



## Nashville International Auto Show Booth Exhibitor Information

Thank you for your participation in the Nashville International Auto Show held at the Music City Center on November 3 – 5, 2017. These guidelines will walk you through all the items you will need to know to have a successful show.

### Show Dates & Hours

Friday, November 3 through Sunday, November 5, 2017

Friday	10 a.m.	to	9 p.m.
Saturday	10 a.m.	to	9 p.m.
Sunday	10 a.m.	to	5 p.m.

### Show Location

Halls C& D  
Music City Center  
201 Fifth Avenue South  
Nashville, TN 37203  
(615) 259-4730

### Show Management

Onsite show management contact:

Steve Freeman  
(323) 216-7557

### Parking

Pay surface lots are available around the convention center or exhibitors may utilize convention center parking garage accessed at 6<sup>th</sup> Ave. and Demonbreun Street

# ***Important Rules & Requirements***

## **Booth Vendor Move In**

All booth vendors can set-up on Thursday, November 2 from 8 a.m. - 5 p.m. Unloading will take place from loading dock area behind Hall D, accessed via 8<sup>th</sup> Ave.

Booth exhibitors should contact show management at (323) 216-7557 upon arrival. A floor manager will meet you and show you to your display.

All booths and displays must be completed by 5 p.m. on Thursday, November 2.

If your display will have vehicles, you **MUST** notify Steve Freeman at [SFreeman@EnthusiastNetwork.com](mailto:SFreeman@EnthusiastNetwork.com) no later than Friday, October 20, 2017.

If you need electric, please plan to order in advance to avoid show floor rates. Please refer to the electrical order form at [www.nashvillemusiccitycenter.com](http://www.nashvillemusiccitycenter.com).

## **Exhibitor Move Out**

Move out will begin on Sunday, November 5 at 5 p.m. until 8 p.m. All display items and/or product must be completely removed by 9 p.m. on Sunday.

## **Exhibitor Restrictions**

**Height** –8' maximum height

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

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

**Sale Items** – Only items approved and listed on the space contract are permitted to be displayed or offered for sale to the public. All exhibitors who will be selling at the auto show must be licensed to do business in the State of Tennessee. Please visit [www.state.tn.us/revenue/taxguides](http://www.state.tn.us/revenue/taxguides).

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

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.

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 Entrance Procedure**

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

All personnel working the show must pick up and sign for their own entrance credentials. Please pick up badges on Friday after 8:30 a.m. in the show office which is located adjacent to the show entrance. A business card and a photo driver's license must be presented. Badges are not needed for move in or move out, just show days.

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

**NOTE: In accordance with our liability insurance, no children under the age of 16 are permitted in the convention center during set-up or tear-down.**

## **Exhibitor Dress Code**

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

## **Exhibitor Presentation Restrictions**

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

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

## **Exhibitor Services Provided in Booth Rental Charge**

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

- 3' side rail & drape
- 8' back drape
- One (1) skirted table
- Two (2) chairs

Any other items such as waste cans are the responsibility of the exhibitor. These items can be ordered through East Coast Decorating at [www.eastcoastdecorating.com](http://www.eastcoastdecorating.com). If you have previously ordered services from ECD last show season, you do not need to re-register. If you have forgotten your password, please click "forgot password" and a new one will be sent to you.

## **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.

## 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.

## 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.

## Admission Prices

Adults ( <i>13 and over</i> )-----	\$10.00	Military ( <i>with any DOD ID</i> ) -----	\$5.00
Senior Citizens ( <i>62 &amp; over</i> )-----	\$5.00	Children ( <i>12 and under</i> ) -----	Free

## 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.*

## *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.

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

## **Insurance Requirements (cont)**

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. 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.

# *Directory of Contractors & Facilities*

## SHOW FACILITY

Music City Center  
201 Fifth Avenue South  
Nashville, TN 37203  
**Phone:** (615) 259-4730

## OFFICIAL GENERAL CONTRACTOR

East Coast Decorating  
831 South Douglas St  
El Segundo, CA 90245  
**mike@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**

## HOTELS NEAR MUSIC CITY CENTER

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

## PUBLIC RELATIONS

Steve Freeman  
**Phone:** (323) 216-7557  
**Email:**  
**sfreeman@enthusiastnetwork.com**

## VEHICLE DETAILING

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

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

# *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**