



FIRE EXPO 2025
MAY 16 & 17, 2025
PA FARM SHOW COMPLEX & EXPO CENTER

CONTRACT TERMS AND CONDITIONS/EXHIBITOR INFORMATION
Contract Appendix A

- **CONTRACT & PAYMENT DEADLINE:** All contracts need to be executed and paid in full no later than **February 28, 2025**. After this date, any uncontracted spaces will be made available to other exhibitors on a first-come, first-served basis. LCFA Fire Expo will not hold spaces or contact you if we do not receive your contract by the February 28th deadline. It is essential to submit your contract and payment on time. After February 28th, any remaining uncontracted spaces will be assigned to other exhibitors at the discretion of the LCFA Fire Expo Committee.
- **SET-UP & TEAR DOWN: Mandatory set up is May 15, 2025.** Exhibit space will be accessible to exhibitors for erecting displays as follows: **Apparatus and vehicles** must be registered and in exhibit space between 8:00AM – 12:00PM. Apparatus and vehicles not in position by 12:00PM will be admitted at the discretion of the Committee. **Booth spaces** must be registered and in exhibit space between 12:00PM – 5:00PM. Those exhibitors not set up on the specified date will be assessed a \$50.00 late fee. Tear down is not permitted until the close of the show on Saturday at 4:00PM. Displays must be removed by midnight on the closing date of the show.
- **EXHIBIT HOURS:** Friday, May 16th 9:00AM to 5:00PM & Saturday, May 17th 9:00AM to 4:00PM. Exhibitors will be permitted to enter at 8:00AM on Friday and on Saturday. **You must have an exhibitor pass to enter early.** General Admission passes are not accepted. Please vacate the exhibit halls immediately at the conclusion of the show on Friday.
- **EXHIBITOR PASSES: All Exhibitor passes are ONE DAY passes.** Included with your space rental are one day exhibitor passes: First space rented receives 4 one day exhibitor passes; each additional space rented will receive 2 additional one day passes up to 5 spaces; rental of 6 spaces receives 18 one day exhibitor passes; each additional space rented will receive 2 additional one day passes. Additional one day exhibitor passes may be purchased at a cost of \$15 each. **You will not be permitted to enter the complex before 9:00AM on show days without an exhibitor pass.** Exhibitor passes are exclusively for exhibitor personnel only. All passes will be included in your registration packet, which you will receive on set-up day. They will not be mailed. We do not use name badges. **Passes are required on show days only.**
- **VEHICLE PARKING PASSES: All parking passes are ONE DAY passes.** Included with your space rental are one day vehicle passes based on spaces rented: First space rented receives 2 one day vehicle parking passes; each additional space rented will receive 2 additional one day vehicle parking passes. LCFA Fire Expo will have a limited number of additional one day vehicle parking passes available for purchase at a cost of \$10 each. Thereafter, vehicle parking passes will need to be purchased from the lot attendants upon entry. The Pennsylvania Farm Show Complex & Expo Center does not provide complimentary parking passes to exhibitors. Parking passes are mandatory for show days. **Vehicle parking passes are not required for set-up days.** All pre-purchased vehicle parking passes will be included in your registration packet, which you will receive on set-up day. Please note that each parking pass is valid for a single entry only.



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- **TRAILER PARKING PASSES:** A one day trailer parking pass is \$25 and can be purchased from a Security Guard in the lot. The trailer pass utilizes two spaces to ensure enough room for your trailer. A separate vehicle parking pass is required for the tow vehicle. Parking passes are not required on set-up day, Thursday, May 15th. The Complex will have security on site Thursday to sell trailer parking passes for show days at the ticket booths as exhibitors come into the parking lot. There is a free off-site trailer parking lot location on Elmerston Avenue.
- **OUTDOOR EXHIBITION SPACE:** We offer a limited amount of space for outdoor exhibition and/or demonstration. For more information about availability, pricing, and other details, please contact the LCFA Fire Expo. See Outdoor Display Terms and Conditions on our website www.lcfa.com/fire-expo.
- **INSIDE PRODUCT DEMONSTRATION AREA:** If you are interested in scheduling a time slot for a product demonstration indoors, we have dedicated space available in the Equine Barn. There is no fee associated with securing a time slot for your demonstration, however this opportunity is only available to registered Expo exhibitors. To schedule your preferred time slot and obtain further details, please contact the LCFA Fire Expo.
- **SPACE ASSIGNMENT:** Fire Expo reserves the right to determine an exhibitor's final location. The location of the assigned space may be changed by the Committee to prevent congestion, avoid confusion in company names, solve competitive conditions, or to benefit the overall appearance of the show.
- **SUBLETTING:** An exhibitor may not share or sublet any portion of booth space without written permission of LCFA Fire Expo. Exhibitors shall not exhibit or advertise articles not manufactured or sold in their own name.
- **BREACH:** If an exhibitor fails to occupy space contracted for, Fire Expo is entitled to the full amount of the fee for space rental. Should the exhibitor fail to occupy contracted space by the set-up date of the show, the Committee will have the right to use the space as it deems necessary to eliminate blank spaces in the show.
- **NOISE/LIGHTS:** No noisily operated displays will be permitted. Flashing lights may be used sparingly for demonstration purposes only.
- **SIGNS AND BANNERS:** Hanging of signs and banners from overhead and any other electrical conduit is absolutely prohibited.
- **CORDS/TRIP HAZARDS:** Electrical cords and other trip hazards may not be run on the facilities floor and other areas where attendees walk. Exhibitors are responsible for ensuring cord safety within their booths, including regular inspections, and avoiding overloading cords. To prevent trip



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hazards, exhibitors must maintain a clean and clutter-free booth area, secure loose flooring materials, and report any safety concerns.

- **BALLOONS AND ADHESIVE MATERIALS:** Inflated balloons, adhesive labels, or adhesive promotional materials are not permitted on the premises. Exhibitor is responsible for removal fees if adhesive materials are found in use.
- **PROPANE AND BOTTLED GAS:** Propane and bottled gas are prohibited in the complex.
- **NON-CONFORMING EXHIBITS:** Fire Expo reserves the right to refuse any exhibit, which does not, in the Committee judgment, conform to the general tenor or theme of the show. Swimwear, nudity, and vulgarity of any sort are prohibited. Booth personnel attire must conform to the business nature of the exposition.
- **BOOTH ACCOMODATIONS:** Single booth spaces accommodate an area 10' x 10' for display and marketing products and services, as well as retail sales. Exhibitors must stay within their designated space. Displays may not be higher than the side curtains of the booth, as to restrict the side view of other exhibitors. No vehicles or trailers are permitted in a booth space.
- **OFF-SITE AND PARKING LOT DISPLAYS:** Displays of any sort, including vehicles, are prohibited on the parking lot area. Off-site displays within one (1) mile of the complex will be considered a violation of this agreement. Violators will be removed from the show.
- **SOLICITATION:** Exhibitors are prohibited from soliciting business in the aisles or in other exhibitor booth areas. Samples, pamphlets, publications, and catalogs, etc. may only be distributed by exhibitors from within the confines of their own booth area. Exhibitors must obtain prior permission from the Committee to conduct any other type of promotional activities during show hours.
- **APPARATUS:** All vehicles on display inside the buildings must have fuel tanks less than $\frac{1}{4}$ full and cap taped, water tanks empty, and batteries disconnected. Washing trucks or filling water tanks from hydrants or faucets anywhere on the complex is prohibited. Exhibitors opening hydrants on the premises will be fined. Under no circumstances shall anyone be permitted to climb on any platform or extended device from a motorized vehicle.
- **ORDINANCES, LAWS, LOCAL REGULATIONS:** Exhibitor agrees to accept full responsibility for compliance with federal, state, and city regulations and complex rules.
- **INSURANCE:** All exhibitors will insure themselves at their own expense against property loss or damage and against liability for personal injury. All exhibitors must provide a valid Certificate of Insurance. For further details regarding this requirement, please visit our website at <https://www.lcfa.com/fire-expo/>.



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- **LIMITATION OF LIABILITY:** Fire Expo/Lancaster County Firemen's Association, Inc., assumes no liability for loss or damage from any causes whatsoever. Fire Expo shall not be responsible for injury that may occur to an exhibitor or his employees, nor for the safety of any exhibit against theft, fires, accident or any other causes of loss or damage. If an exhibitor damages the building, they shall reimburse the owners of the building for the cost of repairing the damage. Fire Expo shall cooperate fully at all times but shall not be responsible for damage to exhibitors' property, lost shipments either coming in or going out, moving costs, or any damage, loss, delays, etc. Any damage to transported property is solely the exhibitor's responsibility.
- **EXHIBITOR PRESENCE & SECURITY:** It is the responsibility of the exhibitor to be present at his booth, for security reasons, from the time the doors are open for exhibitors in the morning until closing time. All exhibitors must be out of the complex immediately at the conclusion of the show. Security will be enforced after closing in the evening until the doors open in the morning for exhibitors.
- **FURNISHINGS & ELECTRIC:** Your exhibit space **includes electric 120v/20AMP/ max 1500 watts** (if higher voltage is needed, you may purchase for an additional fee with your contract). Booth spaces have 8' curtained backdrop and 3' side rails, and a sign with company name. **All other furnishing needs** for your exhibitor space can be secured through the show decorator, **General Exposition Services**. Access the Online Exhibitor Kit at www.generalexposition.com/online-servicekit.php. At the login page, enter **Exhibit Code FIRE2025** and click submit. If you have any questions, please call General Exposition Services at 610-495-8866, mention Fire Expo 2025, and one of their Customer Service Reps will be happy to assist you.
- **INTERNET NEEDS:** If you require internet to conduct business, we strongly recommend that you contact a service provider to install a wired connection. For Verizon services - contact 1-800-479-1919 to request service. For Comcast services – email Key_BusinessSalesSupport@cable.comcast.com to request service. Provide contact information, dates of when service is needed, The PA Farm Show Complex & Expo Center and then the order. Comcast can provide internet, voice, and television service. An active email address is needed for temporary service through Comcast. The PA Farm Show Complex & Expo Center offers free wireless internet service throughout the facility. As with any Wi-Fi service, the connectivity level will vary throughout the Complex & Expo Center due to your location and other variables. While they intend to offer this free service at all times, The Complex & Expo Center cannot guarantee that it will always be available. The free internet service is not secure, and you should take precautions to ensure your electronics are protected.
- **UNETHICAL CONDUCT:** Unethical conduct or any infraction of the rules by the exhibitor, his agents or employees may subject the exhibitor to expulsion from the show. If expelled, the exhibitor forfeits all fees paid.



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MAY 16 & 17, 2025
PA FARM SHOW COMPLEX & EXPO CENTER

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Contract Appendix A

- **DISPUTE RESOLUTION:** All matters, questions, and or topics not specifically discussed or addressed in the foregoing rules and regulations, or contract shall be subject to the decision of the LCFA Fire Expo Committee; this decision shall be final.
- **BEVERAGES, ALCOHOLIC BEVERAGES AND FOOD:** The serving of beverages, alcoholic beverages and/or food by exhibitors on any part of the premises is prohibited. Expulsion from the show with no refund if found serving beverages/food/or alcoholic beverages.
- **DRAYAGE/SHIPMENTS:** Fire Expo **WILL NOT** sign for or be responsible for shipments dropped off at the PA Farm Show Complex & Expo Center. All freight and packages must be sent through General Exposition Services. If you are planning to ship directly to the Complex before May 15th, please be aware that your shipment will not be accepted. If you choose to ship directly to The Complex after May 15th, it becomes your responsibility to receive the shipment and transport it to your booth. Alternatively, you have the option to request General Exposition Services to receive your freight and deliver it to your booth. To utilize this service, you can order direct freight services online or indicate “c/o General Exposition Services” on the freight label. Please note that utilizing General Exposition Services may incur associated costs. If you prefer to avoid these costs, it is your responsibility to receive the shipment and transport it to your booth. The addresses for shipping are as follows: **PA Farm Show Complex & Expo Center, 2300 North Cameron Street, Harrisburg, PA 17110; General Exposition Services, Limerick Business Center, 205 Windsor Road, Pottstown, PA 19464. For inquiries, please contact General Exposition Services at 610-495-8866 or info@generalexposition.com.**
- **PA SALES TAX LICENSE:** If you are selling **ANYTHING** from the floor you must have a license. Apply online at: <https://www.revenue.pa.gov/TaxTypes/SUT/Pages/default.aspx>. You will be applying for a Transient Vendor Certificate. A copy of your license must be included with your signed contract. Non-compliance with the law by just one vendor could result in the Commonwealth closing the entire show.
- **VEHICLE MANUFACTURERS, DEALERS & SALESPERSON LICENSE:** All vehicle manufacturers, dealers and salespersons are required by law to be licensed in PA. If you are not, you will be fined by the State. You are required to have your license with you at your booth. Contact State Board of Vehicle Manufacturers, Dealers and Salespersons, PO Box 2649, Harrisburg, PA 17105 or call 833-367-2762 for information.
- **LODGING:** You will find all your travel and lodging needs at <https://www.visithersheyharrisburg.org/>. For questions, please contact Visit Hershey & Harrisburg at 877-727-8573.