

Bayfront Convention Center Exhibitor/Vendor Service Request Form

Event Name 2025 Pennsylvania Library Association Conference **Event Date** October 19 - 22, 2025

| | | | |
|-------------------------------------|--|-----------------|--|
| Exhibitor/Vendor Information | | | |
| Booth Number | | Move In Date | |
| Exhibitor/Vendor Name | | Move In Time | |
| Contact Name | | Contact Phone # | |
| Contact Address | | Contact Email | |
| City, State, Zip | | | |

| | |
|---|--------------------------|
| <u>Booth Package Includes</u> | |
| Check items that ARE needed in booth | |
| Booth Package | |
| 8' x 10' Pipe and Drape Booth (charcoal & silver) | <input type="checkbox"/> |
| (1) 6' Vinyl covered, black skirted table | <input type="checkbox"/> |
| (2) banquet chairs | <input type="checkbox"/> |
| (1) Waste Can | <input type="checkbox"/> |
| Wi - Fi included | <input type="checkbox"/> |

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|---|
| Drayage Needs (\$0.50 per pound) |
| Arrival - Loading Dock to Booth |
| Please do not ship items before October 16th |
| Date: |
| # Pounds: |

| Standard Service Prices | | On - Site Prices | | | |
|---|--------------------------|-------------------------|---|--------------------------|----------|
| 110 V / 20 amp | <input type="checkbox"/> | \$25.00 | 110 V / 20 amp | <input type="checkbox"/> | \$50.00 |
| 208 V / 30 amp / 1 phase | <input type="checkbox"/> | \$125.00 | 208 V / 30 amp / 1 phase | <input type="checkbox"/> | \$250.00 |
| Analog Line | <input type="checkbox"/> | \$125.00 | Analog Line | <input type="checkbox"/> | \$250.00 |
| Wired Internet | <input type="checkbox"/> | \$125.00 | Wired Internet | <input type="checkbox"/> | \$250.00 |
| Water/Drain (per hook up) | <input type="checkbox"/> | \$50.00 | Water/Drain (per hook up) | <input type="checkbox"/> | \$100.00 |
| Natural Gas (per day) | <input type="checkbox"/> | \$50.00 | Natural Gas (per day) | <input type="checkbox"/> | \$100.00 |
| Compressed Air (per day) | <input type="checkbox"/> | \$50.00 | Compressed Air (per day) | <input type="checkbox"/> | \$100.00 |
| *Add 6% PA Sales Tax and 24% Service charge | | | *Add 6% PA Sales Tax and 24% Service charge | | |
| Unskirted Table * | <input type="checkbox"/> | \$7.00 | Unskirted Table * | <input type="checkbox"/> | \$14.00 |
| (Size: _____) | | | (Size: _____) | | |
| Skirted Table * | <input type="checkbox"/> | \$20.00 | Skirted Table * | <input type="checkbox"/> | \$40.00 |
| (Size: _____) | | | (Size: _____) | | |
| Table Height Extensions * | <input type="checkbox"/> | \$10.00 | Table Height Extensions * | <input type="checkbox"/> | \$20.00 |
| Banquet Chair * | <input type="checkbox"/> | \$3.00 | Banquet Chair * | <input type="checkbox"/> | \$6.00 |
| Bar Stool | <input type="checkbox"/> | | Bar Stool | <input type="checkbox"/> | |

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

Complete this form and email to:
 Erica Zeiber, Event Manager
 1 Sassafras Pier Erie PA 16507
ezeiber@erieevents.com
 814-455-1260

DEADLINE FOR ORDERING is October 5th
 All orders received after this date or on site
 are subject to a late fee

****Please note that using a credit card for payment there is a 3% merchant fee that is applied****