



207 SIGMA DR., PITTSBURGH PA 15238 412.963.8909 P 412.963.1106 F [www.pittautoshow.com](http://www.pittautoshow.com)

## EXHIBITOR INFORMATION

### Show Dates and Hours

**February 16-19, 2018**

Friday & Saturday 10:00 am - 10:00 pm  
Sunday & Monday 10:00 am - 6:00 pm



On **Thursday, February 15<sup>th</sup>** we will be hosting our **Dancing with the Cars** Charity Preview, including a savory strolling dinner, valet parking, and dancing among the cars! Proceed benefit the Autism Society of Pittsburgh and the Allegheny Valley School. For more information and to purchase tickets, please visit [www.DancingWithTheCars.org](http://www.DancingWithTheCars.org)

**Please Limit two (2) Product Specialists per brand during the Charity Preview.**

### Show Location

The David Lawrence Convention Center  
1000 Fort Duquesne Blvd.  
Pittsburgh, PA 15222  
412.565.6000 Fax 412.565.6008

General Admission **\$12.00**  
Children (ages 6-16) **\$ 6.00** (under 6 are free)  
Seniors 65+ and Military with ID - **\$10.00** every day!

\$2 off discount coupons available at McDonalds, with purchase, January 21<sup>st</sup> – February 18<sup>th</sup>.  
\$1 of each ticket will benefit Ronald McDonald House Charities of Pittsburgh.



**MONDAY - PRESIDENTS' DAY – HALF PRICE DAY!**

### Parking



Free Parking at the Rivers Casino (**every person in the vehicle must be 21 or older**) take the continuous Free Shuttle to the show and back! Shuttle service begins one half hour prior to show opening and ends one half hour after show closes.

Parking is available in the Convention Center Garage at a flat rate of \$12 per day. For more information, call 412.325.6144. Additional parking is available at the **Grant Street Transportation Center** located at the corner of 11<sup>th</sup> Street and Penn Avenue, and at the Westin Convention Center Hotel garage.

### Media Day

THURSDAY, FEBRUARY 15, 2018 2PM - 4PM David Lawrence Convention Center

Please join us for a special sneak preview... **ESPECIALLY FOR THE MEDIA!** The Greater Pittsburgh Automobile Dealers Association would like to invite all media to a sneak preview and catch a glimpse of the show while preparations are finalized before kicking off the show with our **Dancing with the Cars** Charity Preview!

### Student Day at the Auto Show

FRIDAY, FEBRUARY 16<sup>th</sup> we will host local Vo Tech school student for seminars and a visit to the show. **9am – 1pm**  
Early staffing of booths is not required.

## Show Office – Freeman & Convention Center Service Desks

The **Auto Show Office** will be located on the second floor of the Convention Center, **Office “A”- 412/325-6076**. **Freeman Service Desk and Convention Center Services** will be located in **Concourse “A”** just around the corner from the Auto Show Office for service orders, labor, etc.

## Break Room

The **Product Specialists’ Break Room** is also on the second floor concourse, **Room “C.”** This room will be open to Product Specialists’ **only** during public show hours.

## Advertising & Promotions

Our Advertising campaign will begin one month prior to show opening. The major thrust of television, radio and print will begin two weeks prior to opening and continue until closing. We have some very exciting promotions planned, and ask that if you have a special attraction in your exhibit, i.e. celebrity, concept car, etc., please let us know as soon as possible.

## Credentials

Exhibitors, Factory Reps, Product Specialists, Floor Managers, Vendors and Detailers must pick up their Credential badges in Show Office “A” on the second floor. No pre-registration needed.

## Sales People

Sales Personnel will pick up their “one time” pass at the **Salesperson Check- in Counter** in the West Lobby next to the Box Office. A business card must be presented and sales licenses must be shown. **SALESPERSON PASS IS FOR THE INDIVIDUAL SALESPERSON ONLY! SPOUSES AND FAMILY WILL NOT BE PERMITTED ENTRANCE ON THE WORKERS PASS! PLEASE ADVISE YOUR STAFF ACCORDINGLY TO AVOID ANY EMBARRASSMENT.**

## Hotel Accommodations

The **Westin Convention Center Hotel** is offering a rate of \$117.00 for a single or double. Call **412.281.3700**, ask for **IN HOUSE** reservations, and be sure to mention the **Auto Show block**. A reservation flyer is on the auto show website, [www.pittautoshow.com](http://www.pittautoshow.com) If you are staying at the Westin Convention Center Hotel, the connecting bridge opens one half hour prior to show opening and closes 15 minutes after show closing.

## Liability

Each exhibitor is entirely responsible for the space that is allotted to them and agrees to pay for any damages done to the premises through his/her negligence or that of his/her employees or agents. **A CERTIFICATE OF INSURANCE** must be sent to the **GREATER PITTSBURGH AUTOMOBILE DEALERS ASSOCIATION** office prior to show opening. Additional insured to be listed: **GPADA, SMG, SEA, Commonwealth of PA, and Freeman**. **\$1,000,000** liability is required.

## Floor Plans

**Important!** Floor plans must be submitted to the following: **GPADA**, 207 Sigma Dr., Pittsburgh, PA 15238 or emailed to [jill@gpada.com](mailto:jill@gpada.com) and to the **Electrical Department** at The David Lawrence Convention Center, 1000 Fort Duquesne Blvd., Pittsburgh, PA 15222 - 412.565.6000 [exhibitorservices@pittsburghcc.com](mailto:exhibitorservices@pittsburghcc.com)

## Fire Regulations

Gas Caps must be locked or secured and batteries must be disconnected after vehicles are in place. No more than ¼ tank of gas is permitted to be left in gas tanks.

Smoking is permitted **OUTSIDE** of the building in designated areas **ONLY**.

No exhibits may protrude into the aisles. Vehicles must be kept six feet (6') from the wall and ten feet (10') from an Emergency Exit.

## Vendor Information

**VENDOR MOVE IN IS WEDNESDAY, FEBRUARY 14<sup>TH</sup> BETWEEN 12 NOON AND 4 PM**

If you have a very easy booth set up or just a table top display, you can set up on Thursday before 2pm or on Friday between 8am – 9:30am.

10'x10' BOOTH \$1,100.00 (Discounts are given for multiple booths)  
Included in your booth package are: 8' back wall and 3' side drapes, one 6' skirted table and two chairs  
**Three hundred (300) lbs. of freight drayage is included. Electric IS NOT INCLUDED in booth price.**

Any re-stocking or delivery of materials must be done ***before 10:00 AM each day***. This includes publications, papers, and any other items for your booth. ***No materials will be delivered during open show hours. Please coordinate this with the Freeman Service Desk.***

## Service Order Forms

**CARPET AND CARPET VACUUMING ARE INCLUDED IN SPACE COST. (*Visqueen is NOT included*)**

All order forms for electrical service, etc. are available on [www.pittautoshow.com](http://www.pittautoshow.com) under Exhibitor's tab  
<http://www.pittsburghcc.com/planning-an-event.php>

Labor, furniture, advance shipments, etc. forms are on FreemanCo. web site or on [www.pittautoshow.com](http://www.pittautoshow.com) under Freeman Exhibitor kit.

If you would like them mailed or emailed, please call Jill Costic at 412-963-8909.

## Display Regulations

No Dealer specific advertising is permitted as part of your exhibit. This includes signage, license plate frames, window clings, banners, etc.

Vendors/staff must remain inside the perimeter of their booth/exhibit space. No handouts are permitted in the hall outside of booth space.

## Music Licensing

The issue of music licensing has become a growing concern at public shows. It is required by law that any music, whether mechanical or live, played at public shows obtain permission from ASCAP (American society of Composers, Authors, and Publishers) or BMI (Broadcast Music Incorporated). These organizations protect the rights of their members, licensing users, collecting a fee, and distributing approximately 80-85 percent of the fee to copyright owners.

If your exhibit plans to play music, either live or recorded, during the show, you must notify both BMI and ASCAP and complete the appropriate licensing forms. BMI and ASCAP are two different licensing organizations, and each has its own catalogue of music, but agreement with ASCAP does not permit the playing of BMI licensed music which may result in paying both ASCAP and BMI. It is to your benefit to find out if the music you intend on playing is copyrighted and in the repertory of BMI, ASCAP or both. This can be done very easily by notifying either of these organizations at the following addresses:

ASCAP  
1 Lincoln Plaza  
New York, NY 10023  
212.595.3050 or 800.627.9805

BMI  
320 W. 57<sup>th</sup> St.  
New York, NY 10019  
800.669.4264

## TARGETED FREIGHT SCHEDULE

All manufacturers' freight will be targeted for delivery. Please refer to the targeted freight schedule for your delivery time. The schedule will be located under the Exhibitor's tab of our web site as soon as available.

[www.pittautoshow.com](http://www.pittautoshow.com)

## VEHICLE MOVE IN

Vehicle move in is targeted and will be Wednesday, February 14<sup>th</sup> beginning at 2:00pm. Please refer to the Vehicle move in schedule on our web site (will be posted soon) for your move in time (subject to change due to weather or road conditions) Vehicle move in may be accelerated or delayed depending on weather conditions. If you have a question about your move in time, please call the show office at 412-325-6076 or Jill at 412-327-2023

**Note: Concourse "special vehicles" must pick up carpet protection wheel pads from show office before final placement!**

## DISCOUNT TICKETS

Complimentary Weekday passes (good Friday and Monday) and Discount tickets (\$8 good any day) are available. Please call our office or complete the form on the last page.

## CONTACT DIRECTORY

### Show Management

#### Greater Pittsburgh Automobile Dealers Association

207 Sigma Dr. Pittsburgh PA 15238  
Phone: **412.963.8909** Fax: 412.963.1106

**SHOW OFFICE PHONE: 412-325-6076**

John Putzier, CEO – cell 724.991.0361 [JP@GPADA.com](mailto:JP@GPADA.com)  
Jill Costic, Auto Show Director - cell 412.327.2023 [Jill@GPADA.com](mailto:Jill@GPADA.com)  
Carla Prasnikar, Dir. Of Administration – cell 724-681-6230 [Carla@GPADA.com](mailto:Carla@GPADA.com)

### Exhibitor Services

#### David Lawrence Convention Center

Customer & Exhibitor Services Representative  
1000 Fort Duquesne Boulevard  
Pittsburgh, Pennsylvania 15222  
412.325.6102 Fax 412.325.6009 [exhibitorservices@pittsburghcc.com](mailto:exhibitorservices@pittsburghcc.com)

Kevin Fonner, Security Supervisor  
1000 Fort Duquesne Blvd.  
Pittsburgh PA 15222  
412.325.6168 Fax 412.325.6009

### Contractor/Freight/Decorator Freeman Co.

#### Exhibitor Services

9900 Business Parkway  
Lanham, MD 20706  
Ph: 301-918-7975  
Email: [freemanwashingtontes@freemanco.com](mailto:freemanwashingtontes@freemanco.com)

### Catering/ Meeting set ups

**Levy Restaurants** is the exclusive in-house caterer  
TamMichele Holt, Catering Manager  
412.325.6194 [tholt@pittsburghcc.com](mailto:tholt@pittsburghcc.com)

### Auto Show Sponsorships

**GPADA** [Damati@gpada.com](mailto:Damati@gpada.com)  
David Amati  
Director of Business Development  
412.552.8545

## GENERAL INFORMATION

### Lost and Found is located in Show office "A"

No helium balloons are permitted as a giveaway or part of a display  
No stickers or yard sticks are permitted for giveaways  
Wheelchairs are limited and available in the west lobby. A driver's license is required to obtain wheelchair(s)  
A PA System is located in the Auto Show office for emergencies only  
There is an ATM in the West Lobby  
No smoking unless in designated area  
First aid/Medic station is behind "B" Hall corridor or minor first aid in Show office "A"