



2019 South Carolina International Auto Show Booth Exhibitor Information

Thank you for participating in the South Carolina International Auto Show held at Greenville Convention Center, January 11 - 13, 2019. These guidelines will walk you through all the items you will need to know to have a successful show.

Show Dates & Hours

Friday, January 11 through Sunday, January 13, 2019

Friday	10 a.m.	to	9 p.m.
Saturday	10 a.m.	to	9 p.m.
Sunday	10 a.m.	to	5 p.m.

Admission Prices

Adults (<i>13 & Over</i>)	\$8.00
Senior Citizens (<i>62 & over</i>)	\$5.00
Military (with any D.O.D. ID)	\$5.00
Children (<i>12 & Under</i>)	FREE

Show Location

Greenville Convention Center
One Exposition Avenue
Greenville, SC 29607
Phone: (864) 233-2562
www.meetgcc.com

Show Management

Show Management is available on-site. Call Allen Chin, Show Director, at (310) 426-0167.

Directory of Contractors & Facilities

SHOW PRODUCER

South Carolina International Auto Show
Motor Trend Auto Shows
831 South Douglas
El Segundo, CA 90245

Contact: Allen Chin, Show Director
Mobile: (310) 426-0167
E-mail: *allen.chin@motortrend.com*

SHOW FACILITY

Greenville Convention Center
One Exposition Avenue
Greenville, SC 29607
Phone: (864) 233-2562
Fax: (864) 255-8600

OFFICIAL GENERAL CONTRACTOR

Motor Trend Group (East Coast Decorating)
831 South Douglas
El Segundo, CA 90245
Email: *gsc-ne@motortrend.com* or
mike@eastcoastdecorating.com
www.eastcoastdecorating.com

EXCLUSIVE SHOW CARPET SUPPLIER

Motor Trend Group (East Coast Decorating)
831 South Douglas
El Segundo, CA 90245
Email: *gsc-ne@motortrend.com* or
mike@eastcoastdecorating.com
www.eastcoastdecorating.com

ELECTRICAL SERVICES

Greenville Convention Center
One Exposition Ave.
Greenville, SC 29607
Phone: (864) 233-2562
Fax: (864) 255-8600
www.meetgcc.com/exhibitors/

AUDIO/VISUAL & TELEPHONE SERVICE

Greenville Convention Center
One Exposition Avenue
Greenville, SC 29607
Phone: (864) 233-2562
Fax: (864) 255-8600
www.meetgcc.com/exhibitors/

HOTELS

Courtyard by Marriott Greenville- Haywood Mall
70 Orchard Park Drive
Greenville, SC 29615
Phone: (864) 234-0300

PUBLIC RELATIONS

Ellie Hensley
Allied Integrated Marketing
Ehensley@AlliedIM.com
Phone: (678) 866-3568

FOOD CONCESSIONAIRE

Greenville Convention Center
One Exposition Avenue
Greenville, SC 29607
Phone: (864) 255-5850
Fax: (864) 255-8600
www.meetgcc.com/exhibitors/

VEHICLE DETAILING

Auto Mojo

3205 Airport Hwy
Alcoa, TN 37701
Phone: (865) 777-1250

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

Recommended Hotel

Courtyard by Marriott Greenville- Haywood Mall

70 Orchard Park Drive
Greenville, SC 29615
Phone: (864) 234-0300

General Service Contractor

Motor Trend Group (East Coast Decorating) is the show's official general contractor. They are the exclusive provider of all freight handling, carpets and equipment rentals. They also provide furniture rentals. Contact them at gsc-ne@motortrend.com or mike@eastcoastdecorating.com with any questions about these services.

Exhibitors must place all orders for services online. For online exhibitor orders, please visit www.Eastcoastdecorating.com.

If you have previously ordered services from Motor Trend Group (East Coast Decorating) anytime last show season, you simply need to enter the same email and password used last year. You do not need to re-register. If you have forgotten your password, click "forgot password" and a temporary one will be sent to you. You will be prompted to change your password after logging in. If you have not registered with ECD before, follow the prompts after clicking "Click here to Register Now".

For logistical questions or for further assistance contact: Allen Chin, Show Director, Motor Trend Auto Shows; (310) 426-0167; allen.chin@motortrend.com.

Exhibitor Services Provided in Booth Rental Charge

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

- Back drape
- Side drape
- One 6' draped table (black)
- Two (2) side chairs

Any other booth furniture or display items are the responsibility of the exhibitor. Should you have any questions or concerns or need help in determining the service(s) needed for your exhibit, contact Motor Trend Group (East Coast Decorating) at gsc-ne@motortrend.com prior to show move-in. Please refer to the website to place your order(s),

<https://eastcoastdecorating.boomerecommerce.com/Pages/Security/Login.aspx>.

Important Rules & Requirements

Booth Vendor Move-In

All booth vendors can set-up on Thursday, January 10 from 1 pm - 5 pm, or on Friday, January 11 from 8 am – 9 am. All booth vendor displays must be set & operational before show opening (10 am) on Friday, January 11.

If your display will have a vehicle(s), please notify Show Management two weeks prior to the show.

All booth exhibit properties and/or materials must be hand-carried into the facility or handled by Motor Trend Group (East Coast Decorating), and drayage charges may apply.

Should you have any questions or concerns or need help in determining the service(s) needed for your exhibit, contact Motor Trend Group (East Coast Decorating) at gsc-ne@motortrend.com prior to show move-in.

Any materials shipped to the Greenville Convention Center will be subject to Motor Trend Group (East Coast Decorating) handling charges. Refer to the East Coast Decorating website, <https://eastcoastdecorating.boomerecommerce.com/Pages/Security/Login.aspx>

The Greenville Convention Center has developed a new procedure requiring orders to be placed online through our website. This new process will safeguard credit card information, and serve all clients more efficiently. **Simply log onto www.meetgcc.com, and under the “Exhibitors” tab you will find all service order forms.**

Exhibitor Move-Out

Move-out will begin on Sunday, January 13 at 5 p.m. **All display items and product must be removed by 8 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 South Carolina.

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 (cont.)

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 TD Convention Center, from the use or removal of these items will be charged to the exhibitor.

Exhibitor Entrance Procedure

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

Company/dealership name-plates will serve as show ID/badge. If personnel do not have a company name-plate then they can sign-in and pick up their own entrance credentials from the registration desk located in the Exhibit Hall Lobby. 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: Due to our insurance liability no one under the age of 16 years old will be permitted to enter with an exhibitor badge 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 Presentation Restrictions

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.

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 TD Convention Center.

Security & Liability

Each exhibitor is entirely responsible for the space allotted to them through their contract. Each exhibitor agrees to reimburse TD Convention Center for any damage to the floor, ceilings or walls within his contracted area. Greenville Convention Center 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. If your display contains something of particular value, it is recommended that you secure it overnight.

Insurance Requirements

All exhibitors, porter service companies, and outside service companies providing any equipment or services to the 2019 South Carolina 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 ensure 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 South Carolina Automobile Dealers Association; SMG, the Greenville Convention Center; Motor Trend Group, LLC 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 the South Carolina Automobile Dealers Association; SMG, the Greenville Convention Center; Motor Trend Group, LLC 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.

Worker's Compensation Insurance (including Employer's Liability Insurance) with limits of \$1,000,000/\$1,000,000/\$1,000,000.

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, the Exhibitor shall deliver to show management within 10 days of the request, a copy of such policies, certified by the insurance carrier as being true and complete. 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 South Carolina Automobile Dealers Association; SMG, the Greenville Convention Center; Motor Trend Group, LLC 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 at 831 S. 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, January 8 to the last move out date, January 14. All insurance policies must be completed correctly. 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.

The certificate holder is Motor Trend Group, LLC, 831 South Douglas Street, El Segundo, CA 90245. Please email certificates of insurance to eventservices@motortrend.com.

Motor Trend Auto Shows must receive this Certificate of Insurance, no later than December 11, 2018. 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.

General Contractor Information

Motor Trend Group (East Coast Decorating) is the show's official general contractor. They are the exclusive provider of all freight handling, carpet, and equipment rental. They also provide furniture rentals. Contact them at gsc-ne@motortrend.com with any questions about these services.

If you have previously ordered services from Motor Trend Group (anytime last show season), you simply need to enter the same email and password used last year. You do not need to re-register. If you have forgotten your password, click "forgot password: and a temporary one will be sent to you. You will be prompted to change your password after logging in. If you have not registered with Motor Trend Group (East Coast Decorating) before, follow the prompts after clicking "Click here to Register Now".

For logistical questions, or for further assistance contact: Allen Chin, Show Director, Motor Trend Auto Shows; (310) 426-0167, allen.chin@motortrend.com.

Services for the 2019 South Carolina International Auto Show will be provided by:

MOTOR TREND GROUP (EAST COAST DECORATING)

CONTACT: Mike Lancaster
EMAIL: gsc-ne@motortrend.com
ADDRESS: Motor Trend Group - ECD
831 S. Douglas Street
El Segundo, CA 90245

For online exhibitor orders, please visit

<https://EastCoastDecorating.Boomerecommerce.com/Pages/Security/Login.aspx>

Motor Trend Group (East Coast Decorating) will have staff on-site throughout move-in and move-out and on show days. Please stop in the Show Office to request assistance.

SHIPMENTS:

All shipments must be prepaid and are to be addressed as follows:

CONVENTION CENTER ONLY: (Exhibitor - Company Name)
(Space #)
2019 South Carolina International Auto Show
c/o Motor Trend Group (East Coast Decorating)
Greenville Convention Center
One Exposition Avenue
Greenville, SC 29607

NO ADVANCE SHIPMENTS ACCEPTED FOR THIS SHOW. SHOW SITE ARRIVALS ONLY.
NO SHIPMENTS WILL BE ACCEPTED AT THE CONVENTION CENTER
UNTIL WEDNESDAY, JANUARY 9, 2019

SOUTH CAROLINA DISCOUNT ADMISSION TICKETS ORDER FORM

Advance Discount Admission Tickets for the South Carolina International Auto Show will be available at a cost of \$5.00 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 \$125.00.

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 ____ @ \$275.00 (____ 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: December 28, 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
** 3% convenience fee will be applied to all credit card* *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