

PA GARDEN SHOW OF YORK 2017

Exhibitor Information

SHOW DATES & TIMES:

Friday Mar. 3 10am-8pm
Saturday Mar. 4 10am-8pm
Sunday Mar. 5 10am-5pm

All booths must be staffed during show hours. **Vendors must stay within their booth while selling.**

SET UP DATES & TIMES:

Tuesday Feb. 28 7am-10pm
Landscapers Only on Tuesday
Wednesday Mar. 1 7am-10pm
Thursday Mar. 2 7am-10pm
Friday Judging starts at 9am

REGISTRATION:

Exhibitors must check in with show foreman to receive pertinent information before set up. **No exhibitor can start setting up before full booth payment.**

Displays requiring vans, trucks or trailers in Market Area can start set up as soon as Tuesday afternoon before drapes and pipes are installed. Do not block overhead doors. Back-drop curtains are included in price of booth; however, tables or draped tables, chairs and carpet are extra vendor and can be rented. Floor must be covered with plastic in garden displays. Non-residue tape must be used to hold down plastic.

ELECTRIC

One 110 volt 20 amp service is provided to those vendors who signed up and paid for electric. Power strips will be provided and marked for those vendors who paid for electric. Vendors who did not pay or sign up for electric, will be charged a late hook up fee of \$90.00 for using overhead or wall outlets.

SECURITY

RESTRICTIONS:

Booth displays must not exceed the limits designated to vendor and must not protrude into aisle.

No unpackaged food or drink can be sold from vendor booths.

(Sampling is allowed) No open flames aloud in Memorial Hall. Do not block emergency exits at all times. No helium balloons allowed.

Building is locked while show is closed and no one is allowed to enter. PA Garden Show of York is not responsible for stolen or lost items. Exhibitors must be wearing the badges handed out from the beginning of the show. Exhibitors are asked to exit the building at the front entrance and not at the emergency exits.

EXHIBITOR PASSES

All exhibitors are required to have a Show pass to gain access to the Show during Show hours. Passes are handed out before set up. Craft/Garden Market exhibitors will receive (4) passes and Garden display exhibitors will receive (6) passes. They should only be used for personnel working the Show. Thirty complimentary Show tickets will be handed out for the display garden landscape companies. Exhibitors will be able to enter the building one hour before Show starts.

DURING THE SHOW

All side and emergency doors must be closed at all times. If a water spill occurs, contact office management immediately. If exhibitors want to smoke, they must exit building at front entrance. Where disputes arise, the PA Garden Show of York shall make all final decisions.

PARKING

Trailers, skid loaders and vendor vehicles must not be parked anywhere near front of building. There will designated areas for vendors.

SNOW

The PA Garden Show will remain open during a snow storm. The Show would only close if the Pennsylvania Governor declares a state of emergency.

TEAR DOWN DATES/TIMES:

Sunday	March 5	5pm-9pm
Monday	March 6	8am-4pm

Absolutely no tear down before 5pm unless PAGSY management approves tear down. If any vendor starts tearing their booth down before show closes, vendor will be fined \$500.00. All booths must be vacated and clean no later than 4pm Monday. Materials left outside must also be transported away to avoid Fair Ground charges. Anything left behind will be considered trash and York Expo staff will dispose of it.

FORK LIFT/SCISSORS LIFT

If exhibitor needs the service of the fork lift or scissors lift of the fair grounds, the cost will be \$35.00 per half hour. Sign up should be arranged at the registration table during show set up and tear down. Exhibitors will be billed before end of Show and must be settled before tear down.

RENTALS

8' Tables \$15.00
8' Draped Table \$40.00
Folding Chair \$2.00
Other items, please call.