Advance Order Cut-Off Date: Thursday, October 3, 2019

The Warehouse at the Nook
Lancaster County, PA
October 17-18, 2019

Services Provided By...

5187 Raynor Avenue
Linthicum, Maryland 21090
Phone: 410.789.5000 • Fax: 410.789.5564
E-Mail: CustomerService@AdvantageExpo.com
www.AdvantageExpo.com
Wood Pro Expo
The Warehouse at the Nook
Lancaster County, Pennsylvania
October 17-18, 2019

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Dear Exhibitor:

ADVANTAGE CONFERENCE & EXPO, LLC is pleased to be the general contractor for the upcoming Wood Pro Expo in Lancaster County, Pennsylvania.

As the general contractor for this show, we have coordinated the necessary services you may need. Enclosed are order forms for materials and services that may be required. By returning the completed forms with payment prior to the cut-off date, all equipment will be installed in your booth prior to your arrival. If you are not going to personally plan and supervise your event, please forward this kit to the person you have appointed to be in charge.

Planning Assistance  Analyze your exhibit needs as they relate to furnishings and services offered on the enclosed forms. If you require assistance in planning your exhibit, please contact our office. We will be happy to suggest how you can best use the equipment and services available to make your booth space a functional and handsome showcase for your presentation. Please call us to inquire about items you may be interested in which may not be included in the kit (for example custom furnishings, plants, audio visual equipment).

Please Note  All forms are to be returned to the email address or fax number specified on them.

Listed below is show site information that will help you in planning a successful exhibit.

Booths  Exhibit booths are draped in GREEN/WHITE/BLUE. Your booth space is not furnished. Your booth space IS NOT carpeted but their will be aisle carpeting. If you would like to order carpet for your exhibit space, please refer to our Furniture Rental Order Form for available colors and pricing.

Shipping to Show  Please make sure that ALL items sent in for the show are clearly marked with your company name and booth number and we will ensure that your materials are delivered to your assigned booth space. A shipping label is included in this kit. Copy and use on all freight being sent to the Advance Warehouse. Freight may NOT be shipped in advance to Hotel. Freight may only be shipped to show site for arrival on Tuesday, October 15th or Wednesday, October 16th, set-up days.
<table>
<thead>
<tr>
<th>Date:</th>
<th>Start Time:</th>
<th>End Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor Set-Up</td>
<td>Tuesday, October 15</td>
<td>1:00pm</td>
</tr>
<tr>
<td></td>
<td>Wednesday, October 16</td>
<td>8:00am</td>
</tr>
<tr>
<td>Show Hours</td>
<td>Thursday, October 17</td>
<td>9:00am</td>
</tr>
<tr>
<td></td>
<td>Friday, October 18</td>
<td>9:00am</td>
</tr>
<tr>
<td>Dismantle</td>
<td>Friday, October 18</td>
<td>3:00pm</td>
</tr>
<tr>
<td>Outbound Freight*</td>
<td>Friday, October 18</td>
<td>Carriers must be checked in by 5:30pm</td>
</tr>
</tbody>
</table>

*For exhibitors shipping freight out at the close of the show by means other than Advantage Conference & Expo, please note that all shipments must be out by the specified time above or it will be forced.

**Exhibiting Tips**

**Save**  Place your orders in advance! By placing your orders before OCTOBER 3rd, you will benefit from discount pricing. PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER. Orders received without payment will not be processed; additionally, orders placed after the above date will be charged at floor price. Orders placed during installation are C.O.D.

**Important**  The convention facility has no provisions for storing and receiving freight. We have included all necessary information to assist you in shipping materials to the show either via the advance warehouse or to show site. The cut-off-date for receiving freight at our advance warehouse, without incurring additional costs, is OCTOBER 3rd. Please use enclosed shipping label for accurate delivery. Shipping to show site may not occur before Tuesday, October 15th. Refer to our Material Handling Service form for pricing. Material handling as well as any open balances must be paid at the service desk PRIOR TO THE OPENING OF THE SHOW. For your convenience, we accept MasterCard, Visa, American Express, Checks, or Cash.

**Questions and/or Adjustments**  Should you notice any discrepancy in the items ordered and the items received or have any questions and/or complaints, please report to ADVANTAGE CONFERENCE & EXPO, LLC’s Service Desk at the show immediately upon noting same. Your problems will be resolved and/or any valid adjustments to your account will be made at that time. Credits and adjustments will not be made based on such information received after post-show invoicing.

We look forward to being of service to you and if any additional information is needed, encourage you to contact show representatives, Mary or Kathy at 410.789.5000.

Sincerely,

[Logo] Advantage Conference & EXPO Nationwide Tradeshow Services
Advance Order Deadline*: THURSDAY, OCTOBER 3, 2019

*FULL PAYMENT must be received prior to cut-off date; otherwise, FLOOR PRICING applies.

If utilizing the services of ADVANTAGE CONFERENCE & EXPO, LLC, this form must be completed and returned with your order. Any orders received without this form WILL NOT BE PROCESSED.

- Cash
- Company Check...Please Make Checks Payable to ADVANTAGE CONFERENCE & EXPO, LLC
- Credit Card...For your convenience, we will use this authorization to charge your credit card account for the advance orders you place, as well as any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labor, material handling, and/or outbound shipping. Please complete the following information:

*Information required to process your order; Please PRINT or TYPE

*Company Name: _____________________________  *Booth #: _____________________________

*Billing Address: ________________________________

*City/State/Zip: _________________________________

*Phone: _____________________________  *Fax: _____________________________

*E-Mail Address (where receipt should be e-mailed to): ________________________________

Credit Card Type:  ☐ American Express  ☐ MasterCard  ☐ Visa

*Billing Zip Code for Card Provided: ____________  *3 or 4 Digit Security Code: ____________  
(Security code (if applicable) located on back of credit card in signature line)

*Account #: _____________________________  *Expiration Date: _____________________________

*Cardholder's Name: _____________________________  *Signature: _____________________________

Please attach a photocopy of your credit card for our files.

We have read, understand, and agree to all terms as described and have advised our show site representative accordingly.

Signature: _____________________________  Date: _____________________________

The consignment or delivery of a shipment to Advantage Conference and Expo by a customer, or by a shipper, or carrier acting on behalf of the customer shall be construed as an acceptance by the customer (and/or shipper) of the terms and conditions set forth for all material handling services.

Exhibitor accepts responsibility for the payment of Advantage Conference and Expo charges in connection with the handling of customer's shipment(s) as set forth in the Material Handling Services Rates and Exhibitor guarantees payment to Advantage Conference and Expo in the event that any third party who acts on Customers behalf shall fail to pay such charges.
### Furniture Rental Order Form

**Method of Payment Form MUST Accompany This Order Form**

Wood Pro Expo  
Lancaster County, Pennsylvania  
October 17-18, 2019

**Advance Order Deadline:**  
**THURSDAY, OCT 3, 2019**

---

<table>
<thead>
<tr>
<th>Qty: Item</th>
<th>Pricing</th>
<th>Qty: Item</th>
<th>Pricing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Advance</td>
<td>Floor</td>
<td></td>
</tr>
</tbody>
</table>

#### Chairs

<table>
<thead>
<tr>
<th>Item</th>
<th>Advance</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upholstered Chair</td>
<td>45.00</td>
<td>60.00</td>
</tr>
<tr>
<td>Folding Chair</td>
<td>26.00</td>
<td>30.00</td>
</tr>
<tr>
<td>Chrome Stool - Upholstered with back</td>
<td>90.00</td>
<td>120.00</td>
</tr>
</tbody>
</table>

#### 30" High Display Tables

<table>
<thead>
<tr>
<th>Item</th>
<th>Advance</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>30&quot; Round Undraped</td>
<td>70.00</td>
<td>85.00</td>
</tr>
<tr>
<td>2’x4’ Undraped</td>
<td>63.00</td>
<td>77.00</td>
</tr>
<tr>
<td>2’x6’ Undraped</td>
<td>75.00</td>
<td>95.00</td>
</tr>
<tr>
<td>2’x8’ Undraped</td>
<td>99.00</td>
<td>124.00</td>
</tr>
<tr>
<td>2’x4’ Draped</td>
<td>86.00</td>
<td>108.00</td>
</tr>
<tr>
<td>2’x6’ Draped*</td>
<td>102.00</td>
<td>126.00</td>
</tr>
<tr>
<td>2’x8’ Draped**</td>
<td>120.00</td>
<td>146.00</td>
</tr>
</tbody>
</table>

#### 42" High Display Tables

<table>
<thead>
<tr>
<th>Item</th>
<th>Advance</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>30&quot; Round Undraped</td>
<td>90.00</td>
<td>110.00</td>
</tr>
<tr>
<td>2’x4’ Undraped</td>
<td>86.00</td>
<td>120.00</td>
</tr>
<tr>
<td>2’x6’ Undraped</td>
<td>102.00</td>
<td>124.00</td>
</tr>
<tr>
<td>2’x8’ Undraped</td>
<td>121.00</td>
<td>146.00</td>
</tr>
<tr>
<td>2’x4’ Draped</td>
<td>108.00</td>
<td>130.00</td>
</tr>
<tr>
<td>2’x6’ Draped*</td>
<td>124.00</td>
<td>138.00</td>
</tr>
<tr>
<td>2’x8’ Draped**</td>
<td>143.00</td>
<td>160.00</td>
</tr>
</tbody>
</table>

#### Miscellaneous

<table>
<thead>
<tr>
<th>Item</th>
<th>Advance</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table Cloth Café Table (Black or White)</td>
<td>35.00</td>
<td>N/A</td>
</tr>
<tr>
<td>Wastebasket</td>
<td>40.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Easel</td>
<td>25.00</td>
<td>N/A</td>
</tr>
<tr>
<td>4’x8’ Posterboard w/Stand</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vertical</td>
<td>93.75</td>
<td>N/A</td>
</tr>
<tr>
<td>Horizontal</td>
<td>93.75</td>
<td>N/A</td>
</tr>
<tr>
<td>Bag Stand</td>
<td>45.00</td>
<td>65.00</td>
</tr>
<tr>
<td>Brochure Holder</td>
<td>45.00</td>
<td>65.00</td>
</tr>
</tbody>
</table>

#### Risers

<table>
<thead>
<tr>
<th>Item</th>
<th>Advance</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Covered with White Vinyl</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12&quot; x 12&quot; x 48&quot; (4')</td>
<td>60.00</td>
<td>N/A</td>
</tr>
<tr>
<td>12&quot; x 12&quot; x 72&quot; (6')</td>
<td>75.00</td>
<td>N/A</td>
</tr>
</tbody>
</table>

#### Carpeting

<table>
<thead>
<tr>
<th>Item</th>
<th>Advance</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’x10’</td>
<td>154.00</td>
<td>220.00</td>
</tr>
<tr>
<td>10’x20’</td>
<td>308.00</td>
<td>400.00</td>
</tr>
<tr>
<td>10’x30’</td>
<td>462.00</td>
<td>N/A</td>
</tr>
<tr>
<td>10’x40’</td>
<td>600.00</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Carpet prices include taping of front edge only. Please Specify Booth Carpet Color Choice:  
- Blue  
- Red  
- Grey  
- Black  
- Green

---

Company Name: ___________________________  Booth #: ___________________________
Person Ordering: _________________________  Phone: ___________________________

Total Your Furniture Order Here...
Subtotal: ___________________________
7.25% State Sales Tax: ___________________________
TOTAL DUE: ___________________________
Material Handling Service Rates

Wood Pro Expo
Lancaster County, PA
October 17-18, 2019

Advance Order Deadline: THURSDAY, OCTOBER 3, 2019

Rates include receipt of your freight (and 30 days storage if shipped to advance warehouse) delivery to exhibit booth, storage and return of empty crates and reloading into carrier at end of expo.

The Advance Warehouse will ONLY accept packaged shipments including crates, boxes and skids. Machinery, uncrated or unwrapped pieces should be sent directly to expo facility to arrive after 8:00 am on the first day of exhibitor installation.

Charges are based on CWT (100 lb.) increments or fraction thereof, with a 200 lb. minimum. Weights are rounded up to the next 100 lb.

Rates are based on a per shipment basis. A shipment is considered freight received from one shipping origin on one day. Each separate delivery is considered a separate shipment. No cumulative weights will be allowed on minimums or split shipments.

Your show sets on straight time & dismantles on overtime. Rates shown below reflect straight time set pricing (Monday-Friday 8:00 am - 4:00 pm) and overtime dismantle (before 8:00 am and after 4:00 pm).

Shipments received at the warehouse after the advance order cut-off date will incur a 25% surcharge.

ADVANCE WAREHOUSE SHIPMENTS & DIRECT TO SHOWSITE SHIPMENTS

<table>
<thead>
<tr>
<th>ST/OT</th>
<th>Rate/CWT</th>
<th>Min. Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated or skidded shipment via common carrier</td>
<td>$85.00</td>
<td>$170.00</td>
</tr>
<tr>
<td>Via van line, POV, specialized carrier, UPS, FedEx</td>
<td>$105.00</td>
<td>$210.00</td>
</tr>
<tr>
<td>Loose, uncrated, requiring special handling</td>
<td>$115.00</td>
<td>$230.00</td>
</tr>
</tbody>
</table>

SMALL PACKAGE SHIPMENTS

• Up to 2 pieces, not exceeding 50 lbs. per shipment via FedEx, UPS - $50.00
Wood Pro Expo
Lancaster County, PA
October 17-18, 2019

Advance Order Deadline: THURSDAY, OCTOBER 3, 2019

MACHINERY RATES (machinery accepted at show site only)

These rates are not for exhibit or display materials. They are for machinery only with a minimum weight of 1000 lbs. per piece.

• 1,000 to 5,000 lbs. - $40.00 per 100 lbs.
• 5,001 to 10,000 lbs. - $35.00 per 100 lbs.

All shipments must have a certified weight ticket.

Loose and/or uncrated machinery, including machinery without accessible integral lifting points or lift accessible skids that accommodate fork lift unloading and, skidded/crated machines that must be dragged or skated from their conveyance because lift points are unaccessible, may be billed an additional 30% to the above rates.

Equipment which does not require unskidding or uncrating will be spotted one time on initial delivery to the booth at no additional charge however, exhibitor’s representative must be present at the time of delivery to booth. Respotting will require a fork lift order.

Machinery exhibitors must complete the Material Handling/Freight Service Questionnaire and the Machinery Recap form following this section.

DAMAGE TO EXHIBITS during loading or unloading by ADVANTAGE CONFERENCE & EXPO, LLC will be our responsibility. ADVANTAGE CONFERENCE & EXPO, LLC WILL NOT be responsible for any of the following: Damage to material that was improperly packed, concealed damage, loss or theft of exhibitors materials after being delivered to the booth, or before loading out of the booth. Liability is limited to $.10/Per Lb. Per Article, with a maximum of $50.00/Per Item, and a maximum of $1000.00/Per Shipment. THE SHIPPER IS ENCOURAGED TO MAKE ARRANGEMENTS WITH THEIR INSURANCE CARRIER IF VALUES OF THE ARTICLES OR SHIPMENTS ARE IN EXCESS OF THOSE STATED ABOVE.

ACCEPTANCE OF CHARGES The consignment or delivery of a shipment to Advantage Conference and Expo by a exhibitor, or by a shipper, or carrier acting on behalf of the exhibitor shall be construed as an acceptance by the exhibitor (and/or shipper) of the terms and conditions set forth for all material handling services.

Exhibitor accepts responsibility for the payment of Advantage Conference and Expo charges in connection with the handling of exhibitor’s shipment(s) as set forth in the Material Handling Services Rates and exhibitor guarantees payment to Advantage Conference and Expo in the event that any third party who acts on exhibitors behalf shall fail to pay such charges.
Material Handling Request Form
NON-Machinery Only
Method of Payment Form MUST Accompany This Order Form

Wood Pro Expo
Lancaster County, Pennsylvania
October 17-18, 2019

Advance Order Deadline: THURSDAY, OCTOBER 3, 2019

So that we can properly process your freight, please complete this order form for all freight being shipped.

This order form is for exhibit materials and machinery under 1000 lbs. only. For machinery over 1000 lbs. use MACHINERY ONLY order form, page 8.

Where is freight being shipped? □ Advance warehouse □ Show site

Exhibiting Company: ___________________________________________ Booth# ______________________

Person Ordering: _______________________________________________ Phone ______________________

Show Site Representative: _________________________________________ Phone ______________________

Shipped from (CITY): ____________________________________________ Carrier: ______________________________

Date Shipped: ___________________________ Est. Arrival Date: ___________________________

Total # Pieces: ___________________________ Total Weight: ___________________________

Will your freight require special handling (i.e. forklift) □ YES □ NO □ OTHER ______________

In conjunction with this order please complete page 9, Material Handling/Freight Service Questionnaire.

Calculate Your Estimated Material Handling Costs

Total Weight* ___________________________ divided by 100 ___________________________ x rate (see below) $ ___________________________

*Total weight rounded up to the next 100 lb. 200 lb. minimum applies

- Crated or skidded shipment via common carrier $85.00 CWT
- Via van line, POV, specialized carrier, UPS, Fedex $105.00 CWT
- Loose, uncrated, requiring special handling $115.00 CWT

SMALL PACKAGE SHIPMENTS
Up to 2 pieces, not exceeding 50 lbs. total per shipment via FedEx, UPS - $50.00

All shipments must be prepaid. Collect shipments will be refused.

Shipments sent to show site will not be received before Tuesday, October 15, 2019.
Shipments received at the warehouse after the advance order cut-off date will incur a 25% surcharge.

NEED ASSISTANCE? Call or email Mary at 410-789-5000, marymichel@verizon.net
Material Handling Request Form
MACHINERY ONLY
Method of Payment Form MUST Accompany This Order Form

Wood Pro Expo
Lancaster County, Pennsylvania
October 17-18, 2019

Advance Order Deadline: THURSDAY, OCTOBER 3, 2019

So that we can properly process your freight, please complete this order form for all freight being shipped.

This order form is for uncrated machinery only. Non-crated machinery may only be shipped to show site.

Exhibiting Company: ___________________________________________ Booth#_________________________

Person Ordering: ___________________________________________ Phone_________________________

Show Site Representative: ___________________________________ Phone_________________________

Shipped from (CITY): ______________________________________ Carrier: _______________________

Date Shipped: ___________________________ Est. Arrival Date: ____________________________________

Total # Pieces: ______________________________________ Total Weight: ___________________

Will your freight require special handling (i.e. forklift, crane etc.) □ YES □ NO

OTHER: ____________________________________________________________

In conjunction with this order, please complete page 9, Material Handling/Freight Service Questionnaire and page 10, Machinery to Show Site Recap.

Calculate Your Estimated Material Handling Costs

Total Weight ___________ divided by 100 ___________ x rate (see below) $_________

1,000 to 5,000 lbs. - $40.00 per 100 lbs.
5,001 to 10,000 lbs. - $35.00 per 100 lbs.

Machinery with a weight of under 1000 lbs. must use Material Handling Rates shown on page 7.

All shipments must have a certified weight ticket.

All shipments must be prepaid. Collect shipments will be refused. Shipment sent to show site will not be received before Tuesday October 15, 2019.

NEED ASSISTANCE? Call or email Mary at 410-789-5000, marymichel@verizon.net
Wood Pro Expo  
Lancaster County, Pennsylvania  
October 17-18, 2019

• ALL EXHIBITORS Sending Freight MUST RETURN THIS FORM •

SHIPPING TO:   ☐ ADVANCE WAREHOUSE   OR   ☐ SHOW SITE  
(INDIQUE ONE)

Exhibitor ___________________________________ Booth# _________________________

Person Ordering _______________________________ Phone ________________________

1. Estimate total number of pieces being shipped:
   _______ crated _______ uncrated _______ machinery

2. Indicate total number and type of trucks you will use ___________________________

3. List carrier name(s) _____________________________________________________

4. Name of person in charge of your show site move in:
   ___________________________________________ cell phone # ______________________

5. Amount of time needed to set your display ___________________________________

6. Weight of single heaviest piece that must be lifted ___________________________

7. What is total weight of your exhibit or equipment being shipped _______________

8. Machinery please complete following page - Machinery to Show Site Recap

9. Is there any special handling equipment required to unload i.e., long forks, special slings, lifting bars, etc.
   ___________________________________________ __________________________________

10. What date and time will your show site shipments arrive ____________________________

It is the responsibility of the exhibitor to provide proper special handling instructions and to ensure goods are packaged appropriately for shipment and movement. Failure to provide special handling instructions will result in the elimination of any liability for loss or damage by contractor.
Wood Pro Expo  
Lancaster County, Pennsylvania  
October 17-18, 2019

Exhibitor ___________________________ Booth# ___________________________
Person Ordering ___________________________ Phone ___________________________

List all non-skidded machinery being shipped to show site:

<table>
<thead>
<tr>
<th>Description</th>
<th>L x W x H</th>
<th>Weight</th>
<th>Equipment Needed to Unload</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Number of crates/skids: ____________________________

How is freight arriving at show site: (circle all that apply)  
company truck  shipping company  personal vehicle  flat bed  open on 3 sides  van  box truck

Date & Time of Arrival: ____________________________

Company contact  
at show site: ___________________________ cell# ___________________________
ADVANCE WAREHOUSE SHIPMENTS

TRADE SHOW SHIPMENT—PLEASE EXPEDITE

To:
________________________________________
Name of Exhibitor

Booth #:
________________________________________

Wood Pro Expo
Advantage Conference & Expo, LLC
5187 Raynor Avenue
Linthicum, Maryland 21090
Phone: 410-789-5000

Piece # _______________ of ________________

EXHIBIT MATERIAL
MAKE ADDITIONAL COPIES OF LABEL FOR EACH PIECE SHIPPED
SHOW SITE SHIPMENT

Wood Pro Expo
c/o ADVANTAGE CONFERENCE & EXPO, LLC. Spooky Nook Sports
Fieldhouse Sport Court Loading Dock (off Olympic Drive)
75 Champ Blvd
Manheim, PA 17545

To: 
Name of Exhibitor

Booth #: 

PLEASE NOTE: Freight will ONLY be accepted at show site the days of exhibitor set-up Tuesday, October 15, or Wednesday, October 16, between the hours of 8:00am and 4:00pm only.

PIECE #_______ OF ________

EXHIBIT MATERIAL • MAKE ADDITIONAL COPIES OF LABEL FOR EACH ITEM BEING SHIPPED
Outbound Shipping Services
Method of Payment Form MUST Accompany This Order Form

Wood Pro Expo
Lancaster County, Pennsylvania
October 17-18, 2019

Advance Order Deadline: Thursday, October 3, 2019

Save time on the removal. Have your outbound shipping paperwork prepared and ready in advance by completing the following and faxing to 410-789-5564 (Please PRINT or TYPE):

Ship To:

Company: ____________________________
Contact: ____________________________
Address: ____________________________
City/State/Zip: _______________________
Phone: _____________________________

Service* Requested:

*Materials will ship ECONOMY unless otherwise noted.

☐ Economy ☐ 2nd Day ☐ Overnight

Ship to arrive by: _______________ Approximate # of pieces: ___________

PLEASE NOTE: Minimum fee of $240.00/Per Shipment (Optional Insurance Coverage Additional) to be charged to credit card on file. Service includes pre-printed Bill of Lading (Advance Orders Only), pre-printed shipping labels (Advance Orders Only), palletizing, shrink wrapping, and tagging of materials. If utilizing the services of an outside carrier, it is the exhibitor’s responsibility to make pick-up arrangements. Shipments being picked up by an outside carrier must be picked up by 7:00 pm Friday, October 18, 2019 or they will be forced. All forced shipments are C.O.D.

A representative of Advantage Expo will deliver a packet to your booth consisting of your completed Bill of Lading and shipping labels on the last day of the show. Additional shipping supplies will be available at the Exhibitor Service Desk.

Services Ordered By: ____________________________

OFFICE USE ONLY

BOOTH #: ____________________________
Date Received: _______________________
Payment on File: ____________________
Complete Date: _____________________
Wood Pro Expo  
Lancaster County, Pennsylvania  
October 17-18, 2019  

Advance Order Deadline: Thursday, October 3, 2019

<table>
<thead>
<tr>
<th>SET-UP</th>
<th>DISMANTLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Laborers Requested:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Time:</td>
<td></td>
</tr>
<tr>
<td>TOTAL HOURS:</td>
<td></td>
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</tbody>
</table>

### Labor Rates

<table>
<thead>
<tr>
<th></th>
<th>Set-Up</th>
<th>Overtime</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>$79.00/Per Man Hour (One Hour Minimum/Per Laborer)</td>
<td>$120.00/Per Man Hour (One Hour Minimum/Per Laborer)</td>
</tr>
</tbody>
</table>

Straight time hours are **8:00am to 4:00pm**, with the exception of Holidays. All other hours are considered overtime. Time is rounded off to the next 1/2 hour. Exhibitors must sign labor in and out at the ADVANTAGE CONFERENCE & EXPO, LLC Service Desk.

- ❑ DO NOT proceed without an Exhibitor’s Representative who will arrive at the Service Desk on _________(Date) at ________________ (Time).

- ❑ ADVANTAGE CONFERENCE & EXPO, LLC is authorized to set up our exhibit without an Exhibitor’s Representative being present. There will be an additional **30 percent charge** to the total labor charges for this supervision.

- ❑ ADVANTAGE CONFERENCE & EXPO, LLC is authorized to dismantle our exhibit without an Exhibitor’s Representative being present. There will be an additional **30 percent charge** to the total labor charges for this supervision.

Company: ____________________________  

Booth #: ____________________________

Ordered By: ____________________________  

Date: ____________________________

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In-booth forklift service is available to exhibitors requiring assistance with positioning of exhibitor's material within your booth space. This service is for the moving of large and/or heavy machinery within booths. This service is not for loading and/or unloading of exhibit materials (refer to Material Handling form for rates).

Work is billed in hourly increments with a one (1) hour minimum. Thereafter, 1/2 hour increments will apply. Hourly rate is for one (1) 4000 lb. fork lift plus one (1) operator. If additional labor and additional groundsmen are required, prevailing labor charges will be assessed.

All work is to be done under the supervision of the exhibitor.

Storage of empty containers is not included in this service.

If a lift over 4,000 lbs. is required, please call for quote.

- Straight time/Advance Order $150.00/hr
- Over time/Advance Order $180.00/hr.

STRAIGHT TIME: M-F 8:00AM-4:00PM
OVER TIME: M-F 4:00PM-6:00PM-show goes out on over time

Please note: There is a 25% surcharge applied to orders placed on-site.

Indicate type of booth work requested: Uncrating ____ Leveling ____ Reskidding ____ Unskidding ____
Repositioning ____ Recrating ____ Dismantling ____ Other-specify ______________________________________

• INSTALLATION
START DATE/TIME___________________ # HRS. NEEDED ________________ # LIFTS NEEDED________

• DISMANTLE
START DATE/TIME___________________ # HRS. NEEDED ________________ # LIFTS NEEDED________

Estimated Total of Service Requested: $_______________________________________

Exhibitor Supervisor: ____________________________________________________ Cell # ____________________________

Service ordered by: ________________________________________________ Phone # ________________________________

Advantage Expo assumes no liability for loss, damage or bodily injury arising out of the installation or dismantling of exhibitor's property. Exhibitor assumes the responsibility and any liability arising therefrom, under exhibitor's supervision.
Exhibit booths may become soiled and littered during exhibitor set-up, we suggest ordering booth cleaning services prior to show opening. Our service includes the vacuuming of your booth space & emptying wastebaskets. Our rates are as follows:

Please complete the following for Booth Cleaning services:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Booth (Daily Pricing)</td>
<td>$75.00</td>
</tr>
<tr>
<td>Double Booth (Daily Pricing)</td>
<td>$130.00</td>
</tr>
<tr>
<td>Triple Booth (Daily Pricing)</td>
<td>$170.00</td>
</tr>
</tbody>
</table>

Multiplied by number of days required:

TOTAL BOOTH CLEANING CHARGES: $
Exhibitors who plan to have an exhibit service firm other than the Advantage Conference & Expo supervise labor, unpack, erect, assemble, dismantle, and repack displays/equipment must abide by the following:


B.) Exhibitor must ensure that their contractor provide ACE with a Certificate of Insurance indicating a minimum of $1,000,000 liability coverage, including property damage, at least 15 days prior to show installation.

C.) Exhibitor is ultimately responsible for all services in connection with his exhibit, including freight, material handling, rentals, labor, etc.

D.) The EAC must have all business licenses, permits, and Workers’ Compensation insurance required by the State and/or City Governments and the facility management prior to beginning work. Contractor shall provide evidence of compliance upon request.

E.) The EAC shall share with ACE all reasonable costs incurred as a result of relating to the EAC’s operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

F.) The EAC must provide ACE and Show Management with the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times. Anyone without proper ID will be asked to leave the show floor.

G.) The EAC may not, under any circumstances, solicit business on the show floor.

H.) The EAC must confine its operations to the exhibit area of its clients. No Service Desk, storage areas, or other work facilities shall be located within the building. Show aisles and public space are not part of the booth area.

I.) Upon request, the EAC shall provide evidence that it possesses applicable and current labor contracts and must comply with all labor agreements and regulations. All work must be done by the correct union labor.

J.) The Official Contractor has total control of all areas of the exhibit hall (i.e. aisles, loading docks, storage areas, etc.). The EAC must coordinate all of its activities with ACE.

K.) The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, material handling, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.

The service firm must notify Advantage Conference & Expo of the names of all exhibiting companies for whom they have orders along with the names of all employees working for them on the show. All exhibitor service firms must provide a Certificate of Insurance to Advantage Conference & Expo and the sponsor of the exhibition. Please list the show name, location, and Exhibitor name on the Certificate of Insurance. EAC’s will not be allowed access to the show floor without a Certificate of Insurance on file with Advantage Conference & Expo.

Please complete the following:

Company Name: ___________________________ Booth #: ____________

Exhibitor Contact:

Phone: ___________________ Fax: ___________________ E-Mail: ___________________

Address: ____________________________

City/State/Zip: __________________________

Contractor/Display House: ___________________________ Phone: ___________________

Description of Proposed Service for Exhibitor: ____________________________

Page 17
1. Advantage Conference & Expo LLC shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.

2. Advantage Conference & Expo LLC shall not be responsible for loss, theft or disappearance of exhibitor’s material after same has been delivered to exhibitor’s booth.

3. Advantage Conference & Expo LLC 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 outbound shipments, which are furnished by Advantage Conference & Expo LLC to exhibitor, will be checked at the time of actual pick-up from booth, and corrections made where discrepancies occur.

4. Advantage Conference & Expo LLC shall not be responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.

5. Advantage Conference & Expo LLC liability shall be limited to physical loss or damage to the specific article that is lost or damaged. In any event, Advantage Conference & Expo LLC maximum liability shall be limited to $.10 per pound, per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.

6. Advantage Conference & Expo LLC shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to exhibitor’s materials which may make it impossible or impractical to exhibit same.

7. The consignment or delivery of a shipment to Advantage Conference & Expo LLC by an exhibitor or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

**PROTECTION OF ALL MATERIALS BELONGING TO THE EXHIBITOR IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR. REMEMBER TO INSURE YOUR EXHIBIT AND ALL COLLATERAL MATERIALS FROM THE TIME IT LEAVES YOUR FIRM UNTIL THEY ARE RETURNED AFTER THE SHOW. A “RIDER” TO AN EXISTING INSURANCE POLICY CAN USUALLY DO THIS.**
**Order Recap Form**

Method of Payment Form MUST Accompany This Order Form

---

**Wood Pro Expo**  
Lancaster County, Pennsylvania  
October 17-18, 2019  

Advance Order Deadline: Thursday, October 3, 2019

This form along with the METHOD OF PAYMENT FORM must be completed and sent to ADVANTAGE CONFERENCE & EXPO, LLC with your order forms. Full payment must accompany all orders or they will not be processed. To benefit from our discount pricing, orders must be received by the Thursday, October 3, 2019 advance cut-off date or floor prices will apply. All site orders are C.O.D.

Please total your order below:

<table>
<thead>
<tr>
<th>Order Form</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture Rental Order Form</td>
<td></td>
</tr>
<tr>
<td>Freight/Material Handling Service Form</td>
<td></td>
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<tr>
<td>Forklift Service Request Form</td>
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<tr>
<td>Booth Cleaning Form</td>
<td></td>
</tr>
<tr>
<td>Labor Order Form</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL DUE:</strong> $</td>
<td></td>
</tr>
</tbody>
</table>

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**Please Note...**

1. **Cancellations or Changes:** Items ordered but subsequently exchanged at the show will be charged 50 percent of the original price. Items cancelled at the show will not be credited.

2. **Tax Exempt Customers:** Please include a Tax Exempt ID Certificate with your order; otherwise, tax will be charged.

---

Company Name: ___________________________________________ Booth #: ___________________________

Ordered By: ______________________________________________ Date: _____________________________
Wood Pro Expo Lancaster - 2019

Electric Order Form

Your electric should have been ordered at time of exhibitor application. If not, please submit this order form: e-mail to lewis@woodproexpo.com or fax to 410-467-3377.

Company Name___________________________________Booth # ______________________

Address_______________________________________________________________________

City______________________________________State________Zip code________________

Show Site
Representative _______________________________________Cell #____________________

Person Ordering _____________________________________ Phone ___________________

<table>
<thead>
<tr>
<th>Type of service</th>
<th>Advance Rate</th>
<th>Late Rate</th>
<th>Quantity</th>
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<tr>
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<td>$80</td>
<td>$120</td>
<td>________</td>
</tr>
<tr>
<td>220 single phase</td>
<td>$240</td>
<td>$300</td>
<td>________</td>
</tr>
<tr>
<td>220 three phase</td>
<td>$240</td>
<td>$300</td>
<td>________</td>
</tr>
</tbody>
</table>

______________________________________________________________

Total $_____________


LEAD RETRIEVAL OPTIONS
Wood Pro Conference & Expo 2019
Warehouse Hotel at The Nook, Lancaster PA
October 18-19, 2019

Easily Capture, Qualify & Connect With Potential Buyers

Option 1: Mini Scanner

This unit is based on single dimensional barcodes that contain an attendee number. You receive a hand-held laser scanner/data storage unit able to read barcodes from a distance of approximately 8”. The system is compact, lightweight, portable and easy to use.

The all-inclusive rental cost includes the scanner, download, exhibitor portal link for data and reports, leads in an excel file that can be exported, standard follow-up codes. No extra power required.

Option 2: Mobile Scanning App

Leads123 is the newest addition to MicroSpec’s robust suite of lead retrieval and attendee tracking solutions. Available for download on both iOS and Android devices, this versatile app enables trade show exhibitors to capture, qualify and follow up on leads or surveys directly from their smartphones or tablets, and then securely access this data in real time from any location. FREE Custom Followup Codes. (These codes are programmed directly on your device after activation. You do not need to add this option to your order.)

Note: It is highly recommended that your mobile device have an autofocus camera in order to scan the badge. All current devices have this but if you have an older unit (ie: iPad 2 or iPhone 3) you will not be able to scan. You will however be able to enter the badge number manually into the system. Although your leads are available online, we also recommend that you have email on the device so that you can send the leads to yourself or someone else at any time.

BENEFITS OF LEAD RETRIEVAL

● Easy To Use
● Secure Portal
● Real Time Data (App)
● Flexible & Reliable
● Customizable Options
● Surveys (App)
● No power required
● Qualified Leads
● Pictures (App)

To order your lead retrieval unit(s), please visit the link below. For onsite orders, please visit the lead retrieval counter at the event.

https://www.microspec.com/MSLR/WPEPA2019
Wood Pro Expo and their authorized representatives are hereinafter re-ferred to as “Expo Management.”

Exhibitor agrees to use and occupy said space at the rental provided and for the purpose of exhibiting, subject to the conditions set forth herein, and to Expo rules and regulations between Expo Management and the convention-center, which are hereby expressly incorporated herein by reference as though set forth herein in full.

CANCELLATIONS AND REFUNDS: Except as expressly set forth in this paragraph, Expo Management shall make no refunds of monies paid pursuant to Item 1. If an exhibitor’s written notice of cancellation is received by June 15, 2018, then Expo Management shall refund to the exhibitor an amount equal to the amount the exhibitor has already paid less a $300 processing fee for each 100 square feet of booth space canceled in the Expo. Under no circumstances will a refund be made if cancellation occurs after August 10, 2018. If the Expo is canceled or postponed by reason of an Act of God, catastrophe, or other occurrence beyond the control of Expo Management, exhibitor shall be refunded that portion of its payment which has been made for the Expo.

PRODUCTS DISPLAYED: Products or services exhibited must be for use in or related to the Woodworking or Furniture Supply industry. Expo Management reserves the right to refuse space and will act as the sole judge of applicability and fitness of exhibits.

SPACE ASSIGNMENT: All or any of the space herein above designated is subject to reassignment and rearrangement by Expo Management for any reason.

USE OF SPACE, SUBLETTING OF SPACE: No exhibitor shall assign, sublet, or share the space allotted with another business or firm unless approval has been obtained in writing from Expo Management. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors or agents in the exhibitor’s display, parent or subsidiary companies excepted.

EXHIBITOR REPRESENTATION: Exhibitor agrees to appoint a duly authorized representative to have responsibility for and be in attendance at its exhibit during Expo hours. No one under 16 years old will be admitted to the Expo at any time.

REASONABLE SIGHTLINE RULE: For a 10’ x 10’ booth, sidewalls or any other object or projection may not extend out from the backwall at the 8’ height for more than 5’ from the backwall.

The rules and regulations are based on the physical characteristics of the hall, the wish to be equally fair to all exhibitors, and the safety of all concerned. Exhibitors who have special needs which require variance from these guidelines must submit a written request to the Expo Management Office for approval at least 60 days prior to the conference. Any questions concerning the regulations should be e-mailed to Expo Management at lew@woodproexpo.com.

Expo Management reserves the right to require an exhibitor to alter the exhibit before the expo or on site. Necessary changes are to be made at the exhibitor’s expense and are subject to the approval of expo management.

MANAGEMENT LIABILITY: Neither Expo Management nor convention center, their agents or employees, shall be liable for any damage to property or loss of business to exhibitor or any person using its allocated space, or for loss by theft or other means.

INDEMNIFICATION: Exhibitor on behalf of its employees, agents, servants, customers and guests will protect, indemnify, defend and save harmless Expo Management, convention center, and their agents, against and from any penalty or damage imposed for any violation of any laws or ordinances occasioned, caused, or contributed to by any willful or negligent act of exhibitor, their employees, agents, or servants. Exhibitor on behalf of itself, its employees, agents, servants, customers and guests, will at all times protect, indemnify, defend and save harmless Expo Management, convention center, and their agents, against and from any and all loss, cost, claim, liability, damage or expense arising out of or from any accident or other occurrence in connection with the use or occupation by exhibitor of said space, causing injury to any person or property whomsoever, occasioned, caused or contributed to by any willful or negligent act of exhibitor, their employees, agents, or servants. Exhibitors must maintain a liability policy at the minimum of $1 million with Expo Management, convention center and their agents listed as additional insured.

DEFAULTS: If exhibitor defaults in any of its obligations under this agreement, including any rule or regulation promulgated pursuant to this agreement, Expo Management may, without notice, terminate this agreement; retain all monies received on account of rental as liquidated dam-ages, and remove said exhibitor, its employees, agents, or servants and all of its merchandise and personal property from space contracted for and from the Exposition Hall.

BINDING OF CONTRACT: This agreement shall not be binding until accepted by Expo Management.

RETAIL SALE OF GOODS & SERVICES: Retail sales may be permitted in the hall, but it is the sole responsibility of the exhibitor to comply with Federal, State and Local Laws, Regulations and Ordinances concerning such sales, including tax and license fees. Exhibitor agrees to hold Expo Management, and the convention center harmless with respect to such compliance.

LABOR: Exhibitors are required to observe all contracts in effect between Expo Management, service contractors, hall and the labor organizations involved.

CARE OF BUILDING AND EQUIPMENT: Exhibitors or their agents shall not injure or deface any part of the exhibit building, the booths, or booth contents or expo equipment and decor. When such damage appears, the exhibitor is liable to the owner of the property so damaged.

ADMISSION: Admission is open to adults affiliated with the industry served by the Exhibition. No one under 16 years of age will be admitted to WPE. Management shall have sole control over admission policies at all times.

PHOTOGRAPHY: The taking of photographs at WPE is strictly prohibited except for booth photography contracted through the Official Show Photographer and accredited members of the press. An Exhibitor or Attendee may not photograph or video tape the exhibits or products of other Exhibitor without their written permission. Photographs, images and photographic devices will be confiscated and these individuals in violations of this rule may be escorted from the Show and their show credentials revoked. Exhibitor wishing to make their own arrangements for photographing of their exhibit must notify Show Management in advance of the show and whose permission shall not be unreasonably withheld.

INSURANCE: Exhibitor shall purchase commercial general liability insurance, placed with the financial stable insurance carrier, which insures Exhibitor’s operations and obligations under this agreement. Said policy shall have limits of no less than $1,000,000 per occurrence. Exhibitor shall cause Management to be named as an Additional Insured under the foregoing policy. The foregoing insurance is a minimum requirement and shall in no way limit the liability of Exhibitor. Exhibitor shall furnish evidence satisfactory to Management that Exhibitor has secured and in maintaining the foregoing insurance policy.

ELECTRICAL SAFETY: All wiring for displays and fixtures must conform to the applicable standards established by various government agencies and standard fire inspection ordinances. All display wiring must exhibit the seal and/or such other seals of official approving agencies as may be required at the site of the exhibition.

SAFETY & FIRE LAWS: All applicable fire and safety laws and regulations must be strictly observed by the Exhibitor. Cloth decorations must be flameproof. Exhibitor must comply with local fire department and underwriters rules. Crowding will be restricted. Aisles and fire exits must not be blocked by exhibits. No decorations of paper, pine boughs, leafy decoration, or tree branches are allowed. Acetate and most rayon drapes are not flameproof and may prohibited. No storage behind exhibits is provided or permitted.

SOUND LEVEL: Exhibitor are required to provide on request hearing protection devices to booth personnel, surroundings Exhibitors and visitors to their booth. Mechanical or electrical devices, which produce sound, must be operated in a manner to minimize any disruption to other Exhibitor. Management reserves the right to determine the acceptable sound level in all such instances and to require that corrective action be taken.

LOTTERIES CONTESTS: The operation of games of chance or lottery devices, or the actual or simulates pursuit of any recreational pastime is permitted only to the extent permitted by applicable law and on the written approval from Management. No Exhibitor shall conduct any presentation of awards or prizes during the WPE that relates to competition by students, professionals, or manufactures for furniture design and/or machinery or supplies that are technically innovative, without written approval of Managements.

ALCOHOLIC BEVERAGES: No alcoholic beverages may be served from any exhibits space.

OTHER REGULATIONS: These rules and regulations are part of the contract for space, which becomes effective upon the acknowledgment of the receipt of the Application for Exhibit Space and appropriate deposit. Expo Management reserves the right to make such additional conditions, rules, and regulations as it deems necessary to ensure the success of the exhibit. All amendments that may be so made shall be equally binding on all parties affected by them, as are the original regulations.
Standard Booth **DEFINITION:** Exhibit consisting of one or more standard units in a straight line.

**HEIGHT**

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8'3" (2.5m).

**INTENT**—If a portion of an exhibit booth extends above 8'3" (2.5m) high, the exhibit booth background will detract from the overall impact of the exhibit directly behind that booth regardless of how the rear of the offending exhibit is finished.

**DEPTH**

All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor’s space which is at least 5'0" (1.52m) from the aisle line for those exhibits with 10'0" (3.05m) depth or more.

**INTENT**—Each exhibitor is entitled to a reasonable sight line from the aisle regardless of the size of exhibit. Exhibitors with larger space—30 lineal feet (9.14m) or more—should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4'0" (1.22m) and within 10 lineal feet (3.05m) of a neighboring exhibit is intended to accomplish both of these aims.

**IMPORTANT**

Space dimensions shown on floor plan are from center line of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.
Perimeter Booth **DEFINITION:** Standard booth located on the outer perimeter aisle of the exhibit floor.

**HEIGHT**
Exhibit fixtures, components and identification signs will be permitted to a maximum height of 12'0" (3.6m).

**INTENT**—If a portion of an exhibit booth extends above 12'0" (3.6m) high, the exhibit booth background will detract from the overall impact of the exhibit directly behind that booth regardless of how the rear of the offending exhibit is finished.

**DEPTH**
All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor’s space which is at least 5'0" (1.52m) from the aisle line for those exhibits with 10'0" (3.05m) depth or more.

**INTENT**—Each exhibitor is entitled to a reasonable sight line from the aisle regardless of the size of exhibit. Exhibitors with larger space—30 lineal feet (9.14m) or more—should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4'0" (1.22m) and within 10 lineal feet (3.05m) of a neighboring exhibit is intended to accomplish both of these aims.

**IMPORTANT**
Space dimensions shown on floor plan are from center line of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.
**Peninsula Booth**  **DEFINITION:** An exhibit, of at least 15'0" x 20'0" (4.572m x 6.09m).

**HEIGHT**

Exhibit fixtures, components, and identification signs will be permitted to a maximum height of 22'6" (6.86m).

**INTENT**—The extra height is often needed to permit the open walk-through approach normally used in this type of location. The 22'6" (6.86m) height limitation has been set to avoid undue competition between exhibitors to see who can go the highest or be seen the farthest with each negating the others’ efforts. Also, the 22'6" (6.86m) high exhibit will fit into almost any exposition center, thus permitting each exhibitor to get maximum use of his or her exhibit.

**DEPTH**

Full use of the floor plan is permitted. However, do not place heavy booth material on the fiber near the edge of your booth. To avoid damage to the network fiber taped to the exhibit hall floor, point-loads must not be positioned within 18" (0.46m) inside the booth boundary along all aisle ways.

**STRUCTURAL INTEGRITY**

All multi-story exhibits, regardless of whether people will occupy the upper area or not, and all exhibit fixtures and components exceeding 22'6" (6.86m) in height must have drawings available for inspection by Exhibition Management; the installation and dismantling contractor; and the exhibitor and governmental authority during the time the exhibit is being erected, exhibited and dismantled at the show site that include a signature or stamp of a reviewing structural engineer indicating that the structure design is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. Signs must also be posted indicating the maximum number of people the structure will accommodate.

**INTENT**—Exhibitors in the vicinity of peninsula exhibits are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.

**IMPORTANT**

Exhibitors are cautioned when installing a display with a ceiling or second level to check with the convention center to ensure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.


**Island Booth**  
**DEFINITION:** An exhibit, of at least 15'0" x 20'0" (4.572m x 6.09m), with aisles on all four sides.

**HEIGHT**

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 22'6" (6.86m).

**INTENT**—When an island booth exceeds 8'3" (2.5m), it does not interfere with other exhibitors because it obviously does not back up against another exhibitor’s back wall. The extra height is often required in an island booth exhibit to permit the open walk-through approach normally used in this type of location. The 22'6" (6.86m) maximum height limitation has been set to avoid undue competition between exhibitors to see who can go the highest or be seen the farthest with each negating the other’s efforts. Also, the 22'6" (6.86m) high exhibit will fit into most exposition centers, thus permitting each exhibitor to get the maximum use of his or her exhibit.

**DEPTH**

Full use of the floor plan is permitted. However, do not place heavy booth material on the fiber near the edge of your booth. To avoid damage to the network fiber taped to the exhibit hall floor, point-loads must not be positioned within 18" (0.46m) inside the booth boundary along all aisle ways.

**STRUCTURAL INTEGRITY**

All multi-story exhibits, regardless of whether people will occupy the upper area or not, and all exhibit fixtures and components exceeding 12'0" (3.66m) in height must have drawings available for inspection by exposition management, the installation and dismantling contractor, the exhibitor and governmental authority during the time the exhibit is being erected, exhibited and dismantled at the show site that include a signature or stamp of a reviewing structural engineer indicating that the structure design is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. Signs must also be posted indicating the maximum number of people the structure will accommodate.

**INTENT**—Exhibitors in the vicinity of island exhibits are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.

**IMPORTANT**

Exhibitors are cautioned when installing a display with a ceiling or second level to check with the convention center to ensure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.
Canopies, false ceilings and umbrellas will be permitted to a height that corresponds to the height regulation for the appropriate exhibit configuration of which they are a part. For example, canopies will not exceed 8'3" (2.5m) in height in a standard booth configuration. Furthermore, the canopy or false ceiling will not exceed 1'0" (30cm) in depth and cannot be used for identification or display purposes.

**INTENT**—Exhibitors requiring canopies or false ceilings to create the desired exhibit environment within their booth space should be allowed to do so as long as the canopy and its support structure does not violate the intent of the height or depth regulation.

**DEPTH**

Canopies may extend out to the aisle line and up to the booth line on either side of an exhibitor’s space providing that the support structure will not exceed 3" (7.62cm) in width when placed within 10 lineal feet (3.05m) of an adjoining exhibit and not confined to the area of the exhibitor’s space which is at least 5'0" (1.52m) from the aisle line. Furthermore, canopies, false ceilings or umbrellas will not be used for identification or display purposes except as would normally be allowed for any exhibit component within the regulations set forth for the exhibit configuration.

**INTENT**—Exhibitors adjoining exhibits with canopies are entitled to the same reasonable sight line from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.

**IMPORTANT**

Exhibitors are cautioned when installing a display with a ceiling or second level to check with the convention center to ensure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.

Do not place heavy booth material on the fiber near the edge of your booth. To avoid damage to the network fiber taped to the exhibit hall floor, point-loads must not be positioned within 18" (0.46m) inside the booth boundary along all aisle ways.
75 Champ Blvd
Manheim, PA 17545
We are conveniently located just off of the Salunga exit of Route 283.

FROM ROUTE 283 TRAVELING WEST FROM LANCASTER
Take Salunga Exit.
Make immediate right on to Champ Blvd and then take a left (1/4 mile) onto “Olympic Drive”.

FROM ROUTE 283 TRAVELING EAST FROM HARRISBURG::
Take Salunga Exit.
At the stop sign, make a left on to Spooky Nook Rd
Drive (2/10 mile) and turn right onto Champ Blvd
Take a left (1/4 mile) onto “Olympic Drive”.

FROM PA TURNPIKE LANCASTER/LEBANON INTERCHANGE (EXIT 266)
Head South on Route 72/Lebanon Road towards Lancaster from the turnpike exit.
Turn right onto Market Square / Route 772 West / W High Street.
Turn left onto S. Colebrook Road.
Turn right onto Landisville Road.
Enter Champ Blvd on the left and then take a left (1/4 mile) onto “Olympic Drive”.

FROM PHILADELPHIA INTERNATIONAL AIRPORT
Take I-476 N to Exit 16B to merge onto I-76 W toward Valley Forge.
Stay on I-76 W toward Harrisburg.
Take Exit 286 to U.S. 222 S toward Lancaster.
Continue onto U.S. 30 W.
Stay left to take PA-283 W.
Take the Salunga Exit.
Enter Champ Blvd (right off 283) and then take a left (1/4 mile) onto “Olympic Drive”.

FROM BALTIMORE WASHINGTON INTERNATIONAL AIRPORT
Take I-695 N toward York, PA.
Take I-83 N towards I-30 E.
Take U.S. 30 E toward Lancaster.
Take the Prospect Road Exit from Route 30.
Turn Left onto Prospect Road and proceed for 4.7 miles.
Enter Champ Blvd (right off 283) and then take a left (1/4 mile) onto “Olympic Drive”.

FROM I-81 TRAVELING SOUTH FROM WILKES-BARRE/SCRANTON
Head South on I-81 to Exit 80 for PA-743 toward Grantville/Hershey.
Turn Left onto Bow Creek Rd/ PA-743.
Turn Right onto E Derry Rd.
Turn Left onto E Mansion Rd.
Turn right onto E Chocolate Ave.
Turn left onto Homestead Rd.
Turn left onto State Hwy 743 S/Elizabethtown Rd.
Turn left to merge onto PA-283 E toward Lancaster.
Take the Salunga Exit.
Enter Champ Blvd (right off 283) and then take a left (1/4 mile) onto “Olympic Drive”.
Please use the following address to locate The Nook on your GPS:

75 Champ Blvd.
Manheim, PA 17545