



This Service & Information Manual contains material which is vital to the successful planning, marketing and management of your display in the Arizona International Auto Show. Failure to read this manual and respond promptly in ordering services could result in higher rates.

The services and contractors listed in this manual are for your convenience. Show management suggests that you employ the services of GES, this year's official show contractor, for your greatest efficiency and ease, since they are familiar with the show and work schedule. All independent contractors must coordinate their work schedules with GES and comply with guidelines and insurance requirements.

Please note that insurance policies must provide coverage for all dates from move-in through move-out and must include all required information as is listed in detail in the Important Rules and Requirements section of this manual. Please refer to the sample insurance form enclosed. All insurance policies must be completed correctly. Policies that are not completed correctly will be returned. All exhibit set up contractors must submit a correct and complete policy at least thirty (30) days prior to the first move-in day of the show or they will not be permitted to work in the Phoenix Convention Center.

The most up-to-date exhibitor information, including CAD floor plans and all GES order forms, are available for download from the Internet at **[www.AutoShowPhoenix.com](http://www.AutoShowPhoenix.com)**.

It is important that you give this manual to those individuals or agents having responsibility for your participation in the show. Motor Trend Auto Shows thanks you for your cooperation and we wish you a most successful Arizona International Auto Show!

Show Management  
Motor Trend Auto Shows

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## *Exhibitor Action Item Checklist* **Arizona International Auto Show**

<b>Action Items</b>	<b>Due Date</b>
• Mailed liability insurance policy to MTAS	October 23
• Mailed electrical blueprints to MTAS & Commonwealth	October 30
• Contacted GES for decorator needs	October 30
• Ordered vehicle cleaning & porter service	October 30
• Ordered photography requirements	October 30
• Made hotel reservations at the Hyatt Regency Phoenix	October 30
• Ordered discount admission tickets	November 6
• Ordered electrical service from Commonwealth	November 6
• Ordered telecom service from Smart City	November 6

# *Directory of Contractors & Facilities*

## ON SITE SHOW MANAGEMENT

121A  
Phoenix Convention Center  
**Phone:** (323) 216-7557

## SHOW FACILITY

Phoenix Convention Center  
100 North 3<sup>rd</sup> Street  
Phoenix, AZ 85004  
**Phone:** (602) 262-6225

## OFFICIAL GENERAL CONTRACTOR

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

## ELECTRICAL SERVICES

Commonwealth Electric Company  
111 N. 3rd Street  
Phoenix, AZ 85004  
**Phone:** (602) 253-5881  
**Fax:** (602) 253-5530

## TELECOM SERVICE

Smart City  
5795 W. Badura Ave, Suite 110  
Las Vegas, NV 89118  
**Phone:** (888) 446-6911  
**Fax:** (702) 943-6001

## RECOMMENDED CARPET SUPPLIER

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

Please notify Event Services at  
(323) 216-7557 if you are using a carpet supplier  
other than the one listed above.

## HEADQUARTERS HOTELS

Hyatt Regency Phoenix  
122 North Second Street  
Phoenix, AZ 85004  
**Phone:** (602) 252-1234  
**Fax:** (602) 254-9472

## PUBLIC RELATIONS

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

## OFFICIAL FOOD CONCESSIONAIRE

Aventura - Phoenix Convention Center  
100 N. 3<sup>rd</sup> Street  
Phoenix, AZ 85004  
**Phone:** (602) 534-8607  
**Fax:** (602) 534-8603

## 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

# *General Show Information*

## **Public Show Dates & Hours**

Thursday, November 22 through Sunday, November 25, 2018

Thursday	9 a.m.	to	7 p.m.
Friday	9 a.m.	to	9 p.m.
Saturday	9 a.m.	to	9 p.m.
Sunday	9 a.m.	to	7 p.m.

## **Show Location**

Halls 1-6  
Phoenix Convention Center  
100 North 3<sup>rd</sup> Street  
Phoenix, AZ 85004  
(602) 262-6225

## **Headquarters Hotel**

Hyatt Regency Phoenix  
122 North Second Street  
Phoenix, AZ 85004  
(602) 252-1234  
Cut-off date is October 30, 2018

## **On Site Show Management/Registration & Information Desk**

Show Management is available at 121A and at (323) 216-7557.

## **Parking Permits**

Parking permits with in and out privileges are available to exhibitors for purchase at the Convention Center East Garage entrance. Please enter from Washington Street between 5<sup>th</sup> & 7<sup>th</sup> Streets or Jefferson Street between 5<sup>th</sup> & 7<sup>th</sup> Streets.

## **Employee Appreciation Days – All Show Days**

Dealership employees and one guest or immediate family can enter the auto show for free by showing proof of employment at the exhibitor registration desk in Hall 5 Lobby. They must present a business card or a paycheck stub along with a driver's license for admittance. Valid all show days.

# *Move-In Schedule*

## Carpet Installation, Freight Deliveries & Exhibit Set Up

In order to allot as many straight time hours as possible for exhibit set up, a detailed move-in schedule has been developed. This requires the support and cooperation of exhibitors, freight carriers, and exhibitor appointed contractors for carpet, and or exhibit installation.

NOTICE: Failure to adhere to the timelines designated in the following schedule, or failure to provide an electrical order could result in a 25% off-target surcharge on freight, labor or services.

The display supervisor should be on-site at the start of the freight target time in order to direct crate placement. Labor should be ordered two hours after the beginning of the freight target time. **Please contact show management in advance if additional time is needed.** All crates must be emptied and labeled by 12 Noon Tuesday, November 20 so they can be removed by GES between 12 noon and 12 midnight. Your exhibit area must be ready to receive and place show vehicles on Wednesday, November 21.

**All Freight trucks must check in with GES at Tonto & Tenth Streets two hours prior to the start of the targeted freight start time. Directions will be provided from the yard to the appropriate dock or unloading area at the convention center.**

Entrance to the docks is via the loading dock ramp located on Washington Street just North of 5<sup>th</sup> Street.

EXHIBITOR		Floor Layout		Electric/Telecom		Carpet/Visqueen		Freight	
		Start Sunday 11/18	Done Sunday 11/18	Start Sunday 11/18	Done Sunday 11/18	Start Sunday 11/18	Done Sunday 11/18	Start Sunday 11/18	Done Sunday 11/18
P-2	Mitsubishi	5 am	6 am	6 am	9 am	9 am	2 pm	Start Mon 8 am	
P-3	Kia	5 am	6 am	6 am	9 am	9 am	2 pm	2 pm	done
P-27	Open	5 am	6 am	6 am	9 am	9 am	2 pm	2 pm	done
P-6	Chevrolet	5 am	6 am	6 am	9 am	9 am	2 pm	2 pm	done
P-7	Ford	5 am	6 am	6 am	9 am	9 am	2 pm	2 pm	done

## Move-In Schedule (cont.)

### Carpet Installation, Freight Deliveries & Exhibit Set Up (cont.)

EXHIBITOR		Floor Layout		Electric/Telecom		Carpet/Visqueen		Freight	
		Start Sunday 11/18	Done Sunday 11/18	Start Sunday 11/18	Done Sunday 11/18	Start Sunday 11/18	Done Sunday 11/18	Start Sunday 11/18	Done Sunday 11/18
P-19	Genesis	5 am	6 am	6 am	10 am	10 am	4 pm	4 pm	done
P-11	BMW	5 am	6 am	6 am	10 am	10 am	4 pm	4 pm	done
P-22	Lincoln	5 am	6 am	6 am	10 am	10 am	4 pm	4 pm	done
P-26	Infiniti	5 am	6 am	6 am	10 am	10 am	4 pm	4 pm	done
P-13	Lexus	5 am	6 am	6 am	10 am	10 am	5 pm	5 pm	done
P-14	Volkswagen	5 am	6 am	6 am	10 am	10 am	5 pm	5 pm	done
P-15	Hyundai	5 am	6 am	6 am	10 am	10 am	5 pm	5 pm	done
P-16	Toyota	5 am	6 am	6 am	10 am	10 am	5 pm	5 pm	done
P-20	FCA	5 am	6 am	6 am	10 am	10 am	5 pm	5 pm	done
P-23	Nissan	5 am	6 am	6 am	10 am	10 am	5 pm	5 pm	done

EXHIBITOR		Floor Layout		Electric/Telecom		Carpet/Visqueen		Freight	
		Start Sunday 11/18	Done Sunday 11/18	Start Sunday 11/18	Done Sunday 11/18	Start Sunday 11/18	Done Sunday 11/18	Start Monday 11/19	Done Monday 11/19
P-5	Subaru	5 am	8 am	8 am	12 pm	12 pm	6 pm	8 am	12 noon
P-8 a-b c-d	MINI/LR Porsche/Jaguar	5 am	8 am	8 am	12 pm	12 pm	6 pm	8 am	12 noon
P-10	Volvo	5 am	8 am	8 am	12 pm	12 pm	6 pm	8 am	12 noon
P-12	Acura	5 am	8 am	8 am	12 pm	12 pm	6 pm	8 am	12 noon
P-17	Buick	5 am	8 am	8 am	12 pm	12 pm	6 pm	8 am	12 noon
P-28	Cadillac	5 am	8 am	8 am	12 pm	12 pm	6 pm	8 am	12 noon
P-9	Mercedes-Benz	5 am	8 am	8 am	12 pm	12 pm	6 pm	8 am	12 noon
P-21	Audi	5 am	8 am	8 am	12 pm	12 pm	6 pm	8 am	12 noon
P-24	Honda	5 am	8 am	8 am	12 pm	12 pm	6 pm	8 am	12 noon
P-25	GMC	5 am	8 am	8 am	12 pm	12 pm	6 pm	8 am	12 noon

## *Move-In Schedule (cont.)*

### **Vehicle Move-In**

Vehicle move-in will take place on Wednesday, November 21 beginning at 8 a.m. and will continue until 2 p.m. All show vehicles must enter the convention center on this day.

**Complimentary vehicle staging is available starting on Tuesday, November 20 in the Convention Center East garage. The entrance can be accessed from either Jefferson or Washington Streets between 5th & 7th Streets. All vehicles must be removed from the garage by 5 p.m. on Wednesday, November 21. Roving security will be provided between 5 p.m. Tuesday, November 20 and 8 a.m. Wednesday, November 21.**

If you want to hire vehicle security, you must utilize the auto show's approved event security company for insurance purposes. Please contact Show Management at (323) 216-7557 for security information.

Exhibitors or exhibitor appointed contractors will be responsible for removing the poly covering on the carpet and placing it in the aisle or aisles adjacent to the exhibit space immediately after vehicles are placed and detailed. Failure to remove visqueen will result in a labor fee to have the visqueen removed by the general show contractor. GES will begin installing the aisle carpeting at 2 p.m. on Wednesday, November 21.

**NOTE:** *Vehicles displayed on a turntable or platform will be allowed to enter the building on Tuesday, November 20 provided your display is ready to accommodate the vehicle. Please see Show Management on-site if you wish to have an earlier vehicle move in time than scheduled.*

### **Building Access During Set Up**

To provide complete security for exhibitors and their possessions, it is important that all exhibitors observe the following daily access hours. Your cooperation is appreciated.

Sunday, November 18	8 a.m. - 5 p.m.
Monday, November 19	8 a.m. - 8 p.m.**
Tuesday, November 20	8 a.m. - 8 p.m.**
Wednesday, November 21	8 a.m. - 6 p.m.

Display supervisor needs to be on-site at start of freight target time to direct crate placement.

\*\*Please contact Show Management at (323) 216-7557 if additional time is needed. If you wish to work in your display past 8 p.m., please contact the on-site GES service desk.

### **Final Show Decorating & Aisle Carpet**

GES will be finalizing show decorating and aisle carpet installation at 2 p.m. on Wednesday, November 21. All personnel must exit the building by 8 p.m.

## *Move-Out Information*

### **Move-Out & Building Access Hours**

Move-out will begin Sunday evening, November 25 at 7 p.m. and continue until 11 pm. If you plan to move out overnight, please alert show management by 5 p.m. on Tuesday, November 20. GES will begin removing aisle carpet at 7:30 p.m. in exhibit areas where the public has cleared. Exhibitors may attach battery cables at 7 p.m., but may not start vehicles until the public announcement has been made to do so to ensure the building has been safely cleared of all public attendees.

All vehicles must be removed from the convention center on Sunday evening, November 25 between the hours of 7:30 p.m. and 9:00 p.m. The Convention Center East Garage at Jefferson Street between 5<sup>th</sup> & 7<sup>th</sup> Streets is available for complimentary overnight vehicle staging on Sunday, November 25. Security will be provided until 8 am on Monday, November 26. All vehicles must be removed from the garage by 4 p.m. on Monday, November 26. All crates will be returned to each display area beginning at 9:30 p.m. on Sunday.

Exhibit and display move-out will continue on Monday, November 26 at 8 a.m. Exhibits must be crated by 3 p.m.\*

**NOTE:** *Our insurance carrier prohibits anyone under the age of 16 in the complex during vehicle move out or tear down.*

### **Literature Removal**

Literature removal after the show is the responsibility of the individual exhibitor. **Removal of literature that is left behind will be invoiced to the exhibitor at prevailing drayage rates.** We recommend that remaining literature be placed in vehicle trunks and returned to the participating dealerships for use in the showroom.



# *Ticketing & Exhibitor* *Access/Admittance Information*

## **Public Admission Prices**

Adults ( <i>13 and over</i> )-----\$11.00	Children ( <i>7 - 12</i> ) -----\$7.00
Military ( <i>with any DOD ID</i> ) -----\$7.00	Children ( <i>6 and under</i> )-----FREE
Senior Citizens ( <i>62 and over</i> )- --- \$7.00	Family Day, Sunday ( <i>12 &amp; under</i> ) FREE

## **Discount Admission Tickets**

Participating dealers and exhibitors may purchase discount admission tickets in packs of twenty-five (25) **ONLY**. These tickets represent a savings of \$4.00 off the regular adult admission price of \$11.00. They may be given away to your family, friends, employees or customers.

## **Exhibitors Entrance Procedure**

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

**Salespersons** - All salespersons working the show must register to receive entrance credentials at the special exhibitor registration desks at the Hall 5 Lobby registration desk. A business card and a photo driver's license must be presented. Each individual must pick up and sign for their own credentials.

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

## **Vehicle Clean-Up Personnel**

Vehicle clean-up personnel will only be admitted with ID prior to the opening of the show each day, starting at 7 a.m.

In order to maintain our first-class show appearance and also remain within the guidelines set for us by the Association Committee, **all clean up personnel must dress appropriately to enter the show.** Vehicle clean up personnel not dressed appropriately will not be admitted into the show. An acceptable professional appearance would include the following: coveralls, company golf shirts or t-shirts, and clean blue jeans or slacks. A uniform appearance for all employees representing your company is preferred. Ripped shirts, printed t-shirts, dirty jeans, jeans with holes, and dirty sneakers are not acceptable show attire.

# **Important Rules & Requirements**

## **Aisles for Emergency Purposes**

The Fire Department requires that all exhibitors leave one foot (1') of space on the center aisle and two feet (2') of space on any border of their exhibit that adjoins another display area. This will allow a four-foot (4') emergency aisle running between each space.

## **Alcoholic Beverages & Food Items**

Alcoholic beverages and/or food may not be brought into the Phoenix Convention Center. Any food deliveries will be turned away at the main entrance by convention center security.

## **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 Phoenix Convention Center.

## **Vehicle Requirements**

**Battery Cable** - All vehicles displayed in the show must have the positive battery cable disconnected and taped using UL approved plastic electrical tape. A special plastic bag must then be applied and taped. The 4 1/2" x 6" 3 mil. plastic bag with fastener will be provided by security officers as the vehicles enter the building.

**Gas Tank Level** - Vehicle gas tank level cannot exceed 1/4 tank or five (5) gallons, whichever is less. All vehicles will be checked as they enter the Convention center to make sure that the gas level requirement is correct. If the gas level exceeds 1/4 tank or five (5) gallons, the vehicle will not be permitted to enter the building.

**Gas Cap Requirements** - If the gas cap door can be opened from outside your vehicle, the vehicle must have a locking gas cap. 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.

**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. The Auto Show Committee and/or Show Management will inspect each display area to see that this service is provided, with the cleaning charges being sent to the exhibitor whose vehicles have been neglected.

## ***Important Rules & Requirements (cont.)***

### **Exhibit Blueprints**

All vehicle exhibitors participating in the Arizona International Auto Show must provide a scale electrical blueprint of their display to Motor Trend Auto Shows, Smart City and Commonwealth Electric Company at least thirty (30) days prior to the opening of the show. These blueprints will be used by Smart City and Commonwealth Electric to install electric and telecom lines prior to carpet installation. **Please be sure to include telecom and electrical needs, and the height of your display properties, on your blueprints.** Blueprints for Motor Trend Auto Shows can be e-mailed to [Steve.Freeman@motortrend.com](mailto:Steve.Freeman@motortrend.com).

### **Signs & Banners**

Any hanging signs must be framed and pre-approved by show management. Truss lighting is permitted. AV Concepts has jurisdiction on all installation work. Please refer to rigging form for details.

Signs cannot block the view of other exhibitors. Plastic letters, shoe polish, and homemade signs may not be used on any vehicles or in any area of your display or booth. Decorations, signs, banners, etc., may not be taped, tacked, stapled, or otherwise fastened to ceilings, walls, doors, painted surfaces or columns.

In the case of a complaint, the decision on whether a sign remains or must be relocated will be made by the Auto Show Committee and Motor Trend Auto Shows.

### **Display Placement**

Ceiling height is 32'. Maximum exhibit height is 28'.

### **Exhibitor Presentation Restrictions**

An exhibitor may not work, sell or distribute literature from any area other than the space rented by the exhibitor. Sales presentations, distribution of literature and public surveys are strictly forbidden from being conducted in public aisles, other exhibit spaces or any other public areas of the Phoenix Convention Center. 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 surfaces or wall of the convention center.

Under no circumstances are helium balloons or adhesive-back decals to be given away or permitted to be used in the Phoenix Convention Center. Any cost incurred by the Phoenix Convention Center from the use or removal of these items will be charged to the exhibitor.

### **Liability**

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

The Phoenix Convention Center, GES and Motor Trend Auto Shows assume no liability for any loss or theft. Therefore, it is the exhibitor's responsibility to provide their own insurance coverage for vehicles, exhibits and materials.

## **Insurance Requirements**

All exhibitors, porter service companies, outside service companies and companies providing any equipment or services to the Arizona 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 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 any full or part-time employees; members of the Board of Directors of the Valley Automobile Dealers Association; Motor Trend Group, LLC, and the City of Phoenix, Arizona (Phoenix Convention Center) 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.
2. Automobile and Truck Liability Insurance Policy in the Exhibitor's name with any full or part-time employees; members of the Board of Directors of the Valley Automobile Dealers Association; Motor Trend Group, LLC and the City of Phoenix, Arizona (Phoenix Convention Center) 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.
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, 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 any full or part-time employees; members of the Board of Directors of the Valley Automobile Dealers Association; Motor Trend Group, LLC, and the City of Phoenix, Arizona (Phoenix Convention Center 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 MTAS, 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 Motor Trend Group, LLC 831 South Douglas Street, El Segundo, CA 90245.

Show management and/or the official 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 be completed correctly and provide coverage from the first move-in date, November 18 to the last move-out date, November 26.**

Please email certificates 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 suppliers that have not provided a policy to show management on or before the deadline date of October 23.*

## *Show Services Information*

### **Exhibitor Services Provided in Vehicle Space Rental Charge**

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

- Themed carpet in public aisles
- Themed manufacturer identity signs over the public aisle to guide visitors into your display
- Daily vacuum service for all exhibit carpet, turntables and platforms
- Daily emptying of all exhibit area waste containers

Each exhibitor is responsible for carpet, drayage, labor and the rental and payment of tables, chairs, desks, waste cans and any other item used within their display. Cleaning of manufacturer displays and vehicles is the responsibility of the exhibitor.

### **Headquarters Hotels**

Arrangements have been made with the Hyatt Regency Phoenix for special exhibitor rates prior to and during the show. Be sure to mention you are an auto show exhibitor to receive these special room rates.

The Hyatt Regency Phoenix is located at 122 North Second Street in Phoenix. The rate is \$125 for single or double accommodations. The cut-off date for reservations is October 30, 2018. Please call the hotel directly at (602) 252-1234 to reserve your room.

### **Security**

Show management will provide 24-hour guard service beginning Sunday, November 18 at 5 a.m. and will conclude Monday, November 26 at 5 p.m. 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. Please contact Show Management at (323) 216-7557 if you wish to utilize this service.

**NOTE:** *The Valley Automobile Dealers Association and Motor Trend Auto Shows, LLC cannot be held responsible for the theft of items missing from exhibitor areas.*

# *Show Advertising & Publicity*

## **Advertising**

Extensive print, radio, and television advertising will be used to target the entire greater Phoenix area as well as major markets within a 60 mile radius of Phoenix. Advertising will begin the week prior to the opening day of the show and continue through the final day of the show.

## **Dealer Advertising Support**

All dealerships, factories, and dealer advertising groups are asked to proudly support the Arizona International Auto Show by advertising your participation in the show. Your usual radio, television and print ads may be supplemented with a voice-over or drop-in auto show mention. (Example: “See the New 2019 Jeeps at the Arizona International Auto Show, November 22 through 25”.) The Valley Auto Dealers Association greatly appreciates any show advertising you are able to incorporate into your regular advertising schedules.

## **Souvenir Show Program Book**

An Official Souvenir Show Program Book will be published by *Motor Trend* in conjunction with the show. Factories, dealer advertising groups, individual dealers, and allied show exhibitors are encouraged to place an ad in the Program Book.

## **Public Relations**

Auto show press kits, pre-show press releases and all publicity will be prepared and coordinated by Spin Communications.

Are you planning to bring a special display, concept car, pre-production model or unique feature to the show? Please notify Spin Communications at (415) 380-8390 by October 26 to ensure that it is included in the overall show publicity.

A Press Room, located in North 121A on the second floor of the West Building, will be staffed the entire four (4) days of the show. Show Office 4 is accessed via the elevator in Lobby 4. Please send all press materials directly to the Phoenix Convention Center, to ARRIVE no earlier than November 21 with each package clearly marked “Arizona International Auto Show Press Room, Room 121A”.

## General Contractor Information

Services for the Arizona International Auto Show will be provided by:

### GES

**ADDRESS:** GES  
7050 Lindell Road  
Las Vegas, NV 89118-4702  
**PHONE:** (800) 475-2098  
**FAX:** (866) 329-1437

GES will staff their Exhibitor's Service Desk beginning on Sunday afternoon, November 18 and continuing through Monday, November 26, 2018.

### SHIPMENTS:

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

**ADVANCE SHIPPING ONLY:** (Name of Manufacturer)  
(to arrive between Oct 16 and Nov 14) Arizona International Auto Show  
c/o GES  
1740 S. 40<sup>th</sup> Avenue  
Phoenix, AZ 85009

The above address is for shipments that are scheduled to arrive in Phoenix before November 14.

Shipments that are scheduled to arrive at the Phoenix Convention Center can only be accepted per scheduled freight target time. The convention center will not accept freight deliveries prior to this date. Shipments to the show site should be labeled as follows:

**CONVENTION CENTER ONLY:** (Name of Manufacturer)  
(to arrive on your scheduled unloading day) Arizona International Auto Show  
GES  
Phoenix Convention Center  
100 North Third Street  
Phoenix, AZ 85004-2277



# *Discount Admission Tickets*

Advance Discount Admission Tickets for the Arizona International Auto Show in will be available at a cost of \$7.00 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 \$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: November 6, 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](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)** **(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](mailto:clientservices@motortrend.com) or call us at (630) 353-2505