



NEW MEXICO INTERNATIONAL **AUTO SHOW**

New Mexico International Auto Show Booth Exhibitor Information

Thank you for your participation in the New Mexico International Auto Show held at the Albuquerque Convention Center on April 13 – 15, 2018. These guidelines will walk through all the items you will need to know to have a successful show.

Public Show Dates & Hours

Friday, April 13 through Sunday, April 15, 2018

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

Show Location

Albuquerque Convention Center
401 2nd Street NW
Albuquerque, NM 87102
(505) 768-4575
(505) 768-3239 - Fax

Exhibitor Check-In Information

Booth exhibitors need to call Show Management at (714) 732-8788 when you arrive.

Important Rules & Requirements

Booth Vendor Move In

Set up for “S” spaces in the Northwest Hall, “E” and “L” spaces will take place from 1 p.m. to 4 p.m. on Thursday, April 12. All booths must be completed by 8 p.m. on Thursday. (If you only have table top set up and are able to set up on Friday between 8 a.m. -10:30 a.m., you may do so provided you notify show management by Wednesday, April 11.).

If your display will have vehicles, please notify Show Management at (714) 732-8788.

Booth vendors may stage in the marshaling yard behind the facility and can unload directly into the display area.

If you require a forklift for your materials, please contact National Convention Services at (212) 947-8255 or download the form at www.NewMexicoAutoShow.com.

If you need electric in your display, please plan to order in advance to avoid show floor rates. The electrical order form can be downloaded at www.NewMexicoAutoShow.com.

Booth Vendor Move Out

All accessory vendors/booths must be clear of the facility by 10 pm Sunday, April 15.

Exhibitor Restrictions

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 New Mexico. You may contact Kathryn Miller at Treasury at (505) 768-3457 or visit <http://www.tax.newmexico.gov/Businesses/New-and-Small-Business-Education-Center/Pages/Register-your-Business.aspx> 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.

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

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

Vehicle Requirements

Battery Cable - All show vehicles must have the positive battery cable disconnected and taped using UL approved plastic electrical tape.

Gas Tank Level – **The vehicle gas level must be ¼ tank or less than 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 ¼ tank or five gallons, whichever is less, 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 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.

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

Dock Entrance - The dock entrance on 1st Street behind the convention center. Exhibitors will check in with a National Convention Services representative.

Prior to the public opening, all vehicles will be inspected to see that all gas cap and battery cable requirements have been met.

Discount Admission Tickets

Discount admission tickets may be purchased in packs of twenty-five (25) only. These tickets represent a savings of \$3.00 off the regular adult admission price of \$10.00. They may be given away to your family, friends, employees or customers. There are no refunds on unused tickets. Please email Allen Chin at AChin@EnthusiastNetwork.com if you need an order form.

Exhibitor Entrance Procedure

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

All personnel working the show must pick up and sign for their own entrance credentials at the special exhibitor registration desk located in the lower level entrance lobby of the convention center. A business card and a photo driver's license must be presented.

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

NOTE: Due to our liability insurance, 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 Services Provided in Booth Rental Charge

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

- Back drape
- Side drape

A table and two chairs are provided with your booth. Any other items are the responsibility of the exhibitor. These items can be ordered through National Convention Services. The furnishing order form is located in the General Service Contractor Forms at www.NewMexicoAutoShow.com.

Fire Regulations

Exhibitors must comply with all federal, state, and local fire codes which apply to places of public assembly, in particular, Chapters 5, 8, and 31 of the Life Safety Code. All curtains, buntings, draping, etc., of any kind must be flameproof. Special care should be taken not to block or obstruct any fire hose or fire extinguisher cabinets, fire pull boxes, or entrances and exits within the Albuquerque Convention Center.

Liability

Each exhibitor is entirely responsible for the space allotted to them through their contract. Each exhibitor agrees to reimburse the Albuquerque 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.

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 Albuquerque Convention Center, from the use or removal of these items will be charged to the exhibitor. New Mexico Automotive Dealers Association, the Albuquerque Convention Center, National Convention Services and Motor Trend Auto Shows, 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.

Public Admission Prices

Adults (13 & over)----- \$10.00
Senior Citizens (62 & over) -----\$5.00
Military (with any DOD ID) ----- \$5.00
Children (12 and under)----- FREE

Security

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

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

Insurance Requirements

All exhibitors, exhibit houses, porter service companies, and outside service companies providing any equipment or services to the New Mexico International Auto Show or its exhibitors must secure a broad-form comprehensive general liability insurance policy.

All exhibit houses must include all clients on the certificate of insurance to insure proper coverage during the show.

The exhibitor shall procure, at its sole cost and expense, and shall maintain in force at all times during the term of the auto show contract (including move in and move out), policies of insurance as herein below set forth, written by an insurer having a Best's rating of at least "A" and shall deliver to show management evidence of such policies as set forth herein.

These policies shall be endorsed in form acceptable to show management to include a provision that the policy will not be cancelled, materially changed, or not renewed without at least thirty (30) days prior written notice to show management, by certified mail, return receipt requested, and state or be endorsed to provide that the coverage afforded under the policies shall apply on a primary and not on an excess or contributing basis with any policies which may be available to show management. Policies written on a "claims-made" basis are not acceptable. At least two weeks prior to the expiration of the policies, evidence of renewal or replacement policies of insurance, with terms and limits no less favorable as the expiring policies, shall be delivered to show management. Deductibles of self-insured retention above \$25,000 will require approval from show management.

1. A Commercial General Liability insurance policy (I.S.O. Form CG 00 01 or equivalent approved by Show Management) in the Exhibitor's name with the New Mexico Automotive Dealers Association; Motor Trend Auto Shows, LLC; the Albuquerque Convention Center; SMG, the City of Albuquerque; Extreme Ventures, LLC; TEN: A Discovery Communications Company and its subsidiaries and affiliates named as additional insured (I.S.O. Form CG 20 10 or equivalent approved by Show Management) with limits of liability in the amounts of \$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 the New Mexico Automotive Dealers Association; Motor Trend Auto Shows, LLC; the Albuquerque Convention Center; SMG, the City of Albuquerque; Extreme Ventures, LLC; TEN: A Discovery Communications Company 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.
3. Worker's Compensation Insurance (including Employer's Liability Insurance) with limits of \$1,000,000/\$1,000,000/\$1,000,000.

Insurance Requirements (cont.)

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 may be supplied 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 New Mexico Automotive Dealers Association; Motor Trend Auto Shows, LLC; the Albuquerque Convention Center; SMG, the City of Albuquerque; Extreme Ventures, LLC; TEN: A Discovery Communications Company and its subsidiaries and affiliates are additional insured on all policies (except Worker's Compensation), (5) reference the auto show name and location on the face of the Certificate and (6) expressly reference the inclusion of all required endorsements.

If requested by Show Management, the Exhibitor must furnish within thirty (30) days of a request proof that the person signing the Certificate is authorized by the insurance carrier.

If, at any time during the period of this contract, insurance as required is not in effect, or proof thereof is not provided to Show Management, Show Management shall have the options to: (1) direct the Exhibitor to suspend work with no additional cost or extension of time due on account thereof, (2) obtain the required insurance at Exhibitor's expense providing Show Management with coverage immediately, or (3) treat such failure as an event of default.

The Contractor shall immediately file with Show Management (with a copy to Event Services Dept.), 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 Auto Shows, LLC, 831 South Douglas Street, El Segundo, CA 90245.

All policies must provide coverage from the first move in date, April 10 to the last move out date, April 16, 2018. Please be sure to add the additional insured information.

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 March 13.*

Please email certificates of insurance to Allen Chin at ACHin@EnthusiastNetwork.com.

Directory of Contractors & Facilities

ON-SITE SHOW MANAGEMENT

Albuquerque Convention Center
East Lobby Registration Desk
Phone: (714) 732-8788

SHOW FACILITY

Albuquerque Convention Center
401 2nd Street NW
Albuquerque, NM 87102
Phone: (505) 768-4575
Fax: (505) 768-3239

SHOW OFFICE PRIOR TO SHOW

New Mexico International Auto Show
831 South Douglas Street
El Segundo, CA 90245
Phone: (310) 531-5984
Fax: (323) 843-9224

INSTALLATION/DISMANTLING MATERIAL HANDLING & SHIPPING SERVICES

National Convention Services
145 West 30th Street
New York, NY 10001
Phone: (212) 947-8255
Fax: (212) 947-8006

ELECTRICAL SERVICES

Albuquerque Convention Center
401 2nd Street NW
Albuquerque, NM 87102
Phone: (505) 768-3863
Fax: (505) 768-3825

TELECOM SERVICES

Showtel Communications
Sycamore Communications Corporation
233 N. Guadalupe, Suite 290
Santa Fe, NM 87501
Phone: (888) 679-6111
Fax: (505) 992-2765

HEADQUARTERS HOTEL

Doubletree Hotel Albuquerque
201 Marquette Avenue, NW
Albuquerque, NM 87102
Phone: (505) 247-3344
Fax: (505) 247-7025

SHOW MANAGEMENT COMPANY

Motor Trend Auto Shows
831 South Douglas Street
El Segundo, CA 90245
Phone: (310) 531-5984
Fax: (323) 843-9224

PUBLIC RELATIONS

Scott Finn
TENEventPR@EnthusiastNetwork.com
Phone: (323) 308-5600

VEHICLE DETAILING

Cosmetic Car Care
12 Mauchly, Bldg F
Irvine, CA 92618
Phone: (949) 453-1200
Fax: (949) 453-1207

Professional Detailers
22622 Lambert St., Suite 305
Lake Forest, CA 92630
Phone: (949) 460-0314
Fax: (949) 460-0339

Auto Mojo
310-B Simmons Road
Knoxville, TN 37922
Phone: (865) 777-1250
Email: trmer@ndigroup.com