

# DAVID LAWRENCE CONVENTION CENTER

FEBRUARY 14<sup>TH</sup> - 17<sup>TH</sup>, 2020

## PITTSBURGH INTERNATIONAL



# AUTO SHOW

### **FINAL APPROACH** Information and Instructions

Please follow the instructions below to ensure the easiest and most cost effective move-in and tear down for the show next month! These instructions are for **NON-MANUFACTURER** exhibits. All Service order forms can be obtained on our website as explained when your space was contracted. Please go to [www.pittautoshow.com](http://www.pittautoshow.com), Exhibitor Information, Convention Center Services. Electric is NOT INCLUDED in your booth cost.

**VEHICLES** (Specialty Cars) FIRST LEVEL - Halls D/E and SECOND LEVEL CONCOURSE - A,B,C will move in on Wednesday, February 12th, beginning at 12 noon.

Very important! All vehicles on the second level concourse **MUST PICK UP CARPET SQUARES** (show office A or B) to put under tires prior to final placement. Please stay on the visqueen aisleway until ready to position your cars. **Oil drip pans are REQUIRED** under any vehicle other than new cars.

**VENDORS** (Booths) FIRST LEVEL - Halls D/E will move in on Wednesday, February 12th, 12noon - 4pm, and Thursday, February 13th 8am - 2pm (must be completely set up by 3pm.)

If you have minimal (tabletop) display, you may set up on Friday at 8am. Show opens at 10am.

Any re-stocking of supplies **MUST BE** completed prior to show opening each day. No deliveries will be made when show is open to the public.

**MOVE OUT** - Monday, February 17th begins at 6pm when the public are cleared from the building. Cars may be driven out and vendor booths loaded out Monday night. If it is necessary to return on Tuesday, the 18th to move out, please secure any valuable items in your booth. We are not responsible for belongings left out.

You can pick up your Exhibitor Badges in the show office for staff and principals who will be manning your booth frequently. Other (one or two shift) staff will go to the salesperson check in booth by the box office in the West Lobby.

If you have any questions, please call our office. 412/963-8909. I will be at the Convention Center beginning Monday and can be reached on my cell: 412/327-2023.

Thanks, see you soon! Jill