

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

NON-PROFIT SERVICE KIT



March 9 & 10, 2019
Lancaster County Convention Center
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.

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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* Please see 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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Fly Fishing Show® Volunteer Pass Policy

In addition to your discounted space, the Fly Fishing Show® permits **5 hand stamps** per day for your volunteer helpers to enter the show. Once all of your **5** volunteers have been stamped, you are permitted to purchase extra price-reduced tickets for \$10 each per day for additional volunteers. If it is a three day show this means you have a total of **15** entrance hand stamps, but limited to **5** each day.

This policy has been working for everyone. Remember your booth is offered at a substantial discount and we often turn away exhibitors closer to the show date that want to rent your space, which is around \$1000 per booth. You are valuable to the show and the fly fishing sport and we appreciate all your dedicated work and promotion. We need booth fees to pay for magazine ads, radio, TV, and brochures, but we also need you. Thanks for helping promote our sport and being an integral part of our show family.

Please remember that we provide your space, but you are responsible for the table and purchasing electric if you need it. Feel free to contact the office if you have any questions.

Show Requests

Please refrain from retail sales. Raffles for volunteer funding are acceptable. If you are selling tickets for a raffle confine your sales to your space. Please, no hawking in the aisles and confronting customers must be done politely. Refrain from aggressive selling and you'll have better results. We don't want our customers to feel pitched. Your cooperation is appreciated. Even though we could sell your space, the work that your organization or club performs allows us to enjoy our sport. Without fishing water, there would be no Fly Fishing Show®.

Please do your best to promote the show in return for the booth. Let all your club members and friends know via newsletters, emails, websites and social media. Please e-mail or send us a copy of your newsletter where our show is mentioned. The better job everyone can do to promote the show, the better it helps us all have a successful show.

All other show rules and regulations for booth set up are located in our exhibitor kits, including equipment rental information.

Thank you,

The Fly Fishing Show®



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Discounted Pre-Purchased Tickets

You may pre-purchase discounted tickets for your club or organization in blocks of 20 or more at a discounted rate of \$10.00 each.

Please complete the form in its entirety.

Mail Tickets to:

Name: _____

Organization: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Phone Number: _____

Email: _____

Number of tickets needed: _____

PAYMENT INFO:

Enclose check payable to: **FLY FISHING SHOW®**

Pay by Credit Card: Visa/MasterCard/Discover/American Express

Name on Card _____

#: _____ EXP DATE: ____ / ____

CSV _____ Billing Zip Code: _____

Signature _____

Please remit form to:

The Fly Fishing Show®, 531 N. Center Ave.; Suite 102, Somerset, PA 15501

Email: admin@flyfishingshow.com Or FAX: 814-443-3943



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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.