



January 26 - 29, 2017

2017 GREATER TOLEDO AUTO SHOW

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MOVE IN - MOVE OUT SCHEDULE

**Toledo's SeaGate Convention Centre
401 Jefferson Avenue
Toledo, Ohio 43604**

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

DISPLAY MOVE-IN SCHEDULE

DISPLAY TRUCKS MOVE – IN (Loading Dock at Superior 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.

January 23, 2017 (Monday)

<u>8:00 AM</u>	<u>9:00 AM</u>	<u>10:00 AM</u>
Chrysler Dodge Jeep Ram Fiat	Lexus	Subaru
Honda	Ford	Volkswagen
GMC	BMW	Mercedes
Acura	Nissan	Mitsubishi
Buick	Toyota	Volvo
Polaris Indian Motorcycle	Mazda	Chevrolet

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. **TADA 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 ¼ 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 (Loading Dock at Superior Street)

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.

Please note: The Auto Dealers United for Kids Gala is scheduled for the evening of Wednesday, January 25. Some vehicles may need to be moved to accommodate the ADUK Gala set-up. Vehicles can be moved back on Thursday morning prior to opening to the public at 3:00 PM.

January 24, 2017 (Tuesday)

RAMP A

12:00 PM Acura	2:00 PM Ford
1:00 PM Honda	2:15 PM Subaru
1:15 PM Buick	2:30 PM Volkswagen
1:30 PM Mitsubishi	2:45 PM Chevrolet
1:45 PM Volvo	

RAMP C

12:00 PM Polaris Indian Motorcycles	2:00 PM Mazda
1:00 PM GMC	2:15 PM Nissan
1:15 PM Chrysler Dodge Jeep Ram Fiat	2:30 PM BMW
1:30 PM Chrysler Dodge Jeep Ram Fiat	2:45 PM Mercedes
1:45 PM Lexus	3:00 PM Toyota

Auto show personnel will be at the entrance to **RAMPS A & C** to direct vehicles to their areas, and check fuel levels. If the fuel level is below 5 gallons 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 12:00 PM on Wednesday, January 25, 2017.**

Cleaning of Vehicles

Cleaning of vehicles is the responsibility of each line group. Personnel with auto show credentials for daily cleaning of vehicles may enter the hall one (1) hour 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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VEHICLE MOVE-OUT SCHEDULE

VEHICLES ARE TO BE MOVED OUT OF THE CONVENTION CENTRE BY 7:30 PM--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 (decorations, literature, or prizes) prior to move out. All decorations (including signs) furnished by the Decorator or the TADA 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.

5:15 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 TADA will not be responsible for vehicles left on the Convention Centre 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.

January 29, 2017 (Sunday)

RAMP A

5:30 PM

Chevrolet
Volvo
Mitsubishi
Volkswagen
Subaru

5:45 PM

Buick
Ford
Honda
Acura

RAMP C

5:30 PM

Toyota
Mercedes
Mazda
Nissan
BMW

5:45 PM

Lexus
GMC
Chrysler Dodge Jeep Ram Fiat
Polaris Indian Motorcycle

REMINDER: VEHICLES ARE TO BE MOVED OUT OF THE CONVENTION CENTRE BY 7:30PM- NO EXCEPTIONS. Show Management will not be responsible for loss or damage of any vehicles that must be removed from the building.

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DISPLAY MOVE-OUT SCHEDULE

DISPLAY MOVE - OUT

EXHIBITOR TRUCK MOVE-OUT WILL BEGIN MONDAY, JANUARY 30 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, January 30, 2017. 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 Centre parking lot (you will be charged for parking and storage). The TADA 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 2017 AUTO SHOW!