



Dear SNAPA Business & Industry Partners,

As another annual conference approaches, we want to extend a sincere thank you for your continued support of SNAPA and food service staff across the state of Pennsylvania! Your support is extremely valuable in ensuring our members continue to have the resources and network to thrive.

The 2026 SNAPA Annual Conference - Dig In: Growing Community, Harvesting Knowledge, Nourishing the Future - is scheduled for July 29-31, 2026, at the Lancaster County Convention Center in Lancaster, PA, and invites you to join us as we work to provide a one-of-a-kind experience for all members and partners.

As we near the 2026 SNAPA Annual Conference, we have compiled the attached materials to support your preparations. Please review the attached materials for information on registering as a partner, participating in the conference, exhibiting at the 2026 exhibit show, and more!

SNAPA Annual Conference - Dig In!

July 29-31, 2026

Lancaster County Convention Center

25 S Queen St, Lancaster, PA 17603

**Exhibit Show to be held on Thursday, July 30, 2026*

Please ensure that you have completed the following items in preparation for this year's conference:

- Register for the 2026 SNAPA Annual Conference - [HERE](#).
- Reserve your booth for the SNAPA Annual Exhibit Show: starting June 15, 2026, for Presenting, Diamond, and Platinum Partners, and starting June 22, 2026, for Gold partners. We will email registered partners a link to do so. Silver booths will be selected by SNAPA, unless with a broker.
- Reserve a hotel room for this year's conference - [HERE](#).

If you have any questions about this year's conference or your partnership, please don't hesitate to reach out to SNAPA at executivedirector@snapa.org or by phone at 717-732-1100.

Thank you again for your support. We look forward to working with you!

The SNAPA Team



Partnership Opportunities



PRESENTING PARTNER

\$8,000

- One (1) **extra-large focal booth (4 Booths)** at the 2026 AC Exhibit Show with designation as a "Presenting Partner."
*Booths may not be shared by multiple companies.
- Recognition as evening **social event sponsor**
- Recognition as a keynote **speaker sponsor**
- Recognition as Wi-Fi Sponsor
- Logo on **conference giveaway** item for all director attendees
- One complimentary partner registration at the 2027 **Director Workshop**
- One complimentary partner registration/table at the 2027 **Commodity Show** (if applicable)
- *NEW* One complimentary partner registration/table at the 2026 **Kitchen Infrastructure Summit** (if applicable)
- Recognition as sponsor of conference mobile website
- Recognition as Sponsor of a snack/beverage break with the opportunity to provide a snack/beverage
- Sponsor of **Director's Only Day Lounge**
- Logo used on a portion of conference registrant **lanyards**
- Ability to facilitate one 30-minute "Innovation Session" at Annual Conference
- 5-minute live **speaking opportunity** at Annual Conference
- One pre- or post-conference email to the director of registrants
- Opportunity to provide a 30-second commercial spot for use at the Annual Conference
- Sponsor of Entertainment Night Event at AC - Partner may provide gift(s) for winners (or similar event if it is not held)
- One table at exclusive Prized Partners Reception prior to President's Dinner
- Listing and recognition as Sponsor for all main sessions at the Annual Conference
- Inclusion of an item in the "Conference Bag" provided to Annual Conference registrants. **Provided by partner
- Four complimentary partner registrations at the Annual Conference
- Four complimentary tickets to the President's Dinner
- A full page, full color ad in the Spring and Fall issue of SNAPA Happenings
- Ability to provide an educational article for each SNAPA Happenings
- Linked logo recognition in all SNAPA Monday Morning Newsletters
- Ability to share company updates/information through SNAPA's Monday Morning Newsletter twice annually
- Ability to create original pre-recorded webinars for SNAPA's website
- Ability to participate in SNAPA-hosted webinars
- Featured on the home page of SNAPA's website w/ logo
- Annual licensing rights to utilize SNAPA Logo
- Annual membership in SNAPA

DIAMOND PARTNER

\$5,600

- One (1) large corner booth (**2 Booths**) at the 2026 AC Exhibit Show with designation as a "Diamond Partner."
- One complimentary partner registration at the 2027 **Director Workshop**
- One complimentary partner registration/table at the 2027 **Commodity Show** (if applicable)
- *NEW* One complimentary partner registration/table at the **2026 Kitchen Infrastructure Summit** (if applicable)
- Recognition as sponsor of conference mobile website
- Recognition as Sponsor of a snack/beverage break with the opportunity to provide a snack/beverage
- Sponsor of **Director's Day Lounge**
- Logo used on a portion of conference registrant **lanyards**
- Ability to facilitate one 30-minute "**Innovation Session**" at Annual Conference
- 5-minute live **speaking opportunity** at Annual Conference*
- One pre- or post-conference email to the director of registrants
- Opportunity to provide a 30-second commercial spot for use at the Annual Conference
- One table at the exclusive **Prized Partners Reception** prior to the President's Dinner
- Listing and recognition as Sponsor for a main session at the Annual Conference
- Inclusion of an item in the "Conference Bag" provided to Annual Conference registrants. **Provided by partner
- Three complimentary partner registrations at the Annual Conference
- Three complimentary tickets to the President's Dinner
- A full page, full color ad in the Spring and Fall issue of SNAPA Happenings
- Ability to provide an educational article for each SNAPA Happenings
- Linked logo recognition in all SNAPA Monday Morning Newsletters
- Ability to share company updates/information through SNAPA's Monday Morning Newsletter twice annually
- Ability to create original pre-recorded webinars for SNAPA's website
- Ability to participate in SNAPA-hosted webinars
- Featured on the home page of SNAPA's website w/ logo
- Annual licensing rights to utilize the SNAPA Logo
- Annual membership in SNAPA

* Advertising opportunities subject to change based evolution of SNAPA Happenings, Monday Mornings, and other SNAPA publications.

Partnership Opportunities



PLATINUM PARTNER

\$3,100

- One (1) traditional booth at the 2026 AC Exhibit Show with designation as a "Platinum Partner."
- One complimentary partner registration at the 2027 **Director Workshop**
- One table at the exclusive **Prized Partners Reception** prior to the President's Dinner
- ***NEW*** Reduced rate for one registration/table at the 2026 **Kitchen Infrastructure Summit** (if applicable)
- Listing and recognition as a Session Sponsor for a main session at the Annual Conference
- Inclusion of an item in the "Conference Bag" provided to Annual Conference registrants. ****Provided by partner**
- Inclusion of static logo in commercial video loop at the Annual Conference
- Two complimentary partner registrations at the Annual Conference
- Two complimentary tickets to the President's Dinner
- A full page, full color ad in the Spring and Fall issue of SNAPA Happenings
- Ability to provide an educational article for each SNAPA Happenings
- Ability to share company updates/information through SNAPA's Monday Morning Newsletter once annually
- Linked logo recognition in SNAPA's Monday Morning Newsletter twice annually
- Ability to post one original pre-recorded webinar for SNAPA's website
- Ability to participate in SNAPA-hosted webinars
- Featured as a scrolling link on SNAPA's website w/ logo
- Annual licensing rights to utilize the SNAPA Logo
- Annual membership in SNAPA

GOLD PARTNER

\$1,950

- One (1) traditional booth at the 2026 AC Exhibit Show with designation as a "Gold Partner".
- Two complimentary partner registrations at the Annual Conference
- Name recognition in the commercial video loop at the Annual Conference
- A half-page, full-color ad in the Spring and Fall issue of SNAPA Happenings
- Ability to provide an educational article for one SNAPA Happenings
- Linked logo recognition in SNAPA's Monday Morning Newsletter twice annually
- Ability to post an original pre-recorded webinar for SNAPA's website
- Ability to participate in SNAPA-hosted webinars
- Featured as a listed sponsor on SNAPA's website
- Annual licensing rights to utilize the SNAPA Logo
- Annual membership in SNAPA

SILVER PARTNER

\$1,350

- Half (1/2) booth at the 2026 AC Exhibit Show with designation as a "Silver Partner". **** Booth is assigned by SNAPA unless you are booking along with your broker**
- One complimentary partner registration at the Annual Conference
- Name recognition in the commercial video loop at the Annual Conference
- A 1/4 page, full color ad in the Spring and Fall issue of SNAPA Happenings
- Linked logo recognition in SNAPA's Monday Morning Newsletter twice annually
- Ability to participate in SNAPA-hosted webinars
- Featured as a listed sponsor on SNAPA's website
- Annual licensing rights to utilize SNAPA Logo
- Annual membership in SNAPA

BRONZE PARTNER

\$400

- Ability to participate in SNAPA-hosted webinars
- Featured as a listed sponsor on SNAPA's website
- Annual licensing rights to utilize the SNAPA Logo
- Annual membership in SNAPA

** Advertising opportunities subject to change based evolution of SNAPA Happenings, Monday Mornings, and other SNAPA publications.*

Exhibitor Details



2026 SNAPA Conference Dates:

July 29-31, 2026

2026 SNAPA Exhibit Show Date:

Thursday, July 30, 2026

Conference Theme:

Dig In: Growing Community, Harvesting Knowledge, Nourishing the Future.

Location:

Lancaster County Convention Center | 25 S Queen St, Lancaster, PA 17603

Space Contract and Rules & Regulations:

The terms and conditions for booth rental and occupancy are included in this prospectus. Please read these guidelines carefully. Purchase of a membership indicates that the exhibitor agrees to and accepts all terms and conditions stated therein. Please make checks payable to the School Nutrition Association of Pennsylvania (SNAPA).

If full payment is not received by July 30, 2026, SNAPA reserves the right to cancel the exhibit space without refunding the deposit and/or moving said organization to a different booth location at SNAPA's discretion. Cancellation or reassignment of space will be communicated in writing to the designated exhibitor contact. Space will not be assigned without full payment. Booth space will be available for reservation (with full payment) on a first-come, first-served basis by partnership level, starting June 15, 2026, for Presenting, Diamond, and Platinum Partners, and starting June 22, 2026, for Gold partners. We will email registered partners a link to do so. Silver booths will be selected by SNAPA, unless with a broker. Space will not be formally assigned without applicable payment. SNAPA reserves the right to assign or reassign to a space other than the one requested. Cancellation and/or booth reductions of reserved space are non-refundable after July 1, 2026.

Exhibitor Move-In Hours:

Wednesday, July 29, 2026, from 1:00 PM to 4:00 PM, and Thursday, July 30, 2026, from 7:00 AM to 10:30 AM
All exhibits must be completely installed by 10:30 AM on Thursday, July 30, 2026.

Show Hours:

Thursday, July 30, 2026, from 11:30 AM to 2:45 PM (*Directors Only from 11:30 AM-12:30 PM*)

Exhibitor Move-Out Hours:

Thursday, July 30, 2026, from 3:00 PM to 5:00 PM. All equipment & exhibit materials must be completely removed from the show floor by 5:00 PM on Thursday, July 30, 2026.

Note: All Carriers must check in at the dock or service desk two hours prior to floor closing time.

Exhibitor Details



Booth Size:

Single Booths are 10' x 8' and include 2-6' tables, Front table draped and skirted, Rear table just draped, 33" draped side rails, 8' backdrop, two chairs, one wastebasket, and a vendor sign.

Half Booths are 5' x 8' and include 2-4' tables, not draped or skirted, 8' backdrop, one chair, one wastebasket, and a vendor sign. The exhibit hall does not have a covered floor.

Please note: an Extra-Large Booth (equivalent of four full booths 20' x 16') is included with the Presenting Level Business & Industry Partnership. A large booth (equivalent of two full booths 10' x 16') is included with the Diamond Level Business & Industry Partnership. A single full booth is included in the annual membership package for both Platinum and Gold Business & Industry Partners. Silver Business & Industry Partners receive a single half booth, 5' x 8'.

Booth Selection:

Information on booth selection will be shared with registered partners. Booths will be selected on a first-come, first-served basis by partnership level starting June 15, 2026, for Presenting, Diamond, and Platinum Partners, and starting June 22, 2026, for Gold partners. We will email registered partners a link to do so. Silver booths will be selected by SNAPA, unless with a broker.

Shipping Information:

See the attached information on shipping to the Lancaster County Convention Center.

Additional Services:

The price of the booth rental does not include storage, placement, shipment, or reshipment of exhibit materials; special lighting; booth furnishings; electrical supplies; carpet; individual booth cleaning; or any other special service ordered by the exhibitor.

Electricity:

Electricity is not included but is available for purchase through the online registration system.

Limitations of Exhibits:

SNAPA reserves the right to stop or remove any exhibitor or their representative that is found to be performing an act or practice which, in the opinion of SNAPA, is objectionable, detracts from the dignity of the association, or is unethical to the business purpose of the expo.

**SNAPA reserves the right to refuse admittance of exhibits or materials to the expo floor until all dues and fees owed are paid in full.*

Exhibitor Details



Payment:

Full payment must be made for booth(s) to be assigned. A credit card processing fee will be applied to all credit card payments. SNAPA accepts MasterCard, Visa, American Express, Discover, and checks.

Allocation of Space:

Allocation of Space: A shared full booth may be occupied by a maximum of two (2) individually paid exhibiting companies if utilized by a Broker, but only one exhibiting company if not working with a Broker. Half booths may not be shared by multiple exhibiting companies. When space is reserved to share a booth, both exhibiting companies must submit separate partnership renewals and payments. Each company must identify which company they are sharing the exhibit booth space with. All exhibitors in a booth must be at least a Bronze Partner or purchase booth space.

General Expo Floor Policies:

No exhibitor or part of an exhibit will be admitted to any space until rental of that space has been paid in full. Noisy or offensive exhibits are prohibited. Children under the age of 16 are not permitted in the exhibit hall. All persons shall have a conference badge to be on the show floor. SNAPA shall always have sole control over all admission policies. There are no exceptions to general expo floor policies.

Relocation of Exhibits:

SNAPA reserves the right to alter the official floor plan and/or re-assign any exhibitor's location as deemed advisable. SNAPA further reserves the right to make such changes, amendments, and additions to these rules and such further regulations as it considers necessary to act in the best interest of the expo.

Collection Policy:

The exhibitor agrees to pay the balance of fees due before the booth(s) is/are assigned. Full payment is required before setup and entry.

Insurance:

It shall be the responsibility of each exhibitor to maintain such insurance against injury to person or damage or loss of property in such amounts as the exhibitor shall deem adequate.

Prized Partners Reception:

The Prized Partners Reception for Directors will be held on Wednesday, July 29, 2026, for all Presenting, Diamond & Platinum Partners, as well as all Food Service Director - Level Registrants attending the 2026 Exhibit Show. Drink tickets will be included in your conference registration for this event and pre-registration is required.

Prior arrangements for specific needs must be requested and coordinated through SNAPA. The deadline for all requests is July 1, 2026.

Exhibitor Registration



All Exhibitors should register online - [HERE](#).

Exhibitors can register the complimentary attendees allotted to their membership. “Badge swapping” is not permitted, and violators will lose all privileges to the Exhibit Hall during show hours. Exhibitor badges grant access to the Exhibit Hall and educational sessions.

Minimum Partnership Requirements:

SNAPA's policy is that to exhibit, participate in a booth, or gain access to the exhibit floor, you must be at least a paid Bronze Business & Industry Partner or purchase exhibit space.

Included in Booth Registration:

Complementary small sign listing your company name or logo, signage throughout the Exhibit Show based on your partner membership level, security service from installation through dismantling, and kitchen facilities will be available on-site (as space allows). Name Badges are provided and must be worn at all times on the show floor.

- **Presenting Partners** | Up to 4 badges
- **Diamond Partners** | Up to 3 badges
- **Platinum and Gold** | Up to 2 badges
- **Silver** | Up to 1 badge

Prep Kitchen:

A prep kitchen will be available on a first-come, first-served basis from 9 a.m. until 2 p.m. on show day. Use of the kitchen outside this time is strictly prohibited, and exceptions are not allowed.

On-site Registration:

Registration packets and badges will be distributed on the expo site. Badges are required for admission to the exhibit floor.

Cancellations:

If exhibit space is canceled after July 1, 2026, SNAPA reserves the right to charge the full Membership Level Price as a cancellation fee. Half of the membership fee is refundable for exhibit space canceled prior to July 1, 2026. Membership dues (\$400) are Non-Refundable at all times. All cancellations must be made in writing to executivedirector@snapa.org.

Exhibit Rules & Regulations



SNAPA Annual Conference 2026
Lancaster County Convention Center
July 29-31, 2026

EXHIBIT RULES & REGULATIONS

ASSOCIATION: The word “Association” means the School Nutrition Association of Pennsylvania, its officers, directors, committees, agents, or employees acting for it in the management of the exhibition.

SNAPA CONFERENCE LOGO (USE OF): An exhibitor wishing to use the SNAPA conference logo shall submit its intended use to the SNAPA Executive Director for prior approval, which shall be within the sole discretion of SNAPA.

I. PAYMENT AND REFUNDS

A. Payment Policy: If full payment is not received by July 1, 2026, SNAPA reserves the right to cancel the exhibit space without refunding the deposit and/or moving said organization to a different booth location at SNAPA's discretion. Cancellation or reassignment of space will be communicated in writing to the designated exhibitor contact. Space will not be assigned without full payment. Booth space will be assigned (with deposits or payment in full) on a first-come, first-served basis based on partner level, starting no later than June 15, 2026. Space may not be formally assigned without applicable payment. SNAPA reserves the right to assign or reassign to a space other than the one requested. Cancellation and/or booth reductions of reserved space are non-refundable after July 1, 2026.

B. Cancellations: If exhibit space is canceled after July 1, 2026, SNAPA reserves the right to charge the full Membership Level Price as a cancellation fee. Half of the membership fee is refundable for exhibit space canceled prior to July 1, 2026. Membership dues (\$400) are Non-Refundable at all times. All cancellations must be made in writing to executivedirector@snapa.org.

II. ALLOWABLE PRODUCTS IN SNAPA EXHIBIT SHOWS AND SPONSORSHIPS

A. Allowable Products: Companies exhibiting at SNAPA's Annual Conference and/or showing their product at a predetermined sponsored meal or event may only include products that are within the USDA regulations to be sold in Child Nutrition (CN) programs. Representation includes demonstrating or featuring the product or logo in the booth design or dispensing cups, napkins, etc. It also includes demonstrating written materials, signage, giveaways such as tote bags and T-shirts, and any other merchandise or materials with the logo or product name.

Exhibit Rules & Regulations



B. Non-Allowable Products: Products that may not be sold in CN programs, and therefore may not be represented in trade shows and sponsorships, are defined as foods of minimal nutritional value and include, but are not limited to:

- Soda and/or carbonated beverages
- Water ices
- Chewing gum
- Certain candies such as hard candies, jellies and gums, marshmallow candies, fondant, licorice, spun candy, candy coated popcorn

III. SPACE RENTAL AND ASSIGNMENT OF LOCATION

A. Contract Acceptance: The Association reserves the right to exercise its sole discretion in acceptance or refusal of applications. If an application is not accepted by the Association, all money paid will be returned to the applicant.

B. Booth Assignment: Booths will be assigned using the SNAPA Platform. The Association reserves the right, in its sole discretion, to reassign space when competitive products have adjacent exhibits.

IV. USE OF SPACE

A. Permissible Exhibits: All business activities, including booth character personnel, of the Exhibitor in the Exhibit Hall must be within the Exhibitor's allotted exhibit space.

B. Food Sampling in Space: In connection with the distribution of food or beverages in exhibitors' booths, food and beverage manufacturers must serve only sample-size portions of their own products. Equipment manufacturers who require a food or beverage product served to demonstrate their equipment may do so only in sample-size portions. Carbonated (unless CN-approved) or alcoholic beverages may not be displayed or served within the Exhibit Hall. All food must be prepared or served in accordance with the requirements of the PA Health Department and the Convention Center (CC).

C. Exhibit Space and Hall:

- Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, walls, doors, windows, painted surfaces, or columns.
- No holes may be drilled, cored, or punched in the building.
- No painting of signs, displays, or other objects is permitted in the building.
- Promotional devices may not obstruct name badges in any way.
- No exhibits, displays, or presentations will be permitted at any time in hotel rooms, suites, and/or meeting rooms without written approval from Exhibits Operations.

Exhibit Rules & Regulations



- Contests, drawings, etc., MUST receive PRIOR approval from the Association. Contact Exhibit Operations.
- Giveaway items that are carried or worn as a visible advertisement shall be controlled by the Association.
- When dispensing food or beverages, exhibitors are to provide their own trash containers (beyond the small one provided by the Association at each booth).
- Loud noises, bright lights, or other distractions are not permitted. The volume of amplifiers or audiovisual presentations must be regulated to avoid disturbing nearby exhibitors.
- No hanging signs are permitted without prior written approval from exposition management.
- Vehicles utilizing flammable fuels: All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall not be more than one-half full or contain more than 10 gallons of fuel, whichever is less. At least one battery cable shall be removed from the batteries used to start the vehicle engine. The disconnected battery cable shall then be taped down. Vehicles cannot be moved during show hours. Please leave the vehicle keys with the show security management.
- No adhesive items or decals will be allowed in the hall.
- Claims made in exhibit booths and products displayed are required to:
 - Meet all or part of the reimbursable meal pattern for school lunch or school breakfast, or
 - Manufacturer or service provider must keep on file documents of verification that will substantiate such claims. These documents will be available for review at any time by SNAPA representatives or members should a question arise.
- At the request of the Association, made at any time or times before or during the Exhibition, the exhibitor must promptly furnish the Association with sample products, packages, labels, advertising, and promotional literature that would be or is being distributed, before the exhibitor will be eligible to participate or continue in the Exhibition. The Association, in its sole discretion, reserves the absolute right to determine which firms and products are appropriate, in its judgment, for inclusion in the Exhibition and to refuse, cancel, or restrict any applicant or exhibit. This provision applies to exhibitor's conduct, articles, printed matter, samples, questionnaires, or any other item that the Association deems objectionable. If the Association decides, in its sole discretion, that any of these do not meet its standards or are not suitable, the exhibitor must immediately comply with the Association's decisions or withdraw. If the exhibitor chooses to withdraw, the booth must remain intact until the end of the show day.

D: Subletting of Space: Exhibitor may not assign this contract, or sublet any space contracted for hereunder, or show in such space any articles other than those manufactured by the exhibitor, and shall not place any name signs or courtesy cards on any equipment it loaned for demonstration purposes unless the supplier of such equipment also is an exhibitor in the Exhibition.

V. CANVASSING AND PROHIBITED MATERIALS

A. Activities That Cause Aisle & Booth Blockage: Exhibitors must cease the activities of any kind whenever such activity blocks the aisles or in any way inhibits nearby exhibitors. If the exhibitor does not take action to stop

Exhibit Rules & Regulations



such activities that are causing aisle or booth blockage, show management has the authority to stop such activity immediately. It is the sole responsibility of the exhibitors to “police” their own lines.

B. Canvassing and Other Activities: No person, firm, or organization not having contracted with the Association for the occupancy of space in the Exhibition will be permitted to display or demonstrate its products, processes, or services, or distribute promotional materials in the Exhibit Hall, convention halls, or corridors, or in hospitality suites. Any infringements of this rule will result in the prompt removal of the offending persons from the Hall, and exhibitors waive any and all rights for claims against the Association arising out of the enforcement of this rule.

- Circulars or other promotional material may be distributed only from the exhibitor’s booth space.
- The Association reserves the right to reject, cancel, remove, or restrict exhibitors who, because of noise or any other reason, shall interfere with the best interests of the Exhibition as a whole.

C. Prohibited Materials: The use of characters, musicians, entertainers, loudspeakers, sound systems, and noise-making devices is restricted to within the booth. Balloons, horns, and the use of other mechanical devices that create objectionable noises, odors, or congestion are prohibited. Show management reserves the right to determine when such items become objectionable.

D. Eviction: Show Management reserves the right to restrict the operation of, or evict completely, any exhibit which, in its sole opinion, detracts from the general character of the exposition as a whole. This includes, but is not limited to, an exhibit which, because of noise, flashing lights, or method of operation, is determined by show management to be objectionable to the successful conduct of the exposition as a whole. Use of so-called “barkers” or “pitchmen” is strictly prohibited.

E. Promotions and Sales: All demonstrations or other promotional activities must be confined to the limits of the exhibit space. No sales activity, demonstrations, sampling, giveaways, solicitation, etc., will be permitted in the aisles.

VI. ARRANGEMENT AND CARE OF EXHIBITS

A. Booth Construction and Arrangement: The Association will provide and arrange for the construction of necessary draped back grounds of uniform style. Drapery is flameproof fabric. Unfinished or unsightly ends of exhibits must be draped by the service contractor at the expense of the exhibitor. The Association does not allow for “end caps,” peninsulas, or islands under 400 square feet.

B. Booth Configuration and Restrictions: All exhibits must be confined to the limits of their respective booths as indicated on the floor plan. The back wall of the booth is 8 feet high; the side dividers are 3 feet high.

Exhibit Rules & Regulations



No special signs, booth construction, apparatus, equipment, lighting fixtures, etc., will be permitted to extend above 8 feet, with the exception of island or perimeter spaces, where height limitation is 16 feet unless otherwise noted due to center restrictions; however, the cubic content of these booths must be approved in advance by Exhibition Management. Materials up to 8 feet in height may be placed within 5 feet of the back wall. Exhibit material must not be set up so as to interfere with the view into adjoining booths. All materials must conform to local building, electrical, and fire department codes and regulations.

C: Care of Exhibit Space: The exhibitor must, at its expense, maintain and keep in good order the exhibit space contracted. The exhibitor shall maintain and conduct the exhibit in a neat, clean, orderly, and safe manner, and shall not do or allow anything to be done in, on, or about the exhibitor's space that might adversely reflect on the Association. The exhibitor shall keep an attendant in its display during the hours the Exhibition is open, and the exhibitor must surrender the space occupied by it to the Association in the same condition as it was at the commencement of occupation (ordinary wear excepted).

- No sign or other articles may be affixed, nailed, or otherwise attached to walls, doors, drapery, etc., so as to deface or destroy them; likewise, no attachments may be made to floors by nails, screws, or other devices that might damage or mark them.
- Exhibits shall be so installed that they will in no way project beyond the space and not extend into the aisle.
- Exhibits shall not obstruct the light, view, or space of others. Exhibitors shall be responsible for damage to property. If the space occupied by the exhibitor shall be damaged by the exhibitor or the exhibitor's agents, employees, patrons, or guests, the exhibitor, on demand, shall pay such sum as shall be necessary to restore the space to the same condition it was in when first occupied by the exhibitor.

VII. HANGING SIGNS

1. Definition: An exhibit component suspended above for the purpose of displaying graphics or identification.
2. Approval: All hanging sign requests must be submitted in writing to the Association, with floor plans or diagrams. All hanging sign requests must be received by July 15, 2026. Signs not approved in advance will not be hung.

VIII. AUTHORIZED EXHIBITOR REPRESENTATIVES

A. Badges: The exhibit is limited to individuals, business firms, and manufacturers who have contracted and paid for space assignments. Each exhibitor shall furnish the Association with the names of its representatives. Exhibitors may register the number of complimentary attendees allotted to their membership level. The exhibitor and its representatives are required to wear these identification badges throughout the Exhibition. The badges are not transferable, and the Association reserves the right to withdraw the use of the badge used

Exhibit Rules & Regulations



to gain admission to the Exhibition by any person other than the one for whom it was issued.

B. Admittance: The Association reserves the right to refuse to admit and eject from the Exhibit Hall, or from any space therein, any objectionable or undesirable person or persons; and on the exercise of this authority, the exhibitor, for itself, its employees, and its agents, hereby waives any right and all claim for damages against the Association. No one under the age of 16 will be allowed in the Exhibit Hall. No exceptions will be made.

IX. INSTALLATION AND REMOVAL

A. Set-up Times and Hours (subject to change)

Wednesday, July 29, 2026, from 1:00 PM to 4:00 PM, and Thursday, July 30, 2026, from 7:00 AM to 10:30 AM
All exhibits must be completely installed by 10:30 AM on Thursday, July 30, 2026.

B. Anticipated Exhibit Hours (subject to change)

Thursday, July 30, 2026, from 11:30 AM to 2:45 PM (Directors Only from 11:30 AM-12:30 PM)

All exhibits must remain intact on Friday, July 31, 2026, until after the official close of the exhibit hall and exit of attendees. Dismantling may begin at 3:00 PM.

C. Removal Of Exhibits:

Thursday, July 30, 2026, from 3:00 PM to 5:00 PM

All equipment & exhibit materials must be completely removed from the show floor by 5:00 PM on Thursday, July 30, 2026.

Note: All Carriers must check in at the dock or service desk two hours prior to FLOOR closing time.

X. SOUND AND NOISE PRODUCING DEVICES

A. Sound Systems: When the sound from one booth interferes consistently with the proper conducting of business in another booth, this is a violation. Each exhibitor must have the opportunity to meet and talk with buyers, unimpeded by excessive noise from other exhibitors.

B. The 80/30 Rule: Any sound that consistently exceeds 80 decibels measured at the edge of an exhibitor's booth or is clearly identifiable more than 30 feet from the booth is considered objectionable. If sound levels become excessive or if an exhibitor fails to reduce the sound level, or later turns the volume up, the sound will again be monitored and the exhibitor will be given a second warning. The third time an exhibit is found to be in violation, all electrical power to that booth will be terminated for the remainder of the conference. The exhibitor will also incur the expense of reconnecting the electrical service to the booth.

Exhibit Rules & Regulations



C. Monitoring Decibel Levels: The Exhibit Manager will utilize professional electronic monitoring equipment, which can objectively monitor sound levels at individual booths. The Exhibit Manager will advise exhibitors to adjust their sound systems to be under the predetermined decibel level. Sound levels on the exhibit floor must not exceed 80 decibels.

D. Cooperation: Remember that the use of sound systems or public address equipment in exhibit booths is an exception to the rule, not a right. Each exhibitor is asked to monitor their own booth site to ensure that sound levels do not infringe on the rights of neighboring exhibitors.

XI. OPERATION OF DISPLAYS

A. Aisle and Booth Blockage: Exhibitors must cease the distribution of samples of any kind whenever such activity blocks the aisles or in any way inhibits nearby exhibitors. If the exhibitor fails to take action to stop activities that cause aisle or booth blockage, show management has the authority to stop them immediately.

B. Sale or Distribution of Merchandise: Exhibitors may show, discuss, explain, and demonstrate items or services, but shall not make sales that result in the exchange of merchandise or money in the Exhibit Hall. Exhibitors using objectionable methods will be evicted without a refund and will lose all priority points for the current year.

C. Product and Literature Distribution: All demonstrations or other activities must be confined to the limits of the exhibitor's booth space and are not permitted in the building's public areas. Distribution of trade publications, invitations, circulars, business cards, stickers, novelties, etc, may be made only within the space assigned to the exhibitor distributing such materials. Trade publishers are prohibited from soliciting advertising during the show.

D. Bag Distribution: All bags distributed by exhibitors on the exhibit floor must be no larger than 15 x 18 x 3 in., including the handle.

XII. FOOD PREPARATION AND/OR BEVERAGE SAMPLING

A. Sampling of Food Products: All products prepared and/or sampled are subject to the following terms and conditions.

1. Food sampling is permitted only by the manufacturer or the product distributor.
2. Proper hand-wash facilities must be provided at each booth (sanitary towelettes or hand sanitizer are acceptable). Tongs, plastic gloves, or other appropriate utensils are required when handling food products.

Exhibit Rules & Regulations



XIII. STORAGE AND SHIPPING

A. Storage Behind Booths: Because of fire regulations, NO STORAGE will be allowed behind booths. If any exhibitor has special problems in this area, please advise the official service contractor during set-up.

B. Shipping Instructions: Delivery receipts, waybills, and bills of lading are to show weight, number of pieces, and classification. Shipping instructions can be found in the attached materials or on the General Exposition website. Questions regarding shipping should be directed to the official service contractor or the venue.

XIV. MISCELLANEOUS

A. Security: Twenty-four-hour security will be provided by the Association throughout the entire Exhibit, including set-up and teardown days at the entrances to the Exhibit Hall and Freight Doors. Any theft is to be reported to the supervisor immediately, and a theft report must be completed. Exhibitors must provide adequate insurance coverage in their own policies against theft.

B. Signs: A two-line standard sign is provided complimentary to exhibitors, including booth number and company name. Additional signs may be ordered through the Exhibitor Service Manual.

XV. LIABILITY INSURANCE

It is agreed that the exhibitor shall make no claim of any kind against the Association, operator of the CC premises, AI, PA, its agents or employees, or against any of the Association's agents or employees for any loss, damage, theft or destruction of goods; nor for any injury that may occur to itself or its employees while in the Exhibit Hall; nor for any damage of any nature or character whatsoever, and without limiting the foregoing, including any damage to its business by reason of the failure to provide space for an exhibit or removal of the exhibit, or for any action of the Association or its participants, agents or employees in relation to the exhibit or exhibitor, and the exhibitor shall be solely responsible to its own agents and employees and to all third persons, including invitees and the public, for all claims, liabilities, actions, costs, damages and expenses arising out of or relating to the custody, possession, operation, maintenance or control of the leased space or exhibit, for negligence or otherwise relating thereto; and exhibitor thereby agrees to indemnify and hold harmless the Association and its agents and employees and the operator of the premises against any and all such claims as may be asserted against it or them.

XVI. EXHIBITOR INSURANCE

Exhibitors must carry Workers' Compensation, comprehensive general liability, including products and completed operations, independent contractors, personal injury, and blanket contractual liability. These coverages must be evidenced by a Certificate of Insurance with a 30-day notice-of-cancellation provision to the holder, which shall be displayed at the exhibit booth at all times during show hours. It is strongly

Exhibit Rules & Regulations



recommended that exhibitors also carry insurance to cover loss of or damage to their exhibits or other personal property while such property is located at or is in transit to or from the Exhibition site.

While the Exhibition provides security guards, this is solely as an accommodation to exhibitors, and the Association assumes no responsibility for any loss, damage, or injury to any property of the exhibitor or to any of its officers, agents, employees, or contractors, whether attributable to accident, fire, theft, or any other cause whatsoever. The exhibitor expressly agrees to save and hold harmless the Association, its management, agents, and employees from any and all claims, liabilities, and losses for injuries to persons (including death) or damage to property arising in connection with the exhibitor's use of the exhibit space.

XVII. INDEMNIFICATION BY EXHIBITOR

Neither the Association, the management of the Association nor the operators of the CC premises, its agents or employees shall be held liable for injuries to any persons or for damage to property owned or controlled by the exhibitor, which claims for damages or injuries may be incident to, arise from or be in any way connected with the exhibitor's occupation of display space, or on account of the neglect by exhibitor of any rule, regulations or instruction of the Association; or any rule, regulation or instruction of the premises; or on account of violation of any law, ordinance or governmental regulation of any kind. The exhibitor shall indemnify and hold the Association, the management of the Association, and the operators of the premises harmless against all such claims.

XIII. CONFERENCE POSTPONEMENT AND/OR CANCELLATION

The Association, in its discretion, shall have the right to postpone or cancel the conference and exhibit and shall be liable in no way to the exhibitor for losses resulting from such delay or cancellation. The Association will not be liable for the fulfillment of this contract as to the delivery of exhibit space if non-delivery is due to any of the following causes: by reason of the facility being damaged or destroyed by fire, act of God, public enemy, war or insurrections, strikes, the authority of the law, postponement or cancellation of the Exhibition, or for any cause beyond its control.

Exhibitor Instruction Letter

Advanced Discount Deadline Date: Monday, July 13, 2026



SCHOOL NUTRITION ASSOCIATION OF PA
SNAPA ANNUAL CONFERENCE
LANCASTER COUNTY CONVENTION CENTER
JULY 28 – AUGUST 1, 2026

Dear Exhibitor:

Welcome to the online exhibitor service kit for the upcoming **School Nutrition Association of PA SNAPA Annual Conference being held at the Lancaster County Convention Center on July 29 – August 1, 2026.**

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 **SNAPA Annual Conference** you have 2 options.

DIRECT LINK

<https://www.generalexposition.com/online-servicekit.php> (click to follow link)

MANUAL ENTRY

Please click the following link or copy and paste the link into your browser's window - 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 Exhibit Code: **SNAPA26**

At the Sign In page, you will be prompted to sign in with an existing exhibitor account. If you do not have an account set up with General Exposition Services, you will be prompted to create one.

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 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 option 1, mention the upcoming **School Nutrition Association of PA SNAPA Annual Conference**, and one of our Event Services Representatives will be happy to assist you.



Dear Exhibitor,

Thank you for being an exhibitor at the Lancaster County Convention Center.

The Lancaster County Convention Center is the exclusive utilities and food and beverage provider for the facility. To order utilities, please complete and return the order forms located in this packet along with relevant payment information. Please be sure to read materials carefully. Included are:

- Driving Directions
- Exhibitor Guidelines
- Loading Dock Procedure
- Packages & Freight
- Parking Options
- Loading Dock Diagram
- Motorized Vehicle Information
- Electric Order Form
- Fork Lift Form
- Furniture Order Form
- Audio Visual & Internet Form

Our website, www.lancasterconventioncenter.com, offers a detailed outline of the facilities policies and procedures and exhibitor forms. These items are located under Exhibitors, as well as other helpful information to assist you with your planning.

We are looking forward to a successful show for all. If you need additional assistance at any time, please contact us using the information below.

Sincerely,

Lancaster County Convention Center - Convention Services Department



Directions to Lancaster County Convention Center Loading Area

Lancaster County Convention Center
3 East Vine Street
Lancaster PA 17602

LCCC Loading Dock (for GPS)
65 S Christian Street
Lancaster PA 17602

Directions from Harrisburg & South

- From Highway 283, take the PA 72/Manheim Pike exit. Keep right at the fork and follow signs to "Downtown Lancaster." Turn right at Fruitville Pike.
- Fruitville Pike will become North Prince Street. Proceed south of North Prince Street to Vine Street, and take a left on Vine Street.
- Cross over Queen Street. After you pass the main entrance to the convention center, turn left into the alley. Loading docks are along the left hand side of the building.

Directions from Baltimore & South

- From Highway 83, turn right onto Highway 30 East. From 30 take the PA 72/Manheim Pike exit. Keep right at the fork and follow signs to "Downtown Lancaster." Turn right at Fruitville Pike.
- Fruitville Pike will become North Prince Street. Proceed south of North Prince Street to Vine Street, and take a left on Vine Street.
- Cross over Queen Street. After you pass the main entrance to the convention center, turn left into the alley. Loading docks are along the left hand side of the building.

Directions from Philadelphia & East

- From the PA Turnpike, take Highway 222 to Highway 30 West. Take the Fruitville Pike exit and turn left onto Fruitville Pike.
- Fruitville Pike will become North Prince Street. Proceed south of North Prince Street to Vine Street, and take a left on Vine Street.
- Cross over Queen Street. After you pass the main entrance to the convention center, turn left into the alley. Loading docks are along the left hand side of the building.

Directions from Gettysburg & West

- From Highway 30, take the Fruitville Pike exit and follow signs to "Downtown Lancaster."
- Fruitville Pike will become North Prince Street. Proceed south of North Prince Street to Vine Street, and take a left on Vine Street.
- Cross over Queen Street. After you pass the main entrance to the convention center, turn left into the alley. Loading docks are along the left hand side of the building.



Exhibitor Guidelines

We welcome you to the Lancaster County Convention Center. We would like to thank you in advance for your cooperation in helping to assure that everyone has a safe and successful event. The Convention Center has a loading area for vendor vehicles on the loading dock. This space is reserved to allow safe access for exhibitors to transport materials to and from exhibit areas.

Your Show Manager will publish the dates and times established for the use of the loading zone in advance.

Access to the Exhibit area or loading area will not be granted outside of these arranged times.

Exhibitor Vehicle Access during Load In/Out

Exhibitor may use loading dock access from Vine Street entrance at the Lancaster County Convention Center. Loading through the Queen St, King St or Parking garage entrances is reserved for limited items able to be transported in one trip.

Bring your own carts

The Convention Center has a limited number of carts available on a first come, first serve basis. Carts are checked out at the loading dock. Please return the cart when finished. We encourage you to bring your own cart to expedite the load in process.

Children

Children under 16 are NOT permitted on the loading docks during Load In / Out.

Balloons & Confetti

The use of lighter than air (Helium) balloons is prohibited. As well as confetti or steamers dispensers.

Trucks with Trailers, Tractor Trailers and Container Trucks

Trucks, Trailers and Containers may be parked at loading docks 1, 2 and 3 for loading/unloading purposes only and must be moved as soon as emptied. They may not remain on the loading dock for the duration of the show unless previously authorized. Under no circumstance may trucks or trailers be left on the loading docks overnight.

Loading dock can accommodate up to 53ft trailers.

Tobacco

The Lancaster County Convention Center is a smoke and tobacco free environment. Please do not smoke in the facility, smoking is only permitted 10 feet from any entrance.

Firearms

Firearms are strictly prohibited on the Lancaster County Convention Center and Lancaster Marriott Property. Should firearms be part of your exhibit, please reach out to show management to get approval for display weapons and information on required safety checks.

Animals

Animals other than Guide or Service Animals, are allowed in the Lancaster County Convention Center only for Exhibits and / or Entertainment. All Animals for those purposes must be approved by management and a proper permit must be obtained. All sanitary needs or animals will be the sole responsibility of the client.

Food and Beverage

Outside food and beverage is not permitted in the facility without written consent from appropriate Lancaster County Convention Center staff.

Security

The Lancaster County Convention Center will not assume responsibility for any damage or loss of any property, merchandise or articles brought to the Event. Arrangements must be made through the Event manager for Security of exhibits, merchandise and/ or audiovisual equipment.

Fork Lift / High Lift

All Forklifts, or other mechanical lifts are required to run on propane or electrical power. No combustible engines will be allowed to run in the Convention Center. All Lifts are to be operated by trained personal only, with a current operator's license.

Fire Safety and Decorations

All fire, safety and Convention Center regulations must be strictly followed. No propane, acetylene, explosive materials or other flammable items are allowed. Gasoline powered vehicles may be displayed. Please review Motorized Vehicle section. Drapery and booth decorations cannot block or cover the Fire Extinguishers, AED boxes or the Fire Alarm Strobes.

-Pyrotechnics either indoors or outdoors, are not permitted

-Water, chemical or dry ice fog/ haze are not permitted inside the Hotel or Convention Center without prior written permission from the Security Manager. Request must be submitted 30 days prior to the first day of the Event. Fog/ haze machines will require a fire watch service. Please note this is not a complimentary service, charges will be discussed prior to the event, varying with time, duration and size.

-Material Safety Data Sheet is required for any chemical utilized in facility including vendors & outside contractors



Loading Dock Procedure

Arrival procedure

Step 1: Unload

Once the exhibitors arrive at the loading dock, they must unload their items onto a cart. After their items have been removed from their vehicle, they should be placed either in the loading dock area or the vicinity of their booth. **NOTE:** Vendors with smaller setups that can be brought in by cart or carried, PLEASE USE Queen St curbside entrance or load in through lobby via attached Penn Square parking garage.

Step 2: Park

Exhibitors must return to their vehicle and move it to the authorized parking area. Vehicles are to be removed from the loading dock before exhibitors spend time "arranging" or "setting up" their booth. Vehicles may not be left in the loading dock area for any reason except for loading and unloading.

Departure Procedure

Step 1: Pack Up

At the designated conclusion of the show, exhibitors will begin to promptly pack up the items at their booth space. Please ensure all items are secured via shipping boxes, containers, plastic wrap or other means as appropriate for your items. If you require assistance with getting your shipping crates or containers brought to from your booth, please ask the convention services staff.

Step 2: Visit Loadmaster

A designated member of venue security (Loadmaster) will be on hand near the large roll-up door in Freedom Hall. Once your items are packed, please visit the loadmaster and inform them your booth is completely packed up. The loadmaster will check to ensure everything is ready. Once verified, the loadmaster will instruct you to bring your load out vehicle into the Christian Street loading dock area.

Step 3: Visit Dock Coordinator

A designated member of venue security (Dock Coordinator, may be same person as load master) will be on hand in the Christian Street loading dock area. When you bring your vehicle into the loading dock area, The Dock Coordinator will instruct you where to park your vehicle. Once parked, you must promptly load out your items to your vehicle and then depart the property. There are many vendors waiting to load out and a sense of urgency is required on your part to make this a smooth process.

Packages & Shipping

The Lancaster County Convention Center has no storage facilities for exhibit materials.

All packages and freight incoming and outgoing MUST be coordinated with our material handling/drayage partner, General Exposition Services (GES).

There is a material handling fee which varies depending on size of package and if you will need delivery and/or pick up to convention center. All arrangements must be made in advanced. GES will have coordinator onsite during designated load in and load out days to ensure delivery, pick up and assist as needed.

Access – GES Exhibitor Portal

You should receive an exhibitor instruction letter with a link and event specific access code.

Or you can visit their website www.generalexposition.com. Then 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.

If you have any questions about the material handling services, please call GES at 610-495-8866, mention the event name, and one of their Customer Service Representatives will be happy to assist you.

LANCASTER COUNTY CONVENTION CENTER

Parking Options

All regular sized vehicles (cars, minivans, SUV's, pickuptrucks) can park in nearby garages, open lots, or on street parking - all of these are operated and maintained by the Lancaster Parking Authority and are subject to their current parking rates. Please see maps below. Parking in the loading area is prohibited.

GARAGES

The Penn Square Garage (closest to the Convention Center and Hotel) & Prince St Garage can fit vehicles under 6' 8" in height. East King St Garage can fit vehicles under 8' 2" in height.

STREET PARKING

You can also reserve street parking ahead of time through the Lancaster parking authority on the street on our block (Vine St, Queen St or Duke St) or other nearby streets. Phone: (717) 299-0907 - www.lancasterparkingauthority.com - [On Street Parking](#)





Motorized Vehicle Policy for the Exhibit Hall

General Policy

Motorized vehicles are prohibited from entering or being operated on the exhibit hall floor without prior written approval from the Safety and Security Director. The only exception is for authorized display vehicles that have obtained the required permit.

Definition of Motorized Vehicles

For the purpose of this policy, a motorized vehicle is defined as any vehicle propelled by an internal combustion engine using Class-1 or Class-2 fuel. This includes, but is not limited to:

- Automobiles
- Trucks
- Motorcycles
- Aircraft
- Watercraft

Display Vehicle Requirements

All display vehicles must comply with Pennsylvania State Fire Code, Lancaster City Fire Code, and the National Fire Protection Association (NFPA) 1 Fire Code. The following mandatory safety requirements apply:

- Fuel tanks must contain no more than $\frac{1}{4}$ tank of gas or 5 gallons, whichever is less (as required by Pennsylvania and Lancaster City Fire Code).
- The battery must be disconnected upon arrival and remain disconnected for the entire duration of the event. A non-permeable poly sheeting must be placed under the vehicle to prevent oil leaks while inside the facility. All fuel tank openings must be tightly sealed to prevent vapors from escaping.
- The vehicle must not be started or operated while inside the building.

Visqueen Installation and Removal Service

The Lancaster County Convention Center will provide Visqueen installation and removal services for the load-in and load-out of display vehicles, including automobiles, trucks, motorcycles, aircraft, and watercraft. This service includes the placement of non-permeable poly sheeting beneath each vehicle to prevent potential oil leaks, as well as coverage of entrance and exit routes associated with the movement of these vehicles. Labor and material costs will be billed to the Client, and the total cost will vary based on actual labor hours, material usage, and the total square footage of the area to be protected.

Permit Application & Fees

All display vehicles must obtain a Display Vehicle Permit by submitting an application to the Safety and Security Director at least thirty (30) days prior to the event. The application must include:

- Vehicle Make, Model, and Year
- Proof of Insurance

A permit fee of \$25 per vehicle applies.

Load-In & Load-Out Procedures

Display vehicles will be assigned a specific load-in and load-out time.

Upon arrival at the Lancaster County Convention Center loading area, the driver must present a green "Display Vehicle Approval Form" to the Loading Master for entry authorization.

- The Safety and Security Director must inspect the vehicle within 30 minutes of entry, verify fuel levels, and supervise the battery disconnection. A Display Vehicle Permit will then be issued.

Battery Reconnection & Fire Code Compliance

At no time shall a vehicle's battery be reconnected without the explicit approval of the Safety and Security Director. Unauthorized reconnection violates fire code regulations and may result in penalties, removal from the event, or further enforcement actions.

Indemnification & Liability Waiver

The vehicle owner and/or exhibitor assumes full responsibility for any damage, injury, or liability resulting from the display vehicle.

"The exhibitor and/or vehicle owner agrees to indemnify, defend, and hold harmless the Lancaster County Convention Center, its management, employees, affiliates, and contractors from any and all claims, damages, injuries, or losses arising from the presence, operation, or display of the vehicle within the facility."

Emergency Procedures

In the event of a fuel leak, fire, or other emergency involving a display vehicle, the Safety and Security Director must be notified immediately. Emergency response procedures, including potential vehicle removal, will be determined by security personnel in coordination with local fire authorities.

Enforcement & Violations

Failure to comply with this motorized vehicle policy, including unauthorized battery reconnection, exceeding fuel limits, or failure to submit required permits, may result in:

1. Immediate removal of the vehicle from the premises.
2. Fines or additional permit fees as determined by the Safety and Security Director.
3. Restriction from future events at the Lancaster County Convention Center.

Acknowledgment of Compliance

All exhibitors and vehicle owners must sign the acknowledgment form below before receiving approval.

Acknowledgment of Compliance

"As the owner/exhibitor of the vehicle, have read and agree to comply with the Motorized Vehicle Policy. I acknowledge that failure to adhere to these regulations may result in removal, fines, or further action."

Shaun Cooney, Director of Security and Safety
(717) 207- 4054
shaun.cooney@aimbridge.com

Lancaster County Convention Center
25 South Queen Street
Lancaster, PA 17603



Display Vehicle Permit Application

Company Name : _____

Owner Name : _____

Contact Number : _____

Owner Address : _____

City, State : _____

Driver Name : _____

Contact Number #2 : _____

Event Name : _____

Event Date : _____

Make : _____

Model : _____

Year : _____

Color : _____

Notes: _____



Lancaster County Convention Center
25 South Queen St
Lancaster, PA 17603

P: (717) 207-4000

ELECTRICAL SERVICE ORDER FORM

Name of Event		Event Dates	Booth #
Company Name		Phone Number	
Address	City	State	Zip
Contact Person	Email		Date

Payment Notice: All electrical charges must be pre-paid prior to services rendered by utilizing this credit card authorization form or by check made payable to Lancaster County Convention Center. ELECTRICAL SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL. Prices are subject to change without notice.

STANDARD ELECTRICAL SERVICE

120 VOLTS per single receptacle	Standard Rate	Quantity	# of Days	Item to be Hooked Up	Total
20 amp (1920 watts)	\$80/day	Order through SNAPA			\$
208 VOLTS/TWO or THREE PHASE	Standard Rate	Quantity	# of Days	Item to be Hooked Up	Total
20 amp*	\$150/day				\$
30 amp*	\$200/day				\$
40 amp*	\$225/day				\$
60 amp*	\$275/day				\$
100 amp*	\$450/day				\$
400 amp*	\$700/day				\$

* If this is needed, please note the NEMA # for the plug and receptacle and if it's hard wired or not. _____

Miscellaneous	Standard Rate	Quantity	Total
Power Strip	\$75		\$
			\$
			\$

Subtotal	
PA 6% Sales Tax	
SERVICE TOTAL	
\$50 Late Fee	

****For any hook-up not listed, please provide specific requirements.**

Completed forms can be emailed to adrienne.fonti@aimbridge.com or mailed to the address at the top of the page.

Please make checks payable to: Lancaster County Convention Center or fill out the credit card information below.

If payment by credit card is chosen, payment will be posted to your credit card 5 days before the day of the event.

VISA MasterCard AMEX Discover

Card Number _____

Exp. _____

Name _____

Date _____

Signature _____

*****Please note, electric added on site is subject to a late fee of \$50 *****
Electric can't be added once show has begun.



Lancaster County Convention Center
25 South Queen St
Lancaster, PA 17603

P: (717) 207-4000

LIFT ORDER FORM

Name of Event		Event Dates		Booth #
Company Name		Phone Number		
Address	City	State		Zip
Contact Person	Email			Date

Payment Notice: All forklift charges must be pre-paid prior to services rendered by utilizing this credit card authorization form or by check made payable to Lancaster County Convention Center. FORKLIFT SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL. Prices are subject to change without notice.

	Standard Rate	Date of Use	Time of Use	Weight of Item	Total
Fork Lift Only Driver must provide certification to receive keys	\$100/hour				
	Standard Rate	Date of Set up	Date of teardown	# of Items	Total
Fork Lift with Operator (4 Hour minimum)	\$150/Hour				\$

DESCRIPTION OF ITEM:	Subtotal	
	PA 6% Sales Tax	
	SERVICE TOTAL	

Completed forms can be emailed to adrienne.fonti@aimbridge.com or mailed to the address at the top of the page.
 Please make checks payable to: Lancaster County Convention Center or fill out the credit card information below.
 If payment by credit card is chosen, payment will be posted to your credit card 5 days before the day of the event.

VISA MasterCard AMEX Discover

Card Number _____ Exp. _____

Name _____ Date _____

Signature _____



Lancaster County Convention Center
25 South Queen St
Lancaster, PA 17603

P: (717) 207-4000

FURNITURE ORDER FORM

Name of Event		Event Dates	Booth #
Company Name		Phone Number	
Address	City	State	Zip
Contact Person	Email	Date	

Item	Standard Rate	Quantity	Total
Chair	\$6		\$
6' x30" Table	\$30		\$
8' x 30" Table	\$35		\$
6'x30" Table, Clothed, Skirted	\$55		\$
8'x30" Table, Clothed, Skirted	\$60		\$
30" Round Table, 28" High, Clothed	\$30		\$
30" Round Table, 42" High, Clothed	\$35		\$

Subtotal	
PA 6% Sales Tax	
SERVICE TOTAL	
\$50 Late Fee	

Completed forms can be emailed to adrienne.fonti@aimbridge.com or mailed to the address at the top of the page.

Please make checks payable to: Lancaster County Convention Center or fill out the credit card information below.

If payment by credit card is chosen, payment will be posted to your credit card 5 days before the day of the event.

VISA MasterCard AMEX Discover

Card Number _____ Exp. _____

Name _____ Date _____

Signature _____

*****Please note, Furniture ordered on site is subject to a late fee of \$50 *****
Order will not be accepted once show has begun.

Easy Ordering

As the exclusive Technology Provider of The Lancaster Marriott and Convention Center, Encore is committed to making your experience as easy and stress-free as possible.



Self-service option available through our online store – EventNow

Step 1

Visit [EventNow](#) and select your show

Step 2

Browse our technology catalog

Step 3

Select from a list of available products/product packages and service packages, then check out.*

EventNow

offers a range of solutions for any exhibitor:

As the exclusive Technology Provider of The Lancaster Marriott and Convention Center, Encore is committed to making your experience as easy and stress-free as possible.

- Large and small format HD monitors (40" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- Power Strips, Extension Cords, and Charging Stations
- LED Lighting
- Flipchart Packages
- Power and Internet Connectivity Packages

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.

We make it easy



Easy ordering options



Confirmation email is sent with your order details



We regularly maintain and service all equipment



Encore delivers, installs, and tests equipment



After the show, Encore picks up your rental equipment



Need assistance or products/solutions not offered in EventNow?

Reach out to your Encore on-site contact directly:

**Jacob.Arbutus@encoreglobal.com
717-207-4084**

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TEMPORARY FOOD VENDOR APPLICATION

Event Information

Name of Event: _____ Date(s) of event: _____

Location _____
StreetAddress _____

Time of Set-up _____

Name of Event Coordinator: _____ Phone Number: _____

Email _____

Applicant Information

Name of Business _____

Address of Business _____
City: _____ State: _____ Zip _____

Contact Person: _____ Phone Number: _____

Email: _____

Name of Food Safety Certified Individual: _____

Attach Certification

Food Information

Will Food Be: Sold Given Out

Is the Food: Pre-Packaged Temperature Controlled

Hand Washing

Where will you get your water from? _____

How will you heat your water to 100° F for handwashing? _____

Describe your handwashing station _____

How many gallons of water are you bringing? _____

Water/Ice

Where will you be getting the water/ice from? _____

How much water/ice are you bringing? _____

What are you using the water/ice for? _____

What are you storing the water/ice in? _____

Protection from contamination

How will unpackaged and ready-to-eat foods be distributed and protected from contamination? _____

How will condiments be dispensed? _____

Are you serving fruits or vegetables? _____

Where & how will foods be cleaned? _____

Food Storage

At what temperature are you transporting/storing the food? _____

What equipment will be used to maintain these temperatures? _____

How much time will it take you to transport the food to the event? _____

I agree that all refrigeration & cold units must maintain 41°F or below & have an accurate thermometer. All foods requiring temperature control must be delivered to the event below 41°F or above 135°F. Temperatures must be maintained during the event. Out of temperature foods are subject to immediate disposal and may prevent participation. Yes No

Cooking/Cooling & Reheating

What raw animal products are you cooking at the event? _____

To what temperature and how long are you cooking it? _____

What type of thermometer will you be using? _____

Are you reheating any foods prior to the event? Describe _____

What foods are you reheating? _____

What equipment are you using? _____

Equipment

Provide a description & quantity of any food equipment you are bringing

Utensils	_____	Mixing Bowls	_____
Food Storage Containers	_____	Single Serve Items	_____
Beverage Dispensing Units	_____	Condiment Dispensing Units	_____
Tables	_____	Other	_____

Required Enclosures

What type of overhead structure will you use? _____

What materials is the structure made of? _____

Indicate fire retardant rating. _____

Waste

How will waste water be disposed? _____

If fry oil is used, how will it be removed? _____

Describe your waste receptacle _____

How will trash be removed? _____

Attachments

*All attachments are **required and must be submitted two(2) weeks prior to the event start date.** Please be aware that if any attachments are missing, your application will be denied. Please check the list below to ensure you have attached all required forms.*

Menu

ServSafe/Food Manager Certificate

Health License from your city/state

Drawing of your set-up

Non-Refundable Payment of \$140.00

(Make all payments out to the City of Lancaster)

Disclaimer and Signature

I _____ have read and understood all applicable food code sections and sub-sections and agree to abide by all rules and regulations set henceforth by the Commonwealth of Pennsylvania. I certify that the information above is true and complete to the best of my knowledge.

Signature: _____ Date: _____