



As the producer of the show, Motor Trend Auto Shows, LLC would like to welcome you as a participant in the largest and most effective automotive marketing event in Greenville, South Carolina. The South Carolina International Auto Show will stimulate automotive awareness across South Carolina and produce automobile sales long after the show has ended.

All of this material is vital to the successful planning, marketing and management of your display in the 2017 South Carolina International Auto Show. Please read this manual carefully and completely.

Show Management has selected East Coast Decorating as this year's official show contractor. All independent contractors must coordinate their work schedules with East Coast Decorating and comply with the 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 the required additional insured information as listed in the Important Rules and Requirements section of this manual and all insurance policies must be completed correctly.

The most up-to-date exhibitor information, including CAD floor plans and East Coast Decorating forms can be downloaded from the Internet at www.SouthCarolinaAutoShow.com.

We look forward to working together with you in making the South Carolina International Auto Show a complete success.

Motor Trend Auto Shows, LLC

Table of Contents

	<u>PAGE #</u>
Directory of Contractors & Facilities	3
General Show Information	4
Move In & Set Up Information	5 - 7
Move Out Information	8
Insurance Form Samples	
Important Rules & Requirements.....	9 - 13
Show Services Information.....	14
Show Advertising & Publicity	15
General Contractor Information.....	16
Discount Admission Tickets Order Form	17

Exhibitor Action Item Checklist **2017 South Carolina International Auto Show**

Action Items	Deadline Date	Completed
Send Certificate of Insurance to MTAS	December 16	<input type="checkbox"/>
Send electrical blueprints to MTAS & TD Convention Center	December 16	<input type="checkbox"/>
Order labor, freight, and electrical service	December 16	<input type="checkbox"/>
Order telephone service	December 16	<input type="checkbox"/>
Order floral, plants & shrubbery	December 16	<input type="checkbox"/>
Order vehicle cleaning & porter service	December 16	<input type="checkbox"/>
Order carpet from East Coast Decorating	December 19	<input type="checkbox"/>
Order discount admission tickets	December 19	<input type="checkbox"/>
Make hotel reservations by	December 27	<input type="checkbox"/>

Directory of Contractors & Facilities

SHOW PRODUCER

South Carolina International Auto Show
Motor Trend Auto Shows, LLC
831 South Douglas
El Segundo, CA 90245
Contact: Michael Duffy, Dir. of Event Experience
Office/Mobile: (917) 445-4994
E-mail: MDuffy@EnthusiastNetwork.com

SHOW FACILITY

TD Convention Center
One Exposition Avenue
Greenville, SC 29607
Phone: (864) 233-2562
Fax: (864) 255-8600

OFFICIAL GENERAL CONTRACTOR

East Coast Decorating
831 South Douglas
El Segundo, CA 90245
Info@EastCoastDecorating.com

EXCLUSIVE SHOW CARPET SUPPLIER

East Coast Decorating
831 South Douglas
El Segundo, CA 90245
Info@EastCoastDecorating.com

ELECTRICAL SERVICES

TD Convention Center
One Exposition Ave.
Greenville, SC 29607
Phone: (864) 233-2562
Fax: (864) 255-8600

TELEPHONE SERVICE

TD Convention Center
One Exposition Avenue
Greenville, SC 29607
Phone: (864) 233-2562
Fax: (864) 255-8600

HOTELS

Courtyard by Marriott Greenville- Haywood Mall
70 Orchard Park Drive
Greenville, SC 29615
Phone: (864) 234-0300

PUBLIC RELATIONS

Lindsey Bowers
Allied Integrated Marketing
LBowers@AlliedIM.com
Phone: (404) 583-7892

FOOD CONCESSIONAIRE

TD Convention Center
One Exposition Avenue
Greenville, SC 29607
Phone: (864) 255-5850
Fax: (864) 255-8600

VEHICLE DETAILING

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

Auto MoJo
310-B Simmons Road
Knoxville, TN 37922
Phone: (865) 777-1250
Fax: (865) 675-9755

Professional Detailers
22622 Lambert St., Suite 305
Lake Forest, CA 92630
Phone: (949) 460-0314
Fax: (949) 460-0339

General Show Information

Show Dates & Hours

Friday, January 20 through Sunday, January 22, 2017

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

Show Location

TD Convention Center
One Exposition Avenue
Greenville, SC 29607
(864) 233-2562

Headquarters Hotel

Courtyard Greenville Haywood Mall

70 Orchard Park Drive
Greenville, SC 29615
(864) 234-0300

Rate \$110

Cut-off date: 12/27/16

Show Office Information

The auto show office will be located in the Conference Room in the Main Exhibit Hall, along the front wall, across from display A-9.

Show Office Hours

Wednesday, January 18 8 a.m. – 5 p.m.
Thursday, January 19..... 8 a.m. – 5 p.m.
Friday, January 20..... 9 a.m. – 9 p.m.
Saturday, January 21 9 a.m. – 9 p.m.
Sunday, January 22..... 9 a.m. – 6 p.m.

Move In & Set Up Information

Carpet

East Coast Decorating is the exclusive carpet & flooring supplier for the auto show, and all orders must be placed with them.

General Service Contractor

East Coast Decorating (ECD) is the show's official general contractor. They are the exclusive provider of all freight handling, carpets and equipment rentals. They also provide furniture rentals. Contact them at randy@EastCoastDecorating.com with any questions about these services.

Exhibitors must place all orders for ECD services online. For online exhibitor orders, please visit <https://EastCoastDecorating.Boomerecommerce.com/Pages/Security/Login.aspx>.

If you have previously ordered services from ECD (anytime last show season), you simply need to enter the same email and password used last year. You do not need to re-register. If you have forgotten your password, click "forgot password: and a temporary one will be sent to you. You will be prompted to change your password after logging in. If you have not registered with ECD before, follow the prompts after clicking "Click here to Register Now".

For logistical questions or for further assistance contact: Michael Duffy, Director of Event Experience, Motor Trend Auto Shows, LLC; (212) 915-4412; MDuffy@EnthusiastNetwork.com.

Carpet & Electric Installation

Tuesday, January 17, 2017 is reserved for installation of electric and carpeting. No freight or display trucks will be accepted or unloaded until Wednesday, January 18.

Freight & Factory Displays

All unloading will take place on Wednesday, January 18 beginning at 8 a.m. Trucks will not be permitted to enter the unloading area until their scheduled time. All freight and factory displays must be unloaded by 2 p.m. The loading docks will be closed at this time. No unloading will take place on Thursday, January 19.

Freight & Display Unloading Schedule – Wednesday, January 18, 2017

8 a.m. – 11 a.m.		11 a.m. – 2 p.m.	
<u>Space</u>	<u>Exhibitor</u>	<u>Space</u>	<u>Exhibitor</u>
A-1	Feature	A-13	Cadillac
A-2	Maserati/Lotus Touring Sport	A-14	Subaru
A-3	Roush	A-15	GMC
A-6	Lexus	A-16	Chrysler/Dodge/FIAT/Jeep/Ram
A-7	Toyota	A-17	Chevrolet
A-8	Ford	A-18	Acura
A-9	Honda	A-19	Buick
A-10	Hyundai	A-20	Feature

Move In & Set Up Information

NOTE: Overtime penalties will apply to all exhibitors who do not check in during their assigned time slots.

Exhibit Set Up Schedule

Labor and forklift labor may be ordered 2 hours after the end of your freight target time. All crates must be emptied by 6 p.m. so the general contractor can remove them that evening.

All exhibit areas must be ready to receive and place show vehicles by 8 a.m. on Thursday, January 19.

NOTE: No one under the age of 16 will be permitted into the TD Convention Center during set up or tear down due to insurance coverage rules.

Show Vehicles

Vehicle move in will take place on Thursday, January 19, beginning at 8 a.m. and continuing until 5 p.m. All show vehicles must enter the center on this day. Please see the following vehicle move in schedule to determine the time to bring your vehicles onto the floor.

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

Show Vehicle Move in Schedule - Thursday, January 19, 2017

8 a.m. – 3 p.m.

<u>Space</u>	<u>Exhibitor</u>
A-1	Feature
A-2	Maserati/Lotus Touring Sport
A-3	Roush
A-6	Lexus
A-7	Toyota
A-17	Chevrolet
A-18	Acura
A-19	Buick
A-20	Feature

<u>Space</u>	<u>Exhibitor</u>
A-8	Ford
A-9	Honda
A-10	Hyundai
A-13	Cadillac
A-14	Subaru
A-15	GMC
A-16	Chrysler/Dodge/FIAT/Jeep/Ram

3 p.m – 5 p.m.

<u>Space</u>	<u>Exhibitor</u>
12	Experience Six
37-39	Car Clubs
42	Tommy Pike Customes

Move In & Set Up Information

Show Vehicles (cont.)

NOTE: *Vehicles displayed on a turntable or platform will be allowed to enter the building on Wednesday, January 18 provided your display is ready to accommodate the vehicle.*

Please see show management if you wish to have an earlier vehicle move-in on Thursday, January 19. This will be permitted provided your space is ready to receive vehicles.

All exhibits and vehicle cleaning must be completed by 5 p.m. on Thursday, January 19.

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.

Wednesday, January 18	8 a.m. - 6 p.m.
Thursday, January 19	8 a.m. - 6 p.m.

Building Access During Show Days

Exhibitors who are working the show may report one (1) hour prior to public opening and must staff their area until closing.

Exhibitors Entrance Procedure

Exhibitor badges will not be mailed in advance of the show. Staff working the show should check in at the registration desk located in the Hall 1 lobby.

NOTE: *No one under the age of 16 years old will be permitted to enter with an exhibitor badge.*

Vehicle Clean-Up Personnel

In order to retain our first-class show appearance and also remain within the guidelines set for us by our Association Committee, 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.

Move Out Information

Move Out & Building Access Hours

Move out will begin Sunday evening, January 22 at 5 p.m. and continue until 12 midnight. Show management will begin removing aisle carpet at 5 p.m. in exhibit areas where the public has cleared. Exhibitors may attach battery cables at 5 p.m., but must not start vehicles until the announcement has been made to do so.

All vehicles must be removed from the center on Sunday evening, January 22 between the hours of 5:30 p.m. and 7 p.m.

All crates will be returned to each display area beginning at 7 p.m. on Sunday evening. Exhibit displays must be crated by 11:59 p.m. on Sunday, January 22.

Loading of trucks will take place on Monday, January 23 from 8 a.m. to 11 a.m. All truck drivers should report in by 8 a.m. Monday morning January 23, 2017.

NOTE: *Due to insurance liabilities, no one under the age of 16 will be permitted into the TD Convention Center during move out. This is strictly prohibited by our insurance carrier.*

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

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 TD Convention Center.

Vehicle Sales

No vehicle sales may be conducted at the show. No dealership identification is allowed on vehicles, badges or displays.

Exhibitor Dress Code

All personnel within your exhibit area should wear suitable business attire. Ripped shirts, printed t-shirts, dirty jeans, jeans with holes and dirty sneakers are not acceptable show 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 TD Convention Center.

Vehicle Requirements

Battery Cable: All vehicles displayed in the show must have the negative battery cable disconnected and taped using UL approved plastic electrical tape or bagged using MTAS plastic drawstring bag.

Gas Tank Level: The vehicle gas level cannot exceed 1/4 tank. 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 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 of 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 around outside edges to prevent vapor leakage.

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

AC/DC Converters: Cars using AC/DC converters must have the security system fuse disconnected to prevent the public from setting off vehicle alarms.

Important Rules & Requirements (cont.)

Vehicle Requirements (cont.)

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.

The Auto Show Committee and/or 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 South Carolina International Auto Show must provide to-scale electrical blueprint of their display to the TD Convention Center and Motor Trend Auto Shows thirty (30) days prior to the opening of the show. These blueprints will be used by the center to install electric and telephone lines prior to carpet installation. Please be sure to include electrical needs and telephone placement on your blueprints. Blueprints sent to Motor Trend Auto Shows can be e-mailed in DWG or PDF format to: MDuffy@EnthusiastNetwork.com.

Signs & Banners

All exhibit signs must be free standing or floor-type signs. No signs, banners, plaques or pennants can be hung from the ceiling, walls or perimeter drapes.

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.

All signs must be professionally manufactured and have a finished surface on all edges and sides. 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 will be made by the Auto Show Committee and/or Motor Trend Auto Shows.

Display Placement

The maximum permissible height for displays is eighteen feet (18') where ceiling height permits. Exhibitors should contact Show Management if they have any questions regarding ceiling height. There is an 8' height limitation that runs along the entire front of the show/facility as noted on the show floorplan.

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 walls will be permitted.

Exhibitor Presentation Restrictions

Exhibitors 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 TD Convention Center. All supplier booth exhibitors selling items must provide a receipt or sales slip to each customer.

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

Important Rules & Requirements (cont.)

Exhibitor Presentation Restrictions (cont.)

Decorations, signs, banners, and streamers may not be attached, taped, nailed or otherwise fastened to any ceiling, window, painted surface or wall of the center. Under no circumstances are helium balloons or adhesive-back decals to be given away or permitted to be used in the TD Convention Center. Any cost incurred by the center from the use or removal of these items will be charged back to the exhibitor.

Liability

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

The TD Convention 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, porter service companies, and outside service companies providing any equipment or services to the 2017 South Carolina International Auto Show 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 ensure 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 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 with South Carolina Automobile Dealers Association; SMG, the TD Convention Center; Motor Trend Auto Shows, LLC; TEN: The Enthusiast Network 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 South Carolina Automobile Dealers Association; SMG, the TD Convention Center; Motor Trend Auto Shows, LLC; TEN: The Enthusiast Network 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.

Important Rules & Requirements (cont.)

Insurance Requirements (cont.)

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) indicate that the South Carolina Automobile Dealers Association; SMG, the TD Convention Center; Motor Trend Auto Shows, LLC; TEN: The Enthusiast Network 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 at 831 S. Douglas Street, El Segundo, CA 90245 a notice of any occurrence likely to result in a claim against show management.

Show management and/or the Official Show General Contractor may request verification of this policy during move in of the auto show before any services or equipment may be provided.

Please email certificates of insurance to Allen Chin at ACHin@EnthusiastNetwork.com.

Motor Trend Auto Shows, LLC must receive this Certificate of Insurance, no later than December 16, 2016. Access to the building may be denied to those suppliers that have not provided a policy to show management on or before the deadline date.

CERTIFICATE OF INSURANCE

ISSUE DATE (mm/DD/YY)
xx/xx/xx

PRODUCER

INSURANCE COMPANY NAME
ADDRESS
CITY, STATE ZIP CODE
Phone # 555-555-5555

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

company letter	A	INSURANCE COMPANY
company letter	B	INSURANCE COMPANY
company letter	C	INSURANCE COMPANY
company letter	D	
company letter	E	

INSURED

COMPANY NAME (EXHIBITOR or DISPLAY HOUSE)
ADDRESS
CITY, STATE ZIP CODE

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (mm/DD/YY)	POLICY EXPIRATION DATE (mm/DD/YY)	LIMITS
A	GENERAL LIABILITY	XXXXXXXX ISO FORM: XXXXXX			EACH OCCURRENCE \$ 2,000,000.
	COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 2,000,000.
	CLAIMS MADE OCCUR				MED EXP. (ANY ONE PERSON) \$ 2,000,000.
	OWNERS & CONTRACTOR'S PROT.				PERSONAL & ADV INJURY \$ 2,000,000.
					GENERAL AGGREGATE \$ 50,000.
					PRODUCTS-COMP/OP AGG \$ 5,000.
					\$ 2,000,000.
A	AUTOMOBILE LIABILITY	XXXXXXXX ISO FORM: XXXXXX			COMBINED SINGLE LIMIT (EA ACCIDENT) \$
	ANY AUTO				BODILY INJURY (PER PERSON) \$
	ALL OWNED AUTOS				BODILY INJURY (PER ACCIDENT) \$
	SCHEDULED AUTOS				PROPERTY DAMAGE (PER ACCIDENT) \$
	HIRED AUTOS				EACH OCCURRENCE \$
NON-OWNED AUTOS	AGGREGATE \$				
	GARAGE LIABILITY				
A	EXCESS LIABILITY	XXXXXXXX ISO FORM: XXXXXX			STATUTORY LIMITS
	UMBRELLA FORM				EACH ACCIDENT \$ 1,000,000.
	OTHER THAN UMBRELLA FORM				DISEASE-POLICY LIMIT \$ 1,000,000.
A	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY	XXXXXXXX ISO FORM: XXXXXX			DISEASE-EACH EMPLOYEE \$ 1,000,000.
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

MOTOR TREND AUTO SHOWS, LLC (A DIV OF TEN: THE ENTHUSIAST NETWORK, TD CONVENTION CENTER, SMG AND SOUTH CAROLINA AUTO DEALERS ASSOCIATION ARE NAMED AS ADDITIONAL INSURED ON ALL POLICIES EXCEPT WORKER'S COMPENSATION. SEE ATTACHED FORM CG2010 INSURANCE TO APPLY ON PRIMARY BASIS. AUTO SHOW: SOUTH CAROLINA INTERNATIONAL AUTO SHOW, 831 SOUTH DOUGLAS STREET, EL SEGUNDO, CA 90245.. DATES OF SHOW INCLUDING MOVE IN & MOVE OUT.

CERTIFICATE HOLDER

MOTOR TREND AUTO SHOWS, LLC
831 S. Douglas Street
El Segundo, CA 90245

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENT OR REPRESENTATIVES.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

POLICY NUMBER: COMMERCIAL GENERAL LIABILITY CG 20 1003 97

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

THIS ENDORSEMENT MODIFIES INSURANCE PROVIDED UNDER THE FOLLOWING:

Commercial General Liability Coverage Part

SCHEDULE

Name of Person -OR- Organization:

MOTOR TREND AUTO SHOWS, LLC
831 S. Douglas Street
El Segundo, CA 90245

(IF NO ENTRY APPEARS ABOVE, INFORMATION REQUIRED TO COMPLETE THIS ENDORSEMENT WILL BE SHOWN IN THE DECLARATIONS AS APPLICABLE TO THIS ENDORSEMENT.)

WHO IS AN INSURED (SECTION II) IS AMENDED TO INCLUDE AS AN INSURED THE PERSON OR ORGANIZATION SHOWN IN THE SCHEDULE, BUT ONLY WITH RESPECT TO LIABILITY ARISING OUT OF YOUR ONGOING OPERATIONS PERFORMED FOR THAT INSURED.

Show Services Information

Exhibitor Services Provided in Vehicle Space Rental Charge

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

- Themed carpet in public aisles
- Themed manufacturer identity sign over public aisle to guide visitors into your display
- 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.

Security

Guard service will be provided in all show areas, during all show hours beginning Tuesday, January 17 and concluding on Monday, January 23 at Noon. 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 in the Show Office overnight.

Please note if you want to hire booth security, you must call the TD Convention Center at (800) 768-4515. No outside security companies are permitted.

NOTE: *The South Carolina Automobile Dealers Association and Motor Trend Auto Shows, LLC cannot be held responsible for the theft of items missing from exhibitor areas.*

Show Advertising & Publicity

Advertising

Extensive print, radio, and television advertising will be used to target the entire Greenville market. Advertising will begin ten (10) days 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 2017 South Carolina 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 2017 Toyotas at the South Carolina International Auto Show, January 20 through 22".) The South Carolina Automobile Dealers Association greatly appreciates any show advertising you are able to incorporate into your regular advertising schedules.

Public Relations

Auto show press kits, pre-show releases and all auto show promotions and public relations will be prepared and coordinated by Allied Integrated Marketing, the show's public relations team.

Are you planning to bring a special display, concept car, pre-production model or unique feature to the show? Please contact Lindsey Bowers, LBowers@AlliedIM.com by December 16 to ensure that it is included in our overall show publicity outreach.

The Press Room will be staffed the entire three (3) days of the show. Please send all press materials directly to the TD Convention Center to ARRIVE no earlier than January 18 with each package clearly marked "South Carolina International Auto Show, Press Room".

General Contractor Information

Services for the 2017 South Carolina International Auto Show will be provided by:

EAST COAST DECORATING

CONTACT: Client Services

TO PLACE ORDERS ON-LINE:

<https://EastCoastDecorating.Boomerecommerce.com/Pages/Security/Login.aspx>.

ADDRESS: East Coast Decorating
831 S. Douglas Street
El Segundo, CA 90245

East Coast Decorating will have staff on-site throughout move-in and move-out and on show days. Please stop in the Show Office to request ECD assistance.

SHIPMENTS:

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

CONVENTION CENTER ONLY: (Exhibitor - Company Name)
(Space #)
For: 2017 South Carolina International Auto Show
c/o East Coast Decorating
TD Convention Center
One Exposition Avenue
Greenville, SC 29607

**NO ADVANCE SHIPMENTS ACCEPTED FOR THIS SHOW. SHOW SITE ARRIVALS ONLY.
NO SHIPMENTS WILL BE ACCEPTED AT THE CONVENTION CENTER
UNTIL WEDNESDAY, JANUARY 18, 2017.**



Discount Admission Tickets

Advance Discount Admission Tickets will be available at a cost of \$5.00 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 \$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: December 19, 2016