

# Pennsylvania Farm Show Complex & Expo Center

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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](http://www.farmshowcomplex.state.pa.us).

Again, thank you for selecting our facility.



Pat Kerwin  
Executive Director



Larry Weaver,  
Assistant Director

# Basic Information

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## Location

2300 North Cameron Street  
Harrisburg, PA 17110-9443  
Phone: 717-787-5373  
Fax: 717-783-8710  
[www.farmshowcomplex.state.pa.us](http://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 <sup>st</sup> Level Concourse		23,000	12'
Large Arena 2 <sup>nd</sup> 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

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## 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

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<b>Room</b>	<b>Location</b>
Room 102	1 <sup>st</sup> Concourse – Large Arena
Room 104	1 <sup>st</sup> Concourse – Large Arena (Ticket Room)
Room 105	1 <sup>st</sup> Concourse – Large Arena (Ticket Room)
Room 107	1 <sup>st</sup> Concourse – Large Arena (Security Room)
Room 111	1 <sup>st</sup> Concourse – Large Arena
Room 112	1 <sup>st</sup> Concourse – Large Arena (Locker Room)
Room 118	1 <sup>st</sup> Concourse – Large Arena (Locker Room)
Room 135	1 <sup>st</sup> Concourse - Large Arena (Old Home-Ec Room)
Locker Room	1 <sup>st</sup> Concourse – Large Arena
Room 149	1 <sup>st</sup> Concourse – Large Arena (First Aid)
Room 210/211	2 <sup>nd</sup> Concourse – Large Arena (Ticket Office, North)
Room 215/216	2 <sup>nd</sup> Concourse – Large Arena (Ticket Office, Cameron)
Room 200	2 <sup>nd</sup> Concourse – Large Arena
Promoter Office	1 <sup>st</sup> 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 <sup>nd</sup> Level Sale Arena
Vet's Office	North Building
Wash Rack	North, Northwest, Expo, West Lot, Outside Expo

# Wireless Internet Service

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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

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### 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

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- 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

# Miscellaneous Guidelines For A Better Event Experience

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## **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

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**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

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## 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

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

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## 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

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## 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](http://www.HersheyHarrisburg.org)

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## 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](http://www.HersheyHarrisburg.org)

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## 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](http://www.HersheyHarrisburg.org)

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## Regional Accommodations, Dining & Other Services Continued

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### 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](http://www.HersheyHarrisburg.org)

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### 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.

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#### Decorators-

##### **Penn State Expo**

*Attn: Ken Lint*  
4115 North 6<sup>th</sup> Street  
Harrisburg, PA 17110  
717-236-6733

##### **General Exposition Services**

6730 Allentown Road  
Harrisburg, PA 17112  
717-540-8866

##### **Shumaker**

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

##### **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

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### Harrisburg City Contacts -

#### Tax and Enforcement

10 North 2<sup>nd</sup> 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

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### 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](http://www.mapquest.com), or see directions below.

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**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

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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](http://www.farmshowcomplex.state.pa)

## **Administration.....717-787-5373**

Patrick Kerwin, Executive Director.....x 207  
Larry Weaver, Assistant Director.....x 216  
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, Centerplate.....(717) 233-3120  
Fax:.....(717) 233-3123