



# 2009

## EXHIBITOR MANUAL



**OCTOBER 9-11, 2009**

GREATER PHILADELPHIA EXPO CENTER  
100 Station Ave  
Oaks, PA 19456

# **EXHIBITOR MANUAL**

## **PHILADELPHIA MOTORCYCLE SHOW**

**October 9-11, 2009**

**THE GREATER PHILADELPHIA EXPO CENTER at OAKS**

**Produced by**

**D & D EXHIBITIONS, INC  
235 Gibbsboro Road Suite A  
Clementon, NJ 08021  
(856) 626-3226 (on show site)  
(856) 782-2222  
(856) 782-2221 FAX**

**Show Staff**

<b>David Mockus</b>	<b>Show Manager</b>
<b>Marty Worcester</b>	<b>Account Manager</b>
<b>Joyce Mockus</b>	<b>President/CEO</b>
<b>Carol Zirbser</b>	<b>Office Manager/Accounting</b>

## PHILADELPHIA MOTORCYCLE SHOW 2009

### LOCATION

GREATER PHILADELPHIA EXPO CENTER AT OAKS  
100 STATION AVE  
Egypt Rd/Mill Rd Intersection (behind Lowes)  
OAKS, PA 19456  
[www.phillyexpoctr.com](http://www.phillyexpoctr.com)

### DECORATOR/CONTRACTOR

General Exposition Services 610-495-8866  
205 Windsor Road 610-495-8870 Fax  
Limerick Business Center  
Pottstown, PA 19464

### PUBLIC RELATIONS

"Fifteen Minutes," Inc 610-832-1515  
1982 Butler Pike Ste 600 610-832-1585 Fax  
Conshohocken, PA 19428  
Nancy Becker

### HOTEL

MENTION **Philadelphia Motorcycle Show**  
WHEN BOOKING TO GET THE DISCOUNTED RATE.

#### **Homewood Suites Valley Forge (5min. Oaks Expo)**

\$109.00 Breakfast included, Shuttle run included  
Audubon, PA 610-539-7300

**Must be booked no later than September 17th, 2009**

### INTERNET & PHONE

(Ordered on site)

### ELECTRICAL RATES

#### (Forms Included)

10 AMPS	\$110 (order by Sept. 24 <sup>th</sup> )	\$175 (AFTER Sept 24)
20 AMPS	\$140 (order by Sept. 24 <sup>th</sup> )	\$205 (AFTER Sept 24)

### SECURITY

Uniformed guards will be on duty 24 hours, beginning at move-in and ending at move-out.

### SHOW DATES & HOURS

Friday	October 9 <sup>th</sup>	4 PM – 9PM
Saturday	October 10 <sup>th</sup>	10 AM – 9 PM
Sunday	October 11 <sup>th</sup>	10 AM – 6 PM

**D & D Expositions Inc will maintain an office at the EXPO Center for the duration of the show.**

### MOVE-IN DAYS & HOURS

WEDNESDAY	OCTOBER 7 <sup>TH</sup>	8:00am – 5:00pm
THURSDAY	OCTOBER 8 <sup>TH</sup>	8:00am – 5:00pm
FRIDAY	OCTOBER 9 <sup>TH</sup>	8:00am – 12:00pm

**Exhibits must be Show ready by Friday, October 9<sup>th</sup>, 2:00pm. SHOW OPENS 4:00pm  
Aisle carpets will begin at 12PM Noon on Friday – no rolling carts over aisle carpets.**

### MOVE-OUT

#### Days & Hours

Sunday	October 11 <sup>th</sup>	6:01 PM – 10:00 PM
Monday	October 12 <sup>th</sup>	8.00 AM - 12:00 PM

## **SHIPMENTS TO SHOW**

Shipments will not be accepted before October 7<sup>th</sup>, 8:00AM – 4:00PM.  
Shipping charges must be prepaid.

TO \_\_\_\_\_  
Name of Company **Exhibiting**  
Booth # \_\_\_\_\_  
Greater Philadelphia Expo Center at Oaks  
C/O Philadelphia Motorcycle Show  
100 Station Ave  
Oaks, PA 19456

## **BOOTH REGULATIONS**

Show Management will provide, without charge, a Draped back wall. The back wall is 8 feet high. **Exhibits are to be arranged so that they do not obstruct the general view nor hide the exhibits of others.** Exhibitor's sign must either be covered by the back wall or attractively finished on all sides. **Unfinished signs are not permitted.**

## **SALES TAX**

The sales tax rate is 6%

## **FIRE & SAFETY**

Fuel tanks must have no more than **¼ gallon of gas**. Gas caps must be locked or taped shut. Batteries must be disconnected and taped. All keys must be kept on show site.

## **HELIUM BALLOONS**

Helium balloons are not permitted in the Greater Philadelphia Expo Center.

## **PARKING**

There are 5000 **FREE** parking spaces surrounding the Expo Center. Self sufficient RV's with generators are permitted on Expo Center grounds in designated areas only.

## **CONTESTS**

Show Management must be informed of all contests well in advance of the show in order to decide on their suitability. Winning contestants' names must be provided to Show Management. Contests must be of a clean-cut nature, free of any obligations on the part of the winner. The award or awards, and the terms of the same must be clearly stated on the entry form.

## **DEMONSTRATIONS/DISTRIBUTIONS**

Displays, demonstrations, soliciting with products and advertising material, samples or souvenirs are not permitted in the aisles or anywhere outside the confines of an Exhibitor's booth.

## **EXHIBITOR BADGES**

Each exhibitor is entitled to six personnel badges for every 10'x10' exhibit space purchased up to 400sq. **They are to be worn by the Exhibit personnel only. There is no exception to this rule. You will be asked for company credentials.** All exhibitor badges will be available for pick up in the Show Office at the Expo Center during the move in & during show hours (opens 1 hour before doors open to the public).

## **MUSIC OR OTHER MATERIALS SUBJECT TO LICENSE OR RESTRICTIONS**

Each exhibitor is responsible for obtaining all necessary licenses and permits to use music photographs or other copyrighted materials in exhibitors' booth or display. No exhibitor will be permitted to play, broadcast or have performed any music or use any other copyrighted material, such as photographs or other artistic works, without first presenting to D & D Exhibitions Inc proof satisfactory that the exhibitor has or does not need license to use such music or copyrighted material, D & D Expositions reserves the right to remove from the exhibit hall all or any part of any booth or display which incorporates music, photographs or other copyrighted material and for which the exhibitor fails to produce proof that the exhibitor hold all licenses.

The exhibitor shall remain liable for and shall indemnify and hold D & D Exhibitions and the facility, their agents and employees harmless from all costs, claims, causes of action, suits, damages, liability, expenses,

costs, including reasonable attorney's fees arising from or out of any violation or infringement (or claimed violation or infringement) by exhibitor, exhibitor's agents or employees or any patent, copyright or trade secret rights or privileges.

For additional information, contact your local ASCAP, BMI or other appropriate office.

### **STORAGE**

Crates and cartons will be stored in approved storage areas during the show at no charge.

When crates are empty and ready to be stored, identify in large lettering the name of your company and booth number.

General Exposition Services will remove crates from aisles to storage areas prior to the opening of the show and return them to your booth as soon as possible at the closing of the show.

## **DIRECTIONS TO THE GREATER PHILADELPHIA EXPO CENTER**

### **GENERAL DIRECTIONS:**

From the Pennsylvania Turnpike, exit at Valley Forge and stay to the right. Take exit for US-202 South (West Chester). Get in left lane for US-422 West (Pottstown). Take US-422 West to Oaks exit. Turn left onto Egypt Road. Turn Left at the 3<sup>rd</sup> light onto Station Avenue. Follow Signs to the Expo Center.

### **FROM PHILADELPHIA, PA:**

Take I-76 West toward Valley Forge. Take EXIT 328B-A for US-202 TOWARD West Chester/US-422 West/King of Prussia/Pottstown. Keep left at fork to continue toward US-422 West. TAKE Exit 328A to merge onto US-422 West toward Pottstown. Take the Oaks exit, then turn left on Egypt Road. Turn left again at the 3<sup>rd</sup> light onto Station Ave. Follow signs for the Expo Center.

### **FROM CAMDEN/CHERRY HILL, NJ:**

Take I-676 West toward US-30 West/Central Pennsylvania. Merge onto I-76 West. Take Exit 328B-A for US-202 toward West Chester/US-422 West/King of Prussia/Pottstown. Keep left at fork to continue toward US-422 West. Take Exit 328A to merge onto US-422 West toward Pottstown. Take the Oaks exit, then turn left on Egypt Road. Turn left again at 3<sup>rd</sup> light onto Station Avenue. Follow signs for the Expo Center.

### **FROM ALLENTOWN, PA:**

From US-22 West toward Harrisburg take the exit onto I-476 South toward Philadelphia. Take Exit 16 to merge onto I-76 West toward Valley Forge. Take Exit 328B-A for US-202 toward West Chester/US-422 West/King of Prussia/Pottstown. Keep left at fork to continue toward US-422 West. Take Exit 328A to merge onto US-422 West toward Pottstown. Take the Oaks exit, then turn left on Egypt Road. Turn left again at the 3<sup>rd</sup> light onto Station Avenue. Follow signs for the Expo Center.

### **FROM TRENTON, NJ:**

Take US-1 South to PA Turnpike exit. Take I-276 West toward Harrisburg to Exit 326 onto I-76 East toward Philadelphia (I-476)/Valley Forge (US-202). Take Exit 328A for Sweedesford Rd/US-202 South toward US-422 West. Follow signs to US-422 West toward Pottstown. Take the Oaks exit, then turn left on Egypt Road. Turn left again at the 3<sup>rd</sup> light onto Station Avenue. Follow Signs for the Expo Center.

### **FROM WILMINGTON, DE:**

Take US-202 North/Wilmington West Chester Pike to West Chester Bypass/US-202/US-322, then continue to follow US-202. Take exit onto US-422 West toward Pottstown. Take the Oaks exit, then turn left on Egypt Road. Turn left again at the 3<sup>rd</sup> light onto Station Avenue. Follow signs for the Expo Center.

# GREATER PHILADELPHIA EXPO CENTER

P.O. BOX 835, OAKS, PA 19456  
 PHONE: 267.718.8013      FAX: 215.885.2744

## ELECTRIC FORM

**Return this form with payment to:**  
**AMERICAN EXPO CORP.**  
 P.O. Box 283  
 Fort Washington, PA 19034  
 267.718.8013 - FAX 215.885.2744

**Booth No:** \_\_\_\_\_

Please install electric for the (Name of Show) \_\_\_\_\_ at the **GREATER PHILADELPHIA EXPO CENTER** on (Date of Show) \_\_\_\_\_. Outlets available as listed below are stated according to wattage or amperage. (One amp is equal to 120 watts). Costs are based upon ALTERNATING CURRENT ONLY, 115 volts, 60 cycles. One outlet (any size) consists of a duplex receptacle. Power (208 volt, single and three phase), available as listed below, is stated according to amperage. Power lines come furnished with a fused disconnect switch only. Larger power lines can be supplied at an additional cost which can be estimated by phoning our office for specifics.

### OUTLETS

#### PRICES FOR ELECTRIC WIRING ON A RENTAL BASIS

Booth Outlets for Single Electric Units Only

Number Required	Discount Price	Standard Price
_____ 10 AMPS	110.00	175.00
_____ 20 AMPS	140.00	205.00

### FLOOD LIGHTS

If you order flood lights, you must order outlets.

Number Required	Discount Price	Standard Price
_____ 100W Flood Light	25.00	40.00

### POWER FOR HEAVY EQUIPMENT

Number Required	208V SINGLE PHASE		208V THREE PHASE	
	Discount Price	Standard Price	Discount Price	Standard Price
_____ 2 HP or 20 Amps	250.00	350.00	350.00	450.00
_____ 3 HP or 30 Amps	275.00	390.00	375.00	490.00
_____ 7 HP or 50 Amps	320.00	435.00	420.00	535.00
_____ 10 HP or 60 Amps	340.00	475.00	440.00	580.00
_____ 12 HP or 80 Amps	420.00	555.00	520.00	655.00
_____ 15 HP or 100 Amps	490.00	655.00	700.00	900.00

- \_\_\_\_\_ We require 24 hr. service (50% additional).
- \_\_\_\_\_ We require an electrician for special installation.
- \_\_\_\_\_ We will require an electrician to dismantle.

Electrician straight time 8am-4pm Monday-Friday. . . \$60.00/hour  
 Electrician overtime rate. . . . . \$90.00/hour

Additional labor charge (1/2 hr. minimum) will be made for installing fixtures and connecting motors and equipment to circuit. This charge also applies to disconnecting and removing at the close of the show.

### GENERAL CONDITIONS

A separate outlet must be ordered for each piece of equipment to be connected that draws 1200 or more watts. This does not apply to light bulbs. The customer will be held responsible for full payment of charges after installation regardless of usage.

The electrical general foreman is obligated to refuse connections where wiring is not in accordance with the board of fire underwriters.

AMERICAN EXPO CORP. cannot be responsible for any damage to a customer's equipment because of fluctuating voltages in the convention area. Service will be supplied to equipment in the most convenient manner. Each outlet supplied has a standard three-pronged receptacle; it shall be the responsibility of the exhibitor to supply any adapters which may be necessary. Each motor of 3 HP or more must be equipped with a fusible switch.

OUTLETS & FLOOD LIGHTS	\$ _____
POWER	\$ _____
TOTAL	\$ _____
6% SALES TAX	\$ _____
TOTAL REMITTED	\$ _____

### PLEASE PRINT OR TYPE – DO NOT WRITE

COMPANY: \_\_\_\_\_  
 STREET ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_  
 STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 CHECK \_\_\_\_\_ VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_  
 ACCT.# \_\_\_\_\_  
 EXPIRATION DATE: \_\_\_\_\_ BILLING ZIP CODE: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_  
 PRINT NAME: \_\_\_\_\_  
 TELEPHONE #: \_\_\_\_\_

**NOTE:** DISCOUNT PRICES APPLY ONLY TO ORDERS WITH PAYMENT IN FULL INCLUDING 6% SALES TAX RECEIVED AT THE ABOVE ADDRESS 14 DAYS PRIOR TO START OF EVENT, AFTER WHICH STANDARD RATES WILL BE CHARGED AND MUST BE PAID BY CREDIT CARD ONLY.

**Online Exhibit Kit Instructions:**

To access our ONLINE kit the for the **Philadelphia Motorcycle Show** please click on the following link or paste into your browser's window - [www.generalexposition.com](http://www.generalexposition.com)

Next, click on the Service Kit button located in the upper right hand corner of the Web page. This will take you to a log in page - Enter the password: **MOTOSHOW09**.

Once you enter you will be given 2 options, Print and View forms or View and Complete Forms Online.

**PRINT AND VIEW OPTION:**

This option provides a complete list of all the forms that can be printed out individually. This option only allows you either to mail or fax your form(s) to General Exposition Services with payment.

To print a form without opening, simply place your mouse over one of the forms, right click, and choose "print to target". Otherwise, you can click to open then print.

**VIEW AND COMPLETE FORMS ONLINE:**

This option allows you to fill out the forms and make payment directly online. This option requires a credit card to be submitted prior to entering the forms. We recommend that you print a copy of the order form, for your records, before clicking submit

We look forward to being of service to you. If you have any questions, please give us a call at 610-495-8866 mention the **Philadelphia Motorcycle Show** and one of our Customer Service Reps will be happy to assist you.

**GENERAL EXPOSITION SERVICES  
CUSTOMER SERVICE DEPARTMENT**

**205 WINDSOR ROAD, LIMERICK BUSINESS CENTER**

**POTTSTOWN, PA 19464**

**TELEPHONE 610-495-8866;**

**FAX NO. 610-495-8870**

**EMAIL ADDRESS: [INFO@GENERALEXPOSITION.COM](mailto:INFO@GENERALEXPOSITION.COM)**