



FIRE EXPO 2023 EXHIBITOR INFORMATION

- **CONTRACT DEADLINE: February 17, 2023**, to maintain previous show space location. Thereafter spaces will be granted on a first come first served basis. LCFA Fire Expo will not hold spaces or contact you if we do not receive your contract by February 17th. After February 17th any spaces not contracted will be assigned to other exhibitors at the discretion of the LCFA Fire Expo Committee.
- **SET-UP:** Mandatory set up is **May 18, 2023**. **Apparatus and vehicles** must be registered and in exhibit space between 8:00am – 12:00pm. Apparatus and vehicles not in position by 12pm will be admitted at the discretion of the Committee. **Booth spaces** must be registered and in exhibit space between 12:00pm – 5pm.
- **EXHIBIT HOURS:** Friday, May 19th & Saturday, May 20th 10:00am to 5:00pm. Exhibitors will be permitted to enter at 8:00am on Friday and at 9:00am on Saturday. You are asked to please vacate the exhibit halls immediately at the conclusion of the show on Friday.
- **SPACE ASSIGNMENT:** Fire Expo reserves the right to determine an exhibitor's final location.
- **EXHIBITOR PASSES:** A maximum of four (4) exhibitor passes will be issued for the first space reserved, two (2) passes for the second space reserved, and one (1) pass for each space reserved thereafter. If you require additional passes, they must be purchased through your contract at a cost of \$30.00 per pass. You will not be permitted to enter the complex before 10:00 A.M. on show days without an exhibitor pass. All passes will be included in your registration packet, which you will receive on set-up day. They will not be mailed. We do not use name badges. Passes are required on show days only.
- **PARKING PASSES:** Due to The Pennsylvania Farm Show Complex & Event Center parking policy changes, we are no longer able to provide complimentary parking passes to exhibitors. If you would like to pre-purchase one day parking passes, you may do so with your registration, or you may purchase at the venue when you enter the convention center. Parking passes are only required on show days not on the day of set-up. All pre-purchased parking passes will be included in your registration packet, which you will receive on set-up day.
- **FURNISHINGS:** Your exhibit space **includes electric 120v/20AMP/ max 1500 watts** (if higher voltage is needed, you may purchase for an additional fee with your contract), 8' curtained backdrop and 3' side rails, and a sign with company name. **All other furnishing needs** for your exhibitor space can be secured through the show decorator, **General Exposition Services**. Access the Online Exhibitor Kit [here](#). At the login page, enter **Exhibit Code FIRE2023** and click submit. If you have any questions, please call General Exposition Services at 610-495-8866, mention Fire Expo 2023, and one of their Customer Service Reps will be happy to assist you.
- **INTERNET NEEDS:** If you require internet to conduct business, we strongly recommend that you contact a service provider to install a wired connection. For Verizon services - contact 1-800-479-1919 to request service. For Comcast services – email Key_BusinessSalesSupport@cable.comcast.com to request service. Provide contact information, dates of when service is needed, Farm Show Complex and then the order. Comcast can provide internet, voice, and television service. An active email address is needed for temporary service through Comcast.



The Farm Show Complex & Expo Center offers free wireless internet service throughout the facility. As with any Wi-Fi service, the connectivity level will vary throughout the Complex & Expo Center due to your location and other variables. While they intend to offer this free service at all times, The Complex & Expo Center cannot guarantee that it will always be available. The free internet service is not secure, and you should take precautions to ensure your computers are protected.

- **DRAYAGE/SHIPMENTS:** All freight and packages must be sent through General Exposition Services. Shipments sent directly to the Complex before May 15th will not be accepted. If shipping directly to the Complex after May 15th, it is your responsibility to receive shipment and transport it to your booth. Fire Expo **WILL NOT** sign for or be responsible for shipments dropped off at the Complex. Addresses are **PA Farm Show Complex & Expo Center, 2301 North Cameron Street, Harrisburg, PA 17110. General Exposition Services, 6730 Allentown Blvd., Harrisburg, PA 17112. 877-436-8866 Fax: 717-540-8870.**
- **PA SALES TAX LICENSE:** If you are selling **ANYTHING** from the floor you must have a license. Apply online at: www.pa100.state.pa.us. You will be applying for a Transient Vendor Certificate. A copy of your license must be included with your signed contract. Non-compliance with the law by just one vendor could result in the Commonwealth closing the entire show.
- **PA CORPORATE TAXES:** There has been a change in the corporate law governing exhibiting at trade shows. Please go to www.revenue.state.pa.us and click on “Corporate Tax-Application of P.L. 86-272 and deminimis standards for the update. This will explain what activities within the state are now exempt.
- **VEHICLE MANUFACTURERS, DEALERS & SALESPERSON LICENSE:** All vehicle manufacturers, dealers and salespersons are required by law to be licensed in PA. If you are not, you will be fined by the State. You are required to have your license with you at your booth. Contact State Board of Vehicle Manufacturers, Dealers and Salespersons, PO Box 2649, Harrisburg, PA 17105 or call 717-783-1697 for information.
- **TEAR DOWN:** Based on feedback, this year we have added special features to include trainings, live demos, and speakers spread throughout both days to encourage attendees to stay at the event longer. To ensure a positive experience for all, tear down should not start until 5:00pm on Saturday. Everything must be removed from the exhibit halls by midnight, Saturday, May 20th.
- **LODGING:** You will find all your travel and lodging needs at [Visit Hershey & Harrisburg!](#) For questions, please contact Visit Hershey & Harrisburg at 717-231-7788.