

## OVERVIEW

### EVENT OVERVIEW

<b>EVENT TITLE</b>	EID AL FITR PRAYER		
<b>EVENT DATE (PUBLIC)</b>	5/1/2022 OR 5/2/2022	<b>EVENT TIME (PUBLIC)</b>	8AM -1PM
<b>EVENT DATE (PUBLIC)</b>		<b>EVENT TIME (PUBLIC)</b>	
<b>EVENT DATE (PUBLIC)</b>		<b>EVENT TIME (PUBLIC)</b>	
<b>EVENT DATE (PUBLIC)</b>		<b>EVENT TIME (PUBLIC)</b>	
<b>EVENT DATE (PUBLIC)</b>		<b>EVENT TIME (PUBLIC)</b>	
<b>SET UP DATE</b>	4/30/2022 Or 5/1/2022	<b>SET UP TIME</b>	4PM-8PM
<b>SET UP DATE</b>		<b>SET UP TIME</b>	
<b>TEAR DOWN DATE</b>	Immediately after event.		
<b>HALLS USED</b>	EXPO HALL		
<b>MTG ROOMS USED</b>	NO		
<b>SHOW OFFICE</b>	NO	<b>PHONE NUMBER IN OFFICE</b>	
<b>PUBLIC ENTRANCE</b>			
<b>EXHIBITOR/VENDOR ENTRANCE</b>	NA		

### EVENT COORDINATOR INFORMATION

#### USED AS EMERGENCY INFORMATION

<b>COORDINATOR NAME</b>	MOHAMMED NAWAZ		
<b>COORDINATOR ORG</b>	Masjid Al-Nur		
<b>TELEPHONE</b>	5088186204	<b>MAILING ADDRESS</b>	5247 SIMPSON FERRY RD
<b>"DAY OF" PHONE</b>	5088186204		MECHANISBURG PA 17050
<b>FAX</b>			
<b>EMAIL</b>	<a href="mailto:masjidnoorpa@gmail.com">masjidnoorpa@gmail.com</a>	<b>WEBSITE</b>	
<b>ADD'L CONTACT NAME</b>	SALEEM ANWAR	<b>ADD'L CONTACT EMAIL</b>	<a href="mailto:truenblue1@gmail.com">truenblue1@gmail.com</a>
<b>CONTACT PHONE 1</b>	2679715552	<b>CONTACT PHONE 2</b>	
<b>FIRST AID/EMT PROVIDER</b>		<b>CONTACT BY PHONE OR RADIO</b>	PHONE

For additional First Aid/EMT provider information, please see "First Aid/EMT" tab in worksheet.

<b>EVENT DESCRIPTION</b>	Muslims have two Eids a year.Eid is an occasion of pleasure and happiness, and each of the two Eids has a religious significance.Eid al-Fitr, occurs when Muslims have finished fasting the month of Ramadan		
<b># OF ATTENDEES</b>	4000		
<b>ADMISSION CHARGE:</b>	<b>ADULT:</b> N/A	<b>CHILD:</b> N/A	<b>OTHER:</b> N/A
<b>PRE SOLD TICKETS?</b>	NO	<b>IF SO, WHERE CAN YOU</b>	N/A
<b>PURCHASE TICKETS AT DOOR?</b>	NO		
<b>TYPE OF AUDIENCE (I. E. CHILDREN UNDER 12, FAMILIES, OLDER THAN 70, ETC)</b>	Open to all		
<b>SPECIAL</b>			
<b>ATTENDEES PAY</b>	NO		



# MAINTENANCE

## WILL YOU HAVE AN OUTSIDE DECORATOR?

NAME OF COMPANY	NA
CONTACT NAME	N/A
PHONE NUMBER	N/A
EMAIL ADDRESS	N/A

## ITEMS NEEDED

ITEM	NUMBER REQUESTED	LOCATION
SEATING OPTIONS:		
SINGLE CHAIRS	N/A	
DOUBLE CHAIRS	N/A	
TRIPLE CHAIRS	N/A	
QUAD CHAIRS	N/A	
DIRECTORS	N/A	
PLASTIC STACKING	N/A	
HIGH STOOLS	N/A	
PARK BENCHES	N/A	
BLEACHERS	N/A	

TABLE OPTIONS:	NUMBER REQUESTED	LOCATION
8 FT RECTANGLES	N/A	
6' BANQUET ROUNDS	N/A	
4' PLASTIC ROUNDS	N/A	

STAGING OPTIONS:	NUMBER REQUESTED	LOCATION
BLACK STEEL FRAME: 6' X 8' SECTIONS, HEIGHTS: 32", 40", 48"	N/A	
ALUMINUM: 4' X 8' SECTIONS, HEIGHTS: 6', 24'	N/A	
WOOD: 4' X 8' SECTIONS, HEIGHT: 12"	N/A	

OTHER ITEMS:	NUMBER REQUESTED	LOCATION
ARENA STEPS	N/A	
AUCTIONEERS STAND	N/A	
BARN SNOW	N/A	
BLACK AND GOLD BARRIERS	N/A	
BLACKBOARDS	N/A	
BLUE GATES	N/A	
BROOMS	N/A	
BUCKETS	N/A	

# MAINTENANCE

COAT RACKS	N/A	
DISPLAY CASES	N/A	
OTHER ITEMS:	NUMBER REQUESTED	LOCATION
DORM BEDS	N/A	
EASELS	N/A	
FLAGS	N/A	
FLAT BED WAGON	N/A	
GATE A STEPS	N/A	
JERSEY BARRIERS	N/A	
LOADING CHUTES	N/A	
MOPS	N/A	
PEDESTAL FANS	N/A	
PLYWOOD	N/A	
PODIUMS	N/A	
PORTABLE SCALES	N/A	
PROJECTOR SCREEN: EXPO HALL	N/A	
PROJECTOR SCREEN: 8' X 8'	N/A	
PROJECTOR SCREEN: 5' X 5'	N/A	
PUSH CARTS	N/A	
REFRIGERATOR (LIMITED # AVAILABLE, SEE CATERING)	N/A	
SALE ARENA PIPE RAILS	N/A	
SHOVELS	N/A	
STAINLESS STEEL SINKS	N/A	
TAN BARK	N/A	
TENSA BARRIERS/STANCHIONS	N/A	
TICKET BOOTHS- DOUBLE	N/A	
TICKET BOOTHS- SINGLE	N/A	
TICKET BOXES	N/A	
TUBS	N/A	
TURN STILES	N/A	
WASH RACK	N/A	
WATER HEATERS	N/A	
WATER HOSE	N/A	
WATER WAGON WITH WATER AND OPERATOR	N/A	
WATER	N/A	
WHEEL BARROWS	N/A	
WHITE CEMENT POLE FENCING	N/A	
WHITE CHAIN FENCE (PAIRS WITH WHITE CEMENT POLES)	N/A	

# MAINTENANCE

WOODEN FENCING	N/A	
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STALLING/PENS:	NUMBER REQUESTED	LOCATION
HORSE STALLS	N/A	
HORSE STALL PANELS	N/A	
WW LIVESTOCK PANELS	N/A	
HOG AND SHEEP PANELS	N/A	
STALLING/PENS:	NUMBER REQUESTED	LOCATION
CATTLE HEADBOARDS	N/A	
TURKEY PENS	N/A	
CHICKEN PENS (SINGLE)	N/A	
CHICKEN PENS (DOUBLE)	N/A	
BANTAM PENS (QUAD)	N/A	

LABOR:	NUMBER REQUESTED	LOCATION/ TIMES
EQUIPMENT OPERATOR	N/A	
LABORER	N/A	
HANGING OF BANNERS/SIGNS	N/A	

OTHER REQUESTS:

# MEETING ROOMS

EVENT LOCATION	
ROOM	
COMMONWEALTH ROOM (VIP)	N/A
PA PREFERRED BANQUET HALL	N/A
BANQUET HALL A (EAST)	N/A
BANQUET HALL B (WEST)	N/A
SUSQUEHANNA ROOM (B)	N/A
DELAWARE ROOM ( C )	N/A
ALLEGHENY ROOM (D)	N/A
MONONGAHELA ROOM €	N/A
ERIE ROOM	N/A
SCRANTON ROOM	N/A
PHILADELPHIA ROOM (SKYBOX 1)	N/A
LANCASTER ROOM (SKYBOX 2)	N/A
PITTSBURGH ROOM (SKYBOX 3)	N/A
BOARD ROOM	N/A
SMALL ARENA OFFICE	N/A
PENNSYLVANIA ROOM	N/A
OTHER:	N/A
OTHER:	N/A

ROOM LAYOUT	
STYLE	ROOM LOCATION
THEATRE STYLE	N/A
THEATRE STYLE: SEMI-CIRCLE CHAIRS	N/A
BANQUET STYLE	N/A
FAMILY STYLE BANQUET	N/A
CLASSROOM STYLE	N/A
U SHAPE CHAIRS AND TABLE	N/A
CONFERENCE STYLE	N/A
HEAD TABLES	N/A
BOARD ROOM	N/A

**PLEASE COMPLETE ROOM DIAGRAM FORMS TO CAPTURE SET UP DETAILS.**

ITEMS NEEDED		
ITEM	NUMBER REQUESTED	LOCATION
SEATING OPTIONS:		
BANQUET CHAIRS	N/A	
SINGLE (FOLDING) CHAIRS	N/A	

# MEETING ROOMS

PLASTIC STACKING	N/A	
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TABLE OPTIONS:	NUMBER REQUESTED	LOCATION
8 FT RECTANGLES (4 ON EACH SIDE)	N/A	
6' BANQUET ROUNDS (10 SEATS)	N/A	
5' PLASTIC ROUNDS (8 SEATS)	N/A	

REGISTRATION AREA?:	NUMBER REQUESTED	LOCATION
8 FT RECTANGLES	N/A	
SKIRTING (REGISTRATION TABLE ONLY)?	N/A	
CHAIRS	N/A	

HEAD TABLES?:	NUMBER REQUESTED	LOCATION
8 FT RECTANGLES	N/A	
SKIRTING (HEAD TABLE ONLY)?	N/A	
CHAIRS	N/A	

STAGING OPTIONS:	NUMBER SECTIONS REQUESTED	LOCATION
BLACK STEEL FRAME: 6' X 8' SECTIONS, HEIGHTS: 32", 40", 48"	N/A	
ALUMINUM: 4' X 8' SECTIONS, HEIGHTS: 6', 24'	N/A	
WOOD: 4' X 8' SECTIONS, HEIGHT: 12"	N/A	
STAGE STEPS	N/A	
STAGE RAMP	N/A	

OTHER ITEMS:	NUMBER REQUESTED	LOCATION
PODIUM (FREE STANDING)	N/A	
PODIUM (TABLETOP)	N/A	
COAT RACKS	N/A	
EASELS	N/A	
FLAGS (UNITED STATES AND PENNSYLVANIA)	N/A	
PROJECTOR SCREEN: 8' X 8' (2)	N/A	
PROJECTOR SCREEN: 5' X 5' (4)	N/A	
PUSH CARTS	N/A	
BLACKBOARDS	N/A	
BLACK AND GOLD BARRIERS	N/A	
TENSA BARRIERS/STANCHIONS	N/A	

**NO LAPTOPS OR PROJECTORS ARE AVAILABLE. YOU WILL NEED TO BRING YOUR OWN.**

LABOR:	NUMBER REQUESTED	LOCATION/ TIMES
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# MEETING ROOMS

HANGING OF BANNERS/SIGNS	N/A	
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DIRECTIONAL SIGNAGE	NUMBER REQUESTED	LOCATION
EVENT NAME WITH ARROW	N/A	
OTHER:	N/A	

OTHER REQUESTS:



ELECTRIC

PROMOTER ORDERS			
ELECTRIC DESCRIPTION	NUMBER OF OUTLETS NEEDED	LOCATION	COMMENTS:
UP TO 1500 WATTS	N/A		
208 V SINGLE PHASE	N/A		
20 AMP	N/A		
30 AMP	N/A		
50 AMP	N/A		
60 AMP	N/A		
100 AMP	N/A		
208 V THREE PHASE	N/A		
20 AMP	N/A		
30 AMP	N/A		
50 AMP	N/A		
60 AMP	N/A		
100 AMP	N/A		
20 AMP	N/A		
408 V SINGLE PHASE	N/A		

EXHIBITOR ORDERS				
BOOTH NAME	BOOTH #	PLACEMENT IN BOOTH	ELECTRIC ORDER: LIST VOLTAGE AND AMP	COMMENTS: AVAILABLE IN-HOUSE, SPEAKER WILL PROVIDE, ETC.

LABOR:	NUMBER:	LOCATION & TIME
ELECTRICIAN		

ELECTRIC POINT OF CONTACT		PHONE	
EMAIL			
DESCRIBE ANY ADDITIONAL SET-UP REQUIREMENTS			

SOUND

AUDIOVISUAL		
EQUIPMENT REQUIRED	LOCATION	COMMENTS:
HOUSE SOUND: INCLUDES WIRELESS MIC	N/A	
PORTABLE SOUND INCLUDES WIRELESS MIC:	N/A	
PORTABLE SOUND INCLUDES WIRED MIC:	N/A	
ADDITIONAL WIRELESS MICROPHONES	N/A	
ADDITIONAL WIRED MICROPHONE	N/A	
ADDITIONAL SPEAKER/MONITORS	N/A	
CD PLAYER	N/A	
EXTERNAL TIE IN	N/A	
MIXER CONSOLE	N/A	

A/V POINT OF CONTACT		A/V PHONE	
A/V EMAIL			
DESCRIBE ANY ADDITIONAL SET-UP REQUIREMENTS			

# UTILITY PLANT/HVAC

ITEMS NEEDED		
ITEM	NUMBER REQUESTED	LOCATION
COOLING OPTIONS		
LARGE OVERHEAD DOOR FANS		EQUINE ARENA
PEDESTAL FANS		
COOLER FANS		

OTHER UTILITY PLANT/HVAC CONCERNS:		

AIR TEMPERATURE IN HALLS	
DURING SHOW HOURS	65
AFTER SHOW HOURS	65

*Please note that some halls do not have air conditioning. During the summer, a requested temperature sometimes cannot be accomplished in these spaces.*

# WELD SHOP

ITEMS NEEDED		
ITEM	NUMBER REQUESTED	LOCATION
STAINLESS STEEL SINKS	N/A	
WASH RACKS	N/A	
WATER HEATERS	N/A	
WATER HOSE	N/A	
WATER DROPS	N/A	
GAS	N/A	
OTHER WELD SHOP CONCERNS:		

SECURITY

SECURITY		
PAID PARKING?	NO	
SHUTTLE BUSSES?	Not required	
RESERVED PARKING?	NO	
RESERVED PARKING?	TYPE (INCLUDE NUMBER):	LOCATION:
	SHOW STAFF:	
	EXHIBITOR:	
	CAMPER:	
RADIOS (# OF):		

Please note that each show will receive 2 radios for show use and 1 radio for the show EMT at no charge, if more is needed then the show will be billed at a rate of \$35 per radio.

PRIVATE SECURITY INFORMATION	
CONTACT NAME	NA
COMPANY NAME	
TELEPHONE	
EMAIL	
ON-SITE OFFICER:	
DATES ON SITE:	
"DAY OF" PHONE	
ARMED?	
COMMAND LOCATION:	
COMMUNICATION BY RADIO OR PHONE?	

FARM SHOW SECURITY REQUESTED:	NUMBER OF GUARDS:	LOCATION & TIMES
SECURITY GUARD		

# PARKING PASSES

SHOW ORDER		
NAME OF EVENT	EID AL FITR PRAYER	
SHOW DATES	1ST MAY/ 2ND MAY	
NUMBER OF PASSES FOR STAFF:	NA	
NUMBER OF PASSES FOR VOLUNTEERS:	NA	
NUMBER OF PASSES FOR EXHIBITORS:	NA	
WILL YOU BE SELLING THE COMPLIMENTARY PASSES?	NO	IF SO, WHAT IS THE COST PER PASS? N/A
MAIL PASSES TO:		
LEAVE PASSES AT SECURTIY FOR PICK UP:		
OTHER:		

# KEY REQUEST

KEY REQUEST FORM			
Room	# Keys	Keys Given To	Misc. Information
Coat Room	N/A		
PA State Police Room	N/A		
Equine South Storage- EA-3	N/A		
Show Office	N/A		
Show Office- 1	N/A		
Show Office-2	N/A		
Show Office 3	N/A		
Show Office 4	N/A		
Show Office 5	N/A		
Room 102	N/A		
Room 111	N/A		
Room 112	N/A		
Room 118	N/A		
Room 135	N/A		
Room 149	N/A		
Room 200- PA Room	N/A		
Ticket Office (Cameron)	N/A		
Ticket Office (North)	N/A		
Northeast Hall Office	N/A		
Banquet Hall	N/A		
Commonwealth Room	N/A		
Vet Shed	N/A		
Small Arena Office	N/A		
Office A	N/A		
Exhibition Room B	N/A		
Exhibition Room C	N/A		
Dorm Rooms (Maclay)	N/A		
Blue and Gold Room	N/A		

# FIRST AID

FIRST AID PROVIDER	
CONTACT NAME	Shahul Hameed
COMPANY NAME	AIM Clinic
TELEPHONE	214-717-7755
EMAIL	shameedsh@gmail.com
ON-SITE CONTACT:	Dr Muzafar Khan/Shahul Hameed
DATES ON SITE:	
TIMES ON SITE:	
"DAY OF" PHONE	
COMMAND LOCATION:	
COMMUNICATION BY RADIO OR PHONE?	
PA DEPT OF HEALTH LICENSE #:	

**EMT/FIRST AID MUST CHECK IN AT THE CAMERON STREET LOBBY DESK WHEN THEY ARRIVE PRIOR TO GOING TO THE SHOW.**

## Reminders:

An emergency service provider is required to be on the Pennsylvania Farm Show Complex & Expo Center property during show hours of all events. As each event is unique and has its' own set up and tear down peculiarities, event promoters are strongly encouraged to have an emergency service provider on duty during set up and tear down hours, depending upon the nature of the show.

All emergency service providers must sign in at the Security Desk in the Cameron Street lobby upon arrival at the PA Farm Show Complex & Expo Center.

All emergency service providers must have a current certification by the Pennsylvania Department of Health. In the event that the medical provider is a doctor or nurse, they must provide a copy of their active Pennsylvania Medical License or current and active Nurses Certificate respectively.

Providers must supply the Farm Show Complex & Expo Center with a copy of their certification or license.

Providers offering services at the Farm Show Complex & Expo Center must provide proof of insurance to the Complex & Expo Center prior to the event.

Any Provider hired for an event at the Farm Show Complex & Expo Center must be able to communicate with Dauphin County Communications Center via radio.

A First Aid Station must be located within the show area or in an area immediately adjoining the show area.

All First Aid Stations must be well marked.



# FIRST AID

If the Provider needs to leave the Complex & Expo Center to transport a patient they must have replacements available.

All EMS units must bring their own supplies. The Farm Show Complex & Expo Center does not furnish supplies such as wheeled stretcher, AED, Oxygen, basic EMS supplies, radio to communicate with Dauphin County Command and all other standard equipment.

Providers must be neat, clean and in uniform.

Providers will be responsible for the clean up of any bodily fluids or debris and items must be properly disposed of.

Dauphin County Communications Center requires any EMS Unit that will be providing first aid for an event to notify them 10 days in advance when (dates and times) they will be at the Complex. They may be reached at **(717) 558-6900**.

## SIGNAGE REQUESTS

## CAMERON STREET ELECTRONIC MESSAGE BOARD

**PLEASE PROVIDE YOUR MESSAGE TO APPEAR ON SIGN.**

EID Mubarak

## EXPO HALL NORTHWEST ENTRANCE MESSAGE BOARD

**PLEASE PROVIDE YOUR MESSAGE TO APPEAR ON SIGN. (LIMITED MESSAGING AVAILABLE)**

EID MUBARAK

# CATERING & CONCESSIONS

CONCESSION NEEDS	
CONCESSION NEEDS:	N/A
HALLS/AREAS:	N/A
DATES OPEN:	N/A
TIMES OPEN:	N/A
ADDITIONAL NEEDS:	N/A

ADDITIONAL CONCESSION NEEDS:	
WOULD YOU LIKE EATING/SITTING AREA?	N/A
LOCATION OF EATING AREAS:	N/A
BEER GARDEN?	N/A
BAR?	N/A

CATERING NEEDS	
CATERING NEED SUMMARY:	N/A
HALLS/AREAS:	N/A
DATES:	N/A
TIMES:	N/A
BUFFET:	N/A
SIT DOWN:	N/A
ATTENDANCE:	N/A
ADDITIONAL INFORMATION:	N/A

# FLOOR PLAN

PLEASE COPY AND PASTE YOUR FLOOR PLAN BELOW AS A PICTURE.

*You may also send a copy of your floor plan as a pdf to [mfirestine@pa.gov](mailto:mfirestine@pa.gov).*