



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

All exhibitors must order labor and forklift services from East Coast Decorating, the show's exclusive general services contractor and labor provider.

Please note that insurance policies must provide coverage for all dates from move-in through move-out. All additional insured information required is listed in the Important Rules and Requirements section of this manual. All insurance policies must be completed correctly and submitted at least thirty (30) days prior to the first move-in day of the show, or they will not be permitted to exhibit in the Music City Center.

The most up-to-date exhibitor information, including CAD floor plans (DWG Format), can be downloaded at [www.AutoShowNashville.com](http://www.AutoShowNashville.com).

For online exhibitor orders please visit [www.eastcoastdecorating.com](http://www.eastcoastdecorating.com).

**Attention Exhibitors:** If you have previously ordered services from ECD last show season, you do not need to re-register. Use the same email and password from last year. If you have forgotten your password, please click "forgot password" and a new one will be sent to you.

Motor Trend Auto Shows thanks you for your cooperation. We wish you a most successful **2018-Model Nashville International Auto Show!**

Show Management  
Motor Trend Auto Shows, LLC

# *Directory of Contractors & Facilities*

## **SHOW FACILITY**

Music City Center  
201 Fifth Avenue South  
Nashville, TN 37203  
**Phone:** (615) 401-1400

## **OFFICIAL GENERAL CONTRACTOR**

East Coast Decorating  
831 South Douglas St  
El Segundo, CA 90245  
info@eastcoastdecorating.com

## **ELECTRICAL SERVICES**

Music City Center  
201 Fifth Avenue South  
Nashville, TN 37203  
**Phone:** (615) 401-1440  
**Fax:** (615) 401-1439  
nashvillemusiccitycenter.com

## **TELECOM SERVICES**

Music City Center  
201 Fifth Avenue South  
Nashville, TN 37203  
**Phone:** (615) 401-1475  
**Fax:** (615) 401-1484  
nashvillemusiccitycenter.com

## **HEADQUARTERS HOTEL**

Hilton Nashville Downtown  
121 4<sup>th</sup> Avenue South  
Nashville, TN 37201  
**Phone:** (615) 620-1000

## **PUBLIC RELATIONS**

Event Services  
**Phone:** (323) 216-7557

## **VEHICLE DETAILING**

Cosmetic Car Care  
12 Mauchly, Bldg F  
Irvine, CA 92618  
**Phone:** (949) 453-1200  
**Fax:** (949) 453-1207

Show Fleet by Professional Detailers  
601 North Batavia  
Orange, CA 92868  
**Phone:** (800) 457-7558  
**Fax:** (949) 460-0339

# *General Show Information*

## **Public Show Dates & Hours**

Friday, November 3 thru Sunday, November 5, 2017

|                      |         |    |        |
|----------------------|---------|----|--------|
| Friday, November 3   | 10 a.m. | to | 9 p.m. |
| Saturday, November 4 | 10 a.m. | to | 9 p.m. |
| Sunday, November 5   | 10 a.m. | to | 5 p.m. |

## **Show Location**

Music City Center – Halls C & D  
201 Fifth Avenue S  
Nashville, TN 37203  
**Phone:** (615) 257-4730

Dock Address  
701 Korean Veterans Boulevard  
Nashville, TN 37203

## **Headquarters Hotel**

Nashville Hilton  
121 4<sup>th</sup> Avenue South  
Nashville, TN 37201  
(615) 620-1000

## **Show Management**

Onsite show management contact:

Steve Freeman  
(323) 216-7557

## **Show Office**

Show office entrance is adjacent to Hall D show entrance.

# *Move-In & Set-Up Information*

## **Electric and Carpeting**

Tuesday, October 31 is reserved for installation of electric and carpeting. No freight or display trucks will be accepted or unloaded until Tuesday, afternoon.

## **Freight & Factory Displays**

Unloading will take place on Tuesday afternoon, October 31 and Wednesday morning, November 1. Trucks will not be permitted to enter the unloading area until their scheduled time. Access to docks is via Korean Veterans Blvd. and 8<sup>th</sup> Avenue.

No outside contractors will be permitted due to liability and contractual agreements. All installation and dismantle labor must be handled by the official general service contractor. Exhibitors may send an individual in a supervisory capacity to assist with the installation and dismantle.

## **Unloading Schedule**

### **2 pm - Tuesday, October 31**

|     |           |
|-----|-----------|
| C-1 | Nissan    |
| D-1 | Toyota    |
| D-2 | Ford      |
| D-3 | Chevrolet |
| D-4 | Hyundai   |

### **5 pm - Tuesday, October 31**

|     |                              |
|-----|------------------------------|
| C-2 | Chrysler/Dodge/Jeep/RAM/Fiat |
| C-4 | Honda                        |

**No forklift or labor install will be available before 2 pm.**

### **8 am – Wednesday, November 1**

|     |            |
|-----|------------|
| C-5 | Lexus      |
| C-6 | Buick      |
| D-5 | Volkswagen |
| D-6 | GMC        |
| D-7 | Mazda      |
| D-8 | Open       |

### **12 pm - Wednesday, November 1**

|     |                 |
|-----|-----------------|
| C-3 | Lincoln         |
| C-7 | Infiniti        |
| C-8 | duPont Registry |
| C-9 | Open            |

## **Exhibit Set-Up Schedule**

Exhibitors may order labor from East Coast Decorating after 2 pm on Tuesday, October 31 or on Wednesday, November 1 starting at 8 am. Display set up must be completed by 8 pm on Wednesday unless advance notice of intent to work on Thursday is provided to show management.

Exhibit houses may staff displays with non-working supervisor if they wish. As a reminder, East Coast Decorating is the exclusive labor provider for the show.

## *Move-In & Set-Up Information*

### **Show Vehicles**

Vehicle move in will be Thursday, November 2 from 8 a.m. until 2 p.m.

Exhibitors or your porter service company will be responsible for any stains that are made by tire treads or dressing.

Vehicle move in will be via Korean Veterans Blvd. and 8<sup>th</sup> Avenue via the Music City Dock entrance. Car carriers will unload from 8<sup>th</sup> Ave. loading docks. Any street unloading will result in citations from the Nashville police department. A facility representative will check in vehicles at the loading dock entrance and fuel levels will be checked prior to vehicles entering the exhibit hall.

**NOTE:** *Vehicles displayed on a turntable or platform will be allowed to enter the building on Wednesday, November 1 provided your display is ready to accommodate the vehicle.*

### **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, October 30   | 8 a.m. – 6 p.m. |
| Wednesday, October 31 | 8 a.m. – 6 p.m. |
| Thursday, November 1  | 8 a.m. – 8 p.m. |

## **Move-Out Information**

### **Move-Out & Building Access Hours**

Vehicle move-out will take place on Sunday, November 5, 2017 from 5 p.m. until 8 p.m.

Exhibitors may attach the battery cables at 5 p.m., but you may not begin vehicle move-out until the announcement has been made to do so.

All vehicles must be removed from the exhibit halls on Sunday evening, November 5 by 8 p.m.

All crates will be returned to each display area beginning at 8:30 p.m. on Sunday, November 5.

Display move-out will take place on Sunday, November 5 from 9 p.m. until midnight and Monday, November 6 from 7 a.m. until 11 a.m.

All carriers must check in to the loading docks by 7 a.m. on Monday, November 6.

Exhibits must be crated by 11 a.m., Monday, November 6, 2017.

### **Literature Removal**

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

# *Ticketing & Exhibitor Access/Admittance Information*

## **Public Admission Prices**

Adults (13 and over)-----\$10.00  
Seniors (62 and over)----- \$5.00  
Military (w/ any DOD ID)----- \$5.00  
Children (12 and under) .....FREE

## **Exhibitor Entrance Procedure**

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

**Salespersons** - All salespersons working the show must pick up and sign for their own entrance credentials at registration desk located in Lobby D. A business card and a photo driver's license must be presented.

Employees, relatives, neighbors and friends of exhibitors cannot, without a ticket, be eligible for admission to the auto show.

Dealership employees plus three family members get in free with proof of dealership employment plus a photo ID all show days.

**NOTE:** *Due to insurance coverage rules, no children under the age of 16 are permitted in the center during set up or tear down.*

## **Vehicle Clean-Up Personnel**

In order to retain our first-class show appearance, 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.

A uniform appearance for all employees representing your company is preferred. Ripped shirts, printed t-shirts, dirty jeans, jeans with holes, and dirty sneakers are not acceptable show attire.

# *Important Rules & Requirements*

## **Aisles for Emergency Purposes**

The Fire Department requires that all exhibitors leave one foot (1') of space on every public aisle and two feet (2') of space on any border of their exhibit that adjoins another display area. This will allow a four-foot (4') emergency aisle running between each space.

## **Alcoholic Beverages & Food Items**

Alcoholic beverages and/or food may not be brought into the Music City Center.

## **Vehicle Sales**

No vehicle sales may be contracted at the show. Vehicles may not have dealer stickers. Only factory 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.

## **Tennessee Department of Motor Vehicle Regulations**

Tennessee Law prohibits dealership identification on vehicles, badges or displays. This includes decals, license plates, license plate holders, and signage. Sales representatives working the show may hand out business cards.

## **Exhibitor Dress Code**

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

## **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 Music City Center.



## ***Important Rules & Requirements***

### **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 these public doors free of blockage 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 both battery cables disconnected and taped using UL approved plastic electrical tape.

**Gas Tank Level** - The gas level cannot exceed 1/4 tank. All vehicles will be checked as they enter the exhibit halls to make sure that the gas level requirement is correct. If the gas level exceeds 1/4 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.

**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 entire show and will be doing constant checks to see the above regulations are enforced.*

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

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

### **Exhibit Blueprints**

All vehicle exhibitors participating in the 2018-Model Nashville International Auto Show must provide a scale electrical blueprint of their display to Motor Trend Auto Shows and the Music City Center by September 29. These blueprints will be used by the center to place electric & phone lines prior to carpet installation. **Please be sure to include telecom/internet placement, electrical needs and the height of your display properties on your blueprints.** MTAS blueprints can be sent in DWG or PDF format to [SFreeman@EnthusiastNetwork.com](mailto:SFreeman@EnthusiastNetwork.com).

## ***Important Rules & Requirements***

### **Signs & Banners**

Any hanging signs must be framed and pre-approved by show management. Truss lighting is permitted. Music City Center has jurisdiction on all 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 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.

### **Display Placement**

The maximum permissible height for displays is twenty-four feet (24'). Exhibitors should contact Show Management if they have any questions regarding ceiling height.

Placement of exhibits cannot interfere, block, or extend into other exhibits. An exhibitor could be asked 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. Decorations, signs, banners and streamers may not be attached, taped, nailed, or otherwise fastened to any ceiling, window, painted surface or wall of the exhibit halls. Any special decorations or signs must be approved by the 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 exhibit halls. Any cost incurred by the Music City Center, from the use or removal of these items will be charged to the exhibitor.

### **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 Music City Center.

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

## ***Important Rules & Requirements***

### **Music at the Show**

Due to ASCAP and BMI licensing restrictions, there cannot be any music played in any display at the 2018-Model Nashville International Auto Show. Jingles and commercials produced by a manufacturer that are the property of the manufacturer, can be used throughout the show. Background music through the use of a television, radio, stereo, cassette tape, or laser disc cannot be used, as this is an infringement on the original copyright.

If you have any questions or wish to obtain a license from ASCAP or BMI, please contact either organization.

### **Liability**

Each exhibitor is entirely responsible for the space allotted him through his contract. Each exhibitor agrees to reimburse the Music City Center for any damage to the floor, ceilings, or walls within his contracted area.

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

### **Insurance Requirements**

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

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.

## ***Important Rules & Requirements***

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

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; Music City Center, The Music City Center Authority, The Metropolitan Government of Nashville, Davidson County, Motor Trend Auto Shows, LLC; TEN: The Enthusiast Network, LLC and its subsidiaries and affiliates named as additional insured (I.S.O. Form CG 20 10 or equivalent approved by Show Management) with limits of liability in the amounts of \$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 the Music City Center, The Music City Center Authority, The Metropolitan Government of Nashville, Davidson County, Motor Trend Auto Shows, LLC; TEN: The Enthusiast Network, 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 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) the Music City Center, The Music City Center Authority, The Metropolitan Government of Nashville, Davidson County, Motor Trend Auto Shows, LLC; TEN: The Enthusiast Network, 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.

## *Important Rules & Requirements*

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

If, at any time during the period of this Contract, insurance as required is not in effect, or proof thereof is not provided to Show Management. Show Management shall have the options to (1) direct the Exhibitor to suspend work with no additional cost or extension of time due on account thereof, (2) obtain the required insurance at Exhibitor's expense providing Show Management with coverage immediately, or (3) treat such failure as an event of default. The Contractor shall immediately file with Show Management, 831 South Douglas Street, El Segundo, CA 90245, a notice of any occurrence likely to result in a claim against Show Management, and shall also file with the Torts Division detailed sworn proof of interest and loss within sixty (60) days from date of loss.

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

Please forward certificates of insurance to **Allen Chin** at **Achin@EnthusiastNetwork.com**.

All policies must provide coverage from the first move in date, October 30 to the last move out date, November 6. This Certificate of Insurance must be received by Motor Trend Auto Shows by September 29. This deadline will be strictly enforced. Access to the building may be denied to those exhibitors that have not provided a policy to Show Management on or before the deadline date.

# *Show Services Information*

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

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

- 13 oz. wall-to-wall exhibit carpet
- Daily vacuum service for all exhibit carpet
- Daily emptying of all exhibit area waste containers

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

## **Security**

Show Management will provide 24-hour guard service on the show floor, beginning on Tuesday, October 31 at 8 a.m. and concluding on Monday, November 6 at 6 p.m. This service is for the overall safety and security of the show and its participants.

If your display contains something of particular value, it is recommended that you secure it overnight. Please note if you need to hire booth security, you must utilize the auto show's approved event security company for insurance purposes.

**NOTE:** *Motor Trend Auto Shows cannot be held responsible for the theft of items missing from exhibitor areas.*

# **Show Advertising & Publicity**

## **Advertising**

Extensive print, radio, television, and outside advertising will be used to target the entire Nashville Metropolitan area. Advertising will begin the week 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.

## **Exhibitor Support**

All dealerships, factories, and dealer advertising groups are asked to proudly support the 2018-Model Nashville 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 the New 2018 Toyotas at the Nashville International Auto Show, November 3 through 5").

## **Public Relations**

Auto show press kits, pre-show press releases and all publicity will be prepared and coordinated by the Motor Trend Auto Shows' public relations team.

Are you planning to bring a special display, concept car, pre-production model or unique feature to the show? Please notify Steve at [SFreeman@EnthusiastNetwork.com](mailto:SFreeman@EnthusiastNetwork.com).

A Press Room will be available for the working press attending the Nashville International Auto Show. Please send all press materials directly to the Music City Center, to ARRIVE no earlier than October 31 with each package clearly marked "2018-Model Nashville International Auto Show, Show Office, Hall D".

## ***General Contractor Information***

Services for the 2018-Model Nashville International Auto Show will be provided by:

### **EAST COAST DECORATING**

**CONTACT:** Exhibitor Services  
East Coast Decorating  
831 South Douglas St  
El Segundo, CA 90245

mike@eastcoastdecorating.com

East Coast Decorating will have on-site representative beginning at 8 a.m. on Tuesday, October 31 through Monday, November 6, 2017.

### **SHIPMENTS:**

All shipments must be prepaid and are to be addressed as follows:

**CONVENTION CENTER ONLY:** (Name of Manufacturer)  
Nashville International Auto Show  
East Coast Decorating (Halls C&D)  
Music City Center  
701 Koreans Veterans Boulevard  
Nashville, Tennessee 37203

**NO ADVANCE SHIPPING ACCEPTED AT THIS SHOW; SHOW SITE ARRIVALS ONLY. NO SHIPMENTS WILL BE ACCEPTED AT THE MUSIC CITY CENTER UNTIL 8 AM TUESDAY MORNING, OCTOBER 31, 2017.**



## *Discount Admission Tickets*

Advance Discount Admission Tickets for the Nashville International Auto Show will be available at a cost of \$5.00 each, which is a savings of \$5.00 off the regular adult admission price. Tickets are available in packs of 25 at a cost of \$125.00.

### **PROCEDURE FOR ORDERING YOUR TICKETS:**

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

**Unused tickets are not refundable.**

Quantity of Packs Desired \_\_\_\_\_ @ \$125.00 Each  
(Packs of 25)

Please print or type the following information:

COMPANY: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

(Tickets will be shipped to this location via UPS or held at Will Call, depending on the time of the order. **No P.O. Boxes.**)

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SPACE OR BOOTH NUMBER(S): \_\_\_\_\_ TELEPHONE #: (\_\_\_\_) \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_  
Print Name Signature

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Deadline Date for Orders: October 13, 2017**