



Headquarters 207 SIGMA DR., PITTSBURGH PA 15238 412.963.8909 P 412.963.1106 F www.pittautoshow.com

EXHIBITOR INFORMATION

Show Dates and Hours

February 15-18, 2019

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



On **Thursday, February 14th** we will be hosting our **Dancing with the Cars** Charity Preview, including two bands, a savory strolling dinner, dessert bar, Valentine's Day Photo booth Sponsored by ACV Auctions, and dancing among the cars! Proceeds benefit the Pittsburgh Vintage Grand Prix Charities. For more information and to purchase tickets, please visit 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** (17 and over)
Children (ages 6-16) **\$ 6.00** (under 6 are free)
Seniors 65+ and Military with ID - **\$10.00** every day!
MONDAY - PRESIDENTS' DAY – HALF PRICE DAY - EVERYONE PAYS \$6 (no coupons)

Parking

Parking is available in the Convention Center Garage at a flat rate of \$13 per day, lots on 11th and Smallman is \$15 flat rate. For more information, call 412.325.6144 or go to www.parkpgh.com. Additional parking is available at the **Grant Street Transportation Center** located at the corner of 11th Street and Penn Avenue, and at the Westin Convention Center Hotel garage.

Media Day

THURSDAY, FEBRUARY 14, 2019 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



On Friday, February 16th, Ford will sponsor our local High school students for seminars, refreshments, 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, outdoor, digital, 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 \$119.00 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 If you are staying at the Westin Convention Center Hotel, the connecting bridge opens one half hour prior to show opening and closes one half hour 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 and to the **Electrical Department** at The David Lawrence Convention Center, 1000 Fort Duquesne Blvd., Pittsburgh, PA 15222 - 412.565.6000 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 MOVE IN IS WEDNESDAY, FEBRUARY 13TH 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 under Exhibitor's Access tab under "Exhibitor Services" Labor, furniture, advance shipments, etc. forms are on FreemanCo. web site or on 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. 57th 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 is located under the Exhibitor's tab of our web site. www.pittautoshow.com

VEHICLE MOVE IN

First floor Specialty vehicles should plan on move in for Tuesday, times will be dependent on weather and hall condition, please check with us before coming to the convention center. Numbers are listed below.

Second floor Vehicle move in will be Wednesday, February 13th beginning at 2:00pm. Please refer to the Vehicle move in schedule on our web site 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! This does not include Manufacturer's floor space.

DISCOUNT TICKETS

Complimentary Weekday passes (good Friday and Monday) and Discount tickets (\$8 good any day) are available. Please call our office 412-963-8909

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
Jill Costic, Auto Show Director - cell 412.327.2023 Jill@GPADA.com
Carla Prasnikar, Dir. Of Administration – cell 724-681-6230 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

Security and Medic

24 Hour Security 412.325.6193

AED and Fire Extinguishers are located on all levels
Emergency call boxes are located on both levels of the parking garage
Jeffrey Stirling, Director of Security - 412.325.6149
Kevin Fonner, Security Supervisor - 412.325.6168 Fax 412.325.6009
First aid/Medic station is behind "B" Hall corridor

Complete security and regulations are on the last page.

Contractor/Freight/Decorator

Freeman Co.

Exhibitor Services

9900 Business Parkway
Lanham, MD 20706
Ph: 301-918-7975
Email: freemanwashingtones@freemanco.com

Catering/ Meeting set ups

Levy Restaurants is the exclusive in-house caterer

Tammy Laverdiere, Catering Manager
412.325.6194 tlaverdiere@pittsburghcc.com

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

DavidL. Lawrence Convention Center

DLCC Security & Public Safety Notices:

Security Coverage: The Convention Center Security Team provides coverage for the facility each day. **Security Control's 24 hour phone number – 412.325.6193.**

Security Posts: Certain areas of the building will have posted Security Staff, based on need. This could include the entrances to the building and entrances to the exhibit hall. Familiarize yourself with these posts during the event.

Automated External Defibrillators (AED) and Fire Extinguishers: Located on all levels of the DLCC, strategically throughout the building.

Emergency Call Boxes: Located on the 1st and 2nd levels of the parking garage. Two call boxes are on each level.

First Aid Room: The Convention Center's First Aid Room will be available on throughout the event. The First Aid Room will be located in the 2nd Level Service Corridor behind Hall B and is staffed by Pittsburgh EMS. 2/15-16, 9:30am to 10:30pm, 2/17-18, 9:30am to 6:30pm. In the event that the injured person cannot be left alone, solicit the assistance of someone around you to notify building security staff at the entrances to the exhibit halls to call for a medic.

Medical Emergency: In the event of an emergency please call 911 immediately. As soon as possible notify a member of the security staff so that they can properly direct the First Responders and Paramedics to the location of the emergency.

Wheelchairs: A limited number of wheelchairs are available for attendees, for in-house use only, and are free of charge. Wheelchairs may be picked