

Pennsylvania Farm Show Complex & Expo Center

Thank you for selecting the Pennsylvania Farm Show Complex & Expo Center for your event.

We are committed to assisting you in helping to make your event as successful as possible.

We take great pride in our high level of customer service and we are anxious to begin working closely with you as you plan your event. This Resource Manual is a first step in that process as it contains basic information about our facility that is very helpful to event planners.

As we plan and work together, please consider the staff of the Complex as part of your team. Your success is our success.

An abridged version of this manual is available on our web site at www.farmshowcomplex.state.pa.us.

Again, thank you for selecting our facility.



Pat Kerwin
Executive Director



Larry Weaver,
Assistant Director

Basic Information

Location

2300 North Cameron Street
Harrisburg, PA 17110-9443
Phone: 717-787-5373
Fax: 717-783-8710
www.farmshowcomplex.state.pa.us

Contacts

Sharon Altland, Sales Director, 717-231-2991
Heidi Crager, Show Manager, 717-787-5373

Area

Total event space: 1 million square feet

- 24 acres under one roof
- 80 acres including multiple arenas, show buildings and parking

Major Venues

Area	A/C	Square Footage	Clear Ceiling Height in Feet
Cameron Street Lobby	X	7,816	20'
Expo Hall	X	172,000	30'
Northwest Hall	X	55,000	13'6"
PA Preferred Banquet Hall	X	15,368 (seats 1,000)	
VIP Lounge	X	5,075 (seats 300)	
Large Arena	X	28,000 (seats 7,318)	90'
Equine Arena	X	39,200 (seats 1,660)	30'
Small Arena	X	4,000 (seats 918)	17'
Main Hall		146,527	13'6"
North Hall		56,000	13'6"
Northeast Hall		38,600	19'
West Hall		38,000	13'6"
Equine Barn		27,500 (124 stalls)	13'6"
Large Arena 1 st Level Concourse		23,000	12'
Large Arena 2 nd Level Concourse		21,000	12'
Lower Connector Link		17,310	10'
East Hall		16,500	13'6"
Maclay Street Lobby		12,376	12'
Display Area in Parking Lot		Based on square footage available	

Other Rental Areas Within Complex

Meeting Rooms -

Meeting Room	Square Footage
A-1	368
B	2,070
C	2,288
D	2,340
E	2,288
Sky Box 1	665
Sky Box 3	652
Board Room	630
Pennsylvania Room	1,425
Sale Arena Office	1,075
Exhibition B	2,592
Exhibition C	2,592

Other Rental Areas Within Complex Continued

Room	Location
Room 102	1 st Concourse – Large Arena
Room 104	1 st Concourse – Large Arena (Ticket Room)
Room 105	1 st Concourse – Large Arena (Ticket Room)
Room 107	1 st Concourse – Large Arena (Security Room)
Room 111	1 st Concourse – Large Arena
Room 112	1 st Concourse – Large Arena (Locker Room)
Room 118	1 st Concourse – Large Arena (Locker Room)
Room 135	1 st Concourse - Large Arena (Old Home-Ec Room)
Locker Room	1 st Concourse – Large Arena
Room 149	1 st Concourse – Large Arena (First Aid)
Room 210/211	2 nd Concourse – Large Arena (Ticket Office, North)
Room 215/216	2 nd Concourse – Large Arena (Ticket Office, Cameron)
Room 200	2 nd Concourse – Large Arena
Promoter Office	1 st Level Connector Spine
EA-3	Equine Arena Storage Room
Show Office	Expo Hall
Coat Room	Cameron Lobby
Office "A"	Tan Hallway across from Security
Ladder Room	Small Arena Storage
Ambassador Lounge	2 nd Level Sale Arena
Vet's Office	North Building
Wash Rack	North, Northwest, Expo, West Lot, Outside Expo

Wireless Internet Service

The Farm Show Complex & Expo Center now offers free wireless internet service throughout the facility. As with any WiFi service, the connectivity level will vary throughout the Complex & Expo Center due to your location and other variables. While we intend to offer this free service at all times, we cannot guarantee that it will always be available.

IF YOU OR YOUR VENDORS REQUIRE INTERNET TO CONDUCT BUSINESS, WE STRONGLY RECOMMEND THAT YOU CONTACT A SERVICE PROVIDER TO INSTALL A WIRED CONNECTION.

Comcast: 800-391-3000

Verizon: 800-479-1919

The free internet service offered is not secure. You should take precautions to ensure your computers are protected.

Some precautionary measures may include:

- When connecting to the Farm Show wireless system, the official network name is "FreeFarmshowWIFI"
- Never leave your computer or device unattended
- Don't loan your computer or device to someone unfamiliar to you
- Properly log out of Web sites by clicking log out instead of just closing your browser, or typing in a new Internet address
- Keep passwords and account numbers secure; don't store them on your computer or device, or share them with anyone
- When transmitting confidential information (i.e., credit card information), look for "https://..." in the web page address and a locked padlock (or key) icon on your Internet browser as indicators that you are accessing a secure site
- Use a virtual private network (VPN) solution if available and supported by the network
- Use a personal firewall if available and supported by the network
- Avoid using Web-based e-mail or instant messaging that uses clear (unencrypted) text to send information you deem confidential
- Remove or disable your wireless card if you are working offline on your computer and you are not planning to connect to the wireless network

- Wireless access is provided on an "as is" and "as available" basis and the Farm Show Complex & Expo Center does not warrant that this service will be uninterrupted, error-free, or free of viruses or other harmful components.

- Users should be aware that there are security, privacy, and confidentiality risks inherent in wireless communications and technology, and the Farm Show Complex & Expo Center does not make any assurances or warranties relating to such risks.

- By using wireless Internet access, a user agrees that the Farm Show Complex & Expo Center is not liable for any costs or damages arising from use of this service and the Farm Show Complex & Expo Center does not control any materials, information, products, or services on the Internet.

Fire Regulations

HARRISBURG BUREAU OF FIRE

PHONE: 717-255-6464

Fire Regulations For A Safe Event At The Complex

- Smoking is prohibited in the Farm Show Complex & Expo Center.
- Vendors setting up tents, canopies and membrane covering must provide fire department with fire rating of material. Additional required portable Fire Extinguishers as needed.
- Fueling/Refueling of motorized vehicles must take place outside and away from the building.
- Venues need to show emergency action plan.
- Outside propane tanks shall be protected by posts or other approved physical barriers (Jersey barriers).
- Extinguishers need to be visible, accessible and located in a conspicuous location where they will be readily accessible and immediately available for use. These locations shall be along normal paths of travel.
- Doors shall never be blocked or tied off.
- If existing exit signage is blocked by display, additional signage must be installed.
- All exit corridors and emergency exits must be kept clear; no partial blocking will be permitted.
- All fire alarm pull stations must be kept clear.
- Fire extinguishers may not be covered by any drapes or hidden by any type of displays.
- No motorized camping units or vehicles may contain more than one (1) gallon of fuel while on display.
- All pressurized fuel tanks may be drained.

Fire Regulations Continued

- All fuel fills must be locked and fuel caps must be taped closed with duct tape.
- Any living trees or shrubs are acceptable as long as the shrubbery is individually bagged and baled.
- Artificial trees and shrubbery must be treated with a flame proofing material. The fire official may request certification of flameproofing.
- Any type of mulch materials must be treated with a flame proofing material, or watered daily. If treated with a flame proofing material, certification may be requested by the fire official.
- No open flames, fires, burning of any kind will be permitted within the Complex. No exterior burning is allowed unless the Department of Environmental Protection and the Bureau of Fire grant permission.
- The Fire Prevention Code of Harrisburg will be strictly enforced.

Contact the Harrisburg Bureau of Fire with any questions regarding the above regulations at 717-255-6464 or fax to 717-255-6448. Donald Konkle, Fire Chief; Dan Soulier, Deputy Fire Chief; Mike Harris, Fire Inspector

Special Note:

A floor plan, approved by the Harrisburg Bureau of Fire, must be attached to your contract in order for it to be approved by our Legal Counsel (60 days prior to event) Please call the Fire Bureau at 717-255-6464 for further information and to file MSDS papers, if using combustibles and/or flammables.

Miscellaneous Guidelines For A Better Event Experience

Please Note and Observe the Following

- Smoking is prohibited throughout the Farm Show Complex & Expo Center.
- Please use bulletin boards for flyers. Do not hang flyers on walls, doors or in the restrooms.
- Please use "railroad chalk" when marking floors. This chalk is available from our maintenance department. Do not use paint, tape or aerosol type sprays.
- Please obtain permission from management before hanging signs and banners. Hanging signs from water lines, gas lines, heating pipes, electrical lines/equipment or telecommunication lines is prohibited.
- Please refrain from placing decal on walls, floors or on any Complex property. The distribution of decals or stickers is prohibited.
- Please do not use the passenger elevators or escalators to move freight. Freight elevators are available throughout the Complex.
- Please do not block any doors. This is a fire safety requirement.
- Please do not bring any food or beverage into the building. We are able to keep our rental rates at a reasonable level, because we derive a portion of our income from the sale of food and beverage.
- Please park where assigned.
- Only Farm Show Complex employees are permitted to operate Complex equipment, including forklifts, high-lifts, automobiles, trucks, golf carts, power equipment etc.

Package & Freight Delivery Information

For smooth delivery, all packages delivered to the PA Farm Show Complex & Expo Center must include:

- **FULL Name of Show**
- **Contact Person**
- **Booth Number**
- **Contact Phone Number**
- **Return Address**

Package Delivery Procedure Information:

1. All shipments will be delivered to the Security Desk, located in the Cameron Street Lobby.
2. Delivery personnel will deliver the package to the Security Desk, where the Security Officer will sign for the package.
3. Upon receipt of the package, the Security Officer will log the delivery on the PARCEL DELIVERY LOG and fill out a PARCEL DELIVERY CARD indicating the date and time the package was delivered and will sign the card.
4. Complex Personnel will then notify the Exhibitor or the Livestock/Event Office that a shipment has been received at the Security Desk by delivering the PARCEL DELIVERY CARD to the Exhibitor's booth or the Livestock/Event Office.
5. Exhibitors or Livestock/Event Office must then report to the Security Desk with the PARCEL DELIVERY CARD to the Security Officer and then sign and date the card to show they received the package.

Please note: No freight may be delivered to the Complex prior to date agreed upon in contract.

Any questions concerning this issue should be directed to Heidi Crager, Administrative Office (717) 787-5373.

Parking

Parking Accommodations for The Pennsylvania Farm Show Complex & Expo Center

On-Site Lot

- Cameron and Maclay Street
- Over 2,500 parking spaces

Off-Site Lot

- Elmerton Avenue
- 2,000 parking spaces
- Free shuttle service to the Complex

Additional Parking if needed- based on availability

- HACC parking lot, 2,300 parking spaces
- PA Department of Agriculture – weekends only, 500 parking spaces

Regional Accommodations, Dining & Other Services

Please use the following information to make your stay at the Pennsylvania Farm Show Complex & Expo Center more enjoyable.

On-Site Camper Hook Up Information

See Security Personnel prior to hooking up any camper.

\$40.00 First Day
\$5.00 Each Additional Day

Note:

Charge includes electrical connection
No Water
No Dumping Facilities

Regional Campground Listing

See most current information provided on our listing to follow or check out even more daily options offered by the Hershey Harrisburg Regional Visitors Bureau. For reservation or information please call 1-877-PA Pulse www.HersheyHarrisburg.org

Regional Hotels

Check out our listing of convenient hotels to follow or see most current information provided by the Hershey Harrisburg Regional Visitors Bureau daily online. For reservation or information please call 1-877-PA Pulse www.HersheyHarrisburg.org

Regional Restaurants

See most current printed information provided on the next page by the Hershey Harrisburg Regional Visitors Bureau. For daily updates, check out the bureau's website. For reservation or information please call 1-877-PA Pulse www.HersheyHarrisburg.org

Regional Accommodations, Dining & Other Services Continued

Transportation Services

See the most current information provided by the Hershey Harrisburg Regional Visitors Bureau. For reservation or information please call 1-877-PA Pulse

www.HersheyHarrisburg.org

Additional Contact Information

NOTE: The Complex does not endorse these service providers. However, these providers have been previously used at the PA Farm Show Complex & Expo Center and are offered as options only.

Decorators-

Penn State Expo

Attn: Ken Lint
4115 North 6th Street
Harrisburg, PA 17110
717-236-6733

Shumaker

Attn: Lisa Wood
323 N. Queen Street
P.O. Box 1584
Lancaster, PA 17608
717-735-0767

Rileighs Convention Services, LLC

Attn: John Gross
25 South 10th Street
Harrisburg, PA 17101
717-236-5075

Spectrum Associates, Inc.

Attn: Andre Mazzarella
69 Bohac Street
Swoyersville, PA 18704
570-331-2400

Audio/Visual-

PA Entertainment Group, Inc.

Attn: Charles Farell
1349 Quail Hollow Road
Harrisburg, PA 17112
866-PASOUND

Visual Sound, Inc.

6330 Hedgewood Drive
Suite 190
Allentown, PA 18106
610-391-9266

J.P. Lilley & Son, Inc.

Attn: Dan Andrews
2009 N Third Street
Harrisburg, PA 17102
717-238-8123 ext. 225

Advanced Staging Productions

Attn: Justin Covington
1330 Enterprise Drive
West Chester, PA 19380
610-431-8200

Illusion Sound & Lighting

1185 Division Highway
Ephrata, PA 17522
717-721-6901

Signage

FedEx Kinko's

Attn: Melissa Marin
3462 Paxton Street
Harrisburg, PA 17111
717-561-0740

Flex Digital Imaging

Attn: Emily Roland
712 S. Cameron Street, Suite D
Harrisburg, PA 17104
717-233-0380

Regional Accommodations, Dining & Other Services Continued

Ushers -

Zembo Shrine Ushers

Mead Wilt 717-774-1171
Jerry Hinke 717-766-3225

Promotional Items -

Star Promowear

Attn: Matt Hubbell
Phone: 717-561-4142 x102
www.starpromwwear.com

Mid-Atlantic Newspaper Services

Attn: Louella Reynolds
Phone: 717-703-3000 x3020
www.MansiMedia.com

Harrisburg City Contacts -

Tax and Enforcement

10 North 2nd Street
Suite 305A
Harrisburg, PA 17101
Phone: 717-255-6513

Fire Inspector

Attn: Mike Harris
123 Walnut Street, Suite 220
Harrisburg, PA 17102
Phone: 717-255-3105
Fax: 717-255-6448

Medical Contacts –

Susquehanna Township EMS

Attn: Beth Leonard
108 Short Street
Harrisburg, PA 17109
Phone: 717-545-0842
Fax: 717-540-7372

First Aid Services Team

Attn: Kevin Koller
470 Surrey Drive
Lancaster, PA 17601
Phone: 717-368-3000
Fax: 717-581-1044

Community Life Team

Attn: Butch Potter
1119 South Cameron Street
Harrisburg, PA 17104
Phone: 717-236-5947
Fax: 717-238-4238

UDCES Inc. Medic 6

Attn: Director of Services
466 West Main Street
Elizabethville, Pa 17023
Phone: 717-362-6336
Fax: 717-362-6337

Central Medical Ambulance

Attn: Kathleen M. Minnick
3632 Hill Church Road
Lebanon, Pa 17046
Phone: 717-270-1070
Fax: 717-273-8373

Med Ex Ambulance Service

Attn: Frank Klinger
168 Mountain House Road
Halifax, PA 17032
Phone: 717-362-9736
Fax: 717-362-9470

Special Event Emergency Medical Services

Attn: Tom Alleman
575 Ridge Road
Dillsburg, PA 17019
Phone: 717-218-3018
Fax: 717-218-3017

Keystone Medical Response

Attn: Karen Vucetic
P.O. Box 28
Hershey, PA 17033
Phone: 717-383-3866
Fax: 717-274-1269

Driving Directions

Use Mapquest at www.mapquest.com, or see directions below.

TRAVELING WEST ON THE PENNSYLVANIA TURNPIKE: Take Exit 247. Travel north on PA-283, which merges with I-83. Follow I-83 north and merge with I-81 South. Take Exit 67A for Cameron Street off I-81. Follow signs to Spectator or Exhibitor Parking.

TRAVELING EAST ON THE PENNSYLVANIA TURNPIKE: Take Exit 236. Travel north on Route 15 to 581 West. Travel west on 581 and merge onto I-81 North. Follow I-81 North across the Susquehanna River, and then take Exit 67 for Cameron Street off I-81. Follow signs to Spectator or Exhibitor Parking.

FROM THE HARRISBURG INTERNATIONAL AIRPORT: Head north on 441 to 283 North. Travel north on PA-283, which merges with I-83. Follow I-83 North and merge with I-81 South. Take Exit 67A for Cameron Street off I-81. Follow signs to Spectator or Exhibitor Parking.

FROM THE WEST SHORE/CARLISLE: Take I-81 North to Exit 67A for Cameron Street. Follow signs to Exhibitor and Spectator Parking.

FROM DOWNTOWN HARRISBURG: Take Second Street north to the 2100 block and turn right onto Maclay Street. Follow Maclay Street east across the railroad bridge to the traffic light at the Farm Show Building. Turn left onto Cameron Street and travel north. Follow signs to Exhibitor and Spectator Parking.

FROM THE NORTH: Take 11/15 South following the Susquehanna River to I-81. Follow I-81 North across the river and take Exit 67A for Cameron Street. Follow signs to Exhibitor and Spectator Parking.

FROM THE UPPER DAUPHIN AREA: Take Route 147 South or Route 225 South to Route 322 (River Relief Route). Route 322 becomes Cameron Street after crossing over I-81. Follow signs to Exhibitor and Spectator Parking.

FROM HERSHEY: Take Route 322 West to I-83 North and merge with I-81 South. Take Exit 67A for Cameron Street. Follow signs to Exhibitor and Spectator Parking.

FROM LANCASTER: Take 283 North towards Harrisburg to I-83 North and merge with I-81 South. Take Exit 67A for Cameron Street. Follow signs to Exhibitor or Spectator Parking.

FROM YORK: Take I-83 North across the Susquehanna River. Follow I-83 North and merge with I-81 South. Take Exit 67A for Cameron Street. Follow signs to Exhibitor or Spectator Parking.

FROM LEBANON: Take I-81 South towards Harrisburg. Take Exit 67A for Cameron Street. Follow signs to Exhibitor or Spectator Parking.

FROM PROGRESS AVE EXIT OFF 81 NORTH: Take Exit 69. Merge right with Progress Avenue Traffic. Turn right onto Elmerton Avenue at traffic light. Follow signs Exhibitor or Spectator Parking.

FROM PROGRESS AVE EXIT OFF 81 SOUTH: Take Exit 69. Turn right at traffic light onto Progress Avenue. At second traffic light turn right onto Elmerton Avenue. Follow signs to Spectator or Exhibitor Parking.

Contact Information – Pennsylvania Farm Show Complex & Expo Center

Pennsylvania Farm Show Complex & Expo Center
2300 North Cameron Street
Harrisburg, PA 17110-9433
Phone: 717- 787-5373
Fax: 717-783-8710
www.farmshowcomplex.state.pa

Administration.....717-787-5373

Patrick Kerwin, Executive Director.....x 207
Larry Weaver, Assistant Director.....x 216
Andy Tiazkun, Budget & Finance Administrator.....x 205
Peggy Lucas, Procurement Administrator.....x 218
Heidi Crager, Show Management, Events Division.....x 206
Jim Sharp, Show Management, Livestock Division.....x 208
Deb Trump, Farm Show Admin/Commission Secretary..... x 201
Sharon Altland, Director of Sales.....(717) 231-2991
Administration Fax:.....(717) 783-8710
Livestock Fax:.....(717) 705-9900

Maintenance

Ken McMullen, Building Maintenance Manager.....x 227
Steve McGinley, Building Maintenance Supervisor.....x 256
Bryan Burns, Electrician Supervisor.....x 228
Jason Morgenstern, Utility Plant Supervisor.....x 230
Fax:.....(717) 783-6637

Security

Shiree Woodford, Chief of Security.....x 224
Fax:.....(717) 783-6637

Exclusive Farm Show Concessionaire and Caterer

Mike Kemnitz, Boston Culinary Group.....(717) 233-3120
Fax:.....(717) 233-3123