

5931 Campus Circle Drive West, Irving, Texas 75063  
 Phone: 972.580.9000  
 Order Services online at [theexpogroup.com](http://theexpogroup.com)

The Car Wash Show™ 2020  
 April 6-8, 2020  
 Henry B Gonzalez Convention Center  
 San Antonio, TX

**Discount Deadline**  
**March 2, 2020**

**Exhibit Hall Colors**  
 Back drape color: Black  
 Side drape color: Black  
 Aisle carpet color: Black

**Booth Equipment**  
 Each 10' x 10' booth will be set with 8' high black back drape and 3' high black side dividers. Booths 300 sq. ft. or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sq. ft. may receive a 7" x 44" one-line identification sign upon request. Please contact your Customer Account Manager to request one.

**Exhibit Hall Carpet**  
 The exhibit area is NOT carpeted. The aisles will be carpeted in black. **All exhibitors are required to have floor covering.** Rental carpet is available through The Expo Group. Please refer to the Carpet Brochure and Order Form in this service manual.

**Show Management will be providing complimentary carpet with one-time vacuuming for exhibitors with one 10' x 10' booth. Please complete the Complimentary Carpet Order Form (form 7a) by the Discount Deadline to receive this offer.**

**Exhibit Hall Hours**  
**IMPORTANT:** A very carefully planned Move-In schedule for inbound exhibitor freight has been arranged for this year's show. Exhibitors should pay particular attention to their assigned target date and time when scheduling delivery directly to the Convention Center. Please refer to Target Move-In Floor Plan for your assigned date and time.  
 All exhibits must be fully installed by Monday, April 6, 2020 at 10:00 AM.

**Last In / First Out Booths (LIFO)**

**New for 2020** – We have designated a few booths as “Last In First Out (LIFO)”. They are shown on the target plan in grey. These booths are right in front of dock doors that ideally need to be set last in order to continually move the show in and struck first in order to be able to have access to the docks as quickly as possible. If your booth falls into this category, please speak to your Customer Account Manager for more details and how logistics will work onsite.

**Exhibitor Move-In: (Based on your Target time and day)**

Thursday	April 2, 2020	10:00 am - 5:00 pm
Friday	April 3, 2020	8:00 am - 5:00 pm
Saturday	April 4, 2020	8:00 am - 5:00 pm
Sunday	April 5, 2020	8:00 am - 5:00 pm

**Show Hours**

Monday	April 6, 2020	11:00 am - 6:00 pm
Tuesday	April 7, 2020	11:00 am - 6:00 pm
Wednesday	April 8, 2020	9:30 am - 1:00 pm

**Exhibitor Move-Out**

Wednesday	April 8, 2020	1:00 pm - 8:00 pm
Thursday	April 9, 2020	8:00 am - 5:00 pm
Friday	April 10, 2020	8:00 am - 10:00 am





KEEP CLEAR AISLES

INBOUND TARGETS		
Thursday	April 2	10 AM
Friday	April 3	8 AM
Friday	April 3	1 PM
Saturday	April 4	8 AM
Sunday	April 5	8 AM
Grey	Last In / First Out	

\*This floor plan is subject to fire marshal approval.

■ Current As Of: 03-06-2020  
 ■ Job No.: 004001  
 ■ Drawn By: sa/cd  
 ■ Scale: Fit To Page  
 J:\\_Floor\_Plans\2020\_Floor\_Plans\InternationalCarWashShow20\CAD\Carwash20.dwg

The Carwash Show  
 April 6 - 8, 2020  
 Henry B Gonzalez Convention Center  
 Halls 1 - 3  
 San Antonio, Texas

**THE EXPO GROUP**  
 theexpogroup.com | 972.580.9000

**Disclaimer**  
 Every effort has been made to ensure the accuracy of all information contained on this floor plan. However no warranties, either expressed or implied are made with respect to this floor plan. If the location of building columns, utilities or other architectural components of the facility is a consideration in the construction or usage of an exhibit, it is the sole responsibility of the exhibitor to physically inspect the facility to verify all dimensions and locations.

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**Dismantle** Empties will be returned after the aisle carpet has been removed. Aisle carpet removal should take 2 hours. Empty return should take 4-6 hours.

All exhibitor materials must be removed from the exhibit facility by **Friday, April 10, 2020 at 10:00 am**. Any materials remaining in the facility will be re-routed via The Expo Group's choice. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out Deadline, please have all carriers checked-in by **Friday, April 10, 2020 at 8:00 am**.

Please connect with your CAM to review the options that have been made if you need any special move-out arrangements due to the Passover holiday.

**Booth Abandonment** Excessive booth materials and/or literature left in the booth at the end of published exhibitor move-out that is not labeled for outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift / Rigging Labor, and/or Dumpster Fee.

<b>Important Dates</b>	February 10, 2020	Deadline to submit booth floor plans for review & approval
	March 2, 2020	Discount Deadline for Booth Services Deadline to order Complimentary Carpet for 10x10 Booths First Day to receive freight at the Advanced Receiving Warehouse 50% Cancellation Fee Applied for the following services if cancelled on or after this date: Perspective Exhibits, Portable Solutions & Graphics
	March 13, 2020	50% Expedite Fee Applied for the following services: Perspective Exhibits, Portable Solutions & Graphics
	March 20, 2020	100% Expedite Fee Applied for the following services: Perspective Exhibits, Portable Solutions & Graphics Last day for booths 20' x 20' and larger to submit floor plan for approval.
	March 27, 2020	Last day to ship to the Advanced Receiving Warehouse
	April 2, 2020	First Day of Targeted Move In & Direct to Dock Receiving

**Shipping Advance Receiving at the Warehouse**

**Information** Address: Exhibiting Company Name / Booth # \_\_\_\_\_  
**The Car Wash Show 2020**  
 c/o The Expo Group  
 YRC Freight  
 111 Gembler Road  
 San Antonio, TX 78219

The Expo Group will accept crated, boxed or skidded materials beginning **MARCH 2, 2020** at the above address. Warehouse freight will be received through Friday, **MARCH 27, 2020**. Warehouse freight will be delivered prior to exhibitor set up. Warehouse receiving hours are 9:00 am - 2:00 pm, Monday - Friday. Please see the following pages for additional warehouse specific information.

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Shipping Information  
 (Cont.)

**Direct Shipments to Henry B Gonzalez Convention Center - Halls 1, 2 and 3**

Address: Exhibiting Company Name / Booth # \_\_\_\_\_  
**The Car Wash Show 2020**  
 Henry B Gonzalez Convention Center  
 c/o The Expo Group  
 237 Tower of Americas Way  
 East Dock - Halls 1 and 2 **-OR-** West Dock - Hall 3  
 San Antonio, TX 78205

The Expo Group will accept shipments at the exhibit facility beginning at **10:00 am on APRIL 2, 2020 based on your target schedule.** Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight delivery accepted by the facility will be the responsibility of the exhibitor.

***This show will be marshalled. Please see marshalling yard map in this service manual.***

**Please Note for items that are not hand-carried:**

All items and materials brought into the facility *via the docks* are subject to Material Handling Charges that are the responsibility of each Exhibitor. This also applies to items not ordered through the Official Show Vendors, but rather delivered by Outside Vendors to the docks and then offloaded by The Expo Group for handling to the booth.

**Show Carriers**

Common Carrier: YRC Freight  
Air Carrier / Small Package: EAX Worldwide

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**Marshalling Yard** A Marshalling Service has been established to help ease congestion at the facility and better utilize dock space.

Carrier  
 Check-In

**EXHIBITORS: PLEASE INFORM YOUR CARRIER**

**Marshalling Yard - Alamodome - Lot B - 700 S. Cherry Street - San Antonio, TX**

1. All carriers and privately-owned vehicles must check in at this location prior to loading or unloading.
2. All shipments must be accompanied by certified weight tickets. Light and heavy valid, dated and signed scale tickets are required. Weight tickets must match tractor and trailer numbers.
3. Targeted shipments should check-in at least 2-hours prior to appointed time to insure a scheduled move-in.

Move-In Marshalling Yard Hours

Thursday, April 2, 2020	7:00 am - 6:00 pm
Fri to Sun, April 3-5, 2020	6:30 am - 3:30 pm
Monday, April 6, 2020	6:30 am - 10:30 am

Move-Out Marshalling Yard Hours

Wednesday, April 8, 2020	10:00 am - 6:00 pm
Thursday, April 9, 2020	6:00 am - 3:30 pm
Friday, April 10, 2020	6:00 am - 8:00 am

Marshalling Alamodome  
 Yard Lot B  
 Address 700 S Cherry St  
 San Antonio TX 78203

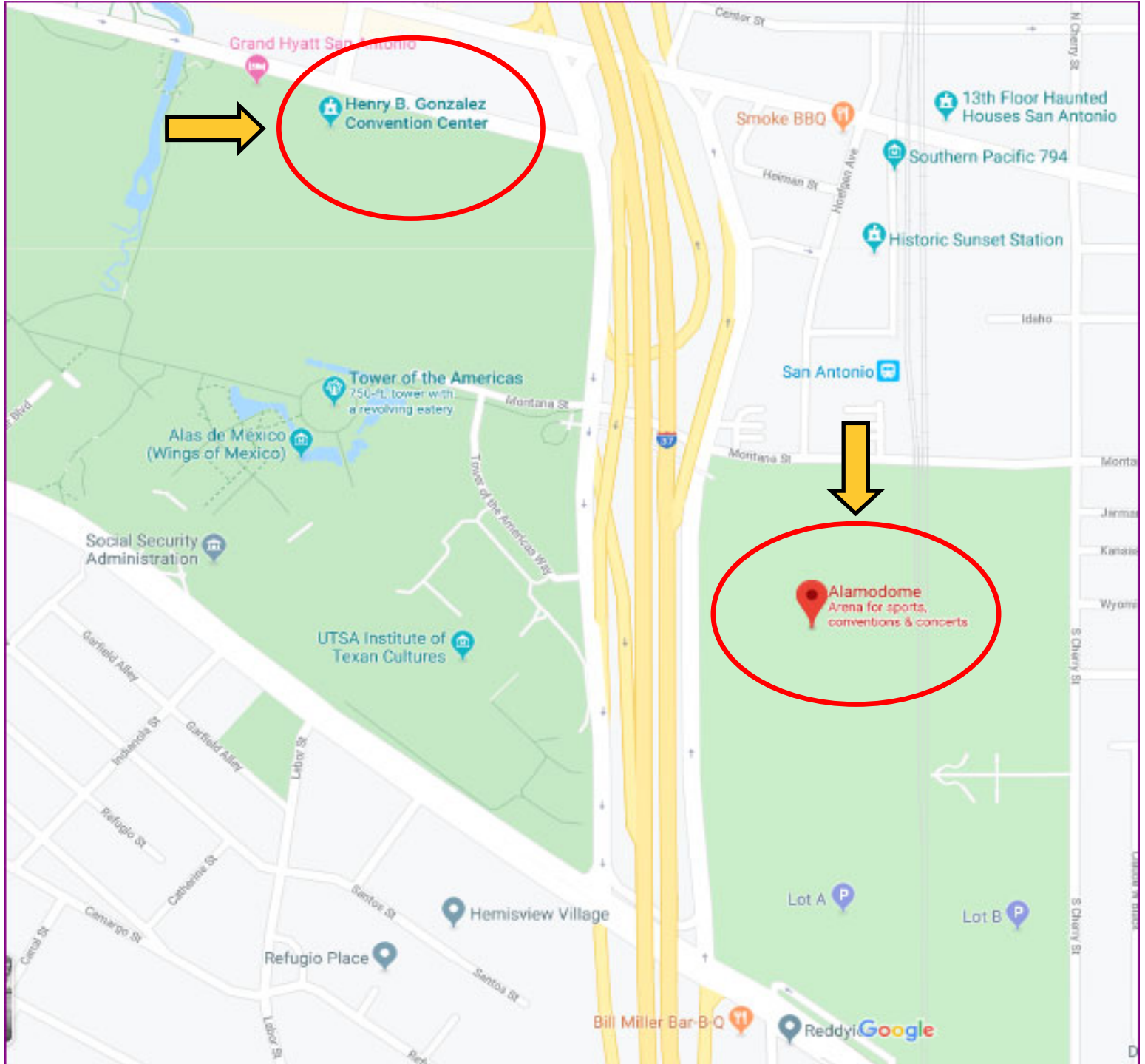


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### MARSHALLING YARD MAP



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## Electrical Tips

1. All power comes from the ground unless you order it otherwise.
2. Edlen uses flat cords for all electrical drops.
3. Machines should come with their own cord caps and they should be removable. The facility does not have any cord caps for rental.
4. To save time onsite, all high voltage connections should be NEMA L21-30. If you are using something other than this, please provide a description and picture of your connection.
5. All standard outlets will be laid hot including overhead power for hanging signs.
6. If you require a hard-wired connection (208 Volt or more) you are able to preschedule this install service in advance. On your electrical order form 25f you can indicate the date and time range for installation. Please also indicate whether or not that connection will need to be hot at that time. If you do not wish to preschedule, please see The Expo Group Service Desk to let us know you are ready for your hard-wired connection to become hot.
7. At the break of the show power will continue to stay on while machines are being powered down. If you would like to preschedule your hard-wired disconnect, please let us know when on your electrical order form.
8. Please make sure to indicate your "Main Drop" location on your floorplan. If you have a closet to hide an electrical panel in, please indicate on your floor plan.
9. Please make sure all floorplans indicate orientation.
10. Exhibitors must furnish all 208V and 480V male and female plugs. Pictures are needed on 208V.
11. If you are bringing new technology such as LED screens, AI, VR and similar or more machinery, consider updating your electrical budget.
12. Machinery with 480 Volt requirements must bring their own tails and Edlen will hardwire to it.
13. Each floor port has 1-100A, 3p 208v, 1-30A 3p 208v, and 2 dedicated 20 amp 120v circuits.
14. Each column has what the floor ports have, however, in addition the column has 1-100A 3p 480v disconnect per side.
15. If you have bare wires, Edlen will wire directly to it.

## Air and Water Tips

1. If Air and Water pressure is critical, Edlen recommends exhibitors arrange to have a pressure regulator installed. No guarantee can be made of minimum and maximum pressure otherwise.
2. Edlen provides air hose with 1/4" quick connect fittings for compressed air. Water lines will be 3/8" hose with 3/4" threaded garden, or bare, end.
3. Please provide a detailed floorplan indicating locations of all items ordered with a main drop noted.
4. Please make sure all floorplans indicate booth orientation.
5. If you would like to preschedule your fill and drain labor, please indicate the date and time on the order form 26d.
6. Air/Water all come from the columns, except for in Hall 1, where it comes from the exterior walls on the east and west side.
7. Edlen does not provide inline dryers.
8. Air chucks are all 1/4 quick connects
9. Edlen will supply 3/8 air line unless more CFM is needed. Must know this in advance

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## Communi- cation and Technology Tips

1. Wireless is available in all public spaces (Lobby, most Pre-Function spaces and cafe locations).
2. Complimentary WiFi is currently provided in the Entrance Lobby and a few public areas of the facility.
3. Smart City is the exclusive provider and installer on the Facility property of all Voice, Data and Network services (wired and wireless) including communications cabling. This includes but is not limited to all cabling fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunications related cabling to meeting rooms, booths, within booths (under carpet and flooring), tents and other locations on the Facility property (inside and outside).
4. Order Form Rates listed include a single IP address with standard installation to the booth in the most convenient manner. To connect additional devices to the bandwidth product a Smart City assigned IP address or additional device charge must be purchased.
5. Wireless Specific: (a) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. Wireless Devices not authorized by Smart City are strictly prohibited.
6. Internet and Data services are delivered over a standard RJ45 jack or 802.11 b/g wireless access points.
7. Orders do not include power. Please order separately if needed.



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### Suspended Sign Tips

1. All hanging signs will need to be estimated by booth. Estimates will take approximately 10 days to return. The 10 day turn around will be from the completed submission period. Any partial/incomplete submissions will not be counted with in the 10 day turn around period.
2. Hanging signs and graphics are permitted in all peninsula, split island and island booths to a maximum height of 20' (4.88m) from the floor to the top of the sign. See the rules and regulations section for more specific details.
3. We strongly recommend sending your sign to the advance warehouse to have it over prior to your targeted time and hung without your supervision, you may do so by using the included suspended sign labels. Please specify this with your suspended sign order form.
4. Possible problematic areas have been communicated to each exhibitor, if you are uncertain please contact you CAM.
5. On your order form please indicate if you want your chain motors hung inverted or traditional
6. All rigging must be rated.
7. The use of bridles is not allowed. Spanner truss must be used to create points not lined up on a beam.
8. A maximum of 3 socalpex multi cables may be dead hung to each point in a cable run. Quantities more than 3 require a motor or a cable bridge.
9. Main Roof Truss Beams that are Low (35') have maximums: 2,000 lbs at the panel point, 1,000 lbs a up to two rigging points spaced at least 10' apart per span, 650 lbs at three points spaced at least 7.5 feet apart per span
10. All rigging requests that include a motor or are over 250 lbs must be submitted at least 45 days in advance. All submissions must contain a vectorworks, vwx, dxf, dwg or CAD drawing,
11. All sealed structural and material engineering, weights, equipment and manufacturer information must be provided in advance for an engineer to approve. Engineers will not approve on site. All fabricated items will need to have sealed engineering that confirms the items listed. The rigging plan will be approved by the Rigging Coordinator. PSAV will not be conducting engineering unless it is specifically requested. In this would go into additional cost and required to be requested further out to allow the engineer to conduct is review.
12. Dead hanging any item that is more than 10 feet or over 100 lbs is not allowed. These will require a motor, chain hoist or crank tower.
13. All rigging require a minimum of 2 riggers and a minimum of 5 hours each if you require a specific time to install. Suspended signs weighing over 250 lbs. or requiring a hoist lift will have a minimum of 5 hours for the installation and 5 hours for the dismantle.
14. All flown equipment must be rated, general hardware must be a minimum of grade 5, all equipment and materials must meet ANSI guidelines.
15. There is a charge for a comprehensive safety review by the Rigging Coordinator.
16. If your sign requires assembly/disassembly, you must have The Expo Group assemble it for you. TEG will work closely with you to ensure assembly is completed prior to the rigging crew being dispatched to your booth.

### Suspended Sign Electrical Tips

1. All standard outlets will be laid hot including overhead power for hanging signs.
2. If you require a hard-wired connection (208 Volt or more) you are able to preschedule this install service in advance. On your electrical order form you can indicate the date and time for installation.
3. At the break of the show power will continue to stay on while machines are being powered down. If you would like to preschedule your hard-wired disconnect, please let us know when on your electrical order form.
4. Please make sure all floorplans indicate orientation.
5. Exhibitors must furnish all 208V and 480V male and female plugs.

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## Material Handling Tips

**New for 2020:** To help exhibitors with predictive budgeting for their booth expenses, The Expo Group continues to make strides to make ordering easier. This year it's in Material Handling. We are moving to one Per Pound Rate for each of the three major categories of freight. No 200 Pound Minimums. No Overtime Surcharges. No Late to the Warehouse Fees. No additional Marshalling Yard Fees. But instead, a single rate for shipments to the warehouse. A single rate for direct to dock shipments. And a single rate for Machinery. In 2019, there were over 28 various line items for freight billing. Now you just have 3! We hope this gives exhibitors a sense of clarity around material handling billing and simplifies the process of estimating your material handling charges. If you have any questions around this new improvement, please reach out to your Customer Account Manager for more information.

### Advance Warehouse

1. The advance warehouse can only receive crated, boxed or skidded materials. We are unable to receive machinery that is not crated.
2. All equipment must fit through a door opening measuring: 98" Wide x 110" tall. It should fit inside a dry van trailer.
3. All equipment must be less than 4,500 pounds.
4. The operating hours of the advance warehouse are:
  - a. Monday through Friday from 9:00 am to 2:00 pm
5. The Advance warehouse will begin receiving on March 2, 2020 through March 27, 2020.
6. Please ship Suspended Signs to the Warehouse using the enclosed color coded labels.

### Marshalling Yard - Alamodome - Lot B - 700 S. Cherry Street - San Antonio, TX

1. All carriers and privately-owned vehicles must check in at this location prior to loading or unloading.
2. All shipments must be accompanied by certified weight tickets. Light and heavy valid, dated and signed scale tickets are required. Weight tickets must match tractor and trailer numbers.
3. Targeted shipments should check in at least 2 hours prior to appointed time.

### Material Handling

1. There are three basic fees for material handling that are categorized in the following ways:
  - a. Machinery – Machinery is defined as materials or items used to produce a desired good or task. These items can also include metal parts or separate pieces that once joined together to form a completed machine or piece of functioning equipment. These items can not be driven under their own power, or operate independently without a fuel cell or device to guide, steer or maneuver with out the aid of equipment or personnel on site. The special machinery rate only applies to shipments sent direct to show-site that exceed 5,000 lbs. in weight.
  - b. Freight – Freight is considered your booth properties, product, literature, and samples. This does not include any machinery placed within your booth.
  - c. Mobile handling – A mobile (car) or motorized piece of equipment (tractor, forklift, crane etc.) that requires guidance to their respective booth and can be driven to the booth under its own power.
2. When working on your budget, remember, there is a difference in the rate for Machinery vs Freight. Machinery rates are lower than Freight. Consider this in your budget planning. If you are bringing more machinery in 2020 than 2019, your charges could be less. However, if you are bringing more freight in 2020 over 2019, your charges could be more.

### Empty Storage/Return and Initial Break of the Show

1. Empties will need to be stored on trailers off-site during the show. This will increase the amount of time it will take to return empties.
2. Empties will be returned after the aisle carpet has been removed. Aisle carpet removal should take 2 hours. Empty return should take 4-6 hours.

### Last In / First Out Booths (LIFO)

**New for 2020** – We have designated a few booths as "Last In First Out (LIFO). They are shown on the target plan in grey. These booths are right in front of dock doors that ideally need to be set last in order to continually move the show in and struck first in order to be able to have access to the docks as quickly as possible. If your booth falls into this category, please speak to your Customer Account Manager for more details and how logistics will work onsite.