

Fly Fishing Show®

March 9 and 10, 2019

Show Hours:

Saturday 9:00am-5:30pm, Sunday 9:00am-4:30pm



Lancaster County Convention Center
25 South Queen Street
Lancaster, PA 17603
717-239-1600

www.lancasterconventioncenter.com

EXHIBITOR SERVICE KIT

Fly Fishing Show® 814-443-3638 FAX:814-443-3943 info@flyfishingshow.com

531 N. Center Ave. Ste. 102 Somerset, PA 15501



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Lancaster, PA

Dear Fly Fishing Show® Exhibitor,

Thank you for choosing to exhibit at the 2019 Fly Fishing Show®, March 9 and 10, 2019 at the Lancaster County Convention Center.

This is our easy-to-use Exhibitor Service Kit. The kit is complete with information and services pertinent to making your show experience smooth and successful.

Exhibitor Staff Registration Procedures:

Exhibitors are allotted badges based on the number of booth spaces purchased. If you exceed your allotment of badges for staff or guests, you will need to purchase additional passes for \$10/person. Please see the Exhibitor Name Badge Form in this kit to see how you can register your workers.

Badge Pick-Up Counter

Exhibitor badges will be available for pick-up Friday during set up time and Saturday morning starting at 7am. Please go to Exhibitor Check-in located near the front of the show when you arrive.

We ask that you please review all deadlines carefully as many of the services provided are time sensitive and offer discounts.

If you have any questions please call directly at 814-443-3638 or by email jen@flyfishingshow.com.

Sincerely,
Jenny Barkman



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4. Set-up/tear-down dates and times, host hotel, travel, tax and oversized vehicle info. Please note hotel cut-off date for discounted rate.
5. Exhibitor Badge Request (Please note deadline)
6. Discounted Show Passes
7. Diagram of Your Booth
8. Show Regulations
9. General Exposition link to order booth services and furniture. You do not need your booth number to order from General Expositions. Please leave it blank and the Fly Fishing Show® will coordinate booth numbers as they become available. (You may need to type the address into your web browser.)
10. Alternative Shipping
11. Over-sized Vehicle Information

*** Please see the separate attachment from the Lancaster County Convention Center to order utilities and services for your booth.

We were recently informed that the ballroom in Lancaster has new carpet. Please consider this before ordering any carpeting for esthetics purposes. IF you need carpet for extra padding please refer to your attached service manual.



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Set up: Friday, March 8th - 12:00 pm-9:00 pm

Saturday, March 9th - 7:00 am-9:00 am

All exhibits must be completely installed by: Saturday, March 9th at 9:00 am

Tear Down: Sunday, March 10th - 4:30 pm-10:00 pm

HOTELS

Marriott Lancaster at Penn Square

25 South Queen Street
Lancaster, PA 17603

www.lancastermarriott.com

717-239-1600 or 1-888-850-6146

\$138 for single occupancy and breakfast for 1

\$150 for double occupancy and breakfast for 2

The rate includes complimentary self-parking for one vehicle.

The cut-off date is 2/15/19.

To book your room by phone, let the agent know the date and name of show as well as using code "FAS" for one person and Code "FAD" for two people in a room.

Marriott Booking Links:

[Click here for double occupancy.](#)

[Click here for single occupancy.](#)

Lancaster Arts Hotel

300 Harrisburg Avenue
Lancaster, PA 17603

www.lancasterartshotel.com

717-299-3000

\$135/night for Studio Queen, Club Queen, Deluxe Queen or King

The cut-off date is 1/11/19

Ask for Fly Fishing Show® rate when calling.

Click [HERE](#) to reserve a room at the show discount.

***Please pick up a map at exhibitor registration for alternative parking for large vehicles & trailers.**

TRANSPORTATION

Airport:

Harrisburg International Airport located 26 miles from the Lancaster County Convention Center. Please visit this website for information regarding ground transportation.

<http://www.flyhia.com/home/parking/gt>

Tax Information

<https://www.pa100.state.pa.us>



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Exhibitor Badges

All exhibitors and those working at their booth must have a badge. Each single booth is allotted four badges—additional booths receive two additional badges each. Badges are to identify the persons who are actually working in the booth—they are not “freebies” for your customers and friends.

We cannot give out badges or passes while the show is in operation to anyone who has not been previously identified to us as a legitimate worker. **PLEASE PRINT LEGIBLY**

Booth Name: _____

WORKER: _____

WORKER: _____

WORKER: _____

WORKER: _____

Please send your worker names to any of the following: email to admin@flyfishingshow.com

Mail to: The Fly Fishing Show® 531 North Center Avenue; Suite 102, Somerset, PA 15501

Fax to: 814-443-3943

Extra Exhibitor Badges

Need badges for additional workers beyond your booth allowance?

We can provide you with badges at **\$10.00 each**. They are non-refundable.

NUMBER OF EXTRA WORKER BADGES NEEDED: _____

PLEASE PROVIDE US WITH YOUR ADDITIONAL WORKER NAMES ABOVE.

Enclose check for \$10 per badge, payable to: **FLY FISHING SHOW®**

Name as it appears on credit card: _____

Signature: _____

Credit card # Visa/MasterCard/Discover/AmEx: _____

EXP DATE: ____/____ Security Code: _____ Billing Zip Code: _____

Deadline for this form is February 22, 2019

Badge requests turned in after this date cannot be guaranteed



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DISCOUNTED SHOW PASSES

Do you need passes for special customers, friends and family? Show passes are NOT badges and are good for 1 day, 1 entrance only per ticket.

We can provide you with show passes at **\$10.00 each**. Passes are non-refundable.

NUMBER OF SHOW PASSES NEEDED: _____

Enclose check for \$10 per pass, payable to: **FLY FISHING SHOW®**

Name as it appears on Credit Card: _____

Credit Card# Visa/MasterCard/Discover/AmEx: _____

EXP DATE: ____/____ Security Code: _____ Billing Zip Code: _____

Signature: _____

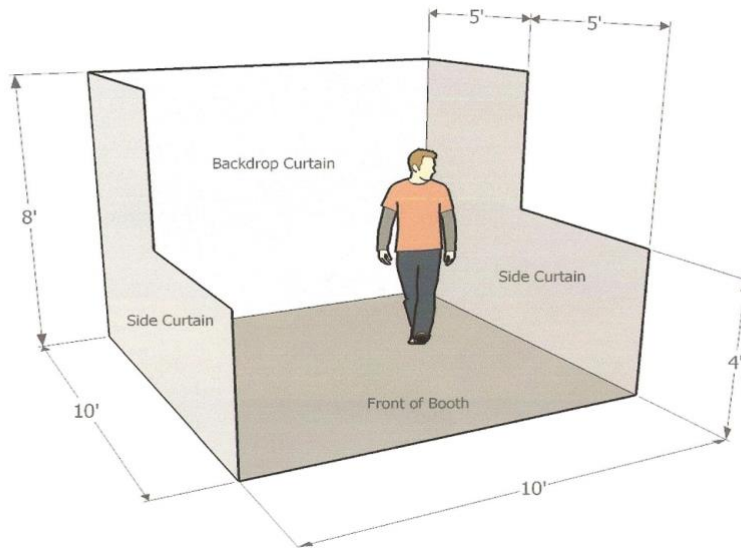
How would you like to receive your tickets?

_____ MAIL TO: _____

_____ Pick up at Will Call Name: _____



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Each booth is a 10' x 10' space, with side curtains, curtain backdrop, and standard sign. Please observe the above guidelines to provide an unobstructed view and reasonable sightline from the aisle for each exhibitor.

Displays over 4' high must be confined to that area of the booth that is at least 5' from the front of the booth.



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Fly Fishing Show® Regulations

These regulations are part of the contract

- Exhibitors may not share booth space without the express approval of the show director, nor may they sell, sub-let, or otherwise assign their space. The exhibitor whose name appears on this contract is the only entity allowed to exhibit in the booth assigned. Violation is cause for immediate dismissal from the show.
- Only those products/services listed on your contract are allowed in your booth and you may promote these only within the confines of your booth. You are not permitted to solicit in the aisles, put out literature in the lobby, or anywhere other than your booth. The director must approve any exceptions.
- Unless the show director gives his express approval the sides of your exhibit extending beyond 5' from the curtain backdrop may not exceed 48" in height and no part of your exhibit may exceed the height of the curtain backdrop.
- Exhibits must be ready and staffed 15 minutes before the show opens and be manned at all times.
- Show director will assign all spaces and reserve the right to reassign spaces.
- All exhibits must have their names and booth numbers boldly displayed. You may use the sign we provide or your own.
- Acceptance of this contract by the management is for the year **2019** only.
- Nothing edible or drinkable may be sold, dispensed, or given away without prior approval.
- All exhibits must be orderly and blend in with the catch and release fly-fishing themes of the show. No animal heads or other animal parts may be displayed except for small portions of animal fur for sale as fly tying materials. In case of any doubt, ask us first.
- All exhibitors must refrain from displaying a "flea market" look. Signs must be professional and sales should only be a portion of your booth, never an entire booth. Management has the right to have unprofessional signs removed. We recommend show specials not to exceed 30% of your display. **Booth tables must be covered and skirted** either by you or our show decorator. Please no bare undressed tables.
- Use of duct tape or any other adhesive that is not pre-approved will not be permitted on walls or linens. Any unapproved use may result in damage charges.
- Consumption of alcoholic beverages not purchased from a licensed vendor is not permitted and can result in the removal from the show.

****The show management will not be held liable to the exhibitor, to his employees to his agent, or to his guests, for any damage, loss, injury from fire, water, storm, adverse weather, electricity, smoke, theft, labor disputes, acts of other exhibitors, acts of the convention center, acts of any governmental agent, or any causes whatsoever beyond the control of The Fly Fishing Show®.***

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General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

Dear **The Fly Fishing Show Lancaster** Exhibitor:

Welcome to the online exhibitor service kit for the upcoming **The Fly Fishing Show Lancaster** being held at the **Lancaster County Convention Center** on **March 9-10, 2019**.

This letter contains instructions on how to access the Online Exhibitor Kit. You may print it out for easier step by step viewing.

Online Exhibit Kit Instructions:

To access our ONLINE kit for the **Fly Fishing Show Lancaster** you have 2 options.

DIRECT LINK

(click to follow link)

<https://www.generalexposition.com/>

MANUAL ENTRY

Please click the following link or copy and paste the link into your browser's window -

<http://www.generalexposition.com/>

Next, click on the Online Services button located in the upper right hand corner of the Web page. This will take you to the log in page.

AT THE LOG IN PAGE - Enter the password: **FISHLANCASTER**

At the Sign In page, you will be prompted to sign in with an existing exhibitor account, or if you do not have an account setup, you will be prompted to setup a new account.

Now that you are signed in with the show, you can read through the important show information. Scroll down to the bottom of the screen to see the links for which services you wish to order, including carpet, furnishings, labor, etc.

For photos of the items, as well as any additional custom forms you may need, please click on the appropriate links listed under "References".

As you place orders for your items, all furnishings and services will be placed in your shopping cart, and you will be prompted for payment information upon checkout.

We look forward to being of service to you. If you have any questions, please give us a call at 610-495-8866, mention the upcoming **The Fly Fishing Show Lancaster**, and one of our Customer Service Reps will be happy to assist you.



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Alternative Shipping:

We are pleased to announce that **Paul Hess of Happy Rock Enterprises** will once again be providing vendor transportation for The Fly Fishing Show® tour this year. Happy Rock Enterprises specializes in providing equipment and technical support for all types of events including running events, cycling events and benefit galas. His client list includes The New York Marathon, Race for The Cure (multiple locations), O'Mealia Special Events, and the Nestle Water Group, which includes Poland Spring and Deer Park.

Happy Rock looks forward to providing personalized service to each and every vendor in the program. Our goal is an efficient load-in and load-out for everyone.

Some of you may already know Paul as he spends his spare time fly-fishing. You may also recognize Paul as part of our Fly Fishing Show® staff.

Paul can be reached at 908-256-5282 or Paul@fishingrock.net.





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Over-sized Vehicles

The Courtyard Lancaster at 1931 Hospitality Drive, Lancaster, PA 17601 is offering their front lot (closest to Route 30) at no charge for any over-sized vehicles. This lot is a few miles from our property so folks will need to make arrangements for transportation to and from. If an exhibitor would prefer a nearby lot, they are welcome to use the Swan Lot which is located across from the Vine Street entrance of the convention center. This is a gated lot and the fee is \$25 per day for a standard size spot and \$45 per day for a large space, such as a bus or truck with a trailer. If an exhibitor is interested in booking a space please contact Mary Ellen Davis prior to the show. She can be reached at 717-207-4104 or (MaryEllenD@lcca.com) and she can send along the form.