



Pearl St Entrance



Box Office Lobby

THE ALBANY AUTO SHOW 2018
November 2-4, 2018
@ THE TIMES UNION CENTER

Loading Dock

SHOW INFORMATION

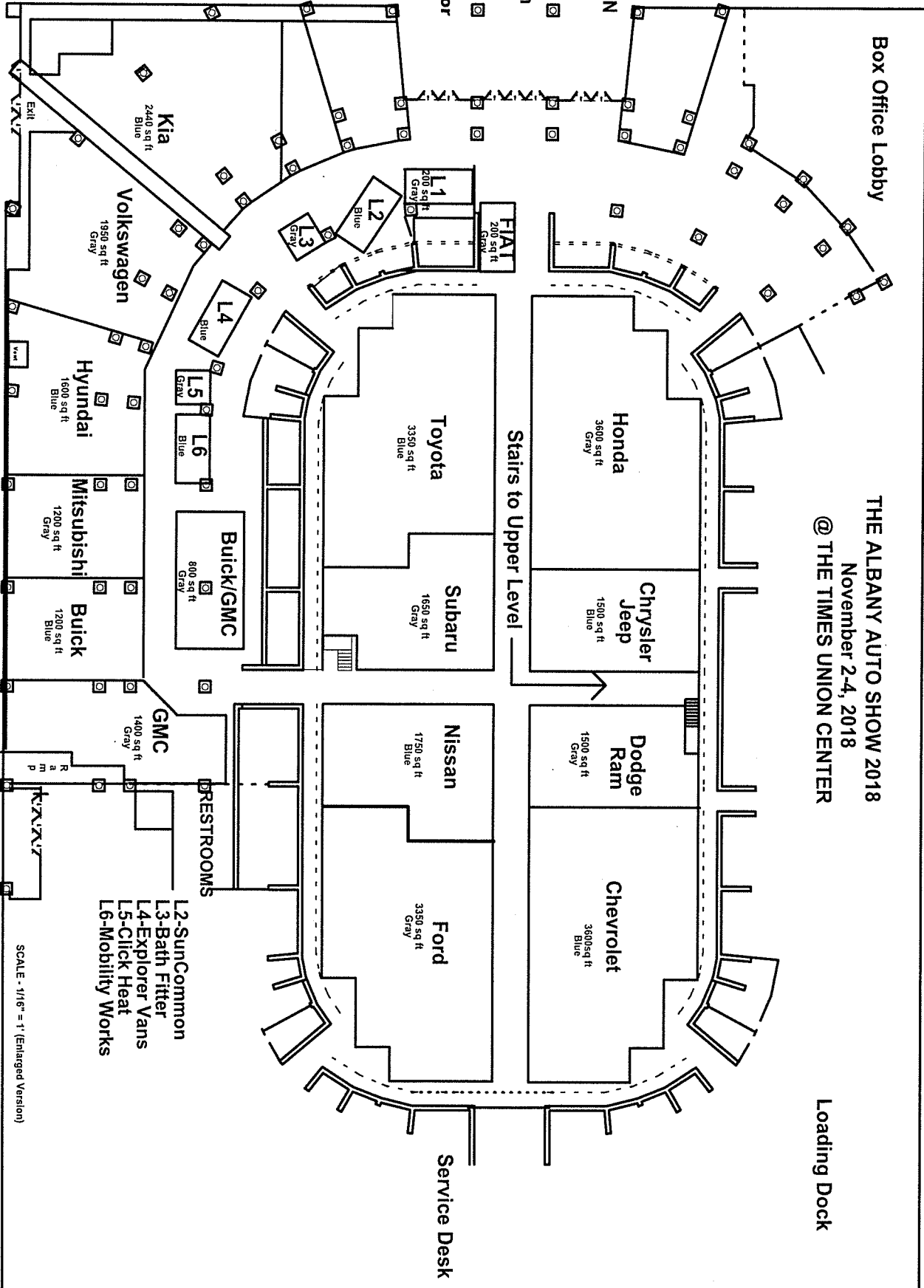
Saratoga Auto Museum Display

New Elevator

New Atrium

S. Pearl St

ESCALATORS



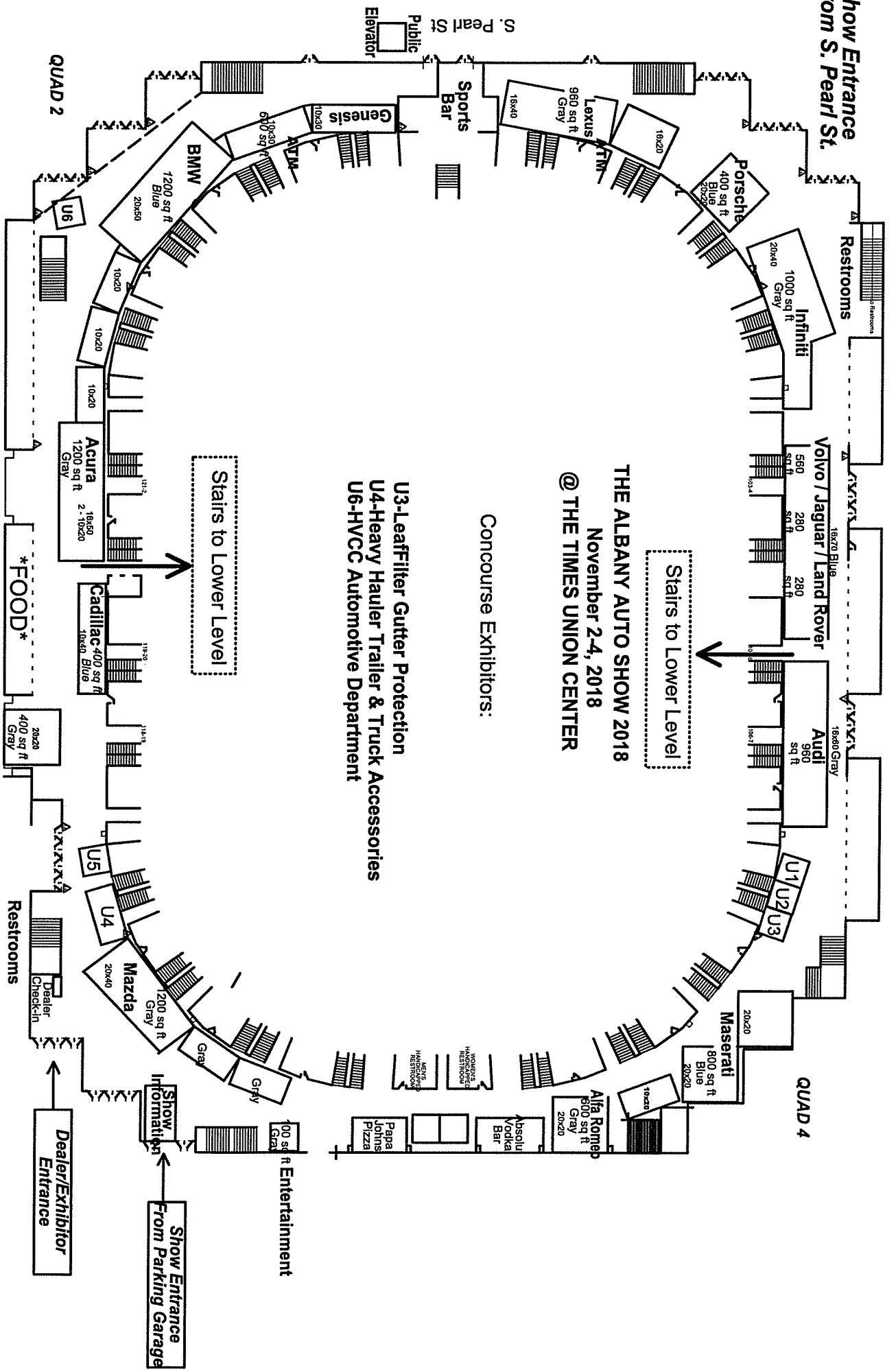
- L2-SunCommon
- L3-Bath Fitter
- L4-Explorer Vans
- L5-Click Heat
- L6-Mobility Works

SCALE - 1/16" = 1' (Enlarged Version)

Times Union Center Lower Level

Beaver St.

Show Entrance
From S. Pearl St.



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Concourse Exhibitors:

- U3-Leaffilter Gutter Protection
- U4-Heavy Hauler Trailer & Truck Accessories
- U6-HVCC Automotive Department

Stairs to Lower Level

Stairs to Lower Level

Times Union Center Upper Level



The logo features the word "ALBANY" in a stylized font with a car wheel and tire graphic above it. Below "ALBANY" is the word "AUTO SHOW" in a large, bold, blocky font. The entire logo is underlined.

Carpet, Manufacturer Display, Exhibitor and Vehicle Move-in and Out Schedule

Friday, Oct. 26: 9:00 a.m.–5:00 p.m. Times Union Center Clean Up/Storage and Prep for Show

Monday, Oct. 29: 9:00 a.m.–5:00 p.m. Clifton Park Convention Services Equipment Move-in
CPCS starts hanging lights

Tuesday, Oct. 30: 9:00 a.m.–5:00 p.m. Exhibition Hall Carpet Move-in & Display Set Up Start

Wed., Oct. 31: 8:00 a.m.–12:00 p.m. Exhibition Hall Display Set Up Conclusion
9:00 a.m.–5:00 p.m. Arena Floor & Concourse Level Carpet Move-in
12:00 p.m.–1:00 p.m. Front Atrium Vehicle Move-in (Saratoga Auto Museum)
1:00 p.m.–4:00 p.m. Exhibition Hall Vehicle Move-in

Thurs., Nov. 1: 8:00 a.m.–12:00 p.m. Concourse Level Display Move-in & Set up
8:00 a.m.–3:00 p.m. Arena Floor Display Move-in & Set Up
9:00 a.m.–3:00 p.m. Clifton Park CS Decoration Move-in & Set Up
12:00 p.m.–2:30 p.m. Concourse Level Vehicle Move-in
3:00 p.m.–5:00 p.m. Show Information Booth & Exhibitor Booth Set Up
3:30 p.m.–6:00 p.m. Center Floor Vehicle Move-in

Friday, Nov. 2 (Show Opens: 1:00 p.m.-8:00 p.m. Show Hours)

9:00 a.m.–12:00 p.m. Final Show Clean Up and Information Booth Set up (Special event/game set up)
11:00 a.m.–12:30 p.m. Exhibitor Booth (Table Booths) Move-in (Exhibitors should first enter through the Center parking garage and proceed to the 3rd level. Let the garage attendant know you are with the Auto Show and an ENYCAR staff member will be checking exhibitors in on the concourse level parking garage entrance door.

Saturday, Nov. 3: (10:00 a.m.–7:00 p.m. Show Hours)

Sunday, Nov. 4: (10:00 a.m.–5:00 p.m. Show Hours)

Move-out: 5-5:45 p.m. Arena Floor and Concourse Level Vehicle Move-Out
5:45 p.m.–6:30 p.m. Exhibition Hall Vehicle Move-Out (*There is to Be no exiting through the Beaver Street doors!)
6:00 p.m.–9:00 p.m. Display Move Out for All Three Areas
9:00 p.m.–12 midnight & Monday a.m. Carpet Move-out
***All vehicles must be moved out by 6:30 p.m. on Sunday!!! If not, vehicles may be moved at exhibitors expense and extra labor charges (\$50/hr.) will apply to anything not moved out on time.



Vehicle Move-in:

Front Atrium & Exhibition Hall: Wed., Oct. 31st from 12:00-4:00 p.m.

(Vehicles should enter through the rear of the Center from the driveway right before the parking garage)

12-1:00 p.m. Saratoga Auto Museum (Outside Atrium, will enter from Box office lot)

- 1:00 p.m. GMC & Buick
- 1:30 p.m. Mitsubishi
- 1:45 p.m. Hyundai
- 2:00 p.m. L6 – Mobility Works
- 2:15 p.m. Volkswagen
- 2:30 p.m. L4 - Explorer Van Company
- 2:45 p.m. Kia
- 3:00 p.m. L2 – SunCommon
- 3:15 p.m. FIAT

Concourse Level: Thurs., Nov. 1st from 12 noon-2:30 p.m.

(Vehicles should enter through the Center Parking Garage and proceed to the 3rd level to enter. Drivers should let the Center parking garage attendant know that you are with the Auto Show.)

- 12:00 p.m. Lexus
- 12:00 p.m. Genesis
- 12:15 p.m. Porsche
- 12:15 p.m. BMW
- 12:30 p.m. Infiniti
- 12:30 p.m. Acura
- 12:45 p.m. Volvo/Jaguar/Land Rover
- 12:45 p.m. Cadillac
- 1:00 p.m. Audi
- 1:15 p.m. Maserati, Alfa Romeo & U4 – Heavy Haulers
- 1:30 p.m. Mazda

Center Floor: Thurs., Nov. 1st from 3:30-6:00 p.m.

(Vehicles should enter through the rear of the Center from the driveway right before the parking garage)

- 3:30 p.m. Honda
- 3:45 p.m. Nissan
- 4:00 p.m. Chrysler Jeep & Dodge Ram
- 4:15 p.m. Toyota
- 4:30 p.m. Subaru
- 5:00 p.m. Ford
- 5:15 p.m. Chevrolet



ALBANY AUTO SHOW

- SPECIAL AUTO SHOW MEMO FOR STAFF WORKING THE AUTO SHOW OR BRINGING VEHICLES FOR MOVE-IN -

(Please circulate this to all show staff!!!)

- 1. Move-in of Vehicles** – Move-in times for the show are very specific. It is very important that you arrive right on time (not late, not early, and with less than ¼ tank of gas!) so you don't hold up other exhibitors or move-ins. Manufacturer and exhibitor booth vehicles will be moving in as follows:

Exhibition Hall Front Atrium (Saratoga Auto Museum) Wed., October 31st, 12:00-1:00 p.m.

Exhibition Hall-Wednesday, October 31st, 1:00-4:00 p.m.;

Concourse-Thursday, November 1st, 12:00 noon–2:30 p.m.;

Center Floor-Thursday, November 1st, 3:30-6:00 p.m.

See specific times for each area.

Move-in for the Exhibition Hall Front Atrium – Vehicles should enter from the Box office lot.

Move-in for the Exhibition Hall and Center Floor Vehicles - Vehicles should enter through the rear of the Arena from the driveway right before the parking garage.

Move-in for Concourse Level Vehicles: Vehicles should enter through the TU Center Parking Garage and proceed to the 3rd level to enter. Drivers should let the TU Center parking garage attendant know that you are with the Auto Show.

To get to the Times Union Center:

From the North (Saratoga, Glens Falls, etc.)

I-87 S (Northway) to Exit 7

Rte 7 E to I-787 S (Albany)

I-787 for 10 miles to Clinton Ave. Exit

At 2nd light, make a Left onto N. Pearl St.

Times Union Center will be on your right, after crossing State St.

Make a Right onto Market St. after the Center Parking Garage is up hill on Right

From the South (NYC, Poughkeepsie, etc.)

NYS Thruway I-87 North to Exit 23

Take 787 North to Downtown Alb. Exit 4

Make Left at Light off exit

At second light turn Left (Hudson)

Follow Hudson to end of block

Turn Left on S. Pearl St.

Turn Right on Market St.

Parking Garage is up hill on Right

From the East (Massachusetts)

Mass Pike to Albany Exit (I-90 W)

Take I-90 West to 787 South

Get off at Clinton Ave. Exit

At 2nd light, make a Left onto N. Pearl St.

Times Union Center will be on your right, after crossing State St.

Make a Right onto Market St. after the Center Parking Garage is up hill on Right

From the West (Schenectady, Utica, etc.)

NYS Thruway East I-90 to Exit 24 (Albany)

Take I-90 East to 787 South (Albany)

Get off at Clinton Ave. Exit

At 2nd light, make a Left onto N. Pearl St.

Times Union Center will be on your right, after crossing State St.

Make a Right onto Market St. after the Center Parking Garage is up hill on Right

**PARKING IS FREE DURING SHOW HOURS
IN THE TIMES UNION CENTER PARKING GARAGE.**

-continued-

**Picture identification must be carried by all drivers and show staff.
Every vehicle will also be subject to search.**

Fire safety regulations for move-in of vehicles:

- a. All vehicles entering the Arena shall contain **less than 1/4 tank of fuel. You will be turned away at the door if you don't follow this rule!**
 - b. An extra set of keys for each vehicle must be collected by ENYCAR upon entry to the move-in and kept until move-out.
 - c. After placement, 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 the vehicle is checked. Staff may not leave until the vehicles are cleared by a fire safety official.
 - d. Each vehicle must have a locking gas cap or be taped closed. Please bring your own tools and tape.
- 2. Show Entry** - The staff entrance is noted on the map (concourse level 3 off the parking garage) and this is where **ALL auto show staff must enter and sign-in for the first time, when working the show. They will receive a name badge that they will be able to use to re-enter the same day and on additional working days at all entrances.** Note that the attendance sheets are sent to all owners post show, so that it is recommended to sign-in each day at the garage entrance, although you will be able to re-enter at other entrances. Dealership staff will be automatically entered in the Mystery Shopper Contest. Staff working the show **must** produce a driver's license and a matching business card to enter at no charge. Parking is complimentary in the Center parking garage and recommended as this is where the staff entrance is located.
- 3. Mystery Shopper Contest** – All dealership staff working the show will be automatically entered into the Mystery Shopper Contest upon signing in.
- 4. Special Events** - There will be some very exciting special events, contests and on-site walkaround entertainment that will be announced!
- 5. Auto Show Website/Social Media** - The show website is www.AlbanyAutoShows.com! Be sure to check it out. And, if you have any special vehicle, display, contest or drawing going on in your space, be sure to let Claire Canniff know, so that she can add it to the site (claire@enycar.org) and our Facebook & Twitter posts. We will also be posting the exhibitor manual on the website so that exhibit companies or manufacturer representatives can access this information easily (AlbanyAutoShows.com/exhibitors).
- 6. ENYCAR Information Booth** – The show information booth is located on the concourse at the parking garage entrance and available for your needs during the show. ENYCAR staff will be available at this booth for assistance for all hours of the show. There will also be an exhibitor service booth set up by Clifton Park Convention Services by the Center back door for any other exhibitor needs during the show.
- 7. Rules and Regulations (separate copy)** – Should be reviewed by all show staff before working the show.
- 8. Show Hours:** Fri., November 2nd from 1-8 p.m.; Sat., November 3rd from 10 a.m.-7 p.m., and Sun., November 4th from 10 a.m.-5 p.m.