

# ORANGE COUNTY INTERNATIONAL AUTO SHOW

## Orange County International Auto Show Booth Exhibitor Information

Thank you for your participation in the Orange County International Auto Show held at the Anaheim Convention Center on October 3- , 201 . These guidelines will walk you through all the items you will need to know to have a successful show.

### Show Dates & Hours

Thursday, October 3 through Sunday, October , 201

Thursday	4 p.m.	to	10 p.m.
Friday	12 noon	to	10 p.m.
Saturday	9 a.m.	to	10 p.m.
Sunday	9 a.m.	to	7 p.m.

### Show Location

Anaheim Convention Center – Halls B, C, D & E  
800 West Katella Avenue  
Anaheim, CA 92802  
(714) 765-8950

### Show Management

Show management may be reached at (323) 216-7557 or via the Lobby C registration desk during show hours. The Mezzanine C Office will also be operational Tuesday-Sunday of show week at (714) 765-2008.

### Parking

Ample parking is available for both exhibitors and the public in the vicinity of the Anaheim Convention Center. Exhibitors should be prepared to pay for parking as parking lot stubs will not be validated at the show. Convention center garages are accessed from West St. (behind the convention center).

# **Important Rules & Requirements**

## **Booth Vendor Move-In**

Upon arrival, please check in at the GES service desk located in the back corner of Hall C or at the Lobby C show office. Staff will show you your booth location and confirm move in logistics.

Onsite Booth Contact: **Martha Carrasco at 714-709-9040 (cell)**

Booth exhibitors can move in 8 a.m. to 12 noon on Thursday, October 3. **If you have a vehicle in your booth, vehicle move-in must take place from 2 p.m. until 6 p.m. on Wednesday, October 2.** All booths must be completed by 2 p.m. on Thursday, October 3.

Exhibitors may not use their own carts/dollies. **Cart service is \$50 one way (maximum 3 carts)** then cwt applies. The Cartload Service Order Form is available at [www.AutoShowOC.com/Exhibitors](http://www.AutoShowOC.com/Exhibitors).

Any materials shipped to the Anaheim Convention Center will be subject to handling charges. For details on shipping to show site, the material handling form is located in the GES service kit on the web at [www.AutoShowOC.com/Exhibitors](http://www.AutoShowOC.com/Exhibitors).

If you need electric, please plan to order in advance to avoid show floor rates. The electrical order form is located in the GES service kit.

## **Booth Vendor Move-Out**

Move-out for booth exhibitors will begin on Sunday, October 4 at 7 p.m. Vehicles must be removed and product must be boxed for shipping/removal by 10 p.m. on Sunday. Booth move-out must be completed on Sunday, October 4 at 11 p.m.

## **Booth Vendor Restrictions**

**Height** – Nothing can be displayed higher than 8 feet. Eight-foot (8') back drape is generally supplied so that attendees have a better visibility of the entire exhibit area. If you have a banner, this can be reviewed on a case-by-case basis.

**Sides** – Sides must remain open above the three-foot divider rail to prevent blocking the view of exhibitors on either side. All exhibits must have finished backs.

**Overheads** – Canopies up to a 10' x 10' size are permitted. No tents 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 California.** Please visit <http://www.taxes.ca.gov/> for additional information. An exhibitor may not work, sell or distribute literature from any area other than their rented space.

## **Booth Vendor Restrictions continued**

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.

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.

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 Anaheim 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 \$4.00 off the regular adult admission price of \$12.00. They may be given away to your family, friends, employees or customers.

## **Exhibitor Entrance Procedure**

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

Each booth vendor is responsible for emailing a list of names of personnel working in their exhibit area during the show. This can be emailed to [ere al @motortrend.com](mailto:ere_al@motortrend.com). Please mark the list "Orange County International Auto Show Exhibitor list". Please email the list by Friday, September 2 . After this date, the list will need to be submitted to the Registration Desk on site.

All personnel working the show must pick up and sign for their own entrance credentials at the special exhibitor registration desks located in the entrance lobby to Hall C. 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.*

## **Exhibitor Dress Code**

All personnel working within your exhibit area must wear suitable business attire. A uniform appearance for all employees representing your company is preferred. Ripped shirts, printed t-shirts, jeans with holes or dirty jeans are not acceptable show attire. **Booth personnel not dressed accordingly will not be admitted into the show.**

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

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

- 3' or 8' Back drape depending on location
- 3' Side drape
- One skirted table
- Two chairs
- Daily emptying of all exhibit area waste containers

Any other items such as carpet and waste cans are the responsibility of the exhibitor. These items can be ordered through GES. The GES furnishing order form is located in the GES service kit.

## **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 Anaheim Convention Center.

## **Hotel**

To make reservations, please call the hotel directly and mention that you are an exhibitor at the auto show.

### **Courtyard Anaheim Resort/Convention Center**

2045 South Harbor Boulevard  
Anaheim, CA 92802  
(714) 740-2645

## **Liability**

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

The Anaheim Convention Center, Orange County Automobile Dealers Association, GES and MotorTrend 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.

## Admission Prices

Adults ( <i>13 &amp; over</i> )-----	\$12.00	Military ( <i>with any DOD ID</i> ) -----	\$10.00
Senior Citizens ( <i>62 &amp; over</i> ) -----	\$10.00	Children ( <i>12 &amp; under</i> )-----	FREE

## Security

Show management will provide 24-hour guard service beginning Saturday, September 2 at 8 a.m. and concluding Tuesday, October at 12 Noon. This service is for the overall safety and security of the show and its participants. 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. The Anaheim Convention Center handles the security for the auto show. Please contact them at (714) 765-8950.

**NOTE:** *The Orange County Automobile Dealers Association and MotorTrend Group, LLC, cannot be held responsible for the theft of items missing from exhibitor areas.*

## **Insurance Requirements**

**All exhibitors or exhibit houses, and companies providing any equipment or services for the 2020-Model Orange County 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 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" 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.

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 Orange County Automobile Dealers Association; MotorTrend Group, LLC; the Anaheim Convention Center; the City of Anaheim; the Community Center Authority; the Anaheim Union High School District 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.

Automobile and Truck Liability Insurance Policy in the Exhibitor's name with Orange County Automobile Dealers Association; MotorTrend Group, LLC; the Anaheim Convention Center; the City of Anaheim; the Community Center Authority; the Anaheim Union High School District 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.

## **Insurance Requirements continued**

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 Orange County Automobile Dealers Association; MotorTrend Group, LLC; the Anaheim Convention Center; the City of Anaheim; the Community Center Authority; the Anaheim Union High School District 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, 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 of Insurance must be received by MotorTrend Group, LLC, no later than September 4, 2019.**

Please email certificates of insurance Danielle Bordere at [Danielle\\_Bordere@motortrend.com](mailto:Danielle_Bordere@motortrend.com)

**All policies must provide coverage from the first move-in date, September 28 to the last move-out date, October 8, 2019. All insurance policies must be completed correctly.**

***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 September 4, 2019.***

# *Directory of Contractors & Facilities*

## SHOW OFFICE

Lobby C Mezzanine  
Show Management contact number:  
(323) 216-7557

## SHOW FACILITY

Anaheim Convention Center  
800 West Katella Avenue  
Anaheim, CA 92802  
**Phone:** (714) 765-8950

## SHOW OFFICE PRIOR TO SHOW

Orange County International Auto Show  
Motor Trend Auto Shows  
831 S. Douglas  
El Segundo, CA 90245  
**Fax:** (323) 216-7557

## GENERAL SERVICES CONTRACTOR

GES  
5560 Katella Ave.  
Cypress, CA 90630  
**Phone:** (562) 370-1500  
**Fax:** (562) 370-1681

## ELECTRICAL SERVICES

Trade Show Electrical  
5560 Katella Ave.  
Cypress, CA 90630  
**Phone:** (562) 370-1500  
**Fax:** (562) 370-1681

## TELECOM SERVICE

Smart City Networks  
3720 Howard Hughes Parkway  
Las Vegas, NV 89109  
**Phone:** (702) 943-6080  
**Fax:** (702) 943-6001

## RECOMMENDED CARPET SUPPLIER

GES  
**Phone:** (562) 370-1500  
**Fax:** (562) 370-1681

**Please notify Show Management if you are using a different carpet supplier from our recommended supplier.**

## HEADQUARTERS HOTEL

Courtyard Anaheim Resort/Convention Center  
2045 South Harbor Boulevard  
Anaheim, CA 92802  
**Phone:** (714) 740-2645

## PUBLIC RELATIONS/MEDIA DAY

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

## FOOD CONCESSIONAIRE

ARAMARK Convention Services  
Anaheim Convention Center  
800 West Katella Avenue  
Anaheim, CA 92802  
**Phone:** (714) 765-8825  
**Fax:** (714) 765-8808

## DISPLAY PHOTOGRAPHY

Convention Photo by Joe Orlando  
3217 North Verdugo Road, Suite 1  
Glendale, CA 91208  
**Phone:** (818) 957-2204

## VEHICLE DETAILING

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



# *Discount Admission Tickets*

Advance Discount Admission Tickets for the Orange County International Auto Show in will be available at a cost of \$8.00 each, which is a savings of \$4.00 off the regular adult admission price. Tickets are available in packs of 25 at a cost of \$200.00.

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

Complete the order form below indicating the number of ticket packs you desire.

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](mailto:Danielle_Bordere@motortrend.com).

### **Unused tickets are not refundable.**

Quantity of Packs Desired \_\_\_\_\_ @ \$200.00 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: September 4, 2019.**



MOTORTREND 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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total to be charged: \_\_\_\_\_

Pick one: One Time Charge  OR Automatic Charge   
 (Charge All Items Listed Above) (Charge All Items Listed Above and Automatically Charge Future Advertising)  
*\* 3% convenience fee will be applied to all credit card payments.* *\* 3% convenience fee will be applied to all credit card payments.*

I, hereby, authorize MotorTrend 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](mailto:clientservices@motortrend.com) or call us at (630) 353-2505