



Utah International Auto Expo Booth Vendor Information

Thank you for your participation in the Utah International Auto Expo held at the South Towne Exposition Center on January 12 – 15, 2018. These guidelines will walk through all the items you will need to know to have a successful expo.

Public 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

Parking is FREE.

Expo Office Hours

The Auto Expo Office will be located in Room 400 of the exposition center. The expo management contact number is (310) 259-2794.

Important Rules & Requirements

Booth Vendor Move-In

All booth vendors can set-up on Thursday, January 11 from 8 a.m. to 5 p.m. Upon arrival, please check in at the show office Room 400. All booths and displays must be completed by 5 p.m. on Thursday, January 11.

Exhibitors may use their own two wheel carts to unload any materials up to 1,000 lbs. Any booth material in excess of 1,000 lbs will be subject to cwt charges by the general service contractor whose staff will need to unload material/deliver it to the booth.

Any materials shipped to the South Towne Exposition Center will be subject to Modern Exposition Services handling charges. Please refer to the Material Handling form in the Modern Exposition Services forms for details on shipping to expo site. The form is located at <http://autoshowutah.com/exhibitors>.

If you need electric, please plan to order in advance to avoid expo floor rates. Please refer to the electrical order form located at <http://autoshowutah.com/exhibitors>.

Booth Exhibitor Move-Out

Move-out will be on Monday, January 15 from 8 p.m. until 11 p.m. All display items and/or product must be removed by 11 p.m. on Monday.

Booth 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 expo must be licensed to do business in the state of Utah. Please visit <https://secure.utah.gov/osbr-user/user/welcome.html> for additional information. Tax agency will be onsite to collect sales tax.

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.

Discount Admission Tickets

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. These must be purchased by December 19, 2017 and there are no refunds on unused tickets.

Exhibitor Entrance Procedure

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

All personnel working the expo must pick up and sign for their own entrance credentials at the special exhibitor registration desk located in the expo entrance lobby of the convention center. A business card and a photo driver's license must be presented.

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

NOTE: In accordance with our liability insurance, *no one under the age of 16 years old will be permitted to enter the convention center with an exhibitor badge 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, dirty jeans or sneakers are not acceptable expo attire. **Booth personnel not dressed accordingly will not be admitted into the expo.**

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.

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 South Towne Exposition Center, from the use or removal of these items will be charged to the exhibitor.

Exhibitor Services Provided in Booth Rental Charge

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

- One (1) table
- Two (2) chairs
- Back drape
- Side drape
- Daily emptying of all exhibit area waste containers

Any other items such as carpet and waste cans are the responsibility of the exhibitor. These items can be ordered through Modern Exposition Services. Please refer to the Furnishing order form in the Modern Exposition Services forms for details. The order form is available on the web at <http://autoshowutah.com/exhibitors>.

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 South Towne Exposition Center.

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.

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.*

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.

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.

Directory of Contractors & Facilities

EXPO OFFICE/PRESS ROOM

Room 400 - South Towne Exposition Center
Expo management contact
(310) 418-3694

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 (949) 705-3264 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

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