

THE ONCENTER

CONVENTION CENTER • ARENA • THEATERS

EXHIBITOR KIT

DIRECTIONS AND PARKING INSTRUCTIONS

From the NYS Thruway (1-90)

Exit 36, Rt. 81 South to Syracuse. Harrison Street Exit 18, right on Harrison, two blocks, left on State Street, left into The Oncenter parking garage.

From the North

Rt. 81 South to Harrison Street Exit 18, right on Harrison, two blocks, left on State Street, left into The Oncenter parking garage.

From the South

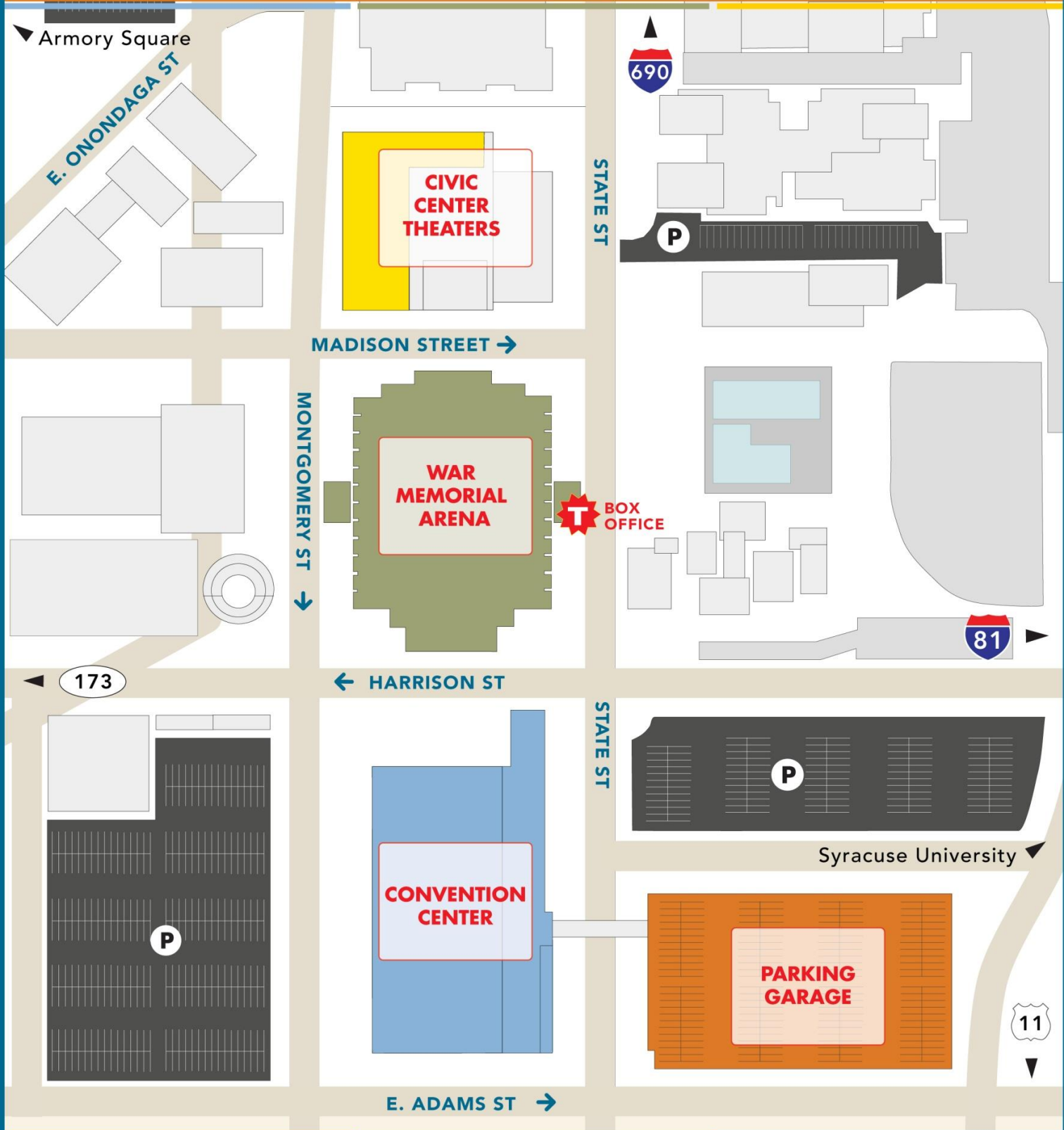
Rt. 81 North to Adams/Harrison Street Exit 18. Straight one block, left on Harrison, two blocks, left on State Street, left into The Oncenter parking garage.

From the East and West

690 East or West, West Street Exit, follow West Street, 5th light left on Shonnard Street which turns into East Adams. Follow East Adams, 7th light turn left onto South State Street, right into The Oncenter parking garage.

Parking

We encourage visitors to use our parking garage with an enclosed walkway to The Oncenter Convention Center. The garage is located on the corner of South State Street and Adams Street. *See map on the next page.*



Meet. Play. Celebrate. Syracuse

FREIGHT HANDLING

All shipments and/or removal of material must take place through the loading dock located on Montgomery Street. Freight may not be transported on passenger elevators or escalators.

Escalators and passenger elevators are for use by the general public and may not be blocked. A freight elevator is conveniently located on the loading dock and accessible to all three floors of Oncenter.

RECEIVING OF SHOW AND EXHIBITOR MATERIALS

If prior arrangements have been agreed to with an Oncenter Event Manager/Coordinator, The Oncenter may accept deliveries of small packages, cartons, or mail for any contracted clients and exhibitors. All shipments must read the following:

Event Name

Name of Event Coordinator or Manager

Booth name and number

800 South State Street

Syracuse, NY 13202

Shipments arriving at The Oncenter more than 48 hours, prior to move-in with arrangements will be subject to a storage fee depending on available storage space.

Shipments **without prior arrangements** with The Oncenter may be refused for shipment at a later date.

SHIPMENT OF SHOW OR EXHIBITOR MATERIALS

Prior to the completion of your event, returns shipments must be scheduled with your own freight company. All items must be removed from the facility within the contracted period. You must provide your own packing materials and labels as The Oncenter does not stock these items. The Oncenter takes no responsibility for items left following an event.

VEHICLES

Rules and regulations for vehicles to be displayed in the complex as followed:

- Only gas and electric motorized vehicles are allowed in the center. **Propane is prohibited.**
- All vehicle batteries must be disconnected.
- All gas caps must be either locked or taped so people may not tamper with them.
- There must be less than a ¼ tank of gas.
- If the vehicle leaks it, it will not be allowed into the building.
- Fueling of vehicles inside the Oncenter is prohibited.
- Vehicles are prohibited from being moved during an event.
- Fuel cannot be stored within the Oncenter.
- Forklifts must be operated by an Oncenter Complex employee only.
- For additional information please see your Event Contact for the Fire Code Packet.

SERVICES

Exhibitors now order the following services online:

- UtilitiesConnection (power)
- Internet Connection
- Telephone Connection

Copy and paste the following link: <https://form.jotform.com/62384313151145>

You can go to our website at www.oncenter.org > select Plan An Event> select Helpful Links>

Thank you and we look forward to hosting your event.