



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 & Freight

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 give call GES at 610-495-8866, mention the event name, and one of their Customer Service Representative will be happy to assist you.

LANCASTER COUNTY CONVENTION CENTER

Parking Options

All regular sized vehicles (cars, minivans, SUV's, pickup trucks) 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

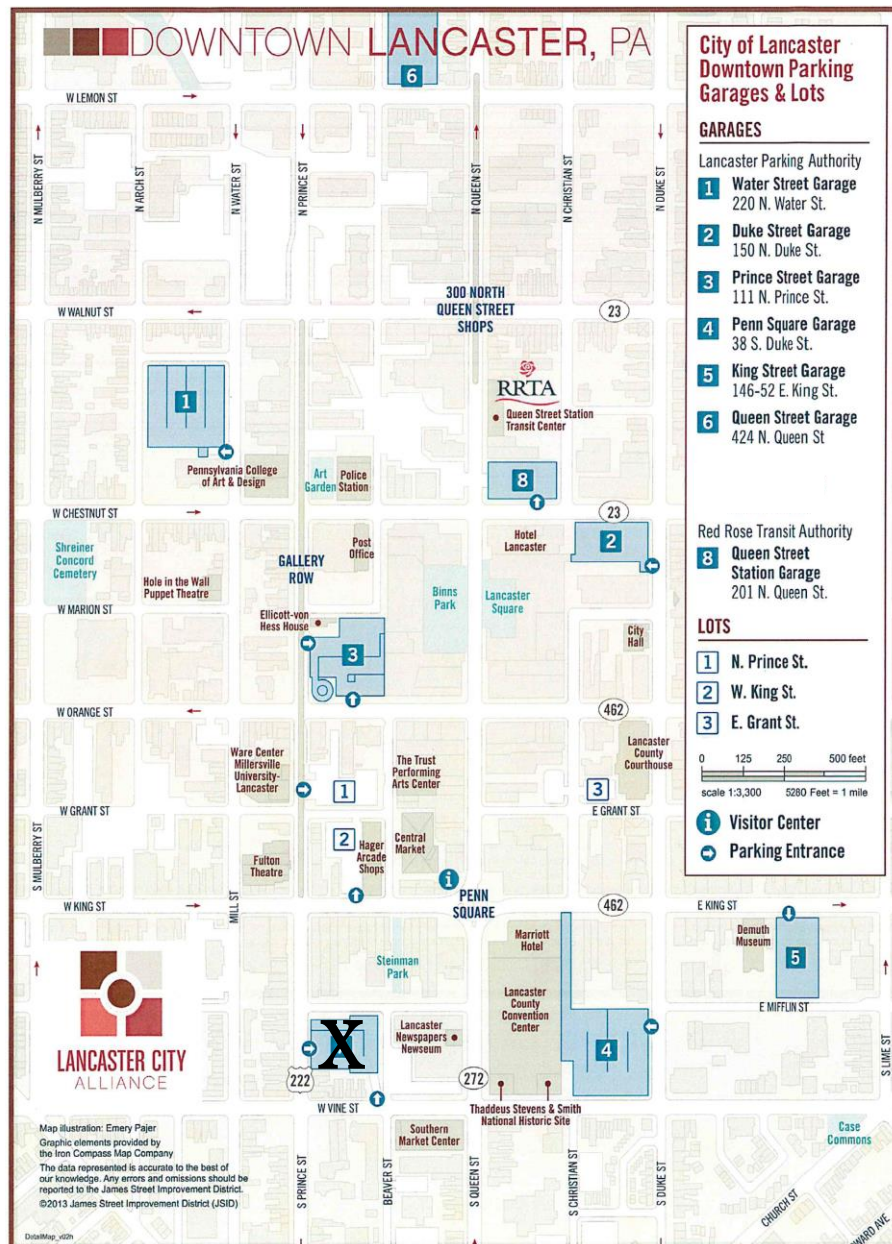
The Penn Square Garage (closest to the Convention Center and Hotel) & Prince St Garage can fit vehicles under 6' 8" in height. East King St Garage can fit vehicles under 8' 2" in height.

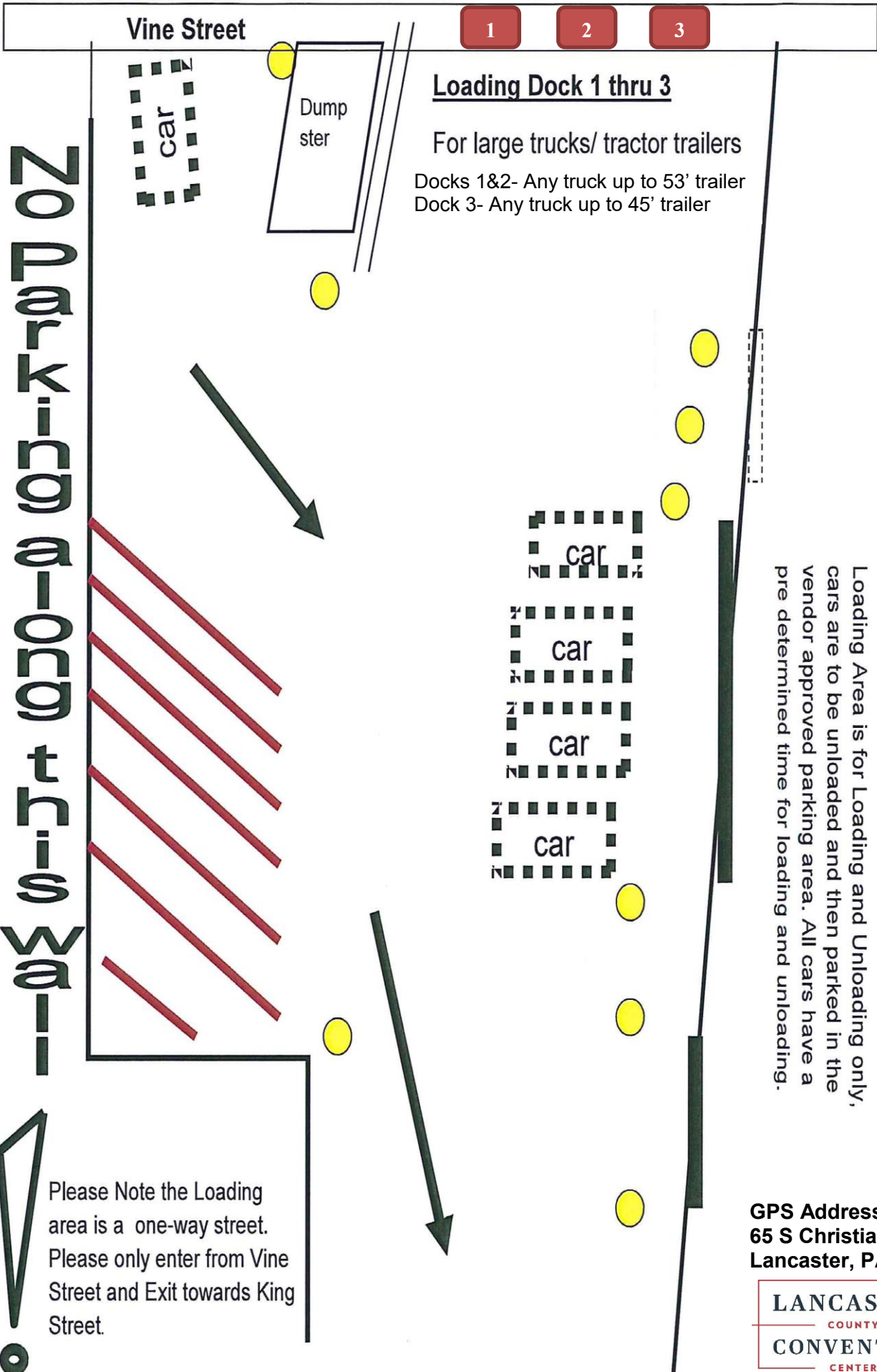
STREET PARKING

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](#)

VINE LOT

Oversized vehicles (large cargo vans, vehicles with trailers or other items in tow, flatbed trucks, etc) that are not able to fit into a local garage or who cannot find on street parking, may park in the Vine Street oversized vehicle parking lot as a last resort. Parking is on a first come, first serve basis. Please additional information after maps.





Vine Street

1

2

3

Loading Dock 1 thru 3

For large trucks/ tractor trailers

Docks 1&2- Any truck up to 53' trailer

Dock 3- Any truck up to 45' trailer

car

Dump
ster

car

car

car

car

Please Note the Loading
area is a one-way street.
Please only enter from Vine
Street and Exit towards King
Street.

Loading Area is for Loading and Unloading only,
cars are to be unloaded and then parked in the
vendor approved parking area. All cars have a
pre determined time for loading and unloading.

GPS Address -
65 S Christian St.
Lancaster, PA 17603

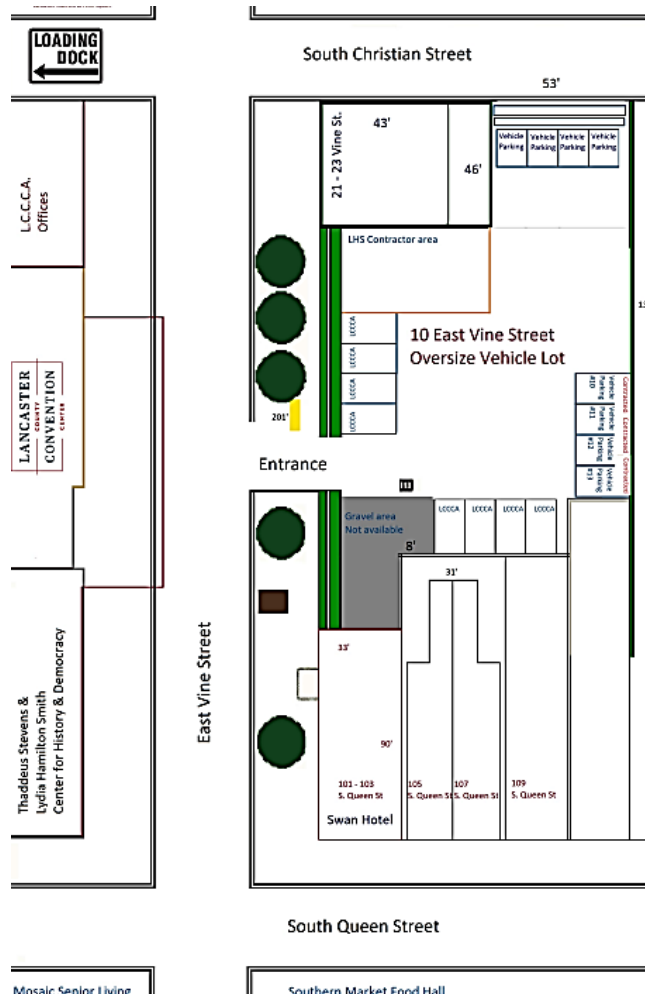
LANCASTER
COUNTY
CONVENTION
CENTER



Vine Street - Oversize Vehicle Lot

The Lancaster County Convention Authority has The Vine Street - Oversize Vehicle Lot available to rent for guests of the convention center. It is an uncovered gated lot conveniently located adjacent to convention center. To reserve, please complete and return the appropriate form in this packet along with relevant payment information to the contact below. Please be sure to read materials carefully.

- Location: 10 East Vine St, Lancaster, PA 17603
- Contact Information: 717-207-4104 or BusinessOffice@lccca.com
- Parking Rates:
 - Oversized or Vehicles with tow): \$54/day
 - Large or Commercial Vehicles (Trailers, Buses, Trucks, RVs): \$54/day
- Vehicle Parking Day: 24 hours beginning at initial time of arrival
- Upkeep: \$25 fee for dumping trash plus any additional clean-up cost, if needed.
- Map: Below
- Oversize Vehicle Form (Passenger with tow & Large/Commercial)





Parking Agreement – Oversize Vehicle

PARKING AGREEMENT, entered into between The Lancaster County Convention Center Authority (Landlord) and _____ (**Print Name of Tenant**), for authorized parking of _____ (**Vehicle Year/Make/Model/Length**) in the paved area (**NOT gravel area**) of the Vine Street Parking Lot at 10 East Vine Street.

Trailer? Y/N. If yes, type and size:

It is agreed between the parties as follows:

1. Landlord hereby agrees to the parking of multiple vehicles at the premises described above for (**Print Length of Stay**) beginning _____ (**Date**) _____ **A.M./P.M.** and ending _____ (**Date**) _____ **A.M./P.M.**
2. Tenant shall not conduct on premises any activity deemed hazardous, a nuisance, or any commercial transactions involving the buying and/or selling of merchandise. Tenant is barred from assigning or subletting the Parking Privileges to another party without the consent of the Landlord.
3. Parking Fee is **\$54.00** per day, payable by check made payable to:
"Lancaster County Convention Center Authority"
Returned checks are subject to a \$25.00 Returned Check Fee.
4. All vehicles are parked at Tenant's risk; Landlord is not responsible for any damage to vehicle while parked at the above location.
5. Landlord's failure on any occasion to enforce any right or remedy hereunder shall not constitute a waiver of such right or remedy, and the same may be enforced by the Landlord at any time.
6. \$25.00 fee for dumping trash, plus clean-up costs.

Signed this _____ day of _____, 202____.

Lancaster County Convention Center Authority/KAAD
Landlord

Tenant (Please Print Name)

Signature of Tenant

Emergency Contact Number



Credit Card Authorization Form

Dear Sir/Madam,

This form has been created in order to allow you to have third party expenses charged to your credit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please return the completed form to the Lancaster Marriott at 717-239-1600.

Cardholder Information

Name as it appears on the credit card: _____

Card type: ☐ Visa ☐ MC ☐ Amex ☐ Diners/CB ☐ Discover ☐ JCB

Account type: ☐ Individual (personal credit card)

☐ Corporate | Company Name: _____

Account number: _____ Exp. date: _____

Address:
(where statement is mailed) _____

City, State and Zip: _____

Phone number: _____ Fax or alternate number: _____

Guest Information

Guest name: _____

Company: _____

Phone number: _____ Fax or alternate number: _____

Confirmation number: _____

Arrival date: _____ Departure date: _____

Relation to cardholder: ☐ Relative ☐ Friend ☐ Business Associate ☐ Other: _____

Rate Information and Approved Charges

Room rate:* _____ Taxes:* _____ Total daily rate:* _____ Number of nights: _____

*(Rate and tax amount must be provided by a hotel representative in order to complete this form)

☐ All Charges ☐ Room & Tax ☐ Telephone (LD) ☐ Telephone (Local) ☐ Restaurant

☐ Room Service ☐ Valet (Laundry) ☐ Parking ☐ HS Internet Access ☐ Movies

☐ Other: _____

I certify that all information is complete and accurate. I hereby authorize the Lancaster Marriott to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit card listed above. Charges must not exceed _____ for the entire stay/event. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit card listed above.

Cardholder name: (Printed) _____

Cardholder signature: _____ Date: _____