PRODUCT & SERVICE BOOTH MANUAL

2020 Philadelphia Auto Show

February 8 – 17, 2020

Pennsylvania Convention Center

Philadelphia, PA

Produced by:

Auto Dealers Association of Greater Philadelphia

MoreThanAutoDealers.com

3311 Swede Road, Suite A

East Norriton, PA 19401

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[JB1]

BOOTH EXHIBITOR CHECKLIST

ACTION ITEM	DEADLINE	COMPLETED
Return Signed Exhibit Space Contract	Jan 17	☐
Send Certificate of Insurance	Jan 17	☐
Order Electrical Service	Jan 17	☐
Order Internet Service	Jan 17	☐
Order Tables/Chairs from Hargrove	Jan 17	☐
Space Payment Deadline	Jan 17	☐
Place Security Order	Jan 24	☐
Send Credential List	Jan 27	☐

INTRODUCTION

Dear Booth Vendor:

This manual contains information that is vital to the successful planning and management of your booth at the 2020 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 – 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 Jon Blitzer for details.
- **Place service orders promptly!** For the best rates, **place your electrical and internet orders by January 17**. Order forms can be downloaded from the Exhibitor section of phillyautoshow.com.

Please note that there will be **NO SETUP ALLOWED on Friday, February 7**; booths that are not setup on Wednesday (booths with vehicles) or Thursday (booths without vehicles) must wait until the morning of Monday, February 10 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 (www.phillyautoshow.com/exhibitors). Log in using username: **philly** / password: **cheesesteak**.

The Customer Satisfaction Agreement at the Pennsylvania Convention Center guarantees Exhibitor Rights. Please download the **Safety Guidelines** and **Exhibitors' Rights** documents from the Exhibitor Section of phillyautoshow.com for more details.

Please note, **the Show will be a 10-day show in 2020**, **ending on Presidents' Day, Monday, February 17**.

Any questions should be directed to:

Mike Gempp
Auto Show Director
mike@phillyautoshow.com

Jon Blitzer
Auto Show Manager
jon@adagp.com

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

Thank you for your cooperation. We wish you a very successful 2020 Philadelphia Auto Show!

Sincerely,

Mike Gempp
Auto Show Director

Jon Blitzer
Auto Show Manager

DIRECTORY OF CONTRACTORS & FACILITIES

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

ONLINE EXHIBITOR INFORMATION
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
Show Manager: Jon Blitzer
Email: jon@adagp.com
Telephone: (610) 279-5229

ON-SITE SHOW MANAGEMENT OFFICE
Pennsylvania Convention Center
Room 304 (Mezzanine Level)
Telephone: (215) 418-2000
Email: autoshowoffice@gmail.com

PUBLIC RELATIONS
Auto Dealers Association of Greater Philadelphia
Contact: Andrea Simpson
Telephone: (610) 279-5229
Email: andrea@adagp.com

DISPLAY SECURITY
Imperial Events Security Services (IESS)
Contact: Sandy Bragg
Telephone: 888-502-4377
Email: sandy@iess.events

INSTALLATION/DISMANTLING/MATERIAL HANDLING AND SHIPPING SERVICES
Hargrove, Inc.
1 Hargrove Drive
Lanham, MD 20706
Philly Auto Show Help Line: (301) 731-2512
Exhibitor Services Phone: (301) 306-4627
Email: ExhibitorServices@Hargroveinc.com

AUDIO/VISUAL & INTERNET SERVICES
PCC/SMG Show Services
Contact: Maria Wilson
Telephone: (215) 418-4810
Email: mwilson@paconvention.com

ELECTRICAL SERVICE
PCC/SMG Utility Services
Contact: Colleen McShane
Telephone: (215) 418-2190
Email: cmcshane@paconvention.com

LABOR SERVICES
PCC/SMG Contractor Services
Contact: Mike Cowley
Telephone: (215) 418-4799
Email: mcowley@paconvention.com

FOOD & BEVERAGE
PCC Culinary Services/Aramark
Contact: Casey Weber
Telephone: (215) 418-2243
Email: weber-casey@aramark.com

GENERAL SHOW INFORMATION

PUBLIC SHOW DATES & HOURS

Saturday, February 8	9 AM	–	10 PM
Sunday, February 9	9 AM	–	8 PM
Monday, February 10 – Friday, February 14	12 PM	–	10 PM
Saturday, February 15	9 AM	–	10 PM
Sunday, February 16	9 AM	–	8 PM
Monday, February 17	9 AM	–	5 PM

SHOW LOCATION

Pennsylvania Convention Center
1101 Arch Street
Philadelphia, PA 19107-2299
(215) 418-4700
www.paconvention.com

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, February 3	8 AM	–	6 PM
Tuesday, February 4 – Thursday, February 6	8 AM	–	5 PM
Friday, February 7	8 AM	–	9 PM
Saturday, February 8	7:30 AM	–	10 PM
Sunday, February 9	8 AM	–	8 PM
Monday, February 10 – Friday, February 14	10 AM	–	10 PM
Saturday, February 15	8 AM	–	10 PM
Sunday, February 16	8 AM	–	8 PM
Monday, February 17	8 AM	–	7 PM
Tuesday, February 18 & Wednesday, February 19	Visit Hargrove Service Desk (Room 203)		

The Show Office telephone number, (215) 418-2000, will be in service Monday, Feb 3 - Monday, February 17.

BLACK TIE TAILGATE – FRIDAY, FEBRUARY 7

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 7. **Booths may NOT be staffed during the Black Tie Tailgate**. **Exhibitor badges are NOT valid for entry into the Black Tie Tailgate.** If you would like to attend the event, you must purchase a ticket at phillyautoshow.com/bttg.

SHOW MANAGEMENT PRIOR TO SHOW

Auto Dealers Association of Greater Philadelphia
3311 Swede Road, Suite A
East Norriton, PA 19401
Telephone: (610) 279-5229
Fax: (610) 279-5240

Show Director: Mike Gempp
Email: mike@phillyautoshow.com

Show Manager: Jon Blitzer
Email: jon@adagp.com

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, February 5** beginning at 10AM. Booth Exhibitors whose displays do **NOT** include a vehicle may setup their spaces on Thursday, February 6 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 7.** Any vendors unable to setup on Thursday must wait until 8 AM Monday, February 10 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 ¼ tank of gas; vehicles with more than ¼ 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 10 AM and 2 PM on Wednesday, February 5. 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 Monday evening, February 17 between 5:15PM 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 Monday, February 17 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 5:15PM and 11PM on Monday, February 17. **Exhibitors requiring additional move-out time on Tuesday, February 18 must receive permission from Show Management**.

UNION LABOR

All booths may be setup by the Exhibitor or the Exhibitor's employees as long as there is not an EAC contracted to setup/dismantle the booth. Ladders (up to 6 ft.) and handheld power tools are permitted. Please download the PCC Exhibitor Rules, Customer Satisfaction Agreement, Exhibitors' Rights document, and Safety Guidelines from the Exhibitor section of phillyautoshow.com (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, FEBRUARY 5 & THURSDAY, FEBRUARY 6

You may access the Main Exhibit level of the Convention Center via the Vine Street Dock (entrance located off of Eastbound Vine Street between 12th & 11th 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 8 – MONDAY, FEBRUARY 17

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 12th 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 Monday, February 17, 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) to Show Management by **Monday, January 27, 2020.** 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 exhibitor's contracted space. 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.

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 13 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 or Vendor 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, upon request, 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 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, and if requested by Show Management, Exhibitor or Vendor shall provide evidence of renewal or replacement policies of insurance, with terms and limits no less favorable as the expiring policies. 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 **$1,000,000 occurrence/$1,000,000 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 **$1,000,000 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 **$500,000/$500,000/$500,000.**

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 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 February 5 – February 18, 2020. All insurance policies must meet all applicable requirements. The corresponding Certificate of Insurance or policy must be received by the Association no later than **January 17, 2020.**

NOTE: This deadline will be strictly enforced. Access to the building may be denied to those Exhibitors or Vendors that have not provided a complying Certificate of Insurance or policy to Show Management on or before the deadline date of January 17, 2020.

Please note: A temporary policy can be purchased from the ADAGP's insurance carrier at a low rate. Please contact Jon Blitzer 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; 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, proof of insurance, and booth staffing list have been received by Show Management.

ELECTRICAL & INTERNET

Electrical and internet access are NOT included in your booth rental and must be ordered through the Pennsylvania Convention Center. Order forms are available online at www.phillyautoshow.com/exhibitors. Log in using username: **philly** / password: **cheesesteak**. Electrical and Internet orders should be placed by **January 17** to receive the best rates.

SECURITY

Show Management will provide roaming 24-hour guard service on all Show floors, beginning Monday, February 3 and concluding Tuesday, February 18 at 5 PM.

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 13 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 2020 Philadelphia International Auto Show will be provided by:

Hargrove, Inc. (Maryland/DC-Area Office)
Email: 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, February 3 and continuing through Tuesday, February 18.

ORDER FORMS

Exhibitors needing labor for booth setup can order labor through Hargrove at https://phillyauto.hargroveinc.com/.

Tables, chairs and any other set up needs can also be ordered at https://phillyauto.hargroveinc.com/.
All HARGROVE services should be ordered by January 17 to receive the lowest rates.

SHIPMENTS

The following address is for shipments that are scheduled to arrive in Philadelphia **between Friday, December 27 at 9AM and Tuesday, January 28 at 4PM**. Freight deliveries **prior to January 28** will not be accepted by the Pennsylvania Convention Center.

ADVANCE SHIPPING ONLY:

(Vendor Name & Booth Number)
Philadelphia Auto Show 2020
c/o Hargrove
UPS Freight Marano
9820 Blue Grass Road
Philadelphia, PA 1911

Shipments to the Show site, **to arrive on Monday, February 3 or later**, should be labeled as follows:

CONVENTION CENTER ONLY:

Pennsylvania Convention Center
Philadelphia Auto Show 2020
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)

2020 Philadelphia Auto Show

Pennsylvania Convention Center | All Exhibit Halls
INDIVIDUAL BOOTH SECURITY
Event Dates: February 8 – 17, 2020

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 24, 2020.

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

DATE	HOURS	DATE	HOURS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

_____

_____

_____

_____

Please email completed form to security@iessevents.com