

## **Vendor Guidelines**

\*All interested parties must submit a vendor application by no later than February 28, 2011. Space is limited, so we suggest sending in your registration as early as possible. Credentials for the show will be sent out by no later than March 11, 2011. Exhibit space is not confirmed until payment is received.

\* A standard vendor display area is 10'x10'. To request a larger vendor display area, please send in your application as early as possible due to there being limited availability for larger areas.

\*Move in times will be on Thursday, March 24, 2011 from 9 am until 7 pm. The Greater Philadelphia Expo Center will lock its doors and secure the facility promptly at 7:00 pm. Please make sure that you arrive in enough time to unload and get your display area set up within the load in times as no provision will be made for any person to remain on the expo floor past 7 pm. Both the Expo Center & Full House Motorsports, LLC will be handling security throughout the event during the day and night but are not responsible for lost, stolen, or damaged property while on the expo floor. Our opening night gala will begin at 7 pm, so all booths must be set up by that time.

\* Show times for Friday, March 25, 2011 will be from 9 am until 9 pm. All entrants will be permitted to enter the Expo Center one (1) hour prior (8 am) to the doors opening to the public at 9 am so that you may do final touches to your display. The Expo Center doors will be secured for the night at 10 pm promptly. Friday is our Career Day from 9 am until 12 noon. The show will open to the public at 2 pm.

\*Show times for Saturday, March 26, 2011 will be from 10 am until 9 pm. All entrants will be permitted to enter the Expo Center one (1) hour prior (9 am) to the doors opening to the public at 10 am so that you may do final touches to your display. The Expo Center doors will be secured for the night at 10 pm promptly.

\*Show times for Sunday, March 27, 2011 will be from 10 am until 4 pm. Once again, all entrants will be permitted to enter the Expo Center one (1) hour prior to the doors opening. The show will conclude to public access at 4 pm at which time, the awards ceremony will begin. Once the awards ceremony begins, all vendors are permitted to begin breaking down their display areas. The Expo Center will be open for all entrants to load up until approximately 10 pm.

\*Once you check in on Thursday, March 24, 2011, you will receive up to 2 wristbands that must be worn ALL weekend in order for you to gain entry in to the show as a vendor. All vendors will enter and exit the Expo Center through the side entry doors at Hall B.

\*You will also receive instructions when you check in with where your vendor booth will be located within the Expo Center. Please be advised, check in and set up is a process that takes time. We will do everything possible to make this a smooth and organized transition, but please be patient! Please do NOT unload any display material until you have checked in and received instructions as to which door you will be entering through and where your vendor booth will be located within the show arena.

\*Unfortunately, due to space limitations, unloading of trailers within the Expo Center will NOT be permitted on Thursday, March 24, 2011 unless **prior** arrangements have been made with the show promoter. On Sunday, March 27, 2011, trailers will be permitted within the Expo Center on an AS NEEDED basis. Should you need to bring your trailer within the Expo Center to load up, please see the show staff at some point before the trophy ceremony on Sunday.

\*We ask that everyone please ENJOY themselves!!! We are always available to answer any questions and help in any way that we are able to.