

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

205 Windsor Road . Limerick Business Center
Pottstown, PA 19464
Phone: 610-495-8866 . Fax: 610-495-8870
Email: info@generalexposition.com

Exhibitor Quick Facts

Philadelphia Gift Show
Greater Philadelphia Expo Center at Oaks
July 25-28, 2021

Exhibitor Move-In Hours:

Friday, July 23, 2021 from 8:00AM to 6:00PM
Saturday, July 24, 2021 from 8:00AM to 6:00PM

All exhibits must be completely installed by: 6:00PM on Saturday, July 24, 2021.

Show Hours:

Sunday, July 25, 2021 from 9:00AM to 5:00PM
Monday, July 26, 2021 from 9:00AM to 5:00PM
Tuesday, July 27, 2021 from 9:00AM to 5:00PM
Wednesday, July 28, 2021 from 9:00AM to 2:00PM

Exhibitor Move-Out Hours:

Wednesday, July 28, 2021 from 2:00PM to 11:59PM

All equipment & exhibit materials must be completely removed from the show floor by: 11:59PM on Wednesday, July 28, 2021.

Note: All Freight Carriers must check in at the dock or service desk 2 hours prior to the show floor closing (10:00PM) or freight will be shipped via General Exposition Logistics.

Shipping Information

Advance Warehouse Shipping Address:

Name of Exhibiting Company
Your Booth Number
Philadelphia Gift Show
General Exposition Services
205 Windsor Road
Limerick Business Center
Pottstown, PA 19464

Advance Warehouse Discount Deadline: Tuesday, July 6, 2021.

Last Date to Arrive at Warehouse Address: Thursday, July 22, 2021

Warehouse receiving hours: Monday - Friday 8:30 AM - 11:45 AM and 12:30 PM - 4:30 PM - *Freight will be accepted 45 days prior to the show*

Direct Show Site Shipping Address:

Name of Exhibiting Company
Your Booth Number
Philadelphia Gift Show
Greater Philadelphia Expo Center at Oaks
c/o General Exposition Services
100 Station Ave
Oaks, PA 19456

Direct Show Site Delivery Hours: Friday, July 23, 2021

No Freight will be accepted in advance at show site.

Show Colors:

Back Drape: White

Side Drape: White

The Show floor is: AISLE CARPET ONLY

If you desire booth carpeting, please indicate this on the Carpet Order Form.

Standard Booth Equipment:

Each 10x10 booth is supplied with 8 foot high back drape and 8 foot high side drape along with an ID Sign containing Company name and Booth number. A choice of 1 - 4', 6' or 8' skirted table, 1 chair and 1 wastebasket are provided with your booth space. Fill out and return the Package Table Order Form by Tuesday, July 6, 2021. Additional furnishing items can be rented by completing the Furniture Order Form.

DO NOT pin or staple any materials to the drape. Special background will be needed for any display materials that exceed 25 lbs in total weight. Arrangements for this type of display should be made in advance and brought to the exhibit hall ready for assembly. Installations are subject to approval of show management.

Artisan Alley Pavilion Tabletop Package:

- 1 - 8' 42" skirted table
- 1 - stool
- 1 - ID Sign
- 1 - wastebasket

Payment and Charge Authorization Form must be completed for every order. Credit Card Authorization MUST accompany ALL orders. To qualify for Advance Discount Prices, FULL payment including 6% Tax MUST be included with your order.

Electrical Service:

There is no electricity provided with your booth space. If you require electricity, please visit www.phillyexpocenter.com.

Telephone/Internet Services:

There is no telephone or internet service provided with your booth space. If you require telephone or internet, please visit www.phillyexpocenter.com

Electrical, Plumbing and Telephone/Internet orders should be made, with payment, directly to Expo Center.

Service Desk: An exhibitor's service desk will be located in the exhibit hall to service the needs of exhibitors.

Please refer to the Form List provided in the online service kit for additional services offered.

Assistance: If you have any questions or need assistance, please contact General Exposition Services at:

Phone: (610) 495-8866 Fax: (610) 495-8870

Email: info@generalexposition.com

Exhibiting Company: _____

Booth Number: _____



ENDLESS RESOURCES

July 25 - 28, 2021

Greater Philadelphia Expo Center



www.philadelphiagiftshow.com

Move-In Dates & Hours

Fri, July 23, 2021 8:00 AM – 6:00 PM
Sat, July 24, 2021 8:00 AM – 6:00 PM

Show Dates & Hours

Sun, July 25, 2021 9:00 AM – 5:00 PM
Mon, July 26, 2021 9:00 AM – 5:00 PM
Tues, July 27, 2021 9:00 AM – 5:00 PM
Wed, July 28, 2021 9:00 AM – 2:00 PM

Move-Out Dates & Hours

Wed, July 28, 2021 2:00 PM – 11:59 PM

Important Dates

Electrical/Wifi Discount Deadline July 9, 2021
Freight Direct to Show Site July 23, 2021
Decorator Services Discount Deadline July 6, 2021
Advance Warehouse Discount Deadline July 6, 2021
Package Table Order Form Deadline July 6, 2021

Show Site Shipments

Show site shipments can only be received Fri, July 23 and Sat, July 24 from 8:00 AM to 6:00 PM. Exhibitor will incur additional freight charges if shipments are received before or after these dates.

Advance Warehouse Shipments

First day to receive warehouse freight July 3, 2021
Last day to receive warehouse freight July 22, 2021
Discount Deadline July 6, 2021

Rules & Regulations

1. Please do not enter booths other than your own without an invitation from the other Exhibitor.
2. Please keep music to a minimum.
3. Please do not sell outside of the confines of your booth.
4. Photographing other booths is expressly prohibited without written permission from the Exhibitor
5. Stay within your booth size. No chairs or table in aisles are allowed per facility Fire Marshall

About this Exhibitor Kit

This is the Official Service Kit for this exposition, enclosed are various equipment rental and service order forms for your information and use. Many forms enclosed are for services performed by the facility or other suppliers. Please pay special attention to see that the forms and payments are directed to the address indicated on each form.

We realize that exhibiting in a trade show can be complicated. If you need assistance or additional information that is not addressed in this Exhibitor Service Kit, please contact us from the information below. We look forward to working with you to make this a great show!

Clarion Events, Inc.

Contact: Ana-Alyse Castelluccio

Email: Ana-Alyse.Castelluccio@clarionevents.com | Phone: 203-520-9887