



## **Motor Trend International Auto Show-Baltimore Booth Exhibitor Information**

Thank you for your participation in the Motor Trend International Auto Show/Baltimore held at the Baltimore Convention Center on February 8 – 11, 2018. These guidelines will walk you through all the items you will need to know to have a successful show.

### **Public Show Dates & Hours**

Thursday, February 8 through Sunday, February 11, 2018

Thursday	12 noon	to	9 p.m.
Friday	10 a.m.	to	9 p.m.
Saturday	10 a.m.	to	9 p.m.
Sunday	10 a.m.	to	6 p.m.

### **Show Location**

Baltimore Convention Center  
One West Pratt Street  
Baltimore, MD 21201  
(410) 649-7000

### **Show Office**

The Auto Show Office will be located at Pratt/Howard 200 level. Show management is available at (323) 216-7557.

# ***Important Rules & Requirements***

## **Booth Vendor Move In**

All booth vendors can set-up on Wednesday, February 7 from 10 a.m. - 5 p.m. All booths and displays must be completed by 5 p.m. on Wednesday, February 7. Approximately 15 minutes before arriving at the convention center, vendors should contact show management at (717) 215-9231. You will be directed to the loading dock entrance on Charles St, between the convention center and the Sheraton. Show management will check you in and assign an unloading location and show you your booth area. NOTE-the front entrance of the convention center is locked during move in so the only access is via the loading dock security check in area.

**If you can hand carry your items/product IN ONE TRIP WITHOUT THE USE OF ANY CARTS OR EQUIPMENT, you may set up your booth space on your own. Exhibitors may not use their own carts/dollies.** GES can provide cart service (max. 3 carts, then cwt applies). Please refer to the Cartload Service Order Form.

Any materials shipped to the Baltimore Convention Center will be subject to GES handling charges. Please refer to the GES Material Handling form in the GES Exhibitor Service kit on the web at <http://www.AutoShowBaltimore.com> for details on shipping to show site.

If you need electric, please plan to order in advance to avoid show floor rates. Refer to the electrical order form at [www.AutoShowBaltimore.com](http://www.AutoShowBaltimore.com).

## **Exhibitor Move Out**

Move out will begin on Sunday, February 11 at 6 p.m. All display items and/or product must be removed by 9 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 exhibitors who will be selling at the auto show must be licensed to do business in the State of Maryland. Please visit <http://business.marylandtaxes.com/taxinfo/salesanduse/default.asp> 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.

## **Exhibitor Restrictions (continued)**

**Rented Space** - An exhibitor may not work, sell or distribute literature from any area other than their rented space.

**Public Address System** - All public address systems must be kept to a volume that is not disruptive to your neighboring exhibitors

## **Exhibitor 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 special exhibitor registration desk located in the lower level 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:*** *In accordance with our liability insurance, no one under the age of 16 years old will be permitted to enter 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 Services Provided in Booth Rental Charge**

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

- Back drape
- Side drape

Any other items such as tables, chairs, waste cans are the responsibility of the exhibitor. These items can be ordered through GES. Please refer to the GES Furnishing order form in the general contractor service forms for details at [www.AutoShowBaltimore.com](http://www.AutoShowBaltimore.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 Baltimore Convention Center.

**Headquarters Hotel**

Sheraton Inner Harbor  
300 South Charles Street  
Baltimore, MD 21201  
(410) 962-8300

Cut-off date: 1/6/18  
Rate: \$119 s/d

**Liability**

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

The Maryland Automobile Dealers Association, the Baltimore Convention Center, GES and Motor Trend Auto Shows, Inc. 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> ) -----	\$12.00	Military ( <i>with any DOD ID</i> ) -----	\$8.00
Senior Citizens ( <i>62 &amp; over</i> )		Children ( <i>12 and under</i> ) -----	FREE
<i>Thursday and Friday</i> -----	\$8.00		
Senior Citizens ( <i>62 &amp; over</i> )			
<i>Saturday and Sunday</i> -----	\$10.00		

**Security**

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

**NOTE:** The Maryland Automobile 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, exhibit houses, porter service companies, and outside service companies providing any equipment or services to the 2018 Motor Trend International Auto Show/Baltimore or its exhibitors must secure a broad-form comprehensive general liability insurance policy.

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.

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 Maryland Automobile Dealers Association; the Baltimore Convention 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 \$1,000,000 Occurrence/\$1,000,000 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 Maryland Automobile Dealers Association; The Baltimore Convention 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 \$1,000,000 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 the Maryland Automobile Dealers Association; the Baltimore Convention 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, February 4, 2018 to the last move out date, February 13, 2018.**

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

**Please forward your Certificate of Insurance via e-mail to Allen Chin at AChin@EnthusiastNetwork.com.**

***PLEASE NOTE: Those exhibitors not providing their certificate of insurance will not be permitted to set up.***

## *Directory of Contractors & Facilities*

### SHOW OFFICE

Pratt/Howard 200 Level –  
Baltimore Convention Center  
Phone: (323) 216-7557

### SHOW FACILITY

Baltimore Convention Center  
One West Pratt Street  
Baltimore, MD 21201  
Phone: (410) 649-7000

### SHOW MANAGEMENT COMPANY

Motor Trend Auto Shows, LLC  
831 South Douglas Street  
El Segundo, CA 90245  
Phone: (323) 216-7557

### OFFICIAL GENERAL CONTRACTOR

GES  
7050 Lindell Road  
Las Vegas, NV 89118  
Phone: (800) 475-2098  
Fax: (866) 329-1437

### ELECTRICAL SERVICES

Edlen Electrical Exhibition Services, Inc.  
One West Pratt Street  
Baltimore, MD 21201  
Phone: (410) 649-7321  
Fax: (410) 649-7327

### TELECOMMUNICATIONS

Baltimore Convention Center  
One West Pratt Street  
Baltimore, MD 21201-2499  
Phone: (410) 649-7000  
Fax: (410) 649-7005

### RECOMMENDED CARPET SUPPLIER

GES  
Phone: (800) 475-2098  
Fax: (866) 329-1437

### HEADQUARTERS HOTEL

Sheraton Inner Harbor  
300 South Charles Street  
Baltimore, MD 21201  
Phone: (410) 962-8300

### PUBLIC RELATIONS

Dan Wiznitzer  
Publicity & Promotions  
Office Phone: (410) 528-5400, Ext 223  
Email: Dan@Himmelrich.com

### 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 Lake  
Orange, CA 92868  
Phone: (800) 457-7558  
Fax: (949) 460-0339

### SECURITY

Contact Simmons Security at (240) 375-0283 5o  
schedule security. (*Must use Simmons Security  
Company.*)

Please notify Show Management if you are using a  
different carpet supplier than the one listed above.