

# DAVID LAWRENCE CONVENTION CENTER

FEBRUARY 17<sup>TH</sup> - 20<sup>TH</sup>, 2023

## PITTSBURGH INTERNATIONAL



# AUTO SHOW

GPADA Offices 207 Sigma Drive, Pittsburgh, PA 15238 412/963-8909 [www.pittautoshow.com](http://www.pittautoshow.com)

## 2023 Show Management **EXHIBITOR KIT**

### Show Dates and Hours

February 17 - 20, 2023

Friday & Saturday 10am - 10pm

Sunday & Monday 10am - 5pm

**There is no media day scheduled..**

### Show Location

David Lawrence Convention Center 1000 Fort Duquesne Blvd., Pittsburgh, PA 15238

412/565-6000 [www.pittsburghcc.com](http://www.pittsburghcc.com)

### Tickets

General Admission \$12 (17 and over)

Children \$6 (ages 6 - 16) Under 6 are free

Seniors (65+) & Military \$10

**MONDAY - PRESIDENTS' DAY also KIDS DAY - HALF PRICE DAY - ON GENERAL ADMISSION ONLY  
EVERYONE PAYS \$6 (no other offers, coupons or discounts apply)**

### Parking

Park at Gold Lot 1 at Heinz Field on the North Shore \$8. Take the FREE SHUTTLE to the show.

Buses run 1/2 hour before the show opens, and the last shuttle is 1/2 hour after show closes. Parking is available in the Convention Center Garage - flat rate of \$13 per day. Outdoor lots on 11th and Smallman Streets are \$15.00 (subject to change) For more information, call 412/325-6144 or go to [www.parkpgh.com](http://www.parkpgh.com)

Additional parking is available at the *Grant Street Transportation Center* at the corner of 11th Street and Penn Avenue. Westin Hotel has overflow parking garage.

### Career Day/Job fair at the show!

On Friday, February 17th, we are holding a Career Fair for our local Vo-Tech and High School Students. After their class presentation, the students will be invited to visit the show. Early staffing is not necessary.

### Show office

Show office, Convention Center Services and Freeman Services are all located in the A Hall annex on the 2nd floor.

### Break Room

Product Specialists' break room is located in the C Hall annex. The room does not provide food/beverage.

### Advertising & Promotion

There are lots of exciting things happening at the show, and we would really appreciate if you can send us a list and photos of the vehicles you will be displaying in your booth! ASAP

## Credentials

Exhibitors, Factory Reps, Product Specialists, Floor Managers and Detailers must pick up their credential badges in Show office A on the second floor. No pre-registration is necessary, but you need it to enter and report to work the show every day.

## Sales People

Salesperson Personnel will pick up their "one time" pass at the salesperson Check in Counter in the West Lobby Box office. Your business card must be presented and sales license produced when requested.

***SALESPERSON PASS IS FOR THE INDIVIDUAL STAFFER ONLY! SPOUSES AND FAMILY WILL NOT BE PERMITTED ENTRANCE TO THE SHOW ON THE SALESPERSONS' PASS. PLEASE ADVISE YOUR STAFF TO AVOID ANY EMBARRASSMENT.***

## Hotel Accommodations

There are 2 rate sheets for Auto Show discounts on hotels on the exhibitor page of our website. The sky walk from the Westin opens 1/2 hour before the show and closes 1/2 hour after closing.

## Insurance

A \$1,000,000 certificate of insurance must be sent to our office. Additional Insured - SEA (Sports and Exhibition Authority, ASM Global Management, GPADA (Greater Pittsburgh Automobile Dealers Association, Commonwealth of PA, and Freeman Co.

## Floor Plans

Floor plans must be sent as soon as possible to GPADA Lisa McIntyre 207 Sigma Drive, Pittsburgh, PA 15238 [lisa@gpada.com](mailto:lisa@gpada.com) and to the electrical Department at the David Lawrence Convention Center - 1000 Fort Duquesne Blvd. Pittsburgh, PA 15238 412/565-6000. [electricians@pittsburghcc.com](mailto:electricians@pittsburghcc.com)

## Fire Regulations

Gas Caps must be locked or secured and batteries disconnected after vehicles are in place. Limit to 1/4 tank of fuel. NO SMOKING anywhere inside the building. There is a smoking area on the 10th street bypass. No display can protrude into the aisles. No open flames permitted.

## Load in Freight and Vehicles

The targeted freight and vehicle move in schedules are in separate documents on the web site. If you have any questions, please let us know. Note: special vehicles on the second level concourse must collect our carpet protection wheel pads from the show office.

First level move in Halls D & E vendor move in is Wednesday, Feb. 15th between 12:00 pm and 5pm and again on Thursday, February 16th between 8am and 5pm. We allot each vendor booth 300lbs. of freight at no charge.

Electric is not included. No materials can be delivered after show opens each day.

## Music Licensing

It is required by ASCAP/BMI that any music, whether mechanical or live, played at public shows obtain permission from ASCAP/BMI.

## Service Order Forms

Carpet and vacuuming are included in space cost. Visqueen is not included. All order forms for electrical service, etc. are available on [www.pittsburghcc.com/exhibitor-service](http://www.pittsburghcc.com/exhibitor-service).

Labor, furniture, advance shipments, etc. forms are available on Freeman website

## Display Regulations

No Dealer specific advertising is permitted as part of your exhibit. This includes window clings, license plate frames, signs or banners. **Vendors must remain inside the booth perimeter. No roaming, no handouts are to be distributed outside booth.**

## Contact Directory

### Show Management

Greater Pittsburgh Auto Dealers Assoc. (GPADA)  
207 Sigma Dr., Pittsburgh, PA 15238 412/963-8909 [www.GPADA.com](http://www.GPADA.com)

### Show office "A" phone

412/325-6706 (emergency or PA announcement)

Lisa McIntyre, CEO [lisa@gpada.com](mailto:lisa@gpada.com) 412/518-1784  
Carla Prasnikar, Dir. of Administration [carla@gpada.com](mailto:carla@gpada.com) 724/681-6230  
Tom Yoder, Dir. of Automotive Careers [tyoder@gpada.com](mailto:tyoder@gpada.com) 724/984-1794

### Contractor/Freight

Freeman Exhibitors Services  
(888) 508-5054  
[ExhibitorSupport@freeman.com](mailto:ExhibitorSupport@freeman.com)

### Exhibitor Services

Customer Service Rep. - DLCC 412/325-6102  
[exhibitorservices@pittsburghcc.com](mailto:exhibitorservices@pittsburghcc.com)

### Security/Medic

Brian O'Malley, Security Director- 412/325-6149 -Work cell: 412/510-3055  
AED and Fire Extinguishers are located on every level, Emergency Call Boxes are located on both levels of the parking garage. Medic station is located in rear of the "B" exhibit hall dock corridor

### Electric vehicle charge stations

There are 4 charging stations located on the first level of the convention center parking garage, after entering, the stations are inside on the right.

### Catering/Meeting Set ups

Levy Restaurants is the exclusive in-house caterer, no outside F/B are allowed  
Caroline Mays, Catering Sales Manager 412/325-6162-Work Cell: 412/215-7484

**GENERAL INFORMATION** **LOST AND FOUND** is located in Show Office "A". If you find an article left in your display, please bring it to the show office. We can usually find the owner before the end of the day!

No helium balloons are permitted.

Wheel chairs are available at no charge. See Security in the West Lobby

A public address system is located in show office "A". This is to be used in case of emergency. If you have a lost child, please bring them to the show office as well.

There is an ATM in the West Lobby

A "mothers" room is on the 2nd level concourse. Please find security to gain access.

**The David Lawrence is a NON-SMOKING facility**