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

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 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
Executive Director

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
- Dean Weaver  | Vice President
- Sean McKinney  | Secretary
- Wes Harding  | Treasurer
- Daryl Alger
- Bill Ames
- Shawn Hernley
- Dale Maulfair
- Tom Siegel
- Gerald Strickler
- Dave Wenger
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Quick Facts

General Information
Address: 80 Rocherty Road, Lebanon, PA 17042
GPS Coordinates:
Phone: 717-273-3670
Kitchen: 717-273-3681
Fax: 717-273-0603
Email: pkerwin@lebexpo.org
Website: 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 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.
Floor Plan

Brightbill Barn→

Southeast Hall↓

East Hall→

brightness Hall↓

 brightness Hall↓

Main Entrance↑

 ←Kitchen

 ←Center Hall

 ←West Hall
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: 15,000ft² of open space
Dimensions: 100’ x 150’
Ceiling Height: 17’6”
Overhead Door (Southeast): 5’8” x 6’9”
Overhead Door (Northeast): 20’ x 14’1”
Overhead Door (South to Hallway): 12’ x 9’10”
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: 5,625ft² 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”

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Event Promoter’s Guide
Page 9
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: 12,900ft² 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
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: 5,000ft² 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: 6,000ft² 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”
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: 7,500ft² 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 Barn

The newest addition to the grounds, Brightbill 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: 18,000ft² 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’
1 Pole Barn: 150’ x 50’
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, a BMX outdoor track, an equipped “Snack Shack” kitchen facility, and 40 acres of beautiful open fields often utilized for vendors, camping, or overflow parking.
Sample Contract

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 mentioned 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 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 Kuchen and Equipment, Facility Storage Building, Livestock Barns,
Milk House, Horse Rings, Soccer Fields and BMX Track.

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 it 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 A).

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 mentioned 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. LESSOR 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 B) 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.

3. Alcoholic beverages may be permitted, depending upon the circumstances of the event. **Advance permission is required.** If permitted, LESSEE is responsible for enforcement of this issue as LESSOR is not liable for any claims, demands, suits, judgments, costs or any other damages relating to this issue.

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 $20.00/night with or without electrical hook-up.

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 it’s 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

Print Name

FOR LEBANON VALLEY EXPOSITION CORPORATION

Patrick J. Kerwin, Executive Director
## EXHIBIT A
### Prices Upon Request

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</tr>
<tr>
<td>DUMPSTER</td>
<td>1 free per day</td>
<td>$</td>
</tr>
<tr>
<td>LIVESTOCK MATS</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>SPECTATOR RAILING</td>
<td>10’ section</td>
<td>$</td>
</tr>
<tr>
<td>GOLF CARTS</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>CAMPERS</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>LOADER TRACTOR RENTAL</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Penning</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOG, SHEEP &amp; GOAT PENS</td>
<td>$8X8 pen</td>
<td>$</td>
</tr>
<tr>
<td>Poultry &amp; Rabbit Cages</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>WW CATTLE STALLS</td>
<td>12’ section</td>
<td>$</td>
</tr>
</tbody>
</table>
Exhibit B

“SAMPLE”

Cost Breakdown

Name of Event: Consumer Electronics Sale
Date(s): July 7-10, 2016
Venues Requested: North Hall
Rental Fee: $1,000.00 per event day and $500.00 per set-up or tear-down day

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 7</td>
<td>Set-up day</td>
<td>$500.00</td>
</tr>
<tr>
<td>July 8</td>
<td>Event day</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>July 9</td>
<td>Event day</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>July 10</td>
<td>Event day</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

Total Rent $3,500.00

NOTE: Service charges for electricity, table and chair rental, etc. to be billed on usage, following the event.
Food Service Options

Left Blank Intentionally -- may or may not apply, depending upon circumstance for each event. If the Lessee requests food service for a small event, there may be a minimum charge. Lessee to discuss with the designated food service concessionaire for the Expo Center.

The current food service concessionaire is Huey's - 717-269-9788
Exhibit D

Approved Decorators
Lebanon Valley Exposition Corporation

Tents and Events
955 East Main Street
Annville, PA 17003
717-867-7560
888-478-1656
www.tentsandevents.net

Eagle Rental Center – Party Division
2530 Quentin Road
Lebanon, PA 17042
717-274-3945
www.eaglerentalcenter.com

Penn State Exposition Services
2750 Paxton Street
Unit 3
Harrisburg, PA 17111
717-564-2558
pennstateexpo@verizon.net
Concessions

“The Eatery” 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.

“THE EATERY” MENU TYPICALLY INCLUDES:

- 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 Sandwiches
- Donuts/Danish/Bagels

JAMES & MARCIA HUEY
EATERY MANAGERS
717-273-3681 office
717-269-9788 cell
hueyscakes@live.com
Banquets

Heisey’s Diner is the approved local caterer 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.

Heisey’s Diner
Gary Heisey, Owner
717-272-0891

Banquet services may also be provided by Country Home Catering, 717-664-4254.
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.
Camping

ON-SITE CAMPER HOOK UPS
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 recently renovated 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.
Event Services

Hotels, Campgrounds, Dining, Transportation & Tourism Information
Please utilize the guidebook and website produced by Visit Lebanon Valley, the Lebanon Valley Destination Marketing Organization, for a directory of regional hotels, restaurants, and attractions: www.visitlebanonvalley.com. A map of these nearby locations is also available at www.lebexpo.org.

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

Penn State Expo
2750 Paxton St., Unit 3
Harrisburg, PA 17111
717-564-2658
pennstateexpo@verizon.net
www.pennstateexpo.com

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

Audio/Visual & Productions Services:
Illusion Sound and Lighting
Meghan McVaugh
1185 Division Hwy
Ephrata, PA 17522
717-721-6901
meghan.mcvaugh@illusionsoundandlight.com
All your audio, lighting, video, and staging needs in one place. Rentals and production services for any size event.

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.

Sound Advantage Inc.
744 E. Main St.
Annville, PA 17003
www.soundadvantageinc.com
717-685-1224
Full service shop with audio, video, lighting equipment and services for your production needs.

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.)

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

Local Media
Newspapers:
Lebanon Daily News
www.ldnews.com

The Patriot-News
www.pennlive.com

The Merchandiser
www.themerchandiser.com/lebanon

Radio Stations:
WLBR
www.wlbrradio.com

WWSM
www.wwsm.us

WQIC
www.wlbrradio.com/wqic

Medical Services:
First Aid & Safety Patrol
Emergency Medical Services
Bryan Smith, Executive Director
254 S. 11th St.
Lebanon, PA 17042
717-272-1234
www.faspems.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.
Event Promotion Checklist

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.

- 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) and the Hershey Harrisburg Regional Visitors Bureau (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.

Avoiding Potential Problems and Added Expense

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

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.