



Welcome to the Bayfront Convention Center!

EXPO Information

Move In Hours:

Sunday August 13, 2023 8AM-4PM

All vendors are to move in/out through the loading dock of the Bayfront Convention Center. Flatbed carts are NOT permitted through the main doors

NO outside food and beverage is permitted during show days

Show Hours:

Monday August 14th 7:00AM – 5:00PM

Tuesday August 15th 9AM-2PM

Move Out Hours:

Tuesday August 15 2:00PM-5:00PM

No vendor is to pack up/exit the building until end time. Exhibit Tear Down must be completed and exhibit halls must be cleared by 8PM.

Thank you!

For more information, our event planning guide and Campus Map, please visit our website

www.bayfrontconventioncenter.com

Please see reverse side for Vendor Service Request Form

**Bayfront Convention Center
Exhibitor/Vendor Service Request Form**

Event Name _____ NEC AAAE 2023 _____

Exhibitor/Vendor Information		
Booth Number	_____	_____
Exhibitor/Vendor Name	_____	_____
Contact Name	_____	_____
Contact Address	_____	_____
City, State, Zip	_____	_____

Booth Package	
Complimentary Additions, Check All That Apply	
Booth Package	<input type="checkbox"/>
10' x 10' Pipe and Drape Booth (charcoal & silver)	<input type="checkbox"/>
(1) 8' Vinyl covered, black skirted table	<input type="checkbox"/>
(2) banquet chairs	<input type="checkbox"/>
(1) Waste Can	<input type="checkbox"/>
WI - Fi Included	<input type="checkbox"/>

Drayage Needs (\$0.50 per pound)	
Arrival - Loading Dock to Booth	
Please do not ship items before August 10th	
Date:	_____
# Pounds:	_____
Departure- Booth to Loading Dock	
Date:	_____
# Pounds:	_____
TOTAL Drayage Amount:	_____

Standard Service Prices		
<i>6% PA Sales Tax Where Applicable *</i>		
110 V / 20 amp	<input type="checkbox"/>	\$25.00
208 V / 30 amp / 1 phase	<input type="checkbox"/>	\$125.00
Analog Line	<input type="checkbox"/>	\$125.00
Wired Internet	<input type="checkbox"/>	\$125.00
Flat Screen TV *	<input type="checkbox"/>	\$100.00
Unskirted Table *	<input type="checkbox"/>	\$7.00
(Size: _____)		
Skirted Table *	<input type="checkbox"/>	\$20.00
(Size: _____)		
Table Height Extensions *	<input type="checkbox"/>	\$10.00
Banquet Chair *	<input type="checkbox"/>	\$3.00
Water/Drain (per hook up)	<input type="checkbox"/>	\$50.00
Natural Gas (per day)	<input type="checkbox"/>	\$50.00
Compressed Air (per day)	<input type="checkbox"/>	\$50.00
	<input type="checkbox"/>	

Payment Information	
Credit Card Number:	_____
Expiration Date:	_____
Zip Code Card is Under:	_____ TOTAL DUE: _____
Signature:	_____

Complete this form and email to:
Ariana Malizia Vroman, Event Coordinator
1 Sassafraus Pier Erie PA 16507
avroman@erieevents.com
814-455-1260

DEADLINE FOR ORDERING is August 4th 2023
All orders received after this date or on site are subject to a late fee

