



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 October 12 – 14, 2018. These guidelines will walk you through all the items you will need to know to have a successful show.

Show Dates & Hours

Friday, October 12 through Sunday, October 14, 2018

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 6th Ave. and Demonbreun Street

Important Rules & Requirements

Booth Vendor Move In

All booth vendors can set-up on Thursday, October 11 from 8 a.m. - 5 p.m. Unloading will take place from loading dock area behind Hall D, accessed via 8th 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, October 11.

If your display will have vehicles, you **MUST** notify Steve Freeman at Steve.freeman@motortrend.com no later than Friday, October 5, 2018.

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.

Exhibitor Move Out

Move out will begin on Sunday, October 14 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.

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. 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 2019-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 & 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 9 at 8 a.m. and concluding on Monday, October 15 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 2019-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 Group, 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 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 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 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, 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 Group, LLC, 831 South Douglas Street, El Segundo, CA 90245.

Please forward certificates of insurance to Danielle Bordere at Danielle.bordere@motortrend.com.

All policies must provide coverage from the first move in date, October 8 to the last move out date, October 15. This Certificate of Insurance must be received by Motor Trend Auto Shows by September 17. 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

PUBLIC RELATIONS

Derek Walsh
Phone: (310) 259-2794
Email: Derek.walsh@motortrend.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.
2. Complete the credit card authorization form for payment or let us know if you will be paying by another method.
3. Email completed forms to Danielle Bordere at Danielle.Bordere@MotorTrend.com.

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 1, 2018.



MOTOR TREND GROUP, LLC.
 830 S. Douglas Street
 El Segundo, CA 90245
 Phone: (630) 353-2505
 Fax (800) 606-5838

CREDIT CARD AUTHORIZATION FORM

Customer: _____ Acct # _____
 Address: _____
 City, State, Zip: _____
 Phone Number: _____

Card: Visa _____ MasterCard _____ American Express _____
 Cardholder's Name _____
 Account Number: _____ Expires: _____

Only list items to be charged on the date you submit this form.

Pub/Web Site/Event/Etc.	Issue/date	Invoice/Order #	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total to be charged: _____

Pick one: One Time Charge OR Automatic Charge
 (Charge All Items Listed Above) (Charge All Items Listed Above and Automatically Charge Future Advertising)
** 3% convenience fee will be applied to all credit card payments.* ** 3% convenience fee will be applied to all credit card payments.*

I, hereby, authorize Motor Trend Group, LLC to charge this card as shown above. In case the charge cannot be made on this card, I declare myself personally and jointly bound with the company, which I represent, towards the credit card company for the payment of the debt and all costs in such collection.

Signature (or name of person giving authorization) _____ Date _____

Have a question? Contact clientservices@motortrend.com or call us at (630) 353-2505