

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 26-29, 2020

Exhibitor Move-In Hours:

Friday, July 24, 2020 from 8:00AM to 6:00PM
Saturday, July 25, 2020 from 8:00AM to 6:00PM

All exhibits must be completely installed by: 6:00PM on Saturday, July 25, 2020.

Show Hours:

Sunday, July 26, 2020 from 9:00AM to 5:30PM
Monday, July 27, 2020 from 9:00AM to 5:30PM
Tuesday, July 28, 2020 from 9:00AM to 5:30PM
Wednesday, July 29, 2020 from 9:00AM to 2:00PM

Exhibitor Move-Out Hours:

Wednesday, July 29, 2020 from 2:00PM to 11:59PM

All equipment & exhibit materials must be completely removed from the show floor by: 11:59PM on Wednesday, July 29, 2020.

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 7, 2020

Last Date to Arrive at Warehouse Address: Wednesday, July 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 19456

Direct Show Site Delivery Hours: Friday, July 24, 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 Tuesday, July 7, 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: _____