



**TO: ALL DEALERSHIP STAFF AND EXHIBITORS MOVING IN VEHICLES AND WORKING AT THE EMPIRE STATE PLAZA AUTO SHOW (NOV. 7-9)**  
**FROM: KIM PERRELLA, AUTO SHOW MANAGER**  
**SUBJECT: SHOW SECURITY AND IMPORTANT MOVE-IN PROCEDURES**

The following are the security procedures for the Auto Show vehicle move-in and for staff working the show at the Empire State Plaza. The State Troopers, Capital Police, and Fire Safety Officers in charge of security for the show and move-in take these measures very seriously and will not hesitate to turn a vehicle and/or driver away if not followed or remove someone from the premises for the show. Please take these procedures seriously and orient your staff that will be doing the move-in. Your patience and cooperation throughout the move-in will get the job done as efficiently as we can! Please communicate these procedures to all working the event and call me right away with any questions.

1. The move-in of vehicles will be through the bus terminal entrance of the Plaza. If all the vehicles for a manufacturer come together at once, they will drive directly into the bus terminal and into the show at the appointed time. If a manufacturer group doesn't come together (different dealerships, not enough drivers at once, etc.) they will be directed to the staging area in the Cathedral lot on Madison Ave., until the group is complete. Note: It would be a good idea to have the group meet before the show and come together if you are coming from different dealerships or gather at the Cathedral lot ahead of time. It is not beneficial to arrive more than a few minutes before your scheduled move-in time, as you will have to wait at the Cathedral Lot.

**To get to the bus terminal of the Plaza, take 787 to the Empire State Plaza exit.**

**Follow the signs for the Plaza.**

**Travel North under the first parking tunnel, stay in the left lane and loop around to the South tunnel (don't take the right lane which heads towards Swan St.).**

**Before going back under into the South tunnel, pull to the right into the bus terminal entrance.**

**You will see the State Police station and ENYCAR staff, who will direct you from there.**

2. Picture identification must be carried and presented by all drivers for both the move-in and for the show.
3. Every vehicle and driver coming into the Plaza could be subject to a search. A complete canine and bomb squad search will be completed for all move-in vehicles. Drivers may be asked to briefly exit the vehicle and walk through a metal detector. The dogs typically will not be taken into a vehicle's interior, but could be asked to do so.
4. **All vehicles entering the Plaza for move-in shall contain less than ¼ tank of fuel or five gallons, whichever is less. Vehicles with more than this amount of gas will not be allowed to enter the show.**
5. All vehicles for move-in must have a dropcloth underneath and a carpet square under each vehicle wheel (ENYCAR and OGS will supply both of these at the entrance for the move-in). Some heavier vehicles may also require plywood squares for the tires and the leveler, if necessary (exhibitor supplies).
6. An extra set of keys for each move-in vehicle will be collected upon entry and kept until move-out.
7. After placement of a move-in vehicle, at least one battery cable from the batteries used to start the vehicle must be disconnected. The disconnected cable must also be taped to avoid accidental contact. The hood to the vehicle should be left up and fire safety officials will put the hood down after checking.
8. Each move-in vehicle must have a locking gas cap or be taped closed.
9. The bus terminal is now closed for any use besides taxis or buses and can no longer be used at all for deliveries or drop-offs of any kind. All deliveries or drop-offs must be done through the V-lot (regular-sized vehicles) or through the elevator at the P1 South (oversized vehicles) parking garage.

**Again, we appreciate your cooperation with these procedures and look forward to a successful show!!!**

# **ENYCAR AUTO SHOW EXHIBITOR RULES AND REGULATIONS AGREEMENT**

**IN CONSIDERATION OF THE PROVISION OF EXHIBIT SPACE TO THE EXHIBITOR BY SHOW MANAGEMENT (ENYCAR, INC.) FOR THE AGREED FEES, FOR THE AUTO SHOW INDICATED, EXHIBITOR AGREES TO FOLLOW AND ABIDE BY THE FOLLOWING SHOW RULES AND REGULATIONS, AND FURTHER AGREES THAT THESE RULES AND REGULATIONS ARE INCORPORATED BY REFERENCE BY THE SPACE APPLICATION AND CONTRACT FOR THE SHOW.**

## **MOVE-IN**

For special vehicle or display installation and transportation, please make prior plans with your exposition company and contact the show decorator. The show facility will not accept any on-site deliveries, allow any crate storage or provide labor.

Exhibitors must adhere to all show schedules, including move-in and out times, unless prior arrangements have been made with show management.

Exhibitors must check in with show staff upon move-in to review their space and ensure that the exhibits are properly set up for the show. Each exhibitor is also responsible for checking with ENYCAR staff after set up and prior to leaving the move-in.

## **SHOW OPERATIONS**

There is a location fee to be paid to the facility for any commercial video, still photography or commercial advertising production at the facility before, during or after the show. Penalties can occur if this is done without pre-approval.

There is an available storage room for a limited amount of show materials, such as brochures, computer equipment, etc. This area cannot be used for storing any display crates or larger materials. Arrangements for this limited storage must be made prior to the show with ENYCAR. Storage of larger items may be arranged with the show decorator at an additional charge. The key for the storage room can be obtained at the ENYCAR information booth. Show Management is not responsible for any items stored, and all items remain the sole responsibility of the exhibitor at all times. Storage, and movement into or out of storage, is at the exhibitor's own risk.

There is absolutely no smoking allowed in any area associated with Auto Show use.

## **SPACE RESTRICTIONS**

All exhibits must be capable of standing by themselves, and no supporting wires from the ceiling will be permitted. Displays or other manufacturer items cannot block another exhibitor's area or any show walkway.

All exhibitor materials (including drapes, curtains, decorations, tablecloths, etc.) and displays (woodwork, paneling, etc.) must be flame retardant or have a fire retardant coating.

No flammable or combustible liquids are permitted.

The distribution of promotional materials is limited to the exhibitor's space and business as approved.

Partitions between exhibitors or displays used as partitions may not block the visual site of another exhibitor.

Consistent, 10 foot walkways must be maintained throughout the show. In addition, the 10 foot walkway must also be maintained from floor to ceiling. All vehicles, signs or displays must also be 10 feet away from all kiosks, artwork, or similar typed items.

Exhibits cannot be placed within: 10 feet of any glass doors, 15 feet of stairs, or 15 feet of entrances to offices and businesses, and cannot block any doorways, stairs or fire exits.

Additional carpeting can be used in exhibitor areas, but must lay flat and not create a trip hazard.

**FOOD SERVICES:** No substantial food products (bigger than a snack) can be distributed or brought in to the auto show facility, unless they are provided by the facility's food provider. Food is available for purchase up until the last hour of the show each day.

**ADDITIONAL SERVICES:** All exhibitors are responsible for the costs and contracts associated with additional show services, such as labor, phone service, drayage, etc. These services can be contracted through either the show's service contractor, Clifton Park Convention Services, or the show facility itself.

**CLEANING:** ENYCAR will provide general housekeeping for the show (as provided by the facility), although exhibitors are responsible for keeping their exhibitor space clean and in an orderly manner.

**DRAWINGS & GIVEAWAYS:** Any kind of drawing, contest, or giveaway held by an exhibitor must be pre-approved by ENYCAR, adhere to any local, state or federal laws or regulations, display a complete list of the rules and regulations, and have the name, address and phone number clearly posted of the business conducting the contest, drawing, or giveaway.

**CANVASSING/DISBURSEMENT OF MATERIALS:** No canvassing, soliciting, entertaining, or distribution of literature or other materials will be permitted in any other place than the assigned exhibit space. Show Management will not permit non-exhibitors to canvas, solicit, hold conferences or distribute literature or other promotional devices.

**SIGNAGE:** All exhibitor signage must be of professional quality. Show Management may, in its sole discretion, remove any sign that is deemed to be in conflict with show policy, or deemed to be unprofessional in appearance or inaccurate or misleading to the public.

**SOUND:** The operation of sound equipment of any kind is subject to prior written consent of Show Management, which may be withheld if it is deemed, in Show Management's sole discretion, to interfere with other exhibits or be in conflict with show policy. Show Management reserves the right to require reduced volume levels of any sound equipment or P.A. system, or to remove the equipment, even if previously consented to, if it is deemed to be interfering with another exhibit space, or is being used in conflict with show policy.

#### **MOVE-OUT**

Exhibitors must remove all portions of their exhibit immediately following the move-out of the vehicles.

#### **MOVE-IN/DURING SHOW**

Each exhibitor is allowed to include one "manufacturer-certified, pre-owned vehicle" in the show (within their space allocation), which must be clearly marked as such.

All vehicles will enter and exit from the designated area only and must remain in place for the duration of the show.

All drivers must carry picture identification and all vehicles are subject to search.

Armor-All or similar type protectant product use is absolutely prohibited. These products cannot easily be removed from the floor and can pose a serious liability risk.

Vehicles must enter with and maintain **less than 1/4 tank of gas or 5 gallons of fuel, whichever is less.** There will be a minimum charge of \$50 per vehicle for any vehicle that shows up with more than ¼ tank of gas and ENYCAR will not guarantee re-entry if a vehicle must be pulled from the move-in schedule in order to use up fuel, and there is no refund available for the space.

After vehicle entry and placement, every vehicle's battery must be disconnected, the cable taped to avoid contact and the hood left open for a fire safety officer to inspect. Exhibitors are responsible for bringing their own tools to do this. Labor charges will apply if the exhibitor fails to do this or viii., below.

Fire safety officials will be present for the duration of move-in to ensure compliance with fire safety rules.

All gas caps must be either locked or taped.

An extra set of keys for every vehicle will be collected from the first driver of each manufacturer during move-in. If the only sets available are the ones in the vehicles, a driver's license will be collected and returned upon receipt of all car keys for that manufacturer.

All show vehicles will be opened at the start of each day of the show, and will remain open until show closing, even if exhibitor staff are not present. This provides consumers the "show" they attend for - to see the vehicles, inside and out. Keys to the vehicles may be obtained for temporary use from the Association booth during show hours. A driver's license or something of equivalent value will be held until all the keys are returned.

**Because this show is a manufacturer show, no license plates, banners, balloons, etc. may be displayed naming a specific dealership, even if only one dealership is representing a linemake.** This applies also to certified used vehicles. Exhibitor staff are allowed to hand out business cards, brochures or additional informational materials on an individual basis to consumers, **but they may not be placed on the vehicles.**

**VEHICLE CLEANING:** ENYCAR will provide general maintenance of exterior vehicle appearance during the show, but all vehicles must enter the show in proper, clean condition and/or be detailed by the exhibitor for the start of the show. Exhibitor may waive exterior vehicle maintenance of appearance if the exhibitor desires to maintain its own vehicles, but there will be no deduction in exhibit space fees.

#### **VEHICLE MOVE OUT**

Each dealership and exhibitor vehicle company must report to the show information booth 30-45 minutes before move-out to sign for and obtain their keys. They must also leave an emergency phone number for the completion of the move out in the event of any problems.

**ADDITIONAL SPECIFICS FOR THE EMPIRE STATE PLAZA FACILITY:**

Although we encourage exhibitors to decorate their booth space with lighted manufacturer signs, kiosks, turntables, banners, etc., no forklifts are allowed on the concourse floor.

Each vehicle must have a dropcloth under the engine and a carpet square under each tire upon placement in the Concourse, which the Association will provide during move-in. The dropcloths should not be taped to the floor. In the event of inclement weather, you should consider bringing towels to wipe down the vehicles.

If any tape will be used on the floor for any installation (carpet, for example), it must be pre-approved from the Plaza Manager's Office in order to avoid taking the finish off of the floor. Electrical cords should not be run across walkways, and must be covered by mats in any location where people might walk (not just taped down).

Electric jacks or dollies can be used and some are available from O.G.S. if prior arrangements are made. There is no storage available for crates or similar display boxes at the Plaza. Displays must be dropped off and these items removed from the Plaza. Since 110 and 220 volt electrical outlets are available for use in certain areas, you need to contact the ENYCAR office for your electrical requirements.

Banners, backdrops, or similar type items cannot be hung from artwork, pillars or other Plaza construction.

**Ceiling and door restrictions:**

Move-In Bus Terminal Tunnel Entrance: 11'6" high

Move-In Concourse Elephant Doors: 9' wide by 10' high

Concourse Ceiling (in most areas): 11' 6" high

All Four Gallery Entrances & N and S End Entrances:

7' wide by 7'4" high

A 10 foot walkway must be maintained from the bus terminal to the Cafeteria.

**For more information, contact Kim Perrella at 518-452-0584, ext. 202  
or [kim@enycar.org](mailto:kim@enycar.org).**

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