

MOTHER EARTH NEWS FAIR  
EXHIBITOR KIT  
BAYFRONT CONVENTION CENTER  
ERIE, PA  
JULY 15-16, 2023



Questions?

Email: [info@motherearthnewsfair.com](mailto:info@motherearthnewsfair.com)

Phone: 1 (800) 234-3368

**IMPORTANT DATES!**

July 8-13, 2023  
*Advance Shipping Deadline*

July 14-15, 2023  
*Ship Direct to Site (ONLY DAY)*

July 10, 2023  
*Additional booth materials deadline*

June 24, 2023  
*Food Sampling COI*

# WHAT IS INCLUDED IN YOUR BOOTH PACKAGE?

WHERE IS YOUR BOOTH?

## INSIDE

- 10' x 10' Pipe and Drape Booth (charcoal & silver)
- 8' vinyl covered, black skirted table
- (2) banquet chairs
- (1) Waste Can
- Wi Fi included
- 5 exhibitor badges
- Identification sign (company name and booth number)

## OUTSIDE

- 10' x 10' area
- 8' draped table
- Two chairs
- Identification sign (company name and booth number)
- Five exhibitor badges
- Tents are not included in Outside Booth Packages. Please bring your own.
- Weights/stakes for your tents are not provided.

## ANIMAL PEN

- Pen/Stall
- Bedding for pen
- 8' draped table
- Two chairs
- Identification sign (company name and booth number)
- Five exhibitor badges

## HOME BASED BUSINESS

- 10' x10" area
- 8' pipe and drape back wall with two 3' side walls
- Identification sign (company name and booth number)
- Five exhibitor badges

WILL YOU NEED ANY ADDITIONAL FURNISHINGS?

More than **one** table?  
More than **two** chairs?

YES!

Additional furnishings must be ordered through Bayfront Convention Center. Please fill out this [form](#) by July 10 and email to [avroman@erieevents.com](mailto:avroman@erieevents.com)

# HOW ARE YOUR BOOTH MATERIALS GETTING TO AND FROM THE VENUE?

When shipping materials, please have packages clearly labeled with the Event Name, Booth Number, Vendor Company Name and number of packages. Items arriving on property more than two (2) business days before the event start day will be subject to storage fees of \$0.50 per nearest pound per day. Deliveries of over 100 pounds are subject to drayage fees regardless of delivery date.

Any materials being shipped out after the conference must be scheduled prior to move out and labeled properly. Once the materials are ready for shipping, you may leave the items at your booth and a BCC team member will deliver them to our shipping area.

**Shipping Address:**

**Mother Earth News Fair**

**[booth number/vendor name]**

**Bayfront Convention Center**

**1 Sassafras Pier**

**Erie, PA 16507**

**Phone: 814.455.1260**

**Fax: 814.897.0910**

# WHAT ARE THE MOVE IN & MOVE OUT PROCEDURES?

- All vendors are to move in through the loading dock of the Bayfront Convention Center. This area is located between the convention center building and the Courtyard by Marriott Erie Bayfront.
- Follow our entry road (Sassafras Pier) directly back to the large garage doors where you will be greeted by a Peer Security team member. If no one is present, a call box is available for your convenience.
- Vehicles are not allowed inside the Exhibit Hall unless part of an approved display. No vehicles shall be parked or left unattended and may be towed to allow for show set up to progress.
- Carts and flat beds will be available in the loading area on a first come, first serve basis. As a courtesy to your fellow vendors, please return carts when finished loading and unloading. For exhibitors that are hand carrying materials, you may enter through the front entrance of the building. Flatbed carts are NOT permitted through the main doors or on public passenger elevators.
- Move in/move out will be organized by our onsite security team to ensure the most efficient and safe process for everyone.

# WHAT ARE THE HOURS OF THE FAIR?



## **FAIR HOURS:**

**SATURDAY, JULY 15, FROM 9 A.M. - 6 P.M.**

**SUNDAY, JULY 16, FROM 9 A.M. - 5 P.M.**

## **MOVE IN HOURS:**

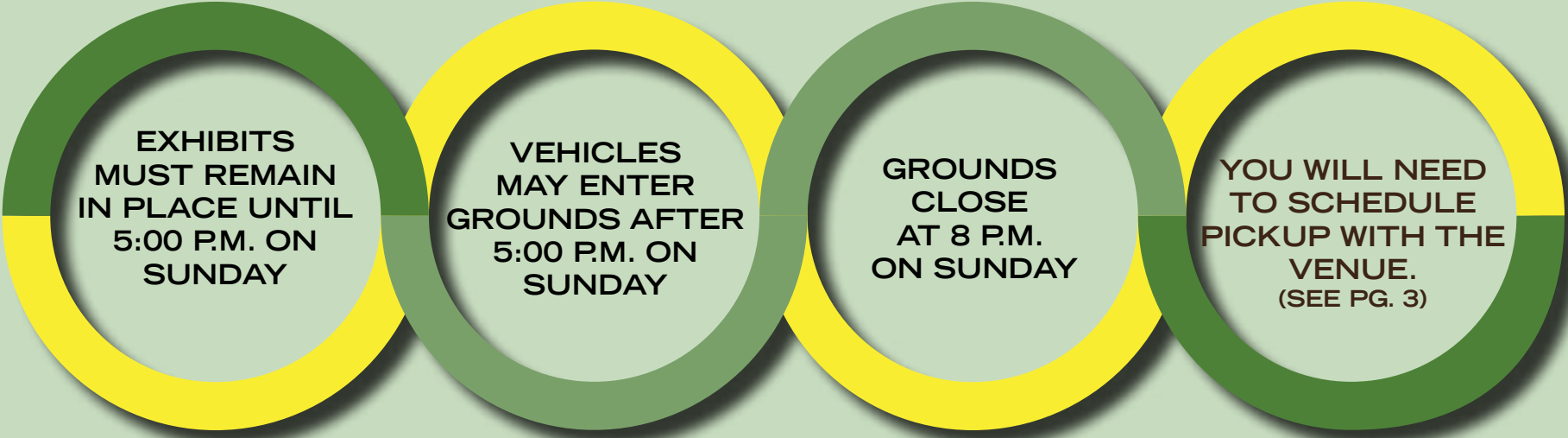
**FRIDAY, JULY 14,**

**EXPO BUILDING AND OUTSIDE BOOTHS FROM 8 A.M. - 5 P.M.**

## **MOVE OUT HOURS:**

**SUNDAY, JULY 16, FROM 5 P.M. - 8 P.M.**

# WHAT ARE THE MOVE OUT PROCEDURES?



**EXHIBITS  
MUST REMAIN  
IN PLACE UNTIL  
5:00 P.M. ON  
SUNDAY**

**VEHICLES  
MAY ENTER  
GROUNDS AFTER  
5:00 P.M. ON  
SUNDAY**

**GROUNDS  
CLOSE  
AT 8 P.M.  
ON SUNDAY**

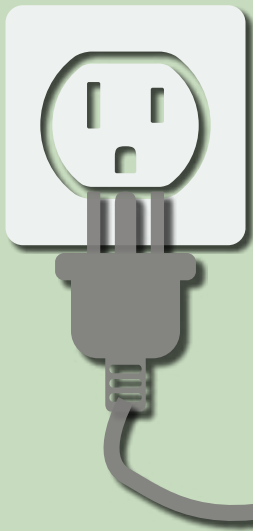
**YOU WILL NEED  
TO SCHEDULE  
PICKUP WITH THE  
VENUE.  
(SEE PG. 3)**

## WHERE DO YOU PARK DURING THE FAIR?

### EXHIBITOR PARKING LOT

For the convenience of patrons at the Bayfront Convention Center, parking is free! We ask that all exhibitors park in the gravel lot during show hours to allow for ample parking for your customers. Temporary parking is not allowed in the main entryway turn around. This area is for drop-off and emergency vehicles only. When needed, additional parking is available in the Sheraton or Courtyard hotel's parking garages. Fees may apply.

# DO YOU NEED ELECTRICITY OR UTILITIES?



**ELECTRIC  
REQUEST  
DEADLINE:  
JULY 10, 2023**

**Order electric through  
Bayfront Convention Center.  
Please fill out this [form](#)  
by July 10 and email to  
[avroman@erieevents.com](mailto:avroman@erieevents.com)**

**BRING A  
100-FOOT-LONG  
EXTENSION  
CORD  
TO REACH  
THE NEAREST  
OUTLET.**

To ensure safety, installation of all utility services involving electrical, air, water, water drainage or internet/telephone connections must be performed by the BCC or its approve designee.

- All electrical equipment must meet the approval rating of UL (Underwriter's Laboratory).
- The BCC electrical equipment, such as extension cords, electrical panels, spotlights and fixtures, must not be removed by exhibitors, show managers, service contractors or any other unauthorized persons. Fees will apply.
- Under no circumstance are distribution panels or mechanical equipment to be blocked or have access impeded.
- Floor boxes may not be accessed by anyone other than BCC personnel.
- Water service requests must be placed ten (10) business days in advance of your event.

## HOW DO YOU PAY SALES TAX?

All entities making taxable sales of tangible property or services must register with the state of Pennsylvania. If you DO NOT already have a Pennsylvania Tax ID number you will need to register using the PA-100 Enterprise Form here: <https://www.pa100.state.pa.us/>. All exhibitors must fill out Section 18

Part 1. Sole proprietors or partnerships without a permanent physical location in Pennsylvania must also fill out Section 18 Part 2. You should receive your license and tax ID number within two to three business days.

If you prefer, you may fill out a paper copy instead. Forms are available at the site linked above.

Paper registration takes 10 to 15 business days to process. Please plan accordingly so your registration processes before the FAIR . Questions regarding Pennsylvania Tax ID registration, sales tax collection, and licensing can be directed to the State of Pennsylvania, Department of Revenue, [ra-pa100reg@state.pa.us](mailto:ra-pa100reg@state.pa.us) or 717-787-1064.

# WILL YOU BE SAMPLING FOOD?

Exhibitors that wish to sample food or beverages must submit a Certificate of Insurance (COI) form unless food is factory-sealed when sample is given. Ogden Publications, Inc. requires that the form specifies a minimum limit of \$1,000,000 and names MOTHER EARTH NEWS as additional insured.

COI must read: Ogden Publications, Inc, d/b/a Ogden Publications is named as additional insured with regard to the MOTHER EARTH NEWS FAIR, July 16-17, 2023.

**Submit Certificate of Insurance by June 24, 2023.**

**Ogden Publications**

**1503 SW 42nd St.**

**Topeka, KS 66609**

**Fax: 785-274-4453**

**Phone: 785-274-4441**

**Email: [info@motherearthnewsfair.com](mailto:info@motherearthnewsfair.com)**

Exhibitors must follow Pennsylvania Food Safety Guidelines. For more information, including the Pennsylvania Food Code and an explanation of penalties, please check the Pennsylvania Food Safety website:

[http://www.agriculture.pa.gov/consumer\\_protection/FoodSafety/Pages/default.aspx](http://www.agriculture.pa.gov/consumer_protection/FoodSafety/Pages/default.aspx)



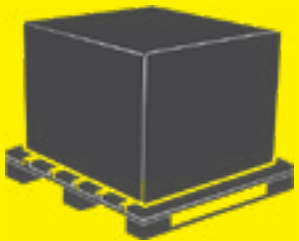
# HOW DO YOU PLACE AN ORDER WITH OUR SERVICE CONTRACTOR?

## NEED ANY ADDITIONAL FURNISHINGS?

More than **one** table?

More than **two** chairs?

**Crate** storage?



## BAY FRONT CONVENTION CENTER

### RENTAL AND FREIGHT INFORMATION:

For more information, our event planning guide and Campus Map, please visit our website [www.bayfrontconventioncenter.com](http://www.bayfrontconventioncenter.com)

Additional furnishings must be ordered through Bayfront Convention Center. Please fill out this [form](#) by July 10 and email to [avroman@erieevents.com](mailto:avroman@erieevents.com)

Orders received after July 10 will be priced as “Day Of Ordering,” which is double of each price (example: chairs are currently \$3.00, after July 10th chairs are \$6.00).

### FOOD ORDERS

There is a 24% service charge on all food and beverage ordered from Bayfront Convention Center menus (like a served meal, buffet, hors d’oeuvres for your guests) and equipment, and a 6% state sales tax on the final total. Concessions does not have sales tax on any items.



# RULES AND REGULATIONS

- Exhibitors are required to abide by city and state ordinances, including all necessary health and fire permits.
- No open flame is allowed inside the building without a fire permit from the Fire Department. This includes burning of candles or incense.
- Aisles and exits must be kept clear and free of all obstacles. Literature must be kept within booths.
- Exhibitors shall not stand in the aisles to hand out literature or place chairs or other furniture in the aisles.
- No solicitation of any kind is allowed outside of booth.
- Individuals are not allowed to bring alcoholic beverages onto premises.
- Keep music, microphones, or other noise-producing items to a level that does not disturb other exhibitors.
- Make sure that every product you are selling is listed on your contract AND that you have verbally informed your exhibitor event coordinator of any product that you intend to represent.
- Use only professional signage.
- Be on time! Make sure your booth is fully set up before show opening each day.
- DO NOT break down your exhibit space until 5:00 p.m. on Sunday.
- All food giveaways and sampling requires compliance with all necessary Pennsylvania Department of State Health Services regulations.
- Literature on display shall be limited to reasonable quantities in the booth (two-day supply).
- Reserve supplies shall be kept in booth.
- Helium balloons and confetti are prohibited.
- The facility's no smoking policy is strictly enforced.
- The house paging system is available only for emergencies and show announcements. Individual paging will not be provided.
- Vacuuming and emptying of waste bins are not included in booth rental.
- Do not nail, screw, staple, pin, glue, tack, or tape any material directly to the fabric, walls, steel frame, or carpeting. Please note that the use of pins, staples, tape, or other adhesives to affix materials to the drapery back walls and hardware is not permitted. Sign hooks are available at the Information Desk.
- Damaged draperies and hardware will be considered as purchased by the exhibitor and the exhibitor will be charged accordingly. Do not attempt to display heavy materials from the booth structures. Mother Earth News Fair will accept no liability for damage or injury resulting from misuse of this equipment.
- Exhibitors are responsible for the security of their booth items. Mother Earth News Fair and the Bay Front Convention Center assume no liability. Although security is provided overnight, exhibitors are advised to bring coverage materials to protect their goods.
- Leave No Trace Policy: If your booth is not clean and free of materials, with the exception of freight packaged and labeled for shipment, you may be charged a fine of \$50 to offset the costs associated with cleanup.
- Displays may not reach heights higher than 8 feet.
- Mother Earth News Fair has the right to close an exhibit that fails to comply with the policies above.

## CAN YOU BRING YOUR DOG?

Animals or pets are not permitted in the building, except as an approved exhibit, activity or preapproved presentation legitimately requiring the use of animals, or as a service animal as defined by law.

If you are traveling long-distance with your pet(s), please contact a pet kennel in the area.

Here is a link to Google search for Erie, PA dog boarding:  
<https://www.google.com/search?q=erie+pa+dog+boarding>