Motorsports 2010
A Len Sammons Motorsports Production
January 22 – 24, 2010
Greater Philadelphia Expo Center
Oaks, PA

1.	**Show Hours**	Friday	January 22	3:00 PM - 10:00 PM
		Saturday	January 23	11:00 AM - 9:00 PM
		Sunday	January 24	11:00 AM - 4:00 PM

A representative of each Exhibit is required to be in attendance during Exhibit Hours.

2. **Deliveries** No advance deliveries will be accepted at Show Site. Display materials not sent to our Warehouse in advance must be delivered directly to the Exhibit Area at time of set-up. Reber-Friel Company will accept crated or boxed materials in advance of Show Set-Up at the Warehouse. Please refer to the Shipping Information in our Exhibitor Service Kit.

All Advance Display Material should be addressed as the following:

Exhibiting Name: _____Booth #_____
MotorSports 2010
c/o Reber-Friel Company
550 South Henderson Road
King of Prussia, PA 19406

* If you have multiple Booth Spaces; you only need your one (1) main Booth Number.

Please note that Freight and Payment should be received by the Deadline Date to avoid the Surcharge which otherwise applies.

Important Notice

The Greater Philadelphia Expo Center **WILL NOT** accept any advance shipment for this Trade Show at its facility. All advance shipments must be directly to our drayage contractor. The Reber-Friel Company will accept all freight; whether it be shipped by UPS, Air or other Common Carriers. The Greater Philadelphia Expo Center and the Reber-Friel Company accept NO RESPONSIBILITY for any delay in delivering display material if addressed improperly.

3.	**Installation**	**Big Rig Haulers**;	Large Trucks; Motor Homes; Hard to move vehicles & equipment That will be displayed on the Show Floor.
	Wednesday	January 20, 2010	1:00 PM - 7:00 PM Mandatory Time

NOTE: Wednesday, January 20, 2010 is the one day we will accept vehicles stated above that are to be shown.

NOTE: Booth Set-Up on Wednesday, January 20, 2010 will be 1:00 PM – 7:00 PM. (Upon Motorsports Show Management Approval)

NOTE: Cars & Trailers less than 20' will also be accepted on Wednesday, January 20, 2010.

	All Show Cars and Trailers;	Large & Small Cars less than 20' long and easy to move vehicles that will be displayed on the Show Floor
Wednesday	January 20, 2010	Upon Request to Show Management
Thursday	January 21, 2010	9:00 AM - 6:00 PM Preferred Time

You may also set-up your Booth Display between the hours of 9:00 AM – 7:00 PM.
NO VEHICLES after 6:00 PM; unless you receive consent from Motorsports Show Management.

	Small Cars Only	Go Karts; Micro Sprints; Quarter Midgets, etc. (Must be carried in)
Friday	January 22, 2010	9:00 AM - 12:00 PM

NO Large Cars accepted on Friday, January 22, 2010

You may only bring in Small Cars; Go Karts; Quarter Midgets; etc. Must be hand carried in. No large cars accepted on Friday, January 22, 2010. CARRY IN MERCHANDISE ONLY!

Booth Set-Up

Wednesday	January 20, 2010	1:00 PM - 7:00 PM (Upon Motorsports Management Approval)
	Main Set-up Day	
Thursday	January 21, 2010	9:00 AM 7:00 PM
Friday	January 22, 2010	9:00 AM - 2:00 PM

All loading doors will be locked at 2:00 PM on Friday, January 22, 2010. NO MOVE-IN after 2PM! Those who have not checked in by 2:00 PM on Friday, January 22, 2010 will be subject to losing their Booth Space.

4. **Dismantle** of Exhibits is not to begin until final closing at 4:00 PM on Sunday, January 24, 2010. Official show breakdown hours are Sunday, January 24, 2010 from 4:00 PM until 9:00 PM. All equipment must be completely removed and display area must be vacated by 9:00 PM on Sunday, January 24, 2010.

5. **Display Funiture** Furniture / Carpet – (Display Tables, Skirting, Chairs, Carpet, etc.) Display tables, pleated coverings, floor coverings and other furniture items may be rented at the rates shown on the Furniture Rental Order Forms.

NOTE: Exhibit Area IS NOT CARPETED!

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6. **Uniform Booth Background** consisting of curtain 8' high Backwall with 3' high Side Dividers on aluminum frames will be supplied along with a two line uniform headsign containing Company Name and Booth number. Drape Color will be Black and White.

7. **Display Prices** to qualify for discount prices. Full payment including 6% PA Sales Tax must be included with orders. Orders received after deadline date, without payment or placed at Show Site will be charged at the Standard Rates. Please note that orders without payment will not be processed.

8. **Payment & Charge Authorization** Please complete this form and forward with your order. Orders without payment will not be processed. For your convenience, by including your American Express, MasterCard and/or Visa Number; we can charge any balance to the account provided.

9. **Special Signs** Should you desire a special sign, other than the one (1) provided with your Booth Space, please contact Reber-Friel Company.

10. **Damage** The Exhibitors are responsible for all damage to the building, floor or equipment caused by their participation.

11. **Losses – Insurance** The Greater Philadelphia Expo Cente, Show Management and/or Reber-Friel Company will not be responsible for any loss or damage of any kind. It is suggested that Exhibitors contact their Insurance Brokers to determine the possibility of obtaining a rider to cover their shipments from the time they leave home premises until deliveries reach final destination.

12. **Arrangement of Exhibit** The uniform booth background is not strong enough to support display materials from the cloth or frame. Do not pin or staple materials to the cloth. Special background will be needed for any display materials that exceed 25 pounds 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 the approval of all inspection authorities.

13. **Service Desk** An Exhibitor's Service Desk will be located in the Exhibit Hall to service the needs of all Exhibitors.

14. **Carpenter Labor** Set-Up and Dismantle Labor is available at an hourly rate with a one (1) hour minimum per man. For Labor to Set-Up and/or Dismantle your Exhibit Booth, please indicate on the enclosed Carpenter Labor Order Form.