



## **Central Florida International Auto Show** **Booth Vendor Information**

We look forward to your participation in the Central Florida International Auto Show held at the Orange County Convention Center on November 23 – 26, 2017. These guidelines will walk you through all the items you will need to know to have a successful show.

### **Show Dates & Hours**

Thursday, November 23	12 p.m. – 9 p.m.
Friday, November 24	10 a.m. – 9 p.m.
Saturday, November 25	10 a.m. – 9 p.m.
Sunday, November 26	10 a.m. – 6 p.m.

### **Show Location**

**ORANGE COUNTY CONVENTION CENTER - North Concourse**  
9400 Universal Boulevard  
Orlando, FL 32819-8199  
(407) 685-9800

### **Show Office**

**The Show Office & Press Room will be located in Room 222**, to the right of the escalators leading to/from the show floor.

#### **Auto Show Office Hours**

Tuesday, November 21.....	8 a.m. – 6 p.m.
Wednesday, November 22.....	8 a.m. – 6 p.m.
Thursday, November 23.....	10 a.m. – 9 p.m.
Friday, November 24.....	8 a.m. – 9 p.m.
Saturday, November 25.....	8 a.m. – 9 p.m.
Sunday, November 26.....	8 a.m. – 6 p.m.

# **Important Rules & Regulations**

## **Booth Vendor Move-In**

All booth vendors can begin set-up on Wednesday, November 22 at 10 a.m. and will continue until 6 p.m. All booths and/or displays must be show ready by 6 p.m. on Wednesday, November 22, 2017.

Booth exhibitors may use their own two wheel non-motorized carts/dollies. For your convenience, Global Experience Specialists (GES), our official general show contractor, also offers one-way cart service. Please refer to the GES order form in the general service contractor forms located on the web at [www.AutoShowOrlando.com/exhibitor.com](http://www.AutoShowOrlando.com/exhibitor.com).

Any materials shipped to the Orange County Convention Center (OCCC) will be subject to handling charges. Please review the Material Handling form, within the GES general service contractor forms, located at [www.AutoShowOrlando.com/exhibitor](http://www.AutoShowOrlando.com/exhibitor) for detailed instructions & pricing for shipping to show site.

If you need electric, please plan to order it in advance to avoid show floor rates. The OCCC electrical order form is located on the web at [www.AutoShowOrlando.com/exhibitor](http://www.AutoShowOrlando.com/exhibitor).

## **Booth Exhibitor Move-Out**

Booth exhibitor move-out will be on Sunday, November 26 from 6 p.m. until 9 p.m. Product must be boxed for shipping and/or removal by Sunday, November 26 at 9 p.m.

## **Booth Exhibitor Restrictions**

**Height** – Nothing can be displayed higher than the back wall drape (8').

**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.

Lessee is liable for collection of tax on the sales of tangible personal property (e.g., books, tapes, souvenirs, etc.) and certain services unless the transaction is specifically exempt. Sales by nonprofit organizations that hold a valid Florida Consumer's Certificate of Exemption (Form DR-14) are exempt from tax. If exhibitors sell taxable goods or services on site, exhibitors must register with the Florida Department of Revenue. **See Florida Statutes Title XIV, Taxation & Finance, CHAPTER 212, TAX ON SALES, USE, AND OTHER TRANSACTIONS, sections 212.01 – 212.211 at <http://www.leg.state.fl.us>. Additional information is available online at [http://dor.myflorida.com/dor/taxes/sales\\_tax.html](http://dor.myflorida.com/dor/taxes/sales_tax.html) or by calling (800) 352-3671.**

## 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.

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. Show Management retains right of final determination on limiting or ceasing use of public address systems.

Decorations, signs, banners and streamers may not be attached, taped, nailed or otherwise fastened to any ceiling, window, painted surface or wall of the Orange County Convention Center.

Any special decorations or signs must be approved by Orange County 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 to be used in the Orange County Convention Center.

## Admission Prices

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

Discount admission tickets **may be purchased in packs of twenty-five (25)**. Tickets can be purchased for \$7 each, a savings of \$3.00 OFF the regular adult admission price of \$10.00. Tickets are sold in packets of 25 ONLY (\$175.00 total). There are no refunds on unused tickets. Give them away to your family, friends, employees or special customers. Order(s) must be placed by October 30.

## Entrance Procedure

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

Booth Vendor staff can check-in and obtain an Exhibitor Badge at the Exhibitor Registration Desk in the Upper Lobby of the North Concourse Building, Orange County Convention Center, directly across from the ticket box offices. 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 complex during set up or tear down.**

## Booth Vendor 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. Exhibitors or other 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 & back rail drape (black)
- 8' pipe for banner hanging provided upon request ONLY
- 30" high x 6' long draped table (black)

Any additional items such as carpet, tables, chairs, waste cans are the responsibility of the exhibitor. You can bring your own or rent these items through GES. The GES Furnishing Order Form is located with the general service contractor forms on the web at [www.AutoShowOrlando.com/exhibitor](http://www.AutoShowOrlando.com/exhibitor).

## 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, coverings, 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 Orange County Convention Center.

## 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](http://www.orlando.regency.hyatt.com)

## 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 Central Florida Auto Dealers Association, Inc., the Orange County Board of County Commissioners dba the Orange County Convention Center, Global Experience Specialists (GES), and Extreme Ventures, LLC dba TEN: a Discovery Communications Co. 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.

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. Please contact them at (770) 858-1730.

**NOTE:** *The Central Florida Auto Dealers Association, Inc. and Motor Trend Auto Shows, LLC cannot be held responsible for the theft of items from exhibitor areas.*

## **Insurance Requirements**

All exhibitors, porter service companies and outside service companies providing any equipment or services for the 2018-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.

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 a 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 the Central Florida Auto Dealers Association, Inc.; the Orange County Board of County Commissioners dba the Orange County Convention Center; Extreme Ventures, LLC dba TEN: a Discovery Communications Co. 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 the Central Florida Auto Dealers Association, Inc.; the Orange County Board of County Commissioners dba the Orange County Convention Center; Extreme Ventures, LLC dba TEN: a Discovery Communications Co. 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.

## Insurance Requirements (cont.)

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 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 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 Central Florida Auto Dealers Association, Inc.; the Orange County Board of County Commissioners dba the Orange County Convention Center; Extreme Ventures, LLC dba TEN: a Discovery Communications Co. and its subsidiaries and affiliates are named as 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 Exhibitor 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.

This Certificate of Insurance must be received by Motor Trend Auto Shows no later than October 30, 2017.

**All policies must be completed correctly and provide coverage from the first move-in date, November 20 to the last move-out date, November 27.**

**Certificate Holder should be:** Extreme Ventures, LLC dba TEN: a Discovery Communications Co., 831 South Douglas Street, El Segundo, CA 90245.

**Please forward your certificate via e-mail to Allen Chin at [ACHin@EnthusiastNetwork.com](mailto:ACHin@EnthusiastNetwork.com).**

# Directory of Contractors & Facilities

## SHOW OFFICE

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

## SHOW MANAGEMENT COMPANY

*Extreme Ventures, LLC*  
831 S. Douglas Street  
El Segundo, CA 90245  
**Contact:** Michael Duffy, Dir. of Event Experience  
**Office:** (212) 915-4412  
**Mobile:** (917) 445-4994  
**E-mail:** [mduffy@enthusiastnetwork.com](mailto:mduffy@enthusiastnetwork.com)

## OFFICIAL GENERAL CONTRACTOR AND CARPET SUPPLIER\*

*GES*  
7050 Lindell Avenue  
Las Vegas, NV 89118  
**Phone:** (800) 475-2098  
**Fax:** (866) 329-1437  
**\*Notify Event Services at (212) 915-4412 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  
Orange, CA 92868  
**Phone:** (949) 460-0314  
**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  
Mill Valley, CA 94941  
**Phone:** (415) 380-8390  
**Fax:** (415) 380-8375

## SECURITY

*Reliable Security, LLC*  
1775 The Exchange – Suite 180  
Atlanta, GA. 30339  
**Contact:** Christy Waters Harmon  
[cwaters@reliablesecurityllc.com](mailto: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 Hullinger  
[mhullinger@smartcity.com](mailto:mhullinger@smartcity.com)  
**Phone:** (407) 685-2037  
**Fax:** (407) 685-2015

## FOOD CONCESSIONS & CATERING

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



## Discount Admission Tickets Order Form

Advance Discount Admission Tickets for the Central Florida International Auto Show are available at a cost of \$7.00 each, a \$3.00 savings off the regular Adult admission price. Tickets are available in packs of 25 ONLY for a total cost of \$175.00.

### **PROCEDURE FOR ORDERING YOUR TICKETS:**

1. Complete the order form below indicating the number of ticket packs you want. E-mail completed order form to Allen Chin at [ACHin@EnthusiastNetwork.com](mailto:ACHin@EnthusiastNetwork.com).
2. You will then receive a credit card authorization form to pay via secure email ([eventpayments@EnthusiastNetwork.com](mailto:eventpayments@EnthusiastNetwork.com)) or secure eFax (800-516-4607).

### **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 are sent to this address via UPS or held at Will Call—depending on the time of the order. **No P.O. Boxes.**)*

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_  
(Print Name) (Signature)

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

SPACE/BOOTH NUMBER: \_\_\_\_\_ TELEPHONE #: ( ) \_\_\_\_\_

**Deadline Date for Orders: October 30, 2017.**