



Your Place for Business

Event Planning Guide

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FACILITY FEATURES

Owned and managed by Carlisle Events, the Carlisle Expo Center is located just one block from the 82-acre Carlisle Fairgrounds. This state-of-the-art facility is available to rent for meetings, trade shows and events of all types.

Located within minutes of I-81 and the Pennsylvania Turnpike, the Carlisle Expo Center is easily accessible and within a two to four hour drive of Baltimore, Washington, D.C., Philadelphia, Pittsburgh and New York City. Nearby attractions include Historic Carlisle, Hershey Amusement Park and Zoo, Gettysburg Battlefield, the U.S. Army War College and more.

Visit our web site for a calendar of events: CarlisleExpoCenter.com.

General Features:

- On-site parking for 350 + vehicles
- Overflow and trailer parking available at the Carlisle Fairgrounds, just one block away
- Handicapped accessible
- Loading/unloading and storage
- Loading dock with 8 ft. wide x 7 ft. high overhead door
- Overhead door #2 is 12 ft. wide x 10 ft. high
- Bi-fold glass door is 12 ft. wide x 9 ft. high
- Security alarmed
- Exterior lighting on building; large expanses of exterior glass walls; landscaped
- Custodian and janitorial services
- Ceiling height is 12-18 feet
- Standing capacity is 7,459
- Seating capacity is 3,197
- Table/Chair capacity 3,197
- Climate-controlled
- Electric and wireless internet available
- Sound system
- Concession Area

Exhibition Hall:

- 22,378 sq. ft.
- 96 – 12 ft. wide x 10 ft. deep vendor spaces
- Concrete, painted floor
- Dining area

Seminar Room:

- Theatre-style capacity: 96
- Classroom capacity 35
- Carpeted

Lobby & Ticket Sales Office

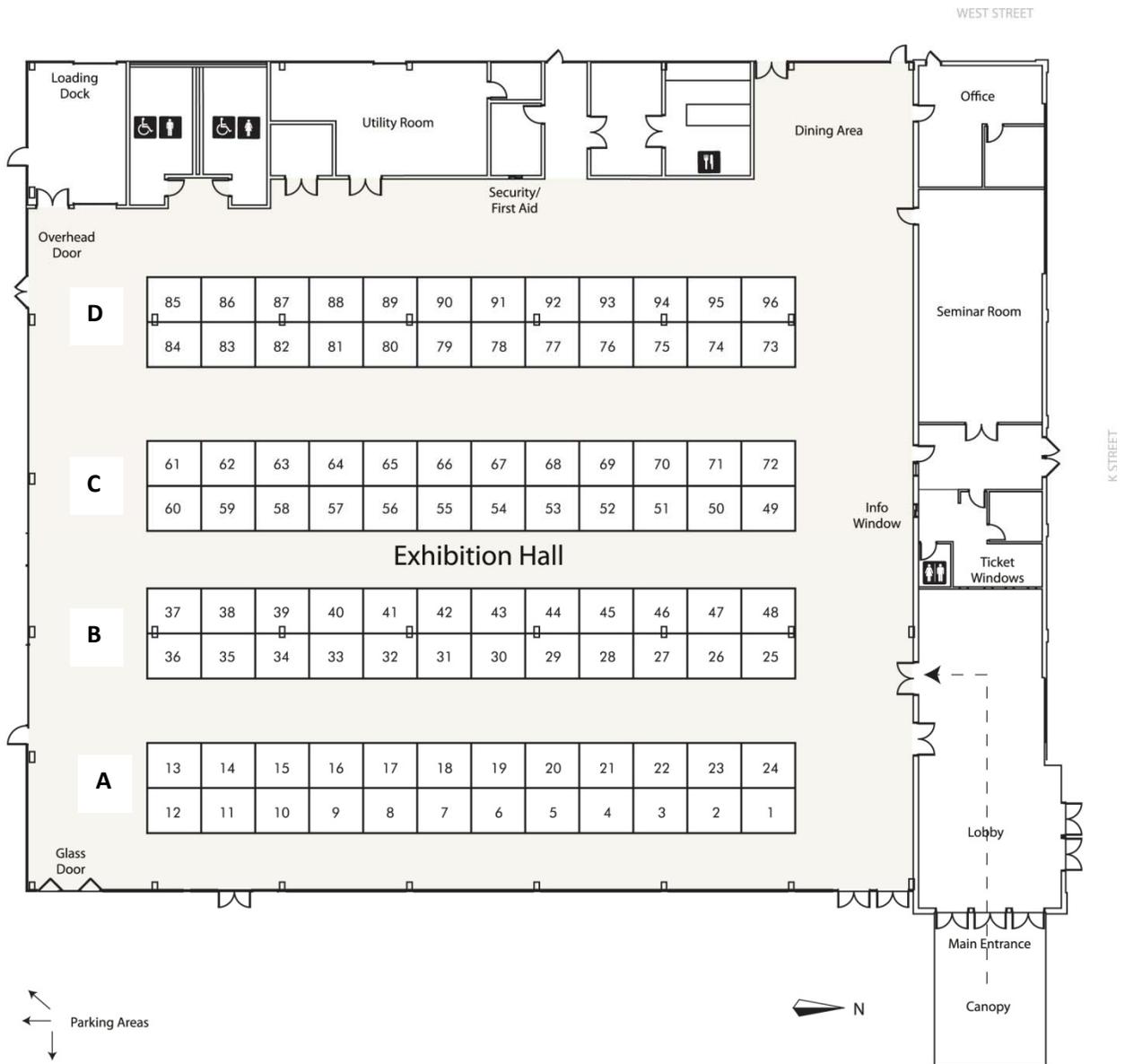
- Large entrance/lobby area
- Four ticket windows in Lobby
- Information window to Hall

FLOOR PLAN

See Separate **Facility Features** for more details

96 vendor space layout shown

12' frontage x 10' depth



Rows B and D have built-in electrical outlets on poles. Rows A and C will require the installation of electrical drops prior to show start.

NOTICE TO FACILITY LESSEES

All Carlisle Expo Center Facility Lessees must abide by the laws and codes of the Commonwealth of Pennsylvania. This includes the Commonwealth of Pennsylvania's Fire and Panic Code.

Several items included in the Fire and Panic code are as follows:

1. Blocked Exits and means of egress
 - All doors marked "Exit" must be clear of any obstacles.
 - You must provide a direct path to an exit door and you must have a six-foot aisle.
2. Blocking of Fire Exits
 - All fire exits must be unobstructed
3. All electrical extension cords must be UL approved to meet or exceed National Electric Code requirements
4. Fire extinguishers must be easily accessed and may not be blocked.
5. All fire lanes must be kept open at all times.

Failure to comply with the Fire and Panic Codes could result in a show or event being closed.

IMPORTANT EVENT PLANNING INFORMATION

****INSURANCE REQUIREMENTS FOR EVENTS****

All companies, organizations or groups using the Carlisle Expo Center are required to maintain, at their sole cost and expense, commercial general liability insurance covering bodily injury and property damage with a combined single limit of **\$1,000,000 per occurrence**. The company, organization or group will provide Carlisle Expo Center with a Certificate of Insurance evidencing such coverage and naming **Carlisle Productions Inc., B & C Properties LP and Carlisle Expo Center** as an additional insured at least ten (10) days prior to the set-up date referenced above. **The address to list on the form is 1000 Bryn Mawr Rd. Carlisle, PA 17013. DO NOT use the address of the Expo Center. Failure to provide insurance information before the event begins may result in termination of the contract.**

ALCOHOL POLICY

Sale of alcoholic beverages is prohibited at the Expo Center. Disorderly or intoxicated persons will not be tolerated. Furnishing of alcoholic beverages to minors is prohibited. Pennsylvania State Law considers anyone under the age of 21 a minor.

DOGS

For health and safety reasons, dogs are not allowed in the Expo Center. Licensed and properly-credentialed service dogs are welcome. Any effort to bring a non-service dog into the Expo Center will result in the patron being asked to remove the animal. Refusal to do so will result in expulsion from the facility without refund or reimbursement.

ADMISSION TAX

Per Borough Code, Section 231-20 through 231-32, the Borough of Carlisle imposes a **10% tax on the price of admission to each and every amusement** within the Borough limits for which the individual admission price is \$0.10 or more. Checks should be made payable to the Borough of Carlisle and mailed to the following address ***within 15 days of the closing of the event, along with a copy of the attached form:***

**Borough of Carlisle
52 W. South Street
Carlisle, PA 17013**

If you have any questions or desire a copy of the Borough Code Section 231, please contact the Borough Finance Department at (717) 249-4422.

SALES TAX

The State of Pennsylvania requires that any vendor selling merchandise obtain a permanent Pennsylvania sales tax license. Applications for licensing may be obtained from the PA Department of Revenue. Questions or concerns regarding filing should be directed to the Bureau of Collections and Taxpayer Services at 717-783-1405.

***A vendor list must be sent to the Dept. of Revenue Agent 2 weeks prior to an event. The vendor address, phone number & sales tax number must be on this list. Contact the Revenue Enforcement Collections Agent at 717-425-7704.**

PARKING AND OVERFLOW PARKING

As you plan your event at the Carlisle Expo Center, we ask that you evaluate your parking needs. We request that you develop a parking strategy prior to your event to ensure that your guests are efficiently accommodated upon arrival. Such a strategy may involve consideration of parking attendants and additional signage.

The Carlisle Fairgrounds, located just one block away, is available for overflow parking; however, use of fairgrounds may require you to hire a parking attendant(s) during the peak hours of your event. The condition of the grassy areas of the

fairgrounds is important to the Carlisle Events business; to avoid damage to these areas, traffic may at times need to be directed exclusively to paved areas. In order to keep parking attendant costs at a minimum, Carlisle Events will provide signage indicating where parking is permitted and where parking will not be allowed. Additionally, barricades and cones will be provided to help direct traffic flow.

Carlisle Events also recommends that consideration be given to contacting the Carlisle Special Police for help with directing pedestrian and car traffic between the Expo Center and the fairgrounds. To contract for this added service, please contact: Mr. Bob Wertz, Carlisle Special Police, (717) 226-6830.

SECURITY

If you are interested in obtaining full time security services for your event at the Carlisle Expo Center we recommend that you contact a private security firm such as:

Capitol Security Agency
44 Outlet Square
Hershey, PA 17033
(717) 520-9334

The Expo Center is an “armed” facility which means at end of each day the building is locked and armed and can only be accessed by authorized personnel. A written schedule as to when you require the building to be opened and closed on show days including set-up and tear-down days is requested.

SAFETY AND EMERGENCY SERVICES

We highly recommend that you contact the Borough of Carlisle to notify them of your upcoming event at the Expo Center. This notification helps alert Borough personnel to the possibility that police, fire, EMT or ambulance assistance may be needed in case there is an emergency during your event. The Borough may be reached at:

The Borough of Carlisle
53 West South Street
Carlisle, PA 17013
(717) 249-4422
Borough@Carlislepa.org

BONDED TICKET SERVICE INFORMATION

If you are in need of a bonded ticket company to produce tickets for your event we recommend the following:

National Ticket Company
PO Box 547
Shamokin, PA 17872
1-800-829-0829 phone
1-800-829-0888 fax
www.nationalticket.com

BOROUGH OF CARLISLE
53 W. SOUTH STREET
CARLISLE, PA 17013
(717) 249-4422

ADMISSIONS TAX PAYMENT FORM

Per Borough Code, Section 231-20 through 231-32, the Borough of Carlisle imposes a 10% tax on the price of admission to each and every amusement within the Borough of Carlisle for which the individual admission price is \$0.10 or more.

EVENT NAME: _____

EVENT VENUE: _____

EVENT DATES: _____

ADMISSION PRICE: _____

NUMBER OF
PAID ADMISSIONS: _____

Admissions Received:

Tax Rate of 10% _____ x 0.10

TOTAL TAXES DUE TO THE BOROUGH: _____

Checks should be made payable to the Borough of Carlisle and mailed to the address listed above within 15 days of the closing of the event, along with a copy of this form. If you have any questions or desire a copy of Borough Code Section 231, please contact the Finance Department at (717) 249-4422.

BUILDING AND ROOM RENTAL FEE SCHEDULE

DESCRIPTION	FEE
Carlisle Expo Center Daily Rate	\$2,000.00
Carlisle Expo Center Daily Rate/Non-Profit	\$1,800.00
Set-up Daily Rate	\$1,000.00
Set-up Daily Rate/Non-Profit	\$ 900.00
Tear-down Daily Rate	\$1,000.00
Tear-down Daily Rate/Non-Profit	\$900.00
Seminar-Conference Room only	\$500.00
Seminar-Conference Room only /Non-Profit	\$450.00
Parking Lot only	\$1,000.00
Parking Lot only /Non-Profit (not in conjunction with an event)	\$900.00
Half-Price Rental (offered for meetings and events up to 4 hours upon availability)	50% of the above fees

- There are no additional charges for set-up or tear-down if occurring on an event day – fees do apply when occurring on separate dates.
- Parking is *always* included with any building rental.
- The above fees are for the specified space only. Please see our fee schedules for all service-related requests

EVENT INFORMATION FORM

This form must be completed and returned along with your signed contract *60 DAYS PRIOR* to your event.

COMPANY NAME ADDRESS PHONE NUMBER	
EVENT CONTACT PERSON	
EVENT CONTACT BUSINESS PHONE NUMBER	
EVENT CONTACT CELL PHONE NUMBER	
EVENT CONTACT E-MAIL ADDRESS	
NAME OF SHOW/EVENT	
EVENT WEB-SITE	
EVENT ADMISSION CHARGE	
PUBLIC OR PRIVATE EVENT	
EVENT DATE(S)	
EVENT START TIME(S) PER DAY	
EVENT END TIME(S) PER DAY	
SET-UP TIME FOR EXPOSITION SERVICES	
TEAR DOWN TIME FOR EXPOSITION SERVICES	
SET-UP TIME FOR VENDORS	
TEAR DOWN TIME FOR VENDORS	

Mail or fax completed form to:

Carlisle Events, Attn: Carlisle Expo Center Management, 1000 Bryn Mawr Road, Carlisle, PA 17013 • Fax 717-960-6483

EQUIPMENT AND SERVICES FEE SCHEDULE

See separate forms to order the equipment and services listed below.

The following equipment and services are available from Carlisle Events. Upon request, complete and comprehensive convention services can be provided such as additional furniture rental, pipe and drape and custom displays.

TECHNOLOGY (AUDIO VISUAL / SOUND)	
40" LCD Flat Panel Display	\$50.00 per show day/per connection
Video Camera Closed Loop	\$50.00 per show day/per connection
Wired Microphone	\$35.00 per show (includes floor stand)
Wireless Handheld Microphone	\$35.00 per show
Technical Support	\$50.00 per hour billed after first 30 minutes of basic support
ELECTRICAL	
ELECTRICAL SERVICE	\$10.00 per show day/per hook-up (110 V 20 AMP) \$12.00 per show day/per hook-up (220 V 50 AMP) \$25.00 per drops requested the day of set-up/event
EXTENSION CORDS	\$4.00 per show day/per cord
MISCELLANEOUS	
TABLES (8 FT WOODEN)	\$7.00 per show /per table (12 Laminated Available) \$5.00 per show/per table (400 Standard Non-Laminated Available)
CHAIRS (METAL FOLDING)	\$2.00 per show/per chair (Metal Folding Padded Seat Chairs) – 85 Available *if you need more chairs you need to rent them from one of the providers listed
LOADING CARTS	\$15.00 per show day/per cart (3 carts)
STANCHIONS <i>(chain included)</i>	\$15.00 per show/per stanchion
PODIUM	\$25.00 per show day
PORTABLE TICKET BOOTHS	\$25.00 set-up per show/per booth
FORKLIFT w/ OPERATOR OR SCISSORLIFT w/ OPERATOR	\$60.00 per hour/per operator \$40.00 per hour/per operator
LABOR	\$19.50 per hour/per laborer
SECURITY	\$25 per hour/per security guard (Arrangements made upon request)

CATERING REQUEST FORM

The following (listed alphabetically) are preferred caterers with the Carlisle Expo Center for all catering needs. Please make arrangements with a caterer and make Carlisle Expo Center aware of who is catering. Carlisle Expo Center does not order or provide catering for customers; the event planner must independently contact caterers to arrange concessions during their event.

Horner's Corner BBQ

Contact: Brian Horner
Phone number: 717-576-4291
Email: kathy@thehornerscorner.com
Website: www.hornerscornerbbq.com

Flinchy's Restaurant & Catering

Contact: Dawson Flinchbaugh
Phone number: 717-364-3726 or 717-503-8574
Email: eat@flinchys.com or pachilichief@aol.com
Website: www.flinchys.com

Marcello's

Contact: Alfredo Iannuzzi
Phone number 717-258-1222
Email: email@marcelloscarlisle.com
Website: www.marcelloscarlisle.com

Market Cross Pub Catering

Contact: Ashleigh Corby
Phone number: 717-258-1234
Email: ashleigh@marketcrosspub.com

Premier Caterers

Contact: Stephanie Stence
Phone number: 717-761-2700
Fax: 717-761-2777
Email: sstence@aol.com
Website: www.premier-caterers.com

Sir D's Catering

Contact: Meghan Fluharty
Phone number: 717-441-1494
Fax: 717-909-9678
Email: mfluharty@sirdscatering.com
Website: www.sirdscatering.com

EXPO SERVICE CONTACTS

Penn State Expo Services, Inc.

Contact: Dave Shellenhammer or Jennifer
Address: 4115 North 6th Street
P.O. Box 5676
Harrisburg, PA 17110
Phone: 717-564-2658
Email: pennstateexpo@verizon.net

General Exposition Services

Contact: Jason Gross
Address: 6730 Allentown Blvd.
Harrisburg, PA 17112
Phone: 717-540-8866
877-436-8866
Fax: 717-540-8870
Email: jasongross@generalexposition.com

J.V. Chujko, Inc.

Contact: Ed Wildauer
Address: 329 Broadway Ave.
McKees Rocks, PA 15136
Phone: 412-331-3308 or 412-906-7590
Fax: 412-331-7990
Email: avconn2@aol.com

Eslinger Lighting Inc.

Contact: Corey Eslinger
Address: 6974 Wertzville Road
Enola, PA 17025
Phone: 717-697-0700 or 717-697-3262
Email: corey@eslingerlighting.com

Tents & Events, LLC

Contact: Steve Wagner
Address: 955 East Main Street
Annville, PA 17003
Phone: 717-867-7560
Fax: 717-867-7564
Email: swagner@tentsandevents.net

B & B Rental Service Inc.

Contact: Jackie Dubs
Address: 2393 West Market Street
York, PA 17404
Phone: 717-792-5488
Email: jdubs23@verizon.net

High Peak Tent Rental

Address: 8 Mooredale Rd. Ste. B
Carlisle, PA 17013
Phone: 717-258-8006
Website: www.highpeakrentals.com
Services: Tents, Chairs, Tables, Linens, Carpet