



## **Exhibitor Service & Information Manual**

This Service & Information Manual contains material which is vital to the successful planning, marketing and management of your display in the 2018 Utah International Auto Expo. Failure to read this manual and respond promptly in ordering services could result in unnecessary inconveniences.

The services and contractors listed in this manual are for your convenience. Expo management suggests that you employ the services of Modern Exposition Services, this year's official expo contractor, for your greatest efficiency and ease, since they are familiar with the expo and work schedule. All independent contractors must coordinate their work schedules with Modern Exposition Services and comply with all guidelines and insurance requirements.

Please note that insurance policies must provide coverage for all dates from move in through move out. All policies must include all required information as is listed in the Important Rules and Requirements section of this manual. Please refer to the sample insurance form enclosed, as all insurance policies must be completed correctly. Policies that are not completed correctly will be returned. All exhibit set up contractors must submit a correct and complete policy at least thirty (30) days prior to the first move in day of the expo or they will not be permitted to work in the South Towne Exposition Center.

The most up-to-date exhibitor information, including CAD floor plans (DWG format) and MES order forms, will be available for download from the Internet at [www.AutoExpoUtah.com](http://www.AutoExpoUtah.com).

It is important that you review this manual with those individuals or agents having responsibility for your participation in the expo. Motor Trend Auto Shows thanks you for your cooperation and we wish you a most successful 2018 Utah International Auto Expo!

Expo Management  
Motor Trend Auto Shows, LLC

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## *Exhibitor Action Item Checklist* **2018 Utah International Auto Expo**

<b>Action Items</b>	<b>Due Date</b>
Made hotel reservations at Residence Inn or Hilton Garden Inn	December 11
Mail liability insurance policy to MTAS	December 12
Mail electrical blueprints to MTAS, the center and Modern	December 12
Ordered labor, freight & electrical service	December 15
Ordered telecom service	December 15
Ordered vehicle cleaning & porter service	December 15
Ordered discount admission tickets	December 19

# *Directory of Contractors & Facilities*

## EXPO OFFICE/PRESS ROOM

Room 400 - South Towne Exposition Center  
Expo management contact  
(323) 216-7557

## EXPO BUILDING

South Towne Exposition Center  
9575 South State Street  
Sandy, UT 84070  
**Phone:** (801) 565-4400

## EXPO OFFICE PRIOR TO EXPO

Utah International Auto Expo  
831 Douglas Street  
El Segundo, CA 90245  
**Phone:** (310) 531-5984  
**Fax:** (323) 843-9224

## OFFICIAL GENERAL CONTRACTOR

Modern Exposition Services  
424 South 700 East  
Salt Lake City, UT 84102  
**Phone:** (801) 983-8160  
**Fax:** (801) 521-3040  
**Email:** expo@modernexpo.com

## ELECTRICAL SERVICE

Modern Exposition Services  
424 South 700 East  
Salt Lake City, UT 84102  
**Phone:** (801) 983-8160  
**Fax:** (801) 521-3040

## TELECOM SERVICE

South Towne Exposition Center  
9575 South State Street  
Sandy, UT 84070  
**Phone:** (385) 468-2260  
**Fax:** (385) 468-2275

## RECOMMENDED OFFICIAL CARPET SUPPLIER

Modern Exposition Services  
**Phone:** (801) 983-8160  
**Fax:** (801) 521-3040

Please notify Event Services at (310) 531-5984 if you are using a different carpet supplier other than the one listed above.

## HEADQUARTERS HOTELS

Residence Inn - Sandy  
270 West 10000 South  
Sandy, UT 84070  
**Phone:** (801) 561-5005  
**Fax:** (801) 561-9672

Hilton Garden Inn  
277 West Segoe Lily Drive  
Sandy, UT 84070  
**Phone:** (801) 352-9400  
**Fax:** (801) 352-9401

## PUBLIC RELATIONS

Paige Porter  
1588 South Main Street  
Salt Lake City, UT 84115  
**Phone:** (801) 891-7288  
**Email:** PaigeP@uada.com

## OFFICIAL FOOD CONCESSIONAIRE

Western Foods  
945 Folsome Avenue  
Salt Lake City, UT 84104  
**Phone:** (801) 347-4703

## VEHICLE PORTER SERVICE

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

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

# *General Expo Information*

## **Expo Dates & Hours**

Friday, January 12 through Monday, January 15, 2018

Friday	11 a.m.	to	10 p.m.
Saturday	10 a.m.	to	10 p.m.
Sunday	10 a.m.	to	8 p.m.
Monday	10 a.m.	to	8 p.m.

(Martin Luther King, Jr. Day)

## **Expo Location**

South Towne Exposition Center  
9575 South State Street  
Sandy, UT 84070  
(801) 565-4400

## **Headquarters Hotel**

Residence Inn - Sandy  
270 West 10000 South  
Sandy, UT 84070  
(801) 561-5005

Hilton Garden Inn  
277 West Segoe Lily Drive  
Sandy, UT 84070  
(801) 352-9400

The cut-off date is December 11.

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## **Expo Office**

The Auto Expo Office will be located in Room 400 of the exposition center. The expo management contact number is (323) 216-7557.

## **Registration & Information Desk**

A registration and information desk will be provided in the South Lobby. Sales staff using the North Lobby entrance will be receive badges in Room 400.

## **VIP Charity Preview - Friday, January 12, 2018**

Exhibits should be 1/4 staffed starting at 10 a.m. for Preview attendees. The expo opens to the public at 11 a.m. on Friday, January 13, 2017.

## **Parking**

Complimentary parking is available in the expo center parking lot.

## **Factory and Sales Staff Lounge**

A special area will be available for committee members, factory officials, narrators, product specialists and all working sales staff with the proper credentials.

The Factory Lounge opens one hour after expo opening and closes one hour prior to expo closing. Check-in is required in Room 400.

# *Move In & Set Up Information*

## Carpet Installation, Freight Deliveries & Exhibit Set Up

In order to allot as many straight time hours as possible for exhibit set up, a detailed move in schedule has been developed. This requires the support and cooperation of exhibitors, freight carriers, and exhibitor appointed contractors for carpet, and or exhibit installation. Exhibit set up may begin after freight delivery has begun to the exhibit space as identified in the move in schedule below. The display supervisor should be on-site at the start of the freight target time in order to direct crate placement. Labor should be ordered two hours after the beginning of the freight target time. Please contact expo management in advance if additional time is needed. **All crates must be emptied and labeled by 4 p.m. Wednesday, January 10** in order for Modern Exposition Services to remove them from your exhibit space. **All exhibit areas must be complete by 8 p.m. on Thursday, January 11.**

**NOTICE:** Failure to adhere to the timelines designated in the following schedule, or failure to provide an electrical order could result in a **30% off-target surcharge** on freight, labor or services.

### Monday, January 8, 2018

Monday 1-8-18		Floor Layout		Electric/Phones		Carpet/Visqueen		Freight	
EXHIBITOR		Start Mon 1-8	Done Mon 1-8	Start Mon 1-8	Done Mon 1-8	Start Mon 1-8	Done Mon 1-8	Start Mon 1-8	Done Mon 1-8
<b>M-3</b>	<b>Ford</b>	7 am	9 am	9 am	11 am	11 am	4 pm	4 pm	11 pm
<b>M-4</b>	<b>Hyundai</b>	7 1m	9 am	9 am	11 am	11 am	4 pm	4 pm	11 pm
<b>M-5</b>	<b>FCA* Left 87'</b>	7 am	9 am	9 am	11 am	11 am	4 pm	4 pm	11 pm
<b>M-15</b>	<b>Buick</b>	7 am	9 am	9 am	11 am	11 am	4 pm	4 pm	11 pm
<b>M-16</b>	<b>Audi</b>	7 am	9 am	9 am	11 am	11 am	4 pm	4 pm	11 pm
<b>M-17</b>	<b>Honda</b>	7 am	9 am	9 am	11 am	11 am	4 pm	4 pm	11 pm
<b>M-18</b>	<b>Subaru</b>	7 am	9 am	9 am	11 am	11 am	4 pm	4 pm	11 pm
<b>M-1</b>	<b>Mazda</b>	7 am	9 am	9 am	1 pm	1 pm	DONE	X	X
<b>M-2</b>	<b>GMC</b>	7 am	9 am	9 am	1 pm	1 pm	DONE	X	X
<b>M-19</b>	<b>Nissan</b>	7 am	9 am	9 am	1 pm	1 pm	DONE	X	X
<b>M-20</b>	<b>Kia</b>	7 am	9 am	9 am	1 pm	1 pm	DONE	X	X
<b>M-21</b>	<b>Sprinter</b>	7 am	9 am	9 am	1 pm	1 pm	DONE	X	X

**\*All freight should be delivered for M5 on this schedule. Electric & carpet to be installed in remainder of display Tuesday morning.**

# Move In Schedule

## Carpet Installation, Freight Deliveries & Exhibit Set-Up (cont.)

Tuesday, January 9, 2018

Tuesday 1-9-18		Floor Layout		Electric/Phones		Carpet/Visqueen		Freight	
EXHIBITOR		Start Tues 1-9	Done Tues 1-9	Start Tues 1-9	Done Tues 1-9	Start Tues 1-9	Done Tues 1-9	Start Tues 1-9	Done Tues 1-9
M-1	Mazda	X	X	X	X	X	X	8 am	12 pm
M-20	Kia	X	X	X	X	X	X	8 am	12 pm
M-2	GMC	X	X	X	X	X	X	10 am	3 pm
M-19	Nissan	X	X	X	X	X	X	10 am	3 pm
M-21	Sprinter	X	X	X	X	X	X	10 am	3 pm
M-23	OPEN	7 am	9 am	9 am	11 am	11 am	4 pm	4 pm	11 pm
M-6	Toyota	7 am	9 am	9 am	11 am	11 am	4 pm	4 pm	11 pm
M-7	Chevrolet	7 am	9 am	9 am	11 am	11 am	4 pm	4 pm	11 pm
M-8	Volkswagen	7 am	9 am	9 am	11 am	11 am	4 pm	4 pm	11 pm
M-9	Jaguar	7 am	9 am	9 am	11 am	11 am	4 pm	4 pm	11 pm
M-10	Land Rover	7 am	9 am	9 am	11 am	11 am	4 pm	4 pm	11 pm
M-11	Volvo	7 am	9 am	9 am	11 am	11 am	4 pm	4 pm	11 pm
M-12	Cadillac	7 am	9 am	9 am	11 am	11 am	4 pm	4 pm	11 pm
M-13	Acura	7 am	9 am	9 am	11 am	11 am	4 pm	4 pm	11 pm
M-14	Lexus	7 am	9 am	9 am	11 am	11 am	4 pm	4 pm	11 pm
L-2a-b	Mercedes-Benz	7 am	9 am	9 am	11 am	11 am	4 pm	4 pm	11 pm
L-3	BMW	7 am	9 am	9 am	11 am	11 am	4 pm	4 pm	11 pm
L-4	MINI	7 am	9 am	9 am	11 am	11 am	4 pm	4 pm	11 pm
L-5	Infiniti	7 am	9 am	9 am	11 am	11 am	4 pm	4 pm	11 pm

## Expo Vehicles

Lobby vehicle move in is between 2 p.m. – 6 p.m. on Wednesday, January 10. Exhibit Hall vehicle move in is on Thursday, January 11 between 8 a.m. – 2 p.m. All displays must be complete by 8 p.m. on Thursday, January 11.

Under no circumstances should the visqueen that was installed to protect your carpet be removed until all vehicles are placed and detailed. Exhibitors or your porter service company will be responsible to remove any stains that are made by tire treads or dressing. Once the vehicles have been placed and detailed, exhibitors may remove the plastic and place it in the aisle for the official expo general contractor to pick up.

**NOTE:** Vehicles displayed on a turntable or platform will be allowed to enter the building on Wednesday, January 10 or as soon as your display is ready to accommodate the vehicle. Please see expo management if you wish to have an earlier vehicle move-in time, which will be permitted, provided your space is ready to receive vehicles.

## 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.

## Daily Building Access Schedule

Monday, January 8	8 a.m. - 8 p.m.
Tuesday, January 9	7 a.m. - 8 p.m.

Wednesday, January 10	7 a.m. - 8 p.m.
Thursday, January 11	8 a.m. - 8 p.m.

## Building Access During Expo Days

Exhibitors who are working the expo may report one (1) hour prior to public opening and must staff their area until closing. The building will be cleared one half hour after expo closing with the exception of Monday, January 15 due to move out.

## Aisle Carpeting & Hall Cleaning

Expo management will begin installing the aisle carpeting at 2 p.m. on Thursday, January 11.

# *Move Out Information*

## Move Out & Building Access Hours

Move out will take place on Monday evening, January 15 at 8 p.m. and continue until 12 Midnight. Expo management will begin removing aisle carpet at 8 p.m. in exhibit areas where the public has cleared. Exhibitors may attach battery cables at 8 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 exposition center on Monday evening, January 15 between the hours of 8 p.m. and 10 p.m.

Additional overnight move out time is available with advance reservation with Modern Exposition Services.

All crates will be returned to each display area beginning at 10 p.m. Exhibit move out will then resume on Tuesday, January 16 at 8 a.m. All exhibitors must be clear of the facility by 3 p.m.

**NOTE:** *Due to insurance liabilities, no one under the age of 16 is permitted in the center during tear down. This is strictly enforced by our insurance carrier.*

## Literature Removal

Literature removal after the expo is the responsibility of the individual exhibitor. **Removal of literature that is left behind will be invoiced to the exhibitor at prevailing drayage rates.** We

recommend that remaining literature be placed in vehicle trunks and returned to the participating dealerships for use in their showrooms.



# ***Ticketing & Exhibitor Admittance Information***

## **Public Admission Prices**

Adults ( <i>13 and over</i> )-----	\$10.00	Children ( <i>7 - 12</i> )-----	\$6.00
Senior Citizens ( <i>62 and over</i> )-----	\$6.00	Children ( <i>6 and under</i> )-----	FREE
Military ( <i>with any DOD ID</i> )-----	\$6.00		

## **Discount Admission Tickets**

Participating dealers and vehicle exhibitors will receive complimentary “good anytime” tickets. If more tickets are required, discount admission tickets **may be purchased in packs of twenty-five (25) only**. These tickets represent a savings of \$3.00 off the regular adult admission price of \$10.00. They may be given away to your family, friends, employees or customers.

You may also wish to run a special promotion, offering the discount admission tickets to the public, at your place of business, prior to January 12.

**NOTE:** *Please see the enclosed form to order your discount admission tickets and return the form to Motor Trend Auto Shows, no later than December 19.*

## **Salespersons Entrance Procedure**

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

**Salespersons** - All salespersons working the expo must sign in and pick up their own entrance credentials at either the South Lobby exhibitor registration desk or in Room 400 (North Lobby). A business card and a photo driver’s license must be presented.

Employees, relatives, neighbors and friends of exhibitors will not, under any circumstances, be eligible for admission to the auto expo unless they have an admission ticket.

**NOTE:** *No one under the age of 16 years old will be permitted to enter with an exhibitor gate pass. In accordance with our insurance policy, no children under the age of 16 are permitted in the center during set up or tear down.*

## **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 expo.**

## ***Ticketing & Exhibitor Admittance Information***

### **Vehicle Clean-Up Personnel**

Vehicle clean-up personnel will only be admitted prior to the opening of the expo each day at 8 a.m.

In order to retain our first-class expo appearance and also remain within the guidelines set for us by our Association Committees, **all clean-up personnel must dress appropriately to enter the expo**. 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 expo attire.**

All porter services, temporary employees and display clean-up personnel will be required to provide their vehicle driver's license to gain entrance to the expo. No exceptions.

# **Important Rules & Requirements**

## **Aisles for Emergency Purposes**

The Fire Department requires that all exhibitors must leave one foot (1') of space on every public aisle and two feet (2') of space on any border of their exhibit which adjoins another display area. This will allow a four-foot (4') emergency aisle between each space. **If an exhibit is constructed beyond the set-back requirements as determined by the Fire Marshal, then the exhibit must be moved to conform.**

There can be no vehicles within ten feet (10') of a perimeter wall.

## **Alcoholic Beverages & Food Items**

Alcoholic beverages and/or food cannot be brought into the South Towne Exposition Center.

## **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, bunting, 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 South Towne Exposition Center.

## **Vehicle Requirements**

**Battery Cable** - All vehicles displayed in the expo must have the positive battery cable disconnected and taped using UL approved plastic electrical tape. A special plastic bag must then be applied and taped. The 4-1/2" x 6" 3 mil. plastic bag with fastener will be provided by security officers as the vehicles enter the building.

**Gas Tank Level** - The vehicle's gas level cannot exceed 1/4 tank or 5 gallons, whichever is less. All vehicles will be checked as they enter the center to make sure that the gas level requirement is correct. If the gas level exceeds the limit, 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.

Prior to public opening, all vehicles will be checked to see that all gas cap and battery cable requirements have been met.

**NOTE:** *A Fire Marshal will be on duty throughout all public hours of the auto expo.*

# *Important Rules & Requirements*

## **Vehicle Requirements (cont.)**

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

Motor Trend Auto Shows, LLC 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 Utah International Auto Expo must provide a scale electrical blueprint of their display to Modern Exposition Services, South Towne Exposition Center and Motor Trend Auto Shows at least thirty (30) days prior to the opening of the expo. These blueprints will be used by Modern Exposition Services to install electric and phone lines prior to carpet installation. **Please be sure to include telecom and electrical needs, as well as the height of your display properties on your blueprints.** MTAS blueprints can be e-mailed in DWG or PDF format to Steve Freeman at [sfreeman@enthusiastnetwork.com](mailto:sfreeman@enthusiastnetwork.com).

## **Signs & Banners**

Any hanging signs must be framed and pre-approved by show management. Truss lighting is permitted. Modern Exposition Services has jurisdiction on all installation work.

All signs must be professionally manufactured and have a finished surface on all edges and sides. Signs cannot block the view of other exhibitors. 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. In the case of a complaint, the decision on whether a sign remains or must be relocated will be made by the Auto Expo Committee and Motor Trend Auto Shows, LLC.

## **Display Placement**

The maximum permissible height for all “M” space displays is twenty-two feet (22’). All “L” spaces have a sloped ceiling. Exhibitors should contact expo management for a ceiling height diagram.

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 free standing as no supporting wires from the ceiling or draped walls will be permitted.

**No back drape in displays.** Column drape is allowed provided that it is wrapped close to the column and nothing is stored behind the drape.

## *Important Rules & Requirements continued*

### **Exhibitor Presentation Restrictions**

An exhibitor cannot work, sell or distribute literature from any area other than the space rented by the exhibitor.

All public address systems must be kept to a volume that is not disruptive to 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 exposition center.

Under no circumstances are helium balloons or adhesive-back decals to be given away or permitted to be used in the exposition center. Any cost incurred by the South Towne Exposition Center from the use or removal of these items will be charged to the exhibitor.

### **Music at the Expo**

Due to ASCAP and BMI licensing restrictions, there cannot be any music played in any display at the 2018 Utah International Auto Expo. Jingles and commercials produced by a manufacturer that are the property of the manufacturer can be used throughout the expo. 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.

### **Licensing**

All exhibitors must be licensed to do business in the State of Utah and have a current sales tax number for any direct retail selling from the expo floor.

### **Liability**

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

The South Towne Exposition Center, New Car Dealers of Utah, Modern Exposition Services and Motor Trend Auto Shows, LLC 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.

# *Important Rules & Requirements*

## **Insurance Requirements**

All exhibitors, porter service companies, and outside service companies providing any equipment or services to the 2018 Utah International Auto Expo 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 expo 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 expo management evidence of such policies.

These policies shall be endorsed in form acceptable to expo 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 expo 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 expo 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 expo management. Deductibles of self-insured retention above \$25,000 will require approval from expo management.

1. A Commercial General Liability insurance policy (I.S.O. Form CG 00 01 or equivalent approved by expo management) in the Exhibitor's name with the New Car Dealers of Utah; South Towne Exposition Center; Spectacor Management Group; Motor Trend Auto Shows, LLC; TEN: The Enthusiast Network, LLC and its subsidiaries and affiliates named as additional insured (I.S.O. Form CG20 10 or equivalent approved by expo 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) and damage to property.
2. Automobile and Truck Liability Insurance Policy in the Exhibitor's name with the New Car Dealers of Utah; South Towne Exposition Center; Spectacor Management Group; 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.

## *Important Rules & Requirements continued*

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

Exhibitor shall provide to expo management a Certificate of Insurance as evidence of such aforementioned policies at least thirty (30) days prior to the auto expo; however, if requested by expo management, the Exhibitor shall deliver to expo 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 the New Car Dealers of Utah; South Towne Exposition Center; Spectacor Management Group; 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 expo name and location on the face of the Certificate and (6) expressly reference the inclusion of all required endorsements. If requested by expo 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 expo management, expo 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 expo management with coverage immediately, or (3) treat such failure as an event of default.

The Contractor shall immediately file with expo management (with a copy to Event Services Dept.), 831 Douglas Street, El Segundo, CA 90245, a notice of any occurrence likely to result in a claim against expo management. Expo management and/or the official expo general contractor will be requesting verification of this policy during move in of the auto expo before any services or equipment may be provided.

All policies must provide coverage from the first move in date of Monday, January 8 to the last move out date of Tuesday, January 16. All Insurance policies must be completed correctly.

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

This Certificate of Insurance must be received by Motor Trend Auto Shows, LLC, no later than December 12, which is thirty (30) days in advance of the expo.

**NOTE:** *This deadline will be strictly enforced. Access to the building may be denied to those suppliers that have not provided a policy to expo management on or before the deadline date of December 12.*

**Please email your certificates of insurance to Allen Chin at  
AChin@EnthusiastNetwork.com.**

# *Expo Services Information*

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

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

- Highway-themed carpet in public aisles
- Highway-themed manufacturer identity sign over your public aisle to guide visitors into your display (except L spaces)
- Daily vacuum service for all exhibit carpet
- Daily emptying of all exhibit area waste cans

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

## **Headquarters Hotel**

Arrangements have been made with the Residence Inn and the Hilton Garden Inn for special exhibitor rates prior to and during the expo.

The Residence Inn is located at 270 West 10000 South in Sandy. The rate is \$155 for single or double accommodations. The cut-off date for reservations is December 11, 2017. Hotel room availability cannot be guaranteed after this date. Please call the hotel directly at (801) 561-5005 to reserve your room.

The Hilton Garden Inn is located at 277 West Segoe Lily Drive in Sandy. The rate is \$155 for single or double accommodations. The cut-off date for reservations is December 11, 2017. Hotel room availability cannot be guaranteed after this date. Please call the hotel directly at (801) 352-9400 to reserve your room.

Be sure to mention you are an auto expo exhibitor.

## **Security**

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. Please contact the Expo Center at (801) 565-4400 for additional information.

**NOTE:** *The New Car Dealers of Utah and Motor Trend Auto Shows, LLC cannot be held responsible for the theft of items missing from exhibitor areas.*



# *Expo Advertising & Publicity*

## **Advertising**

Adstrategies is responsible for the placement of the multi-media expo advertising campaign. Extensive print, radio and television will be used to target the Sandy area and major markets within a 75-mile radius of Sandy. Advertising will begin well in advance of the opening day of the expo and continue through the final day of the expo.

## **Exhibitor Support**

All dealerships, factories, and dealer advertising groups are asked to proudly support the 2018 Utah International Auto Expo by advertising your participation in the expo. Your usual radio, television, and print ads may be supplemented with a voice-over or drop-in auto expo mention. (Example: “See the New 2018 Fords at the Utah International Auto Expo, January 12 through January 15”). The New Car Dealers of Utah greatly appreciates any expo advertising you are able to incorporate into your regular advertising schedules.

## **Publicity**

Auto expo press kits, pre-expo releases and all publicity will be prepared and coordinated by Paige Porter, Public Relations.

Are you planning to bring a special display, concept car, pre-production model or unique feature to the expo? Please notify Paige Porter at (801) 891-7288 by November 27 to ensure that it is included in the overall expo publicity.

A Press Room will be available for the working press attending the Expo. Please send all press materials directly to the South Towne Exposition Center to ARRIVE no earlier than January 8, 2018 with each package clearly labeled “Utah International Auto Expo, Press Room, 400”.

## General Contractor Information

Services for the 2018 Utah International Auto Expo will be provided by:  
**Modern Exposition Services**

**CONTACT:** Exhibitor Services  
**ADDRESS:** Modern Exposition Services  
424 South 700 East  
Salt Lake City, UT 84102  
**PHONE:** (801) 983-8160  
**FAX:** (801) 521-3040  
**WEB SITE:** expo@modernexpo.com

Modern will staff their Exhibitor's Service Desk beginning on Tuesday, January 9 and continuing through Tuesday, January 16, 2018.

### **SHIPMENTS:**

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

**ADVANCE SHIPPING ONLY:** (Name of Manufacturer)  
(delivered by December 30) 2018 Utah International Auto Expo  
c/o Modern Exposition Services  
3370 West 500 South  
Salt Lake City, UT 84104

The above address is for shipments that are scheduled to arrive in Salt Lake **before** December 30, 2017.

Shipments that are scheduled to arrive at the South Towne Exposition Center can only be accepted beginning January 8 per posted freight schedule. Freight deliveries prior to this date will not be accepted by the South Towne Exposition Center. Shipments to the expo should be labeled:

**EXPOSITION CENTER ONLY:** (Name of Manufacturer)  
2018 Utah International Auto Expo  
c/o Modern Exposition Services  
South Towne Exposition Center  
9575 South State Street  
Sandy, UT 84070

# **Discount Admission Tickets**

Advance Discount Admission Tickets for the Utah International Auto Expo will be available at a cost of \$7.00 each, which is a savings of \$3.00 off the regular adult admission price. Tickets are available in packs of 25 at a cost of \$175.00.

## **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 \_\_\_\_\_ @ \$175.00 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: December 19, 2017**