



SeaGate Convention Centre

401 Jefferson Avenue - Toledo, OH 43604
phone: 419-255-3300 fax: 419-255-7731
www.toledo-seagate.com

Exhibitor Information

Shipping and Receiving

The SeaGate Convention Centre recognizes the importance of an exhibitor's shipping and receiving schedule. However, our facility does not have dedicated storage space for exhibitor materials whether they are inbound or outbound. Because of this, strict guidelines have been established for freight being received or shipped out.

The SeaGate Convention Centre will receive exhibitor's shipments only **TWO** days prior to their event. All items arriving earlier **will be refused**. Deliveries arriving on the contracted move-in day(s) will be placed inside the main exhibit hall.

All shipments must be labeled with: Show Name, Company Name, Contact Number & Booth Number

**Inbound Freight will be accepted starting on:
Friday, February 2nd, 2018**

If you require your shipment to be received earlier or would like to insure its timely delivery, we recommend calling the decorator or general contractor for the show. They will allow you to ship freight directly to them in advance; they will transport it to the SeaGate Convention Centre and unload it to your booth. Additionally for any extra tables, chairs, carpet, or drape needs contact the decorator to assist you in acquiring these products.

**The decorator for the show is Excel Decorators
Please contact Ohio Automobile Dealers Association for additional information**

The exhibitor must coordinate to have the freight removed from the facility by the end of the scheduled move out of the event. If your shipper (including UPS & FedEx) has not picked up your freight by the end of the scheduled move-out, it will be forced to the decorator or general contractor and they will ship it by the most available means. The exhibitor will then be responsible for all drayage and/or shipping charges. **The SeaGate Convention Centre is not responsible for freight left unattended after the close of show.** The SeaGate Convention Centre does not provide air bills or bills of lading to vendors or exhibitors, they must bring their own.

**Outbound Freight must be removed by:
Monday, February 12th, 2018**

Vehicles

All gasoline powered vehicles (including lawn mowers, tractors, etc.) must arrive with less than 5 gallons of gas in the vehicle's tank, have the battery disconnected and duct tape placed over the vehicle's gas cap. Once the vehicle is inside, it cannot be moved (unless pushed) until the show closes each day. The show decorator might have some additional requirements in order to protect their carpet. Vehicles being left in the SeaGate Convention Centre must turn in their keys to SeaGate Convention Centre security.

Signs, Banners & Posters

Exhibitors/clients who wish to attach signs, banners or posters to the facility's walls, pillars, airwall or floor please use blue painters tape or poster putty, which can be found at any office supply store. **The use of duct tape, scotch tape, masking tape or any other self-adhesive is strictly prohibited.**

Helium Tanks

Any helium tanks that are brought into the SeaGate Convention Centre for use prior to or during an event, **MUST** be secured to an upright hand cart designed for the tank and its size. The cart **MUST** be equipped with straps that can secure the tank to the cart. Free standing tanks without the cart **WILL NOT** be permitted inside the SeaGate Convention Centre. Any questions can be directed to the SeaGate Event Coordinator.

Helium Balloons & Blimps

Helium balloons are permitted inside the facility; however, there is a minimum \$100 fee for recovery of balloons that have risen to the ceiling. If a **show exhibitor** has handed out balloon(s) to an attendee who later loses the balloon to the ceiling, **show management** is responsible for the fee. Small-motorized helium blimps are permitted in the building if the Show Manager has given his/her approval. If approved, the blimp must stay at least 10' from the ceiling. The same \$100 fee will be charged if retrieval from the ceiling is required.