

Bayfront Convention Center Exhibitor/Vendor Service Request Form

Event Name Pennsylvania Music Educators Association 2017 **Event Date(s)** April 19th - April 22nd 2017

Exhibitor/Vendor Information	
Booth Number _____	Move In Date _____
Exhibitor/Vendor Name _____	Move In Time (approx.) _____
Contact Name _____	Contact Phone # _____
Contact Address _____	Contact Email _____
City, State, Zip _____	

Booth Package Includes

Booth Package
10' x 10' Pipe and Drape Booth (charcoal & silver)
(1) 8' Vinyl covered, black skirted table
(2) banquet chairs
(1) Waste Can
Wi - Fi included

Complete this form and email to:
Martha Stickner, Senior Event Coordinator
1 Sassafras Pier Erie PA 16507
mstickner@erieevents.com
814-455-1260

DEADLINE FOR ORDERING is March 31st 2017
All orders received after this date or on site are subject to a \$50.00 late fee

Additional Services Provided	
<i>6% PA Sales Tax Where Applicable</i>	
120 V / 20 amp <input type="checkbox"/>	\$25.00
208 V / 30 amp / 1 phase <input type="checkbox"/>	\$125.00
Analog Line <input type="checkbox"/>	\$125.00
Wired Internet <input type="checkbox"/>	\$125.00
Flat Screen TV <input type="checkbox"/>	\$100.00
Unskirted Table <input type="checkbox"/>	\$7.00
(Size: _____)	
Skirted Table <input type="checkbox"/>	\$20.00
(Size: _____)	
Table Height Extensions <input type="checkbox"/>	\$10.00
Banquet Chair <input type="checkbox"/>	\$2.00
Water/Drain (per hook up) <input type="checkbox"/>	\$50.00
Natural Gas (per day) <input type="checkbox"/>	\$50.00
Compressed Air (per day) <input type="checkbox"/>	\$50.00
Booth Carpet (10' x 10') <input type="checkbox"/>	\$100.00
<i>Circle One Red, Blue, Green, Gray, Black</i>	

Drayage Needs (\$0.50 per pound)	
Arrival - Loading Dock to Booth	
Date: _____	
# Pounds: _____	
Departure- Booth to Loading Dock	
Date: _____	
# Pounds: _____	
TOTAL Drayage Amount: _____	

Please do not ship items before April 17th

Payment Information	<i>Checks payable to Bayfront Convention Center</i>
Credit Card Number: _____	
Expiration Date: _____	
Zip Code Card is Under: _____	TOTAL DUE: _____
Signature: _____	

