



This Service & Information Manual contains material which is vital to the successful planning, marketing and management of your display in the 2018 Northeast International Auto Show. Failure to read this manual and respond promptly in ordering services could result in higher rates.

Questions concerning any aspect of this year's show should be directed to Motor Trend Auto Shows, LLC. While the Association owns the show, all show management and production services are the responsibility of Motor Trend Auto Shows, LLC.

Show management has selected East Coast Decorating (ECD) as this year's official show contractor. **ECD is the exclusive provider of all freight handling, installation & dismantle labor, carpet, and equipment rentals.** They also provide furniture rentals. All exhibitors must coordinate their work schedules and labor requirements with East Coast Decorating and comply with any guidelines and insurance requirements.

Please note that insurance policies must provide coverage for all dates from move-in through move-out (February 5 – 12, 2018). All policies must include the required additional insured information as listed in the Important Rules and Requirements section of this manual. Policies that are not completed correctly will be returned. All independent exhibit set-up contractors must submit a correct and complete policy at least thirty (30) days prior to the first move-in day of the show or they will not be permitted to work in the Rhode Island Convention Center.

The most up-to-date exhibitor information, including CAD floor plans (DWG & PDF formats), can be downloaded from the internet at [www.ProvidenceAutoShow.com/exhibitors](http://www.ProvidenceAutoShow.com/exhibitors).

It is important that you review this manual with those persons or agents responsible for your participation in the show. Motor Trend Auto Shows, LLC thanks you for your cooperation and we wish you a most successful 2018 Northeast International Auto Show!

Show Management  
Motor Trend Auto Shows, LLC

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## **Exhibitor Action Item Checklist** **2018 Northeast International Auto Show**

Action Items	Due Date	Completed
Mailed liability insurance policy to MTAS	January 5	<input type="checkbox"/>
Mailed electrical blueprints to MTAS & the RI Convention Center	January 5	<input type="checkbox"/>
Made hotel reservations at the Omni Providence Hotel	January 18	<input type="checkbox"/>
Ordered discount admission tickets	January 18	<input type="checkbox"/>
Contacted East Coast Decorating for decorator needs	January 19	<input type="checkbox"/>
Ordered signs for display area	January 19	<input type="checkbox"/>
Ordered vehicle cleaning & porter service	January 19	<input type="checkbox"/>
Ordered telephone service	January 19	<input type="checkbox"/>
Ordered electrical service	January 19	<input type="checkbox"/>

## Directory of Contractors & Facilities

### SHOW FACILITY/VENUE

Rhode Island Convention Center  
One Sabin Street  
Providence, RI 02903-1814  
**Phone:** (401) 458-6000

### **On-line Service Orders:**

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

### SHOW MANAGEMENT

Northeast International Auto Show  
831 S. Douglas Street  
El Segundo, CA 90245

### **Pre-Show Contact:**

Michael Duffy, Director, Event Experience  
**Phone:** (917) 445-4994  
**E-Mail:** [mduffy@enthusiastnetwork.com](mailto:mduffy@enthusiastnetwork.com)

### **On-site Contact:**

Trevor Trumbo, Director, Event Experience  
**Phone:** (714) 732-8788  
**E-Mail:** [ttrumbo@enthusiastnetwork.com](mailto:ttrumbo@enthusiastnetwork.com)

### INSTALLATION/DISMANTLE LABOR, MATERIAL HANDLING, FURNITURE RENTALS, SIGNS & SHIPPING SERVICES

East Coast Decorating  
831 S. Douglas St.  
El Segundo, CA 90245  
**Email:** [mike@eastcoastdecorating.com](mailto:mike@eastcoastdecorating.com)

### ELECTRICAL & TELECOM SERVICES

Rhode Island Convention Center  
Exhibitor Services  
One Sabin Street  
Providence, RI 02903-1814  
**Phone:** (401) 458-6100

### HEADQUARTERS HOTEL

Omni Providence Hotel  
One Exchange Street  
Providence, RI 02903  
**Phone:** (401) 598-8000

### PUBLICITY

*Spin Communications*  
18 E. Blithedale Ave., Suite 26  
Mill Valley, CA 94941  
**Phone:** (415) 380-8390  
**E-Mail:** [deedee@spinpr.com](mailto:deedee@spinpr.com)

### FOOD CONCESSIONAIRE

SAVOR  
Rhode Island Convention Center  
One Sabin Street  
Providence, RI 02903-1814  
**Phone:** (401) 458-6000

### VEHICLE DETAILING

Show Fleet by Professional Detailers  
601 North Batavia  
Orange, CA 92668  
**Phone:** (949) 460-0314  
**Fax:** (949) 460-0339

## **General Show Information**

### **Show Dates & Hours**

Friday, February 9 through Sunday, February 11, 2017

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

### **Show Facility/Venue**

#### **Rhode Island Convention Center (RICC)**

One Sabin Street  
Providence, RI 02903-1814  
(401) 458-6000

### **Headquarters Hotel**

#### **Omni Providence Hotel**

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

**Cut-off date is January 18, 2018**

**Rate is \$129 s/d accommodations**

### **Show Office Hours**

The Auto Show Office is located on the Mezzanine Level (Level 3) of the RICC in Suites C&D. Show Office hours are as follows:

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

### **Factory Lounge**

A special area will be available for factory officials, narrators and product specialists in Suites A&B on the Mezzanine Level (3) of the RICC. Access this room via the lobby elevators across from Audi or Mazda. The Suite will be opened each morning at show opening, and closed one hour before the show closes each night. The room is intended as a quiet place removed from the show floor for your relaxation. No business is to be conducted here. Dealer sales staff, managers or financial divisions are not permitted to use this room.

## Move-In & Set Up Information

### Electric, Carpeting & Decorations

Tuesday, February 6 is reserved for installation of electric and carpeting.

Each exhibitor is responsible for drayage, labor and the rental of and payment for tables, chairs, desks, waste cans, and any other item used within their display. Cleaning of displays and vehicles is the responsibility of the exhibitor.

The Rhode Island Convention Center has implemented an on-line service order system. Follow the link <http://www.riconvention.com/exhibitors/online-exhibitor-services> to place orders for facility services such as electric, telephone or internet.

**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. Supervision may still be provided by exhibitor or EAC.** They also provide furniture rentals. Contact them at [mike@EastCoastDecorating.com](mailto:mike@EastCoastDecorating.com) with any questions about these services.

Exhibitors must place orders for all ECD services online. For online exhibitor orders, please visit <https://EastCoastDecorating.Boomerecommerce.com/Pages/Security/Login.aspx>.

\*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".

For logistical questions or for further assistance contact: **Michael Duffy, Director of Event Experience, Motor Trend Auto Shows, LLC; (917) 445-4994; [MDuffy@EnthusiastNetwork.com](mailto:MDuffy@EnthusiastNetwork.com).**

### Freight & Factory Displays

Some freight unloading will begin Tuesday, February 6, 2018 at 2 p.m. (see below). All remaining freight operations will begin at 8 a.m. on Wednesday, January 25, 2017. Trucks will not be permitted to enter the dock area until their scheduled unloading time. **The display supervisor should be on site at the start of the freight target time in order to direct crate placement.** All freight and factory displays must be unloaded by 5 p.m. on Wednesday, February 7. No freight handling will take place on Thursday, February 8. Specific freight target times are listed below:

#### Freight Schedule – Tuesday, February 6

**2 p.m. – 6 p.m.**

Exhibitor

Nissan	M-6	Toyota	M-11
Ford	M-7	Mazda	L-4
Subaru	M-8	Volvo	L-6
Volkswagen	M-9	Audi	L-7
Honda	M-10		

## Move-In & Set Up Information (continued)

### Freight & Factory Displays (cont.)

#### Freight Schedule – Wednesday, February 7

8 a.m. – 10 a.m.

Exhibitor

Chevrolet	M-1	GMC	M-3
Hyundai	M-2		

#### Freight Schedule – Wednesday, February 7

10 a.m. – 12 p.m.

Exhibitor

Buick	B-2	OPEN	B-8, B-10, B-11
Jaguar/Land Rover	B-3	Paul Masse Chevrolet	B-13
OPEN	B-4		
Cadillac	B-5	Chrysler/Dodge/Jeep/Ram/FIAT	M-4
Lincoln	B-7	Kia	M-5

**NOTE:** Overtime penalties will apply to all exhibitors who do not check in during their targeted time slots.

### Exhibit Set Up Schedule

Labor should be ordered for Wednesday, February 7 at the end of the targeted freight period (12 p.m.). All crates must be emptied by 8 a.m. on Thursday, so they can be removed by the general contractor before cars are allowed into spaces. All exhibit areas must be ready by 9 a.m. on Thursday, February 8 in order to receive and position show vehicles.

### Vehicle Move-In

Vehicle move-in will take place on Thursday, February 8 beginning at 9 a.m. and continuing until 5 p.m. All show vehicles must enter the convention center on this day. All displays must be show ready by 6 p.m. on Thursday, February 8, 2018.

#### Thursday, February 8

9 a.m. – 11:00 am

Exhibitor

B-13	Paul Masse Chevrolet Buick
B-11	Audrain Auto Museum
B-10	OPEN
B-8	OPEN
B-2	Buick
B-3	Jaguar/Land Rover
B-4	OPEN
B-5	Cadillac
B-7	Lincoln

## Move-In & Set Up Information (continued)

### Vehicle Move-In (cont.)

Thursday, February 8

11:00 am – 2 p.m.

Exhibitor

L-2	Wyndham Resorts
L-4	Mazda
L-6	Volvo
L-7	Audi
M-6	Nissan
M-7	Ford
M-1	Chevrolet
M-9	Volkswagen
M-10	Honda
M-11	Toyota

2 p.m. – 5 p.m.

Exhibitor

M-2	Hyundai
M-3	GMC
M-5	Kia
M-4	FCA Group
M-8	Subaru

**NOTE:** Vehicles to be displayed on a turntable or platform will be allowed to enter the building on Wednesday, February 7 provided the display is ready to accommodate vehicle(s). Please see Show Management if you wish to have an earlier vehicle move-in on.

### Aisle Carpeting & Hall Cleaning

East Coast Decorating will begin installing the aisle carpeting at 6 p.m. on Thursday, February 8, 2018. Vacuuming will be done once aisle carpet is installed.

### Building Access During Set Up

To provide complete security for exhibitors and their possessions, it is important that all exhibitors observe the following daily access hours. Your cooperation is appreciated.

Tuesday, February 6..... 2 p.m. – 9 p.m.

Wednesday, February 7 ..... 8 a.m. – 9 p.m.

Thursday, February 8 ..... 8 a.m. – 6 p.m.

The building must be cleared of all personnel at 6 p.m. on Thursday, February 8 in order to facilitate aisle carpet installation.

### Building Access During Show Days

Exhibitors who are working the show may report one (1) hour prior to public opening and must staff their area until closing.

### Exhibit & Vehicle Move-Out

Move out will begin on Sunday, February 11 at 6 p.m. Show Management will begin removing aisle carpet at 6 p.m. in exhibit areas from which the public has been cleared. Exhibitors may re-attach

## ***Move-In & Set Up Information (continued)***

### **Exhibit & Vehicle Move-Out (cont.)**

battery cables starting at 6 p.m., but may not begin vehicle move-out until the announcement has been made to do so. **Please do not start engines until you hear the announcement.**

**All vehicles must be removed from the convention center on Sunday evening, February 11 by 8 p.m.**

Crates will be returned to each display area beginning at approx. 9 p.m.

Display dismantle & removal will begin at show close, 6 p.m. on Sunday night, February 11. **Exhibits & display materials must be crated & ready for loading onto outbound carrier(s) by 1 a.m. on Monday, February 12.** All carriers must check in by 7 a.m. on Monday, February 12, 2018. **The show floor must be cleared of all exhibit & display materials by Noon on Monday, February 12.**

### **Literature Removal**

Literature removal after the show is the responsibility of the individual exhibitor. We recommend that any remaining literature be placed in vehicle trunks and returned to the participating dealerships for use in their showroom(s). Removal of literature that is left behind will be invoiced to the exhibitor at prevailing rates.



## Admission & Exhibitor Access

### Admission Prices

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

### Discount Admission Tickets

Participating dealers and vehicle exhibitors will receive twenty-five (25) complimentary “good any day” tickets. If more tickets are required, **discount admission tickets may be purchased in packs of twenty-five (25) only**. These tickets represent a savings of \$4.00 off the regular adult admission price of \$12.00.

Tickets and/or discount coupons ARE NOT to be distributed at show site (in lobbies or parking garages). If discovered, tickets are subject to immediate confiscation.

**NOTE:** Please see the enclosed form to order your discount admission tickets and return the form to Motor Trend Auto Shows no later than January 18. **All ticket orders must be prepaid.**

### Exhibitor Entrance Procedure

**No passes, badges, or exhibitor identification are mailed in advance of the show.**

**Salespersons** – A company nameplate will serve for entry each day. Salespersons/product specialists working the show that do not have a nameplate must check –in and obtain their own entrance credentials at the Exhibitor Registration Desk located in the Lower Rotunda Lobby (off Sabin Street). A business card and a photo driver’s license must be presented. **Employees, relatives, neighbors and friends of exhibitors are not be eligible for free admission to the auto show.**

All personnel working within your exhibit area should wear suitable business attire. **Exhibitors not dressed accordingly will not be admitted into the show.**

**NOTE:** **No one under the age of 16 years old will be permitted to enter with an exhibitor badge.** Due to insurance coverage rules, no children under the age of 16 are permitted in the Rhode Island Convention Center (RICC) during set up or tear down.

### Vehicle Detailing Personnel

In order to retain our first-class show appearance and also remain within the guidelines set for us by our Association Committee, all clean-up personnel must dress appropriately to enter the show. An acceptable professional appearance would include the following: coveralls, company golf shirts or t-shirts, and clean blue jeans or slacks.

Vehicle cleaning and porter services must utilize full-time employees. If any supplemental labor is used, it falls under union jurisdiction and the facility has to provide the labor. Please contact RICC Event Services at (401) 458-6350 for details.

## **Important Rules & Requirements**

### **Aisles for Emergency Purposes**

The Fire Department requires that all exhibitors leave two feet (2') of space on any border of their exhibit that adjoins another display area. This will maintain a four-foot (4') emergency aisle running between each space. In addition, exhibitors must set back one foot (1') off of any public aisle.

### **Alcoholic Beverages & Food Items**

Alcoholic beverages and/or food may not be brought into the RICC.

### **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 RICC.

### **Vehicle Requirements**

Under no circumstances may display vehicles be placed in front of any fire or public entrance and exit doors. Special attention should be given to keeping public doors free of obstruction by any show vehicles. The same holds true for the construction of displays, staging, walls, turntables, signs, etc.

**Battery Cable** - All show vehicles must have one battery cable disconnected and taped using UL approved plastic electrical tape.

**Gas Tank Level** - Each vehicle's fuel tank level must not be more than 3/4 nor less than 1/8 full. All vehicles will be checked as they enter the convention center to make sure that the gas level requirement is correct. If the gas level exceeds 3/4 tank or is below 1/8 tank the vehicle will not be permitted to enter the building.

**Gas Cap Requirements** - If the gas cap door can be opened from outside your vehicle, the vehicle must have a locking gas cap. If the gas cap door must be unlocked from inside your car, then a locking gas cap is not necessary but the standard inside **gas cap must be taped around outside edges to prevent the escape of gas vapors/fumes.**

**AC/DC Converters** - Cars using AC/DC converters must have the security system fuse disconnected to prevent the public from setting off vehicle alarms.

**NOTE:** *A Fire Marshal will be on duty throughout all public hours of the auto show.*

**Vehicle Access & Cleaning** - All show vehicles, except factory display models must be unlocked during public show hours. Consequently, all vehicles must be waxed or wiped daily.

Show Management will inspect each display area to see that this service is provided with any necessary cleaning charges being sent to the exhibitor whose vehicles have been neglected.

## ***Important Rules & Requirements (continued)***

### **Exhibit Blueprints**

All vehicle exhibitors participating in the 2018 Northeast International Auto Show must provide a scale electrical blueprint of their display to Motor Trend Auto Shows and the Rhode Island Convention Center by January 5. Contact information is available on page 1. These blueprints will be used by the center to install electric lines prior to carpet installation. **Please be sure to include telephone/internet placement(s), electrical needs and the height of your display properties on your blueprints.** MTAS blueprints can be e-mailed in PDF or DWG format to [ttrumbo@enthusiastnetwork.com](mailto:ttrumbo@enthusiastnetwork.com).

### **Signs & Banners**

Any hanging signs must be framed and pre-approved by show management. Truss lighting is permitted but must be pre-approved by East Coast Decorating and the RICC. East Coast Decorating has jurisdiction on all hanging signs and truss installation work. All signs must be professionally manufactured and have a finished surface on all edges and sides.

Plastic letters, shoe polish, and homemade signs may not be used on any vehicles or in any area of your display or booth. Decorations, signs, banners, etc., may not be taped, tacked, stapled, or otherwise fastened to ceilings, walls, doors, painted surfaces or columns.

Signs cannot block the view of other exhibitors. In the case of a complaint, the decision on whether a sign remains or must be relocated is up to Motor Trend Auto Shows and the Auto Show Committee.

### **Dealership Identification**

No dealership identification is allowed on vehicles, badges or displays. This includes window or body decals, license plates, license plate holders, and signage.

### **Vehicle Sales**

No vehicle sales may be conducted at the show. No dealership identification is allowed on vehicles, badges or displays. Only factory Monroney stickers are permitted. No discussions may take place with show visitors regarding prices of vehicles. **There are absolutely no exceptions to this rule.** The auto show is for exhibition only.

### **Display Placement**

The maximum permissible height for displays is twenty-four feet (24') in the Exhibit Hall, and fourteen feet (14') on the Ballroom level—where ceiling height permits. Exhibitors should contact Show Management if they have any questions regarding ceiling height.

Placement of exhibits cannot interfere, block, or extend into other exhibits or block emergency exits. An exhibitor could be required to change the location or configuration of their exhibit or vehicle placement should they interfere with the rights of other exhibitors.

All exhibits must be capable of standing by themselves and no supporting wires from the ceiling or draped walls will be permitted.

## ***Important Rules & Requirements (continued)***

### **Exhibitor Presentation Restrictions**

An exhibitor may not work, sell or distribute literature from any area other than the space rented by the exhibitor. Sales presentations, distribution of literature, and public surveys are strictly forbidden from being conducted in public aisles, other exhibit spaces, or any other public areas of the Rhode Island Convention Center.

All public address systems must be kept to a volume so as not to disturb your neighboring exhibitors.

Decorations, signs, banners, and streamers may not be attached, taped, nailed, or otherwise fastened to any ceiling, window, painted surface or wall of the convention center. Any special decorations or signs must be approved by 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. The Rhode Island Convention Center, Rhode Island Automobile Dealers Association, East Coast Decorating and Motor Trend Auto Shows assume no liability or responsibility for any loss or theft.

### **Licensing**

All booth exhibitors must be licensed to do business in the State of Rhode Island and have a current sales tax number for any direct retail selling from the show floor.

### **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 Wednesday, January 10, 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.***

***Please deliver to the Show Office before the close of show on Sunday, February 11, 2018:***

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

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.

## **Important Rules & Requirements (continued)**

### **License/Permits**

The Rhode Island Automobile Dealers Association was given permission to conduct the *2018 Northeast International Auto Show* by the Rhode Island Motor Vehicle Dealers' License Commission. Motor Trend Auto Shows was issued a permit by the Tax Administrator to produce the 2018 Northeast International Auto Show.

### **Liability**

Each exhibitor is entirely responsible for the space allotted him through his contract. Each exhibitor agrees to reimburse the RICC for any damage to the floor, ceilings or walls within his contracted area. Therefore, it is the exhibitor's responsibility to provide their own insurance coverage for vehicles, exhibits and materials.

### **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 provide a Certificate of Insurance stating coverage while participating in the auto show. 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 any full or part time employees; members of the Board of Directors of the Rhode Island Automobile Dealers Association; Motor Trend Auto Shows, LLC; the Rhode Island Convention Center; SMG; the City of Providence; the Providence Redevelopment Agency; Motor Trend Auto Shows, LLC; Extreme Ventures, LLC dba TEN: A Discovery Communication Company and its subsidiaries and affiliates (I.S.O. Form CG 20 10 or equivalent approved by Show Management) with limits of liability in the amounts of \$2,000,000 Occurrence/\$2,000,000 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 any full or part time employees; Members of the Board of Directors of the Rhode Island Automobile Dealers Association; Motor Trend Auto Shows, LLC; the Rhode Island Convention Center; SMG; the City of Providence; the Providence Redevelopment Agency; Motor Trend Auto Shows, LLC; Extreme Ventures, LLC dba TEN: A Discovery Communication Company and its subsidiaries and affiliates

## ***Important Rules & Requirements (continued)***

### **Insurance Requirements (cont.)**

named as additional insured with limits of liability in the amount of \$2,000,000 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. 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 may be supplied as evidence of such aforementioned policies at least thirty (30) days prior to the auto show; however, if requested by Show Management, the Exhibitor shall deliver to Show Management within 10 days of the request a copy of such policies, certified by the insurance carrier as being true and complete. 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 any full or part time employees; Members of the Board of Directors of the Rhode Island Automobile Dealers Association; Motor Trend Auto Shows, LLC; the Rhode Island Convention Center; SMG; the City of Providence; the Providence Redevelopment Agency; Motor Trend Auto Shows, LLC; Extreme Ventures, LLC dba TEN: A Discovery Communication 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 (with a copy to Event Services Dept.), 831 Douglas St., El Segundo, CA 90245, a notice of any occurrence likely to result in a claim against Show Management.

**The certificate holder is Motor Trend Auto Shows, LLC, 831 Douglas St., El Segundo, CA 90245. All policies must provide coverage from the first move in date, February 6 to the last move out date, February 12, 2018. Please be sure to add the additional insured information.**

All Insurance policies must be completed correctly and must be received by Motor Trend Auto Shows no later than January 5. **Please email your certificates of insurance to Allen Chin at [ACHin@EnthusiastNetwork.com](mailto:ACHin@EnthusiastNetwork.com).**

**NOTE:** *This deadline will be strictly enforced. Access to the building may be denied to those suppliers that have not provided a policy to Show Management on or before the deadline date of January 5, 2018.*

## Show Services Information

### Exhibitor Services Provided in Vehicle Space Rental Charge

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

- 16-oz wall-to-wall carpeting
- Themed carpeting in all public aisles
- Themed manufacturer identity sign over your public aisle to guide visitors into your display (M spaces only)
- Daily vacuum service for all exhibit carpet, turntables and platforms
- Daily emptying of all exhibit area waste containers

Each exhibitor is responsible for drayage, labor and the rental of and payment for tables, chairs, desks, waste cans, and any other item used within their display. Cleaning of displays and vehicles is the responsibility of the exhibitor.

### Security

Show Management will provide 24-hour guard service on all show floors, beginning on Wednesday, February 7 at 5 p.m. and concluding on Monday, February 12 at Noon. This service is for the overall safety and security of the show and its participants, not for specific displays.

We ask that you cooperate with all security guards working the show, particularly at the entrances and exits. All exhibitors and personnel working the show must enter and exit through the main public entrance located on the lower level of the convention center. Doors to the outside on the actual show floors may not be used and are not to be propped open.

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

If you need to hire security, you must utilize the RICC's approved event security company for insurance purposes. Please contact RICC Event Services at (401) 458-6350 for more information.

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

## **Show Advertising & Publicity**

### **Advertising**

Extensive print, radio, television, and outdoor advertising will be used to target the Greater Providence area and major markets within a 40-mile radius of Providence. Advertising will begin ten (10) days prior to the opening of the show and continue through the close of the show.

We have contacted all major radio, television, and newspaper representatives to seek their support, sponsorship, and extensive PR coverage of this year's exciting event.

### **Dealer Advertising Support**

All dealerships, factories and dealer advertising groups are asked to proudly support the 2018 Northeast International Auto Show by advertising your participation in the show. Your usual radio, television and print ads may be supplemented with a voice-over or drop-in auto show mention. (Example: ***"See our NEW 2018 models at the Northeast International Auto Show, February 9 through 11"***). The Rhode Island Automobile Dealers Association greatly appreciates any show advertising you are able to incorporate into your regular advertising schedules.

### **Publicity**

Auto show press kits, pre-show releases and all promotional auto show publicity will be prepared and coordinated by Spin Communications.

Spin Communications will be heading all promotional efforts for the 2018 Northeast International Auto Show. Please contact them at (415) 380-8390 with any public relations or newsworthy promotional items you may have.

***Are you bringing a special model introduction, pre-production model or unique feature/promotion to the show?*** Please notify Spin Communications by January 5, 2018 to ensure that it is included in our overall show publicity campaign.

The Press Room will be staffed the entire three (3) days of the show. Please send all press materials directly to the Rhode Island Convention Center to ARRIVE no earlier than February 7, with each package clearly marked "Northeast International Auto Show, Press Room" Please mark your shipping labels or shipping cartons to identify the Northeast International Auto Show (see shipping instructions on page 15).



## **General Contractor Information**

General Contractor Services (i.e., all labor, carpet, furniture & decorations) for the 2018 Northeast International Auto Show will be provided by:

### **EAST COAST DECORATING**

**CONTACT:** EXHIBITOR SERVICES  
**E-MAIL:** [mike@eastcoastdecorating.com](mailto:mike@eastcoastdecorating.com)  
**ON-LINE ORDERS:** <https://EastCoastDecorating.Boomerecommerce.com/Pages>  
**ADDRESS:** EAST COAST DECORATING  
831 Douglas St.  
El Segundo, CA 90245

**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. Supervision may still be provided by exhibitor or EAC.** They also provide furniture rentals. Contact them at [mike@EastCoastDecorating.com](mailto:mike@EastCoastDecorating.com) with any questions about these services.

Exhibitors must place orders for all ECD services online. For online exhibitor orders, please visit <https://EastCoastDecorating.Boomerecommerce.com/Pages/Security/Login.aspx>.

\*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".

EAST COAST DECORATING will have representatives on site beginning at 8 a.m. on Tuesday, February 6 and continuing through Monday, February 12, 2018.

### **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

**Display shipments scheduled to arrive at the Rhode Island Convention Center should arrive per their scheduled target time on Tuesday, February 6 or Wednesday, February 7 (see pages 3 & 4).** All other 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.



## **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](mailto:ACHin@EnthusiastNetwork.com).
2. You will then receive a credit card authorization form to pay via secure email ([eventpayments@EnthusiastNetwork.com](mailto: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**