



SHOW MANAGEMENT **EXHIBITOR MANUAL**

2026 Philadelphia Auto Show

January 30 – February 8, 2026

Pennsylvania Convention Center

Philadelphia, PA

Produced by:


AUTO DEALERS ASSOCIATION
of Greater Philadelphia

3311 Swede Road, Ste A

East Norriton, PA 19401

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INTRODUCTION

This Exhibitor Manual contains information that is vital to the successful planning, marketing and management of your display in the 2026 Philadelphia Auto Show. It is important that you review this manual with those persons or agents having responsibility for your participation in the Show. **Failure to read this manual and respond promptly in ordering services could result in higher rates.**

General Exposition Services is the show's General Contractor. All independent contractors must coordinate their work schedules with General Exposition and PCC Labor Services and comply with all guidelines and insurance requirements.

BLUEPRINTS, ELECTRICAL ORDERS AND PROOF OF INSURANCE ARE OFTEN LATE, and several manufacturers pay more than they need to because they miss out on advance billing rates! DO NOT LET THIS HAPPEN TO YOU!

Manufacturers and display companies are required to supply Show Management and PCC Utility Services with a blueprint of their exhibit space no later than **January 12**. The floor plan should include electrical requirements and should reflect all fire marshal setbacks outlined in the [Important Rules and Regulations](#) section of this manual. All plans must be reviewed and approved by Show Management prior to move-in. Late floor plans may result in overtime charges, a delayed move-in, and possible fire marshal infringements on-site, resulting in additional costs.

Manufacturers are encouraged to complete and return the PCC electrical order form by **January 12** to receive the best rates.

You can view and/or download show floor plans, manuals, order forms, Pennsylvania Convention Center Rules and Regulations and more through the exhibitor section of phillyautoshow.com (www.phillyautoshow.com/exhibitors). Log in using username: **philly** and password: **cheesesteak**.

Please ensure that **all display vehicles** are delivered with **less than ¼ tank of gas**. Complete [vehicle requirements](#) can be found in the Important Rules & Regulations.

Thank you for your support and cooperation. We wish you a successful 2026 Show!



Mike Gempp
ADAGP President
mike@adagp.com



Kelsey Baker
Auto Show Director
kelsey@adagp.com

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EXHIBITOR ACTION ITEM CHECKLIST

ACTION ITEM	DEADLINE	COMPLETED
Send Certificate of Insurance to ADAGP	December 26	<input type="checkbox"/>
Request Show Management approval for hanging signs	January 2	<input type="checkbox"/>
Send electrical blueprints to ADAGP & PCC Utilities	January 12	<input type="checkbox"/>
Order electrical service	January 12	<input type="checkbox"/>
Order advanced rate internet service	January 12	<input type="checkbox"/>
Place security order	January 12	<input type="checkbox"/>
Order decorator needs (Furniture, Waste Cans, etc.)	January 16	<input type="checkbox"/>
Submit credential requests	January 23	<input type="checkbox"/>

DIRECTORY OF CONTRACTORS & FACILITIES

SHOW FACILITY

Pennsylvania Convention Center (PCC)
1101 Arch Street
Philadelphia, PA 19107-2299
Phone: (215) 418-4700
www.paconvention.com

ONLINE EXHIBITOR INFORMATION

www.phillyautoshow.com/exhibitors
Username: philly
Password: cheesesteak

SHOW MANAGEMENT

Auto Dealers Association of Greater Philadelphia
3311 Swede Road, Suite A
East Norriton, PA 19401

Contact: Kelsey Baker, Show Director
Email: kelsey@adagp.com
Cell: (267) 815-1898

Contact: Jenn Jackson, Auto Show Relations
Email: jenn@adagp.com
Cell: (704) 907-9288

Contact: Julia McCann, Show Coordinator
Email: julia@adagp.com
Cell: (610) 505-3108

ON-SITE SHOW MANAGEMENT OFFICES

Pennsylvania Convention Center
Room 304 (Mezzanine Level)
Phone: (215) 418-2000
Email: autoshowoffice@gmail.com

MEDIA & PUBLIC RELATIONS

Auto Dealers Association of Greater Philadelphia
Contact: Andrea Simpson
Email: andrea@adagp.com
Cell: (267) 566-0359

ON-SITE MEDIA & PR OFFICE

Pennsylvania Convention Center
Room 303 (Mezzanine Level)
Phone: (215) 418-2262

INSTALL/DISMANTLE, MATERIAL HANDLING & SHIPPING SERVICES

General Exposition Services
205 Windsor Road, Limerick Business Center
Pottstown, PA 19464
Phone: 610-495-8866
Contact: Rachel Pinder
Email: rpinder@generalexposition.com
Contact: Joe Boyle
Email: jboyle@generalexposition.com

A/V & INTERNET SERVICES, ELECTRICAL SERVICE, OVERHEAD & SPECIAL LIGHTING

PCC Exhibitor Services
Contact: Colleen McShane
Phone: 215-418-2188
Email: cmcshane@paconvention.com

MEETING ROOM SETUP

PCC Event Services
Contact: Michael Mwaniki
Phone: (215) 418-4782
Email: mmwaniki@paconvention.com

CONTRACTOR SERVICES

PCC Contractor Services
Contact: Mike Cowley
Phone: (267) 278-3585
Email: mcowley@paconvention.com

FOOD & BEVERAGE

PCC Culinary Services/Aramark
Contact: Jessica MacGillivray
Phone: (484) 802-6272
Email: macgillivray-jessica@aramark.com

DISPLAY SECURITY

Imperial Events Security Services (IESS)
Phone: 888-502-4377
Email: solutions@iessevents.com

GENERAL SHOW INFORMATION

SHOW DATES & HOURS

DATES	HOURS
Friday, January 30 (charity preview)	7 PM – 11:30 PM
Saturday, January 31	10 AM – 9 PM
Sunday, February 1	10 AM – 8 PM
Monday, February 2 – Thursday, February 5	12 PM – 8 PM
Friday, February 6	12 PM – 9 PM
Saturday, February 7	10 AM – 9 PM
Sunday, February 8	10 AM – 6 PM

SHOW LOCATION

Pennsylvania Convention Center | 1101 Arch Street, Philadelphia, PA 19107
(215) 418-4700 | www.paconvention.com

ON-SITE SHOW MANAGEMENT OFFICES

The Show Management Offices will be in **Room 304** on the Mezzanine Level of the Convention Center. Hours of operation are as follows:

DATE	OPEN	CLOSE
Monday, January 26 – Thursday, January 29	8 AM	5 PM
Friday, January 30	8 AM	9 PM
Saturday, January 31	9 AM	9 PM
Sunday, February 1	9 AM	8 PM
Monday, February 2 – Thursday, February 5	10 AM	8 PM
Friday, February 6	10 AM	9 PM
Saturday, February 7	9 AM	9 PM
Sunday, February 8	9 AM	8 PM
Monday, February 9	8 AM	2 PM

The Show Office telephone number, (215) 418-2000, will be in service January 26 – February 9.

FACTORY LOUNGE

During public show days, a factory lounge will be available for manufacturer representatives and product specialists with the proper credentials to relax away from the Show floor. The room will open one hour after the Show opens and will close one hour prior to the Show closing. Check-in is required upon entry. The room will offer tables, chairs, television, water and wireless internet. Check with the Show Office for Lounge location.

BLACK TIE TAILGATE – FRIDAY, JANUARY 30

A black-tie charity reception to benefit Children’s Hospital of Philadelphia will be held on the Show floor from 7PM – 11:30PM. Manufacturers interested in sponsoring the event should contact Kathy Spencer at kathy@adagp.com.

All exhibits must be staffed for the Black Tie Tailgate. Indoor ride and drives should plan to operate from 7PM – 10PM.

SHOW PUBLIC RELATIONS & PROMOTION

PUBLIC RELATIONS CONTACTS

The ADAGP and Red Thread PR will handle all Show publicity. Questions regarding public relations should be directed to:

Andrea Simpson
Director of PR & Communications
(267) 566-0359
andrea@adagp.com.

MEDIA ROOM

The Media Room will be located in Room 303 on the Mezzanine Level. It will be staffed beginning on Thursday, January 29 through Saturday, February 7. Press attending the Show should check in at the registration desk inside the 12th & Arch Street Entrance.

MEDIA OPPORTUNITIES – FRIDAY, JANUARY 30

Several regional broadcast stations and select other media outlets will go live from the show floor on Friday, January 30, beginning around 5AM. It is highly encouraged that manufacturers participating in the e-Tracks have a driver available during this time to take advantage of the media opportunities that will be present.

A member of our PR team will reach out directly regarding static manufacturer displays and the opportunity to discuss certain featured vehicles. For questions or more details, please contact Andrea Simpson.

RE-PRODUCTION CARS & MAJOR DISPLAYS

Manufacturers planning to exhibit significant new product, specialty vehicles or major displays should notify Kelsey Baker at kelsey@adagp.com and provide a Press Kit or promotional materials as soon as possible. **Please also provide a list of all vehicles that are scheduled to be on display, as all vehicles will be promoted on phillyautoshow.com.**

New product and concept vehicle photos are utilized in Show social media and on phillyautoshow.com. They are also heavily promoted by the Public Relations staff prior to and during the Auto Show. The sooner information is received by Show Management, the more opportunity for promotion.

EXHIBITOR SUPPORT

All dealerships, factories and dealer advertising groups are asked to proudly support the Philadelphia Auto Show by advertising their participation in the Show. Usual radio, television, and print ads may be supplemented with a voice-over or drop-in Auto Show mention. (Example: “See the new 2026 Toyota lineup at the Philadelphia Auto Show, January 31st thru February 8th.”)

The ADAGP will greatly appreciate any Show advertising that can be incorporated into regular advertising schedules.

TICKETING AND EXHIBITOR ACCESS

COMPLIMENTARY TICKETS FOR PARTICIPATING BRANDS

Each participating brand receives 10 complimentary tickets per 1,000 square feet of exhibit space purchased, or 100 tickets, whichever is more. These tickets can be mailed or emailed in advance of the show or picked up on-site.

Please contact Julia McCann at julia@adagp.com to arrange for mailing, electronic delivery or pickup.

DISPLAY STAFF CREDENTIALS

Display managers must pre-register all display staff using the online Exhibitor Registration hub. Please email Julia McCann at julia@adagp.com if you have not received your personal registration link.

A unique email address is required for each staff member. Electronic credentials will be emailed to each display staff member upon approval.

NOTE: No one under the age of 16 years old will be permitted to enter with an exhibitor credential. No children under the age of 16 are permitted in the Center during set-up or tear-down.

SALESPERSON ENTRANCE PROCEDURE

Any salespersons scheduled to work the Show that have not been registered through the Exhibitor Registration hub must check in at the registration desk, located inside the 12th & Arch Streets entrance, on the day they are scheduled to work to receive a day pass for entry. A business card and photo ID must be presented.

Employees, relatives, neighbors, and friends of exhibitors MUST HAVE A TICKET for admission.

Suitable business attire should be worn by all personnel working within your exhibit area. Exhibitors not dressed accordingly will not be admitted into the Show.

VEHICLE DETAILING PERSONNEL

Vehicle detailing personnel will be admitted up to **two hours prior to the opening of the Show** each day. To retain our first-class Show appearance, all detailing personnel must dress appropriately to enter the Show. An acceptable professional appearance would include the following: coveralls, company golf shirts or T-shirts, and clean blue jeans or slacks. A uniform appearance for all employees representing your company is preferred.

All porter service, temporary employees and display clean-up personnel will be required to provide exhibitor credentials to gain entrance to the Show. Supervisors must register all detailing staff using the online Exhibitor Registration hub. Please email Julia McCann at julia@adagp.com for your personal registration link.

SHOW SERVICES

EXHIBITOR SERVICES PROVIDED IN SPACE RENTAL CHARGE

The following items and services are included in the space rental charge:

- Daily vacuuming of all common areas and manufacturer booth floor carpeting
- Daily emptying of all trash containers
- 10 Complimentary tickets per 1,000 square feet purchased or 100 tickets, whichever is more
- Vehicle move-in/move-out labor
- Standby electrical labor during all open show hours

Unless otherwise indicated in your Exhibit Space Agreement, each exhibitor is responsible for carpet, drayage, labor, show services (electric, internet, A/V, etc.) and the rental of and payment for tables, chairs, desks, waste cans, and any other item used within their display. Cleaning of displays, vehicles, turntables, and the daily vacuuming of turntables and platforms is the responsibility of the exhibitor.

SECURITY

Show Management will provide 24-hour guard service on all Show floors, beginning on Monday, January 26 at 8AM and concluding on Monday, February 9 at 5PM.

During public hours, please do not leave your booth unattended. If your display contains something of particular value, it is strongly recommended that you secure it overnight by contacting Imperial Events Security Services to hire overnight booth security (contact solutions@iessevents.com or 888-502-4377).

NOTE: Exhibit Managers should check their space every morning and evening and report any incidents immediately to the Show Office, Room 304, including damages, thefts, trip hazards etc. Show Management cannot be held liable for any trip hazards or loss by theft or other means. (For more information, please refer to your space contract.)

DEALING WITH UNION PERSONNEL

Any attempt by Union workers to solicit payment for display work performed should be reported immediately to PCC Labor Services or Show Management.

If you encounter any difficulty with labor, or if you are dissatisfied with the work performed, please report your complaint immediately to PCC Labor Services. **Please refrain from voicing your complaints directly to Union personnel.** The person in charge of your exhibit should carefully inspect and personally sign all work order forms. If there is a question about any charges, do not sign the work order. Your questions will be clarified by reporting immediately to PCC Labor Services. All Union personnel will wear badges that provide their name, the Union performing the service, and badge number. We urge you to make note of the badge number by marking it on your work order form. Please bring any problem to the attention of PCC Labor Services, as it is difficult to settle a problem after the close of the Auto Show.

MOVE-IN AND SET-UP INFORMATION

Exhibit Hall Setup

MARSHALING YARD

All freight and vehicle carriers MUST check in at the Marshaling Yard upon arriving in Philadelphia. No trucks will be considered “checked in” until a driver is present.

Marshaling Yard Location:

700 Callowhill Street
Philadelphia, PA 1912

Please see General Exposition’s service kit for complete marshaling yard instructions.

ELECTRICAL, LIGHTING & RIGGING

Floor electric installation for **Target 1** exhibitors will take place on Friday, January 23. Floor electric installation for **Target 2** exhibitors will take place after 12:30PM on Monday, January 26. All special lighting needs should be scheduled for installation on Monday, January 26.

To avoid unnecessary charges, have your floor plan, complete with electric layouts, to PCC Utility Services NO LATER THAN JANUARY 12.

CARPET & FLOOR COVERINGS

Carpet and floor covering installation will take place on Monday, January 26. **You must schedule the installation of your carpet for this date.** General Exposition and Show Management will work closely with carpet installers to determine the best and most efficient time for installation.

PLEASE NOTE: Exhibit carpet is NOT included in the exhibit space rental rate for exhibitors.

EXHIBIT UNLOADING

Freight unloading for Exhibit Halls will take place on **MONDAY, JANUARY 26.** All trucks **MUST check in at the Marshaling Yard** before proceeding to the docks. Exhibit unloading will be divided into two target groups as follows:

TARGET 1 – MONDAY 1/26

Check-in time: 7AM–10AM
Unload time: 10AM–1PM

EXHIBITORS: M-1, M-2, M-3, M-6, M-7,
M-18, M-19, M-20, R-1

TARGET 2 – MONDAY 1/26

Check-in time: 11AM–2PM
Unload time: 3PM–6PM

EXHIBITORS: M-4, M-5, M-8, M-9, M-10, M-11, M-12,
M-13, M-14, M-15, M-16, M-17

EXHIBIT SET-UP

Set-up of display material will begin as soon as exhibits are unloaded. All exhibit crates must be emptied by **12 NOON** on Wednesday, January 28, as they will be removed that afternoon. **All crates must be removed before vehicles may enter on Thursday, January 29.**

Major display set-up must be completed by 8PM Thursday, January 29. Only light work may be completed on Friday, January 30, and all work must be completed by 4PM in preparation for the Black Tie Tailgate.

Show Vehicle Move-In

SHOW VEHICLE MOVE-IN

Vehicle move-in will take place on **Thursday, January 29**. To ensure a smooth move-in, **please adhere to the time frames below. All vehicle carriers must check in at the Marshaling Yard at least one hour prior to scheduled move-in.**

VEHICLE MOVE-IN TIMES:

GROUP 1 (M-1, M-7, M-11, M-12, M-13, M-15, M-16, M-17, M-18, M-19, M-20, R-3): 8AM – 11:30AM

GROUP 2 (M-2, M-3, M-4, M-5, M-6, M-8, M-9, M-14, R-1, R-2): 12:30PM – 4PM

NOTE: Vehicles displayed on a turntable or platform will be allowed to enter the building during exhibit set-up days provided the display is ready to accommodate the vehicle.

EARLY MOVE-IN

Exhibitors who have completed setup and have all crates removed by 2PM on Wednesday, January 28 may request to move vehicles onto the show floor on Wednesday afternoon between 2PM and 5PM. **Please see Show Management or General Exposition Services to request early vehicle move-in.**

Building Access

BUILDING ACCESS DURING SET-UP

To provide complete security for exhibitors and their possessions, it is important that all exhibitors observe the following daily access hours. Your cooperation will be appreciated.

DATE	ACCESS HOURS
Monday, January 26 & Tuesday, January 27	6AM – 8PM
Wednesday, January 28 & Thursday, January 29	8AM – 8PM
Friday, January 30	8AM – 4PM

BUILDING ACCESS DURING SHOW DAYS

Exhibitors who are working the Show may report one (1) hour prior to public opening. All exhibitors must have their exhibitor credential scanned upon entry each show day and receive a wristband for in/out privileges. The building will be cleared one half-hour after Show closing each day.

HALL CLEANING

Show Management will begin cleaning the Halls at 6PM on Thursday, January 29.

The building will be cleared of all personnel at 4PM on Friday, January 30 for final cleaning of the show floor in preparation for the Black Tie Tailgate.

MOVE-OUT INFORMATION

VEHICLE REMOVAL

Battery re-connect should be scheduled beginning at 6AM on Monday, February 9. Vehicle move-out will begin at 8AM. All Show vehicles must be removed from the Pennsylvania Convention Center by 12PM.

Special Vehicle Removal Permits will be provided to each display coordinator. These Vehicle Removal Permits must be placed on the dashboard of each vehicle. Vehicle Removal Permits will be available after 12 noon on Sunday, February 8 in the Show Office, Room 304.

Each permit must contain the vehicle information, driver's name and the driver's operator license number. As each vehicle approaches the exit doors, **the permit and the driver's operator license must be given to the security guard.**

It is the responsibility of the exhibitor to ensure the safety of their vehicles during move-out. Show Management and General Exposition Services are not responsible for damage incurred to a vehicle left on the show floor after 12PM Monday, February 9.

EXHIBIT DISMANTLING

Exhibit crates will be returned to each display area beginning at 1PM on Monday, February 9.

Exhibit loading will begin on **Tuesday, February 10 at 8AM** for exhibitors who are ready to load their displays. Exhibitors with larger exhibits should attempt to dismantle and crate their display in sections to expedite move-out and loading.

ALL SPACES MUST BE COMPLETELY CLEAR BY 5PM TUESDAY, FEBRUARY 10.

INSURANCE REQUIREMENTS

All Exhibitors and Exhibitor-Appointed Contractors ("EACs") providing any equipment or services to the Philadelphia Auto Show or its exhibitors must secure a broad-form comprehensive general liability insurance policy.

INSURANCE REQUIREMENTS

The Exhibitor or EAC shall procure, at its sole cost and expense, and shall maintain in force at all times during the term of the Auto Show contract, policies of insurance as herein below set forth, written by an insurance carrier with an AM Best rating of A-VII or better and approved by Show Management and, upon request, shall deliver to Show Management evidence of such policies. These policies shall be endorsed in a form acceptable to Show Management to include a provision that the policy will not be cancelled, materially changed, or not renewed without at least thirty (30) days prior written notice to Show Management and state or be endorsed to provide that the coverage afforded under the policies shall apply on a primary and not on an excess or contributing basis with any policies which may be available to Show Management. Policies written on a "claims-made" basis are not acceptable. At least two weeks prior to the expiration of the policies, and if requested by Show Management, Exhibitor or EAC shall provide evidence of renewal or replacement policies of insurance, with terms and limits no less favorable as the expiring policies. Deductibles of self-insured retention above \$25,000 will require approval from Show Management.

1. **Commercial General Liability insurance policy** (I.S.O. Form CG 00 01 or equivalent approved by Show Management) in the Exhibitor's or EAC's name with limits of liability in the amount of **\$1,000,000 occurrence/\$1,000,000 aggregate** on a combined single limit basis for injuries to persons (including death) and damage to property and with the Additional Insureds listed in Section 6.
2. **Excess Liability Insurance** coverage with limits of **\$5,000,000 per occurrence** in the Exhibitor's or EAC's name with the Additional Insureds listed in Section 6.
3. **Automobile and Truck Liability Insurance** Policy in the Exhibitor's or EAC's name with limits of liability in the amount of **\$1,000,000 each occurrence**, on a combined single limit basis for claims for bodily injuries (including death) to persons and for damage to property arising out of the ownership, maintenance or use of any owned, hired or non-owned motor vehicle and with the Additional Insureds Listed in Section 6.
4. **Worker's Compensation Insurance** (including Employer's Liability Insurance) with limits of **\$500,000/\$500,000/\$500,000**.
5. Any additional insurance policies necessary to obtain required permits or otherwise comply with applicable law ordinances or regulations regarding the performance of your contract, including, without limitation, all-risk legal liability insurance with limits of liability of not less than \$1,000,000 for damage to property of others in the care, custody or control of the Exhibitor or EAC; and \$50,000 all-risk property coverage on any and all materials, supplies, equipment and furnishings brought on site to the Pennsylvania Convention Center, all naming the Additional Insureds listed in Section 6. Loss caused by the Exhibitor or EAC, or a party for whom the Exhibitor or EAC is responsible, which is under any deductible amount is the sole responsibility of the Exhibitor or EAC.
6. **Required Additional Insureds** for General Liability, Excess Liability and Automobile policies:
 Auto Dealers Association of Greater Philadelphia
 Pennsylvania Convention Center Authority
 Commonwealth of Pennsylvania
 City of Philadelphia
 SMG

A Certificate of Insurance may be supplied as evidence of such aforementioned policies; however, if requested by Show Management, the Exhibitor or EAC shall deliver to Show Management within 45 days of the request, a copy of such policies, naming the required additional insureds and certified by the insurance carrier as being true and complete.

If a Certificate of Insurance is submitted, it must:

- 1) indicate the I.S.O. Form used by the carrier;
- 2) be signed by an authorized representative of the insurance carrier;
- 3) disclose any deductible, self-insured retention, aggregate limit or any exclusions to the policy that materially change the coverage;
- 4) **include the above listed Additional Insureds on all policies** (except Worker's Compensation)
- 5) reference Philadelphia Auto Show, January 26 – February 10, 2026, Pennsylvania Convention Center, Philadelphia, PA on the face of the certificate;
- 6) expressly reference the inclusion of all required endorsements;
- 7) be contractually binding upon the insurance carrier.

If requested by Show Management, the Exhibitor or EAC must furnish within thirty (30) days of a request proof that the person signing the certificate is authorized by the insurance carrier.

If, at any time during the period of this contract, insurance as required is not in effect, or proof thereof is not provided to Show Management, Show Management shall have the options to: (1) direct the Exhibitor or EAC to suspend work at or close the exhibit, permanently or pending Exhibitor's obtaining insurance under option (2), without liability of the Show Management or compensation or an extension of time due to Exhibitor or EAC on account thereof, (2) obtain the required insurance at Exhibitor's or EAC's expense, providing Show Management with evidence of coverage immediately, or (3) treat such failure as an event of default.

The Exhibitor and/or EAC shall immediately file with Show Management, 3311 Swede Road, Suite A, East Norriton, PA 19401, or by email to Michelle Gregory (michelle@phillyautoshow.com), a notice of any occurrence likely to result in a claim against Show Management, and shall also file with the Torts Division detailed sworn proof of interest and loss within sixty (60) days from the date of loss.

All policies must provide coverage from January 26 - February 10, 2026. All insurance policies must meet all applicable requirements. The corresponding Certificate of Insurance or policy must be received by the Association no later than **December 26, 2025**.

NOTE: This deadline will be strictly enforced. Access to the building may be denied to those Exhibitors or EACs that have not provided a complying Certificate of Insurance or policy to Show Management.

IMPORTANT RULES AND REGULATIONS

AISLES FOR EMERGENCY PURPOSES

The Fire Department requires that all exhibitors leave three feet (3') of space on every public aisle and two feet (2') of space on any border of their exhibit which adjoins another display area. This will allow a four-foot (4') emergency aisle running between each space. In addition, manufacturer exhibits must be set back fifteen feet (15') directly in front of all emergency exit doors and five feet (5') from all columns. If the column does not contain emergency equipment, vehicles may be placed within this space.

ALCOHOLIC BEVERAGES

Alcoholic beverages may not be brought into the Pennsylvania Convention Center.

BALLOONS, STICKERS, DECALS

Under NO circumstances are helium balloons or adhesive-back decals to be given away or permitted to be used in the Pennsylvania Convention Center. Any cost incurred by the Pennsylvania Convention Center from the use or removal of these items will be charged to the exhibitor.

DISPLAY PLACEMENT

The ceiling height is thirty-one feet (31') and the maximum permissible height for displays is twenty-six feet (26') for the Main Exhibit Hall.

Placement of exhibits cannot interfere, block or extend into other exhibits or block emergency exits. An exhibitor could be asked to change the location or configuration of their exhibit or vehicle placement should they interfere with the rights of other exhibitors. All exhibits must be capable of standing by themselves. No supporting wires from the ceiling or draped walls will be permitted.

DRONES

All drone operation within the Pennsylvania Convention Center requires advance written authorization from the PCC and Show Management. Unauthorized drone use is strictly prohibited.

EXHIBIT BLUEPRINTS

All vehicle exhibitors must provide a **scaled electrical blueprint** of their display to Show Management and PCC Utility Services by **January 12**. Failure to meet this deadline may result in increased expense and a delayed move-in. These blueprints will be used by Utility Services to install electric lines before the installation of carpet. **Please be sure to include electrical needs on your blueprints.** PDF blueprints should be emailed to Kelsey Baker, Show Management at kelsey@adagp.com and PCC Utility Services at utilities@paconvention.com.

EXHIBITOR DRESS CODE

All personnel working within your exhibit area should wear suitable business attire. Exhibitors not dressed accordingly will not be admitted into the Show.

EXHIBITOR PRESENTATION RESTRICTIONS

An exhibitor may not, in any case, work, sell or distribute literature from any area other than the space rented by the exhibitor. Sales presentations, distribution of literature, and public surveys are strictly forbidden from being conducted in public aisles, other exhibit spaces, or any other public areas of the Pennsylvania Convention Center. All public address systems must be kept to a volume so as not to disturb neighboring exhibitors. **Disputes over proper volume levels will be solely determined by Show Management.**

FIREARMS

The Pennsylvania Convention Center has a policy that NO ONE other than uniformed police officers are permitted to carry a firearm inside the convention center at any time. There is no location or safe box at the convention center to secure firearms. Metal detectors will be in use at all event entrances.

FIRE REGULATIONS

Exhibitors must comply with all federal, state, and local fire codes which apply to places of public assembly, in particular, Chapters 5, 8, and 31 of the Life Safety Code. All curtains, buntings, draping, etc., of any kind must be flameproof. Special care should be taken not to block or obstruct any fire hose or fire extinguisher cabinets, fire pull boxes, or entrances and exits within the Pennsylvania Convention Center.

LIABILITY

Exhibitors are entirely responsible for the space allotted them through their contracts! It is strongly recommended that anyone working within an exhibit routinely walk the space looking to ensure attendee safety. Any problems noted within the space should be reported to the General Contractor or Show Management immediately. Any display feature that could cause a trip or any type of hazard should be repaired immediately and clearly marked with caution tape and/or warning sign. **Show Management will NOT be responsible for accidents occurring within your contracted space.**

The Pennsylvania Convention Center, Auto Dealers Association of Greater Philadelphia and General Exposition Services assume no liability or responsibility for any loss or theft. Therefore, it is the exhibitor's responsibility to provide their own insurance coverage for employees, vehicles, exhibits, materials, and all other items of personal value and other property.

MUSIC AT THE SHOW

Jingles and commercials produced by a manufacturer, which are the property of the manufacturer, can be used throughout the Show. **No music, live or recorded, may be played** in any display at the Philadelphia Auto Show, and **no background music** (through the use of a television, radio, stereo, mobile device or other music player) can be used unless the appropriate license has been acquired from BMI (Broadcast Music, Inc.) and/or ASCAP (American Society of Composers, Authors, and Publishers), as this is an infringement on the original copyright. A corporate ASCAP or BMI license **does not** cover performances at the Show; a separate event license must be obtained.

SIGNS, BANNERS, HANGING SIGNS, COLUMN WRAPS

No signs, banners, plaques, pennants, etc. can be hung from walls or perimeter drapes.

Manufacturer produced hanging signs **ARE** permitted; **however**, when installed, the top of any hanging sign may not exceed the display height restrictions for the hall. **All hanging signs must be approved by Show Management by January 2.**

Manufacturer produced column wraps **ARE** permitted; **however**, they must allow access to all column panels, including electrical and fire safety, and they may NOT cover the column numbers. Column wraps should be large enough to accommodate the 5' fire setback on all sides and include at least one access door for safety personnel in case of emergency. A sign indicating fire extinguisher access must be displayed on the access panel of any column wrap covering a fire safety panel.

All signs must be professionally manufactured and have a finished surface on all edges and sides. Signs cannot block the view of other exhibitors. Decorations, signs, banners, etc., may not be taped, tacked, stapled or otherwise fastened to ceilings, walls, doors, painted surfaces, or columns unless done by, or under the direction of, Pennsylvania Convention Center staff. In the case of a complaint, the decision of whether a sign remains or must be relocated is solely at the discretion of Show Management.

VEHICLE SALES

Vehicle booths at the Philadelphia Auto Show are for information and display purposes only. **No vehicle sale or lease transaction and no final sales contract may be consummated on the show floor at any time. There are absolutely no exceptions to this rule.** Investigators are expected to be present on all show days to ensure that this rule is strictly followed.

Vehicle Requirements

Under **NO** circumstances may display vehicles be placed in front of any fire or public entrance and exit doors. Special attention should be given to keeping these public doors free of obstruction by any Show vehicles. The same holds true for the erection of displays, staging, walls, turntables, signs, etc. *A Fire Marshal will be on duty throughout all public hours of the Auto Show.*

BATTERY CABLES – All Show vehicles must have the battery cables disconnected and ends taped using UL approved plastic electrical tape. **Battery cable disconnect/reconnect must be done by or under the direct supervision of an PCC Electrician.** An electrical labor order form is available through the Exhibitor Section of phillyautoshow.com.

FUEL TANK LEVEL – The vehicle fuel level cannot exceed 1/4 tank or 5 gallons (whichever is less). All vehicles will be checked as they enter the Pennsylvania Convention Center. If the fuel level exceeds 1/4 tank, the vehicle will not be permitted to enter the building. **Tanks cannot be refueled or emptied inside the Pennsylvania Convention Center.**

REPAIRS – No repairs or alterations shall be made on vehicles inside the convention center.

GAS CAP REQUIREMENTS – Fuel tanks and fill openings must be closed with a locking cap or taped shut.

AC/DC CONVERTERS – Cars using AC/DC converters must have the security system fuse and horn disconnected to prevent the public from setting off vehicle alarms. **Converter connect/disconnect must be done by a PCC Electrician.** An electrical labor order form is available through the Exhibitor Section of phillyautoshow.com.

VEHICLE ACCESS AND CLEANING – All Show vehicles, except factory display models, must be unlocked during public Show hours. All vehicles must be waxed or wiped daily. Show Management will inspect each display area to see that this service is provided, with the cleaning charges being sent to the exhibitor whose vehicles have been neglected.

OFFICIAL GENERAL CONTRACTOR INFORMATION

GENERAL INFORMATION

Services for the 2026 Philadelphia Auto Show will be provided by **General Exposition Services.**

Phone: 610-495-8866

Fax: 610-495-8870

Email: info@generalexposition.com

Address: Limerick Business Center
205 Windsor Road, Pottstown, PA 19464

Contacts:

Joe Boyle

jboyle@generalexposition.com

Rachel Pinder

rpinder@generalexposition.com

ONSITE SERVICE DESK

General Exposition will staff the Exhibitor's Service Desk in Hall B rear (behind the e-Track near column B1) beginning on Monday, January 26 and continuing through Tuesday, February 10.

ONLINE ORDERING & SERVICE KIT

General Exposition Services secure online ordering website is the preferred method for placing orders, including booth furnishings, carpet, rental exhibits, graphics, labor, material handling services and more.

To log in, go to <https://www.generalexposition.com/online-servicekit.php>. At the login page, **check the agreement box** and enter the exhibit code: **PHLAUTO26.**

Once you enter you will be given 2 options, View and Print Forms or View and Complete Forms Online.

VIEW AND PRINT: This option provides a complete list of all the forms that can be printed out individually. This option only allows you either to email or fax your form(s) to General Exposition Services with payment.

VIEW AND COMPLETE ONLINE: This option allows you to fill out the forms and make payment directly online. This option requires a credit card to be submitted prior to entering the forms.

General Exposition Services rental items, services and carpet must be ordered no later than Friday, January 16 to receive the advanced rates.