

Auto Expo Syracuse 2009

EXHIBITORS MANUAL

February 4th – February 8th, 2009

ONCENTER

Onondaga County Convention Center

800 South State Street

Syracuse, NY 13202-3017

Phone – (315) 435-8000

Fax – (315) 435-8099

www.oncenter.org

PRODUCED AND MANAGED BY:

Syracuse Automobile Dealers Association

770 James Street

Syracuse, NY 13203

Phone - (315) 474-1041

Fax – (315) 472-5839

www.syracuseautodealers.org

DATES AND TIMES

MOVE IN

Monday, February 2 8:00 a.m. - 4:00 p.m. - *ALL DISPLAYS*

Tuesday, February 3 8:00 a.m. - *ALL AUTOMOBILES*
6:30 p.m. - *Charity Preview*

Wednesday, February 4 8:00 a.m. - *Ballroom Prefunction & Ballroom cars*
10:00 a.m. - *ALL SMALL DISPLAYS*

SHOW HOURS

Wednesday, Thursday & Friday
February 5 - February 6 4:00 pm - 9:00 pm

Saturday, February 7 Noon - 9:00 pm

Sunday, February 8 11:00 am - 5:00 pm

MOVE OUT SCHEDULE

Sunday, February 8 5:00 pm - ALL AUTOMOBILES (If you cannot take them back to the dealership, they may be left in the reserved spaces in the garage)

Monday, February 9 8:00 a.m. - 1:00 p.m. ALL DISPLAYS

SHOW MANAGEMENT

Syracuse Auto Dealers Assn.
770 James Street
Syracuse, NY 13203
Phone - (315) 474-1041
Fax - (315) 472-5839
Barbara Rothschild, Exec. VP
brothschild@syracuseautodealers.org

FACILITY

ONCenter
800 South State Street
Syracuse, NY 13202
Phone - (315) 435-8000
Fax - (315) 435-8099
Rebecca Gumpper, Events Coordinator
r_gumpper@oncenter.org

DECORATOR

Century Decorations
923 Church Street
North Syracuse, NY 13212
Phone - (315) 452-1240
Fax - (315) 452-1605
Contact - Glenn McArdell at centurydec@cnymail.com

SHOW INFORMATION

SHOW OFFICE

We will maintain an office on the second level of the Convention Center that will be used by the SADA staff. We can handle any problems or questions you may have about the show. The Mystery Shopper winners should bring their certificates to the show office to receive their prize. Our phones will be forwarded so you may reach us at 474-1041.

MOVE IN SCHEDULE

Included on the following pages are move in schedules. Please comply with the scheduled times to help make a smooth move in for all show participants. Please bring a towel or rags with the vehicles, so they can be wiped down prior to entering the building. All displays must be ready by 4:00 pm on February 3rd as the Charity Preview starts at 6:30 pm.

MOVE OUT SCHEDULE

All Vehicles must be moved out of both buildings on Sunday night with the exception of the ballroom. The ballroom cars can be moved out if arranged in advance.

If vehicles are not taken back to the dealership, they can be left in the ONCenter garage overnight.

Be sure that you have drivers ready at 5:00 pm on Sunday and that all vehicles are moved out so we can bring the crates back in for loading out the displays on Monday.

We will not be responsible for any damage caused to vehicles left in either building on Sunday night.

CHARITY PREVIEW

The Post Standard, Syracuse Area Toyota Dealers, Time Warner Cable, Buick, Chevrolet, GMC & Pontiac Dealers and M&T Bank will be sponsoring the Charity Preview. This year there will be thirteen charities participating in this function. They are The National Kidney Foundation, Elmcrest Children's Center, Make-A-Wish Foundation, Hospice of CNY, Camp Good Days & Special Times, Meals on Wheels, Dunbar Association, Enable, Syracuse Brick House, Crouse Health Foundation, Learning Disabilities Assn. of CNY, Huntington Family Centers Inc., and Susan G. Koman Breast Cancer Foundation. Tickets can be purchased for \$125 each. There will be no free tickets distributed.

CAR CLEAN UP

Every dealer will be responsible for car clean up -- not only at move in, but **DAILY**. Security will need to know who will be cleaning the displays. Anyone entering the facility during the day should check in with our uniformed police officer.

DISPLAY MANNING REQUIREMENTS

Every display must be manned during all hours of the show. No vehicle is to be locked during the show hours. In the case of an extremely valuable vehicle, a representative must be readily available with the key. The exception will be the ballroom and the pre-function area where manning is not mandatory -- but all vehicles must be unlocked.

SECURITY

Syracuse Police will provide security throughout the show. There will be an officer in each of the ONCenter and War Memorial rooms 24 hours a day. For your own protection, we ask that you do not leave small valuable items in your display overnight, as we will not be responsible for any thefts. Computers or removable parts of your display can be stored in the show office at night if necessary. Please remember to remove any antennas, cigarette lighters and gear shifts knobs in advance to avoid having them taken.

INSURANCE LIABILITY

Participating dealers are responsible for any damage that they do to the floors or walls of ONCenter. We urge that you check with your own insurance company if you are concerned about exhibit merchandise damage or theft. We will cover the liability policy as required by ONCenter.

ELECTRIC WIRING

The official electrician of ONCenter must do all electric wiring. All the pertinent information is enclosed. This also applies to fork lift operations for any display. The official personnel also will handle the forklifts and dealers are accountable for payment of extra electrical to ONCenter. Century Decoration is the decorator and they will bill you for all services, except electric, based on drayage per 100 weight. See the attached form.

MOVE IN -- SMALL DISPLAYERS

We will move in the small displayers on Wednesday, February 4th at 9:00 am. Displays must be completed by 3:00.

SPECIAL FUNCTION AVAILABILITY

Line makes can rent the smaller meeting rooms for special functions during our show. The rooms can accommodate small groups up to 200 for a meeting. If you are going to rent a room for meeting purposes only, call ONCenter at 435-8000.

TICKET PRICES

\$7.00	Adults
\$5.00	Seniors
\$2.50	Children under 12
Free	Children under 5

ONCENTER MOVE IN SCHEDULE -- DISPLAYS ONLY

MONDAY, FEBRUARY 2, 2009

8:00 a.m.

LINCOLN MERCURY
FORD
MAZDA
SUBARU
NISSAN

9:00 a.m.

KIA
HYUNDAI
MITSUBISHI
TOYOTA
HONDA

10:00 a.m.

CADILLAC
CHEVROLET
BUICK

11:00 a.m.

PONTIAC
SATURN

12:00 p.m.

VOLKSWAGEN
CHRYSLER
JEEP
DODGE

⇒ Move in is on Montgomery Street Loading Docks between Harrison and Adams Street.

⇒ If you fail to show up on time, your truck will be placed at the end of the group waiting to unload.

WAR MEMORIAL MOVE IN DISPLAYS ONLY

MONDAY, FEBRUARY 2, 2009

Enter on the East Corner of the War Memorial at the corner of State and Harrison Street.

8:00 a.m.	LEXUS
8:45	MERCEDES
9:30	CHEVROLET TRUCKS
10:15	GMC TRUCKS
10:45	BMW
11:15	PORSCHE AUDI
11:45	JAGUAR
12:30	DODGE TRUCKS
1:00	TOYOTA TRUCKS
1:30	FORD TRUCKS
2:00	SAAB
2:30	VOLVO
3:00	ACURA

NOTE: Please advise us of any other truck displays to be moved in for scheduling.

ONCENTER EXHIBIT HALLS A & B **CAR MOVE IN SCHEDULE**

TUESDAY, FEBRUARY 3, 2009

Entrance "B" is the second doorway on Montgomery Street towards Adams. The vehicles can be hosed down if necessary. Please arrive on time since we will be filling cars into the North end first.

8:00 a.m.	VOLKSWAGEN
8:10	CHRYSLER
8:20	JEEP
8:30	DODGE
8:40	LINCOLN MERCURY
8:50	FORD
9:00	MAZDA
9:10	SUBARU
9:25	NISSAN
9:40	HYUNDAI
9:50	KIA
10:00	HONDA
10:10	MITSUBISHI
10:20	TOYOTA
10:30	CHEVROLET
10:40	CADILLAC
10:50	BUICK
11:00	SATURN
11:10	PONTIAC

TRUCK MOVE IN SCHEDULE

TUESDAY, FEBRUARY 3, 2009

Enter at ramp - corner of Montgomery and Harrison Street

9:00 a.m.	AMERICAN TRUCK & VAN
9:15	EXPLORER VANS
9:30	HUMMER
9:45	SEVEN O'S
10:00	HONDA
10:15	CHEVROLET
10:30	GMC
10:45	DODGE
11:00	TOYOTA
11:15	FORD

WAR MEMORIAL CAR MOVE IN

TUESDAY, FEBRUARY 3, 2009

Enter on the corner of State and Harrison Streets.

9:00 a.m.	INFINITI
9:15	MERCEDES
9:30	LEXUS
9:45	ACURA
10:00	SAAB
10:15	PORSCHE AUDI
10:30	BMW
10:45	JAGUAR
11:00	VOLVO

AUTO EXPO SYRACUSE 2009 SHOW RULES

Everyone participating in the show must adhere to the following rules that have been established by the space committee and/or the regulatory agencies such as ONCenter or the Fire Department.

All vehicles on display must meet the following requirements:

- ⇒ Disconnect Batteries
- ⇒ No open gas tank filler
- ⇒ Minimal gas in tank - one gallon or less
- ⇒ Perimeter aisles must be maintained
- ⇒ No engines are to be running during the show hours
- ⇒ No storage of gasoline
- ⇒ No giveaways such as balloons, yardsticks, or advertising bags
- ⇒ No writing on windshields
- ⇒ Any giveaway item aside from factory brochures must be approved by the space committee in advance of the show
- ⇒ No corridor or hallway solicitation. No one will be allowed to pass out any literature during the auto show in any other areas than designated space for the show.

Note: An Auto Expo Syracuse 2009 bag will be distributed with our program book for collection of literature.