ENYCAR
EASTERN NEW YORK COALITION OF AUTOMOTIVE RETAILERS, INC.

To: All Auto Show Exhibitors
From: Kim Perrella
Date: January 31, 2014

We are excited to have you as an exhibitor at the Albany Auto Show! Enclosed is the show folder guide that should address any questions you may have about the show.

Other specifics to note include:

- The staff entrance is noted on the map (concourse level 3 off the parking garage) and this is where **ALL auto show staff should 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. Because we'd like to encourage salepeople to be prompt at show open (as we've gotten complaints from attendees), there will also be a special "Early Bird Sales Bonus," for the first ones to sign in. This new giveaway will be replacing the refreshment discount coupons. Please note that the show attendance sheet is sent to all owners after the 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 with your show badge. 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.

- The Show Information Booth is located on the concourse at the entrance off the parking garage and is available for your needs during the show. ENYCAR staff will be available at this booth for assistance for all hours of the show. Clifton Park Convention Services is also available for any other exhibitor needs during the show.

- We have a website for both of our auto shows, 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 Shawna Scoville know, so that she can add it to the site (shawna@enycar.org). 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).

- This year's theme is "Get Up and Go!" and will include special drawings for a trip and other travel prizes. Specifically, the "Get Up and Go See the U.S.A.!" drawing will happen during the show, where an attendee can win a trip for two to see our National Parks (includes air, accommodations, and entrance fees). There will also be great on-site entertainment, featuring CirqOvation Aerialists, The Incredible Larry! (comedic unicycling), Mr. Twisty, Lime Rock Park mock race car, Face Painting by Audra Miller and more! Be sure to get into the "Get Up and Go" spirit, too, and include the theme and giveaways in your display!

- continued -

- Mystery Shopper Contest – This contest includes 5 - $100 winners a day!

- All exhibitor booths, displays and vehicles must be staffed during all show hours. Vehicles may be opened if no staff are present to do so. Auto Show space allocations will be reduced in the future if areas are not staffed during all hours of the show. Show attendees rightfully expect to be able to speak with product representatives. Please also try to have adequate literature supplies. We are also encouraging dealers to put QR codes for product information on vehicles that will be displayed at the show. Lack of literature is a primary consumer complaint!

- It is important that you have reviewed all the show rules and regulations and note the specific door restrictions for all areas of the Center (especially if you are bringing larger vehicles or displays). For special vehicle or display installation and transportation, you must make prior plans with your exposition company and/or Clifton Park Convention Services (forms enclosed in the show guide). The TU Center will not accept any deliveries, allow any crate storage or provide labor.

- Move-in times for the show are very specific. It is very important that you arrive right on time (not late, not early) so you don't hold up other exhibitors or move-ins. Manufacturer and exhibitor booth vehicles will be moving in as follows: Exhibition Hall-Wednesday, March 5th, 3:00-6:00 p.m.; Concourse-Thursday, March 6th, 12 noon – 2:30 p.m.; Center Floor-Thursday, March 6th, 3:30 p.m.-6:00 p.m. See specific times for each area. Exhibitor table booths will move-in Friday, March 7th from 9 - 11 a.m. (unless other plans have been made) and should enter through the 3rd level of the parking garage. All exhibitors, regardless of when they move-in, must check in with an ENYCAR staff person upon entry and exit.
  Move Out/Key Hand Out System - In order to avoid any confusion with the key delivery during move out, each dealership or exhibitor must report to the show information booth between 4:00 and 5:00 to sign out their keys and leave an emergency phone number for the completion of the move out. No one may take any keys for another dealer, unless you have been designated to drive their vehicles out of the show. All vehicles must be out by 6:30 p.m., and all displays by 9 p.m. on Sunday, March 9th.

- For decorating purposes, the carpeting for exhibitors will alternate between a royal blue and a dark gray. All areas will also be draped with silver and blue pipe and draping and include a black-skirted table and two chairs. Exhibitor booths will have a 7" x 44" identification sign on their booth. There will also be additional lighting installed in all three areas of the Center. For additional decorations, lighting, and other show services for your space, you can contact Clifton Park Convention Sevices at 518-877-7449 or the Times Union Center for electrical, porter or phone/internet services at 518-487-2089. Wifi is not free at the Times Union Center.

- I have obtained DMV permission and been granted a show permit for our member dealer vehicles to be present at the show. Team Captains should advise non-ENYCAR members that they must obtain their own DMV permission. The Association will keep a copy of our member permit at the booth during all hours of the show in case you are asked to produce it. This is a "non-selling" event, but DMV inspectors may check for the DMV permission, and will consider acceptance of deposits as "selling."

If you have any other questions, please call me right away at 518-452-0584, ext. 202 or e-mail me at: kim@enycar.org

Thanks and Good Luck with the Show!!!

ALBANY AUTO SHOW

The 2014 Albany Auto Show Fact Sheet

When:	March 7-9, 2014
Where:	The Times Union Center, Albany, N.Y.
Show Hours:	Fri. 11 a.m. - 7 p.m., Sat. 10 a.m. - 7 p.m., and Sun. 10 a.m. - 5 p.m.
Featuring:	More than 160 new vehicles (cars, trucks, SUVs, and minivans) representing 30 manufacturers and exhibitor booths featuring auto-related products and services.
Cost:	Adult admission is $8.00 and children under 12 are free when accompanied by an adult. Special discounted admission for the general public on Friday from 11 a.m. – 3 p.m. at the box office only for only $3! ***Also, Military, First Aid Responders, Policemen, Firemen and College students ½ price regular ticket price any day with official, current I.D. ***This discount cannot be used on Friday from 11-3. Purchase tickets at the Times Union Center Box Office, charge by phone at 1-800-745-3000, online at timesunion.com and ticketmaster.com, and all ticketmaster outlets.
Special Events:	The "Get Up and Go See the U.S.A.!" drawing will happen during the show, where you can win a trip for two to see our National Parks (air, accommodations, and entrance fees), and other great travel prizes! And, there will also be great on-site entertainment, featuring CirqOvation Aerialists, The Incredible Larry! (comedic unicycling), Mr. Twisty, Face Painting by Audra Miller and more! For specific details and times, visit www.AlbanyAutoShows.com or www.facebook.com/albanyautoshows. No purchase necessary.
Parking:	FREE parking Friday at show open (11 a.m.), all day Saturday and all day Sunday in the Times Union Center Parking Garage (Garage behind Arena, entrances on Beaver Street and Market Street)
Presented By:	The Eastern New York Coalition of Automotive Retailers, Inc.
Sponsors:	AutoTrader.com, Capital District Radio Association, CBS-6, Clipper Magazine, CW15, First National Bank of Scotia, Fox 23 News, Gazette Newspapers, Lamar Advertising Company, Lamar Transit, Lang Media, Leader Auto Resources (LAR), Look TV, my 4 Albany, News Channel 13/METV, Spotlight Newspapers, This TV Albany, Time Warner Cable Media Sales, Times Union, and WTEN.
Contact:	Kim Perrella 518-452-0584 x.202 (office); 518-452-0810 (fax) 518-461-3554 (cell); kim@enycar.org; www.AlbanyAutoShows.com Like our page on Facebook: Albany Auto Shows Follow us on Twitter: @AlbanyAutoShows

For further information contact:
Kim Perrella
518-452-0584 x. 202
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kim@enycar.org
www.AlbanyAutoShows.com

'GET UP AND GO' TO THIS YEAR'S ALBANY AUTO SHOW!

ALBANY, N.Y. – Wake up! It's time to "Get Up and Go" to the Albany Auto Show, March 7th through the 9th at the Times Union Center! Put some "drive" in your spring with the latest high tech, high fuel efficiency vehicles to get you where you need to go *and* where you dream to go!

Whether sporty, family-oriented or for work, the best cars, trucks, vans, and SUVs, along with a variety of exhibitors and entertainment to help you get moving, will be under one roof and waiting for you! Over 30 different manufacturers, displaying over 150 vehicles! For consumers who want to comparison shop for a vehicle, this is the place to be! For car shoppers and families that also want to have some indoor entertainment, this is the place to go!

Friday, March 7th from 11 a.m. to 3 p.m., admission is only $3. Regular adult tickets for all three days are only $8 and children under 12 are FREE, when accompanied by an adult; parking is free in the garage right behind the Arena, and if you're currently in the military, police, or fire department or a first aid responder, with appropriate identification, you get in for half the price of regular tickets! College students, with current identification, that goes for you, too! Half off regular priced tickets (Less than a mocha latte)!

Specialty exhibitors at the show will also include Bath Fitter, Explorer Vans, GEICO Local Office, Lime Rock Park, the Motorcycle Safety Foundation, Phillips Home Solutions, Keeler Sprinter and Times Union.com/Cars.

The Albany Auto Show opens on Friday, March 7th at 11 a.m. and runs until 7 p.m. that night, as well as from 10 a.m. – 7 p.m. on Saturday, March 8th and 10 a.m. – 5 p.m. on Sunday, March 9th.

Because we want you to "Get Up and Go," to the show, we're also offering a special drawing for a great trip and travel prizes, too. The "Get Up and Go See the U.S.A.!" drawing will happen during the show, where you can win a trip for two to see our National Parks (air, accommodations, and entrance fees), and other great travel prizes! And, there will also be great on-site entertainment, featuring CirqOvation Aerialists, The Incredible Larry! (comedic unicycling), Mr. Twisty, Lime Rock Park mock race car, Face Painting by Audra Miller and more! For specific details and times, visit www.AlbanyAutoShows.com or www.facebook.com/albanyautoshows. No purchase necessary.

So, get off the couch and "Get Up and Go," to the Albany Auto Show, March 7th through the 9th!

This year's Albany Auto Show is brought to you by the Eastern New York Coalition of Automotive Retailers, Inc. and sponsors including: AutoTrader.com, Capital District Radio Association, CBS-6, Clipper Magazine, CW15, First National Bank of Scotia, Fox 23 News, Gazette Newspapers, Lamar Advertising Company, Lamar Transit, Lang Media, Leader Auto Resources (LAR), Look TV, my 4 Albany, News Channel 13/METV, Spotlight Newspapers, This TV Albany, Time Warner Cable Media Sales, Times Union, and WTEN.

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ALBANY AUTO SHOW

March 7-9, 2014

PARTICIPATING EXHIBITORS

Manufacturers:

ACURA
AUDI
BMW
BUICK
CADILLAC
CHEVROLET
CHRYSLER/JEEP
DODGE/RAM
FIAT
FORD
GMC
HONDA
HYUNDAI
INFINITI
JAGUAR
KIA
LAND ROVER
MAZDA
MERCEDES BENZ
MINI
MITSUBISHI
NISSAN
PORSCHE
SCION
SMART
SUBARU
TOYOTA
VOLKSWAGEN
VOLVO

*Note: LEXUS and LINCOLN are the only manufacturers NOT participating in this year's show.

Exhibitor Booths:

Bath Fitter, Explorer Van Company, Geico Local Office, Lime Rock Park, Motorcycle Safety Foundation, Phillips Home Solutions, Keeler Sprinter and Times Union.com/ CARS.

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Exhibitor Booths:

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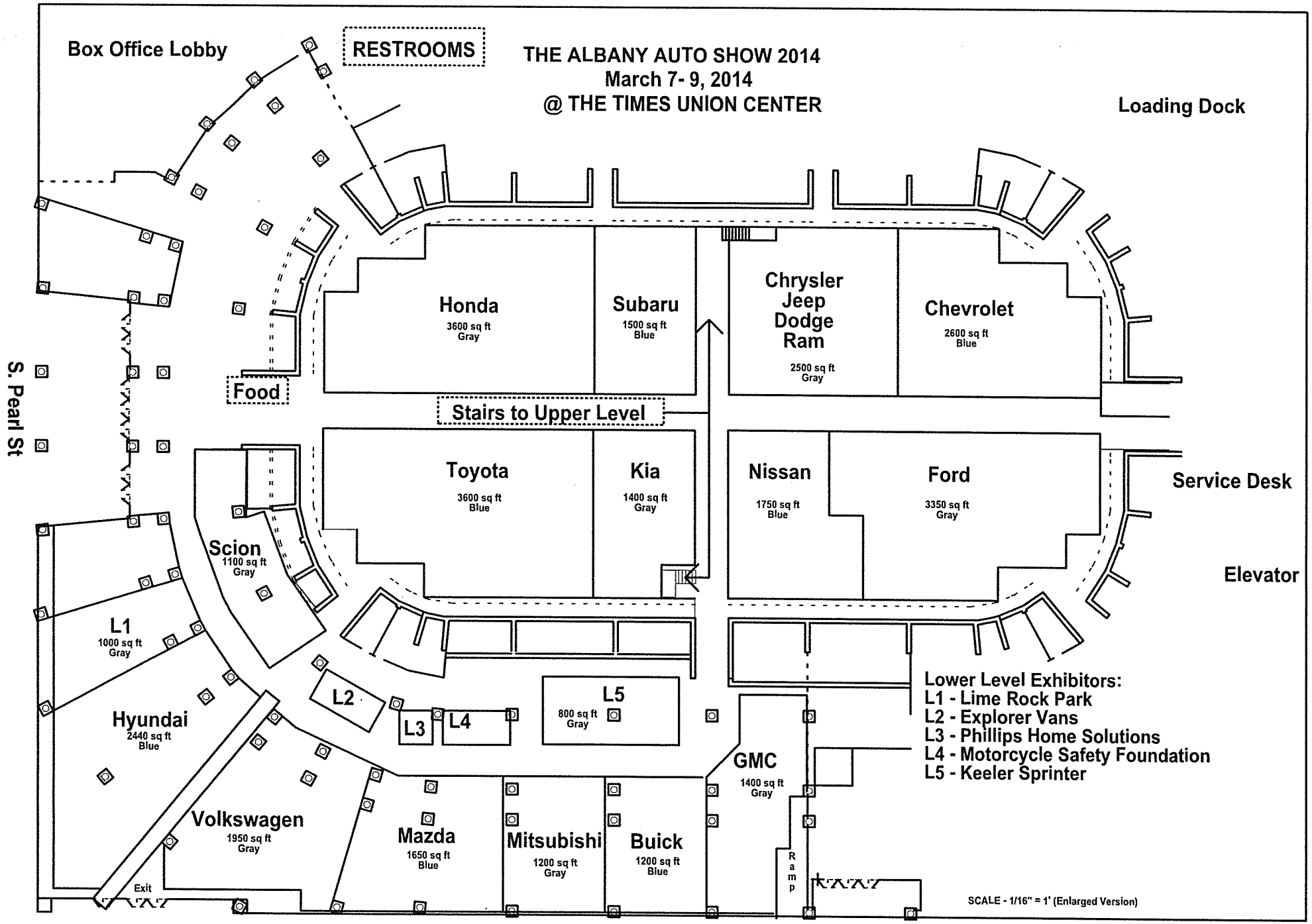
ALBANY AUTO SHOW

The 2014 Albany Auto Show – March 7-9

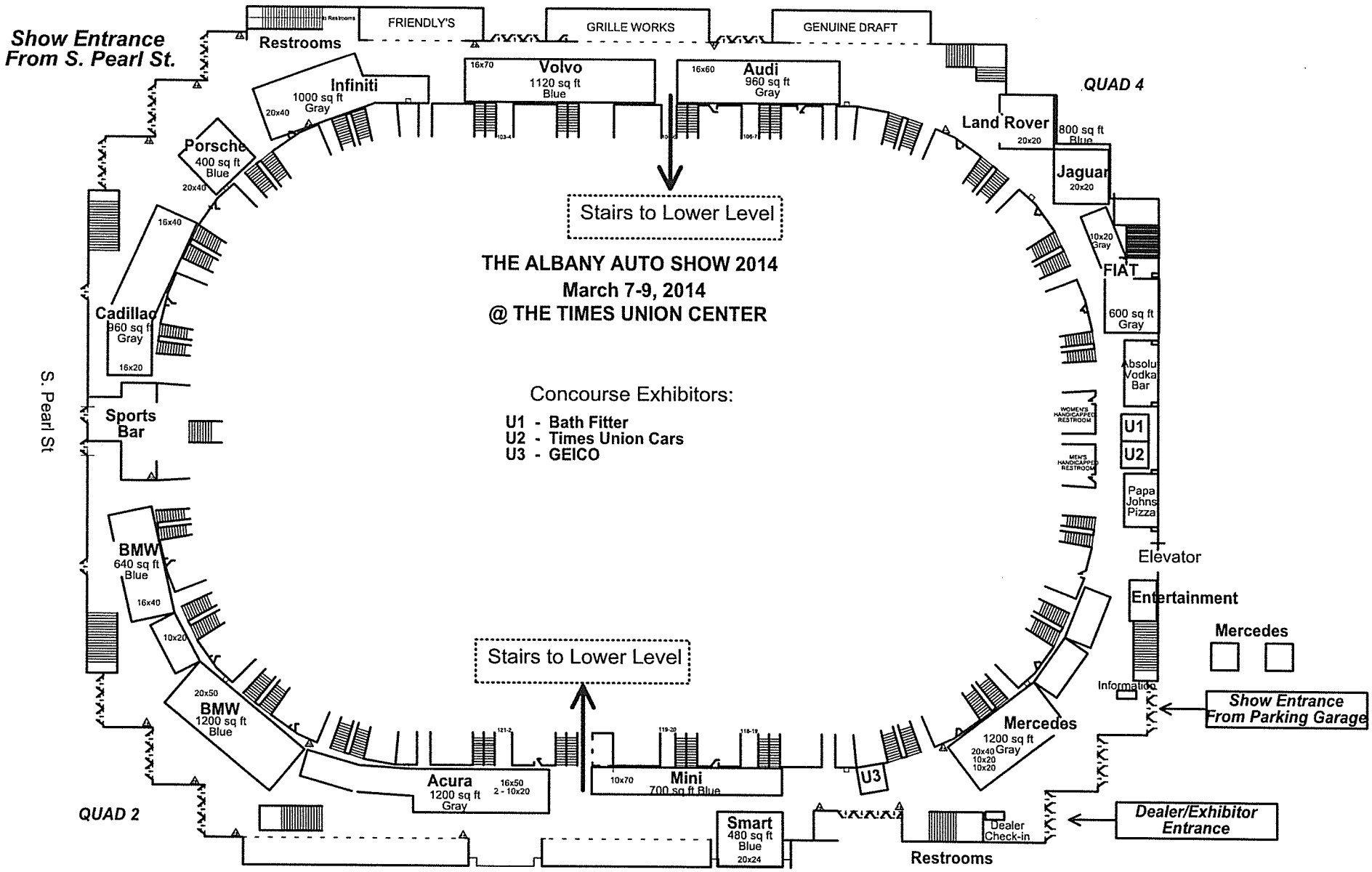
TEAM CAPTAINS:

ACURA	Mark Verdile (Northeast Acura)	785-4105
AUDI	Jonathan Adams (Langan Audi East)	783-5003
BMW	Rick Steinmuller (Capital Cities Imports)	463-3141
BUICK	Greg Goldstein (Goldstein Buick)	869-2291
CADILLAC	Chris Otto/Alex Rogers (Otto Cadillac)	869-5000
CHEVROLET	Jon DePaula (DePaula Chevrolet)	489-5551
CHRYSLER JEEP	Rick Shmaruk (Goldstein C/JEEP Dodge)	785-4156
	Marlene Dubois (Chrysler District Mgr.)	694-2147
DODGE/RAM	Rick Shmaruk (Goldstein C/JEEP Dodge)	785-4156
	Marlene Dubois (Chrysler District Mgr.)	694-2147
FIAT	Joe DiCarmine (Armory Automotive)	641-7777
FORD	Vince Speciale (Orange Ford)	489-5414
	Mike Phelan (Team Detroit/Retail First)	904-642-0014
GMC	Greg Goldstein (Goldstein GMC)	869-2291
HONDA	Theresa Lazzari/Mike Foote (Lia Honda)	438-4555
HYUNDAI	Mike Pendergast (Lia Hyundai)	458-2277
INFINITI	Steve Coons (Infiniti of Latham)	738-0800
JAGUAR	Bob Chetwynd (Jaguar Albany)	452-1100
KIA	Mike Bowers (Fuccillo Kia)	847-0800
LAND ROVER	Bob Chetwynd (Land Rover Albany)	452-1100
LEXUS	*Not Participating	
LINCOLN	*Not Participating	
MAZDA	John Galuski (Orange Motors)	489-5414
	Eva Videkovich (Derse)	414-290-3104
MERCEDES BENZ	Peter Connolly (Keeler Auto Plaza)	785-4197
MINI	Andrea Monzo (Keeler Motor Car)	724-1015
MITSUBISHI	Tony Mangino (Mangino Mitsubishi)	373-4100
NISSAN	Dave Bertuch (Lia Nissan)	579-2000
PORSCHE	Christian Trujillo (NC Porsche of CP)	664-4448
SCION	Donato Benevento (Lia Toyota Scion)	374-3700
	Chris Crumby (Toyota Motor Sales)	973-986-4815
SMART	John Sterrett (Keeler Motor Car)	785-4197
SUBARU	Stefanie Goldstein (Goldstein Subaru)	869-1250
TOYOTA	Donato Benevento (Lia Toyota Scion)	374-3700
	Chris Crumby (Toyota Motor Sales)	973-986-4815
VOLKSWAGEN	Terry Koonce (Fuccillo VW of Schenectady)	374-9161
VOLVO	Mark Nemith Jr. (Nemith Volvo)	785-8531

29/31 Manufacturers Participating- last updated 1/31/14



Times Union Center Lower Level



Times Union Center Upper Level

ALBANY AUTO SHOW

Directions to the Times Union Center, Albany, NY:

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.
The TU 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 Albany 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.
The TU 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.
The TU Center will be on your right, after crossing State St.
Make a Right onto Market St. after the Center
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PARKING AT THE TIMES UNION CENTER:

The public can enter the show through one of two entrances on the concourse level of the Center, one located directly off of the parking garage (level 3) of the Center and the other located on the 2nd level of the Center, accessed by taking the elevator located next to the box office (1st floor) to the upper level.

*Dealer and Exhibitor staff should enter the Center through the "Dealer/Exhibitor Entrance," which is located next to the public entrance on the concourse level of the Center, accessed from the parking garage entrance (3rd floor of the parking garage). You will need to check in at the staff desk and provide a driver's license and a participating dealer or exhibitor business card with the same name on it as the license, to be permitted in.

**If a dealer or exhibitor needs to unload through a dock or bring something in the back door, take the driveway directly before the entrance to the parking garage. This driveway goes downhill and into a small parking lot at the back loading area. Pull into an available space. If none is available, see the security post at the back door, inform them that you are an exhibitor for the show and they will arrange unloading for you. The parking spots in this lot are for unloading only and vehicles will be towed if left unattended.

ALBANY AUTO SHOW

Hotel Recommendations

Near the Times Union Center:

1. Hilton Albany (formerly the Hotel Albany & Crowne Plaza Hotel) State and Lodge Streets, Albany, New York 518-462-6611

2. Hampton Inn & Suites – Chapel Street, Albany, New York 518-432-1112

3. TownePlace Suites by Marriott - Albany Downtown/Medical Center 518-860-1500

4. Holiday Inn Express – 8 Empire Drive, East Greenbush 518-286-1011

5. Fairfield Inn by Marriott – 124 Troy Rd., East Greenbush 518-477-7984

Uptown Albany (10 minutes from the Center):

1. TownPlace Suites by Marriott: SUNY: 1379 Washington Ave Albany 518-435-1900

2. Hilton Garden Inn Albany/SUNY: 1389 Washington Ave, Albany 518-453-1300

Near the Airport (20 minutes from the Center):

1. The Desmond – 660 Albany-Shaker Road, Albany, New York 518-869-8100

2. The Albany Marriott – 189 Wolf Road, Albany, New York 518-458-8444

3. The Hilton Garden Inn – 800 Albany-Shaker Road, Albany, NY 518-464-6666

ALBANY AUTO SHOW

Vehicle Move-in:

Exhibition Hall: Wed., March 5th from 3:00-6:00 p.m.
(Vehicles should enter through the rear of the Center from the driveway right before the parking garage)

3:00 p.m. GMC & Buick
3:30 p.m. L1 - Lime Rock Park
3:45 p.m. L5 – Keeler Sprinter
4:00 p.m. Mitsubishi
4:15 p.m. Mazda
4:30 p.m. Volkswagen
4:45 p.m. L2 - Explorer Van
5:00 p.m. Hyundai
5:15 p.m. Scion

Concourse Level: Thurs., March 6th 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. Cadillac
12:15 p.m. Porsche
12:20 p.m. BMW
12:35 p.m. Infiniti
12:45 p.m. Acura
1:00 p.m. Volvo
1:10 p.m. Mini
1:20 p.m. Audi
1:30 p.m. Smart
1:40 p.m. Land Rover & Jaguar
1:50 p.m. FIAT
2:00 p.m. Mercedes Benz

Center Floor: Thurs., March 6th 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. Toyota
4:00 p.m. Subaru
4:15 p.m. Kia
4:30 p.m. Chrysler Jeep & Dodge Ram
5:00 p.m. Nissan
5:15 p.m. Chevrolet
5:30 p.m. Ford

For more information, or questions, contact Kim Perrella at 518-452-0584 extension 202 or kim@enycar.org.

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-Wednesday, March 5th, 3:00-6:00 p.m.;
   Concourse-Thursday, March 6th, 12 noon – 2:30 p.m.;
   Center Floor-Thursday, March 6th, 3:30 p.m.-6:00 p.m.
   See specific times for each manufacturer in each area.

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)
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From the East (Massachusetts)
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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. This year's theme is **"Get Up and Go!"** and will include special drawings for trips and travel prizes. Specifically, the "Get Up and Go See the U.S.A.!" drawing will happen during the show, where an attendee can win a trip for two to see our National Parks (air, accommodations, and entrance fees). There will also be great on-site entertainment, including Mr. Twisty, a face painter, aerialists, acrobats and more! Be sure to get into the "Get Up and Go" spirit, too, and include the theme and giveaways in your display! For decorating purposes, the carpeting for exhibitors will alternate between a royal blue and a dark gray. All areas will also be draped with silver and blue pipe and draping and include a black-skirted table and two chairs. Exhibitor booths will have a 7" x 44" identification sign on their booth. There will also be additional lighting installed in all three areas of the Center. For additional decorations, lighting, and other show services for your space, you can contact Clifton Park Convention Sevices at 518-877-7449 or the Times Union Center for electrical, porter or phone/internet services at 518-487-2089.

5. **Auto Show Website.** We have a website for both of our auto shows, 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 Shawna Scoville know, so that she can add it to the site (shawna@enycar.org). 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).

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7. **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.

8. **Rules and Regulations (separate copy)** – Should be reviewed by all show staff before working the show.

9. **Show Hours:** Fri., Mar. 7th from 11-7 p.m.; Sat., Mar. 8th from 10 a.m.-7 p.m., and Sun., Mar. 9th from 10 a.m.-5 p.m.