



## West Virginia International Auto Show Booth Exhibitor Information

Thank you for your participation in the West Virginia International Auto Show held at the Charleston Civic Center on January 19-21, 2018. These guidelines will walk through all the items you will need to know to have a successful show.

### Public Show Dates & Hours

Friday, January 19 through Sunday, January 21, 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.

### Show Location

Charleston Civic Center  
200 Civic Center Drive  
Charleston, WV 25301-2097  
(304) 345-1500

### Show Office

The auto show office will be located in Room 101. Show management is available at (714) 732-8788.

# **Important Rules & Requirements**

## **Booth Vendor Move In**

All booth vendors can set-up on Thursday, January 18 from 9 a.m. - 4 p.m. Upon arrival, please call show management at (714) 732-8788. All booths and displays must be completed by 4 p.m. on Thursday, January 18. All materials must be hand carried, or on self-supplied carts or dollies to avoid National Convention Services drayage charges.

Any materials shipped to the Charleston Civic Center will be subject to National Convention Services handling charges. Please refer to the National Convention Services Material Handling form in the National Convention Services Exhibitor Service kit on the web at [www.WestVirginiaAutoShow.com](http://www.WestVirginiaAutoShow.com) for details on shipping to show site.

If you need electric, please plan to order in advance to avoid show floor rates. The electrical order form is available at <http://westvirginiaautoshow.com/exhibitors>.

## **Exhibitor Move Out**

Move out will begin on Sunday, January 21 at 5 p.m. All display items and/or product must be removed by 10 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 booth vendors who will be selling at the auto show must be licensed to do business in the State of West Virginia. Please visit <https://www.business4wv.com/b4wvpublic/default.aspx> for additional information.

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.

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.

Any special decorations or signs must be approved by management.

Under no circumstances are helium balloons or adhesive-back decals to be given away or permitted to be used in the exhibit halls. Any cost incurred by the Charleston Civic Center, from the use or removal of these items will be charged to the exhibitor.

## **Discount Admission Tickets**

Discount admission tickets may be purchased in packs of twenty-five (25) only. These tickets represent a savings of \$3.00 off the regular adult admission price of \$10.00. They may be given away to your family, friends, employees or customers. Please email [ACHin@EnthusiastNetwork.com](mailto:ACHin@EnthusiastNetwork.com) for an order form.

## **Exhibitor Entrance Procedure**

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

Each exhibitor is responsible for emailing a list of names of personnel working in their exhibit area during the show to [ACHin@EnthusiastNetwork.com](mailto:ACHin@EnthusiastNetwork.com). Please mark the list "West Virginia Exhibitor Badge Request". Please email the list by Friday, January 5, 2018. After this date, the list will need to be given to the registration desk or show office on site.

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

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

***NOTE: No one under the age of 16 years old will be permitted to enter with an exhibitor badge. In accordance with our liability insurance, no children under the age of 16 are permitted in the convention center 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.

## **Exhibitor Services Provided in Booth Rental Charge**

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

- One (1) table
- Two (2) chairs
- Back drape
- Side drape

Any other items such as waste cans or electrical connections are the responsibility of the exhibitor. These items can be ordered through National Convention Services. Please refer to the Furnishing order form in the National Convention Services Exhibitor Service kit for details.

## **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 Charleston Civic Center.

## **Headquarter Hotel**

Arrangements have been made with the Marriott Charleston Town Center for special exhibitor rates prior to and during the show. We have arranged a special discounted rate of \$129 but your room must be booked by December 22, 2017 to receive this rate. Be sure to tell them you're with the Auto Show.

The Marriott Charleston Town Center is located at 200 Lee Street East in Charleston. To reserve your room, call the hotel directly at (304) 345-6500.

## **Liability**

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

The Charleston Civic Center, West Virginia Automobile & Truck Dealers Association, National Convention Services and Motor Trend Auto Shows, LLC, assume no liability or responsibility for any loss or theft. Therefore, it is the exhibitor's responsibility to provide their own insurance coverage for vehicles, exhibits and materials.

## **Public Admission Prices**

Adults ( <i>13 &amp; over</i> ) -----	\$10.00
Senior Citizens ( <i>62 &amp; over</i> )-----	\$6.00
Military ( <i>with D.o.D. ID</i> ) -----	\$6.00
Children ( <i>7 to 12</i> ) -----	\$5.00
Children ( <i>6 and under</i> ) -----	FREE

## **Security**

If your display contains something of particular value, it is recommended that you secure it overnight. Please note if you need to hire booth security, you must utilize the auto show's approved event security company for insurance purposes.

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

# *Insurance Requirements*

All exhibitors, porter service companies, and outside service companies providing any equipment or services to the 2018 West Virginia 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 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" 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 West Virginia Automobile & Truck Dealers Association; the Charleston Civic Center; Extreme Ventures, LLC dba TEN: A Discovery Communications Company 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 West Virginia Automobile & Truck Dealers Association; the Charleston Civic Center; Extreme Ventures, LLC dba TEN: A Discovery Communications Company 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 West Virginia Automobile & Truck Dealers Association; the Charleston Civic Center; Extreme Ventures, LLC dba TEN: A Discovery Communications Company 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 15 to the last move out date, January 22. 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 Auto Shows, LLC, 831 South Douglas Street, El Segundo, CA 90245.**

This Certificate of Insurance must be received by Motor Trend Auto Shows, LLC, no later than January 5, 2018. Please be sure to include the additional insureds to the policy.

**NOTE:** *This deadline will be strictly enforced. 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 of January 5.*

**Please send certificates of insurance to Allen Chin at [ACHin@EnthusiastNetwork.com](mailto:ACHin@EnthusiastNetwork.com).**

# *Directory of Contractors & Facilities*

## SHOW OFFICE

Office located in Room 101  
**Phone:** (714) 732-8788

## SHOW OFFICE PRIOR TO SHOW

West Virginia International Auto Show  
831 South Douglas Street  
El Segundo, CA 90245  
**Phone:** (310) 531-5984  
**Fax:** (323) 843-9224

## SHOW BUILDING

Charleston Civic Center  
200 Civic Center Drive  
Charleston, WV 25301-2097  
**Phone:** (304) 345-1500  
**Fax:** (304) 357-7432

## INSTALLATION/DISMANTLING/MATERIAL HANDLING & SHIPPING SERVICES

National Convention Services  
145 West 30<sup>th</sup> St.  
New York, NY 10001  
**Phone:** (212) 947-8255  
**Fax:** (212) 947-8006

## ELECTRICAL SERVICES

Charleston Civic Center  
200 Civic Center Drive  
Charleston, WV 25301  
**Phone:** (304) 345-1500  
**Fax:** (304) 357-7432

## TELECOM SERVICES

Charleston Civic Center  
200 Civic Center Drive  
Charleston, WV 25301  
**Phone:** (304) 345-1500

## FOOD CONCESSIONAIRE

Distinctive Gourmet  
Charleston Civic Center  
200 Civic Center Drive  
Charleston, WV 25301-2097  
**Phone:** (304) 357-7400  
**Fax:** (304) 345-3492

## HOTEL

Marriott Charleston Town Center  
200 Lee Street East  
Charleston, WV 25301  
**Phone:** (304) 345-6500

## SHOW MANAGEMENT COMPANY

Motor Trend Auto Shows, LLC  
831 South Douglas Street  
El Segundo, CA 90245  
**Phone:** (310) 531-5984  
**Fax:** (323) 843-9224

## PUBLIC RELATIONS

Spin Communications  
18 E. Blithedale Ave., Suite 26  
Mill Valley, CA 94941  
**Phone:** (415) 380-8390  
**Fax:** (415) 380-8375