



**ALBANY**  
**AUTO SHOW**

**To: Auto Show Team Captains**

**From: Kim Perrella**

**Date: September 24, 2021**

**Subject: Auto Show Space Blueprints**

**Your space has been confirmed for the Auto Show and now we need to know what you are going to do with it!!! In order to efficiently organize the move-in, and confirm other services required, we must have a blueprint of your space, including any special requests you have arranged (e.g., electric, phone, etc.). Please use the enclosed form or provide us with one that includes the necessary information, and email to [kim@enycar.org](mailto:kim@enycar.org), no later than October 8th! If you can fully complete the enclosed blueprint form, that would be ideal. Even if you only have a general idea of your displays, a hand drawn sketch is acceptable. We must, however, have the exact number of vehicles you are bringing! Thanks.**



**Manufacturer Blueprint**  
(\*must be emailed to kim@enycar.org by 10/8)

**Manufacturer:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

dimension \_\_\_\_\_

dimension  
\_\_\_\_\_

Be sure to check off below and indicate on your blueprint any and all of the following included in your display area (this is for ENYCART informational purposes only and services still need to be requested through Clifton Park Convention Services or the Times Union Center):

**Vehicles - Total Number:** \_\_\_\_\_

\_\_\_\_\_ Special Vehicle Introductions or special attractions: \_\_\_\_\_

\_\_\_\_\_ Phone or Internet line

\_\_\_\_\_ Additional skirted table (ENYCART provides one skirted table and 2 chairs per booth)

\_\_\_\_\_ NO skirted table in my manufacturer booth

\_\_\_\_\_ Additional furniture

\_\_\_\_\_ Displays not requiring electrical outlet(s)

\_\_\_\_\_ Displays or items requiring electrical

\_\_\_\_\_ Other: \_\_\_\_\_