



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

All of this material is vital to the successful planning, marketing and management of your display in the 2020 South Carolina International Auto Show. Please read this manual carefully and completely.

Show Management has selected Motor Trend Group (East Coast Decorating) as the official show contractor. All independent contractors must coordinate their work schedules with Motor Trend Group (East Coast Decorating) and comply with the show's 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 Motor Trend Group (East Coast Decorating) forms can be downloaded from the Internet at [www.SouthCarolinaAutoShow.com](http://www.SouthCarolinaAutoShow.com).

We look forward to working together with you in making the 2020 South Carolina International Auto Show a complete success.

Adam Strong  
Show Director  
Motor Trend Auto Shows

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## **Exhibitor Action Item Checklist** **2020 South Carolina International Auto Show**

Action Items	Deadline Date	Completed
Send Certificate of Insurance to MTAS	December 28	<input type="checkbox"/>
Send electrical blueprints to MTAS & Greenville Convention Center	December 11	<input type="checkbox"/>
Order labor, freight, and electrical service	December 11	<input type="checkbox"/>
Order telephone service	December 11	<input type="checkbox"/>
Order floral, plants & shrubbery	December 11	<input type="checkbox"/>
Order vehicle cleaning & porter service	December 11	<input type="checkbox"/>
Order carpet from Motor Trend Group	December 11	<input type="checkbox"/>
Order discount admission tickets	December 28	<input type="checkbox"/>

# **Directory of Contractors & Facilities**

## **SHOW PRODUCER**

South Carolina International Auto Show  
Motor Trend Auto Shows  
831 South Douglas  
El Segundo, CA 90245  
**Contact:** Adam Strong, Show Director  
**Mobile:** (310) 988-5760  
**E-mail:** *Adam\_kelly-Strong@motortrend.com*

## **SHOW FACILITY**

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

## **OFFICIAL GENERAL CONTRACTOR**

Motor Trend Group (East Coast Decorating)  
831 South Douglas  
El Segundo, CA 90245  
**Email:** *gsc-ne@motortrend.com* or  
*mike@eastcoastdecorating*

## **EXCLUSIVE SHOW CARPET SUPPLIER**

Motor Trend Group (East Coast Decorating)  
831 South Douglas  
El Segundo, CA 90245  
**Email:** *gsc-ne@motortrend.com* or  
*mike@eastcoastdecorating*

## **ELECTRICAL SERVICES**

Greenville Convention Center  
One Exposition Ave.  
Greenville, SC 29607  
**Phone:** (864) 233-2562  
**Fax:** (864) 255-8600  
[www.meetgcc.com/exhibitors/](http://www.meetgcc.com/exhibitors/)

## **AUDIO/VISUAL & TELEPHONE SERVICE**

Greenville Convention Center  
One Exposition Avenue  
Greenville, SC 29607  
**Phone:** (864) 233-2562  
**Fax:** (864) 255-8600  
[www.meetgcc.com/exhibitors/](http://www.meetgcc.com/exhibitors/)

## **HOTELS**

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

## **PUBLIC RELATIONS**

Ellie Hensley  
Allied Integrated Marketing  
[Ehensley@AlliedIM.com](mailto:Ehensley@AlliedIM.com)  
**Phone:** (678) 866-3568

## **FOOD CONCESSIONAIRE**

Greenville Convention Center  
One Exposition Avenue  
Greenville, SC 29607  
**Phone:** (864) 255-5850  
**Fax:** (864) 255-8600  
[www.meetgcc.com/exhibitors/](http://www.meetgcc.com/exhibitors/)

## **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

# General Show Information

## **Show Dates & Hours**

Friday, January 10 through Sunday, January 12, 2020  
Friday .....10 a.m. – 9 p.m.  
Saturday.....10 a.m. – 9 p.m.  
Sunday .....10 a.m. – 5 p.m.

## **Show Location**

Greenville 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

## **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 Hour

Wednesday, January 8 .....8 a.m. – 5 p.m.  
Thursday, January 9 .....8 a.m. – 5 p.m.  
Friday, January 10 .....9 a.m. – 9 p.m.  
Saturday, January 11.....9 a.m. – 9 p.m.  
Sunday, January 12 .....9 a.m. – 5 p.m.

# **Move In & Set Up Information**

## **Carpet**

Motor Trend Group (East Coast Decorating) is the exclusive carpet & flooring supplier for the auto show, and all services & rental orders must be placed with them.

## **General Service Contractor**

Motor Trend Group (East Coast Decorating) 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 [gsc-ne@motortrend.com](mailto:gsc-ne@motortrend.com) or [mike@eastcoastdecorating.com](mailto:mike@eastcoastdecorating.com) with any questions about these services.

Exhibitors must place all orders for services online. For online exhibitor orders, please visit [www.Eastcoastdecorating.com](http://www.Eastcoastdecorating.com).

If you have previously ordered services from Motor Trend Group (East Coast Decorating) 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: Adam Strong, Show Director, Motor Trend Auto Shows; (310) 988-5760; [Adam\\_kelly-Strong@motortrend.com](mailto:Adam_kelly-Strong@motortrend.com).

## **Carpet & Electric Installation**

Tuesday, January 7, 2020 is reserved for installation of electric and carpeting. No freight or display trucks will be accepted or unloaded until Wednesday, January 8.

## **Freight & Factory Displays**

All unloading will take place on Wednesday, January 8 beginning at 8 a.m. 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 9.

## **Exhibit Set Up Schedule**

Labor and forklift labor may be ordered starting at 2pm on Wednesday, January 8. All crates must be emptied by 8 p.m. on Wednesday 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 9.

**NOTE:** *Due to our insurance coverage rules, no one under the age of 16 will be permitted into the Greenville Convention Center during set up or tear down,*

## **Show Vehicles**

All vehicle move in will take place on Thursday, January 9, beginning at 8 a.m. and continuing until 5 p.m.

## ***Move In & Set Up Information (continued)***

### **Show Vehicles (cont.)**

**NOTE:** Vehicles displayed on a turntable or platform will be allowed to enter the building on Wednesday, January 8 provided your display is ready to accommodate the vehicle, and a clear pathway is available. Please see Show Management if you need an earlier vehicle move-in.

All exhibits and vehicle cleaning must be completed by 5 p.m. on Thursday, January 9.

### **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 8	8 a.m. – 10 p.m.
Thursday, January 9	8 a.m. - 6 p.m.

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**

**Salespersons & Product Specialists** - All salespersons and product specialists working the show can enter with their company-issued/matrix manufacturer plastic nameplate. If personnel do not have a company-issued plastic nameplate, they must pick up and sign for their own entrance credentials at the Exhibitor Registration Desk located in the show entrance lobby. Personnel must present a business card and/or photo ID to obtain badge.

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

All personnel working within your exhibit area should wear suitable business attire. Exhibitors not dressed appropriately will not be admitted into the show.

**NOTE:** *No one under the age of 16 years old is permitted to enter with an exhibitor badge.* In accordance with our liability insurance, no children under the age of 16 are permitted in the Greenville Convention Center complex during show set-up or teardown.

### **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 12 at 5 pm and continue until 12 midnight. Show management will begin removing aisle carpet at 5 pm in exhibit areas where the public has cleared. Exhibitors may attach battery cables at 5 pm, 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 12 by 7 pm.**

All crates will be returned to each display area beginning at 7 pm on Sunday evening. Exhibit displays must be crated by 11:59 pm on Sunday, January 12.

Loading of trucks will take place on Monday, January 13 from 8 a.m. to 11 a.m. All truck drivers should report in by 7 a.m. Monday morning January 13, 2020.

## **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 Greenville 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 Greenville 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 Greenville 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 [Adam\\_kelly-Strong@motortrend.com](mailto:Adam_kelly-Strong@motortrend.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 sightlines 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 Greenville 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 Greenville 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 Greenville Convention Center for any damage to the floor, ceilings or walls within his contracted area.

The Greenville Convention Center and Motor Trend Group 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 2020 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 Greenville Convention Center; Motor Trend Group, LLC and its subsidiaries and affiliates named as additional insured (I.S.O. Form CG 20 10 or equivalent approved by show management) with limits of liability in the amounts of \$2,000,000 occurrence/ \$2,000,000 aggregate on a combined single limit basis for injuries to persons (including death), contractual liability and damage to property.

## ***Important Rules & Requirements (cont.)***

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

2. Automobile and Truck Liability Insurance Policy in the Exhibitor's name with the South Carolina Automobile Dealers Association; SMG, the Greenville Convention Center; Motor Trend Group, LLC and its subsidiaries and affiliates named as additional insured with limits of liability in the amount of \$2,000,000 each occurrence, on a combined single limit basis for claims for bodily injuries (including death) to persons and for damage to property arising out of the ownership, maintenance or use of any owned, hired or non-owned motor vehicle.
3. Worker's Compensation Insurance (including Employer's Liability Insurance) with limits of \$1,000,000/\$1,000,000/\$1,000,000.
4. Any additional insurance policies necessary to obtain required permits or otherwise comply with applicable law ordinances or regulations regarding the performance of your contract. Exhibitor shall provide to show management a Certificate of Insurance as evidence of such aforementioned policies at least thirty (30) days prior to the auto show; however, if requested by 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 Greenville Convention Center; Motor Trend Group, LLC and its subsidiaries and affiliates are additional insured on all policies (except Worker's Compensation), (5) reference the auto show name and location on the face of the Certificate and (6) expressly reference the inclusion of all required endorsements. If requested by show management, the Exhibitor must furnish within thirty (30) days of a request, proof that the person signing the Certificate is authorized by the insurance carrier. If, at any time during the period of this Contract, insurance as required is not in effect, or proof thereof is not provided to show management, show management shall have the options to: (1) direct the Exhibitor to suspend work with no additional cost or extension of time due on account thereof, (2) obtain the required insurance at Exhibitor's expense providing show management with coverage immediately, or (3) treat such failure as an event of default. The Contractor shall immediately file with show management 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.

All policies must provide coverage from the first move-in date, January 7 to the last move out date, January 13. All insurance policies must be completed correctly. All exhibitors must submit a correct & complete policy at least thirty (30) days prior to the first move-in day of the show or they may not be permitted to participate in the show.

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

Please email certificates of insurance to [eventservices@motortrend.com](mailto:eventservices@motortrend.com).

Motor Trend Auto Shows must receive this Certificate of Insurance, no later than December 11, 2019. 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

**INSURED**

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

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	

**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.
A	AUTOMOBILE LIABILITY	XXXXXXXX ISO FORM: XXXXXX			\$ 2,000,000.
	ANY AUTO				COMBINED SINGLE LIMIT (EA ACCIDENT) \$
	ALL OWNED AUTOS				BODILY INJURY (PER PERSON) \$
	SCHEDULED AUTOS				BODILY INJURY (PER ACCIDENT) \$
	HIRED AUTOS				PROPERTY DAMAGE (PER ACCIDENT) \$
	NON-OWNED AUTOS				EXCESS LIABILITY
GARAGE LIABILITY	UMBRELLA FORM	OTHER THAN UMBRELLA FORM	EACH OCCURRENCE \$	AGGREGATE \$	
A	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY	XXXXXXXX ISO FORM: XXXXXX			STATUTORY LIMITS
					EACH ACCIDENT \$ 1,000,000.
					DISEASE-POLICY LIMIT \$ 1,000,000.
					DISEASE-EACH EMPLOYEE \$ 1,000,000.
	OTHER				

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS**

MOTOR TREND AUTO SHOWS, LLC; EXTREME VENTURES, LLC; TEN: A DISCOVERY COMMUNICATIONS CO.; 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 GROUP, 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

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
- 4x4 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 7, and concluding on Monday, January 13 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 Greenville Convention Center at (800) 768-4515. No outside security companies are permitted.

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

## **Greenville Convention Center Forms**

Greenville Convention Center forms can be found on [www.meetgcc.com](http://www.meetgcc.com), under the "Exhibitors" tab. Please be sure to order at least 30 days in advance to first move-in day to take advantage of the advance rates.

# **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 2020 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 2020 vehicles at the South Carolina International Auto Show, January 10 through 12".) 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 Ellie Hensley, [Ehensley@alliedim.com](mailto:Ehensley@alliedim.com) by December 11 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 Greenville Convention Center to ARRIVE no earlier than January 8 with each package clearly marked "South Carolina International Auto Show, Press Room".

## General Contractor Information

Services for the 2020 South Carolina International Auto Show will be provided by:

**Motor Trend Group**

**CONTACT:** gsc-ne@motortrend.com or mike@eastcoastdecorating.com

**TO PLACE ORDERS ON-LINE:** www.Eastcoastdecorating.com

**ADDRESS:** Motor Trend Auto Shows  
831 S. Douglas Street  
El Segundo, CA 90245

**Motor Trend Group will have staff on-site throughout move-in and move-out and on show days.  
Please stop in the Show Office to request assistance.**

### **SHIPMENTS:**

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

**CONVENTION CENTER ONLY:** (Exhibitor - Company Name)  
(Space #)  
For: 2020 South Carolina International Auto Show  
c/o Motor Trend Auto Shows  
Greenville Convention Center  
One Exposition Avenue  
Greenville, SC 29607

**NO ADVANCE SHIPMENTS WILL BE ACCEPTED FOR THIS SHOW. SHOW SITE DELIVERIES ONLY.  
NO SHIPMENTS WILL BE ACCEPTED AT THE CONVENTION CENTER  
UNTIL WEDNESDAY, JANUARY 8, 2020.**



# ***SOUTH CAROLINA DISCOUNT ADMISSION TICKETS ORDER FORM***

Advance Discount Admission Tickets for the South Carolina International Auto Show 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.
2. Complete the credit card authorization form for payment or let us know if you will be paying by another method.
3. Email completed forms to [eventservices@motortrend.com](mailto:eventservices@motortrend.com).

**Unused tickets are not refundable.**

Quantity of Packs Desired \_\_\_\_\_ @ \$275.00 (\_\_\_\_ 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 28, 2019**



MOTOR TREND GROUP, LLC.

830 S. Douglas Street

El Segundo, CA 90245

Phone: (630) 353-2505

Fax (800) 606-5838

**CREDIT CARD AUTHORIZATION FORM**

\*Please send completed form to [clientservices@motortrend.com](mailto:clientservices@motortrend.com) or fax to (800) 606-5838

Customer: \_\_\_\_\_ Acct # \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Card: Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ American Express \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Account Number: \_\_\_\_\_ Expires: \_\_\_\_\_

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

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

Total to be charged: \_\_\_\_\_

Pick one: One Time Charge   
(Charge All Items Listed Above)  
*\* 3% convenience fee will be applied to all credit card*

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

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

Signature (or name of person giving authorization) \_\_\_\_\_ Date \_\_\_\_\_

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

Rev. 7/9/18