

Auto Expo Syracuse

EXHIBITORS MANUAL

February 15 – 18, 2024

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

Cell (315) 341-8873

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 12	Contact Century Decorations to see if you can be unloaded
Tuesday, February 13	8:00 a.m. - 4:00 p.m. - <i>ALL DISPLAYS and some vehicles</i>
Wednesday, February 14	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 15	10:00 a.m. - <i>ALL SMALL DISPLAYS (in Gallagher Hall and in ex hall)</i>

SHOW HOURS

Thursday & Friday February 15 & February 16	3:00 pm - 8:00 PM
Saturday, February 17	Noon to 8:00 P.M.
Sunday, February 18	Noon - 5:00 PM

MOVE OUT SCHEDULE

Sunday, February 18	5:00 PM - AUTOMOBILES (If you cannot take them back to the dealership, they may be left in the garage)
Monday, February 19	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 street 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 14 as the Charity Preview starts at 6:30 PM

MOVE OUT SCHEDULE

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, Advance Media New York, Chevrolet Dealers of CNY, Syracuse Area Honda Dealers, ADESA Syracuse, Nissan North America, Bond, and Schoeneck & King,, and are Founders Level Underwriters for the Charity Preview. This year there will be thirteen charities participating in this function.

CHARITIES FOR FEBRUARY 2024

Maureen's Hope, Make-A-Wish Foundation, Hospice of CNY, Meals on Wheels, Access of CNY, David's Refuge, 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.

SALES PERSONNEL ENTRY TO THE EXPO

Upon entering the Oncenter, please have a business card or some identification to give to the people providing wrist bands. Sales personnel will receive a new wrist band each day and that is all you will need to enter the expo. Our office is on the main level of the Oncenter and we will have some wrist bands available there also.

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

All displays must be manned. If there is a vehicle that is very expensive or being loaned by a customer, it may be locked. If any vehicle is locked in the display, someone must be available with the keys so the public can access it. In the case of a presold unit, there should be a sign on that vehicle indicating that due to it being sold, the public cannot access the interior.

SECURITY

Syracuse Police will provide security throughout the show. 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.

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 included on our website. 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.

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.

HEALTH PROTCOLS

In the past, due to the pandemic, there were health protocols in place. As of this writing, there are none. In the event of another health issue, we will comply with the directive of Onondaga County as the Oncenter is a county facility.

MOVE IN -- SMALL DISPLAYERS

We will move in the small displayers on **Thursday, February 15** from 10:00 AM to 2:00 PM. Displays must be completed by 2:30 PM.

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 15, 2024 with valid ID

ONCENTER MOVE IN SCHEDULE -- DISPLAYS ONLY

TUESDAY, February 13, 2024

8:00 a.m.

Chrysler
Dodge
Jeep

9:00 a.m.

Mitsubishi
Subaru
Volkswagen
Hyundai

10:00 a.m.

Mazda
Honda
Ford
Nissan

11:00 a.m.

Toyota
Chevrolet
Buick
KIA

⇒ 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.

Special arrangements can be made with the decorator to move in on Monday, February 12th

WAR MEMORIAL MOVE IN DISPLAYS ONLY

TUESDAY, February 13, 2024

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 14, 2024

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	VOLKSWAGEN
9:00	MAZDA
9:10	HYUNDAI
9:20	BUICK
9:30	KIA
9:40	MITSUBISHI
9:50	SUBARU
10:00	TOYOTA
10:15	CHEVROLET
10:30	GMC

TRUCK MOVE IN SCHEDULE

Wednesday February 4th, 2023

9:15 am	INSTALLATIONS UNLIMITED
9:30	RAM
9:45	SEVEN O'S
10:00	CHEVROLET
10:15 AM	FORD
10:30 AM	TOYOTA

WAR MEMORIAL CAR MOVE IN

WEDNESDAY, February 14, 2024

Enter on the corner of State and Harrison Streets.

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

AUTO EXPO SYRACUSE FEBRUARY 2024 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 CHECK VEHICLES IN DISPLAYS FOR BATTERIES DISCONNECTED. HE WILL ALSO BE CHECKING VEHICLES FOR GAS LEVELS WHICH MUST BE LESS THAN 1/4 TANK WHEN THEY ENTER THE BUILDING.

- **Gas Caps OPEN and TAPED**

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.