

EXHIBITOR MANUAL / GUIDE

35th Annual ALLEGHENY OUTDOOR SHOW

FEBRUARY 14 – 16, 2020

PITTSBURGH/WESTERN PENNSYLVANIA'S #1 OUTDOOR SHOW!

Sponsored by Tröegs Independent Brewery
PITTSBURGH/MONROEVILLE CONV. CTR.
209 MALL BLVD – PITTSBURGH/MONROEVILLE, PA 15146

Produced by: EXPOSITIONS INC. - Since 1937

Show Office:

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MAPPING/GPS Instructions Use:

209 Mall Blvd
Monroeville, PA 15146
(Convention Center)
OR
101 Mall Blvd.
Monroeville, PA 15146
(Hotel next door)

Important Numbers:

Doubletree Hotel
(412) 373-7300
Convention Center
412-843-4485

****VERY IMPORTANT****

**PLEASE READ THIS EXHIBITOR KIT CAREFULLY!
IMPORTANT SETUP MOVE IN INFORMATION**

INSTALLATION INSTRUCTIONS & TIMETABLE

WEDNESDAY, FEBRUARY 12th **12:00 p.m. – 5:00 p.m.**
Setup Move in Hours for Trucks/Boats/ATVs/Large Vendors

THURSDAY, FEBRUARY 13th **8:00 a.m. – 7:00 p.m.**
Setup Move in Hours for all other exhibits

FRIDAY, FEBRUARY 14th **8:00 a.m. – 10:00 a.m.**
Hand carry and Carts only, Overhead Drive In Dock Door CLOSED

NOTE: There are no provisions for setup or move in on opening day, Friday, February 14th, other than hand-carry or dollies/handcarts through the Vendor/Exhibitor Entrance by the Loading Docks.

* The loading docks and the Overhead Drive in Door are NOT available.

SHOW HOURS (open to public):

Friday 2/14 12 Noon - 8:00 pm

Saturday 2/15 10:00 am - 8:00 pm

Sunday 2/16 10:00 am - 5:00 pm

Exhibitors/Vendors may enter the Convention Center 1 hour before the Show opens to the public and may stay in the Convention Center 30 minutes after the Show closes to the Public each day.

MOVE OUT:

Sunday: 2/16 5:00 pm – 10:00 pm and Monday 2/17 8:00 am – 12:00 pm

Ramp/Docks will be available starting at 6pm Sunday, February 16th (closing day of show).

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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: Expositions Inc PO Box 550 Cleveland OH 44107 or by email chris@expoinc.com
AIRPORT TAXI / UBER / LYFT	Be advised – Taxi/UBER/Lyft cost to/from Airport and the Doubletree Hotel is approximately \$75 one way and takes approximately 50 minutes. Call the Double Tree Hotel for more information if necessary: (412) 373-7300.
CARPETING	The North Hall (aisles 100, 200, 800-1200) is NOT carpeted. The South Hall (aisles 300-700) is TOTALLY carpeted.
CREDENTIALS/PASSES	Exhibitor badges/passes will be issued to the person in charge of the exhibit on installation days in the Show Office by the Trout Pond. 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 closes at 5:00 pm Sun. February 16th. No part of your exhibit may be torn down/dismantled or taken out of the building until 5p.m.
ELECTRICAL SERVICE	Low power service is approx. \$80.00 per connection. It is important to order electric service <i>in advance</i> to avoid unnecessary delays and added expense. For electrical form, click go to the show website www.pittsburghoutdoorshow.com , click “Exhibitor Information”, then click on the Electric Order Form to print out/send to Convention Ctr.
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 \$10.00.
FLAME PROOFING	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.

FURNITURE RENTAL / DECORATOR	For decorating form, go to the show website www.pittsburghoutdoorshow.com click “Exhibitor Information”, then click on the Decorating Order Form to print out/send to Convention Ctr.
HOTEL	<p>HEADQUARTERS Hotel DOUBLETREE Hilton – LOCATED just 300 ft from CONVENTION CTR. \$119/night + tax, minimum stay may be required. NOTE: This is the Official Hilton “room block” for our Show, in some cases, booking through travel websites may yield different rates. Go to www.pittsburghoutdoorshow.com starting Nov 15th for link to the Official Hilton Hotel booking website.</p> <p>Hotel Location: 101 Mall Blvd. Monroeville, PA 15146 Phone: (412) 373-7300 * This is a FULL SERVICE HOTEL: Dry Cleaning, Pool, Lounge/Bar, Full service restaurant, FREE PARKING !</p> <p>FOR ADDITIONAL HOTELS IN MONROEVILLE: PLEASE GO TO www.visitmonroeville.com</p>
INSURANCE	PLEASE REFER TO THE BACK SIDE OF YOUR EXHIBITOR CONTRACT FOR COMPLETE INSURANCE REQUIREMENTS RELATING TO EXPOSITIONS INC AND 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. Shuttle service is also available on Fri, Sat & Sun.
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, or write, P.O. Box 550, Cleveland, Ohio 44107-0550 or chris@expoinc.com
RAFFLES	All Raffles/Drawings/Giveaways must be approved in advance, in writing, by Show Management.
RETAIL SALES / VENDOR LICENSE	<p>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):</p> <p>Department of Revenue – Taxpayer Info Center State Office Building 300 Liberty Avenue, Room #104 Pittsburgh, PA 15222 (412) 565-5253</p>

RUBBISH / GARBAGE	By 11am 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 at the Show Office. Please read your exhibit contract for further information. Overnight security present.
SHIPMENTS	All shipments must be prepaid. Address shipments to: Your Exhibit Name and Booth #, c/o Allegheny Outdoor 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 14th. Shipments are received during normal business hours once the Show is in progress.
SHOW HOURS	Please see page 2 of this document.
SHOW OFFICE	The Show office is located near the Trout Fishing Pond.
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.
WATER	Exhibitors requiring water fills - call the Conv. Ctr direct for pricing: (412) --- ---- TBA – ask for Conv Ctr Services Manager
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.