



**Royal Productions'
Greater Philadelphia
Boat Show**

**Greater Philadelphia
Expo Center at the Oaks
March 4 - 6, 2011**

Friday Noon to 8 pm • Saturday 10 am - 8 pm
Sunday: 10 am - 5 pm

**Rules and Regulations
Booth Space Exhibitors**

Dear Booth Space Exhibitor:

MOVE IN: Booth space exhibitors may move in Thursday, March 3 from Noon to 8 pm or Friday, March 4 from 8 am to 11 am. Booth access by motor vehicles may be limited at later setup times, so if this is critical, an early setup time is suggested. No vehicles will be allowed in the building on Friday.

MOVE OUT: Move out will begin Sunday, March 6 at 5 pm and continue until 8 pm. The building will be open for continued move out on Monday, March 7 from 8 am to 12 Noon. ALL DISPLAYS must be removed by 12 Noon on Monday, March 7.

RECEIVING SHIPMENTS: If you will have displays or equipment shipped to the Greater Philadelphia Expo Center, please arrange for their delivery on Wednesday, March 2 or Thursday, March 3. For deliveries before that time, you must contact Reber-Friel Company (610-265-7310) who will provide drayage services and accept delivery.

RESTRICTIONS: Please read and observe rules in the Expo Center-Special Events Regulations ([www:Phillyboatshow.com/To Exhibit/Forms](http://www.Phillyboatshow.com/To Exhibit/Forms)) and note especially that no food and beverage may be brought into the facility; helium balloons are not permitted and smoking is not permitted.

PARKING: There is no charge for parking, but please observe fire lane restrictions.

EXHIBITOR BADGES: All people working the show must have a Badge issued by Royal Productions in order to enter the show. Names for badges must be submitted by February 18. Please DO NOT request badges for spouses or family members of employees who will not actually be working the show. Each company will receive complimentary tickets for use by these people. A Badge Order Form is available on our website: (www:Phillyboatshowcom/To Exhibit/Forms) which you may print, fill out and return to us by fax or mail. Or you may email the list of names, including your company name, contact person and phone number in case there are questions, to info@royalshows.com.

LODGING: A special nightly room rate of \$109 has been obtained at the Hampton Inn on the Expo Center complex property. Reservations may be made with them at 610-676-0900. Please mention you are associated with the Greater Philadelphia Boat Show when making reservations to obtain these rates.

EQUIPMENT RENTALS: The show decorator, Reber-Friel Company, will have tables, chairs, carpet and other accessories for rent (or you may bring you own). Order forms are available on our website (www:Phillyboatshowcom/To Exhibit/Forms). To receive discount rental prices, you must place and pay for your order with them by February 18. Their phone number is 610-265-7310. Please note that a substantial price increase applies to all order placed after that date.

ELECTRIC, WATER AND PHONE SERVICE : ANYONE using electric outlets must request service from the Greater Philadelphia Expo Center. Order forms are available on our website (www:Phillyboatshowcom/To Exhibit/Forms). To receive the discount rental prices, you must place your order with them by February 21. Please note that a substantial price increase applies to all order placed after that date. Order forms are also available to order water, internet or phone services.

GENERAL EXHIBIT GUIDELINES: All decorative material is to be flame retardant in a manner satisfactory to the Fire Marshal, who shall inspect all exhibits before the show opening and during the show. Fuel caps on vehicles shall be locked or sealed and at least one battery cable shall be disconnected and taped. LPG/CNG cylinders unable to be removed must be capped and disconnected. Fuel in any fuel tank shall not exceed ¼ of the tank capacity or 5 gallons, whichever is less.

SHOW OFFICE TELEPHONE: On move-in days during regular business hours you may call our office 804-748-7469 for assistance or information. If you need to contact us during the show hours, call David Posner on his cell at 804-370-3545.