



Northeast International Auto Show Booth Vendor Information

Thank you for your participation in the Northeast International Auto Show held at the Rhode Island Convention Center on February 9 – 11, 2018. These guidelines will walk you through all the items you will need to know to have a successful show.

Show Dates & Hours

Friday, February 9 through Sunday, February 11, 2018

Friday 12 p.m. – 10 p.m.
Saturday 10 a.m. – 10 p.m.
Sunday..... 10 a.m. – 6 p.m.

Show Location

Rhode Island Convention Center
One Sabin Street
Providence, RI 02903
(401) 458-6000

Show Office

The Auto Show Office is located on the Mezzanine Level (Level 3) of the convention center in Suites C & D. **Show Office hours are:**

Wednesday, February 7 8 a.m. – 5 p.m.
Thursday, February 8 8 a.m. – 6 p.m.
Friday, February 9 8 a.m. – 10 p.m.
Saturday, February 10..... 9 a.m. – 10 p.m.
Sunday, February 11 9 a.m. – 7 p.m.

Important Rules & Requirements

Booth Vendor Move-In

Booth exhibitors may move in on Thursday, February 8 at 11 a.m. All booths and displays must be set & show ready by 6 p.m. on Thursday, February 8.

East Coast Decorating (ECD) is the show's official general contractor. They are the exclusive provider of all freight handling, installation & dismantle labor, carpet, and equipment rentals. They also provide furniture rentals. Contact them at mike@EastCoastDecorating.com with any questions about these services.

Exhibitors must place orders for all ECD services online. For online exhibitor orders, please visit www.ProvidenceAutoShow.com/exhibitors.

*If you have previously ordered services from ECD (anytime last show season), you simply need to enter the same email and password used last year. You do not need to re-register. If you have forgotten your password, click "forgot password" and a temporary one will be sent to you. You will be prompted to change your password after logging in.

*If you have not registered with ECD before, follow the prompts after clicking "Click here to Register Now".

Any materials shipped to the Rhode Island Convention Center will be subject to handling charges. Please refer to the ECD website for Material Handling details & charges.

Shipments will only be accepted beginning at 8 a.m. on Wednesday, February 7. The Rhode Island Convention Center will not accept freight deliveries prior to this date.

Shipments to the show site must be labeled as follows:

CONVENTION CENTER ONLY:	(Name of Manufacturer) Northeast International Auto Show c/o EAST COAST DECORATING Rhode Island Convention Center One Sabin Street Providence, RI 02903-1814
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Booth Vendor Move-Out

Move out will be on Sunday, February 11 from 6 p.m. until 9 p.m. All display items and product must be removed by 9 p.m. on Sunday.

Booth Vendor Regulations

Booth exhibitors may perform all set-up/tear-down of their booth displays and/or product materials (including the use of power tools) subject to safety policies established by the Center.

Electrical, Telephone/Internet, Plumbing, Rigging, and Food & Beverage Services are EXCLUSIVE SERVICES provided by the Rhode Island Convention Center. The Rhode Island Convention Center has

Important Rules & Requirements (continued)

Booth Vendor Regulations (cont.)

implemented an on-line service order system. To place orders for any facility services such as electric, telephone or internet, simply follow the link <http://www.riconvention.com/exhibitors/online-exhibitor-services>.

The Center's work rules prohibit the solicitation and acceptance of gratuities by any Center employee. Employees are paid excellent hourly wages denoting a professional status and tipping is not necessary. Should you be SOLICITED for a tip, please report the incident to the **Chief of Security or a Security Supervisor at 401-458-6023**, as soon as possible.

Display Height – 8' maximum height

Sides – Sides must remain open above the three-foot divider rail to prevent blocking the view of exhibitors on either side.

Overheads – No canopies or tents of any kind are permitted in booth areas.

Sale Items – Only items approved and listed on the space contract are permitted to be displayed or offered for sale to the public.

All exhibitors who will be selling at the auto show must be licensed to do business in the State of Rhode Island. Visit WWW.TAX.RI.GOV for additional information. Please also adhere to the Sales Tax Provisions outlined below.

Exhibitors warrant and represent that any items sold or displayed within the exhibit space do not infringe the intellectual property rights of any third party. In the event the exhibitor breaches any warranty or representation, Show Management may remove the exhibitor from the show, and the exhibitor shall indemnify defend and hold harmless Show Management.

Sales Tax Provisions

The Rhode Island Department of Administration, Division of Taxation, requires that each participating dealer or exhibitor, provide their state sales tax number to Show Management at least thirty (30) days in advance of the show or by January 9, 2018.

All in-state & out-of-state exhibitors/vendors must submit an Application for Permit to Make Sales At Retail and/or obtain a RI state sales tax permit in order to participate in the *2018 Northeast International Auto Show*.

Show Management must collect all appropriate permit copies, tax returns, and sales tax due from each exhibitor/vendor on-site before the close of the show for reporting & submission to the RI Department of Administration, Division of Taxation.

Important Rules & Requirements (continued)

Sales Tax Provisions (cont.)

Please deliver to the Show Office before the close of show on Sunday, February 11:

- ***a copy of your RI State Sales Tax Permit***
- ***your completed tax return***
- ***a check or money order for your sales tax collected***

For your convenience, the sales tax permit application is included in this packet. For further information, contact the Excise Tax Section of the RI Division of Taxation, Monday – Friday, 8:30 a.m. to 4 p.m. at (401) 222-3064.

Booth Vendor Entrance Procedure

No passes, badges or exhibitor identification will be mailed in advance of the show.

All personnel working the show must pick up and sign for their own entrance credentials at the special exhibitor registration desk located in the lower level entrance lobby of the convention center. A business card and a photo driver's license must be presented.

Employees, relatives, neighbors and friends of exhibitors without an admission ticket are not eligible for free admission to the auto show.

NOTE: In compliance with our liability insurance, *no one under the age of 16 years old will be permitted to enter the convention center during set up or tear down.*

Booth Vendor Dress Code

All personnel working within your exhibit area must wear suitable attire. A uniform appearance for all employees representing your company is preferred. Ripped shirts, printed t-shirts, jeans with holes, dirty jeans or sneakers are not acceptable show attire. **Booth personnel not dressed accordingly will not be admitted into the show.**

Booth Vendor Presentation Restrictions

An exhibitor may not work, sell or distribute literature from any area other than their rented space.

Decorations, signs, banners and streamers may not be attached, taped, nailed or otherwise fastened to any ceiling, window, painted surface or wall of the exhibit halls. Any special decorations or signs must be approved by Show Management & the Rhode Island Convention Center management as to location and method of installation.

Under no circumstances are helium balloons or adhesive-back decals to be given away or permitted to be used in the convention center. Any cost incurred by the Rhode Island Convention Center, from the use or removal of these items will be charged to the exhibitor.

All public address systems must be kept to a volume that is not disruptive to your neighboring exhibitors.

Important Rules & Requirements (continued)

Equipment Provided in Booth Rental Charge

The following items and services are included in the booth rental charge:

- 8' back drape
- 3' side drape

Any other items are the responsibility of the exhibitor. These items can be ordered through East Coast Decorating. Please refer to the East Coast Decorating Furnishing order form in the Exhibitor Service kit for details at www.ProvidenceAutoShow.com.

Fire Regulations

Exhibitors must comply with all federal, state, and local fire codes which apply to places of public assembly, in particular, Chapters 5, 8, and 31 of the Life Safety Code. All curtains, buntings, draping, etc., of any kind must be flameproof. Special care should be taken not to block or obstruct any fire hose or fire extinguisher cabinets, fire pull boxes, or entrances and exits within the Rhode Island Convention Center.

Headquarters Hotel

Omni Providence Hotel
One West Exchange Street
Providence, RI 02903
(401) 598-8000

Liability

Each booth exhibitor is entirely responsible for the space allotted to them through their contract. Each exhibitor agrees to reimburse the Rhode Island Convention Center for any damage to the floor, ceilings or walls within his contracted area.

The Rhode Island Automobile Dealers Association, the Rhode Island Convention Center, East Coast Decorating and Motor Trend Auto Shows, LLC assume no liability or responsibility for any loss or theft. Therefore, it is the exhibitor's responsibility to provide their own insurance coverage for vehicles, exhibits and materials.

Public Admission Prices

Adults (13 & over) ----- \$12.00
Senior Citizens (62 & over) ----- \$9.00
Student (with ID) ----- \$8.00
Children (12 and under) ----- FREE

Security

If your display contains something of particular value, it is recommended that you secure it overnight.

NOTE: *The Rhode Island Automobile Dealers Association and Motor Trend Auto Shows, LLC cannot be held responsible for the theft of items missing from exhibitor areas.*

Insurance Requirements

All exhibitors, exhibit houses, porter service companies, and outside service companies providing any equipment or services to the 2018 Northeast International Auto Show or its exhibitors must secure a broad-form comprehensive general liability insurance policy.

All exhibit houses must include all clients on the certificate of insurance to insure proper coverage during the show.

The exhibitor shall procure, at its sole cost and expense, and shall maintain in force at all times during the term of the auto show contract (including move in and move out), policies of insurance as herein below set forth, written by an insurer having a Best's rating of at least "A" and shall deliver to show management evidence of such policies as set forth herein.

These policies shall be endorsed in form acceptable to show management to include a provision that the policy will not be cancelled, materially changed, or not renewed without at least thirty (30) days prior written notice to show management, by certified mail, return receipt requested, and state or be endorsed to provide that the coverage afforded under the policies shall apply on a primary and not on an excess or contributing basis with any policies which may be available to show management. Policies written on a "claims-made" basis are not acceptable. At least two weeks prior to the expiration of the policies, evidence of renewal or replacement policies of insurance, with terms and limits no less favorable as the expiring policies, shall be delivered to show management. Deductibles of self-insured retention above \$25,000 will require approval from show management.

1. A Commercial General Liability insurance policy (I.S.O. Form CG 00 01 or equivalent approved by show management) in the Exhibitor's name with the Rhode Island Automobile Dealers Association; the Rhode Island Convention Center; the City of Providence; the Providence Redevelopment Agency; Extreme Ventures, LLC dba TEN: A Discovery Communications Company and its subsidiaries and affiliates named as additional insured (I.S.O. Form CG 20 10 or equivalent approved by show management) with limits of liability in the amounts of \$1,000,000 Occurrence/\$1,000,000 Aggregate on a combined single limit basis for injuries to persons (including death), contractual liability and damage to property.
2. Automobile and Truck Liability Insurance Policy in the Exhibitor's name with the Rhode Island Automobile Dealers Association; the Rhode Island Convention Center; the City of Providence; the Providence Redevelopment Agency; Extreme Ventures, LLC dba TEN: A Discovery Communications Company and its subsidiaries and affiliates named as additional insured with limits of liability in the amount of \$1,000,000 each occurrence, on a combined single limit basis for claims for bodily injuries (including death) to persons and for damage to property arising out of the ownership, maintenance or use of any owned, hired or non-owned motor vehicle.
3. Any additional insurance policies Worker's Compensation Insurance (including Employer's Liability Insurance) with limits of \$1,000,000/\$1,000,000/\$1,000,000.
4. Any additional insurance policies necessary to obtain required permits or otherwise comply with applicable law ordinances or regulations regarding the performance of your contract. Exhibitor shall provide to show management a Certificate of Insurance as evidence of such aforementioned policies at least thirty (30) days prior to the auto show; however, if requested by show management within 10 days of the request a copy of such policies, certified by the insurance carrier as being true and complete shall be provided to

Insurance Requirements (continued)

Insurance Requirements (cont.)

show management. The Certificate of Insurance must (1) indicate the I.S.O. Form used by the carrier, (2) be signed by an authorized representative of the insurance carrier, (3) disclose any deductible, self-insured retention, aggregate limit or any exclusions to the policy that materially change the coverage, (4) indicate that the Rhode Island Automobile Dealers Association; the Rhode Island Convention Center; the City of Providence; the Providence Redevelopment Agency; Extreme Ventures, LLC dba TEN: A Discovery Communications Company and its subsidiaries and affiliates are additional insured on all policies (except Worker's Compensation), (5) reference the auto show name and location on the face of the Certificate and (6) expressly reference the inclusion of all required endorsements. If requested by show management, the Exhibitor must furnish within thirty (30) days of a request, proof that the person signing the Certificate is authorized by the insurance carrier.

If, at any time during the period of this Contract, insurance as required is not in effect, or proof thereof is not provided to show management, show management shall have the options to: (1) direct the Exhibitor to suspend work with no additional cost or extension of time due on account thereof, (2) obtain the required insurance at Exhibitor's expense providing show management with coverage immediately, or (3) treat such failure as an event of default.

The Contractor shall immediately file with show management, 831 South Douglas Street, El Segundo, CA 90245, a notice of any occurrence likely to result in a claim against show management.

Certificate holder is Motor Trend Auto Shows, LLC, 831 South Douglas Street, El Segundo, CA 90245.

Show management and/or the official show general contractor may request verification of this policy during move in of the auto show before any services or equipment may be provided. **All policies must provide coverage from the first move in date, February 6, 2018 to the last move out date, February 12, 2018.**

Please forward your Certificate of Insurance to Allen Chin at ACHin@EnthusiastNetwork.com by January 5, 2018.

NOTE:

This deadline will be strictly enforced. Access to the building may be denied to those exhibitors that have not provided a policy to show management prior to show move in.

Directory of Contractors & Facilities

SHOW FACILITY

Rhode Island Convention Center

One Sabin Street

Providence, RI 02903-1814

Phone: (401) 458-6000

Fax: (401) 458-6500

On-line Service Orders:

<http://www.riconvention.com/exhibitors/online-exhibitor-services>

SHOW MANAGEMENT

Northeast International Auto Show

831 South Douglas Street

El Segundo, CA 90245

Pre-Show Contact:

Michael Duffy, Director, Event Experience

Phone: (917) 445-4994

E-Mail: mduffy@enthusiastnetwork.com

On-site Contact:

Trevor Trumbo, Director, Event Experience

Phone: (714) 732-8788

E-Mail: ttrumbo@enthusiastnetwork.com

INSTALLATION/DISMANTLING LABOR, MATERIAL HANDLING, SHIPPING SERVICES & SIGNS

East Coast Decorating

831 South Douglas Street

El Segundo, CA 90245

Email: Info@EastCoastDecorating.com

ELECTRICAL & TELEPHONE SERVICES

Rhode Island Convention Center

Exhibitor Services

One Sabin Street

Providence, RI 02903-1814

Phone: (401) 458-6100

HOTELS NEAR CONVENTION CENTER

Omni Providence Hotel

One West Exchange Street

Providence, RI 02903

Phone: (401) 831-3900

Fax: (401) 751-0007

Providence Courtyard by Marriott

32 Exchange Terrace

Providence, RI 02903

Phone: (401) 272-1191

Fax: (401) 272-1416

PUBLICITY

Spin Communications

18 E. Blithedale Ave., Suite 26

Mill Valley, CA 94941

Phone: (415) 380-8390

E-Mail: deedee@spinpr.com

FOOD CONCESSIONAIRE

SAVOR

Rhode Island Convention Center

One Sabin Street

Providence, RI 02903-1814

Phone: (401) 458-6000

VEHICLE DETAILING

Cosmetic Car Care

12 Mauchly, Bldg. F

Irvine, CA 92618

Phone: (949) 453-1200

Fax: (949) 453-1207

Show Fleet by Professional Detailers

601 North Batavia

Orange, CA 92868

Phone: (949) 460-0314

Fax: (949) 460-0339



Discount Admission Tickets Order

Deadline Date: January 18, 2018

Advance-purchase Discount Admission Tickets for the 2018 Northeast International Auto Show will be available at a cost of \$8.00 each, which is a savings of \$4.00 off the regular adult admission price. Tickets are available in packs of 25 at a cost of \$200.00.

PROCEDURE FOR ORDERING YOUR TICKETS:

1. Complete the order form below indicating the number of ticket packs you desire. Email completed order form to Allen Chin at ACHin@EnthusiastNetwork.com.
2. You will then receive a credit card authorization form to pay via secure email (eventpayments@EnthusiastNetwork.com) or secure eFax (630-963-6209).

Unused tickets are not refundable.

Quantity of Packs Desired _____ @ \$200.00 Each
(Packs of 25)

Please print or type the following information:

COMPANY: _____

STREET ADDRESS: _____

*Depending on date order received, tickets shipped to this location via UPS or held at Will Call.
Cannot ship to P.O. Box.*

CITY: _____ STATE: _____ ZIP: _____

SPACE OR BOOTH NUMBER(S): _____ TELEPHONE #: (____) _____

AUTHORIZED BY: _____
Print Name Signature

TITLE: _____ DATE: _____

Deadline Date for Orders: January 18, 2018