



# **PRODUCT & SERVICE BOOTH MANUAL**

2019 Philadelphia Auto Show

February 2 – 10, 2019

Pennsylvania Convention Center

Philadelphia, PA

Produced by:



3311 Swede Road, Suite A

East Norriton, PA 19401

# **TABLE OF CONTENTS**

INTRODUCTION.....	3
DIRECTORY OF CONTRACTORS & FACILITIES .....	4
GENERAL SHOW INFORMATION.....	5
MOVE-IN/MOVE-OUT .....	6
BOOTH STAFFING.....	7
ENTRANCE PROCEDURE .....	7
RULES & RESTRICTIONS.....	7
INSURANCE REQUIREMENTS.....	10
SHOW SERVICES .....	12
GENERAL CONTRACTOR INFORMATION .....	13
SECURITY ORDER FORM.....	14

## **BOOTH EXHIBITOR CHECKLIST**

ACTION ITEM	DEADLINE	COMPLETED
Return Signed Exhibit Space Contract	Jan 4	<input type="checkbox"/>
Send Certificate of Insurance	Jan 4	<input type="checkbox"/>
Order Electrical Service	Jan 11	<input type="checkbox"/>
Order Internet Service	Jan 11	<input type="checkbox"/>
Order Tables/Chairs from Hargrove	Jan 11	<input type="checkbox"/>
Space Payment Deadline	Jan 18	<input type="checkbox"/>
Place Security Order	Jan 18	<input type="checkbox"/>
Send Credential List	Jan 21	<input type="checkbox"/>

# INTRODUCTION

Dear Booth Vendor:

This manual contains information that is vital to the successful planning and management of your booth at the 2019 Philadelphia Auto Show.

Please review all information within this manual carefully. Use the Exhibitor Checklist on the previous page to make sure all appropriate forms and information are submitted on time. This will ensure you are getting the best rates and guarantee a smooth move-in.

As a reminder:

- All booth vendors are required to submit a **Credential Request Form** (found in the exhibitor section of [phillyautoshow.com](http://phillyautoshow.com) – login info below).
- The **registration desk** will once again be located inside the **12th & Arch Street WEST** entrance.
- **Event insurance coverage** can be purchased at a low rate through the Auto Show's insurance carrier. Contact Kelsey Baker for details.
- **Place service orders early!** For the best rates, place your electrical and internet orders by January 11. Order forms can be downloaded from the Exhibitor section of [phillyautoshow.com](http://phillyautoshow.com).

Please note that there will be **NO SETUP ALLOWED on Friday, February 1**; booths that are not setup on Wednesday (booths with vehicles) or Thursday (booths without vehicles) must wait until the morning of Monday, February 4 and will miss the first show weekend.

Please also note that, as in the past, **booths may NOT be staffed during the Black Tie Tailgate.**

You can download floor plans, manuals, service order forms, credential request forms, and Pennsylvania Convention Center Rules and Regulations through the Exhibitor section of [phillyautoshow.com](http://phillyautoshow.com) ([www.phillyautoshow.com/exhibitors](http://www.phillyautoshow.com/exhibitors)). Log in using username: **philly** / password: **cheesesteak**.

Changes in the Customer Satisfaction Agreement at the Pennsylvania Convention Center have resulted in increased Exhibitor Rights. Please download the **Safety Guidelines** and **Exhibitors' Rights** documents from the Exhibitor Section of [phillyautoshow.com](http://phillyautoshow.com) for more details.

Any questions should be directed to:

Mike Gempp  
Auto Show Director  
[mike@phillyautoshow.com](mailto:mike@phillyautoshow.com)

Kelsey Baker  
Auto Show Manager  
[kelsey@adagp.com](mailto:kelsey@adagp.com)

Phone: 610-279-5229  
Fax: 610-279-5240

Thank you for your cooperation. We wish you a very successful 2019 Philadelphia Auto Show!

Sincerely,



Mike Gempp  
Auto Show Director



Kelsey Baker  
Auto Show Manager

# **DIRECTORY OF CONTRACTORS & FACILITIES**

## **SHOW FACILITY**

Pennsylvania Convention Center (PCC)  
1101 Arch Street  
Philadelphia, PA 19107-2299  
Telephone: (215) 418-4700  
[www.paconvention.com](http://www.paconvention.com)

## **ONLINE EXHIBITOR INFORMATION**

[www.phillyautoshow.com/exhibitors](http://www.phillyautoshow.com/exhibitors)  
Username: philly  
Password: cheesesteak

## **SHOW MANAGEMENT (PRIOR TO SHOW)**

Auto Dealers Association of Greater Philadelphia  
3311 Swede Road, Suite A  
East Norriton, PA 19401  
**Show Director:** Mike Gempp  
**Email:** [mike@phillyautoshow.com](mailto:mike@phillyautoshow.com)  
**Show Manager:** Kelsey Hinkle Baker  
**Email:** [kelsey@adagp.com](mailto:kelsey@adagp.com)  
**Telephone:** (610) 279-5229

## **ON-SITE SHOW MANAGEMENT OFFICES**

Room 304 on the Mezzanine Level  
Pennsylvania Convention Center  
Telephone: (215) 418-2000  
Email: [autoshowoffice@gmail.com](mailto:autoshowoffice@gmail.com)

## **PUBLIC RELATIONS**

Auto Dealers Association of Greater Philadelphia  
**Contact:** Andrea Simpson  
**Telephone:** (610) 279-5229  
**Email:** [andrea@adagp.com](mailto:andrea@adagp.com)

## **DISPLAY SECURITY**

Imperial Events Security Services (IESS)  
**Contact:** Sandy Bragg  
**Telephone:** (888) 502-IESS (4377)  
**Email:** [Sandy@iess.events](mailto:Sandy@iess.events)

## **INSTALLATION/DISMANTLING/MATERIAL HANDLING AND SHIPPING SERVICES**

Hargrove, Inc.  
One Hargrove Drive  
Lanham, MD 20706  
**Philly Auto Show Help Line:** (301) 731-2512  
**Exhibitor Services Phone:** (301) 306-4627  
**Email:** [ExhibitorServices@Hargroveinc.com](mailto:ExhibitorServices@Hargroveinc.com)

## **INTERNET SERVICE**

PCC/SMG Show Services  
**Contact:** Maria Wilson  
**Telephone:** (215) 418-4810  
**Email:** [mwilson@paconvention.com](mailto:mwilson@paconvention.com)

## **AUDIO/VISUAL NEEDS**

PCC/SMG Audio Visual Services  
**Contact:** Ingrid Maita  
**Telephone:** (215) 418-4863  
**Email:** [imaita@paconvention.com](mailto:imaita@paconvention.com)

## **ELECTRICAL SERVICE**

PCC/SMG Utility Services  
**Contact:** Debbie Miles  
**Telephone:** (215) 418-2146  
**Email:** [dmiles@paconvention.com](mailto:dmiles@paconvention.com)

## **LABOR SERVICES**

SMG Labor Services  
**Contact:** Mike Cowley  
**Telephone:** (215) 418-4799  
**Email:** [mcowley@paconvention.com](mailto:mcowley@paconvention.com)

## **FOOD & BEVERAGE**

PCC Culinary Services - Aramark  
**Contact:** Bernard Carpenter  
**Telephone:** (215) 418-2233  
**Email:** [carpenter-bernard@aramark.com](mailto:carpenter-bernard@aramark.com)

# GENERAL SHOW INFORMATION

## PUBLIC SHOW DATES & HOURS

DATE	HOURS	LOCATION
Saturday, February 2	9AM – 10PM	Pennsylvania Convention Center 1101 Arch Street
Sunday, February 3	9AM – 6PM	
Monday, February 4–Friday, February 8	Noon – 10PM	Philadelphia, PA 19107-2299
Saturday, February 9	9AM – 10PM	(215) 418-4700
Sunday, February 10	9AM – 8PM	<a href="http://www.paconvention.com">www.paconvention.com</a>

## SHOW LOCATION

## ON-SITE SHOW MANAGEMENT OFFICES

The Show Management Offices will be in **Room 304** on the Mezzanine Level of the Convention Center. Hours of operation are as follows:

DATE	OPEN	CLOSE
Monday, January 28	8AM	6PM
Tuesday, January 29 – Thursday, January 31	8AM	5PM
Friday, February 1	8AM	9PM
Saturday, February 2	7:30AM	10PM
Sunday, February 3	8AM	6PM
Monday, February 4 – Friday, February 8	10AM	10PM
Saturday, February 9	8AM	10PM
Sunday, February 10	8AM	9PM
Monday, February 11 & Tuesday, February 12	Visit Hargrove Service Desk (Room 203)	

The Show Office telephone number, (215) 418-2000, will be in service Monday, January 28 - Sunday, February 10.

## BLACK TIE TAILGATE – FRIDAY, FEBRUARY 1

A black-tie charity reception to benefit the Department of Nursing at Children’s Hospital of Philadelphia will be held on the Show floor from 7PM to 11:30PM on Friday, February 1. **Booths may NOT be staffed during the Black Tie Tailgate.** If you would like to attend the event, you must purchase a ticket at [phillyautoshow.com/bttg](http://phillyautoshow.com/bttg).

## SHOW MANAGEMENT PRIOR TO SHOW

Auto Dealers Association of Greater Philadelphia 3311 Swede Road, Suite A East Norriton, PA 19401 <b>Telephone:</b> (610) 279-5229 <b>Fax:</b> (610) 279-5240	Show Director: Mike Gempp Email: <a href="mailto:mike@phillyautoshow.com">mike@phillyautoshow.com</a>  Show Manager: Kelsey Baker Email: <a href="mailto:kelsey@adagp.com">kelsey@adagp.com</a>
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## PARKING

**Parking is NOT included in your booth rental fee.** There is no dedicated parking facility for the Pennsylvania Convention Center. Exhibitors are responsible for their own parking arrangements and all associated costs.

# MOVE-IN/MOVE-OUT

## **BOOTH MOVE-IN**

Booth Exhibitors whose displays **include a vehicle** may setup their spaces on **Wednesday, January 30** beginning at 10AM. Booth Exhibitors whose displays do **NOT** include a vehicle may setup their spaces on Thursday, January 31 beginning at 10AM. **Please check into the Auto Show Office, Room 304 upon arrival. Show Management must have your signed Exhibit Space Contract, payment in full, and proof of insurance before you may begin setup.** A Show Management employee will assist you with the location of your booth.

All booth setup must be completed by 6PM Thursday. **There will be NO BOOTH SETUP PERMITTED on Friday, February 1.** Any vendors unable to setup on Thursday must wait until 8AM Monday, February 4 and will miss the first show weekend.

## **VEHICLE MOVE-IN/MOVE-OUT**

**In:** If your display includes a vehicle, please ensure that it has less than  $\frac{1}{4}$  tank of gas; vehicles with more than  $\frac{1}{4}$  tank will not be allowed to enter the Pennsylvania Convention Center. Please see [Rules & Restrictions](#) section of this manual for complete vehicle requirements. You **MUST** move your vehicle in between 10AM and 2PM on Wednesday, January 30. Vehicles should be in final show position by 2PM, as Show Management will provide an electrician to disconnect battery cables at that time.

**Out:** All Show vehicles **MUST** be removed from the Convention Center on Sunday evening, February 10 between 8:15PM and 11PM. **NO EXCEPTIONS.** Show Management and Hargrove, Inc. are not responsible for damage incurred to a vehicle left on the show floor after 11PM.

A Vehicle Removal Permit is needed to remove a vehicle from the Show Floor and will be available after 12 noon on Sunday, February 10 in the Show Office, Room 304. This Permit must be filled out and placed on the dashboard of the vehicle during removal. As the vehicle approaches the exit doors, the Permit and the driver's operator license must be shown to the security guard before the vehicle will be allowed to exit the building.

## **BOOTH MOVE-OUT**

All products, equipment and displays must be removed between the hours of 8:15PM and 11PM on Sunday, February 10. **Exhibitors requiring additional move-out time on Monday, February 11 must receive permission from Show Management.**

## **UNION LABOR**

All booths 600 sq.ft. and under may be setup by the Exhibitor. Ladders and handheld power tools are permitted. Booths larger than 600 sq.ft. require the hiring of Union labor for setup. Please download the Customer Satisfaction Agreement, Exhibitors' Rights document, and Safety Guidelines from the Exhibitor section of [phillyautoshow.com](http://phillyautoshow.com) ([www.phillyautoshow.com/exhibitor-access](http://www.phillyautoshow.com/exhibitor-access)). Log in using username: **philly** / password: **cheesesteak**.

**All Exhibitors are encouraged to read the Exhibitor Rights document** to avoid any problems during move-in.

# ENTRANCE PROCEDURE

## **SET-UP DAYS: WEDNESDAY, JANUARY 30 & THURSDAY, JANUARY 31**

You may access the Main Exhibit level of the Convention Center via the Vine Street Dock (entrance located off of Eastbound Vine Street between 12<sup>th</sup> & 11<sup>th</sup> Streets). Booth vendors should unload through Hall E.

**Before beginning setup of your booth**, please check in at the Show Office, Room 304 on the mezzanine level and pick up your exhibitor badge.

## **SHOW DAYS: SATURDAY, FEBRUARY 2 – SUNDAY, FEBRUARY 10**

QR-coded exhibitor badges will be provided for all booth vendors and must be scanned to gain entrance to the Show. Staff not onsite for set-up should report to the Registration Desk at the 12<sup>th</sup> and Arch Street West entrance before their first shift to receive their badge.

Exhibitors working the Show may report up to one hour prior to public opening and must staff their booth until closing. The building will be cleared immediately after Show closing except for Sunday, February 10, due to move-out.

# BOOTH STAFFING

## **STAFFING LIST**

All booth vendors are required to submit a Credential Request Form (found in the exhibitor section of [phillyautoshow.com](http://phillyautoshow.com)) to Show Management by **Monday, January 21, 2019**. Only those persons listed on the official Credential List will be allowed to enter the show without a ticket. Each exhibitor may have a maximum of 15 people on their staff list. All booths **MUST** be staffed during all public show days and hours.

**NOTE:** No one under the age of 16 years old will be issued an exhibitor badge. **No children under the age of 16 are permitted in the Convention Center during set-up or tear-down**, as required by our insurance carrier.

## **APPEARANCE**

All persons working within the booth should maintain a professional appearance at all times. Ripped shirts, dirty jeans, jeans with holes and dirty sneakers are not acceptable Show attire. Final determination of what is deemed appropriate or inappropriate onsite is at the sole discretion of Auto Show Management.

# RULES & RESTRICTIONS

## **BOOTH EXHIBITOR RESTRICTIONS**

**Height** – Nothing can be displayed higher than 10 feet.

**Sides** – Sides must remain open above the 3-foot divider rail to prevent from blocking view of exhibitors on either side.

**Overheads** – Any canopies or tents must be listed or certified as flame retardant. Exhibitor must be prepared to show a tear sheet or tag proving compliance upon request.

**Sale Items** – Only items approved and listed on the space contract are permitted to be displayed or offered for sale to the public.

**Conduct** – The Association, in its sole discretion, reserves the right to remove any vendor which it deems offensive or disruptive to the normal operations of the Show, without notice and without refund. (See Conditions of Exhibit Space Contract for more information.)

**Space Confines** – An exhibitor may not, in any case, sell or distribute literature or work in any area other than the space rented by the exhibitor. Sales presentations, distribution of literature, and public surveys are strictly forbidden from being conducted in public aisles, other exhibit spaces, or any other public areas of the Pennsylvania Convention Center.

**Display Appearance** – Display should be kept neat and tidy in appearance during all show hours.

**Volume** – Public address systems/microphones/speakers/sound systems may be used by booth exhibitors so long as they are kept to a volume that does not disturb neighboring exhibitors. Volume levels will be monitored closely. **Disputes over proper volume levels will be solely determined by Show Management.**

## **MUSIC AT THE SHOW**

**No music, live or recorded, may be played in any display at the Philadelphia Auto Show, and no background music** (through the use of a television, radio, stereo, iPod or other music player) can be used unless the appropriate license has been acquired from BMI (Broadcast Music, Inc.) and/or ASCAP (American Society of Composers, Authors, and Publishers), as this is an infringement on the original copyright. A corporate ASCAP or BMI license **does not** cover performances at the Show; a separate event license must be obtained.

## **SIGNS AND BANNERS**

All exhibit signs must be free standing or floor-type signs. All signs must be professionally manufactured and have a finished surface on all edges and sides. Signs cannot block the view of other exhibitors. Plastic letters, shoe polish and homemade signs may not be used in any area of your display or booth. Decorations, signs, banners, etc., may not be taped, tacked, stapled or otherwise fastened to ceilings, walls, doors, painted surfaces, or columns unless done by, or under the direction of the Pennsylvania Convention Center staff.

In the case of a complaint, the decision on whether a sign remains or must be relocated is solely at the discretion of the Auto Show Management.

## **LICENSING**

All booth exhibitors must be licensed to do business in the State of Pennsylvania and have a current sales tax number for any direct retail selling from the Show Floor. **Exhibitor is responsible for remitting all applicable state and local sales taxes.**

## **COPYRIGHTED MATERIALS**

Each exhibitor is responsible for obtaining all necessary licenses and permits, and to pay any and all royalties or other payments, to use music, photographs or other copyrighted or trademarked items in the exhibitor's booth. No exhibitor will be permitted to play, broadcast or have performed any music or use any copyrighted or trademarked material without the appropriate license or permit, if applicable. Show Management will not arbitrate disputes between exhibitor and another party or entity regarding whether an item is subject to copyright or trademark protection, but will use reasonable efforts to enforce any valid and applicable court injunction that is presented to Show



Management with respect to an unlawful use of copyrighted or trademarked items at the Show. In no event shall Show Management be liable for the unlawful use by a person or entity at the Show of items protected by copyright or trademark.

## **VEHICLE REQUIREMENTS**

For exhibitors displaying a vehicle within their space, the following rules apply:

**BATTERY CABLES** – All Show vehicles must have the battery cables disconnected and ends taped using UL approved plastic electrical tape. **Battery cable disconnect/reconnect must be done by or under the direct supervision of an SMG Electrician.** Show Management will arrange for an electrician at no charge to booth vendors.

**FUEL TANK LEVEL** – **The vehicle fuel level cannot exceed 1/4 tank or 5 gallons** (whichever is less). All vehicles will be checked as they enter the Pennsylvania Convention Center. If the fuel level exceeds 1/4 tank, the vehicle will not be permitted to enter the building. **Tanks cannot be refueled or emptied inside the Pennsylvania Convention Center.**

**REPAIRS** – No repairs or alterations shall be made on vehicles inside the convention center.

**GAS CAP REQUIREMENTS** – Fuel tanks and fill openings must be closed with a locking cap or taped shut.

**AC/DC Converters** – Cars using AC/DC converters must have the security system fuse and horn disconnected to prevent the public from setting off vehicle alarms. **Converter connect/disconnect must be done by an SMG Electrician.** An electrical labor order form is available through the Exhibitor Section of [phillyautoshow.com](http://phillyautoshow.com).

Under NO circumstances may vehicles be placed in front of any fire or public entrance and exit doors. Special attention should be given to keeping these public doors free of obstruction by any vehicles. The same holds true for the erection of displays, staging, signs, etc. *A Fire Marshal will be on duty throughout all public hours of the Auto Show.*

## **LIABILITY**

Each exhibitor is entirely responsible for the space allotted him/her through the Exhibit Space Contract. Each exhibitor agrees to reimburse the Pennsylvania Convention Center for any damage to the floor, ceilings, or walls within their contracted area.

Decorations, signs, banners, and streamers may not be attached, taped, nailed, or otherwise fastened to any ceiling, window, painted surface, or wall of the Pennsylvania Convention Center. Any special decorations or signs must be approved by Pennsylvania Convention Center management as to location and method of installation.

**Under NO circumstances are helium balloons or adhesive-back decals to be given away or permitted to be used in the Convention Center.** Any cost incurred by the Pennsylvania Convention Center from the use or removal of these items will be charged to the exhibitor.

The Pennsylvania Convention Center, Auto Dealers Association of Greater Philadelphia and Hargrove, Inc., assume no liability or responsibility for any loss or theft. Therefore, it is the exhibitor's responsibility to provide their own insurance coverage for employees, vehicles, exhibits, materials, and all other items of personal and other property. Private booth security is available through Imperial Events Security Services. An order form can be found on page 14 of this manual.

# INSURANCE REQUIREMENTS

## **BOOTH VENDOR INSURANCE REQUIREMENTS**

All exhibitors, porter service companies, and outside service companies (“Vendors”) providing any equipment or services to the Philadelphia Auto Show or its exhibitors must secure a broad-form comprehensive general liability insurance policy.

**Insurance requirements** - The exhibitor shall procure, at its sole cost and expense, and shall maintain in force at all times during the term of the Auto Show contract, policies of insurance as herein below set forth, written by an insurance carrier with an AM Best rating of A-VII or better and approved by Show Management and shall deliver to Show Management evidence of such policies. These policies shall be endorsed in a form acceptable to Show Management to include a provision that the policy will not be cancelled, materially changed, or not renewed without at least thirty (30) days prior written notice to Show Management, by certified mail, return receipt requested, and state or be endorsed to provide that the coverage afforded under the policies shall apply on a primary and not on an excess or contributing basis with any policies which may be available to Show Management. Policies written on a “claims-made” basis are not acceptable. At least two weeks prior to the expiration of the policies, evidence of renewal or replacement policies of insurance, with terms and limits no less favorable as the expiring policies, shall be delivered to Show Management. Deductibles of self-insured retention above \$25,000 will require approval from Show Management.

1. A **Commercial General Liability** insurance policy (I.S.O. Form CG 00 01 or equivalent approved by Show Management) in the Exhibitor’s or Vendor’s name with the Auto Dealers Association of Greater Philadelphia; the Pennsylvania Convention Center Authority; the City of Philadelphia; the Commonwealth of Pennsylvania; and SMG named as Additional Insureds (I.S.O. Form CG 20 10 or equivalent approved by Show Management) with limits of liability in the amount of **\$2,000,000 occurrence/\$2,000,000 aggregate** on a combined single limit basis for injuries to persons (including death) and damage to property.

*If you do not have a vehicle in your exhibit space, skip to section 3.*

2. **Automobile and Truck Liability** Insurance Policy in the Exhibitor’s or Vendor’s name with the Auto Dealers Association of Greater Philadelphia; the Pennsylvania Convention Center Authority; the City of Philadelphia; the Commonwealth of Pennsylvania; and SMG named as Additional Insured with limits of liability in the amount of **\$2,000,000 each occurrence**, on a combined single limit basis for claims for bodily injuries (including death) to persons and for damage to property arising out of the ownership, maintenance or use of any owned, hired or non-owned motor vehicle.

3. **Worker’s Compensation** Insurance (including Employer’s Liability Insurance) with limits of **\$1,000,000/\$1,000,000/\$1,000,000**.

4. Any additional insurance policies necessary to obtain required permits or otherwise comply with applicable law ordinances or regulations regarding the performance of your contract, including, without limitation, all-risk legal liability insurance with limits of liability of not less than **\$1,000,000 for damage to property of others** in the care, custody or control of the Exhibitor or Vendor; and **\$50,000 all-risk property coverage** on any and all materials, supplies, equipment and furnishings brought on site to the Pennsylvania Convention Center, all naming the Auto Dealers Association of Greater Philadelphia; the Pennsylvania Convention Center Authority; the City of Philadelphia; the Commonwealth of Pennsylvania; and SMG as additional insureds. Loss caused by the Exhibitor or Vendor, or a party for whom the Exhibitor or Vendor is responsible, which is under any deductible amount is the sole responsibility of the Exhibitor or Vendor.

A Certificate of Insurance may be supplied as evidence of such aforementioned policies; however, if requested by Show Management, the Exhibitor or Vendor shall deliver to Show Management within 45 days of the request, a copy of such policies, naming the required additional insureds and certified by the insurance carrier as being true and complete.

If a Certificate of Insurance is submitted, it must (1) indicate the I.S.O. Form used by the carrier, (2) be signed by an authorized representative of the insurance carrier, (3) disclose any deductible, self-insured retention, aggregate limit or any exclusions to the policy that materially change the coverage, (4) **indicate that the Auto Dealers Association of Greater Philadelphia; the Pennsylvania Convention Center Authority; the City of Philadelphia; the Commonwealth of Pennsylvania; and SMG are Additional Insured on all policies** (except Worker's Compensation), (5) reference the Auto Show name, dates and location on the face of the certificate; (6) expressly reference the inclusion of all required endorsements; and (7) be contractually binding upon the insurance carrier.

If requested by Show Management, the Exhibitor or Vendor must furnish within thirty (30) days of a request proof that the person signing the certificate is authorized by the insurance carrier.

If, at any time during the period of this contract, insurance as required is not in effect, or proof thereof is not provided to Show Management, Show Management shall have the options to: (1) direct the Exhibitor or Vendor to suspend work or close the exhibit or booth, permanently or pending Exhibitor's/Vendor's obtaining insurance under option (2), without liability of the Show Management or compensation or an extension of time due to Exhibitor or Vendor on account thereof, (2) obtain the required insurance at Exhibitor's or Vendor's expense, providing Show Management with coverage immediately, or (3) treat such failure as an event of default.

The contractor/Exhibitor and/or Vendor shall immediately file with Show Management, 3311 Swede Road, Suite A, East Norriton, PA 19401, a notice of any occurrence likely to result in a claim against Show Management, and shall also file with the Torts Division detailed sworn proof of interest and loss within sixty (60) days from the date of loss.

**All policies must provide coverage from January 23–February 12, 2019. All Insurance policies must be completed correctly and must meet all applicable requirements. This Certificate of Insurance must be received by the Association no later than January 4, 2019. This deadline will be strictly enforced.**

**Please note:** A temporary policy can be purchased from the ADAGP's insurance carrier at a low rate. Please contact Kelsey Baker for more information. Exhibit access will be denied to those Exhibitors or Vendors that have not provided a required certificate policy to Show Management.

# SHOW SERVICES

## **EXHIBITOR SERVICES PROVIDED IN BOOTH SPACE RENTAL**

The following items and services are included in the space rental charge:

- (1) “Highway-themed” carpeting in all public aisles
- (2) Fully carpeted space and daily vacuuming of all carpeting
- (3) Side and/or rear booth drape
- (4) Complimentary tickets (see details below)

Each Exhibitor is responsible for drayage, labor, and rental of and payment for tables, chairs, desks, waste cans, and any other item used within the display (order forms are available online at [phillyautoshow.com/exhibitors](http://phillyautoshow.com/exhibitors); username: **philly** / password: **cheesesteak**). Vacuuming and emptying of waste cans within booth areas will be handled by Show Management each morning.

## **COMPLIMENTARY TICKETS**

Complimentary tickets will be awarded as follows:

- 10’x10’ booth: 25 tickets
- 10’x20’ booth: 35 tickets
- 20’x20’ booth: 50 tickets

Tickets are good any public show day and may be picked up onsite in the Show Office, Room 304, or can be mailed in advance, provided a signed contract, payment in full, and proof of insurance have been received by Show Management.

## **ELECTRICAL & INTERNET**

Electrical and internet orders should be placed by **January 11** to receive the best rates. Order forms are available online at [www.phillyautoshow.com/exhibitors](http://www.phillyautoshow.com/exhibitors). Log in using username: **philly** / password: **cheesesteak**.

## **SECURITY**

Show Management will provide roaming 24-hour guard service on all Show floors, beginning Thursday, January 31 and concluding Monday, February 11.

During public hours, please do not leave your booth unattended. If your display contains something of particular value, it is strongly recommended that you secure it overnight by contacting Imperial Events Security Services to hire overnight booth security. IESS’s order form is on page 14 of this manual. No personal items or portable electronics should be stored in booths overnight.

**NOTE: Booth vendors should check their space every morning and evening for damage, theft, trip hazards, etc. and report incidents immediately to the Show Office, Room 304. Show Management shall not be held liable for any loss by theft or other means.** (For more information, please see Conditions of Exhibit Space Contract.)

# **GENERAL CONTRACTOR INFORMATION**

## **CONTACT INFORMATION**

Services for the 2019 Philadelphia International Auto Show will be provided by:

**Hargrove, Inc.** (Maryland/DC-Area Office)

**Email:** [exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com)

**Telephone:** (301) 731-2512 (Philadelphia Auto Show Help Line)

**Fax:** (301) 731-5438

**Address:** Hargrove, Inc.  
One Hargrove Drive  
Lanham, MD 20706

Hargrove will staff the Exhibitor's Service Desk (located in room 203, off the hallway between the Grand Hall and Main Exhibit Hall) beginning at 8AM on Monday, January 28 and continuing through Tuesday, February 12.

## **ORDER FORMS**

Exhibitors needing labor for booth setup can download order forms from the Hargrove Service Manual at [phillyauto.hargroveinc.com](http://phillyauto.hargroveinc.com) (Show Name: **Philly Auto** | Show Code: **5040085**) or from [www.phillyautoshow.com/exhibitors](http://www.phillyautoshow.com/exhibitors) (username: **philly** / password: **cheesesteak**).

For table, chair and any set up needs, please complete the Hargrove, Inc. order form located on the last page of the Hargrove Booth Furnishings Catalog within the Hargrove Service Manual. **All HARGROVE services should be ordered by January 11 to receive the lowest rates.**

## **SHIPMENTS**

The following address is for shipments that are scheduled to arrive in Philadelphia **between Friday, December 7 at 9AM and Tuesday, January 15 at 4PM**. Freight deliveries **prior to January 23** will not be accepted by the Pennsylvania Convention Center.

### **ADVANCE SHIPPING ONLY:**

(Vendor Name & Booth Number)  
Philadelphia Auto Show 2019  
c/o Hargrove, Inc.  
YRC Philadelphia  
2627 State Road  
Bensalem, PA 19020

Shipments to the Show site, **to arrive on Wednesday, January 23 or later**, should be labeled as follows:

### **CONVENTION CENTER ONLY:**

Pennsylvania Convention Center  
Philadelphia Auto Show 2019  
c/o Hargrove, Inc.  
(Vendor Name & Booth Number)  
1101 Arch Street  
Philadelphia, PA 19107

# SECURITY ORDER FORM

## Imperial Events Security Services

8500 Henry Avenue, Suite 45-36  
Philadelphia, PA 19128  
Phone/Fax: 888-502-IESS (4377)

## 2019 Philadelphia Auto Show

Pennsylvania Convention Center | All Exhibit Halls  
INDIVIDUAL BOOTH SECURITY  
Event Dates: February 2 – 10, 2019

BOOTH: \_\_\_\_\_ SPACE NUMBER: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

ON-SITE CONTACT: \_\_\_\_\_ CELL: ( ) \_\_\_\_\_

PERSON REQUESTING SECURITY: \_\_\_\_\_

*Please Note: This form is for hiring an individual guard for your Booth or Display. IESS will provide you with an unarmed, uniformed security guard for the hours you specify below.*

Security is \$21.00 per hour and must be paid in advance or by credit card. IESS does not accept Purchase Orders. Please make note of the hours you order and relieve the guard at the time specified. Additional hours ordered on-site will be charged the premium rate of \$23.00 per hour.

### **ALL PRIVATE SECURITY ORDERS MUST BE PLACED BY JANUARY 18, 2019.**

*Orders placed after this date or ON-SITE will be charged the premium rate of \$23.00/hour.*

<u>DATE</u>	<u>HOURS</u>	<u>DATE</u>	<u>HOURS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SPECIAL INSTRUCTIONS FOR THE GUARD ASSIGNED TO YOUR BOOTH / DISPLAY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please email completed form to [security@iessevents.com](mailto:security@iessevents.com)