

Bayfront Convention Center
Exhibitor/Vendor Service Request Form - PLEASE PRINT

Event Name: Municipal Leadership Summit 2025

Event Date(s): October 1-4, 2025

Exhibitor/Vendor Information

Booth Number	_____	Move In Date	_____
Exhibitor/Vendor Name	_____	Move In Time (approx.)	_____
Contact Name	_____	Contact Phone #	_____
Contact Address	_____	On-site Phone #	_____
City, State, Zip	_____	Contact Email	_____



Drayage Needs (\$0.50 per pound/per day)

Please do not ship items before September 27, 2025

(if shipping early please indicate date of arrival/lbs.)

Date: _____

Pounds: _____

Complete this form and email to:

Erica Zeiber, Event Coordinator

1 Sassafras Pier Erie, PA 16507

ezeiber@erieevents.com

814-455-1260

DEADLINE FOR ORDERING is September 17, 2025

All orders received after this date or on site
are subject to a \$50.00 late fee

Additional Services Provided:

	Quantity
120 V / 20 amp	\$25.00
208 V / 30 amp / 1 phase	\$125.00
Wireless Internet	(Complimentary)

Municipal Leadership Summit
CITY OF ERIE OCTOBER 1-4, 2025



Payment Information (Checks payable to Bayfront Convention Center)

Credit Card Number:	_____
Expiration Date:	_____
Billing Zip Code:	_____
TOTAL DUE:	_____
Signature:	_____

****Please note that if you do use a credit card for payment there is a 3% merchant fee that is applied****