



(v. 1/14/22)

This Service & Information Manual contains material which is vital to the successful planning, marketing and management of your display in the 2022 Northeast International Auto Show. Failure to read this manual and respond promptly in ordering services could result in higher rates.

National Convention Services is this year's official show contractor. **National Convention Services 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 National Convention Services 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 (Monday, January 31 – February 7, 2022). 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 fifteen (15) days prior to the first move-in day of the show or they will not be permitted to supervise 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. Show Management thanks you for your cooperation and we wish you a most successful 2022 Northeast International Auto Show!

Show Management  
Northeast International Auto Show

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## **Exhibitor Action Item Checklist** **2022 Northeast International Auto Show**

<b>Action Items</b>	<b>Due Date</b>	<b>Completed</b>
Emailed liability insurance policy to Show Mgmt	Jan. 7	<input type="checkbox"/>
Mailed electrical blueprints to Show Mgmt & the RI Convention Center	Jan. 14	<input type="checkbox"/>
Contacted Installation Group for decorator needs	Jan. 14	<input type="checkbox"/>
Ordered vehicle cleaning & porter service	Jan. 7	<input type="checkbox"/>
Ordered electrical service	Jan. 7	<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

MotorTrend Group

### **Pre-Show and Onsite Contact:**

Steve Freeman Events LLC  
**Phone:** 323-216-7557  
**E-Mail:** [steve@stevefreemanevents.com](mailto:steve@stevefreemanevents.com)

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

The Installation Group, LTD  
**Email:** [bahmic@ncsevents.com](mailto:bahmic@ncsevents.com)

### 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)

### ELECTRICAL & TELECOM SERVICES

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

### NEARBY HOTELS

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

Residence Inn by Marriott Providence  
100 Sabin St.  
Providence, RI 02903  
Phone : (401) 279-8008

Courtyard by Marriott Providence Downtown  
32 Exchange Terrace  
Providence, RI 02903  
Phone : (401) 272-1191

Hilton Providence  
21 Atwells  
Providence, RI 02903  
Phone : (401) 831-3900

### 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

**COVID-19 Policy**

**Proper masks and face coverings are required for all who are attending an event at the RI Convention Center per Governor McKee as of 12/20/21.**

The Rhode Island Convention Center reminds everyone attending events at the Rhode Island Convention Center to please adhere to the new hygiene and security policies in place consistent with the Centers for Disease Control and Prevention (CDC) and Rhode Island Department of Health guidance for the safety of all participants, guests, and employees at the arena including:

- All guests two years of age and older must wear face coverings during their visit except while actively eating or drinking.
- Guests do not need to show physical proof of being fully vaccinated.
- We will rely on our guests to accurately follow the guidelines based on their vaccination status and the RI Convention Center reserves the right to enforce the Government mandated mask requirement.

**General Show Information**

**Show Dates & Hours**

Friday, Feb. 4 through Sunday, Feb. 6, 2022

Friday .....	Noon – 9 p.m.
Saturday .....	10 a.m. – 9 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

**Show Office Hours**

The Auto Show Office is located on the Mezzanine Level (Level 3) of the RICC in Suites C&D. Show management is also available at 323-216-7557.

## Move-In & Set Up Information

### Electric, Carpeting & Decorations

Monday, January 31, 2022 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.

**The Installation Group, LTD 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 Brad at [brad@ncsevents.com](mailto:brad@ncsevents.com) with any questions about these services.

For logistical questions or for further assistance contact: [brad@ncsevents.com](mailto:brad@ncsevents.com)

### Freight & Factory Displays

Freight unloading will begin Tuesday, Feb. 1, 2022 at 8 a.m. (see below). 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 Tuesday, Feb. 1. No freight handling will take place on Wednesday, Feb. 2. Specific freight target times are listed below:

#### Freight Schedule – Tuesday, Feb. 1

9 a.m. – 3 p.m.

Exhibitor

Chevrolet	M-1	<b>Lobby</b>	
Stellantis	M-4	Mazda	L-2
Kia	M-5	Volvo	L-3
Nissan	M-6		
Ford	M-7		
Subaru	M-8		
Volkswagen	M-9		
Lincoln	M-10		
Toyota	M-11		
Open	M-12		
Open	M-13		

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

## Exhibit Set Up Schedule

Labor can be ordered for Tuesday after 11 a.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.

## Vehicle Move-In

Vehicle move-in will take place on Thursday beginning at 9 a.m. and continuing until 4 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.

## Aisle Carpeting & Hall Cleaning

The show decorator will begin installing the aisle carpeting at 5 p.m. on Thursday. 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 ..... 8 a.m. – 9 p.m.  
Wednesday ..... 8 a.m. – 9 p.m.  
Thursday ..... 8 a.m. – 6 p.m.

The building must be cleared of all personnel at 6 p.m. on Thursday 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-Out

Move out will begin on Sunday 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 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 by 9 p.m.**

Crates will be returned to each display area beginning at approximately 7:30 p.m. if vehicles are clear of the building.

Display dismantle & removal will begin at show close, 6 p.m. on Sunday night. All carriers must check in by 8 a.m. on Monday. **Exhibits & display materials must be crated & ready for loading onto outbound carrier(s) by 1 p.m. on Monday. The show floor must be cleared of all exhibit & display materials by 3 p.m. on Monday.**

## 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

### 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 have more than 5 gallons of fuel or be more than 1/4 full (whichever is less). 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 5 gallons or 1/4 tank (whichever is less), 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 2022 Northeast International Auto Show must provide a scale electrical blueprint of their display to Show Management and the Rhode Island Convention Center by January 14. 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.** Show Management blueprints can be e-mailed in PDF format to [steve@stevfreemanevents.com](mailto:steve@stevfreemanevents.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 Show Management and the RICC. The Show Decorator 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 Show Management.

### **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.

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.

## **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 and Show Management 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.

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 *2022 Northeast International Auto Show*.

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 *2022 Northeast International Auto Show* by the Rhode Island Motor Vehicle Dealers' License Commission. Show Management was issued a permit by the Tax Administrator to produce the 2022 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 2022 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; the Rhode Island Convention Center; ASM; the City of Providence; the Providence Redevelopment Agency; Motor Trend Group, LLC. 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; the Rhode Island Convention Center; ASM; the City of Providence; the Providence Redevelopment Agency; Motor Trend Group, LLC and its subsidiaries and affiliates 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; the Rhode Island Convention Center; ASM; the City of Providence; the Providence Redevelopment Agency; Motor Trend Group, LLC 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 Group, LLC., 831 Douglas St., El Segundo, CA 90245. All policies must provide coverage from the first move in date, January 31 to the last move out date, February 7, 2022. Please be sure to add the additional insured information.**

All Insurance policies must be completed correctly and must be received by MotorTrend Auto Shows no later than May 21, 2022. **Please email your certificates of insurance to TBD.**

***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 May 21, 2021.***

## **Show Services Information**

### **Exhibitor Services Provided in Vehicle Space Rental Charge**

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

- Exhibit 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 at 5 p.m. and concluding on Monday, 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 Show Management 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 2022 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 2022 models at the Northeast International Auto Show, Feb 4 through 6"***). 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 2022 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 Show Management and Spin Communications 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.

## **General Contractor Information**

General Contractor Services (i.e., all labor, carpet, furniture & decorations) for the 2022 Northeast International Auto Show will be provided by:

### **The Installation Group, LTD**

**CONTACT:** EXHIBITOR SERVICES  
**E-MAIL:** [brad@ncsevents.com](mailto:brad@ncsevents.com)

**The Installation Group, Ltd 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.

The Show Decorator will have representatives on site beginning at 8 a.m. on Tuesday and continuing through Monday at 3 p.m.

### **Shipments to the show site must be labeled as follows:**

**CONVENTION CENTER ONLY:** (Name of Manufacturer)  
Northeast International Auto Show  
c/o Show Management  
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 or Wednesday.** All other shipments will only be accepted beginning at 8 a.m. on Wednesday. The Rhode Island Convention Center will not accept freight deliveries prior to this date.