



*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.

We can provide for all expo rental needs including pipe and drape, labor and electrical services and even assistance with event marketing.

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](http://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 3197
- Climate-controlled
- Electric, phone hook-up and wireless internet available
- Sound system
- Full-service professional catering for events of all sizes
- Concession Area
- Security/First Aid Office

## 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

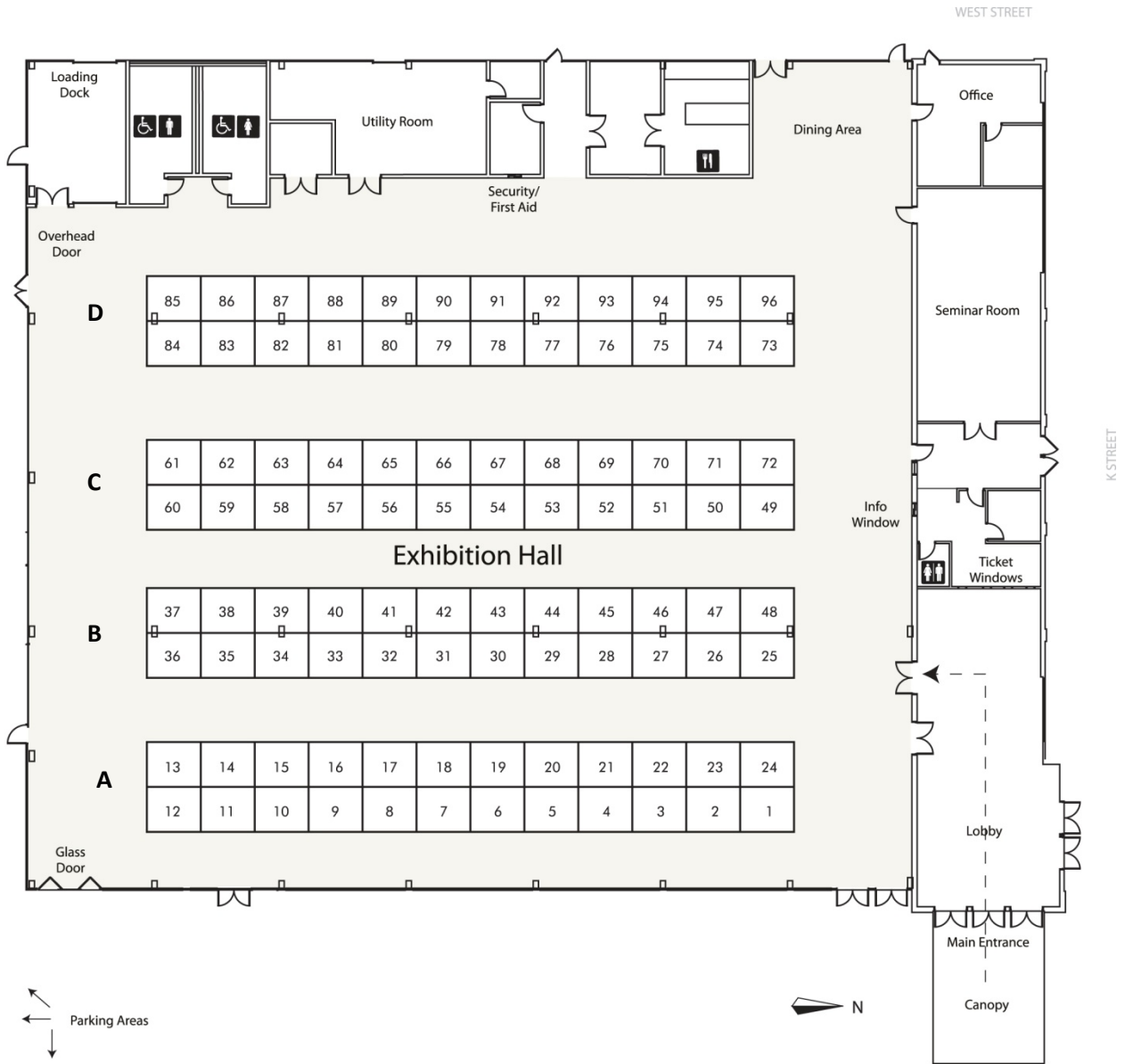
- Queuing area in Lobby
- Four ticket windows in Lobby
- Information window to Hall

# 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](mailto: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](http://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 <b>only</b>	\$500.00
Seminar-Conference Room <b>only</b> /Non-Profit	\$450.00
Parking Lot <b>only</b>	\$1,000.00
Parking Lot <b>only</b> /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.

<b>TECHNOLOGY (INTERNET ACCESS / FAX MACHINE / AUDIO VISUAL / SOUND)</b>	
Wireless Internet	\$35.00 per show day
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
<b>ELECTRICAL</b>	
<b>ELECTRICAL SERVICE</b>	\$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
<b>EXTENSION CORDS</b>	\$4.00 per show day/per cord
<b>MISCELLANEOUS</b>	
<b>TABLES (8 FT WOODEN)</b>	\$7.00 per show /per table (12 Laminated Available) \$5.00 per show/per table (400 Standard Non-Laminated Available)
<b>CHAIRS (METAL FOLDING)</b>	\$2.00 per show/per chair (Metal Folding Padded Seat Chairs) – 85 Available \$1.00 per show/per chair (Standard White Metal Frame / Plastic Seat Folding)
<b>LOADING CARTS</b>	\$15.00 per show day/per cart (3 carts)
<b>STANCHIONS (chain included)</b>	\$15.00 per show/per stanchion
<b>PODIUM</b>	\$25.00 per show day
<b>PORTABLE TICKET BOOTHS</b>	\$25.00 set-up per show/per booth
<b>FORKLIFT w/ OPERATOR OR SCISSORLIFT w/ OPERATOR</b>	\$60.00 per hour/per operator \$40.00 per hour/per operator
<b>LABOR</b>	\$19.50 per hour/per laborer
<b>SECURITY</b>	\$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](mailto:kathy@thehornerscorner.com)

Website: [www.hornerscornerbbq.com](http://www.hornerscornerbbq.com)

## **Marcello's**

Contact: Alfredo Iannuzzi

Phone number 717-258-1222

Email: [email@marcelloscarlisle.com](mailto:email@marcelloscarlisle.com)

Website: [www.marcelloscarlisle.com](http://www.marcelloscarlisle.com)

## **Premier Caterers**

Contact: Stephanie Stence

Phone number: 717-761-2700

Fax: 717-761-2777

Email: [sstence@aol.com](mailto:sstence@aol.com)

Website: [www.premier-caterers.com](http://www.premier-caterers.com)

## **Sir D's Catering**

Contact: Meghan Fluharty

Phone number: 717-441-1494

Fax: 717-909-9678

Email: [mfluharty@sirdscatering.com](mailto:mfluharty@sirdscatering.com)

Website: [www.sirdscatering.com](http://www.sirdscatering.com)

## **Flinchy's Restaurant & Catering**

Contact: Dawson Flinchbaugh

Phone number: 717-364-3726 or 717-503-8574

Email: [eat@flinchys.com](mailto:eat@flinchys.com) or [pachilichief@aol.com](mailto:pachilichief@aol.com)

Website: [www.flinchys.com](http://www.flinchys.com)

\*Note: There is no charge for these caterers to be booked. Carlisle Expo Center does not issue any usage fee for these services. It is up to the caterer and licensee to discuss any charges, if they exist.

# EXPO SERVICE CONTACTS

## **Penn State Expo Services, Inc.**

Contact: Dave Shellenhammer or Jennifer  
Address: 4115 North 6<sup>th</sup> Street  
P.O. Box 5676  
Harrisburg, PA 17110  
Phone: 717-564-2658  
Email: [pennstateexpo@verizon.net](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:jdubs23@verizon.net)

## **High Peak Tent Rental**

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