

Auto Expo Syracuse

EXHIBITORS MANUAL

November 2-5, 2017

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, October 30	Contact Century Decorations to see if you can be unloaded
Tuesday, October 31	8:00 a.m. - 4:00 p.m. - <i>ALL DISPLAYS</i>
Wednesday, November 1	8:00 a.m. - <i>ALL AUTOMOBILES</i> <i>2:00 PM – FIRE MARSHALL (must be present with your vehicles)</i> <i>4:00 PM – ALL VEHICLES/DISPLAYS must be complete (for Charity Preview)</i> 6:30 p.m. - <i>Charity Preview</i>
Thursday, November 2	10:00 a.m. - <i>Ballroom Prefunction & Ballroom cars</i> 10:00 a.m. - <i>ALL SMALL DISPLAYS</i>

SHOW HOURS

Thursday & Friday November 2-November 3	4:00 pm - 9:00 PM
Saturday, November 4	Noon to 9:00 P.M.
Sunday, November 5	Noon - 5:00 PM

MOVE OUT SCHEDULE

Sunday, November 5	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, November 6	8:00 a.m. - 1:00 PM. 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) 435-8025
Fax - (315) 435-8099
Meghan Wells - Events Coordinator
m_wells@oncenter.org

DECORATOR

Century Decorations Contact

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

SHOW INFORMATION

SHOW OFFICE

We will maintain an office on the main level of the Convention Center near the elevators 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. Product specialists are not eligible for the mystery shopper awards. Our phones will be forwarded so you may reach us at 315-474-1041.

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. We have arranged at least one of the loading dock bays to wash down vehicles if needed. **All displays MUST be ready by 4:00 pm on November 1 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

Syracuse Area Toyota Dealers, Spectrum Reach, Chevrolet Dealers, Syracuse Area Honda Dealers, Nissan North American Inc., and Advance Media NY will be sponsoring the Charity Preview. This year there will be thirteen charities participating in this function. They are The National Kidney Foundation, Maureen's Hope, Make-A-Wish Foundation, Hospice of CNY, Meals on Wheels, Access of CNY (formerly Enable), David's Refuge, The Newland Center, Learning Disabilities Assn. of CNY, Huntington Family Centers Inc., Loretto Foundation, Responsive to our Community (ROC), and St. Camillus 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 enter at the security entrance on Montgomery Street and 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. Our police officers working the night shift check all vehicles and often remove objects that they believe could be stolen. These items will be in our office at the Oncenter.

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. Set up companies must provide proof of insurance to the Oncenter and S.A.D.A.

ELECTRIC WIRING

The official electrician of Oncenter must do all electric wiring. All the pertinent information is attached. This also applies to fork lift operations for any display. The official personnel will handle the forklifts and dealers/exhibitors 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. **The Oncenter DOES NOT provide convertors/invertors - the Oncenter DOES NEED TO KNOW (when they hook up power) if you will be using one.** See the attached form and Oncenter kit. The link to order electrical services, internet or telephone services is: <https://form.jotform.com/62384313151145>

*****ALL paper forms for the Oncenter MUST be faxed 315-435-8099. The Oncenter is unable to receive financial information VIA email*****

MOVE IN -- SMALL DISPLAYERS

We will move in the small displayers on Thursday, November 2 at 10:00 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 315-435-8000.

TICKET PRICES

\$9.00	Adults
\$7.00	Seniors
3.00	Children under 12
Free	Children under 5

Veterans, Active Military Personnel, First Responders, EMT, Police/Fire are free on Thursday, November 2, 2017 with valid ID

ONCENTER MOVE IN SCHEDULE -- DISPLAYS ONLY

TUESDAY, October 31, 2017

8:00 a.m.

Chrysler
Dodge
Jeep/Fiat

10:00 a.m.

Subaru
Mazda
Honda
Ford
Nissan

9:00 a.m.

Mitsubishi
Hyundai
KIA
Volkswagen

11:00 a.m.

Toyota
Chevrolet
Buick

⇒ 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

TUESDAY, October 31, 2017

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

8:00 a.m.	ACURA
8:30	LEXUS
8:45	CADILLAC
9:30	DODGE TRUCKS
10:15	GMC TRUCKS
10:30	MERCEDES
10:45	BMW
11:00	PORSCHE/AUDI
11:15	CHEVROLET TRUCKS
11:30	FORD TRUCKS
NOON	TOYOTA TRUCKS
12:15 p.m.	LINCOLN
1:00	VOLVO

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

ONCENTER EXHIBIT HALLS A & B
CAR MOVE IN SCHEDULE

WEDNESDAY, November 1, 2017

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.	HONDA
8:10	FORD
8:20	NISSAN
8:30	CHRYSLER, JEEP
8:40	DODGE/FIAT
8:50	MITSUBISHI
9:00	HYUNDAI
9:10	KIA
9:25	VOLKSWAGEN
9:40	SUBARU
10:00	MAZDA
10:15	TOYOTA
10:30	CHEVROLET
10:45	BUICK

TRUCK MOVE IN SCHEDULE

TUESDAY, October 31, 2017

10:00 A.M. EAST SYRACUSE CHEVY FLEET AND COMMERCIAL DIVISION

WEDNESDAY, November 1, 2017

Enter at ramp - corner of Montgomery and Harrison Street

9:30 am	CHRYSLER
9:45	SPRINTER
10:00	GMC
10:15	CHEVROLET
10:30	FORD
10:45	TOYOTA

WAR MEMORIAL CAR MOVE IN

WEDNESDAY, November 1, 2017

Enter on the corner of State and Harrison Streets.

9:00 am	ACURA
9:10	LEXUS
9:15	CADILLAC
9:30	MERCEDES
9:45	PORSCHE AUDI
10:00	BMW
10:15	LINCOLN
11:15	VOLVO

AUTO EXPO SYRACUSE NOVEMBER 2017 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: We will allow line makes (Not individual dealership) bags to be used. Preferably, green bags would be great, but all line makes are welcome to bring in their bags to our show.