



Motor Trend International Auto Show-Las Vegas Booth Vendor Information

Thank you for your participation in the Motor Trend International Auto Show-Las Vegas held at the Las Vegas Convention Center on November 23 - November 25, 2018. These guidelines will walk you through all the items you will need to know to have a successful show.

Show Dates & Hours

Friday, November 23 through Sunday, November 25, 2018

Friday	9 a.m.	to	6 p.m.
Saturday	9 a.m.	to	6 p.m.
Sunday	9 a.m.	to	6 p.m.

Show Location

Halls N3 & N4
Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109
(702) 892-0711

Show Office

If you need assistance prior to show move in, please contact event services at (310) 259-2794 or Derek.Walsh@motortrend.com. On site assistance is available during move in and show hours by contacting show management at (310) 259-2794.

Important Rules & Requirements

Booth Vendor Move-In

All booth vendors can begin set-up on Wednesday, November 21 at 12 noon and continue until 7 p.m. All booths and displays must be completed by 7 p.m. **If you have a vehicle in your booth, you MUST load in on Wednesday before 3 p.m. and your vehicle MUST have less than ¼ tank of gas or it will not be permitted into the building.**

Thursday is a dark hall due to the Thanksgiving holiday so no one will be allowed in the convention center. If you cannot move in on Wednesday, and have one (1) hour or less of set up, you may also make arrangements to move in at 7 a.m. on Friday by pre-reserving the time with show management. Please email show management at Derek.Walsh@motortrend.com to pre-reserve. Please note, if you do not call in advance or show up on Wednesday for move-in, your booth location is subject to being changed without notice.

Exhibitors may use two wheel carts to unload any materials up to 1,000 pounds. There will be a charge for any freight move in exceeding 1,000 pounds.

Any materials shipped to the Las Vegas Convention Center will be subject to East Coast Decorating handling charges.

If you need electric, please plan to order in advance to avoid show floor rates by contacting Convention Technical Services at (702) 309-TEAM (8326).

Booth Exhibitor Move-Out

Move-out will begin on Sunday, November 25 at 6 p.m. All display items and/or product must be removed by 11 p.m. on Sunday.

Booth Exhibitor Restrictions

Height – 8' maximum height

Sides – Sides must remain open above the three-foot divider rail to prevent blocking the view of exhibitors on either side.

Overheads – No canopies or tents of any kind are permitted in booth areas.

Sale Items – Only items approved and listed on the space contract are permitted to be displayed or offered for sale to the public. All exhibitors who will be selling at the auto show must be licensed to do business in the state of Nevada. Please visit <http://tax.state.nv.us> for additional information.

All booth exhibitors are required to fill out a One Time Sales Tax Return and remit the sales tax collected and their One Time Sales Tax Return to show management.

Booth Exhibitor Restrictions (cont)

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.

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.

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 other 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.

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 Las Vegas Convention 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. The deadline for ordering is November 1, 2017. There are no refunds on unused tickets.

Booth Vendor Entrance Procedure

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

All personnel working the show must pick up and sign for their own entrance credentials at the Registration Desk. 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: *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.*

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.**

Services Provided in Booth Rental Charge

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

- 3' side and 8' back drape
- 6-ft. skirted table
- Two (2) chairs

Any other items such as carpet and waste cans are the responsibility of the exhibitor. These items can be ordered through East Coast Decorating at www.eastcoastdecorating.com.

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 Las Vegas Convention Center.

Liability

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

The Las Vegas Convention and Visitors Authority, Southern Nevada Franchised New Car & Truck Dealers Association, Inc., Nevada Franchised Auto Dealers Association, National Convention Services and Motor Trend Group, 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.

Parking

Free parking in Silver Lot #1 all show days.

Admission Prices

Adults (13 & over)-----	\$10.00	Military (with any DOD ID) -----	\$8.00
Senior Citizens (62 & over) -----	\$8.00	Children (12 and under)-----	FREE

Security

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

NOTE:

The Southern Nevada Franchised New Car & Truck Dealers Assn., LLC, Nevada Franchised Auto Dealers Association and Motor Trend Group, 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 2019-Model Motor Trend International Auto Show-Las Vegas or its exhibitors must provide a Certificate of Insurance stating coverage while participating in the auto 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 Southern Nevada Franchised New Car & Truck Dealers Assn., Inc.; Nevada Franchised Auto Dealers Association; Motor Trend Group, LLC; the Las Vegas Convention and Visitors Authority, its directors, officers and employees 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 Southern Nevada Franchised New Car & Truck Dealers Assn., Inc.; Nevada Franchised Auto Dealers Association; Motor Trend Group, LLC; the Las Vegas Convention and Visitors Authority, its directors, officers and employees 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. Any additional insurance policies Worker's Compensation Insurance (including Employer's Liability Insurance) with limits of \$1,000,000/\$1,000,000/\$1,000,000.
4. Any additional insurance policies necessary to obtain required permits or otherwise comply with applicable law ordinances or regulations regarding the performance of your contract.

Exhibitor shall provide to show management a Certificate of Insurance as evidence of such aforementioned policies at least thirty (30) days prior to the auto show; however, if requested by show management within 10 days of the request a copy of such policies, certified by the insurance carrier as being true and complete shall be provided to show management. The Certificate of Insurance must (1) indicate the I.S.O. Form used by the carrier, (2) be signed by an authorized representative of the insurance carrier, (3) disclose any deductible, self-insured retention, aggregate limit or any exclusions to the policy that materially change the coverage, (4) indicate that Southern Nevada Franchised New Car & Truck Dealers Assn., Inc.; Nevada Franchised Auto Dealers Association; Motor Trend Group, LLC; the Las Vegas Convention and Visitors Authority, its directors, officers and employees 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.

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

All policies must provide coverage from the first move-in date, November 21 to the last move-out date, November 26. 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.

This Certificate of Insurance must be received by Motor Trend Group, LLC, no later than October 24.

Please email certificates of insurance to eventservices@motortrend.com.

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 October 24.*

Directory of Contractors & Facilities

SHOW MANAGEMENT

On-site Show Management Contact
Derek Walsh
Phone: (310) 259-2794
Derek.Walsh@motortrend.com

SHOW FACILITY

Las Vegas Convention Center/N3&4
3150 Paradise Road
Las Vegas, NV 89109
Phone: (702) 892-0711
Fax: (702) 892-2824

ELECTRICAL SERVICES

Convention Electrical Services
Phone: (909) 623-5192

TELECOM SERVICES

Cox Business Services
3150 Paradise Road
Las Vegas, NV 89109
Phone: (855) 519-2624

OFFICIAL GENERAL CONTRACTOR AND EXCLUSIVE LABOR PROVIDER

East Coast Decorating
831 South Douglas
El Segundo, CA 90245
Mike@EastCoastDecorating.com

EVENT SECURITY

SOA
3405 Cambridge Street
Las Vegas, NV 89169
Phone: (702) 386-8065

HOTELS ADJACENT TO CONVENTION CTR.

Renaissance Las Vegas Hotel
3400 Paradise Road
Las Vegas, NV 89169
Phone: (800) 750-0980

Courtyard by Marriott
3275 Paradise Road
Las Vegas, NV 89109
Phone: (800) 661-1064

PUBLIC RELATIONS

Derek Walsh
Phone: (310) 259-2794
Derek.Walsh@motortrend.com

FOOD CONCESSIONAIRE

Centerplate
Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109
Phone: (702) 943-6779
Christine.Kendzora@Centerplate.com

VEHICLE DETAILING

Show Fleet by Professional Detailers
601 North Batavia Street
Orange, CA 92868
Phone: (800) 457-7558
Fax: (949) 460-0339

Cosmetic Car Care
12 Mauchly, Bldg F
Irvine, CA 92618
Phone: (949) 453-1200
Fax: (949) 453-1207

Discount Admission Tickets

Advance Discount Admission Tickets for the Motor Trend International Auto Show in Las Vegas 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 eventservices@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: November 1, 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