



**ENDLESS RESOURCES!
ALL TOGETHER UNDER ONE ROOF**

January 25 - 28, 2020

GREATER PHILADELPHIA EXPO CENTER

Show Management

Clarion UX / Urban Expositions, 1690 Roberts Blvd NW, Suite 111, Kennesaw, GA 30144
Phone: 678-285-3976 * Fax: 678-285-7469

Move-In Dates & Hours

Thurs, Jan 23, 2020 8:00 AM – 6:00 PM
Fri, Jan 24, 2020 8:00 AM – 6:00 PM

Show Dates & Hours

Sat, Jan 25, 2020 9:00 AM – 6:00 PM
Sun, Jan 26, 2020 9:00 AM – 6:00 PM
Mon, Jan 27, 2020 9:00 AM – 6:00 PM
Tues, Jan 28, 2020 9:00 AM – 2:00 PM

Move-Out Dates & Hours

Tues, Jan 28, 2020 2:00 PM – 11:59 PM

Important Dates

Electrical/Wifi Discount Deadline	Jan 11, 2020	Freight Direct to Show Site	Jan 23 & 24, 2020
Decorator Services Discount Deadline	Jan 3, 2020	Advance Warehouse Discount Deadline	Jan 3, 2020
Package Table Order Form Deadline	Jan 3, 2020		

Show Site Shipments

Show site shipments can only be received Thurs, Jan 23rd and Fri, Jan 24th 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 Nov 19, 2019
Last day to receive warehouse freight Jan 22, 2020
Discount Deadline Jan 3, 2020

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 UX / Urban Expositions, LLC
1690 Roberts Blvd NW, Suite 111, Kennesaw, GA, 30144**

Contact: Lisa Meyer

Email: lisa.meyer@clarionevents.com, Phone: 678-370-0346 Fax: 678-285-7469 or 678-831-4582

Rules and Regulations for Exhibiting in the Philadelphia Gift Show

1. ATTENDANCE OF CHILDREN

There will be no persons under the age of 14 admitted to the show during move-in, show hours or move-out. This is to uphold the integrity and professionalism of the exhibition as well as protect underage persons from forklifts and other hazards during move-in and out. Please make appropriate arrangements prior to the show.

2. TERMS AND CONDITIONS

Please review all the terms and conditions associated with exhibiting in the Philadelphia Gift Show. They are outlined on the backside of the "Official Show Contract."

3. EXHIBITOR INSURANCE

Exhibitors are to obtain exhibition insurance through their own insurance company to cover their personnel, exhibit material and equipment for the duration of move-in, show days, and move-out including public liability, property damage, fire and theft, etc.

SHOW MANAGEMENT, THE EXPO CENTER OR THE OFFICIAL SERVICE CONTRACTOR WILL NOT ACCEPT LIABILITY OR RESPONSIBILITY FOR ANY LOSS, DAMAGE OR INJURY OCCURRING TO EXHIBITOR PERSONNEL OR PROPERTY, OR ANY LOSS, DAMAGE OR INJURY CAUSED TO ANYONE OR ANYTHING BY THE EXHIBITORS.

4. GENERAL RULES APPLYING TO ALL DISPLAYS

No sold signs or any sample sale signs are permitted. In keeping with the wholesale nature and intent of the show, the sale of samples or merchandise for delivery at point of sale during the show is expressly prohibited. No merchandise will be permitted to leave the exhibit floor. All booths must remain fully intact until the official close of show for the benefit of the buyers. Violations of the terms of this paragraph may result in immediate dismissal from the current show and exclusion from participation in future shows. No refund of exhibit fees will be made.

All demonstrations equipment, including operator's position, must be located inside the booth.

Exhibitors building special background or side dividers must make certain that the surfaces of such dividers are finished in such a manner as not to be unsightly to exhibitors adjoining booths. If such surfaces remain unfinished at 8:00 a.m. on the opening day of the show, management shall authorize the official decorator to effect the necessary finishing and the exhibitor must pay all charges involved.

The use of sound is permissible provided they are not audible more than three feet into the aisle or into neighboring booths, and that the sound is directed exclusively into the exhibitor's booth. Sound should only be used in conjunction with the exhibitor's product. No radio or TV or other devices as such during show operation. Show Management shall have absolute control over this regulation, the intent of which is to ensure that sound systems shall not be audibly objectionable to neighboring exhibitors.

Pamphlets, samples and literature may be handed out only from within the confines of exhibitors' booths. Passing out promotional material or literature in the aisles or common areas is prohibited.

Exhibitor's display/booth is to be set up only within the area as designated to the exhibitor. Encroachment into aisles and neighboring booths is strictly prohibited and will be adjusted at exhibitor's expense.

Excessive Trash: No display's or display racks, units, etc. are to be left behind. Exhibitors who leave excess amounts of trash may be subject to a fine.

Good Neighbor Policy: No exhibitor should enter another exhibitor's booth while it is un-staffed or take any photos without the exhibiting companies consent.

Ethics: All exhibitors are expected to conduct themselves in an ethical manner. Any complaints should be directed to show management in a timely manner. Exhibitors who do not conduct themselves in an ethical manner may result in immediate dismissal from the current show and exclusion from participation in future shows. No refund of exhibit fees will be made.

5. PHOTOGRAPHY

Photography of any kind is strictly prohibited unless you receive prior written approval from that exhibitor. Any exhibitor taking photos of another exhibitor's booth without written consent risks expulsion from the show.

6. VIOLATIONS

As a condition for exhibiting, each exhibitor shall agree to observe the show policies. Urban Expositions / Clarion Events reserves the right to restrict and/or expel at any time any exhibit, which it deems undesirable. Any exhibitor who fails to observe these conditions of the contract, or who, in the opinion of the management of Urban Expositions / Clarion Events conducts themselves unethically, will be dismissed from the exhibition without refund.

Re-entry Probation Period: Should Urban Expositions decide to allow an exhibitor back into the show after any violation of these rules; Urban Expositions retains the right to charge a security deposit amount to be set in accordance with the violation. The deposit may be applied to future shows after the probationary period has expired and exhibitor has fully complied with Urban Expositions rules and regulations. Urban Expositions will set these fees and probation period at its discretion. Non-compliance will result in a non-refund of the deposit and permanent expulsion from the show.

Complaints regarding any objectionable practice by an exhibitor or official supplier should be reported immediately to the Show Office.

All matters and questions not specifically covered by these show regulations are subject to the decision of the management of Urban Expositions, whose decisions will be final.

7. SECURITY

Security will be provided on a 24-hour basis beginning with the first day of posted move-in and extending through the last day of posted move-out. Every precaution will be made to ensure the safety of each exhibitor's merchandise. However, it is the exhibitor's responsibility to exercise prudent judgment and to safeguard personal property and belongings. Management is not held responsible for any loss or damage to exhibitor's property.

Any lost or stolen valuables or any breach of security should be reported to the show office immediately. Exhibitors are encouraged to remove or conceal any valuable objects while their exhibit is unattended.

PHILADELPHIA
GIFT
SHOW

**Philadelphia Gift Show®
Show Site Exhibitor Information**

Please complete this form in case we need to contact you immediately before or during set up and show days.

Please email to lisa.meyer@clarionevents.com

or return via fax: 678-831-4582

Attn: Lisa Meyer

Company: _____

Booth # _____

Contact _____

Phone _____ **Cell #** _____

Hotel Staying _____

Alt Contact _____

Phone _____ **Cell #** _____

Insurance Company _____

(Please attach a copy of your certificate of insurance)

What day do you plan on arriving to the show for set up?

- Thursday, January 23, 2020
- Friday, January 24, 2020
- Friday, January 24, 2020 **LATE SET UP (after 2pm)**

Estimated time of Arrival: _____

- Saturday, January 25, 2020 **FROM 8AM-9:00AM ONLY. Booth must be set & ready at show opening at 9:00am.**

***Move in for Thursday and Friday is scheduled from 8:00AM-6:00PM**

*****For late set up on Friday and early set up on Saturday you must notify show management as soon as possible with expected time of arrival. Show management has the right to release booth(s) if not notified in advance. Please note that your booth(s) must be set up before the opening of the Show on Saturday, January 25, 2020 by 9:00am.**

Questions about this form?
Contact Lisa Meyer at 678-370-0346

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

Dear **Philadelphia Gift Show** Exhibitor:

Welcome to the online exhibitor service kit for the upcoming **Philadelphia Gift Show** being held at the **Greater Philadelphia Expo Center in Oaks, PA on January 25-28, 2020.**

This letter contains instructions on how to access the Online Exhibitor Kit. You may print it out for easier step by step viewing.

Online Exhibit Kit Instructions:

To access our ONLINE kit for the **Philadelphia Gift Show** you have 2 options.

DIRECT LINK

<https://www.generalexposition.com/online-servicekit.php> (click to follow link)

MANUAL ENTRY

Please click the following link or copy and paste the link into your browser's window -
www.generalexposition.com

Next, click on the Online Services button located in the upper right hand corner of the Web page. This will take you to the log in page.

AT THE LOG IN PAGE - Enter the password: **GIFT2020**

At the Sign In page, you will be prompted to sign in with an existing exhibitor account, or if you do not have an account setup, you will be prompted to setup a new account.

Now that you are signed in with the show, you can read through the important show information. Scroll down to the bottom of the screen to see the links for which services you wish to order, including carpet, furnishings, labor, etc.

For photos of the items, as well as any additional custom forms you may need, please click on the appropriate links listed under "References".

As you place orders for your items, all furnishings and services will be placed in your shopping cart, and you will be prompted for payment information upon checkout.

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 upcoming **Philadelphia Gift Show**, and one of our Customer Service Reps will be happy to assist you.

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
January 25-28, 2020

Exhibitor Move-In Hours:

Thursday, January 23, 2020 from 8:00AM to 6:00PM
Friday, January 24, 2020 from 8:00AM to 6:00PM

All exhibits must be completely installed by: 6:00PM on Friday, January 24, 2020.

Show Hours:

Saturday, January 25, 2020 from 9:00AM to 6:00PM
Sunday, January 26, 2020 from 9:00AM to 6:00PM
Monday, January 27, 2020 from 9:00AM to 6:00PM
Tuesday, January 28, 2020 from 9:00AM to 2:00PM

Exhibitor Move-Out Hours:

Tuesday, January 28, 2020 from 2:00PM to 11:59PM

All equipment & exhibit materials must be completely removed from the show floor by: 11:59PM on Tuesday, January 28, 2020.

Note: All Freight Carriers must check in at the dock or service desk 2 hours prior to the show floor closing or freight will be shipped via our show carriers.

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: Friday, January 3, 2020

Last Date to Arrive at Warehouse Address: Wednesday, January 22, 2020

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 19465

Direct Show Site Delivery Hours: Thursday, January 23, 2020

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 January 3, 2020. 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: _____