

DAYTON autoshow

2018 DAYTON AUTO SHOW

February 22 - 25, 2018

MOVE IN - MOVE OUT SCHEDULE

**DAYTON CONVENTION CENTER
22 EAST FIFTH STREET
DAYTON, OHIO 45402**

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Display Move-In
Vehicle Move-In
Vehicle Move-Out
Display Move-Out

2018 Dayton Auto Show
DAYTON CONVENTION CENTER
February 22 - 25, 2018

DISPLAY MOVE-IN SCHEDULE

Decorator: David Elliott or Sonja Winscott
Excel Decorators, Inc.
Post Office Box 42345
Indianapolis, IN 46242
(317) 856-1300 (317) 856-1301 fax

Producer: Kelly Danison
Dayton Area Automobile Dealers Association
655 Metro Place South, Suite 270
Dublin, Ohio 43017
(614) 923-2228 (614) 766-9600 fax

The Dayton Area Automobile Dealers Association (DAADA) will maintain guards during the hours of the auto show; but the DAADA will not be responsible for loss or theft from any exhibitors area.

DISPLAY TRUCKS MOVE – IN (Loading Dock at E. Sixth Street)

All display trucks must use the time schedule indicated below for the line they are delivering. **All vehicles should refer to the vehicle move-in schedule on page 3.** To guarantee a safe and orderly move-in, we urge your cooperation in making sure that all display trucks move-in and out at the scheduled time. If move-in time cannot be met, please contact Excel Decorators to reschedule.

February 20, 2018 (Tuesday)

8:00 AM

Cadillac
BMW
Buick
Chrysler Dodge Jeep Ram
Hyundai
Chevrolet

9:00 AM

Volvo
Mercedes
Nissan
Acura
Toyota
Honda
Audi, Porsche
Jaguar, Land Rover

10:00 AM

Infiniti
GMC
Volkswagen
Subaru
Ford
Harley-Davidson

Uncrating must be done immediately and within your area. Crates can be stored by Excel Decorators, Inc.

All displays, crating, etc. must be placed as to allow passage of vehicles to their designated area. Show management will request the moving of any obstruction to ensure the vehicles move in according to the move-in schedule. **DAADA is not responsible for the set up or tear down of displays in your space. If any crates remain in an area and have not been contracted to be removed and stored, the Auto Show Committee will order them removed and stored by the decorator, and your line group will be responsible for all charges. Excel Decorators will be on site and can be hired to set up displays if needed or you can call Excel in advance at (317) 856-1300.**

All literature may be brought into the show one (1) hour prior to opening each day. No deliveries are allowed during show hours. Literature cannot be stored where the public can see it. Line groups must arrange with the decorator for delivery of literature if it is not carried into the building by the line group personnel (this applies to booth rentals also). The decorator does charge drayage for literature sent to the building.

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VEHICLE MOVE-IN SCHEDULE

NO VEHICLE WILL BE ALLOWED INTO THE BUILDING WITHOUT PROOF OF THE FUEL GAUGE READING 1/4 TANK OR LESS OF GASOLINE AND THE GAS CAP TAPED. ONCE YOUR VEHICLE IS IN PLACE, YOU MUST DISCONNECT BOTH BATTERY CABLES FOR THE REMAINDER OF THE SHOW! ONCE THE VEHICLES ARE IN PLACE, EACH LINE GROUP IS REQUESTED TO HAVE ONE (1) SET OF KEYS FOR EACH VEHICLE, FOR EMERGENCY NEEDS.

THE CITY FIRE INSPECTOR WILL BE CHECKING ALL OF THE ABOVE AREAS THROUGHOUT THE AUTO SHOW! FOR MORE DETAILED INFORMATION REGARDING THE PROCEDURES FOR CHECKING-IN DISPLAY VEHICLES, PLEASE SEE THE ATTACHED MEMORANDUM.

VEHICLE MOVE – IN

To guarantee a safe and orderly move-in, we urge your cooperation in making sure that all vehicles follow the move in schedule listed below. Exhibitors in each space must allow 300 square feet per car and 400 square feet per truck.

February 21, 2018 (Wednesday)

DOOR B (E.Sixth Street)

1:00 PM Harley-Davidson	2:30 PM Buick
1:15 PM Volvo	2:45 PM GMC
1:30 PM Cadillac	3:00 PM Volkswagen
1:45 PM BMW	3:15 PM Chevrolet
2:00 PM Infiniti	
2:15 PM Mercedes	

DOOR F (E. Sixth Street)

1:00 PM Chrysler Dodge Jeep RAM FIAT	2:30 PM Ford
1:15 PM Nissan	2:45 PM Toyota
1:30 PM Hyundai	3:00 PM Honda
2:00 PM Acura	3:15 PM Audi, Porsche, Jaguar, Land Rover
2:15 PM Subaru	

Auto show personnel will be at the entrance to RAMPS B & F to direct vehicles to their areas and check fuel levels. If the fuel gauge is on or below 1/4 tank of gasoline, a sticker will be placed on your vehicles windshield at that time. **Please do not remove this sticker; it should be displayed for the entire show.**

You are requested to drive slowly on the plastic provided to protect the carpet while moving in. Watch for any moving equipment. Because carpet can shift and tear, please have your floor plan of vehicle positioning ready to prevent excessive moving of vehicles. All cars should be in your area prior to the time for the next line group moving in. If vehicles are brought to the show early, be sure auto show personnel is available to move them into the building. If any line needs to be set up in the evenings, please contact Excel Decorators to arrange times. **All exhibits and vehicles must be in place and ready for showing before 4:00 PM on Wednesday, February 21, 2018.**

Cleaning of Vehicles

Cleaning of vehicles is the responsibility of each line group. Personnel with auto show badges for daily cleaning of vehicles, may enter the hall one (1) hours prior to opening of the show each day. If any line group fails to provide daily cleaning for the vehicles in their space, the Auto Show Committee reserves the right to have said vehicles cleaned and charge the line group for cleaning of vehicles.

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DAYTON CONVENTION CENTER
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VEHICLE MOVE-OUT SCHEDULE

VEHICLES ARE TO BE MOVED OUT OF THE CONVENTION CENTER BY 8:00PM—NO EXCEPTIONS.

Remember - charger for battery

VEHICLE MOVE - OUT

No display or vehicle shall be dismantled or prepared to move out prior to ALL attendees leaving the building. Please consult the move-out schedule listed below for times.

Do not allow your personnel to carry anything out of the building (flowers, literature or prizes) prior to move out. All flowers and decorations (including signs) furnished by the Decorator or the DAADA are not for sale or to be given away. You will be charged for any missing items from your display. Please notify salespeople of this fact.

6:15 PM: Vehicles scheduled for move out will start hooking up batteries. Please have sufficient personnel to remove vehicles at the scheduled time. The Auto Show Committee or the DAADA will not be responsible for vehicles left on the Convention Center parking lot and you will be charged for parking.

Your cooperation in the past has been great and we appreciate you adhering to our schedule for a smooth move-in and move-out. All move-in and move-out schedules should be forwarded to your factory and/or display companies.

February 25, 2018 (Sunday)

DOOR B

6:30 PM

Audi, Porsche, Jaguar, Land Rover
Chevy
Volkswagen
GMC
Buick
Nissan

6:45 PM

Mercedes
Infiniti
BMW
Volvo
Cadillac

DOOR F

6:30 PM

Honda
Subaru
Toyota
Ford

6:45 PM

Hyundai
Chrysler Dodge Jeep Ram Fiat
Acura
Harley-Davidson

REMINDER: VEHICLES ARE TO BE MOVED OUT OF THE CONVENTION CENTER BY 8:00PM - NO EXCEPTIONS.

Show Management will not be responsible for loss or damage of any vehicles that must be removed from the building.

2018 Dayton Auto Show
DAYTON CONVENTION CENTER
February 22 - 25, 2018

DISPLAY MOVE-OUT SCHEDULE

DISPLAY MOVE - OUT

EXHIBITOR TRUCK MOVE-OUT WILL BEGIN MONDAY, February 26, 2018, AT 8:00 AM. ALL DISPLAY TRUCKS WILL BE LOADED ON A FIRST COME FIRST SERVED BASIS. When arriving to load, drivers must report to the Excel office immediately. Trucks that are blocking move-out could cause a longer wait.

If line groups have their own personnel for dismantling and crating, they must stay with the display until loaded. To ensure all line groups move out on time, any trucks pulling into an area, without personnel to load, will be loaded by Excel Decorators, Inc. You will be charged Drayage by Excel Decorators, Inc., even though you have not authorized same. All displays and display trucks must be removed from the building before 6:00 PM, Monday, February 26, 2018. Any item or vehicle left after that time will be removed either to storage at Excel Decorators, Inc., Indianapolis, IN, or parked in the Convention Center parking lot (you will be charged for parking and storage). The DAADA will not assume responsibility for loss or damage to anything remaining or transported from the building after the 6:00 PM deadline.

If you have any questions regarding move-out procedure, please contact Excel Decorators at (317) 856-1300.

ALL OF US WITH SHOW MANAGEMENT GREATLY APPRECIATE YOUR COOPERATION
IN FOLLOWING THE MOVE IN - MOVE OUT GUIDELINES AND LOOK FORWARD TO
A SAFE AND SUCCESSFUL 2018 DAYTON AUTO SHOW!

DAYTON autoshow

February 22 - 25, 2018

To: Participants of the 2018 Dayton Auto Show

From: Dayton Area Automobile Dealers Association

Re: **PROCEDURES FOR CHECKING-IN DISPLAY VEHICLES**

This letter is intended to set out and clarify the requirements for all vehicles that will be displayed inside the Dayton Convention Center during the 2018 Dayton Auto Show.

When the vehicles are entering the Convention Center a representative of the Dayton Area Automobile Dealers Association (DAADA) will verify the needle of the fuel gauge reading 1/4 tank or less of gasoline. When the fuel level has been verified a color-coded sticker will be placed on the lower left side of the windshield. No vehicles will be permitted to enter the facility without this color-coded sticker and the sticker should remain on the windshield of the vehicle for the duration of the show.

Once the vehicles are in place, a DAADA representative will then inspect each vehicle in the display and ensure the following: (1) the gas cap has been securely and completely taped all the way around the cap thus preventing the escape of any gasoline vapors; (2) both battery cables have been secured with heavy plastic fasteners to a fixture within the engine compartment. Under no circumstances are battery cables to be reattached without approval of the Dayton Fire Department or show management. Excel Decorators will have plastic fasteners and duct tape available for you to secure the vehicles.

You will also need to supply one set of keys for each vehicle that will be displayed. Keys must specifically identify the vehicle to which they operate.

In addition to the Dayton Fire Department performing audits throughout the Auto Show, DAADA will also randomly inspect vehicles to ensure that vehicles continue to comply with these established rules. The Dayton Fire Department will also be issuing citations for those vehicles that are not within compliance.

We all want the 2018 Dayton Auto Show to be the best show to date. Your cooperation in assisting us with these procedures and assuring the safety of the show is appreciated. We look forward to another very successful show! Should you have any questions regarding this or anything else related to the Dayton Auto Show, please contact Kelly Danison at (614) 923-2228.

DAYTON autoshow

February 22 - 25, 2018 • Dayton Convention Center

Guest Ticket Order Form

Guest Tickets are \$5.00 each and must be purchased prior to the show.

Guest Tickets are for customers, friends, relatives, spouses, significant others, children, and employees that are NOT working the show.

of tickets:

Amount enclosed:

Attn:

Company:

Address:

City, State, Zip:

E-mail:

Mail form to:

Dayton Area Automobile Dealers Association
Attn: Kelly Danison
655 Metro Place South, Suite 270
Dublin, Ohio 43017

Or fax to:

(614) 766-9600

Or email to:

kdanison@oada.com

Please make checks payable to the Dayton Area Automobile Dealers Association.



DAYTON CONVENTION CENTER
 22 E. Fifth Street, Dayton, OH 45402
 Phone: 937.333.4700 Fax: 937.333.4711

Utility Order Form

Name of Exhibition or Show: _____ Booth No. _____
 Firm / Booth Name: _____ Show Date: _____
 Address _____ Phone No. _____
 City: _____ State: _____ Zip: _____ Email: _____
 Contact: _____ Signature: _____

Please submit orders as early as possible to facilitate prompt service.

(Signature of Requesting party on order form indicates understanding of the attached Conditions)

On-site rate applies to all orders received within 5 business days of event!

110 Volt Electric Services

Qty.	Single Outlet	Pre-Order Rate	On-Site Rate	Totals
	Up to 500 Watts	\$55.00	\$75.00	\$
	Up to 1000 Watts	\$65.00	\$85.00	\$
	Up to 1500 Watts	\$75.00	\$95.00	\$
	Up to 2000 Watts	\$85.00	\$105.00	\$

Special 208 & 220 Volt Electric Services

Single Phase				Three Phase				Total
Amps	Qty.	Pre-Order	On-Site	Amps	Qty.	Pre-Order	On-Site	
10		\$75.00	\$105.00	10		\$105.00	\$135.00	\$
15		\$85.00	\$115.00	15		\$120.00	\$150.00	\$
20		\$100.00	\$130.00	20		\$135.00	\$165.00	\$
30		\$130.00	\$160.00	30		\$155.00	\$195.00	\$
40		\$150.00	\$180.00	40		\$175.00	\$215.00	\$
50		\$170.00	\$200.00	50		\$195.00	\$235.00	\$
60		\$195.00	\$225.00	60		\$215.00	\$255.00	\$
100		\$300.00	\$330.00	100		\$325.00	\$365.00	\$

Qty.	Item	Cost Each	
	Extension Cord	\$15.00	\$
	Power Strip	\$20.00	\$
Mandatory Labor Fee for Special Services (Do not add for 110 Volt Service)		\$55.00	\$
On-Site Mandatory Labor Fee for Special Services		\$75.00	\$
Grand Total (No Tax)			\$

PAYMENT INFORMATION:

(CHECK HERE IF PAYING CREDIT/DEBIT CARD) TOTAL AMT \$ _____

The Dayton Convention Center Accepts Visa, MasterCard and American Express
 CREDIT/DEBIT CARD PAYMENTS CAN BE TAKEN IN PERSON OR BY PHONE AFTER FORM IS SUBMITTED.

PLEASE DO NOT WRITE ANY CARD NUMBERS ON THIS FORM.

Our Office Can be Reached at 937.333.4700; Mon - Fri, 8am - 5pm

DCC Office Use Only: Credit/Debit Card Processed by: _____ Date: _____

(CHECK HERE IF PAYING BY CHECK) CHECK # _____ AMT \$ _____

(CHECK HERE IF PAYING CASH) AMT \$ _____

DCC Office Use Only: Cash Received by: _____ Date: _____

DAYTON CONVENTION CENTER IMPORTANT CONDITIONS

PAYMENT NOTICE:

- PREORDER RATES APPLY ONLY TO ORDERS PAID IN FULL AND RECEIVED 5 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY
 - ON-SITE RATES MUST BE PAID AT MOVE-IN FOR ALL ORDERS - NO EXCEPTIONS
 - ALL ORDERS MUST BE PAID IN FULL BEFORE SERVICES ARE RENDERED
-

CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:

1. Full payment by check or money order must accompany service order form. IF PAYING BY CREDIT/DEBIT CARD, PLEASE CALL-IN YOUR CARD INFORMATION OR VISIT OUR OFFICE TO PAY IN PERSON. DO NOT EMAIL, MAIL OR FAX CREDIT/DEBIT CARD NUMBERS.
2. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing and installation delays.
3. Any returned check will have a \$25.00 Return Check Fee.
4. All equipment provided by the Dayton Convention Center shall remain the property of the Dayton Convention Center and shall be removed by our staff after the event.

ANY DISCREPANCIES OR DEVIATIONS FROM ORIGINAL ORDER MUST BE BROUGHT TO THE ATTENTION OF THE SERVICE DESK PRIOR TO THE EVENT.

ELECTRICAL SERVICE:

1. Prices quoted cover bringing of service to back of booth and do not include connection of your equipment.
2. Any order requiring special wiring or materials may be subject to additional labor and material fees.
3. Tagging of equipment for proper voltage, phase, connection etc., is the exhibitor's responsibility.
4. Exhibitors using sensitive electronic equipment should provide their own power conditioning equipment.
5. Dayton Convention Center is not responsible for voltage or frequency variances.
6. Any motor ½ horsepower or larger must have a safety switch.
7. Any changes in location after initial installation will reflect a one hour minimum labor charge of \$55.00.
8. Unless otherwise specified, the client is responsible for running cords under carpet. Cords must be in good repair.

IF YOUR SERVICE IS NOT IN PLACE WHEN YOU ARRIVE,
PLEASE NOTIFY SERVICE DESK WHEN YOU ARE READY FOR CONNECTION

Return to and Make Check
Payable To:
Dayton Convention Center
Utility Rental Department
22 East Fifth Street
Dayton, OH 45402
937.333-4700
FAX: 937.333-4711



22 E. Fifth Street, Dayton, OH 45402
 Phone: 937.333.4700 Fax: 937.333.4711

Air/Water Order Form

Name of Exhibition or Show: _____ Booth No.: _____
 Firm / Booth Name: _____ Show Date: _____
 Address: _____ Phone No.: _____
 City: _____ State: _____ Zip: _____ Email: _____
 Contact: _____ Signature: _____

*Pre-order rates apply only to orders received and paid in full prior to the first scheduled move-in day.
 All orders must be paid in full before services are provided.*

ON-SITE RATES WILL APPLY FOR ORDERS RECEIVED DURING MOVE-IN AND EVENT

Exhibitor must provide regulator and filter/dryer hose. Pressure provided is 225 psi. Connections are provided with a 1/2" or 3/4" quick coupler. For special connections call prior to submitting this form.

COMPRESSED AIR

QTY	DESCRIPTION OF SERVICES	Rate (Each)	On-Site Rate	TOTAL
	Service fee for first connection	\$100.00	\$200.00	
	Charge per each additional connection	\$75.00	\$150.00	
	Labor fee per hour for special services (1 hour minimum) per every 2-special connections	\$55.00	\$110.00	

WATER

	Service fee for first connection	\$105.00	\$210.00	
	Service fee for filling and draining tags, beds, pools, etc.	\$75.00	\$150.00	
	Labor fee per hour for special plumbing connections (1 hour minimum) per every 2 special connections	\$55.00	\$110.00	

GRAND TOTAL (No Tax)

PAYMENT INFORMATION:

(CHECK HERE IF PAYING CREDIT/DEBIT CARD) TOTAL AMT \$ _____
The Dayton Convention Center Accepts Visa, MasterCard and American Express
CREDIT/DEBIT CARD PAYMENTS CAN BE TAKEN IN PERSON OR BY PHONE AFTER FORM IS SUBMITTED.
PLEASE DO NOT WRITE ANY CARD NUMBERS ON THIS FORM.

Our Office Can be Reached at 937.333.4700; Mon - Fri, 8am - 5pm

DCC Office Use Only: Credit/Debit Card Processed by: _____ Date: _____

(CHECK HERE IF PAYING BY CHECK) CHECK # _____ AMT \$ _____

(CHECK HERE IF PAYING CASH) AMT \$ _____
 DCC Office Use Only: Cash Received by: _____ Date: _____


DAYTON CONVENTION CENTER
 22 E. Fifth Street, Dayton, OH 45402
 Phone: 937.333.4700 Fax: 937.333.4711

Phone Order Form

Name of Exhibition or Show: _____ Booth No. _____
 Firm / Booth Name: _____ Show Date: _____
 Address: _____ Phone No.: _____
 City: _____ State: _____ Zip: _____ Email: _____
 Contact: _____ Signature: _____

Please submit orders as early as possible to facilitate prompt service. On-site phone orders are not guaranteed due to the requirements of scheduling the labor.

Signature of requesting party on order form indicates understanding of the following:

- 1 Payment must accompany phone orders before any services are provided. IF PAYING BY CREDIT/DEBIT CARD, PLEASE CALL-IN YOUR CARD INFORMATION OR VISIT OUR OFFICE TO PAY IN PERSON. DO NOT EMAIL, MAIL OR FAX CREDIT/DEBIT CARD NUMBERS.
- 2 The City of Dayton IT Department and it's contractors are the only agents authorized to modify telephone system wiring and cables.
- 3 Exhibitor will be fully responsible for the protection and safekeeping of telephone equipment. Charges will apply for any damaged or lost equipment.
- 4 Pricing quoted for phone service only covers the most convenient manner of bringing the service to the booth or room.
- 5 Pricing is based on current rates and is subject to change at any time.
- 6 **You must dial "9" to reach an outside line. Credit card machines must be configured to dial "9".**
- 7 All lines are analog, toll free and long-distance capable. Phone use is unlimited throughout event.
- 8 No Call Waiting, Speed Dialing or Call Forwarding services are available.
- 9 Conferencing equipment is available to rent through our preferred AV Service provider, Dave Conger AV (please contact us for ordering). Outside conferencing equipment should be tested prior to events.

TELEPHONE SERVICE

QTY	DESCRIPTION OF SERVICES	RATE (Each)	TOTAL
	Telephone service drop to the booth (analog).	\$200.00	
	On-Site telephone service install rate.	\$500.00	
FOR HIGH-SPEED WIRELESS INTERNET SERVICE CONTACT US FOR A HARBORLINK WI-FI SERVICE ORDER FORM			
Grand Total (No Tax)			

ON-SITE RATE WILL APPLY FOR ORDERS RECEIVED DURING MOVE-IN AND EVENT

PAYMENT INFORMATION:

(CHECK HERE IF PAYING CREDIT/DEBIT CARD) TOTAL AMT \$ _____

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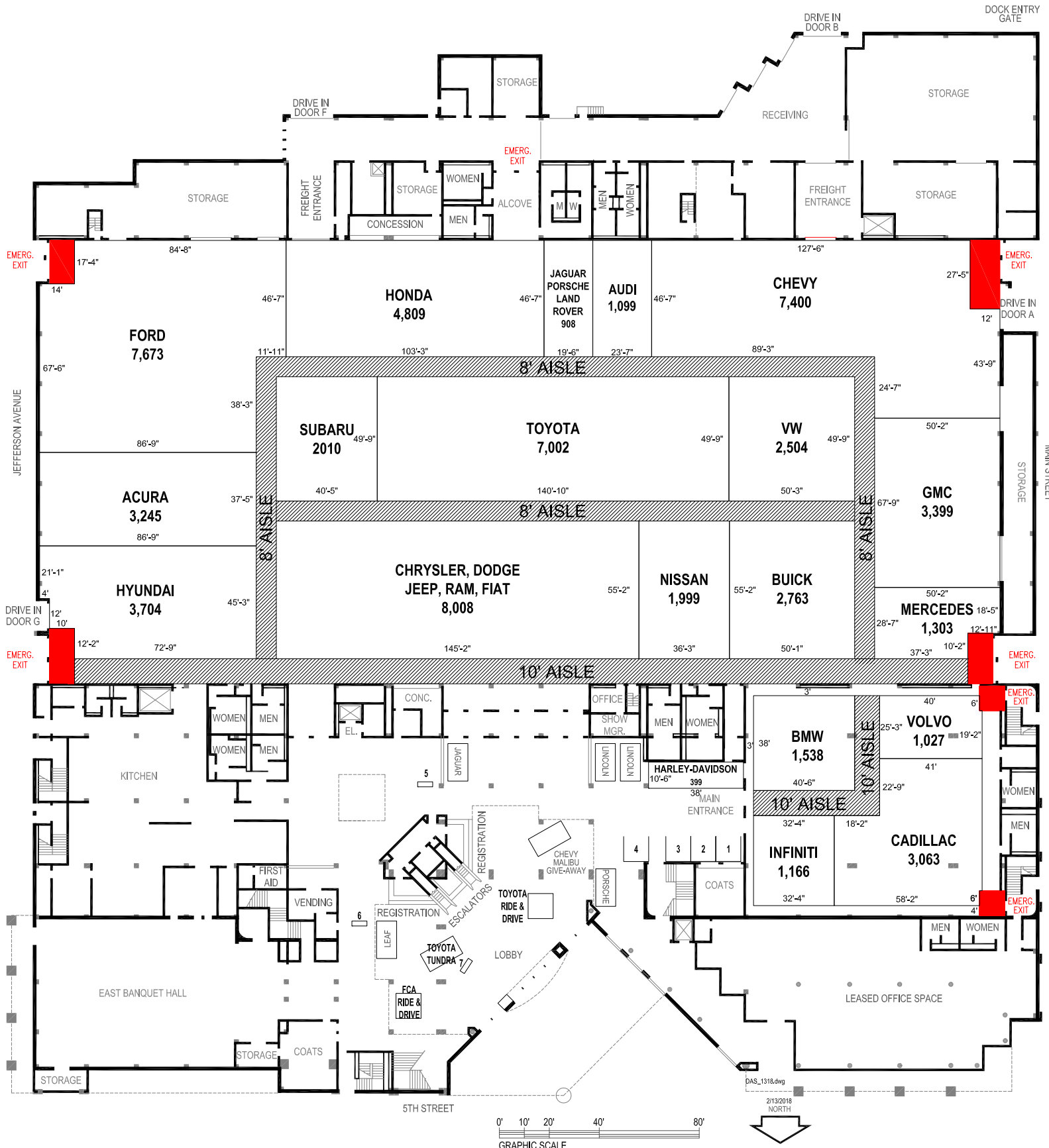
DCC Office Use Only: Credit/Debit Card Processed by: _____ Date: _____

(CHECK HERE IF PAYING BY CHECK) CHECK # _____ AMT \$ _____

(CHECK HERE IF PAYING CASH) AMT \$ _____

DCC Office Use Only: Cash Received by: _____ Date: _____

THE 2018 DAYTON AUTO SHOW



DAS_1318.dwg



DAYTON autoshow

February 22 - 25, 2018

LOCATION: Dayton Convention Center
22 East Fifth Street, Dayton, Ohio 45402

MOVE-IN: Displays – Tuesday, February 20
Vehicles – Wednesday, February 21

MOVE-OUT: Vehicles – Sunday, February 25 - 6:30 pm
Displays – Monday, February 26

PUBLIC SHOW HOURS:

Thursday, February 22:	12:00 pm - 9:00 pm
Friday, February 23:	12:00 pm - 9:00 pm
Saturday, February 24:	10:00 am - 9:00 pm
Sunday, February 25:	10:00 am - 6:00 pm

TICKETS: GENERAL ADMISSION: ADULTS - \$8.00 box office, \$6.00 online
Seniors: \$6.00 (ages 65+)
Students: \$6.00 (with a student ID)
Children: Ages 9 & under are free (when accompanied by a paid adult)
Tickets can be purchased at the auto show box office or online at www.daytonautoshow.com

PROMOTIONS: Military Appreciation Day presented by Dayton Area Toyota Dealers:
Free Admission on Thursday & Friday for anyone with a Military I.D.
2018 Chevy Cruze 2-Year Lease Giveaway sponsored by the Miami Valley Chevy Dealers
Toyota Drive Center (Toyota Ride & Drive)
FCA Drive Experience (Chrysler Dodge Jeep Ram Fiat - Ride & Drive)
Kids Events - Animals from Wildhearts Zoo, Matt the Balloon Guy, Face Doodles by Jen

Produced by the Dayton Area Automobile Dealers Association

Kelly Danison, Auto Show Manager ● 655 Metro Place South ● Suite 270 ● Dublin, Ohio 43017 ● Phone 614.923.2228 ● Fax 614.766.9600