

MEDIA & INDUSTRY PREVIEW

There will be no formal Media Day for 2023; however, all regional broadcast stations and select other media outlets will go live from the show floor on Friday, January 27th beginning around 5am. Manufacturer representatives are encouraged to contact Andrea Simpson at andrea@adagp.com or 267-566-0359 if they will have a PR representative onsite that can conduct interviews. **PLEASE NOTE:** all manufacturers offering indoor ride-along opportunities are asked to have at least one PR representative onsite that can conduct interviews and ride-alongs, as we anticipate a high amount of press coverage.

MOVE-IN AND SET-UP INFORMATION

Exhibit Hall Setup

MARSHALING YARD

All freight and vehicle carriers MUST check in at the Marshaling Yard upon arriving in Philadelphia.

No trucks will be considered “checked in” until a driver is present.

Please see the Hargrove Service Manual for complete Marshaling Yard instructions and directions.

ELECTRICAL, LIGHTING & RIGGING

Floor electric installation may begin on Thursday afternoon, January 19 following floor marking, and continue on Friday, January 20. All special lighting needs, such as overhead truss, should be scheduled for installation on Thursday, January 19.

To avoid unnecessary charges, have your floor plan, complete with electric layouts, to ASM Global/PCC Utility Services NO LATER THAN JANUARY 11.

CARPET & FLOOR COVERINGS

Carpet and floor covering installation will take place on Friday, January 20 for all spaces except M-9. **You must schedule the installation of your carpet for this date.** Hargrove and Show Management will work closely with carpet installers to determine the best and most efficient time for installation.

PLEASE NOTE: Exhibit carpet is NOT included in the exhibit space rental rate for exhibitors.

EXHIBIT UNLOADING

Freight unloading for Exhibit Halls will take place on **MONDAY, JANUARY 23**. All trucks **MUST check in at the Marshaling Yard** before proceeding to the docks. Exhibit unloading will be divided into three target groups as follows:

TARGET 1

Check-in time: 3AM – 6AM

Unload time: 6AM – 9AM

EXHIBITORS:

M-1 Chevrolet

M-2 Toyota

M-3 Nissan

M-4 Volkswagen

M-5 Ford

M-7 Subaru

TARGET 2

Check-in time: 6AM – 9AM

Unload time: 9AM – 12PM

EXHIBITORS:

M-6 Kia

M-8 Honda

M-12 Lexus

M-13 Buick GMC

TARGET 3

Check-in time: 9AM – 12PM

Unload time: 12PM – 4PM

EXHIBITORS:

M-9 Stellantis

M-10 Camp Jeep

M-11 Ram Territory

EXHIBIT SET-UP

Set-up of display material will begin as soon as exhibits are unloaded. All exhibit crates must be emptied by **12NOON** on Wednesday, January 25, as they will be removed that afternoon. **All crates must be removed before vehicles may enter on Thursday, January 26.**

Major display set-up must be completed by 8PM Thursday, January 26. Only light work may be completed on Friday, January 27, and all work must be completed by 4PM in preparation for the Black Tie Tailgate.

Show Vehicle Move-In

SHOW VEHICLE MOVE-IN

Vehicle move-in will take place on **Thursday, January 26**. To ensure a smooth move-in, **please adhere to the time frames below. All vehicle carriers must check in at the Marshaling Yard at least one hour prior to scheduled move-in.**

Vehicle move-in times:

M-1, M-2, M-3, M-4, M-5, M-7: 8AM – 12PM

M-6, M-8, M-9, M-10, M-11, M-12, M-13: 1PM – 4PM

NOTE: Vehicles displayed on a turntable or platform will be allowed to enter the building during exhibit set-up days provided the display is ready to accommodate the vehicle.

EARLY MOVE-IN

Exhibitors who have completed setup and have all crates removed by 2PM on Wednesday, January 25 may request to move vehicles onto the show floor on Wednesday afternoon between 2PM and 5PM. **Please see Show Management or Hargrove to request early vehicle move-in.**

Building Access

BUILDING ACCESS DURING SET-UP

To provide complete security for exhibitors and their possessions, it is important that all exhibitors observe the following daily access hours. Your cooperation will be appreciated.

DATE	ACCESS HOURS
Monday, January 23	6AM – 8PM
Tuesday, January 24	6AM – 8PM
Wednesday, January 25	8AM – 8PM
Thursday, January 26	8AM – 8PM
Friday, January 27	8AM – 4PM

BUILDING ACCESS DURING SHOW DAYS

Exhibitors who are working the Show may report one (1) hour prior to public opening. All exhibitors must have their exhibitor credential scanned upon entry each show day and receive a wristband for in/out privileges. The building will be cleared one half-hour after Show closing each day.

HALL CLEANING

Show Management will begin cleaning the Halls at 6PM on Thursday, January 26.

The building will be cleared of all personnel at 4PM on Friday, January 27 for final cleaning of the show floor in preparation for the Black Tie Tailgate.

MOVE-OUT INFORMATION

VEHICLE REMOVAL

Battery re-connect should be scheduled beginning at 6AM on Monday, February 6. Vehicle move-out will begin at 8AM. All Show vehicles must be removed from the Pennsylvania Convention Center by 12PM.

Special Vehicle Removal Permits will be provided to each display coordinator. These Vehicle Removal Permits must be placed on the dashboard of each vehicle. Vehicle Removal Permits will be available after 12 Noon on Sunday, February 5 in the Auto Show Office, Room 304.

Each permit must contain the vehicle information, driver's name and the driver's operator license number. As each vehicle approaches the exit doors, **the permit and the driver's operator license must be given to the security guard.** All drivers should complete the information on their permits before approaching the exit door.

It is the responsibility of the exhibitor to ensure the safety of their vehicles during move-out. Show Management and Hargrove, Inc. are not responsible for damage incurred to a vehicle left on the show floor after 12PM Monday, February 6.

EXHIBIT DISMANTLING

Exhibit crates will be returned to each display area beginning at 1PM on Monday, February 6.

Exhibit loading will begin on **Tuesday, February 7 at 6AM** for exhibitors who are ready to load their displays. Exhibitors with larger exhibits should attempt to dismantle and crate their display in sections to expedite move-out and loading. **ALL SPACES MUST BE COMPLETELY CLEAR BY 5PM WEDNESDAY, FEBRUARY 8.**

LITERATURE REMOVAL

Literature removal after the Show is the responsibility of the individual exhibitor. Removal of left behind, expensive literature will be invoiced to the exhibitor at prevailing rates. We recommend that remaining literature be placed in vehicle trunks and returned to the participating dealerships for use in the showroom.