



(v. 1/10/24)

This Service & Information Manual contains material which is vital to the successful planning, marketing and management of your display in the 2024 Northeast International Auto Show. Failure to read this manual and respond promptly in ordering services could result in higher rates.

Demers is this year's official show contractor. **Demers 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 the Demers 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 29 – Monday February 5, 2024). 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.

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 2024 Northeast International Auto Show!

Show Management
Northeast International Auto Show

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Exhibitor Action Item Checklist **2024 Northeast International Auto Show**

Action Items

Emailed liability insurance policy to Show Mgmt	Jan. 19	<input type="checkbox"/>
Emailed electrical blueprints to Show Mgmt & facility	Jan. 19	<input type="checkbox"/>
Contacted Demers for decorator needs	Jan. 19	<input type="checkbox"/>
Ordered vehicle cleaning & porter service	Jan. 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

MotorTrend Group

Pre-Show and Onsite Contact:

Steve Freeman Events LLC
Phone: 323-216-7557
E-Mail: steve@stevefreemanevents.com

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

Demers Exposition Services
151a Park Ave
East Hartford, CT 06108
Ashley Parker
Ashley@demers-av.com
860-882-0003 x1032

PUBLICITY

Spin Communications
18 E. Blithedale Ave., Suite 26
Mill Valley, CA 94941
Phone: (415) 380-8390
E-Mail: 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

Masks are optional.

General Show Information

Show Dates & Hours

Friday, Feb. 2 through Sunday, Feb. 4, 2024

Friday	Noon – 9 p.m.
Saturday	10 a.m. – 9 p.m.
Sunday	10 a.m. – 5 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 inside the exhibit hall. Show management is available at 323-216-7557.

Move-In & Set Up Information

Electric, Carpeting & Decorations

Monday, January 29, 2024 is reserved for installation of electric and carpeting.

Each exhibitor is responsible for drayage, carpet, 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.

Demers is the show's official general contractor. They are the exclusive provider of all freight handling, installation & dismantle labor, and equipment rentals. Supervision may still be provided by exhibitor or EAC. They also provide furniture rentals.

Carpet should be ordered from McNabb.

Freight & Factory Displays

Freight unloading will begin Tuesday, Jan. 30, 2024 at 8 a.m.. Trucks will not be permitted to enter the dock area until their scheduled unloading time which will be distributed in advance by Demers. **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, Jan. 30. No freight handling will take place on Wednesday, Jan. 31.

Exhibit Set Up Schedule

Labor can be ordered for Tuesday after 11 a.m. All crates must be emptied by 6 p.m. on Wednesday, 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

McNabb 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. – 7 p.m.
Wednesday	8 a.m. – 7 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 5 p.m. once the public has exited the show floor. McNabb will begin removing aisle carpet at 5 p.m. in exhibit areas from which the public has been cleared. Exhibitors may re-attach battery cables starting at 5 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, 5 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 – Salespersons/product specialists working the show can obtain their own entrance credentials at the Exhibitor Registration Desk located in the show entrance lobby. 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 2024 Northeast International Auto Show must provide a scale electrical blueprint of their display to Show Management and the Rhode Island Convention Center by January 19. 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@stevefreemanevents.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 *2024 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 *2024 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 2024 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 2024 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 29 to the last move out date, February 5, 2024. Please be sure to add the additional insured information.

Show Services Information

Exhibitor Services Provided in Vehicle Space Rental Charge

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

- Carpeted main aisles
- Daily vacuum service for all exhibit carpet
- Daily emptying of all exhibit area waste containers

Each exhibitor is responsible for drayage, carpet, 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 Tuesday 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 2023 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 2024 models at the Northeast International Auto Show, Feb 2 through 4"***). 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 2024 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 2023 Northeast International Auto Show will be provided by:

Demers Exposition Services

151a Park Ave, East Hartford, CT 06108

Ashley Parker

Ashley@demers-av.com

860-882-0003 x1032

Demers is the show's official general contractor. They are the exclusive provider of all freight handling, installation & dismantle labor, 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 Demers Expo Services
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.

NOTE:

PLEASE RETURN YOUR MATERIALS HANDLING ADVANCE INFORMATION TO DEMERS ASAP SO THEY CAN ADEQUATELY PLAN FOR ASSISTING EACH OF YOU WITH MOVE IN.