



## FIRE EXPO 2024 EXHIBITOR INFORMATION

- **CONTRACT & PAYMENT DEADLINE:** All contracts need to be executed and paid in full no later than **February 16, 2024**. After this date, any uncontracted spaces will be made available to other exhibitors 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 the February 16<sup>th</sup> deadline. It is essential to submit your contract and payment on time. After February 16<sup>th</sup>, any remaining uncontracted spaces will be assigned to other exhibitors at the discretion of the LCFA Fire Expo Committee.
- **OUTDOOR EXHIBITION SPACE:** We offer a limited amount of space for outdoor exhibition and/or demonstration. For more information about availability, pricing, and other details, please contact the LCFA Fire Expo.
- **INSIDE PRODUCT DEMONSTRATION AREA:** If you are interested in scheduling a time slot for a product demonstration indoors, we have dedicated space available in the Equine Barn. There is no fee associated with securing a time slot for your demonstration, however this opportunity is only available to registered Expo exhibitors. To schedule your preferred time slot and obtain further details, please contact the LCFA Fire Expo.
- **SET-UP:** Mandatory set up is **May 16, 2024**. **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 17<sup>th</sup> & Saturday, May 18<sup>th</sup> 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:** Included with your space rental are exhibitor passes: First space rented receives 2 exhibitor passes and each additional space rented will receive 1 additional pass up to 5 spaces; rental of 6 spaces receives 9 exhibitor passes and each additional space rented will receive 1 additional pass. Additional exhibitor passes may be purchased at a cost of \$30 each. You will not be permitted to enter the complex before 10:00am on show days without an exhibitor pass. Exhibitor passes are exclusively for exhibitor personnel only. 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.
- **VEHICLE PARKING PASSES:** The Pennsylvania Farm Show Complex & Event Center does not provide complimentary parking passes to exhibitors. Parking passes are mandatory for show days, while they are not required for set-up days. Parking passes are available at the gate or can be purchased in advance for \$10. All pre-purchased parking passes will be included in your registration packet, which you will receive on set-up day. Please note that each parking pass is valid for a single entry only.
- **TRAILER PARKING PASSES:** Each trailer parking pass includes both the tow/vehicle and trailer, with a maximum length limit of 2 spaces. The cost of parking passes is \$25 per day. For tow combinations exceeding 2 spaces, there is an additional charge of \$15 per extra space. Parking passes are available at the gate or can be purchased in advance through the LCFA Fire Expo.



- **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 FIRE2024** and click submit. If you have any questions, please call General Exposition Services at 610-495-8866, mention Fire Expo 2024, 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](mailto: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:** Fire Expo **WILL NOT** sign for or be responsible for shipments dropped off at the PA Farm Show Complex. All freight and packages must be sent through General Exposition Services. If you are planning to ship directly to the Complex before May 15<sup>th</sup>, please be aware that your shipment will not be accepted. If you choose to ship directly to the Complex after May 15<sup>th</sup>, it becomes your responsibility to receive the shipment and transport it to your booth. Alternatively, you have the option to request General Exposition Services to receive your freight and deliver it to your booth. To utilize this service, you can order direct freight services online or indicate “c/o General Exposition Services” on the freight label. Please note that utilizing General Exposition Services may incur associated costs. If you prefer to avoid these costs, it is your responsibility to receive the shipment and transport it to your booth. The addresses for shipping are as follows: **PA Farm Show Complex & Expo Center, 2300 North Cameron Street, Harrisburg, PA 17110; General Exposition Services, Limerick Business Center, 205 Windsor Road, Pottstown, PA 19464. For inquiries, please contact General Exposition Services at 610-495-8866 or [info@generalexposition.com](mailto:info@generalexposition.com).**
- **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](http://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](http://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 18<sup>th</sup>.
- **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.