



ALBANY
AUTO SHOW

To: Auto Show Team Captains

From: Kim Perrella

Date: September 11, 2023

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, no later than October 9th! 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 10/9)

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 MVP Arena):

Vehicles - Total Number: _____

_____ Special Vehicle Introductions or special attractions (Any EVS or Hybrids???)

_____ 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: _____