



# BRICK ERIE PARTICIPANT

## September 16 – 18, 2022

The Bayfront Convention Center, Erie, PA

Produced By: Erie Promotions & Expos • PO Box 11275• Erie, PA 16514  
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### Expo Hours:

Friday, September 16: 2pm–7pm  
Saturday, September 17: 10am–7pm  
Sunday, September 18: 11am – 4pm

### Exhibitor Set-Up Hours:

Thursday, September 15: 12pm–6pm  
Friday, September 16: 8am–1pm

\*Exhibitors must check-in at the exhibitor entrance before moving in any items. Refer to included map for exhibitor entrance location.

### Exhibitor Tear-Down Hours:

Sunday, September 18: 4:15pm–8pm

\*Displays must remain intact until Sunday at 4:00pm.

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**BOOTH FURNISHINGS:** Skirted tables, chairs and stanchions will be provided by Erie Promotions. Any special needs must be requested prior to setup.

**EXHIBITOR ENTRANCE & PASSES:** Passes and instructions are distributed at check-in. **All exhibitors must have a pass to enter through the required Exhibitor Entrance located in the front lobby.** Please contact Erie Promotions to purchase additional passes.

**PARKING:** Please contact Mark (email address above) to make parking arrangements for trailers, RVs, or oversized vehicles. *Parking is FREE to Exhibitors compliments of the Courtyard by Marriott.* Please Park at the Marriott Parking Garage, which is beside the convention center parking lot.

**FOOD & DRINK:** Outside food and drink is not permitted to be brought into the facility during show hours. These items are permitted during setup/teardown of displays. Alcohol is prohibited. If you have special dietary needs during show hours, please discuss with Erie Promotions for special instructions.

**SUBLETTING:** Subletting or donating space to another exhibitor or company within your booth is not permitted.

**INSURANCE:** Artists, BRICK ERIE LUGS and Dealer tables required to have a certificate of liability insurance or sign the Participation Liability Waiver included in this packet. A copy of your certificate can be faxed to 814-920-4128. If you will be signing waiver, please do at exhibitor check in.

## Move-in

Check-in at Exhibitors Entrance during your scheduled Move-In date & time.

1. You will be directed to one of the assigned parking spaces in the loading dock area.
2. It is highly recommended that you bring and use your own carts & dollies. A limited number of carts will be available for use.
3. Once unloaded; return any carts to your parking space and move your car to the Exhibitor Parking Area.
4. Return to finish assembling your display

**Note:** Even though you will only have 1 hour to check in and unload your car, you will be able to take your time to set up your display.

## Move Out & Loading

Before moving any vehicles, you need to break down your display and be ready to move out.

1. Once broken down and ready to move out.
2. Proceed to your vehicle to enter the loading area. You may have to wait in a que line until there is an open space in the garage area.
3. Once parked in the garage, begin to load out your items.
4. After your vehicle is loaded; leave the cart in the parking space.

**Note:** Erie Promotions has a limited number of carts available for use. Please bring your own for expedited set up & tear down of displays. **The only exhibitors allowed to leave through the front entrance are those who are carrying their displays or using a 2 wheeled dolly (YOU MUST BRING YOUR OWN.)**

