



2018 South Carolina International Auto Show Booth Exhibitor Information

Thank you for participating in the South Carolina International Auto Show held at TD Convention Center, January 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, January 12 through Sunday, January 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.

Admission Prices

Adults (13 & Over).....	\$8.00
Senior Citizens (62 & over).....	\$5.00
Military (with any D.O.D. ID).....	\$5.00
Children (12 & Under)	FREE

Show Location

TD Convention Center
One Exposition Avenue
Greenville, SC 29607

Phone: (864) 233-2562

www.tdconventioncenter.com

Show Management

Show Management is available on-site. Call Michael Duffy, Show Director, at (917) 445-4994.

Recommended Hotel(s)

Courtyard by Marriott Greenville- Haywood Mall

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

Rate: \$110/night

cut-off date: 12/27/17

EXHIBITOR SERVICES – Installation & Dismantle Labor, Material Handling, and Furniture

East Coast Decorating (ECD) is the show's official general contractor. They are the exclusive provider of all freight handling, carpets and equipment rental. They also provide furniture rentals. Contact our ECD representative at mike@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; (917) 445-4994; MDuffy@EnthusiastNetwork.com.

Exhibitor Services Provided in Booth Rental Charge

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

- Back drape
- Side drape
- One 6' draped table (black)
- Two (2) side chairs

Any other booth furniture or display items are the responsibility of the exhibitor. Should you have any questions or concerns or need help in determining the service(s) needed for your exhibit, contact East Coast Decorating at mike@eastcoastdecorating.com prior to show move-in. Please refer to the East Coast Decorating website to place your order(s),

<https://eastcoastdecorating.boomerecommerce.com/Pages/Security/Login.aspx>.

Important Rules & Requirements

Booth Vendor Move-In

All booth vendors can set-up on Thursday, January 11 from 1 pm - 5 pm, or on Friday, January 11 from 8 am – 9 am. All booth vendor displays must be set & operational before show opening (10 am) on Friday, January 12.

If your display will have a vehicle(s), please notify Show Management at least 30 days prior to the show.

All booth exhibit properties and/or materials must be hand-carried into the facility or handled by East Coast Decorating, and drayage charges may apply.

Should you have any questions or concerns or need help in determining the service(s) needed for your exhibit, contact East Coast Decorating at mike@eastcoastdecorating.com prior to show move-in.

Any materials shipped to the TD Convention Center will be subject to East Coast Decorating handling charges. Refer to the East Coast Decorating website, <https://eastcoastdecorating.boomerecommerce.com/Pages/Security/Login.aspx>

The TD Convention Center has developed a new procedure requiring orders to be placed online through our website. This new process will safeguard credit card information, and serve all clients more efficiently. **Simply log onto www.tdconventioncenter.com, and under the “Exhibitors” tab you will find all service order forms.**

Exhibitor Move-Out

Move-out will begin on Sunday, January 22 at 5 p.m. **All display items and product must be removed by 8 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 South Carolina.

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.

Exhibitor 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 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 TD Convention 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.

Company/dealership name-plates will serve as show ID/badge. If personnel do not have a company name-plate then they can sign-in and pick up their own entrance credentials from the registration desk located in the Exhibit Hall Lobby. 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 show.

NOTE: Due to our insurance liability no one under the age of 16 years old will be permitted to enter 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 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.

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 TD Convention Center.

Security & Liability

Each exhibitor is entirely responsible for the space allotted to them through their contract. Each exhibitor agrees to reimburse TD Convention Center for any damage to the floor, ceilings or walls within his contracted area. TD Convention Center, East Coast Decorating 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 & Liability (cont.)

If your display contains something of particular value, it is recommended that you secure it overnight.

NOTE: *Motor Trend Auto Shows, LLC, TD Convention Center, and East Coast Decorating cannot be held responsible for the theft of items missing from exhibitor areas.*

Insurance Requirements

All exhibitors, exhibit houses, porter service companies, and outside service companies providing any equipment or services to the 2018 South Carolina International Auto Show or its exhibitors must secure a broad-form comprehensive general liability insurance policy. All exhibit houses must also 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 show contract (including move in and move out), policies of insurance as herein set forth below, 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 TD Convention Center; Motor Trend Auto Shows, LLC; East Coast Decorating, Extreme Ventures, LLC, TEN: a Discovery Communications Co. 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 \$1,000,000 Occurrence/\$1,000,000 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 TD Convention Center; Motor Trend Auto Shows, LLC; East Coast Decorating, Extreme Ventures, LLC, TEN: a Discovery Communications Co., and its subsidiaries and affiliates named as additional insured with limits of liability in the amount of \$1,000,000 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.

Insurance Requirements (cont.)

3. Any additional insurance policies 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 within 10 days of the request a copy of such policies, certified by the insurance carrier as being true and complete shall be provided to show management. 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 TD Convention Center; Motor Trend Auto Shows, LLC; East Coast Decorating, Extreme Ventures, LLC, TEN: a Discovery Communications Co., 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.

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.

All policies must provide coverage from the first move-in date, January 9 to the last move-out date, January 15, 2018.

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

Please forward your Certificate of Insurance via e-mail to **Allen Chin at ACHin@EnthusiastNetwork.com**.

General Contractor Information

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For logistical questions, or for further assistance contact: Michael Duffy, Director of Event Experience, Motor Trend Auto Shows, LLC; (917) 445-4994; MDuffy@EnthusiastNetwork.com.

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

EAST COAST DECORATING

CONTACT: Client Services
EMAIL: Info@EastCoastDecorating.com
ADDRESS: East Coast Decorating
831 S. Douglas Street
El Segundo, CA 90245

For online exhibitor orders, please visit

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

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: 2018 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

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. 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

mike@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

www.tdconventioncenter.com

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

Chris Shattuck

Allied Integrated Marketing

CShattuck@AlliedIM.com

Phone: (678) 866-3568

FOOD CONCESSIONAIRE

TD Convention Center

One Exposition Avenue

Greenville, SC 29607

Phone: (864) 255-5850

Fax: (864) 255-8600

VEHICLE DETAILING

Auto Mojo

3205 Airport Hwy

Alcoa, TN 37701

Phone: (865) 777-1250

Cosmetic Car Care

12 Mauchly, Bldg F

Irvine, CA 92618

Phone: (949) 453-1200

Fax: (949) 453-1207

Show Fleet by Professional Detailers

601 North Batavia

Orange, CA 92868

Phone: (949) 460-0314

Fax: (949) 460-0339



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. **Unused tickets are not refundable.**

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).

Quantity of Packs Desired _____ @ \$125.00 Each
(Packs of 25)

Please print or type the following information:

COMPANY: _____

STREET ADDRESS: _____

Tickets shipped to this location via UPS or held at Will Call depending on date order is placed.

NOTE: UPS does not deliver to P.O. Box addresses.

CITY: _____ STATE: _____ ZIP: _____

SPACE OR BOOTH NUMBER(S): _____ TELEPHONE #: (____) _____

AUTHORIZED BY: _____

Print Name

Signature

TITLE: _____ DATE: _____

Deadline Date for Orders: December 12, 2017