

# ***Auto Expo Syracuse***

## **EXHIBITORS MANUAL**

**February 7-10, 2019**

### **ONCENTER**

Onondaga County Convention Center  
800 South State Street  
Syracuse, NY 13202-3017  
Phone – (315) 435-8000  
Fax – (315) 435-8099  
[www.oncenter.org](http://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](http://www.syracuseautodealers.org)

# **DATES AND TIMES**

## **MOVE IN**

|                       |  |
|-----------------------|--|
| Monday, February 4    | Contact Century Decorations to see if you can be unloaded  |
| Tuesday, February 5   | 8:00 a.m. - 4:00 p.m. - <i>ALL DISPLAYS</i>  |
| Wednesday, February 6 | 8:00 a.m. - <i>ALL AUTOMOBILES</i><br><i>2:00 PM – FIRE MARSHALL (must be present with your vehicles)</i><br><i>4:00 PM – ALL VEHICLES/DISPLAYS must be complete (for Charity Preview)</i><br>6:30 p.m. - <i>Charity Preview</i> |
| Thursday, February 7  | 10:00 a.m. - <i>Ballroom Prefunction &amp; Ballroom cars</i><br>10:00 a.m. - <i>ALL SMALL DISPLAYS</i>   |

## **SHOW HOURS**

|  |                   |
|--|-------------------|
| Thursday & Friday<br>February 7 & February 8 | 4:00 pm - 9:00 PM |
| Saturday, February 9                         | Noon to 9:00 P.M. |
| Sunday, February 10                          | Noon - 5:00 PM    |

## **MOVE OUT SCHEDULE**

|                     |   |
|---------------------|---|
| Sunday, February 10 | 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 11 | 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](mailto: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@smgsyracuse.org](mailto:m_wells@smgsyracuse.org)

### **DECORATOR**

*Century Decorations*

Glenn McArdell [centurydec@cnyemail.com](mailto: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 February 6 as the Charity Preview starts at 6:30 pm.**

## **MOVE OUT SCHEDULE**

All Vehicles must be moved out of both buildings on Sunday night except for 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, TradeRev, Nissan North American Inc., and Advance Media NY will Founders Level Underwriters for the Charity Preview. This year there will be thirteen charities participating in this function.

## ***CHARITIES FOR FEBRUARY 2019***

The National Kidney Foundation, Maureen's Hope, Make-A-Wish Foundation, Hospice of CNY, Meals on Wheels, Access of CNY, David's Refuge, The Newland Center, LAUNCH, Huntington Family Centers Inc., Crouse Health 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 SADA.**

## **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, February 7** 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, February 7, 2019 with valid ID

**ONCENTER MOVE IN SCHEDULE -- DISPLAYS ONLY**

**TUESDAY, February 5, 2019**

**8:00 a.m.**

Chrysler  
Dodge  
Jeep/Fiat

**9:00 a.m.**

Mitsubishi  
Hyundai  
KIA  
Volkswagen

**10:00 a.m.**

Subaru  
Mazda  
Honda  
Ford  
Nissan

**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, February 5, 2019**

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, February 6, 2019**

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, February 5, 2019**

10:00 A.M. DRIVERS VILLAGE FLEET AND COMMERCIAL DIVISION

**WEDNESDAY, February 6, 2019**

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, February 6, 2019**

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 FEBRUARY 2019 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 Syracuse Fire Department.

**FIRE MARSHALLS WILL DO THEIR WALKTHROUGH WEDNESDAY, FEBRUARY 6, 2019.**

YOU WILL NEED A REPRESENTATIVE IN YOUR AREA NO LATER THAN

**1:30 PM, FEBRUARY 6, 2019**

TO DO THE WALKTHROUGH AND/OR MAKE ANY MODIFICATIONS NECESSARY

**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.**