

Auto Expo Syracuse

EXHIBITORS MANUAL

February 10 – 13, 2022

ONCENTER

Onondaga County Convention Center
800 South State Street
Syracuse, NY 13202-3017
Phone – (315) 435-8000
Fax – (315) 435-8099

www.oncenter.org

contact – Jim Garvey, Director of Operations & Events
(315) 435-8017

J_garvey@asmsyracuse.com

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 7 | Contact Century Decorations to see if you can be unloaded |
| Tuesday, February 8 | 8:00 a.m. - 4:00 p.m. - <i>ALL DISPLAYS and some vehicles</i> |
| Wednesday, February 9 | 8:00 a.m. - <i>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, February 10 | 10:00 a.m. - <i>ALL SMALL DISPLAYS (in Gallagher Hall)</i> |

SHOW HOURS

| | |
|--|-------------------|
| Thursday & Friday February 10 & February 11 | 4:00 pm - 9:00 PM |
| Saturday, February 12 | Noon to 9:00 P.M. |
| Sunday, February 13 | Noon - 5:00 PM |

MOVE OUT SCHEDULE

| | |
|---------------------|--|
| Sunday, February 13 | 5:00 PM - AUTOMOBILES (If you cannot take them back to the dealership, they may be left in the garage) |
| Monday, February 14 | 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) 435-8017
Fax - (315) 435-8099
Jim Garvey Director of Operation & Events
j_gavrey@asmsyracuse.com

DECORATOR

Century Decorations

Glenn McArdell 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. 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 9 as the Charity Preview starts at 6:30 PM

MOVE OUT SCHEDULE

Recognizing super bowl at 6:30, we will work to see that as many cars as possible are taken out. The critical vehicles are those in display areas where crates will be moved in during the night.

If vehicles are not taken back to the dealership, they can be left in the Oncenter garage overnight. We will work with every line make to accommodate as best we can.

Be sure that you have drivers ready at 5:00 pm on Sunday .

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, Kar/ADESA Syracuse, Bond, Schoeneck & King, and Advance Media NY/Zerosum are Founders Level Underwriters for the Charity Preview. This year there will be fourteen charities participating in this function.

CHARITIES FOR FEBRUARY 2022

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, **Food Bank of CNY**, **YMCA**, **Silver Fox Senior Center** and St. Camillus Foundation
Tickets can be purchased for \$150 each. There will be no free tickets distributed.

PARKING

We are purchasing the Oncenter Garage and the State Street Open Lot for the four days of the auto expo. Sales personnel can park in either location and you will not need validation as you have done in the past.

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 NON Expo hours should enter at the security entrance on Montgomery Street and check in with our uniformed police officer.

DISPLAY MANNING REQUIREMENTS

With the difficulties of the past two years, many sales personnel will not work the show. Some customer vehicles must be locked and people cannot get into them. In order to have a good display, we needed to allow locked vehicles.

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 forklift 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.

COVID PROTOCOLS

Anyone attending or working the expo must wear a mask. Upon entering, there will be a check in area where proof of vaccination and/or proof of a negative PCR test within 72 hours will be required. Anyone working the show will then receive a wrist band for direct entry. Proof for entry is your dealership attire of a business card. The public will also be required to show proof of vaccination

and/or negative test results, but they will go to the box office, pay for tickets and then get a wrist band. The only entrance to the show will be on the State Street side of the Oncenter. The Montgomery Street side of the War Memorial will be locked.

The Oncenter DOES NOT provide convertors/invertors - the Oncenter DOES NEED TO KNOW (when they hook up power) if you will be using one.

All labor and electrical order forms are on our website.

*****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 10** from 10:00 AM to 2:00 PM. Displays must be completed by 3:30 PM.

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

| | |
|---------|-------------------|
| \$10.00 | 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 10, 2022 with valid ID

ONCENTER MOVE IN SCHEDULE -- DISPLAYS ONLY

TUESDAY, February 8, 2022

8:00 a.m.

Chrysler
Dodge
Jeep

9:00 a.m.

Mitsubishi
Subaru
Volkswagen

KIA

10:00 a.m.

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 8, 2022

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

| | |
|-------|------------------|
| 8:30 | LEXUS |
| 8:45 | CADILLAC |
| 9:30 | RAM TRUCKS |
| 9:45 | BMW |
| 10:00 | CHEVROLET TRUCKS |
| 10:30 | FORD TRUCKS |
| 11:00 | TOYOTA TRUCKS |

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 9, 2022

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 |
| 8:50 | MITSUBISHI |
| 9:00 | KIA |
| 9:15 | VOLKSWAGEN |
| 9:30 | SUBARU |
| 9:45 | MAZDA |
| 10:00 | TOYOTA |
| 10:15 | CHEVROLET |
| 10:30 | BUICK/GMC |

TRUCK MOVE IN SCHEDULE

TUESDAY, February 8, 2022

| | |
|-----------|---|
| 9:00 A.M. | DRIVERS VILLAGE FLEET AND COMMERCIAL DIVISION |
| 9:30 am | RAM |
| 9:45 | ESM |
| 10:00 | CHEVROLET |
| 2:00 PM | FORD |
| 10:30 AM | TOYOTA |

WAR MEMORIAL CAR MOVE IN

WEDNESDAY, February 9, 2022

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 2022 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 9, 2022.

- **Gas Caps OPEN and TAPED**
- **Hoods UP**

YOU WILL NEED A REPRESENTATIVE IN YOUR AREA NO LATER THAN

1:30 PM, FEBRUARY 9, 2022

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.