

# Royal Productions' Greater Philadelphia Boat Show March 6 - 8, 2020

## Rules & Regulations

### Show Hours

Friday: 1 pm to 8 pm  
Saturday: 10 am to 7 pm  
Sunday: 11 am to 5 pm



### Dear Booth Exhibitors:

**MOVE IN:** Booth space exhibitors may move in Thursday, March 5 from Noon to 7 pm or Friday, March 6 from 8 am to 10 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. If you have trailers or larger displays, please contact us for special arrangements for move in.

**MOVE OUT:** Move out will begin Sunday, March 8 at 5 pm and continue until 9 pm. The building will be open for continued move out on Monday, March 9 from 8 am to Noon. ALL DISPLAYS must be removed by Noon on Monday, March 9.

**RECEIVING SHIPMENTS:** If you will have displays or equipment shipped to the Greater Philadelphia Expo Center, please arrange for their delivery on Tuesday, March 3, Wednesday, March 4 or Thursday, March 5. For deliveries before that time, you must contact Reber-Friel Company (610-676-0470) who will provide drayage services and accept delivery.

**RESTRICTIONS:** Please read and observe regulations from the Greater Philadelphia Expo Center ([www:Phillyboatshow.com/ToExhibit/Forms](http://www.Phillyboatshow.com/ToExhibit/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.

**NAME BADGES:** All employees working the show are required to wear a name badge during show hours. Name badges are not needed during set-up. **Names must be submitted by February 20.** Please email names for badges per instructions enclosed.

**TICKETS:** Each Exhibitor is entitled to four complimentary tickets for their use. These tickets will not be mailed, but will be available for pickup at the Show Office OR you may email us the names of four guests who you would like us to admit to the show, or leave their names at the Show Office. If you will need more than four tickets, please use our order form for Discount Tickets.

**LODGING:** A special nightly room rate of \$105 to \$125 (plus tax) has been obtained at the Hampton Inn on the Expo Center complex property (610-676-0900), reservation code BOAT SHOW) or the nearby Hilton Garden Inn, rate \$119 (610-650-0880, reservation code BOAT SHOW). To obtain these rates you must **reserve rooms as part of the BOAT SHOW block.**

**EQUIPMENT RENTALS:** The show decorator we have used for years is now out of business. A new decorator has not been engaged at this time. You will be given contact information for renting tables, chairs, carpet and other accessories by a separate email or when a company is chosen we will post the information and order forms on our website [www.phillyboatsale.com](http://www.phillyboatsale.com) (To Exhibit: Forms, Decorator).

**ELECTRIC, WATER AND PHONE SERVICE :** ANYONE using electric outlets must request service from the Greater Philadelphia Expo Center. **The Expo Center no longer has paper forms.** You must order services online. Instructions are attached or are available on our website [www.phillyboatsale.com](http://www.phillyboatsale.com) (To Exhibit: Forms).

**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, move-in or after hours, call David Posner on his cell at 804-370-3545.