



Dayton Auto Show

Important Exhibitor Move-In Instructions

Electric Services in the Exhibit Hall areas of the Dayton Convention Center are run from ceiling drops after the Decorator marks out the show floor. These drops are often run to black boxes that are placed to best accommodate exhibitors with service orders.

Please be aware of the following information when submitting your utility order:

- In order for exhibitors to have their cords placed before the Decorator lays the carpet, a Utility Order Form must be submitted at least 10 days prior to move-in. A request to run under carpet should be written somewhere on the form.
- FLOOR PLANS MUST BE INCLUDED with the location of electric drops and those dimensions must be clearly identified. Measurements for the booth from at least (2) facility walls is also needed for accurate placement. Please mail full-size floorplans.
- If your booth requires (3) or more electric drops, a “black box” will need to be placed in or near the booth. Exhibitors must include a floor plan that incorporates the proper location for the box. The approximate dimensions of the box are 36”H x 30”W x 12”D.
- Exhibitors must either supply their own extension cords (one per each requested service) or indicate the number of cords that they wish to rent. Cords can be rented for \$15 each. Technicians will determine whether additional cords are needed from the floor.
- There is a MANDATORY \$55.00 labor fee (per man, per hour) to have cords laid and/or fished under carpet. This labor fee also applies to every drop over 2000 watts. If additional labor is required from the floor, technicians will note the number of hours, per man, to be included on the order form.
- All charges that our technicians add from the floor will be added to your electric order. You will be contacted for your credit card information to cover these charges. An invoice for all charges made or outstanding will be sent to the contact listed.

For more information about electric services, please contact the Dayton Convention Center at 937.333.4700. Maintenance can be reached at 937.333.2140.

Documents may be mailed to:
Dayton Convention Center – Attn: Utility Orders
22 E. Fifth Street | Dayton, OH 45402 | 937.333.4711 (Fax)
www.daytonconventioncenter.com