

JULY 21-24, 2019
SUNDAY - WEDNESDAY

GREATER PHILADELPHIA EXPO CENTER
Conveniently located in the King of Prussia area, Oaks, PA



PHILADELPHIA
**GIFT
SHOW**

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

Fri, July 19, 2019 8:00 AM – 6:00 PM
Sat, July 20, 2019 8:00 AM – 6:00 PM

Show Dates & Hours

Sun, July 21, 2019 9:00 AM – 6:00 PM
Mon, July 22, 2019 9:00 AM – 6:00 PM
Tues, July 23, 2019 9:00 AM – 6:00 PM
Wed, July 24, 2019 9:00 AM – 2:00 PM

Move-Out Dates & Hours

Wed, July 24, 2019 2:00 PM – 11:59 PM

Important Dates

Electrical/Wifi Discount Deadline	July 5, 2019	Freight Direct to Show Site	July 19 & 20, 2019
Decorator Services Discount Deadline	July 5, 2019	Advance Warehouse Discount Deadline	July 5, 2019
Package Table Order Form Deadline	July 5, 2019		

Show Site Shipments

Show site shipments can only be received Fri, July 19th and Sat, July 20th 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 June 6, 2019
Last day to receive warehouse freight July 17, 2019
Discount Deadline July 5, 2019

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: lmeyer@urban-expo.com, Phone: 678-370-0346 Fax: 678-285-7469 or 678-831-4582

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 on July 21-24, 2019**.

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

[General Exposition Services Online Service Kit](#) (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: **GIFT19**

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
July 21-24, 2019

Exhibitor Move-In Hours:

Friday, July 19, 2019 from 8:00AM to 6:00PM

Saturday, July 20, 2019 from 8:00AM to 6:00PM

All exhibits must be completely installed by: 6:00PM on Saturday, July 20, 2019..

Show Hours:

Sunday, July 21, 2019 from 9:00AM to 6:00PM

Monday, July 22, 2019 from 9:00AM to 6:00PM

Tuesday, July 23, 2019 from 9:00AM to 6:00PM

Wednesday, July 24, 2019 from 9:00AM to 2:00PM

Exhibitor Move-Out Hours:

Wednesday, July 24, 2019 from 2:00PM to 11:59PM

All equipment & exhibit materials must be completely removed from the show floor by: 11:59PM on Wednesday, July 24, 2019.

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, July 5, 2019

Last Date to Arrive at Warehouse Address: Wednesday, July 17, 2019

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: Friday, July 19, 2019
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 July 9, 2018. 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: _____