

***FINAL APPROACH 1st HALLS D-E Floor of the Pittsburgh Auto show*****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, Exhibitor Information, Convention Center Services. Electric is **NOT INCLUDED** in your booth cost.

We are including 10 Complimentary tickets - good any day, and 4 Exhibitor Badges for your booth (these are for principals and staff working most of the show.)

PLEASE NOTICE A CHANGE IN ENTRY TO THE SHOW: Other (one or two shifts staff) will go to the salesperson/vendor check in booth by the "Check in area" in the West Lobby. ALL VENDORS MUST ENTER IN THE West LOBBY

VEHICLES (**Specialty Cars-ONLY**) **FIRST LEVEL** - Halls D/E will move in on Wednesday, February 11th, beginning at 12 noon until 5:00 pm, and will start again at 8am until 5:00 on Thursday, February 12th.

Oil drip pans are REQUIRED under any vehicle other than new cars. Vehicles are not permitted no more than a quarter tank of gas.

VENDORS (**Booths**) **FIRST LEVEL** - Halls D/E will move in on Wednesday, February 11th, 12noon – 5:00 pm, and Thursday, February 12th 8am – 5:00pm. **All booth must be set by 5pm on Thursday.**

Displaying final items on your (tabletop) display, you may set up on Friday, February 13th at 8:00 am. Show opens at 10:00 am.

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 16th beginning at 5pm when the public has cleared from the building. **ALL VEHICLES MUST LEAVE MONDAY EVENING.** When the building is clear of visitors, cars may be driven out and vendor booths loaded out Monday night. If it is necessary to return on Tuesday, the 17th to move out, please secure any valuable items in your booth. We are not responsible for belongings left out.

If you have any questions, please call our office until Monday, Feb. 9th 412/963-8909. After that date I will be at the Convention Center.

Beginning Monday, 9th. Carla will be in the Auto show office: **412/325-6072** or her cell: 724-681-6230

Let us know if there is anything else, we can do for you. ***Thank you, see you soon!***