



This Service & Information Manual contains material vital to the successful planning, marketing and management of your display in the *2019-Model Central Florida International Auto Show*. Failure to read this manual and respond promptly in ordering services could result in higher display costs. Download all pertinent and most up-to-date exhibitor information—floor plans (in DWG & PDF formats), plus GES & facility service order forms, and information—from the show website at www.AutoShowOrlando.com.

While the Central Florida Automobile Dealers Association (CFADA) owns the show, all show management and production services are the sole responsibilities of Motor Trend Auto Shows, (MTAS). Direct questions concerning any aspects of this year's show to Motor Trend Auto Shows.

The services and contractors listed in this manual are for your convenience. Show management suggests that you employ the services of GES, the official show contractor, for your greatest efficiency and ease since they are familiar with the show and work schedule. All independent contractors must coordinate their work schedules with GES and comply with all guidelines and insurance requirements.

Please note that insurance policies must provide coverage for the show's overall date—from the first day of move-in through move-out. All required policy information is outlined in the *Important Rules & Requirements* section of this manual. Policies not completed correctly will be returned. All exhibit set up contractors must submit a correct and complete certificate of insurance at least thirty (30) days prior to the first move-in day of the show, or they will not be permitted to work in the Orange County Convention Center.

It is important that you give this manual to those individuals or agents responsible for your participation in the show. Motor Trend Auto Shows thanks you for your cooperation, and we wish you a most profitable *2019-Model Central Florida International Auto Show!*

Show Management
Motor Trend Auto Shows

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Exhibitor Action Item Checklist

2019-Model Central Florida International Auto Show

Action Items	Due Date	Completed
• E-Mail Certificate of Insurance to MTAS	October 22	<input type="checkbox"/>
• E-Mail blueprints (including electrical drops) to MTAS & Orange County Convention Center	October 22	<input type="checkbox"/>
• Order vehicle cleaning & porter service	October 22	<input type="checkbox"/>
• Ordered photography requirements	October 22	<input type="checkbox"/>
• Order floral, plants & shrubbery from	October 22	<input type="checkbox"/>
• Order discount admission tickets	October 29	<input type="checkbox"/>
• Order decorations/furnishings from GES	October 29	<input type="checkbox"/>
• Order telecom service	October 29	<input type="checkbox"/>
• Order electrical service	October 29	<input type="checkbox"/>

Directory of Contractors & Facilities

SHOW OFFICE

Room 222
Orange County Convention Center - North Concourse
9400 Universal Boulevard
Orlando, FL 32819-8199

SHOW MANAGEMENT COMPANY

Motor Trend Auto Shows
831 S. Douglas Street
El Segundo, CA 90245
Contact: Trevor Trumbo, Director, Automotive Events
Office: (949) 705-3387
Mobile: (714) 732-8788
E-mail: trevor.trumbo@motortrend.com

OFFICIAL GENERAL CONTRACTOR AND CARPET SUPPLIER*

GES
7050 Lindell Avenue
Las Vegas, NV 89118
Contact: Beth Jackson
Phone: (407) 370-6218
Fax: (866) 329-1437
Email: ejackson@ges.com
***Notify Event Director at (714) 732-8788 if
you are using a carpet supplier other than GES.**

ELECTRICAL SERVICES

Orange County Convention Center
9400 Universal Boulevard
Orlando, FL 32819-8199
Phone: (407) 685-9824
Fax: (407) 685-9884

VEHICLE PORTER SERVICE

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 Street
Orange, CA 92868
Phone: (800) 457-7558
Fax: (949) 460-0339

NEARBY HOTELS

Hilton Orlando
6001 Destination Parkway
Orlando, FL 32819
Phone: (407) 313-4300

Hyatt Regency Orlando
9801 International Drive
Orlando, FL 32819
Phone: (407) 352-4000

PUBLIC RELATIONS

Spin Communications
18 E. Blithedale Ave., Suite 26
Atlanta, GA 30339
Phone: (415) 380-8390
Fax: (866) 711-3120

SECURITY

Reliable Security, LLC
1775 The Exchange
Contact: Christy Waters Harmon
cwaters@reliablesecurityllc.com
Phone: (770) 858-1730
Fax: (770) 858-1732

TELECOM SERVICES

SmartCity
5795 Badura Ave, Suite 110
Las Vegas, NV 89118
Contact: Megan Hollinger
mhollinger@smartcity.com
Phone: (407) 685-2000
Fax: (407) 248-8081

FOOD CONCESSIONS & CATERING

Centerplate - Orange County Convention Center
9800 International Drive
Orlando, FL 32819-8199
Phone: (407) 685-5185
Fax: (407) 685-9859

General Show Information

SHOW DATES & HOURS

Thursday, November 22 through Sunday, November 25, 2018

Thursday, November 22 (Thanksgiving Day) Noon – 9 p.m.
Friday & Saturday, November 23 & 24 10 a.m. – 9 p.m.
Sunday, November 25 10 a.m. – 6 p.m.

SHOW LOCATION

ORANGE COUNTY CONVENTION CENTER - North Concourse

9400 Universal Boulevard
Orlando, FL 32819-8199
(407) 685-9800

NEARBY HOTELS

Hilton Orlando

6001 Destination Parkway
Orlando, FL 32819
(407) 313-4300
<http://www.hilton.com/orlando>

Hyatt Regency Orlando

9801 International Drive
Orlando, FL 32819
(407) 352-4000
www.orlando.regency.hyatt.com

SHOW OFFICE

The Show Office & Press Room will be located in Room 222.

Auto Show Office Hours

Tuesday, November 20 8 a.m. – 6 p.m.
Wednesday, November 21 8 a.m. – 6 p.m.
Thursday, November 22 10 a.m. – 9 p.m.
Friday, November 23 8 a.m. – 9 p.m.
Saturday, November 24 8 a.m. – 9 p.m.
Sunday, November 25 8 a.m. – 6 p.m.

REGISTRATION & INFORMATION DESK

A Registration & Information Desk for all show exhibitors and attendees will be located in the North Concourse Lobby, across from the public show entrance. It will be open all show days/hours.

FACTORY & SALES STAFF LOUNGE – ROOM 222

A special room will be available for product specialists, sales staff, dealer principals and/or factory officials with the proper credentials. The Lounge is located in Room 222, and is accessed through the Show Office, located just right of escalators leading down to the show floor. Check-in is required upon entering the lounge. The Lounge opens one hour after show opening and closes one hour prior to show closing.

Move-In & Set-Up Information

Multi-level and/or Covered Exhibits

The Orange County Convention Center, Event Services Department, and the Orange County Fire Rescue Division, Fire Loss Management Bureau have strict guidelines for the construction/erection of multi-level or covered exhibits. If you wish to construct this type of exhibit booth, please call the Event Experience Director at (212) 915-4412 for the guidelines you will need to follow and assistance in securing approvals.

Building Access During Set-Up

To provide complete security for exhibitors and their possessions, it is important that all set-up personnel observe the following daily building access hours. Your cooperation is greatly appreciated.

Monday, November 19	8 a.m. - 8 p.m.
Tuesday, November 20	8 a.m. - 6 p.m.
Wednesday, November 21	8 a.m. - 6 p.m.
Thursday, November 22 (Opening Day)	8 a.m. - 11 a.m. Final touch up

SPECIAL NOTE: Due to insurance liabilities, no one under the age of 16 is permitted in the Orange County Convention Center during set-up or vehicle move-in/out.

Carpet Installation, Freight Deliveries & Exhibit Set Up

A detailed move-in schedule has been developed in order to allot as many straight time hours as possible for exhibit set-up. This requires the support and cooperation of exhibitors, freight carriers, and exhibitor-appointed contractors for carpet and/or exhibit installation. The display supervisor should be on-site at the start of your freight delivery target time in order to direct crate placement. Order labor for exhibit installation no sooner than three hours after the beginning of your freight delivery target time as noted on the following schedule. **All crates must be emptied and labeled by 6 p.m. Tuesday, November 20** in order for GES to remove them from your exhibit space. Any request for an earlier move-in than specified on the schedule should be directed to Motor Trend Auto Shows. **All exhibit areas must be show ready by 6 p.m. on Wednesday, November 21 so that aisle carpeting can be installed.**

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

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 spaces.

Public Safety Code also dictates a 7' clear path must be maintained every 100 feet. It may be necessary to make minor adjustments to floor plans on-site to achieve this requirement. All exhibitors must provide a display layout indicating placement and dimensions of all display properties, vehicles, electrical, signs, towers, etc. Layouts must be reviewed and approved by the OCCC Fire Marshal before being approved by Show Management (MTAS).

Move-In & Set-Up Information (continued)

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

EXHIBITOR		Floor Layout		Electric / Phones		Carpet / Visqueen		Freight	
		Start Mon 11/19	Done Mon 11/19	Start Mon 11/19	Done Mon 11/19	Start Mon 11/19	Done Mon 11/19	Start Mon 11/19	Done Mon 11/19
N-50	Festivals of Speed	12:01 am	2:01 am	2:01 am	4:30 am	4:30 am	9:30 am	11:30 am	1:30 pm
N-51	RAM Truck Experience	12:01 am	2:01 am	2:01 am	4:30 am	N/A	N/A	8:00 am	1:30 pm
N-31	9 Family	12:01 am	2:01 am	2:01 am	4:30 am	4:30 am	9:30 am	11:30 am	1:30 pm
N-30	Auto Career Center	12:01 am	2:01 am	2:01 am	4:30 am	4:30 am	9:30 am	11:30 am	1:30 pm
N-25	Acura	12:01 am	2:01 am	2:01 am	4:30 am	4:30 am	9:30 am	11:30 am	1:30 pm
N-23	Buick	12:01 am	2:01 am	2:01 am	4:30 am	4:30 am	9:30 am	11:30 am	1:30 pm
N-24	Lexus	12:01 am	2:01 am	2:01 am	4:30 am	4:30 am	9:30 am	11:30 am	1:30 pm
N-22	Lincoln	12:01 am	2:01 am	2:01 am	4:30 am	4:30 am	9:30 am	11:30 am	1:30 pm
N-26	Mazda	12:01 am	2:01 am	2:01 am	4:30 am	4:30 am	9:30 am	11:30 am	1:30 pm
N-21	OPEN	12:01 am	2:01 am	2:01 am	4:30 am	4:30 am	9:30 am	11:30 am	1:30 pm
N-16	Classic Cars	12:01 am	2:01 am	2:01 am	4:30 am	4:30 am	9:30 am	11:30 am	1:30 pm
N-15	Hometown Heroes	12:01 am	2:01 am	2:01 am	4:30 am	4:30 am	9:30 am	11:30 am	1:30 pm
N-17	Model A	12:01 am	2:01 am	2:01 am	4:30 am	4:30 am	9:30 am	11:30 am	1:30 pm
N-13	GMC	12:01 am	2:01 am	2:01 am	4:30 am	4:30 am	9:30 am	11:30 am	1:30 pm
N-12	Honda	12:01 am	2:01 am	2:01 am	4:30 am	4:30 am	9:30 am	11:30 am	1:30 pm
N-11	Nissan	12:01 am	2:01 am	2:01 am	4:30 am	4:30 am	9:30 am	11:30 am	1:30 pm
N-10	Hyundai	12:01 am	2:01 am	2:01 am	4:30 am	4:30 am	9:30 am	11:30 am	1:30 pm
N-9	Camp Jeep	12:01 am	2:01 am	2:01 am	4:30 am	N/A	N/A	8:00 am	1:30 pm
N-8	Chevrolet	12:01 am	2:01 am	2:01 am	4:30 am	4:30 am	9:30 am	11:30 am	1:30 pm
N-7	Ford	12:01 am	2:01 am	2:01 am	4:30 am	4:30 am	9:30 am	11:30 am	1:30 pm

Move-In & Set-Up Information (continued)

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

EXHIBITOR		Floor Layout		Electric/Phones		Carpet/Visqueen		Freight	
		Starts Mon 11/19	Done Mon 11/19	Start Mon 11/19	Done Mon 11/19	Start Mon 11/19	Done Mon 11/19	Start Mon 11/19	Done Mon 11/19
N-4	Subaru	12:01 am	2:01 am	2:01 am	5:30 am	5:30 am	12:30 pm	2:30 pm	4:30 pm
N-3	Kia	12:01 am	2:01 am	2:01 am	5:30 am	5:30 am	12:30 pm	2:30 pm	4:30 pm
N-1	FCA Group	12:01 am	2:01 am	2:01 am	5:30 am	5:30 am	12:30 pm	2:30 pm	4:30 pm
N2	Toyota	12:01 am	2:01 am	2:01 am	5:30 am	5:30 am	12:30 pm	2:30 pm	4:30 pm

Vehicle Move-in

Vehicle move-in will take place on Wednesday, November 21 beginning at 9:00 a.m. All show vehicles must be on the floor by 5 p.m., at which time the overhead doors will be closed to vehicle entry. Please see the vehicle move-in schedule that follows to determine the time to drive your vehicles onto the exhibit floor. No vehicles will be allowed on the show floor with more than ½ tank of gasoline.

Wednesday, November 21: 9 a.m. – 1 p.m.

Space Exhibitor

N-50	Feature: Festivals of Speed
N-51	RAM Truck
N-31	9 Family
N-30	Automotive Career Center
N-26	Mazda
N-25	Acura
N-24	Lexus
N-23	Buick
N-22	Lincoln

N-21	OPEN
N-17	Feature: Model A Club
N-16	Feature – Classic Cars
N-15	Feature: Hometown Heroes
N-13	GMC
N-12	Honda
N-11	Nissan
N-10	Hyundai
N-9	Camp Jeep

Move-In & Set-Up Information (continued)

Vehicle Move-in (cont.)

Wednesday, November 21: 1 p.m. – 4 p.m.

Space	Exhibitor
N-8	Chevrolet
N-7	Ford
N-4	Subaru
N-3	Kia
N-2	Toyota
N-1	FCA Group

NOTE: Vehicles displayed on a turntable or platform can enter the building Tuesday, November 20 provided your display is ready to accommodate the vehicle. **Please contact Show Management or the GES Service Desk for this earlier vehicle move-in permission if/when your display is ready to receive vehicles.**

Exhibitors or exhibitor appointed contractors will be responsible for removing the poly covering on the carpet and placing it in the aisle or aisles adjacent to the exhibit space immediately after vehicles are placed and detailed. Failure to remove visqueen will result in a labor fee to have the visqueen removed by the official general cleaning contractor.

Aisle Carpet & Hall Cleaning

GES will begin installing the aisle carpet promptly at 6 p.m. on Wednesday, November 21. No cars or crates may be moved after this time so that the aisle carpet can be installed and the entire hall cleaned in time for our Thursday opening (at Noon).

Move-Out Information

Move-Out & Building Access Hours

Move-out will begin on Sunday evening, November 25 at 6 p.m. and will continue overnight. GES will begin removing aisle carpet at 6:00 p.m. in areas that the public has cleared. Exhibitors may attach battery cables at 6 p.m., but may not start vehicles until the announcement to do so has been made. **ALL vehicles must be removed from the convention center on Sunday evening, November 25 by 8 p.m.** Empty crate return will proceed once all vehicles are off the floor. Exhibit display dismantling will begin as well. **All crates and display properties must be removed from the Orange County Convention Center on Monday, November 26 by 5 p.m.**

Literature Removal

Literature removal after the auto show will be the responsibility of each individual exhibitor. Literature left behind will be removed, and exhibitor invoiced at prevailing drayage rates. Any remaining literature should be placed in vehicle trunks and returned to participating dealerships for use in their showroom(s).

Ticketing & Exhibitor Access Information

Admission Prices

Adults (13 and over)	\$10.00
Senior Citizens (62 and over).....	\$5.00
Military & First Responders (with any DOD or municipal ID)	\$5.00
Students (21 and under, with school ID)	\$5.00
Children (12 & under)	FREE

EMPLOYEE APPRECIATION DAYS

Dealership employees and one guest will be admitted free of charge with one of following forms of employment verification: pay stub, business card, or letter of employment. Valid all show days.

Discount Admission Tickets

Participating dealers and vehicle exhibitors will receive twenty-five (25) complimentary “good anytime” tickets. If more tickets are required, discount admission tickets **may be purchased for \$7.00 each, in packs of twenty-five (25) ONLY**. This is a savings of \$3.00 off the regular adult admission price of \$10.00. Tickets can be given to family, friends, employees or special customers.

Tickets distributed anywhere on show/OCCC property, including parking lots, are subject to immediate confiscation!

Exhibitor Entrance Procedure

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

Salespersons & Product Specialists - All salespersons and product specialists working the show can enter with their company-issued/municipality 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 OCCC complex during show set-up or teardown.

Ticketing & Exhibitor Access (cont.)

Vehicle Clean-Up Personnel

In order to retain our first-class show appearance and remain within the guidelines set by the Auto Show Committee, all clean-up personnel must dress appropriately to enter the show. **Vehicle clean-up personnel not dressed appropriately will not be admitted in the show.** An acceptable professional appearance is mandatory, including: coveralls, company golf shirts or t-shirts, and clean blue jeans or slacks. A uniform appearance for all employees representing your company is preferred. **Ripped shirts, printed t-shirts, jeans with holes, dirty jeans or sneakers are not acceptable show attire.**

All porter services/temporary employees and display clean-up personnel will be required to obtain an "Exhibitor" badge at Registration (in the North Concourse Lobby) to gain entrance to the show.

Vehicle clean-up personnel with ID will only be admitted prior to the opening of the show each day per the following schedule:

Wednesday, November 21	8 a.m. – 6 p.m.
Thursday, November 22	8 a.m. – Noon
Friday, November 23	8 a.m. – 10 a.m.
Saturday & Sunday, November 24 & November 25	8 a.m. – 10 a.m.

Important Rules & Requirements

Emergency Aisles

The Fire Department requires that all exhibitors leave one foot (1') of space on every public aisle and two feet (2') of space along any exhibit border that adjoins another display area. This will allow a four-foot (4') emergency aisle running between spaces.

The Public Safety Code dictates a 7' clear path must be maintained every 100 feet. It may be necessary to make minor adjustments to floor plans on-site to achieve this requirement.

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 convention center.

Important Rules & Requirements (cont.)

Alcoholic Beverages & Food Items

Alcoholic beverages and/or food purchased elsewhere may not be brought into the Orange County Convention Center.

Exhibitor Literature Boxes

Exhibitors cannot stack boxes of literature in display areas. Boxes must be placed out of the sight of the public during show hours.

Vehicle Requirements

Under no circumstances should display vehicles be placed in front or within 20' of any fire apparatus or public entrance and exit doors. Special attention should be given to keeping public doors clear of obstruction by any show vehicles. The same holds true for the construction of displays, staging, walls, turntables, signs, etc.

Battery Cable – All show vehicles must have the positive battery cable disconnected and taped using UL approved plastic electrical tape or a MTAS-supplied plastic cable bag.

Gas Tank Level – The vehicle's gas level is 10 gallons or ½ tank whichever is less. All vehicles will be checked as they enter the convention center to make sure that the gas level requirement is correct. If the gas level exceeds 1/2 tank, the vehicle will not be permitted to enter the building.

Gas Cap Requirements – All fuel tank openings shall be locked and sealed to prevent escape of vapors. If the gas cap access door opens from the outside, the vehicle must have a locking gas cap or the inside gas cap must be taped. If the gas cap access door requires power to unlock, then a locking gas cap is not necessary, but the standard inside gas cap must be taped around the cap to prevent escape of gas vapors.

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

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.

NOTE: *A Fire Marshal will be on duty throughout all public hours of the auto show. Prior to the public opening, all vehicles will be checked to see that all gas cap and battery cable requirements are met.*

Exhibit Blueprints

All vehicle exhibitors participating in the *2019-Model Central Florida International Auto Show* **must provide a to-scale layout & electrical blueprint of their display to Motor Trend Auto Shows and the Orange County Convention Center and at least thirty (30) days prior to the opening of the show.** Blueprints are used for fire marshal approval, and to place electric & telecom lines prior to

Important Rules & Requirements (cont.)

Exhibit Blueprints (cont.)

carpet installation, so their accuracy is imperative. **Please be sure to include all display properties, vehicles, telecom & electrical placements and the height & width of your display properties on all blueprints.** E-mail blueprints in DWG or PDF format to trevor.trumbo@motortrend.com.**

****If you submit subsequent floorplan edits, please note any & all changes in your e-mail to MTAS.**

Display Placement

The maximum permissible height for displays is twenty-four feet (24'). Exhibitors should contact show management if they have any questions regarding ceiling height. Placement of exhibits cannot interfere, block, or extend into other exhibits or block emergency exits or fire emergency apparatus.

Exhibit properties must be set at least twenty feet (20') from all main entrance and exit doors. An exhibitor could be asked to change the location or configuration of their exhibit or vehicle placement should they interfere with the rights of other exhibitors. All exhibits must be free standing. Supporting ceiling wires or draped walls will not be permitted.

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 spaces.

The Public Safety Code dictates a 7' clear path must be maintained every 100 feet. It may be necessary to make minor adjustments to floor plans on-site to achieve this requirement.

Signs & Banners

Any hanging signs must be framed and pre-approved by show management. Truss lighting is permitted. The OCCC has jurisdiction on all banner and sign installation work.

All signs must be professionally manufactured and have a finished surface on all edges and sides. Signs cannot block the view of other exhibitors. Plastic letters, shoe polish and homemade signs are prohibited on any vehicles or within any area of your display or booth.

Decorations, signs, banners, etc., may not be taped, tacked, stapled or otherwise fastened to ceilings, walls, doors, painted surfaces or columns.

In the case of a complaint, the decision on whether a sign remains or must be relocated will be made by the Auto Show Committee and Motor Trend Auto Shows.

Important Rules & Requirements (cont.)

Exhibitor Presentation Restrictions

An exhibitor may not work, sell or distribute literature from any area other than the space rented by the exhibitor. All public address systems must be kept to a volume that is not disruptive to your neighboring exhibitors.

Decorations, signs, banners, and streamers may not be attached, taped, nailed or otherwise fastened to any ceiling, window, painted surface or wall of the convention center. Any special decorations or signs must be approved by convention center management and show management as to location and method of installation.

Under no circumstances are helium balloons or adhesive-back decals to be given away or permitted within the convention center. Any costs incurred by the Orange County Convention Center from the use or removal of these items will be charged to the exhibitor.

FL State Sales Tax

All exhibitors must be licensed to do business in the State of Florida and have a current sales tax number for any direct retail selling from the show floor. For more details and application form(s), visit http://dor.myflorida.com/dor/taxes/sales_tax.html.

Liability

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

The Orange County Convention Center, GES, Central Florida Auto Dealers Association, Inc. (CFADA) and Motor Trend Auto Shows (MTAS) 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 *2019-Model Central Florida International Auto Show* or its exhibitors must hold a Certificate of Authority in the State of Florida and be licensed to collect and remit sales tax to the Florida Department of Revenue. All exhibitors, plus any companies providing services to the

Central Florida International Auto Show must also 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 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" shall deliver to show management evidence of such policies as set forth herein. These policies shall be endorsed in a form acceptable to show management to include a provision that

Important Rules & Requirements (continued)

Insurance Requirements (cont.)

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 Central Florida Auto Dealers Association, Inc.; the Orange County Board of County Commissioners dba the Orange County Convention Center; Motor Trend Auto Shows; 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.
2. Automobile and Truck Liability Insurance Policy in the Exhibitor's name with Central Florida Auto Dealers Association, Inc.; the Orange County Board of County Commissioners dba Orange County Convention Center; Motor Trend Auto Shows; 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 Central Florida Auto Dealers Association, Inc.; the Orange County Board of County Commissioners dba the Orange County Convention Center; Motor Trend Auto Shows; Motor Trend Group, LLC and its subsidiaries and affiliates are additional insured** on all

Important Rules & Requirements (continued)

Insurance Requirements (cont.)

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 30 days of a request proof that the insurance carrier authorizes the person signing the Certificate.

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 option 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, Event Services Dept., 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 providing any services or equipment. Motor Trend Auto Shows must receive Certificates of Insurance by Monday, October 22.

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

All policies must provide coverage from the first move-in date, November 19 through the last move-out date, November 26, 2018. Any insurance policies not completed accurately will be returned for corrections and resubmission.

Please see the enclosed sample Certificate of Insurance form. Please be sure to add ALL "additional insureds" (exactly as noted above) to your policy.

Please forward your insurance certification to Allen Chin at allen.chin@motortrend.com.

NOTE: *The thirty (30) day deadline will be strictly enforced. Access to the building may be denied to those contractors that have not provided a policy/certificate of insurance to show management on or before the deadline date of October 22.*

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 all public aisles
- Themed manufacturer 4x4 identity sign over your public aisle to guide visitors into your display
- Daily vacuum service for all exhibit carpet, turntables and platforms
- Daily emptying of all exhibit area waste containers

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 displays and vehicles is the responsibility of the exhibitor.

Hospitality Suites

A limited number of free Hospitality Suites for auto show-related business and food functions are available. These will be provided free of charge on a first-come basis provided that food and beverage service be ordered from Centerplate Catering, the official food concessionaire for the Orange County Convention Center. If you wish to utilize one of these attractive rooms for your sales staff, meetings, or meal functions, arrange with Motor Trend Auto Shows by calling Trevor Trumbo at (949) 705-3387. We will then put you in touch with the show contact at Centerplate Catering. Don't miss this opportunity to host your sales staff or factory officials in your own private show office and hospitality suite.

Security

Show management will provide door guard service beginning at 8 a.m. on Monday, November 19 and concluding at 5 p.m. Monday, November 26. This service is for the overall safety and security of the show and its participants. Please note that 24-hour overnight security does not start until Wednesday evening when vehicles are in the hall.

If your display contains something of particularly high 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. The security company for the show is Reliable Security, LLC. Reach them at (770) 858-1730 or see their service order form on the web at www.AutoShowOrlando.com.

NOTE: *The CFADA and MTAS are not responsible for the theft of items missing from exhibitor areas.*

Show Advertising & Publicity

Advertising

Extensive print, radio, and television advertising will target the Greater Orlando Area and major markets within a 60-mile radius of Orlando. Advertising will begin ten (10) days prior to the opening of the show and continue to run throughout the show.

Dealer Advertising Support

All dealerships, factories, and dealer advertising groups are asked to proudly support the *2019-Model Central Florida International Auto Show* by advertising your participation in the show. We ask that you supplement your usual radio, television, and print ads with a voice-over or drop-in auto show mention. (Example: “*See all the New 2019-Model Chevrolets at the Central Florida International Auto Show, November 22 through November 25.*”) The CFADA and your fellow exhibitors greatly appreciate any show-related advertising you are able to incorporate into your regular advertising schedules.

Public Relations

Spin Communications prepares auto show press kits, pre-show releases and all publicity in the months preceding the show. They also coordinate all promotional efforts for the *Central Florida International Auto Show*. Please contact them at (415) 380-8390 for any public or media relations needs you may have.

Are you planning to bring a special display, concept car, pre-production model or unique feature to the show? Please notify Spin Communications by Friday, October 19 to ensure that it is included in overall show publicity.

The show's Press Room will be located in Room 222 and manned the entire four (4) days of the show. Please forward all press materials directly to the Orange County Convention Center to ARRIVE no earlier than Tuesday, November 20 with the package clearly marked “**Central Florida International Auto Show, Press Room, Room 222**”.

General Contractor Information

Services for the *2019-Model Central Florida International Auto Show* will be provided by GES.

CONTACT: Exhibitor Services
ADDRESS: GES
7050 Lindell Avenue
Las Vegas, NV 89118
PHONE: (800) 475-2098
FAX: (866) 329-1437

Service orders and information on GES offered decorations, furniture, labor, signs, etc. can be accessed on line at <https://ordering.ges.com/052601142/welcome>.

SHIPMENTS:

All shipments must be prepaid and addressed as follows:

ADVANCE SHIPPING ONLY: c/o GES
(to arrive on or between Oct 19 & Nov 16) Central Florida International Auto Show
(Your Company Name & Booth Number)
7945 Mandarin Drive
Orlando, FL 32819
USA

Shipments scheduled to arrive at the Orange County Convention Center can only be accepted beginning at 8 a.m. on Monday, November 19 (per the target schedule). **Freight deliveries prior to this date will not be accepted by the Orange County Convention Center.**

Shipments to the show site should be labeled as follows:

CONVENTION CENTER ONLY: c/o GES
(to arrive on your scheduled move-in day) Central Florida International Auto Show
(Your Company Name & Booth Number)
Orange County Convention Center
North Concourse
9400 Universal Boulevard
Orlando, FL 32819
USA

GES will staff their Exhibitor's Service Desk in Room 220G beginning Monday, November 19 and continuing through Monday, November 26.

Discount Admission Tickets

Advance Discount Admission Tickets for the Central Florida International Auto Show 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.
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 Danielle Bordere at Danielle.Bordere@MotorTrend.com.

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: October 29, 2018.



MOTOR TREND GROUP, LLC.
 830 S. Douglas Street
 El Segundo, CA 90245
 Phone: (630) 353-2505
 Fax (800) 606-5838

CREDIT CARD AUTHORIZATION FORM

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 payments.*

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 or call us at (630) 353-2505