

EXHIBITOR INFORMATION KIT

25th ANNIVERSARY



February 17-21, 2010
MONROEVILLE CONVENTION CENTER
MONROEVILLE, PA

Produced by:

Expositions, Inc.

Since 1937

SHOW OFFICE:

P.O. Box 550 – Edgewater Branch

Cleveland, Ohio 44107-0550

Phone: (216) 529-1300

Fax: (216) 529-0311

Internet: www.sportandtravel.com

e-mail: exhibitorinfo@expoinc.com

****IMPORTANT****

PLEASE READ THIS EXHIBITOR KIT CAREFULLY!
IT CONTAINS IMPORTANT INSTALLATION INFORMATION

With the support of The Allegheny County Sportsmen's League

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2010 ALLEGHENY SPORT, TRAVEL & OUTDOOR SHOW

****VERY IMPORTANT****

ENCLOSED WITH THIS MAILING YOU WILL FIND:

1. Furniture/Electric/Telephone Order Form	SEND TO: Monroeville Conv. Ctr.	DEADLINE: February 3
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Note: All Forms should be returned by their deadline; Make a copy of each Form for your own files.

INSTALLATION INSTRUCTIONS & TIMETABLE – VERY IMPORTANT

MONDAY, FEBRUARY 15th

9:00 a.m. – 4:00 p.m.

Installation Hours for Boats/ATVs/Bulk Items **ONLY**

TUESDAY, FEBRUARY 16th

8:30 a.m. – 7:00 p.m.

Installation Hours for all other exhibits

ALL EXHIBITS SHOULD USE THE LOADING RAMP LOCATED ON THE WEST SIDE OF THE BUILDING. PLEASE SEE ATTACHED FLOOR PLAN.

**Note: There are no provisions for Installation on opening day, Wednesday, February 17th, other than hand-carry or dollies/handcarts.
The Loading Dock is not available.**

Dock will be available starting at 6pm Sunday, February 21st (closing day of show).

ADVERTISING & PUBLICITY

Weeks before the Show, our Publicity Department is working with the Media to publicize the Show and your exhibit participation. You are encouraged to send Press Kits, Photos or newsworthy stories about your product, resort or service to: Stern Advertising, Attention Kerry Ford, 7 Parkway Center, Suite #615, Pittsburgh, PA 15220, Phone: (412) 928-1987 Fax: (412) 928-8966.

AIRPORT SHUTTLE

A shuttle van runs between the Airport and the Doubletree Hotel. Cost is approximately \$48 (credit cards in advance OR cash, includes gratuity) one way and takes approximately 50 minutes (a taxi ride will cost approximately \$78 one-way) You must call the shuttle company, Majesty Transportation Group, 2 days (48 hours) in advance at (412) 462-5029. Visit www.majestyco.com for departure times.

CARPETING

The North Hall (aisles 800-1300) is **NOT** carpeted. The South Hall (aisles 300-700) is carpeted. Those desiring carpet may contact Chujko Brothers at (412) 331-3308 or may lay your own.

CREDENTIALS/ PASSES

Passes will be issued to the person in charge of the exhibit on installation days **by the Show Office.**

Please Remember: It is your responsibility to see that passes are provided for **all** personnel working your booth. If there is a change in your personnel schedule, please notify the pass office **before** that person is scheduled to work. If a worker comes to the pass office and there is no pass for him/her, **they will need to purchase a ticket.**

DISMANTLING/ TEAR-DOWN

The Show officially closes at 6:00 p.m. Sunday, February 21st. No part of your exhibit may be torn down/dismantled or taken out of the building until 6:00 p.m.

DRESS CODE FOR EXHIBITORS USING MODELS

Expositions, Inc. wants to STRESS the “Allegheny Sport, Travel & Outdoor Show” caters to a family environment. Models/Personnel working your exhibit must stay within the boundaries of the exhibit and we ask that they are dressed tastefully. Show Management reserves the right to alter any distasteful or improper conduct, be it actions, or wardrobes; again, this is a family Show. Please use your utmost discretion regarding this matter. If you have any questions regarding this matter, please call your sales representatives prior to the Show. We look forward to your cooperation in this matter, as it not only affects the show, but also your reputation.

ELECTRICAL SERVICE

Standard electric service is \$75.00 per connection. Please refer to the enclosed Order Form. It is important to order electric service in advance to avoid unnecessary delays and added expense.

EXHIBIT CONTRACT

In planning for your participation in the Sport show, we encourage you to first review your exhibit contract. It is most important that you familiarize yourself with your **BOOTH NUMBER** and **EXHIBIT NAME** as it appears on the **contract.**

Also, review the dimensions of your booth so you may adequately plan what you are going to put in it. In some cases, it may be helpful to make a scale drawing and lay out your booth and/or products to save you time and possibly added expense. Be sure to review the **REGULATIONS** on the reverse side of your exhibit contract.

**EXHIBITOR
GUEST TICKETS**

These reduced price tickets can be purchased in the Show office. They sell for \$5.00 and are intended for Exhibitors who require more tickets for friends, relatives, special guests, etc. Regular price of Adult General Admission is \$9.00. Purchases of Exhibitor Guest Tickets are outright; there will be no refund issued on tickets not used.

FLAMEPROOFING

Any flammable items brought into the Convention Center to be used as exhibit effects must be fireproofed. This includes background drape, table skirting, artificial trees, etc. The City of Monroeville Fire Wardens check all exhibits prior to Show opening.

FLOOR MANAGERS

Our experienced Floor Managers are eager to assist you and will be glad to answer any questions you may have. They are located strategically throughout the Show & at the Show Office.

**FURNITURE
RENTAL/
DECORATOR**

**Send to: Monroeville Convention Center
209 Mall Boulevard
Monroeville, PA 15146
Phone: (412) 373-7300
Fax: (412) 373-3915**

HOTEL

Exhibitors should make reservations directly with the hotel using this link & code: [Click Here](#) to make a reservation online OR use code AST.

**HEADQUARTERS HOTEL:
DOUBLETREE HOTEL**

101 Mall Blvd.
Monroeville, PA 15146
(412) 373-7300 or (800) 222-8733
* Pool, Lounge/Bar, Full service restaurant.

INSURANCE

Please see the attached sample of a Certificate of Insurance in this Exhibitor Kit that is a guide for your Company to follow. The Convention Center has requested us to inform all exhibitors of the types of Insurance Coverage, the Coverage limits, required companies/entities that need to be Additional Insureds on your policy that are required to conduct business in the Convention Center.

PARKING

The Convention Center and adjacent Monroeville Mall have nearly 45,000 parking spaces available, all of which are **no charge** to the Exhibitor or to the public. **** Adjacent Babies R Us lot is NOT available for exhibitor parking.**

**RADIO
PROMOTIONAL
TIE-INS**

Exhibitors who are interested in Radio Promotion tie-ins can usually get free air time in exchange for the donation of contest prizes (products, merchandise, vacation trips, etc.) To participate in Promotional radio tie-ins, call Chris Fassnacht, Allegheny Sport Show Office at (216) 529-1300, ext. 32, or write, P.O. Box 550 – Edgewater Branch, Cleveland, Ohio 44107-0550 or chrisfassnacht@expoinc.com.

RELEASE SLIPS

For the protection and security of Exhibitors, the Convention Center guards are authorized to stop anyone leaving the buildings with a package. Exhibitors who may have to carry out rods, reels and other items may secure releases from their Floor Managers. Patrons, likewise, will be asked to show a sales receipt for purchases they are carrying out of the Show. **Release Slips will not be issued on the last day of the Show.**

RAFFLES

All Raffles/Drawings/Giveaways must be approved in advance, in writing, by Show Management.

**RETAIL SALES/
VENDOR LICENSE**

It is required that sales receipts be furnished with all merchandise sold. If you are exhibiting at the Convention Center as an out of state retailer, you may obtain a temporary vendor's license – at no charge – by writing to this address (send request **at least six weeks prior to Event**):

Department of Revenue – Taxpayer Info Center
State Office Building
300 Liberty Avenue, Room #104
Pittsburgh, PA 15222
(412) 565-5253

**RUBBISH/
GARBAGE**

By 12:00 noon of opening day, all rubbish, boxes, etc. must be placed in the aisle for pick-up. Please note that the Convention Center cleaning personnel are not permitted in booth areas; they are only allowed to clean aisles. All Exhibitors are asked to place all trash **outside the booth before leaving the Show each night.**

SECURITY

A Security Room is available. The Show does maintain 24-hour Security. Please read your exhibit contract for further information.

SHIPMENTS

All shipments must be prepaid. Address shipments to: Your Exhibit Name and Booth #, (refer to front of envelope for exact booth number), c/o Allegheny Sport Show, Monroeville Convention Center, 209 Mall Blvd., Monroeville, PA 15146.

Give specific instructions on your bill of lading/shipping memo that delivery must be made between February 12th and February 17th.

Shipments will be received during normal business hours once the Show is in progress.

SHOW HOURS

Wednesday, February 17 th	3:00 p.m. – 9:00 p.m.
Thursday, February 17 th	3:00 p.m. – 9:00 p.m.
Friday, February 19 th	12:00 noon – 9:00 p.m.
Saturday, February 20 th	10:00 a.m. – 9:00 p.m.
Sunday, February 21 st	10:00 a.m. – 6:00 p.m.

SHOW OFFICE

The Show office is located at the center of the show at the end of the 100 Aisle.

VEHICLES

All display vehicles (cars, trucks, boats, RV's, ATV'S) must: (1) have no more than 1/8 tank of fuel; (2) have the battery cables disconnected and taped; (3) tape gas cap securely.

**WELCOME
BULLETIN**

When you arrive at the Show, you will receive an "Exhibitor Welcome Bulletin". **Please take the time to review the contents.** It updates you on any changes and new information which are not set forth in the Exhibitor Service Kit.

Monroeville Convention Center Service Order Form

Show Name Allegheny Sport, Travel & Outdoor Show CONTACT: _____

Exhibiting Co. _____

Address (w/ city & state): _____

Phone Number _____ Booth Number _____

Credit Card Number and Expiration Date _____

Signature _____

Credit Cards Accepted: MasterCard, Visa, American Express, Discover (prices include 7% PA Sales Tax)

For decorating, electrical, water, phone, internet and drayage services, please complete the following:

Decorating Requests		Advance Rate	On-Site Rate	Total Due
Quantity	Description			
	Kitchen Usage Fee (call for details)	Call for details	Not available on-site	
	Pipe and Drape (Per Table)	25.00	40.00	
	White Linens(Per Table)	20.00	30.00	
	Chairs	8.00	12.00	
	Barstool	15.00	23.00	
	Mastro Ice - 20 lb. bag	5.00	5.00	
	4 ft Skirted table	21.00	32.00	
	6 ft. Skirted table	31.00	47.00	
	8 ft. Skirted table	42.00	63.00	
	24 in. Slim Table	31.00	47.00	
	10x10 Booth Carpet	130.00	Not available on-site	
	Wastebasket	4.00	6.00	
	Risers (shelf -- 4' or 6' available)	3.00	5.00	
	Easel	13.00	20.00	
	Clothing Rack	15.00	23.00	
	Stage Priced per section - 6x8 ft sections; 1 ft, 2 ft or 3 ft high	46.00	69.00	
	Wireless Microphone (Conference Rooms only - 2 available)	58.00	87.00	
	Leg Extenders (Per Table)	29.00	35.00	
	Banner Placement	75.00	100.00	
	Wireless Internet available through Swisscom day of event.			
	2nd Forklift & Driver - 3 hour minimum	64.00 per hour	96.00 per hour	
Electrical Requests		Advance Rate	On-Site Rate	Total Due
Quantity	Description			
	110V/20Amps (one duplex outlet) (rates are flat fees) Please bring your own extension cords	75.00	93.00	
	208V/30Amps/1Phase	83.00	125.00	
	208V/40Amps/1Phase	110.00	165.00	
	208V/50Amps/1Phase	138.00	207.00	
	208V/Over 50Amps/1Phase	221.00	332.00	
	208V/30Amps/3Phase	97.00	146.00	
	208V/40Amps/3Phase	124.00	186.00	
	208V/50Amps/3Phase	153.00	229.00	
	208V/Over 50Amps/3Phase	238.00	356.00	
	208V/100Amps and over/3Phase # _____ AMPS	400.00	450.00	
Telephone & Water Requests		Advance Rate	On-Site Rate	Total Due
Quantity	Description			
	Single Line Touch-Tone Phone/CC/Fax	123.00	185.00	
	Water & Drain Hook-up	99.00	149.00	
In House Drayage Note: Freight will be accepted 3 days prior to event.		Advance Rate	On-Site Rate	Total Due
Quantity	Description			
	Packages (over 5 lbs) and Pallets, Per day	25.00	25.00	
	Small packages (under 5 lbs) Per day	16.00	16.00	

Shipments must include show name, company, & booth # with address listed below.

To Receive Advanced Rate payment must be received 14 days prior to move in of event.

Order Form must be accompanied by full payment

Monroeville Convention Center

209 Mall Boulevard

Monroeville, PA 15146

Phone: 412/373-7300

Fax: 412/373-3915

TOTAL DUE _____

AMOUNT PAID _____

DATE PAID _____

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.