

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS



Dear **2019 Greater Philadelphia Buildings Engineering & Facility Maintenance Show**
Exhibitor:

Welcome to the online exhibitor service kit for the upcoming **2019 Greater Philadelphia Buildings Engineering & Facility Maintenance Show** being held at the **Greater Philadelphia Expo Center** on **May 22, 2019**.

This letter contains instructions on how to access the Online Exhibitor Kit. You may print it out for easier step by step viewing.

Online Exhibit Kit Instructions:

To access our ONLINE kit for the **2019 Greater Philadelphia Buildings Engineering & Facility Maintenance Show** you have 2 options.

DIRECT LINK

<https://www.generalexposition.com/online-servicekit.php> (click to follow link)

MANUAL ENTRY

Please click the following link or copy and paste the link into your browser's window -
www.generalexposition.com

Next, click on the Online Services button located in the upper right hand corner of the Web page. This will take you to the log in page.

AT THE LOG IN PAGE - Enter the password: **MAINT2019**

At the Sign In page, you will be prompted to sign in with an existing exhibitor account, or if you do not have an account setup, you will be prompted to setup a new account.

Now that you are signed in with the show, you can read through the important show information. Scroll down to the bottom of the screen to see the links for which services you wish to order, including carpet, furnishings, labor, etc.

For photos of the items, as well as any additional custom forms you may need, please click on the appropriate links listed under "References".

As you place orders for your items, all furnishings and services will be placed in your shopping cart, and you will be prompted for payment information upon checkout.

We look forward to being of service to you. If you have any questions, please give us a call at 610-495-8866, mention the upcoming **2019 Greater Philadelphia Buildings Engineering & Facility Maintenance Show**, and one of our Customer Service Reps will be happy to assist you.



GENERAL EXPOSITION SERVICES 2019 GP-FM QUICK INFO

Show Services Discount Deadline Date: Friday, May 3, 2019

Event Information

Location:

Hall D & E; Greater Philadelphia Expo Center
100 Station Avenue; Oaks, PA 19456

Exhibitor Move-In Hours:

Tuesday, May 21, 2019 from 12:00Noon to 6:00PM and Wednesday, May 22, 2019 from 7:00AM to 8:00AM

All exhibits must be completely installed by: 8:00AM to Wednesday, May 22, 2019.

Show Hours:

Wednesday, May 22, 2019 from 9:00AM to 2:00PM

Exhibitor Move-Out Hours:

Wednesday, May 22, 2019 from 2:00PM to 6:00PM

All equipment & exhibit materials must be completely removed from the show floor by: 6:00PM on Wednesday, May 22, 2019.

Note: All Carriers must check in at the dock or service desk two hours prior to FLOOR closing time or freight will be shipped via General Exposition Logistics.

Shipping Information

Advance Warehouse Shipping Address:

Name of Exhibiting Company
Your Booth Number
2019 Greater Philadelphia Buildings Engineering & Facility Maintenance Show
General Exposition Services
205 Windsor Road
Limerick Business Center
Pottstown, PA 19464

Advance Warehouse Discount Deadline: Friday, May 3, 2019

Last Date to Arrive at Warehouse Address: Friday, May 17, 2019

Warehouse receiving hours: Monday - Friday 8:30 AM - 11:45 AM and 12:30 PM - 4:30 PM

Direct Show Site Shipping Address:

Name of Exhibiting Company

Your Booth Number

2019 Greater Philadelphia Buildings Engineering & Facility Maintenance Show

Greater Philadelphia Expo Center

c/o General Exposition Services

100 Station Avenue

Oaks, PA 19456

Direct Show Site Delivery Hours: Tuesday, May 21, 2019 beginning at 12Noon

No Freight will be accepted in advance at show site.

Decorating & Utilities Information

Show Colors:

Back Drape: Silver / Hunter Green / Black

Side Drape:

Black

Carpet: None

The Show floor is: NOT Carpeted.

If you desire carpeting of another color, please indicate this on the Carpet Order Form.

Booth Equipment:

Each booth is supplied with 8 foot high back drape and 3 foot high side drape along with an ID Sign containing Company name and Booth number. All booths will be 10 feet deep and 10 feet wide.

DO NOT pin or staple any materials to the drape. Special background will be needed for any display materials that exceed 25 lbs in total weight. Arrangements for this type of display should be made in advance and brought to the exhibit hall ready for assembly. Installations are subject to approval of show management.

Display Furniture:

1 - 6' skirted table, 2 chairs and a wastebasket are provided with your booth space. Additional furnishing items can be rented by completing the Furniture Order Form.

Payment and Charge Authorization Form must be completed for every order. Credit Card Authorization MUST accompany ALL orders. To qualify for Advance Discount Prices, FULL payment including 6 % Tax MUST be included with your order.

Electrical Service:

There is no electricity provided with your booth space. To order electricity, please go to www.phillyexpocenter.com.

Telephone/Internet Services:

There is no telephone or internet provided with your booth space. To order telephone or internet, please go to www.phillyexpocenter.com

Electrical Plumbing and Telephone/Internet orders should be made, with payment, directly to Show location.

Service Desk: An exhibitor's service desk will be located in the exhibit hall to service the needs of exhibitors.

Please refer to the Form List provided in the online service kit for additional services offered.

Assistance: If you have any questions or need assistance, please contact General Exposition Services at:

Phone: (610) 495-8866 Fax: (610) 495-8870

Email: info@generalexposition.com

For additional information please consult the GP-FM Exhibitor Instruction Letter.