



SEPTEMBER 18, 2024

GREATER PHILADELPHIA EXPO CENTER – OAKS, PA

PHILLY-FM SHOW INFORMATION SHEET

Discount Order Deadline: Friday, August 30, 2024

Exhibitor Move-In Hours:

Tuesday, September 17, 2024 from 12:00PM to 6:00PM

Wednesday, September 18, 2024 from 7:00AM to 8:00AM

All exhibits must be completely installed by: 8:00AM on Wednesday, September 18, 2024.

Show Hours:

Wednesday, September 18, 2024 from 9:00AM to 2:00PM

Exhibitor Move-Out Hours:

Wednesday, September 18, 2024 from 2:00PM to 4:00PM

All equipment & exhibit materials must be completely removed from the show floor by: 4:00PM on Wednesday, September 18, 2024.

Note: All Carriers must check in at the dock or service desk two hours prior to FLOOR closing time or freight will be shipped C.O.D. via YRC or UPS.

Shipping Information

Advance Warehouse Shipping Address:

Name of Exhibiting Company

Your Booth Number

2024 Greater Philadelphia Buildings & Facility Maintenance Show

General Exposition Services

205 Windsor Road

Limerick Business Center

Pottstown, PA 19464

Advance Warehouse Discount Deadline: Friday, August 30, 2024

Last Date to Arrive at Warehouse Address: Monday, September 16, 2024

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

2024 Greater Philadelphia Buildings & Facility Maintenance Show

Greater Philadelphia Expo Center

c/o General Exposition Services

100 Station Ave

Oaks, PA 19456

Direct Show Site Delivery Hours: Tuesday, September 17, 2024

No Freight will be accepted in advance at show site.

Expo Hall Information

Show Colors:

Back Drape: Black/Grey/Green/Black

Side Drape: Black

Carpet: No

The Show floor is: not carpeted

If you desire carpeting, 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.

Furniture Package Included:

1 - 6' black skirted table, 2 chairs, 1 wastebasket and an ID sign are included with your booth space. If additional furnishing items are needed, these items can be rented under the 'Shop by Category' section of the Online Service Kit in the Furniture area.

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 contact the Greater Philadelphia Expo Center DIRECTLY.

Telephone/Internet Services:

There is no telephone or internet provided with your booth space. To order telephone or internet please contact the Greater Philadelphia Expo Center DIRECTLY.

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

On-site Exhibitor Services

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