

# Event Promoter's Guide



80 Rocherty Road, Lebanon, PA 17042  
717-273-3670 | [www.lebexpo.org](http://www.lebexpo.org)  
[www.visitlebanonvalley.com](http://www.visitlebanonvalley.com)





### **Mission**

To promote agriculture, youth and community education and programs by providing a first-class facility for exhibitions, competitions, meetings, and shows year-round.

### **Vision**

To create improved opportunities for agriculture, youth education and community development, through innovation and continuous improvement with our partners and clients, for the benefit of the greater Lebanon community.

### **Values**

Knowledge/Education – Provide agriculture, youth and community education related events meetings, and activities.

Integrity – Treat clients, employees, vendors and the public with honesty and respect.

Family Oriented – Welcome, support and encourage family participation.

Stewardship – Consider sustainability in all significant decisions.

Quality – Strive to maintain a clean, neat and attractive facility.



# Welcome

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## *A Message from the Executive Staff*

Welcome to the Lebanon Valley Exposition Center & Fairgrounds, Lebanon County's premier event facility. With more than 75,000 square feet of indoor exhibition space and 75 acres of beautiful fairgrounds, our center is limitless in its possibilities. The Lebanon Valley Exposition Center & Fairgrounds is home to the award-winning Lebanon Area Fair, countless trade shows, athletic events, banquets, and much more.

As a current or future customer, we are dedicated to assisting you in every aspect of your event planning. We take great pride in our high level of customer service and we are excited to work with you as you begin to plan. This Promoter's Guide is the first step in that process. Additionally, please visit our website at [www.lebexpo.org](http://www.lebexpo.org) for photos of previous events to inspire your planning process.

As you plan your event, please take a few minutes to peruse **visitlebanonvalley.com** to learn about the many offerings of the greater Lebanon Valley. Whether you are seeking lodging, restaurants or recreation, you will find the information on their website. In addition, the Visit Lebanon Valley, Destination Marketing Organization, will be pleased to promote your event via their various publications and social media. Please contact them directly via their website or 717-454-7762.

Thank you for selecting our facility for your event. We look forward to working with you!

*Patrick J. Kerwin*

Patrick J. Kerwin  
Executive Director



Patrick J. Kerwin  
Executive Director

[PKERWIN@LEBEXPO.ORG](mailto:PKERWIN@LEBEXPO.ORG)

[WWW.LEBEXPO.ORG](http://WWW.LEBEXPO.ORG)  
80 ROCHERTY RD.  
LEBANON, PA 17042

OFFICE: 717-273-3670  
CELL: 717-507-8701  
FAX: 717-273-0603

The Lebanon Valley Exposition Center & Fairgrounds is a registered 501(c)(3) nonprofit organization. As such, it is governed by a Board of Directors, which includes the following members:

- Harry H. Bachman | President
- Dave Wenger | Vice President
- Sean McKinney | Secretary
- Wes Harding | Treasurer
- Daryl Alger
- Bill Ames
- Kirby Horst
- Dale Maulfair
- Tom Siegel
- Ryan Spatz
- Gerald Strickler
- Dean Weaver





Welcome,

The Lebanon Valley Expo Center is the largest and most versatile facility in the area and hosts hundreds of events. This attractive, clean, and well-maintained facility combined with the stress-free navigation of our country roads with easy access to major highways and the Pa. Turnpike, make the Lebanon Valley the perfect choice for your next event, trade show or meeting.

The Lebanon Valley is also an excellent choice for those who seek adventure. It's so easy to immerse yourself in nature with miles of hiking and biking trails or kayaking our peaceful waterways.

We salute the beauty and productivity of our land, our farmers, the importance of agriculture in our community and how it leads to living a healthy life. Farm fresh produce and homemade ice cream simply taste the best.

We are so proud of our rich History and Heritage. Check out our Downtown Lebanon Architectural Trail or sample craft brews and wines with fresh food pairings.

Bring the whole family to find your fun- Lebanon Valley style- with laser tag, mini golf, and rollerskating , just to name a few.

See for yourself what makes the Lebanon Valley so special at [www.VisitLebanonValley.com](http://www.VisitLebanonValley.com).

Jennifer C. Kuzo  
President, Visit Lebanon Valley

31 South 8th Street • Lebanon, PA 17042 • 717.277.0100 • [info@visitlebanonvalley.com](mailto:info@visitlebanonvalley.com)



# Table of Contents

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Welcome	3-5
Table of Contents	5
Quick Facts	6
Grounds Map	7
Floor Plan	8
North Hall	9
Center Hall	10
West Hall	11
East Hall	12
Southeast Hall	13
Brightbill Arena	14
Brightbill Dairy Barn	15
Open Sided Buildings/Pole Barns	16
Other Facilities	17
Sample Contract	18
Exhibits A - B - C - D	26
Concessions	30
Banquets	31
Internet Service	32
Accommodations	33
Event Services	34
Event Promotion Checklist	36
Avoiding Potential Problems and Added Expense	37
Driving Directions	38

# Quick Facts

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## General Information

Address: 80 Rocherty Road, Lebanon, PA 17042

GPS Coordinates:

Phone: 717-273-3670

Kitchen: 717-273-3681

Fax: 717-273-0603

Email: [pkwin@lebexpo.org](mailto:pkwin@lebexpo.org)

Website: [www.lebexpo.org](http://www.lebexpo.org)

Social Media: Facebook & Twitter

## Facility

- 75,000 sq. ft. indoor exhibition space
- 75 acres
- On-site table and chair rental
- On-site food service
- Free parking

## History

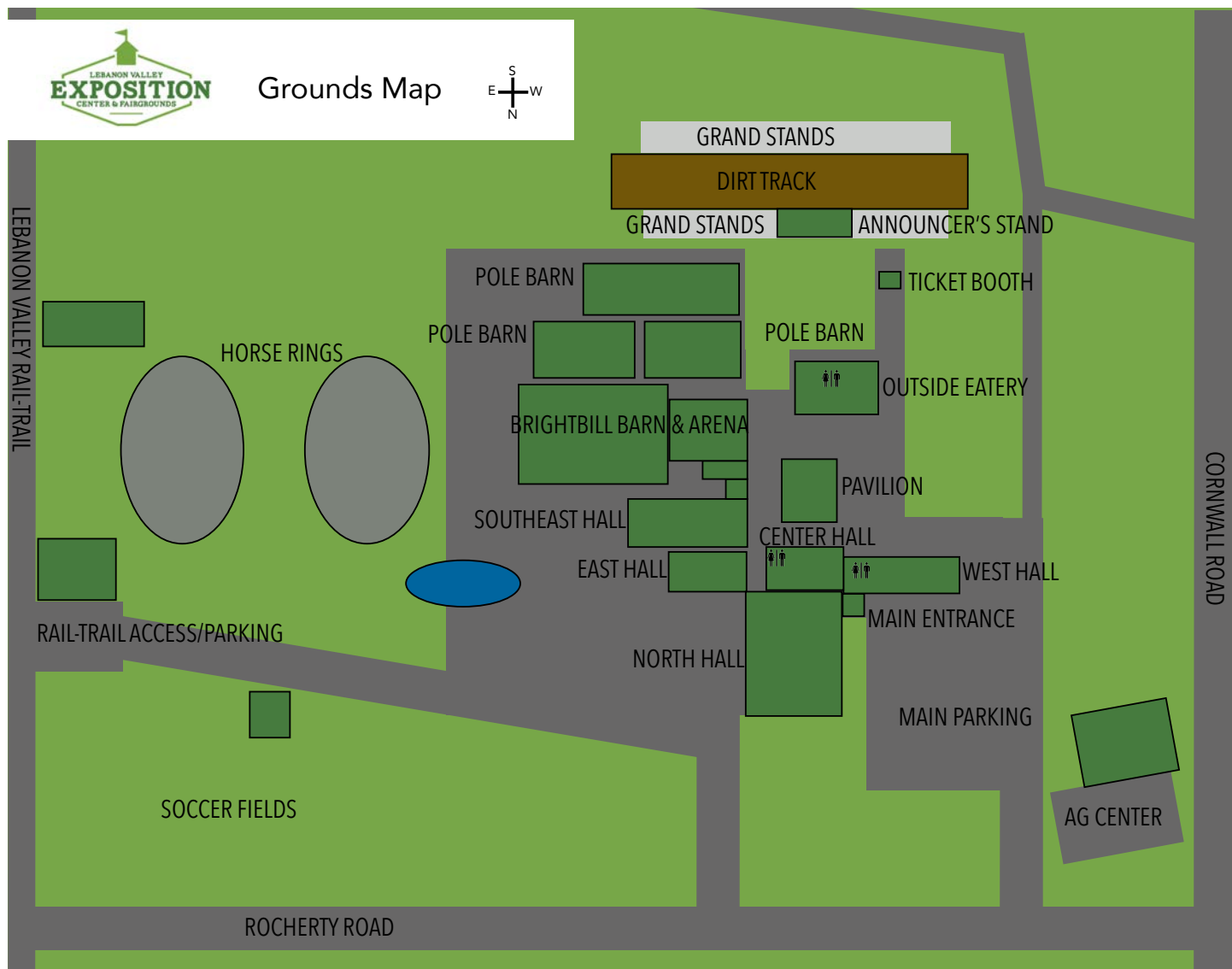
For decades, a variety of events have been held at the Lebanon Valley Expo Center and Fairgrounds. The Lebanon Expo was first acquired in 1969 when the Lebanon Valley Exposition Corporation, a non-profit organization was formed to buy 52 acres of the old Alexander Bamberger Farm. The primary goal of the venture was to create a permanent site for the annual 4-H fair and FFA activities, which had been held at various sites throughout the county.

The original Lebanon Valley Exposition Corporation Expo Board was made up of mostly 4-H Fair Board members. The philosophy of joint board membership and cooperation continues to this day.

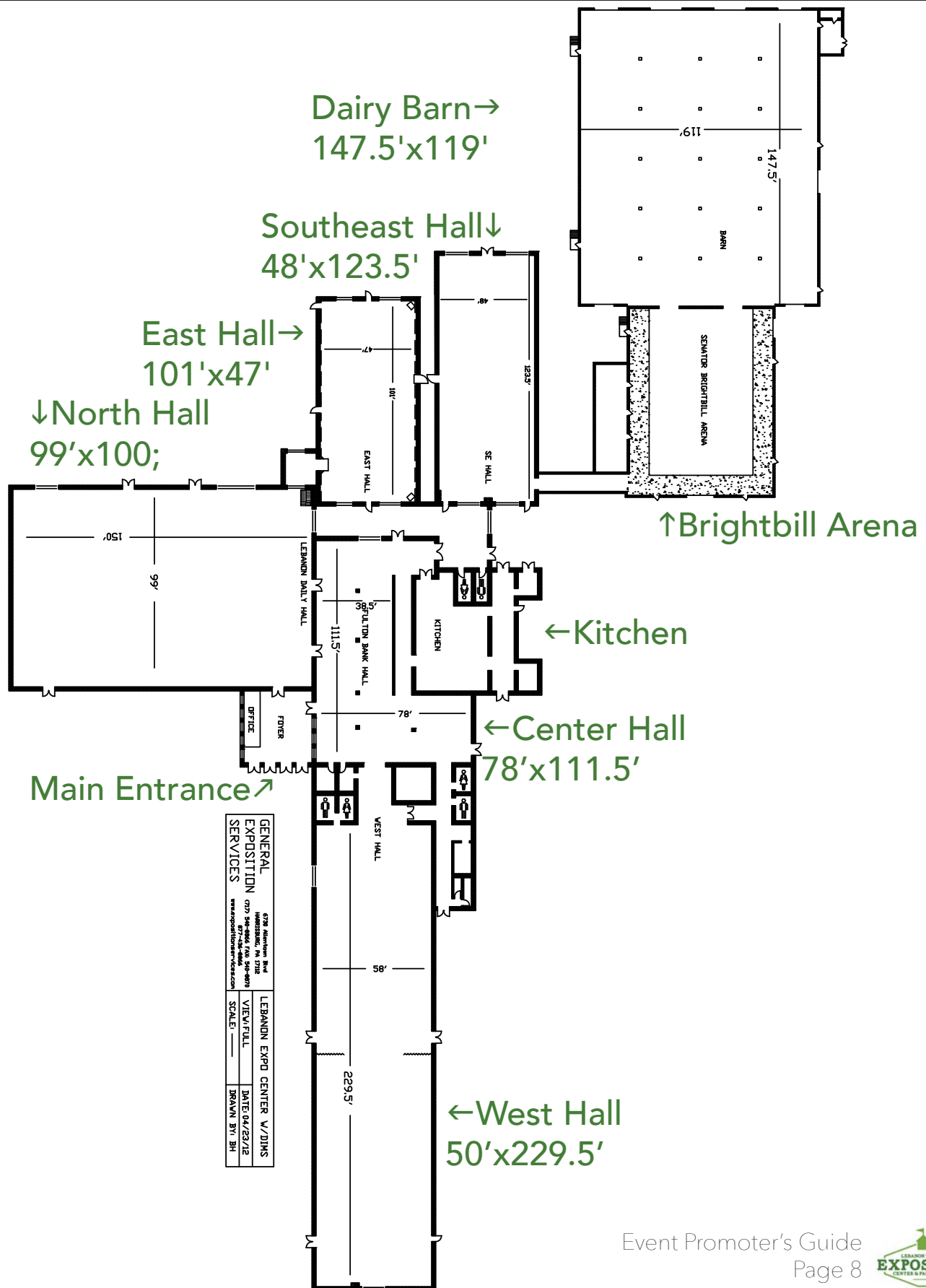
The purpose of the Lebanon Area Fairgrounds was mainly for agricultural events. As the years went by, however, more and more non-agricultural groups showed interest in using the site for sales, auctions, annual meetings, and consumer shows.

Today, the Lebanon Valley Expo Center and Fairgrounds is situated on 75 acres of land and has eight indoor rental units totaling 75,000 square feet: North Hall, Center Hall, East Hall, West Hall, Southeast Hall, Brightbill Arena and Brightbill Barn. In 2008 we added the new arena and barn consisting of 26,500 square feet. The Lebanon Valley Expo personnel strive to continually provide excellent service to our renters.

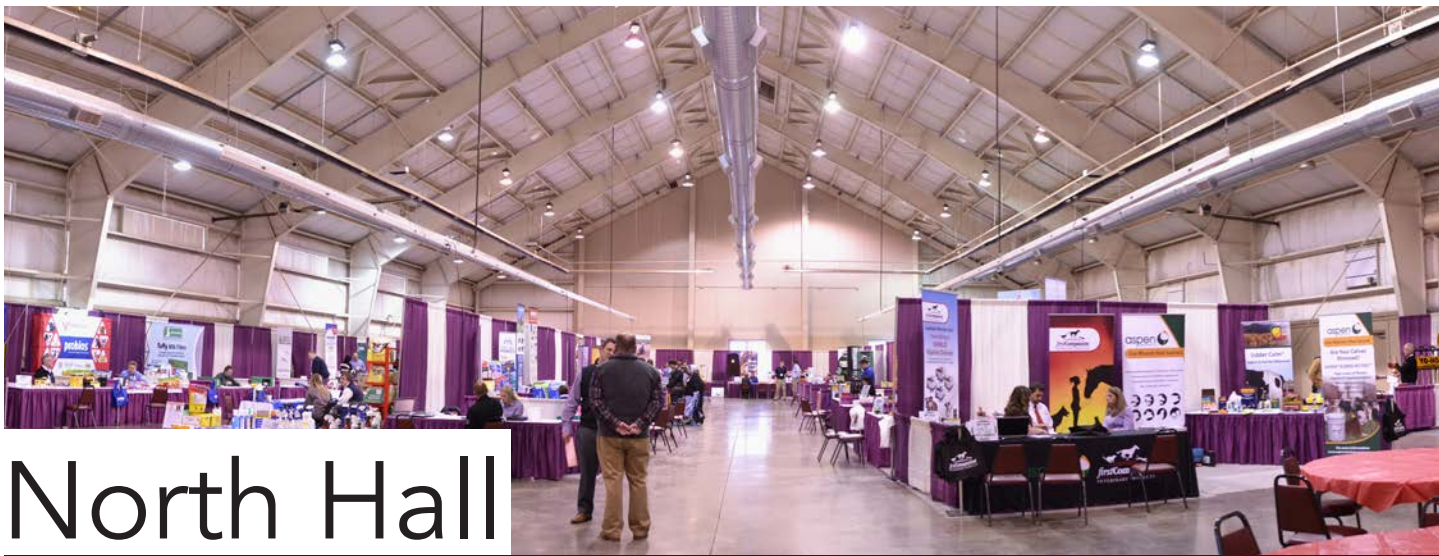
# Grounds Map



# Floor Plan







# North Hall

North Hall is the largest open facility on the grounds with high ceilings in a well-lit, welcoming space. The hall features overhead lighting, air conditioning, heat, available drop-down overhead electrical hook-ups, and multiple overhead door and man door access points. This hall is ideal for banquets, sporting events, trade shows, animal shows and sales, wedding receptions, and more.



## SPECIFICATIONS

Square Footage: 15,000ft<sup>2</sup> of open space

Dimensions: 100' x 150'

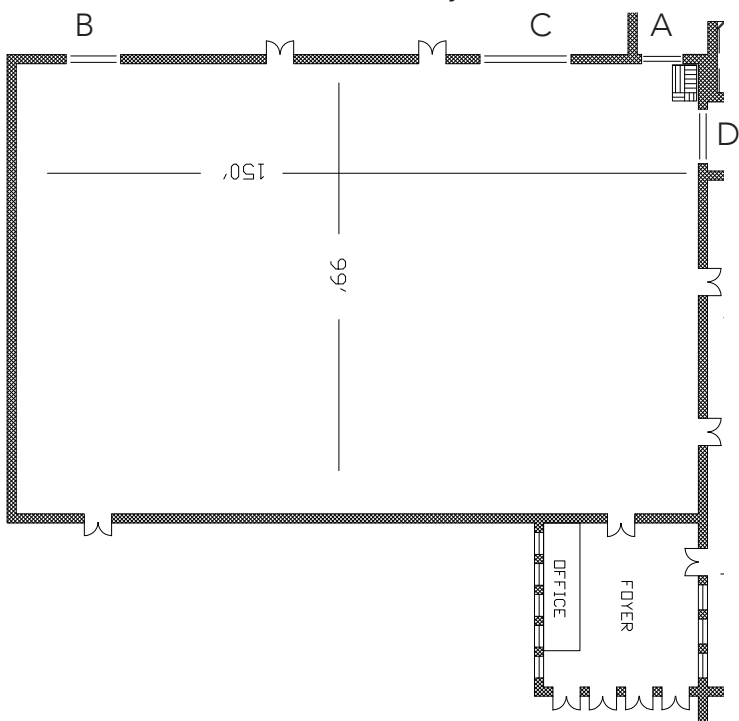
Ceiling Height: 17'6"

A Chair Room Door: 7'10"h x 9'10"w

B Overhead Dock Door (Northeast): 11'6"h x 12'w

C Overhead Dock Door (Southeast): 14'4"h x 12'w

D Overhead Door To Hallway: 10'h x 13'







# Center Hall

Just inside the foyer of the Main Entrance of the facility is Center Hall. It adjoins the kitchen, West Hall, North Hall, and the hallway to access to the East and Southeast Halls. While it is rented as a standalone unit for events such as banquets and meetings, it is ideal as a welcoming atrium to any larger show, conference or event using North or West Halls. Our restrooms are also easily accessed from Center Hall. At the southern end of the hall are the main exits to the Fairgrounds.



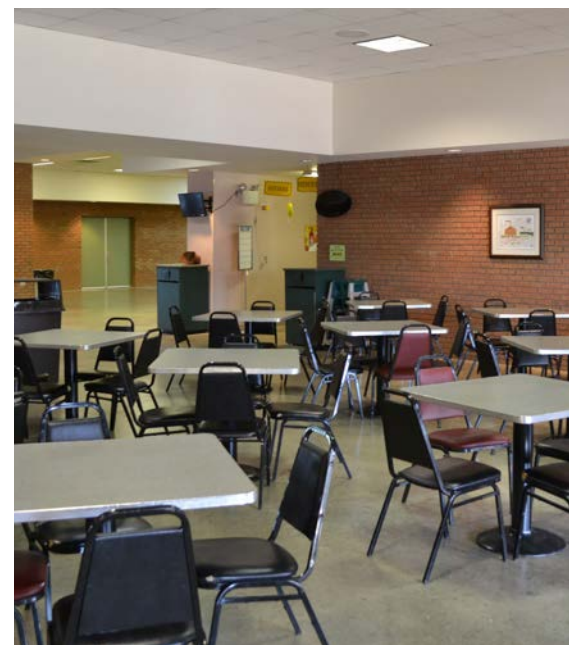
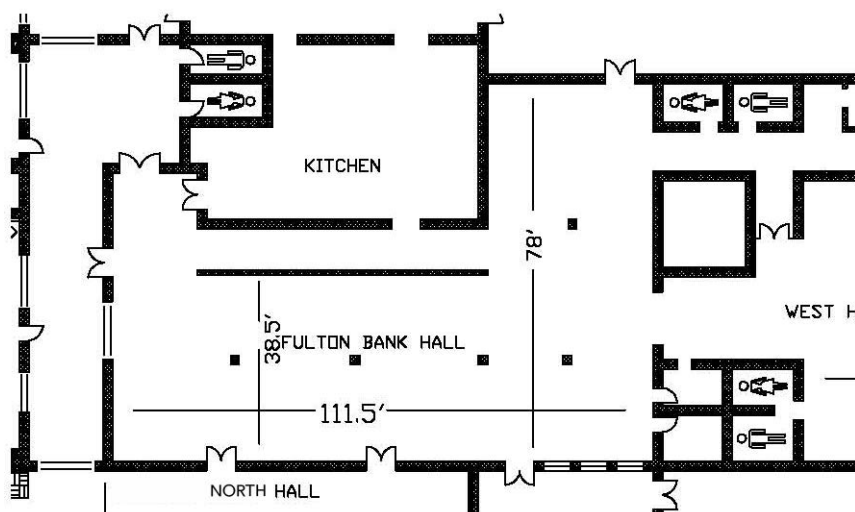
## SPECIFICATIONS

Square Footage: 5,625ft<sup>2</sup> with 3 pillars

Dimensions: 111' x 38', plus 40' x 35' alcove

Ceiling Height: 10'9"

Overhead Door (2 - To Hallway & West Hall): 11'4" x 9'10"





# West Hall

West Hall was one of the first enclosed buildings on the grounds. The hall features overhead lighting as well as spot/down lights along the North and South walls, air conditioning, heat, available drop-down overhead electrical hook-ups, and multiple overhead door and man door access points. This hall is ideal for banquets, trade shows, wedding receptions, and more.

## SPECIFICATIONS

Square Footage: 12,900ft<sup>2</sup> of open space

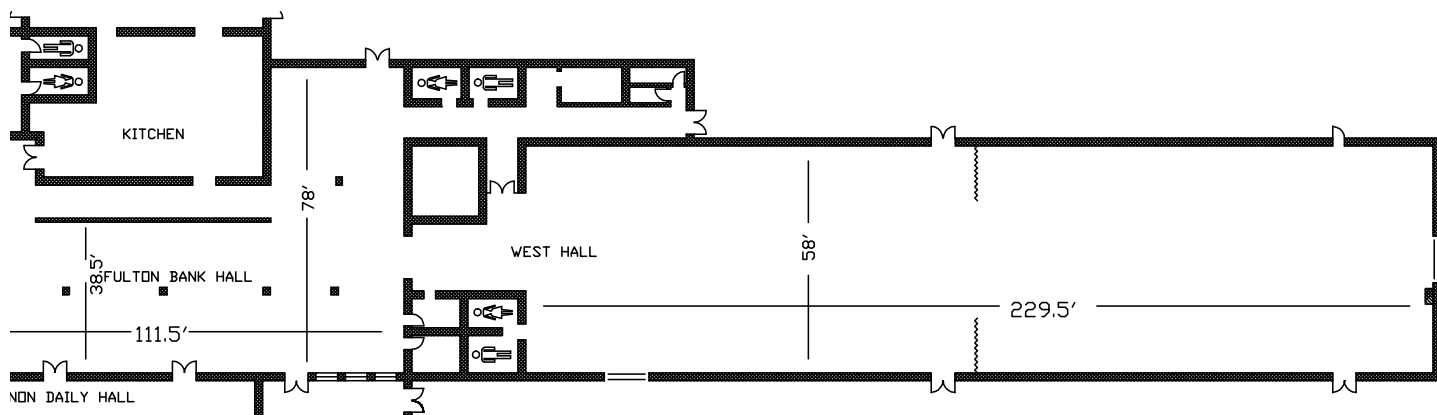
Dimensions: 230' x 58'

Ceiling Height: 13' in the center, tapering down over 20 feet to 9'3" at outside walls

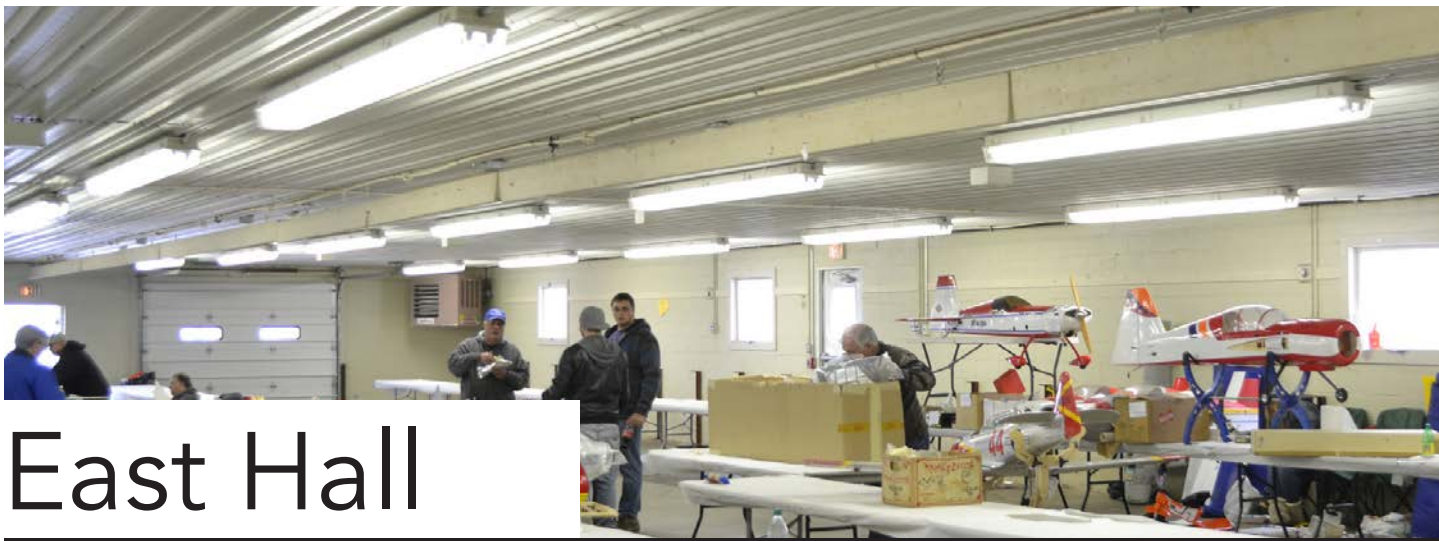
Overhead Door (West): 11'11" x 11'7"

Overhead Door (East to Center Hall): 11'4" x 9'10"

Restrooms: Men's & Women's within Hall







# East Hall

Designed as a hog barn, East Hall offers all of the necessary equipment to house livestock (pens, fans, watering systems, etc.), but in a retractable format so that the hall is versatile for various applications at any time of the year. In addition to housing various livestock and small animal events, this hall is utilized for trade shows, displays and meetings.

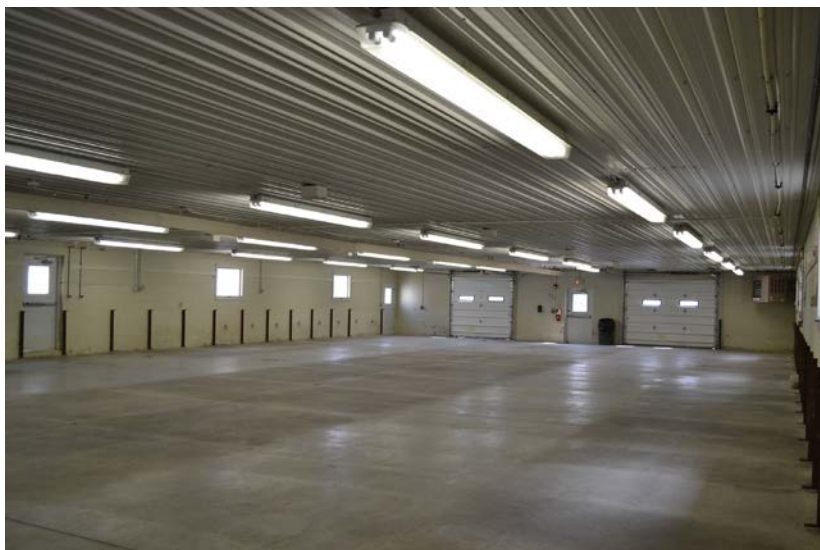
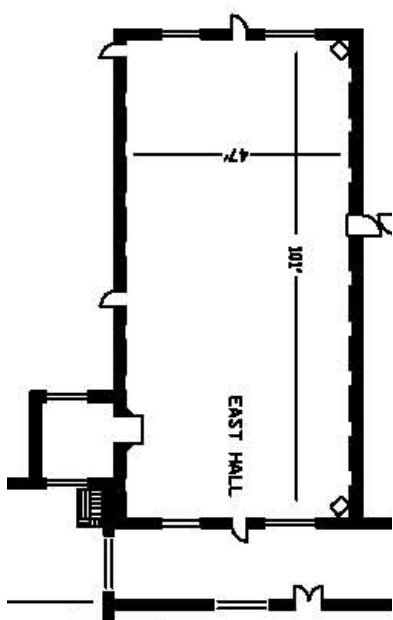
## SPECIFICATIONS

Square Footage: 5,000ft<sup>2</sup> of open space

Dimensions: 100' x 50'

Ceiling Height: 7'10"

Overhead Door (2 - West Side): 7'6" x 6'6"



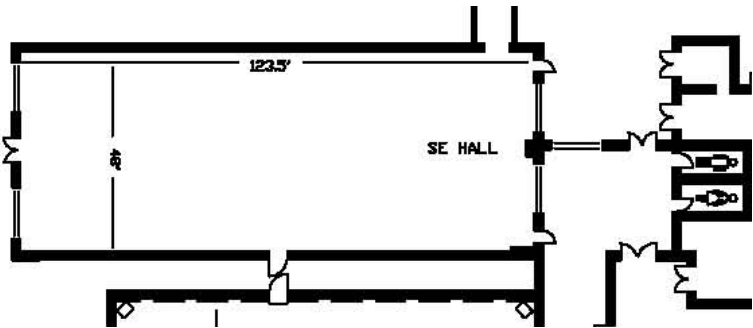




# Southeast Hall

A popular space for smaller events, Southeast Hall is a brightly lit building with multiple garage door entrances. It offers heating and air conditioning. It is often utilized for trade shows, meetings, displays, and animal shows, specifically for rabbit and poultry events.

- SPECIFICATIONS
- Square Footage: 6,000ft<sup>2</sup> of open space
  - Dimensions: 123' x 48'
  - Ceiling Height: 10'5"
  - Overhead Doors (2 - West Side): 11'11" x 9'11"
  - Overhead Doors (2 - East Side): 11'11" x 9'9"





# Brightbill Arena

The newest addition to the grounds, Brightbill Arena is spacious with the highest ceilings and the second largest overhead doors on site. The hall features overhead lighting and ventilating fans, air conditioning, heat, and multiple overhead door and man door access points. This hall is ideal for banquets, sporting events, trade shows, animal shows and sales, equipment displays, and more.

## SPECIFICATIONS

Square Footage: 7,500ft<sup>2</sup> of open space

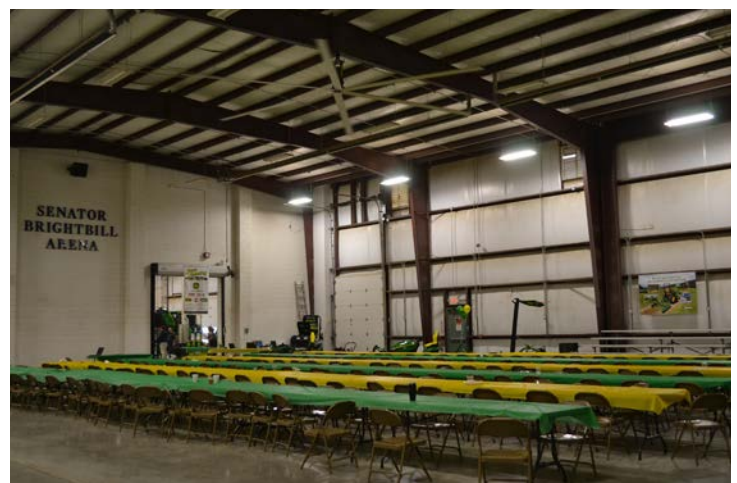
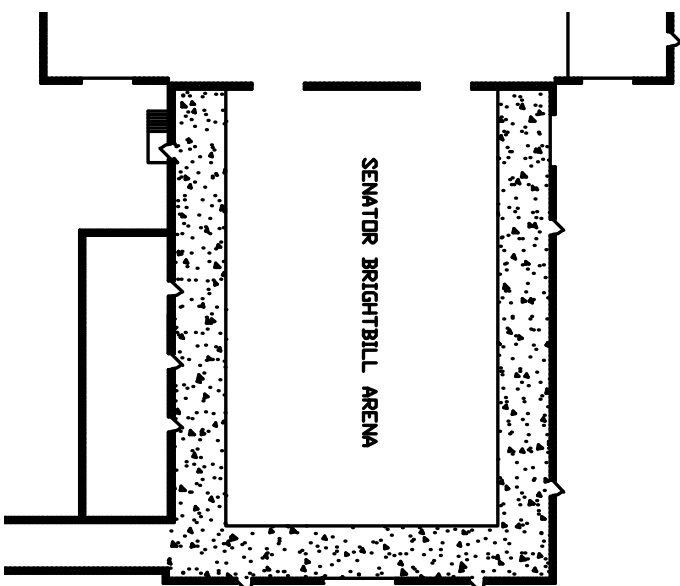
Dimensions: 100' x 75'

Ceiling Height: 20'

Overhead Door (South): 9'11" x 12'

Overhead Door (West): 11'11" x 13'10"

Overhead Door (2 - East to Brightbill Barn): 9'11" x 12'







# Brightbill Dairy Barn

The newest addition to the grounds, the Dairy Barn boasts the highest ceilings and largest overhead doors on site. The hall features overhead lighting and ventilating fans, air conditioning, heat, ample electricity, and multiple overhead door and man door access points. This hall was designed as a state of the art livestock facility, but its versatility is unmatched thanks to its available square footage and accessibility. It is home to equipment displays, trade shows, banquets, and more.

## SPECIFICATIONS

Square Footage: 18,000ft<sup>2</sup> with 15 pillars (3 rows)

Pillars: At 25' mark East-West; 30' mark North-South

Dimensions: 150' x 120'

Ceiling Height: 20'

Overhead Door (2 - East at North & South Sides): 12' x 12'

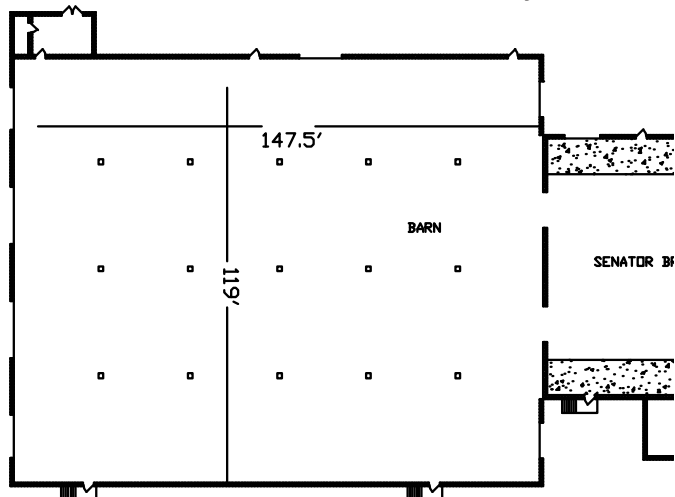
Overhead Door (2 - East in Center): 16' x 16'

Overhead Door (West to Brightbill Arena): 9'11" x 12'

Overhead Door (South to Brightbill Arena): 10' x 14'

Overhead Door (Southwest to Wash Bay): 10' x 14'

Overhead Door (South to Milk Bay): 12' x 12'







# Open Sided Buildings/ Pole Barns

Our Fairgrounds include four open sided buildings/pole barn structures that are used for a variety of purposes throughout the year. The pavilion, located just outside Center Hall, is great for picnics, small concerts, meetings, or dances. The pole barns are ideal for livestock stalling and animal handling equipment such as pens, milking parlors and wash racks are available.

## SPECIFICATIONS

Pavilion: 55' x 45'

2 Pole Barns: 100' x 50' (one with cement floor, one with dirt floor)

1 Pole Barn: 150' x 50' (dirt floor)







# Other Facilities

The Fairgrounds include a variety of additional facilities for rent, including two horse rings, a lighted dirt track with grandstands and enclosed announcer's booth, an equipped "Snack Shack" kitchen facility, and 40 acres of beautiful open fields often utilized for vendors, camping, or overflow parking.



# Sample Contract

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LEBANON VALLEY EXPOSITION CORPORATION  
80 Rocherty Road  
Lebanon, PA 17042

## RENTAL AGREEMENT

This Agreement made and entered into this \_\_\_\_ day of \_\_\_\_\_ between the LESSOR, Lebanon Valley Exposition Corporation and the following LESSEE

Name of Lessee

Address

Telephone Number

Contact Person

Email

Website

Name of Event

### A. PREMISES

1. Starting \_\_\_\_ date \_\_\_\_\_ and going through \_\_\_\_ date \_\_\_\_\_ the LESSOR agrees to lease the LESSEE the areas of the Expo property described as follows, and as outlined on the attached Cost Breakdown (Exhibit A), for the above referenced event and no other. The cost for Show days shall be 100% of the Base Rate per day.

Name of venues being rented

2. The LESSEE shall have access to the areas listed above on \_\_\_\_ date \_\_\_\_\_ to decorate and set-up exhibits. The cost for Set-up days shall be 50% of the Base Rate per day, if they are separate from a show day.

3. The LESSEE shall have access to the areas listed above on \_\_\_\_ date \_\_\_\_\_ to remove exhibits. The cost for Teardown days shall be 50% of the Base Rate per day, if they are separate from the final show day.

4. The areas listed above are to be returned to the condition in which the LESSEE found them

upon arrival. Any excessive labor that is needed by LESSOR employees to clean the above areas will be charged to the LESSEE at a rate of \$20.00 per hour per person. LESSEE is also responsible for removal of refuse from the areas listed above and placement into dumpster. One (1) dumpster per day is provided at no charge, any additional will be charged at a rate of \$75.00 each per day.

5. The Vestibule is not to be utilized by vendors or concessionaires. Ticket Holders and Registration ONLY.

6. The East Corridor is not to be utilized by vendors or concessionaires, nor shall it be used for storage of any kind.

7. LESSOR reserves right to access the Lebanon Valley Exposition Corporation property by Expo employees or Board Members and one guest at any time or during any event.

8. Unless specified, rental EXCLUDES any space not listed above, as well as Expo Office, Fair Office, Expo Kitchen and Equipment, Facility Storage Building, Livestock Barns, Milk House, Horse Rings and Soccer Fields

## B. RENTAL FEES AND SERVICE CHARGES

1. For use of the leased areas listed above, as outlined on the attached Cost Breakdown (Exhibit A), the LESSEE agrees to pay the sum of \$\_\_\_\_\_ for rent plus any and all services charges that are incurred during their event.

2. LESSEE shall pay LESSOR a non-refundable deposit, a minimum of 1/3 of the Cost Breakdown (Exhibit A) is to be paid at signing of agreement. A second payment of 1/3 of the Cost Breakdown is to be paid 60 days prior to the date they have access to the building. The balance of the Cost Breakdown is due no less than 30 days prior the date they have access to the building.

3. LESSEE agrees to pay balance of contracted services (Exhibit B), including service charges (i.e. tables, chairs, labor, etc), utilities and any other services incurred as a result of their contracted event within 30 days from receipt of the final invoice.

## C. RIGHT TO CONTRACT

1. LESSOR represents and warrants to LESSEE that it is a duly organized and validly existing corporation; that it is in compliance with all the provisions of the Constitution and laws of the Commonwealth; and it has full power and authority to execute this Agreement.

2. LESSEE represents and warrants to LESSOR that:

i. It is duly organized, validly existing, and in good standing under the laws governing its creation and existence.

ii. The execution and delivery of this Agreement by LESSEE and the performance and compliance with the terms hereof by it will not violate (a) the instruments creating LESSEE or governing its operations, or (b) any laws which could have any material adverse effect whatsoever upon the validity, performance or enforceability of any of the terms of this Agreement applicable to LESSEE, and will

not constitute a material default (or an event which, with notice or lapse of time, or both, would constitute a material default) under, or result in the breach of any material contract, agreement or other instrument to which LESSEE is a party or which may be applicable to the LESSEE or any of its assets.

iii. The execution and delivery of this Agreement by LESSEE and the performance and compliance with the terms hereof by it do not require the consent or approval of any government authority or, if such consent or approval is required, it will have been obtained in writing and delivered to LESSOR prior to any payment hereunder.

#### D. INSURANCE AND INDEMNIFICATION

1. LESSEE, at its own expense, shall carry Liability Insurance with a minimum amount of \$1,000,000 per occurrence and \$2,000,000 General Aggregate.

2. LESSEE will provide a Certificate of Insurance to the LESSOR before the LESSOR will sign this Agreement. Name and Address of Insured must be identical to the name and address at the top of page 1 of this Agreement.

3. LESSEE shall list LESSOR, the LEBANON VALLEY EXPOSITION CORPORATION, as Additional Insured and as Certificate Holder on the Certificate of Insurance.

#### E. LESSEE'S USE OF SPACE

1. LESSEE shall not sell, offer for sale, or give away any item without the consent of the LESSOR.

2. LESSEE shall not sell, offer for sale, or give away any item which is prohibited by law.

3. LESSEE shall not bring gasoline or any flammable material into the Lebanon Valley Expo Center and Fairgrounds without LESSOR'S express written consent.

4. LESSEE shall cover with appropriate safety devices any moving machinery parts or other parts, whether or not moving, that pose a danger of personal injury to any person.

5. All exhibits, machinery and supplies moved in or out of the Lebanon Valley Expo Center and Fairgrounds must be moved or placed so as to protect the floor covering from cuts, dents, spills or other damage. LESSEE shall not nail, tack, screw, bolt or physically attach any decorative or other material to any part of the Lebanon Valley Expo Center and Fairgrounds.

6. LESSEE may not affix tape or other fastening attachments to walls, floors or ceilings.

7. LESSEE shall not erect or place any sign, table, or other object in any area other than the leased area.

8. LESSEE shall not conduct a demonstration or exhibit mechanical or illuminated signs without LESSOR'S express written consent. LESSOR reserves the right to regulate and impose conditions upon the audio level of the event.



9. LESSEE shall not conduct a drawing or similar activity without LESSOR'S express written consent.
10. LESSEE shall comply with all laws relative to fire and safety, fire extinguishers, fire hydrants and maintaining fire lanes.

#### F. ADDITIONAL RENT

1. If LESSEE fails to vacate the leased areas on \_\_\_\_\_ date \_\_\_\_\_ LESSEE agrees to pay 100% of the Base Rate for each additional day.
2. LESSEE agrees to pay for service charges and items furnished by LESSOR as specified on the Service Charges List (Exhibit B).
3. LESSEE agrees that upon the expiration of this Agreement, LESSEE, its exhibitors, clients, etc shall vacate the premises including removal of all possessions, equipment, etc with demand of LESSOR. Otherwise, LESSEE agrees that additional costs may be charged by LESSOR.
4. LESSEE agrees to pay for space used for storage before, during and after the above referenced event.
5. These Additional Rental Fees shall be listed on the Final Invoice and shall be paid within 30 days from receipt of the final invoice.

#### G. TERMINATION

1. LESSOR may terminate this Agreement if LESSEE should fail to comply with any of the terms or conditions of this Agreement.
2. LESSEE may terminate this Agreement and receive a refund of all fees paid over and above the initial deposit of 1/3 of the Cost Breakdown (Exhibit A) which is non-refundable hereunder if written notification of said termination is received by LESSOR 90 days prior to the date LESSEE shall have access to the Lebanon Valley Expo Center and Fairgrounds. If written notification of said termination is received by LESSOR less than 90 days prior to the date LESSEE shall have access to the Lebanon Valley Expo Center and Fairgrounds, LESSEE shall not be entitled to any refund.

#### H. SECURITY

1. LESSOR highly recommends that LESSEE obtain professional security services as LESSOR is NOT LIABLE for losses.
2. LESSOR shall designate specific parking areas for use by LESSEE.
3. LESSEE shall provide all personnel necessary for conducting internal security within the leased area and to secure this area from the date specified in Part A, paragraph 2 to the date specified in Part A, paragraph 3.

4. LESSEE shall comply with the LESSOR'S current traffic control and flow plan, pertaining to the general public, exhibitors and employees, entering and exiting the Lebanon Valley Expo Center and Fairgrounds.

5. LESSEE shall keep a record of the make, model, serial number and color of any merchandise or property on display during the event. This information shall be made available to any police agency upon request in case of loss or theft or said merchandise or property.

I. CATERING/KITCHEN USE

1. LESSOR holds exclusive rights to food and beverage sales and catering service.

2. LESSOR is required to choose a Food Service Option (Exhibit C). Depending on which option is chosen, the LESSOR agrees to a minimum amount of gross sales. If that minimum amount of gross sales is not reached, the LESSOR agrees to pay the difference.

J. APPROVED DECORATOR

1. LESSOR has an approved list of decorators that are available to the LESSEE. If a decorator is needed for your event ONLY those listed on the Approved List of Decorators (Exhibit D) are authorized to have access to our facility.

K. CAMPERS

1. LESSOR offers spaces for overnight camper units, tent units, RV units and other axle vehicle sleeping units.

2. LESSOR will charge each unit \$40.00/night with electrical and water hook-ups, and \$25.00 without.

3. LESSEE agrees to indemnify and save LESSOR harmless for any claims, demands, suits, judgments, costs, attorney's fees and any other damages and/or losses to person and/or property, including the cost of defending against same, resulting from the LESSEE use of LESSOR facility and/or grounds, including any negligence on the part of LESSOR.

L. OTHER CONDITIONS

1. LESSEE shall perform its activities under this Agreement as an independent contractor and not as an officer, employee or agent of LESSOR and shall provide worker's compensation insurance where the same is required, and shall accept full responsibility for the payment of premiums for worker's compensation and social security, as well as all income tax deductions and any other taxes or payroll

deductions required by law, for its employees who are performing services under this Agreement.

2. This Agreement constitutes the entire agreement between the parties. No amendment or modification changing its scope or terms shall have any force or effect unless it is in writing and signed by all parties.

3. This Agreement shall be considered a contract made under the laws of the Commonwealth of Pennsylvania and, for all purposes, shall be construed in accordance with the laws of the Commonwealth of Pennsylvania.

4. The terms and provisions of this Agreement are severable. In the event of the unenforceability or invalidity of any one or more of the terms, covenants, conditions or provisions of this Agreement under federal, state or other applicable laws, such unenforceability or invalidity shall not render any other term, covenant, condition, or provision hereof unenforceable or invalid.

5. The terms of this Agreement shall be binding upon their heirs, executors, administrators, successors and assigns of both parties in like manner as upon the original parties.

6. LESSEE agrees that LESSOR shall have the right to designate concession sales space within the leased area before the beginning of the contract period.

7. LESSEE agrees that there will be no smoking of any tobacco products inside the Lebanon Valley Exposition Center and Fairgrounds buildings.

8. LESSEE is responsible and shall reimburse LESSOR for any damage, loss or liability caused by LESSEE, LESSEE exhibitors, patrons, guests, attendees, etc. to LESSOR property.

9. LESSEE agrees to assume any and all cost incurred for improvements made by the LESSEE and approved by the LESSOR to the Lebanon Valley Exposition Center and Fairgrounds. LESSEE further agrees to surrender all such improvements to the LESSOR upon completion of this rental agreement, at which time, all improvements become the property of the LESSOR.

10. All shipments sent to the Lebanon Valley Expo Center and Fairgrounds for LESSEE must be prepaid. LESSOR is not responsible for any shipments and no shipments will be accepted by LESSOR on which there are any charges. All shipments must be received and unloaded promptly by LESSEE or its agent and motor vehicles delivering these shipments are subject to the regulation and control of the LESSOR. LESSEE shall not receive shipments more than 7 days prior to the date LESSEE shall have access to the Lebanon Valley Expo Center and Fairgrounds.

11. LESSEE shall keep the leased area clean and in good order. LESSEE shall remove all litter from the leased area and place it in locations designated by LESSOR for the purpose of removing it from the Lebanon Valley Expo Center and Fairgrounds.

12. LESSEE shall be responsible for the proper disposal of lubricating products, including but not limited to, engine oils, transmission fluids, hydraulic oils, etc. The products will be disposed of in accordance with all applicable laws. If the LESSEE is unable to dispose of this waste material the LESSOR will serve as a last resort, but the cost of the disposal shall be added to the final bill under service charges at the rate of \$5.00 per gallon.

13. LESSOR is not liable to LESSEE for any indirect, special, consequential or incidental damages howsoever caused.
14. LESSOR retains the exclusive right to sell or dispense or permit another to sell or dispense, at the Lebanon Valley Expo Center and Fairgrounds in any manner whatsoever food, drink, candy or confections used for human consumption. LESSOR shall have the right to designate space within the leased area for sale of these items.
15. LESSEE shall admit to the leased area any of LESSOR'S employees, Board Members or Officers displaying official identification.
16. LESSEE is specifically prohibited from using any Lebanon Valley Expo Center and Fairgrounds telephone number in its advertising without the express written consent of LESSOR.
17. Adhesive labels/promotional materials are not permitted.
18. LESSEE is specifically prohibited from using material other than chalk to mark the floor of the leased areas without the express written consent of the LESSOR.
19. LESSEE is specifically prohibited from attaching banners or streamers to light poles or fences located on the Lebanon Valley Exposition Center and Fairgrounds parking lot.
20. LESSEE is specifically prohibited from using helium or lighter-than-air filled balloons in the Lebanon Valley Exposition Center and Fairgrounds buildings.
21. LESSEE is specifically prohibited from using propane or bottled gas in the Lebanon Valley Exposition Center and Fairgrounds buildings.
22. LESSEE is specifically prohibited from storing gas and refueling vehicles in the Lebanon Valley Exposition Center and Fairgrounds buildings.
23. LESSEE shall not place exhibits on any portion of the parking lot without the express written consent of the LESSOR.
24. LESSEE shall not drill or punch holes in the parking lot without the express written consent of the LESSOR.
25. LESSEE shall not collect a parking fee from patrons attending the event.
26. LESSOR retains the exclusive right to lease the parking area, or any portion thereof.
27. LESSEE, or any contractor working on behalf of the LESSEE, is specifically prohibited from decorating or preparing for decoration any portion of the Lebanon Valley Exposition Center and Fairgrounds prior to the first set-up day without the express written consent of the LESSOR.



28. LESSEE agrees that no advertising material shall be attached to walls, windows, doors, columns, etc. located within the Lebanon Valley Exposition Center and Fairgrounds or on the light poles or fences, etc. on the parking lot.

29. LESSEE shall comply with all applicable laws, statutes, rules and regulations in its use and occupancy of the leased area.

30. LESSOR shall not be liable for non-performance of this Agreement when such non-performance is attributable to labor troubles, disputes or strikes, accidents, government (federal, state, township or local) regulations, civil unrest, national, state or local emergencies, acts of God, or other causes whether enumerated herein or not, which are beyond the reasonable control of LESSOR, preventing or interfering with LESSOR'S performance. If for any reason LESSOR is unable to fulfill its obligation under this Agreement, LESSEE will have the right to receive any deposits being held by LESSOR. LESSEE agrees to waive any claim or right to damages direct, consequential or punitive as a result of cancellation of this Agreement by LESSOR.

IN WITNESS WHEREOF, said parties, having signed below, agree to this Agreement with the intention of being legally bound.

FOR LESSEE

\_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

FOR LEBANON VALLEY EXPOSITION CORPORATION

\_\_\_\_\_  
Patrick J. Kerwin, Executive Director

\_\_\_\_\_  
Date

SAMPLE

Name of Event: Consumer Electronic Show

Date(s): July 7-9, 2022

Venues: North Hall

Rental Fee: \$1300.00 per event day and \$650.00 per setup or tear down day

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July 7 Setup day \$650.00

July 8 Show day \$1,300.00

July 9 Show day \$1,300.00

Rent Total \$3,250.00

Service charges for equipment rental and utilities will be billed on usage, following the event.

**EXHIBIT B****Equipment / Services****Chairs**

Metal	\$1.00	each	350	chairs
Padded	\$1.25	each	350	chairs
Bleachers	\$35.00	each	9	sets

**Tables**

8 foot banquet	\$6.00	each	110	tables
60" round	\$7.50	each	24	tables
Formica	\$6.00	each	20	tables
Picnic	\$6.00	each	9	tables

Stage	3 feet high	\$12.00	per section	9 sections 4'x8'x3'
				10 sections 3'x6'x3'
Wood Platforms		\$10.00	each	33 each 4'x8'x6" (6 inches high)

Paging System	\$25.00			
Sound System	\$50.00			
Microphone	\$10.00	each		
Telephone line	\$30.00	each		

<b>WIFI</b>	FREE	sign in as Guest		
Wired Internet	\$50.00	single line		
Wired internet w/ switch	\$100.00	24 port powered 1GB switch		

Auctioneer Stand	\$60.00			
Podium	\$10.00			

Electric drop from ceiling	\$15.00	each	(4 outlets per drop)	
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**Utilities**

Electric, A/C, and Water	charges based upon usage			
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Labor	per person	\$25.00	per hour	
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Dumpster	1 free fill	\$125.00	for each additional fill	
Livestock mats		\$275.00	for all	Must be returned clean
Spectator railings		\$10.00	per section	
Golf Cart		\$35.00	per day	
Tractor Use		\$35.00	per hour	

**Pens**

Sheep, Goat, and Hog	\$10.00	each	8'x8'	LESSEE setup and tear down and
Poultry / Rabbit	\$2.00	each		
Cattle Stalls	\$20.00	each	12' sections	



## EXHIBIT C

## Food Service

### Concession Food and Beverage:

Normally the food concession stand is open during Expo events. However, for smaller events, the food concessionaire requires a minimum of \$500.00 in gross sales per day to be open. The LESSEE will be responsible for making up any shortfall.

The LESSEE may request no food service for their event and / or work out some type of minimum food service agreement with the food concessionaire. For example, a smaller meeting may arrange for an unstaffed coffee/pastry break, box lunches, etc.

The food concessionaire is Robert Nunez, owner of Robert's Diner. His telephone number is 717-644-7561. His email is [ROBNUNEZ1981@GMAIL.COM](mailto:ROBNUNEZ1981@GMAIL.COM)

### Catered Functions:

The Expo Center has three designated caterers.

Roberts Diner - see above

Heisey's Diner - Gary Heisey - 717-272-0891

Country Home Catering - Dean and Carol Ziegler - 717-278-3638

The LESSEE may select another reputable, licensed and insured caterer, however, the Expo Center will charge a 10% service fee on the gross cost of the food function, less any sales tax or gratuity.

### Use of Kitchen

Robert's Diner pays a rental fee for the use of the Expo Center's kitchen and the exclusive opportunity to sell food and beverage at the Expo Center.

Typically, the kitchen is not available for use by other food service providers. However, if permission is granted by Robert's Diner, a user fee will be charged, based upon the details of the usage.

## EXHIBIT D

## Approved Decorators

The decorators listed below are approved for providing their services at the Lebanon Valley Expo Center.

### **Tents and Events**

955 East Main Street

Annville, PA 17003

717-867-7560 or 888-478-1656

[www.tentsandevents.net](http://www.tentsandevents.net)

### **Eagle Rental Center - Party Division**

2530 Quentin Road

Lebanon, PA 17042

717-274-3945

[www.eaglerentalcenter.com](http://www.eaglerentalcenter.com)

# Concessions

“Robert’s Diner” at the Lebanon Valley Exposition Center & Fairgrounds is the contracted concessionaire to sell concession food at the Expo Center. It offers a complete line of concession food for event visitors to purchase.

“Robert’s Diner” Menu Typically Includes:

- Smoked Sausage Sandwich
- Pulled Pork Sandwich
- Fish and Chips
- Breaded Shrimp and Fries
- Subs
- Hamburgers
- Hot Dogs
- Grilled Chicken
- Pork BBQ
- Cheese Steaks
- Breaded Haddock
- Chicken Salad/Tuna Salad
- French Fries
- Fruit Cups
- Soups
- Chili
- Desserts
- Veggies & Dip
- Beverages

Breakfast Items

- Egg Sandwiches (Plain, Cheese, Bacon, Sausage)
- Fresh Muffins
- Hash Brown Patties
- Chipped Beef with Toast



Robert Nunez  
717-644-7561 cell  
robnunez1981@gmail.com



# Banquets

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Robert's Diner, Heisey's Diner and Country Home Catering are the approved local caterers for banquet meal functions at the Expo Center. They offer a wide array of tasty menu options and will work with you to meet your budgetary objectives.

Robert's Diner: Robert Nunez  
717-644-7561 (cell), robnunez1981@gmail.com

Heisey's Diner: Gary Heisey, Owner  
717-272-0891

Country Home Catering: Dean Zigler, Owner  
717-664-4254



# Internet Service

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Free Wifi service is available on site. However, the Expo Center does not guarantee this service as it could be overwhelmed at times, etc. If a customer or vendor, is concerned about WIFI availability and/or reliability for processing sales, etc., they should contact LYLAB Technology Solutions to arrange for a separate service. LYLAB will charge a fee for that service.

**LYLAB**  
**717-279-8595**  
**WWW.LYLAB.NET**



**LYLAB** Technology Solutions is a full service technology solutions company partnering with the Lebanon Valley Exposition Corporation to provide Internet connectivity to vendors using their facilities. **LYLAB** will provide wired and/or wireless connectivity to the Internet on a contracted basis to you for your event. We can also provide rental of laptop or tablet PCs. Please contact us at 717-279-8595 for details on our services and we can provide pricing for you.

**LYLAB** is a Cisco certified SMB partner, with authorizations in Routing and Switching, Wireless LAN, Security, VPN, and Unified Communications (VOIP). **LYLAB** is proud to offer a full suite of Cloud services solutions to the Central PA business community to help our clients manage their information systems and telephone systems more effectively to increase productivity and remain competitive in the business marketplace.

SECURELY CONNECTING YOU TO THE INFORMATION YOU NEED EVERY DAY

# Accommodations

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## NEW HOTEL CONSTRUCTION

Opening June 2021! New 90 room Marriott Fairfield Inn and Suites hotel directly across the street from the Expo Center. Hotel will offer free hot breakfasts, free WiFi, indoor pool, fitness center and business centers.

Two other nearby hotels popular with patrons of the Expo Center are The Hampton Inn and Holiday Inn Express in Lebanon, PA. Additional hotels, bed and breakfasts, and campground listings available at **[visitlebanonvalley.com](http://visitlebanonvalley.com)**.

## ON-SITE CAMPER HOOK UPS - During Select Expo Events

Limited camper accommodations are available on a first arrival basis on a nightly fee schedule. Hook up includes basic electric and water services, as well as access to the Expo Center's restroom and shower facilities. No dumping facilities.

To reserve the grounds for a camping event, please contact the Expo Center.

Report to the Expo Office during your event to request and pay for camper hook up.

### Fee Schedule:

RV hookup with electric and/or water \$40.00 per night

No hookup services \$25.00 per night

If camping overnight in conjunction with a group event at the Expo Center, please contact that group for camping reservations. All others, please contact the Expo Center office at 717-273-3670 or [pkerwin@lebexpo.org](mailto:pkerwin@lebexpo.org)



# Event Services

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## **Approved Decorators:**

Tents and Events, LLC  
955 E. Main St.  
Annville, PA 17003  
717-867-7560  
request@tentsandevents.net  
www.tentsandevents.net

Eagle Rental Center  
Party Division  
Pam Cramer, Manager  
2530 Quentin Road  
Lebanon, PA 17042  
717-274-3945  
pam@eaglerentalcenter.com  
www.eaglerentalcenter.com

## **Mobile LED Walls**

Control Point Technology  
10 Lebanon Valley Parkway  
Lebanon, PA 17042  
717-769-5358  
www.control-point.com  
Specializing in Mobile LED Video Walls

## **Live Streaming Services**

Datman Productions  
datman@datmanproductions.com  
570-916-6000

## **Audio/Visual & Productions Services:**

SDK Electronics  
Attn. Scott Koons  
www.sdkelectronics.com  
717-272-9824  
Limited rental capability in commercial audio and video, including small video screens, projectors, wireless connections for video presentation, wireless microphones and small sound systems for sound reinforcement use.

PA Audio & Lighting  
Larry Perini  
418 East Chestnut Street  
Lebanon, PA 17042  
717-274-2220  
717-270-6970  
production@paaudioandlighting.com  
www.paaudioandlighting.com

Spirit Sound & Light, LLC  
717-462-7225  
info@spiritsoundandlight.com  
Audio, Video, Lighting Rental and Event Production Services

# Event Services (cont.)

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## **Security Providers:**

INA Security  
5325 North Front St.  
Harrisburg, PA 17110  
717-599-5505  
info@ina-inc.com  
www.ina-inc.com

K & J Security  
Lebanon, PA  
717-383-3866

KRE Security LLC  
Jeff Weidenhammer  
11 S. Third Street  
Hamburg, PA 19526  
484-332-1273  
www.kresecurity.com

MProtective, LLC  
Duane Ness, Principal  
300 E. Market St.  
Hallam, PA 17406  
717-840-8800  
duane@mprotective.com  
www.mprotective.com

Strike4s LLC  
Daniel R. Reich, Owner  
1144 St. Rt. 72 N  
Lebanon, PA 17046  
717-769-6184  
Dan@strike4s.com  
www.strike4s.com

David Engle  
717-821-7839

## **Medical Services:**

First Aid & Safety Patrol  
Emergency Medical Services  
254 S. 11th St.  
Lebanon, PA 17042  
717-272-1234  
www.faspems.com

## **Medical Service, cont.:**

Keystone Medical Response  
Lebanon, PA  
717-383-3866

## **Parking Lot Management & Traffic Control**

Union Waterworks Fire Company  
Mike Wilt  
717-381-9584

Lebanon County Fire Police  
Neil Umberger  
717-865-3635

Muir Fire Company  
717-647-2321

## **Local Media**

Lebanon Daily News  
www.ldnews.com

The Patriot-News  
www.pennlive.com

The Merchandiser  
www.themerchandiser.com/lebanon

Forever Lebanon Valley Media  
Froggy Valley 100.1 FM & WiLBuR 1270 AM  
foreverlebanonvalley.com

LebTown  
lebtown.com

For a directory of additional area service providers, such as signage companies, printers, communications, advertising agencies, photographers, etc., please visit the Lebanon Valley Chamber of Commerce: [www.lvchamber.org](http://www.lvchamber.org).

# Event Promotion Checklist

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## Checklist for Promoting a Successful Public Event at the Lebanon Valley Expo Center & Fairgrounds

- Provide the date, time, admission price, show name and description, and pertinent contact information (email, website, phone) for public inquiries to the Expo Center.
- Confirm that your event information is displayed correctly at [www.lebexpo.org](http://www.lebexpo.org).
- Create a Facebook EVENT for your event (we are unable to add Facebook PAGES, GROUPS, or PROFILES to our page). Make sure that the location is set to Lebanon Valley Exposition Center & Fairgrounds. Notify the Expo Center when the event is created so it can be included on the Expo Center Facebook page.
- Submit your event information to Visit Lebanon Valley ([www.visitlebanonvalley.com](http://www.visitlebanonvalley.com)) and the Hershey Harrisburg Regional Visitors Bureau ([www.visithersheyharrisburg.org](http://www.visithersheyharrisburg.org)). The Expo Center is a partner to these organizations and your event may be listed on their event calendars free of charge.
- Submit a press release to the Expo Center to publish at [www.lebexpo.org](http://www.lebexpo.org).
- Submit a press release to the Lebanon Daily News, LebTown, Forever Lebanon Valley Media (1270 AM and 100.1 FM), Lebanon Macaroni Kid, The Merchandiser, The Patriot-News/Penn Live, Visit Lebanon Valley, and the Hershey Harrisburg Regional Visitors Bureau. Be sure to include the 5W's: Who, What, Where, When, Why. Correct contact information for these organizations is available on their websites.



# Avoiding Potential Problems and Added Expense

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Following these suggestions will help to keep your event on-budget and avoid any potential problems or added expense to your rental.

- Turn down any heat or air conditioning overnight to avoid unnecessary utility charges.
- Turn lights off when leaving building.
- Do not use duct tape, masking tape, or scotch tape to adhere anything to walls. Painter's tape is the only permitted adhesive.
- Do not drill, nail, screw or otherwise impale walls for any purpose.
- Outside food and beverage sales are not permitted.

# Driving Directions

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Address: 80 Rocherty Road, Lebanon, PA 17042

GPS Coordinates: 40.3055636, -76.4141601 N40° 18.3338', W076° 24.8496'

## Traveling on the PA Turnpike

Take Exit 266 toward PA-72/Lebanon/Lancaster. Turn left onto PA-72 N. Follow PA-72 N then turn right onto Rocherty Road. Destination will be on your right.

## From Harrisburg/Hershey/State College

Take US-322 E. Turn left onto PA-241 N. Turn right onto Rocherty Road. Destination will be on your right.

## From Lancaster

Take PA-72 N. Turn right onto Rocherty Road. Destination will be on your right.

## From York

Take I-83 N to US-322 E. Turn left onto PA-241 N. Turn right onto Rocherty Road. Destination will be on your right.

## From Downtown Lebanon

Take N. Lincoln Ave southbound. Turn right onto Rocherty Road. Destination will be on your left.

## From the North

Take I-81 S to Exit 90 toward PA-72/Lebanon. Turn left onto Fisher Ave. Turn right onto PA-72 S. Slight left onto Cornwall Road. Turn left onto Rocherty Road. Destination will be on your right.

