



Tampa Bay Car & Truck Show Booth Exhibitor Information

Thank you for your participation in the Tampa Bay Car & Truck Show held at the Tampa Convention Center on November 16 – 18, 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 16.....	Noon – 10 p.m.
Saturday, November 17	10 a.m. – 10 p.m.
Sunday, November 18.....	10 a.m. – 6 p.m.

Show Location

Tampa Convention Center
333 South Franklin Street
Tampa, FL 33602
(813) 837-1114

Show Office

The show office will be located in Room 25 of the Tampa Convention Center, just inside the main entrance off Franklin Street.

Wednesday, November 14.....	8 a.m. – 5 p.m.
Thursday, November 15.....	8 a.m. – 5 p.m.
Friday, November 16.....	9 a.m. – 10 p.m.
Saturday, November 17	9 a.m. – 10 p.m.
Sunday, November 18.....	9 a.m. – 7 p.m.

Directory of Facilities & Contractors

SHOW OFFICE & VENUE

Room 25
TAMPA CONVENTION CENTER (TCC)
333 South Franklin Street
Tampa, FL 33602
Exhibitor Services: (813) 274-8511

SHOW MANAGEMENT

MOTOR TREND AUTO SHOWS
831 South Douglas Street
El Segundo, CA 90245
Contact: Steve Freeman
Phone: (323) 216-7557
E-Mail: steve.freeman@motortrend.com

GENERAL SERVICE CONTRACTOR

GES
7050 Lindell Road
Las Vegas, NV 89118
Website: www.ges.com/chat
Contact: Amy Carver, Acct. Representative
Phone: (407) 370-4008
E-Mail: acarver@ges.com

Please notify GES if you are using a different carpet supplier.

SHOW SECURITY

SENTRY EVENT SERVICES – TCC
333 S. Franklin Street
Tampa, FL 32606
Contact: Michael Santiago, Security Director
Phone: (813) 274-8444
E-Mail: msantiago@sentryeventservices.com

SHOW PUBLICITY

MEGAN LICURSI MARKETING COMMUNICATIONS {MLMC}
6409 Grenada Island Ave, #141
Apollo Beach, FL 33572
Contact: Megan Licursi, Principal
Phone: (813) 727-3505
Website: www.licursi.net

TELECOM SERVICES

SMART CITY – TAMPA CONVENTION CENTER
Contact: Madison Grimes
Phone: (813) 517-1060
Fax: (407) 880-0655
Email: mgrimes@smartcity.com

HEADQUARTERS HOTEL

EMBASSY SUITES TAMPA – DOWNTOWN CC
513 South Florida Avenue
Tampa, FL 33602
Phone: (813) 769-8300

FOOD CONCESSIONAIRE

ARAMARK
TAMPA CONVENTION CENTER
333 South Franklin Street
Tampa, FL 33602
Phone: (813) 274-7809

VEHICLE PORTER SERVICE(S)

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 92618
Phone: (949) 460-0314
Fax: (949) 460-0339

Important Rules & Requirements

Admission Prices

Adults (13 and over).....	\$12.00
Senior Citizens (62 and over).....	\$5.00
Military & First Responders (with any DOD ID or municipal badge)	\$5.00
Children (12 & Under)	FREE

Booth Exhibitor Move-In

All Booth Exhibitors can set-up on Thursday, November 15 **from 8 a.m. until 6 p.m.** **All booths and displays must be show ready by 6 p.m.**

Unloading space will be available on a first come, first served basis. Exhibitors may unload themselves from the "staging area" by the loading docks (Upper Level, Mezzanine), or in the Channel Entry drive area of the convention center (Lower Level, Lobby). This is not the "loading dock". Dock spaces are reserved for the general contractor. No loading/unloading will take place through the facility lobbies unless designated by show management. Exhibitors must use their own employees and can only use rubber wheeled dollies or hand trucks. No motorized equipment or pallet jacks are permitted. A \$45 cartload rate (plus 7% tax) is available to those exhibitors who would like some assistance—for up to three trips, 8 pieces, under 200 lbs. per trip.

Any materials shipped directly to the Tampa Convention Center will be subject to GES handling charges. For details on shipping to show site, the GES Material Handling form is located in the General Service Contractor forms on the web at www.AutoShowTampa.com or at <https://ordering.ges.com/052600930>.

If you need electric, please plan to order in advance to avoid show floor rates. The TCC Electrical order form is located on our website at www.AutoShowTampa.com or order online at https://tampacc-web.ungerboeck.com/coe/coe_p1_all.aspx?oc=10&cc=EXH18.

Booth Exhibitor Move-Out

Booth exhibitor move-out will be on Sunday, November 18 from 6 p.m. until 9 p.m. All product displays must be boxed for shipping or removed from the convention center by 9 p.m. on Sunday, November 18.

Booth Exhibitor Restrictions

Height – 8' high 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.

Lessee is liable for collection of tax on the sales of tangible personal property (books, tapes, souvenirs, etc.) and certain services unless the transaction is specifically exempt. Sales made by nonprofit organizations that hold a valid Florida Consumer's Certificate of Exemption (Form DR-14) are exempt from tax. Exhibitors do not need to register and collect tax if the written exhibitor agreement prohibits the sale of taxable goods or services on site.

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.

If exhibitors are permitted to sell taxable goods or services on site, exhibitors must register as a dealer with the Florida Department of Revenue. Additional information is available online at <http://www.myflorida.com/taxonomy/government/taxes/> or by calling (800) 352-3671 (in Florida) or (850) 488-6800. Forms are available by fax on Demand at (850) 922-3676. Florida Statute 212 - <http://www.leg.state.fl.us>.

Decorations, signs, banners and streamers may not be attached, taped, nailed or otherwise fastened to any ceiling, window, painted surface or wall of the convention center. Any special decorations or signs must be approved by 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 convention center.

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 the neighboring exhibitors.

Vehicle Requirements

Under no circumstances may display vehicles be placed in front of any fire or public entrance and exit doors. Special attention should be given to keeping public doors free of obstruction by any show vehicles. The same holds true for the construction of displays, staging, walls, turntables, signs, etc.

Gas Tank Level – The vehicle gas level cannot exceed ½ tank or 10 gallons, whichever is less. All vehicles will be checked as they enter the convention center to verify gas level compliance. Vehicles with inoperable gas gauges will not be allowed entry. If the gas level exceeds ½ tank, the vehicle will not be permitted to enter the building. Fueling and de-fueling cannot take place on premises.

Vehicle Keys – *ALL vehicle keys must remain within the building at all times, and will be secured in the Show Office for easy access by TCC Security and/or the Tampa Fire Marshal. NO exceptions!* Please be sure to drop off keys in the Show Office, Room 25. Keys can be retrieved daily by display personnel but must be returned to the Show Office at show close each night.

Vehicle Inspections – Final vehicle inspections will take place on the morning of show opening, November 17, 2017 from 7:30 am - Noon. ***A display representative (with access to each vehicle) MUST be present from 7:30 am – Noon to expedite the inspection of all display vehicles. NO exceptions!*** Vehicle hoods should be left open, and gas caps exposed before leaving on Thursday night in order to facilitate inspections on Friday morning. Representative must also be prepared to make any last minute adjustments requested by Fire Marshal.

NOTE: *Fire Marshal(s) will be on duty throughout all public hours of the auto show.*

Battery Cables – All show vehicles must have the positive battery cable disconnected and either taped around & secured using UL approved plastic electrical tape OR secured within a MTAS-supplied plastic battery cable bag. Prior to the public opening, all vehicles will be checked to verify that the battery cable requirement has been met.

Gas Cap Requirements – ALL fuel caps (whether locking type or not) must be taped/sealed completely around to prevent escaping gas vapors. This must be done promptly upon final positioning of vehicle(s) within display space. Prior to the public opening, all vehicles will be checked to see that the gas cap taping requirement has been met.

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

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.

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, or customers. **Orders must be received no later than October 26, 2018. Form is included.**

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

Salespersons & Product Specialists - All salespersons and product specialists working the show can enter with their company-issued/manufacturer plastic nameplate. If personnel do not have a company-issued plastic nameplate, they must pick up and sign for their own entrance credentials at the Exhibitor Registration Desk, located just inside the Franklin Street Lobby entrance. Personnel must present a business card and/or photo ID to obtain badge.

Employees, relatives, neighbors and friends of exhibitors without an admission ticket are not eligible for free admission to the auto show.

All personnel working within your exhibit area should wear suitable business attire. **Exhibitors not dressed appropriately will not be admitted into the show.**

NOTE: In accordance with our liability insurance, ***no one under the age of 16 years old is permitted to enter the Tampa Convention Center during show set-up or teardown with an exhibitor badge***

Exhibitor Dress Code

All personnel working within your exhibit area (Salespersons, Vehicle Clean-up Personnel, etc.) should wear suitable 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. Exhibitors or other 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' side drape
- back drape
- 6' table (32" high)
- 2 plastic side chairs

Any items such as additional tables/chairs, carpet, or waste cans are the responsibility of the exhibitor. You can bring your own or rent these items through GES. For details, the GES Furnishing order form is located in the General Service Contractor forms.

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 to NOT block or obstruct any fire hose or fire extinguisher cabinets, fire pull boxes, or entrances and exits within the Tampa Convention Center.

Headquarters Hotel

Arrangements have been made with the Embassy Suites Tampa-Downtown Convention Center, the official headquarters hotel, for special exhibitor rates prior to and during the show. The hotel is located at 513 South Florida Avenue in Tampa.

The rate is \$179 for single or double occupancy. **The cut-off date is October 13, 2018.** Please call the hotel directly at (813) 769-8300 to reserve your room. **Be sure to mention you are an auto show exhibitor to receive special room rates.**

Liability

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

The Tampa Convention Center, Clearwater Automobile Dealers Association, Inc., St. Petersburg Automobile Dealers Association, Tampa Bay Area New Auto Dealers Association, GES 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

Ample parking is available for both exhibitors and the public in the vicinity of the Tampa Convention Center. Exhibitors should be prepared to pay for parking as parking lot stubs will not be validated at the show.

Security

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

NOTE: *The Clearwater Automobile Dealers Association, Inc., St. Petersburg Automobile Dealers Association, Tampa Bay Area New Auto Dealers Association, GES and Motor Trend 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 2018-Model Tampa Bay New Car & Truck Show 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 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 Clearwater Automobile Dealers Association, Inc., St. Petersburg Automobile Dealers Association, Inc., Tampa Bay New Auto Dealers Association, Motor Trend Group, LLC, the Tampa Convention Center 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 Clearwater Automobile Dealers Association, Inc., St. Petersburg Automobile Dealers Association, Inc., Tampa Bay New Auto Dealers Association, Motor Trend Group, LLC, the Tampa Convention Center 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. 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.

Insurance Requirements (continued)

Insurance Requirements (cont.)

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 Clearwater Automobile Dealers Association, Inc., St. Petersburg Automobile Dealers Association, Inc., Tampa Bay New Auto Dealers Association, Motor Trend Group, LLC; the Tampa Convention Center 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 be completed correctly and provide coverage from the first move in date, November 12 to the last move out date, November 19, 2018.

Please forward your certificate via e-mail to eventservices@motortrend.com.



Discount Admission Tickets

E-MAIL TO: eventservices@motortrend.com

Advance Discount Admission Tickets are available at a cost of \$8.00 each, a 33% savings (\$4.00 OFF) from the regular adult admission price. Tickets are only sold in packs of 25 at a cost of \$200.00 per pack.

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.

Your order for tickets, in packs of 25 **ONLY**, should be emailed as soon as possible to the email address shown above.

Quantity of Packs (packs of 25) _____ @ \$200.00 each = \$ _____

Please print or type the following information:

COMPANY: _____

STREET ADDRESS: _____

(Tickets will be shipped to this location via UPS. No P.O. Boxes, please.)

CITY: _____ STATE: _____ ZIP: _____

SPACE OR BOOTH NUMBER(S): _____ TELEPHONE #: (____) _____

AUTHORIZED BY: _____

Print Name

Signature

TITLE: _____ DATE: _____

Order Deadline Date: October 23, 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

*Please send completed form to clientservices@motortrend.com or fax to (800) 606-5838

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 **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* ** 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