: _____

Cardholder's Name: _____

Cardholder's Signature: _____ Date: _____

Credit and Payment Policy

The Credit Card Authorization section above must be completed and accompany all credit card orders. Please take note of the following:

- All orders must be paid in full and/or credit card authorization (above) be on file with your order(s) before any services are rendered. There will be no invoicing; purchase orders are not a form of payment.
- Payment by company check, or money order may be mailed to Lancaster County Convention Center in advance.
- Event site orders can be paid by company check or credit card.

PAYMENT MUST BE INCLUDED WITH ALL ORDERS
Please complete form and fax to (717) 207-4028