



2023 West Virginia Auto Show Exhibitor Information

Thank you for your participation in the West Virginia Auto Show held at the Charleston Coliseum & Convention Center on February 3-5, 2023. These guidelines will walk through all the items you will need to know to have a successful show.

Public Show Dates & Hours

Friday, February 3 through Sunday, February 5, 2023

Friday	10:00 AM to 9:00 PM
Saturday	10:00 AM to 9:00 PM
Sunday	10:00 AM to 6:00 PM

Show Location

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

Directory of Contractors & Facilities

SHOW OFFICE

Office located in Room 101

Phone: 410-980-8832

Facility

Charleston Coliseum & Convention Center

200 Civic Center Drive

Charleston, WV 25301-2097

Phone: (304) 345-1500 **Fax:** (304) 357-7432

INSTALLATION/DISMANTLING/MATERIAL HANDLING & SHIPPING SERVICES

Shepard

1531 Carroll Drive, NW

Atlanta, GA 30318

Phone: 404-720-8600

Email: orders@shepardes.com

ELECTRICAL SERVICES

Charleston Coliseum & Convention Center

200 Civic Center Drive

Charleston, WV 25301

Phone: (304) 345-1500

Fax: (304) 357-7432

TELECOM SERVICES

Charleston Coliseum & Convention Center 200 Civic Center Drive

Charleston, WV 25301

Phone: (304) 345-1500

FOOD CONCESSIONAIRE

Distinctive Gourmet

Charleston Coliseum & Convention Center 200 Civic Center Drive

Charleston, WV 25301-2097

Phone: (304) 357-7400

Fax: (304) 345-3492

Exhibitor, Vendor and Vehicle Move

Targeted Freight Move

Begins Tuesday January 23 at 12:00 PM

Targeted Vehicle Move In will

Begins Wednesday February 1 at 12:00 PM

All Vehicles Must be in Place Thursday February 2 at 1:00 PM

Detailed Times for Freight and Vehicles will be Provided for each booth two weeks prior to move in

Booth Vendor Load in Will take place

Thursday February 2, 9:00 AM to 3:00 PM

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 Charleston Coliseum & Convention Center.

Vehicle Sales

No vehicle sales may be contracted at the show. Vehicles may not have dealer stickers. Only factory stickers are permitted. No discussions may take place with show visitors regarding prices of vehicles. There are absolutely no exceptions to this rule. The auto show is for exhibition only.

Fire Regulations

Exhibitors must comply with all federal, state, and local fire codes which apply to places of public assembly. 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 Coliseum & Convention Center.

Vehicle Requirements

Under no circumstances can display vehicles be placed in front of any fire or public entrance and exit doors. Special attention should be given to keeping these public doors free of blockage 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 both battery cables disconnected and taped using UL approved plastic electrical tape.

Gas Tank Level - The gas level cannot exceed 1/4 tank or 5 gallons, whichever is less. All vehicles will be checked as they enter the exhibit hall to make sure that the gas level requirement is correct. If the gas level exceeds 1/4 tank or 5 gallons, the vehicle will not be permitted to enter the building.

Gas Cap Requirements - If the gas cap door can be opened from outside 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.

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

NOTE: *A Fire Marshal will be on duty throughout all public hours of the entire show and will be doing constant checks to see the above regulations are enforced.*

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.

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.

Display Placement

Placement of exhibits cannot interfere, block or extend into other exhibits. An exhibitor could be required 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 as no supporting wires from the ceiling or draped walls will be permitted.

Exhibitor Presentation Restrictions

An exhibitor cannot 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 Charleston Coliseum & Convention Center.

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 exhibit halls. Any special decorations or signs must be approved by the center management as to location and method of installation.

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 Coliseum & Convention Center, from the use or removal of these items will be charged to the exhibitor.

Music at the Show

Due to ASCAP and BMI licensing restrictions, there cannot be any music played in any display at the 2021 West Virginia Auto Show. Jingles and commercials produced by a manufacturer that are the property of the manufacturer, can be used throughout the show.

Background music using a television, radio, stereo, cassette tape or laser disc cannot be used, as this is an infringement on the original copyright. Radio remotes cannot be used except where live interviews are being done at the show. The playing of music between live remotes by radio stations is not permitted. If you have any questions or wish to obtain a license from ASCAP or BMI, please contact the auto show office.

Liability

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

The Charleston Coliseum & Convention Center and West Virginia Automobile Dealers Association 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 2021 West Virginia 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 Dealers Association; the Charleston Coliseum & Convention Center; 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 Dealers Association; the Charleston Coliseum & Convention Center; 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 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 Dealers Association, LLC; the Charleston Coliseum & Convention Center; (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.

All policies must provide coverage from the first move-in date, January 30, 2023 to the last move out date, February 6, 2023. All insurance policies must be completed correctly.

The certificate holder is West Virginia Auto Dealers Association

This Certificate of Insurance must be received by JANUARY 20, 2023. 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 15.*

Please send certificates of insurance to wvas@wvcar.com

Security

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

NOTE: *The West Virginia Automobile Dealers Association and Show Management cannot be held responsible for the theft of items missing from exhibitor areas.*