



## **First Hawaiian International Auto Show Booth Vendor Information**

Thank you for your participation in the First Hawaiian International Auto Show held at the Hawaii Convention Center on March 29 - 31, 2019. These guidelines will walk you through all the items you will need to know to have a successful show.

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

Friday, March 29 through Sunday, March 31, 2019

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

### **Show Location**

Hawaii Convention Center  
1801 Kalakaua Avenue  
Honolulu, HI 96815  
(808) 943-3500

### **Show Office**

The Auto Show Office will be located in the show lobby. Sales staff will be receiving badges at this location. Show Management is available at (323) 216-7557.

# *Directory of Contractors & Facilities*

## SHOW OFFICE

Hawaii Convention Center  
Show Entrance Lobby  
Contact Show management at (323) 216-7557

## SHOW FACILITY

Hawaii Convention Center  
1801 Kalakaua Avenue  
Honolulu, HI 96815  
**Phone:** (808) 943-3500  
**Fax:** (808) 943-3599

## ELECTRICAL SERVICES

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

## TELEPHONE SERVICES

Director of Finance  
1801 Kalakaua Avenue  
Honolulu, HI 96815  
**Phone:** (808) 943-3534

## FOOD CONCESSIONAIRE

Hawaii Convention Center  
1801 Kalakaua Avenue  
Honolulu, HI 96815  
**Phone:** (808) 943-3566  
**Fax:** (808) 943-3599

## INSTALLATION/DISMANTLING/MATERIAL HANDLING & SHIPPING SERVICES

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

## HOTELS LOCATED NEAR THE HAWAII CONVENTION CENTER

DoubleTree Alana Hotel Waikiki  
1956 Ala Moana Boulevard  
Honolulu, HI 96815-1897  
**Phone:** (808) 941-7725  
**Fax:** (808) 949-0996

Hilton Hawaiian Village  
2005 Kalia Road  
Honolulu, HI 96815  
**Phone:** (808) 949-4321  
**Fax:** (808) 951-5458

## SHOW MANAGEMENT COMPANY

MotorTrend Group, LLC  
831 South Douglas Street  
El Segundo, CA 90245  
**Phone:** (310) 531-5984

## PUBLICITY

Hawaii Automobile Dealers Association  
1100 Alakea Street, Suite 2601  
Honolulu, HI 96813  
**Phone:** (808) 593-0031  
**Fax:** (808) 593-0569

## VEHICLE DETAILING

Cosmetic Car Care  
12 Mauchly, Bldg F  
Irvine, CA 92618  
**Phone:** (949) 453-1200

## PROFESSIONAL DETAILERS, INC.

22622 Lambert Street, Suite 305  
Lake Forest, CA 92630  
**Phone:** (949) 460-0314

# **Important Rules & Requirements**

## **Booth Vendor Move In**

All booth vendors must set-up on Thursday, March 28 from 8 a.m. – 12 Noon. All booths and displays must be completed by 3 p.m. on Thursday, March 28. Please check in at the show office in the show entrance lobby upon arrival.

**Any booth vendors who have vehicles displayed in their space – MUST MOVE IN between 8 a.m. – 9 a.m. on Thursday, March 28. Display vehicles will enter the facility from Kahakai Drive.**

These vendors will need to make it through the exhibit hall before the other manufacturers have their vehicles in place and block the only entrance/doorway into the lobby.

**Measurements of entrance/doorway into the lobby = 9' high by 9'6" wide.**

### **IMPORTANT – PLEASE READ**

- No move-in or move-out can take place through the front doors
- No use of the escalators
- No unloading/loading can take place in the front drive

If you have minimal materials that can be hand carried or need to use a small cart, you may unload from the parking garage. Standard vehicles (8'11" or less) may enter the parking garage. If your vehicle is larger than this, you will need to proceed to the loading dock. After entering the garage, park in Row F. Use freight elevators #8 or #9. Once in the elevator, go to the ground floor and proceed through the exhibit hall to the vendor booths in the lobby.

## **Display Vehicle Requirements**

**Battery Cable Requirements:** All vehicles displayed in the show must have the positive battery cable disconnected and taped using UL approved plastic electrical tape.

**Gas Tank Level:** The gas tank level must not exceed 1/8 tank.

**Gas Cap Requirements:** If the gas cap door can be opened from outside your vehicle, the vehicle must have a locking gas cap and the inside gas cap must be taped. If the gas cap door must be unlocked from inside your car, then a locking gas cap is not necessary, but the standard inside gas cap must be taped.

## **Booth Vendor Move Out**

Move out will begin on Sunday, March 31 at 7:30 p.m. (aisle carpet must be removed first). All display items and/or product must be removed by 9:30 p.m. on Sunday.

## **Booth Restrictions**

**Height** – Nothing can be displayed higher than the 8’ back wall drape. Booths along the lobby windows will not have back drape in order to maintain visibility of the show for vehicles driving by the convention center.

**Sides** – Sight lines between booths must be maintained in the front 50% of your display.

**Overheads** – No canopies or tents of any kind are permitted in booth areas. Lobby displays may use one 10 x 10 canopy.

**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 Hawaii. Please visit <http://www.state.hi.us/tax/> 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.

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

**Battery Cable** - All show vehicles must have both battery cables disconnected and taped using UL approved plastic electrical tape.

**Gas Tank Level** - **The gas level cannot exceed 1/8 tank.** All vehicles will be checked as they enter the exhibit hall to make sure that the gas level requirement is correct. If the gas level exceeds 1/8 tank, the vehicle will not be permitted to enter the building.

## **Booth Vendor 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 show office located in the main 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:**

*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.*

**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.**

**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.

**Services/Equipment Provided in Booth Rental Charge**

A back drape is included in your booth rental charge.

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 Furnishing order form in the general service contractor forms for details at [www.AutoShowHawaii.com](http://www.AutoShowHawaii.com).

Booths along the lobby windows will not have back drape in order to maintain visibility of the show for vehicles driving by the convention center.

**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 Hawaii Convention Center.

**Liability**

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

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. Any special decorations or signs must be approved by the Hawaii Convention Center 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 exhibit halls. Any cost incurred by the Hawaii Convention Center, from the use or removal of these items will be charged to the exhibitor. Hawaii Automobile Dealers Association, the Hawaii Convention Center, 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.

**Music at the Show**

Due to ASCAP and BMI licensing restrictions, there cannot be any music played in any display at the 2019 First Hawaiian International Auto Show. Jingles and commercials produced by a manufacturer, that are the property of the manufacturer, can be used throughout the show. Background music through the use of a television, radio, stereo, cassette tape, or laser disc cannot be used, as this is an infringement on the original copyright.

If you have any questions or wish to obtain a license from ASCAP or BMI, please contact the Auto Show Office.

**Public Admission Prices**

Adults (18 & over) -----\$10.00  
12 & Under -----FREE  
Senior Citizens (62 & over) ----- \$7.00  
Military (with any DOD ID) ----- \$8.00

Military Two-fer Day .....Saturday  
Present your Military ID to buy one \$8  
military admission and get a second military  
admission FREE (need to present two  
military IDs)

**Security**

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

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

## *Insurance Requirements*

All booth vendors who are participating in the First Hawaiian International Auto Show must secure a broad-form comprehensive general liability insurance policy.

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 Hawaii Automobile Dealers Association; the Hawaii Convention Center; AEG; Hawaii Tourism Authority; the State of Hawaii and their respective members, officers, directors, agents and employees; MotorTrend 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 \$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 Hawaii Automobile Dealers Association; the Hawaii Convention Center; AEG; Hawaii Tourism Authority; the State of Hawaii and their respective members, officers, directors, agents and employees; MotorTrend Group, LLC 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 Hawaii Automobile Dealers Association; the Hawaii Convention Center; AEG; Hawaii Tourism Authority; the State of Hawaii and their respective members, officers, directors, agents and employees;

MotorTrend 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, 831 South Douglas Street, El Segundo, CA 90245, a notice of any occurrence likely to result in a claim against show management.

The certificate holder is MotorTrend Group, LLC, 831 South Douglas Street, El Segundo, CA 90245.

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, March 26, 2019 to the last move out date, April 1, 2019.**

**Please forward your Certificate of Insurance to [Eventservices@motortrend.com](mailto:Eventservices@motortrend.com).**

**NOTE:** *This deadline will be strictly enforced. Access to the building may be denied to those exhibitors that have not provided a policy to show management.*



# *Discount Admission Tickets*

Advance Discount Admission Tickets for the First Hawaiian International Auto Show will be available at a cost of \$7.00 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 \$175.00.

## **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](mailto:eventservices@motortrend.com).

### **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 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: March 15, 2019**



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](mailto: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)**

*\* 3% convenience fee will be applied to all credit card*

**(Charge All Items Listed Above and Automatically Charge 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](mailto:clientservices@motortrend.com) or call us at (630) 353-2505

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