



NEW MEXICO INTERNATIONAL **AUTO SHOW**

This Service & Information Manual contains material which is vital to the successful planning, marketing and management of your display in the 2020 New Mexico 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 requests that you employ the services of MotorTrend Group Deco, this year's official show contractor, for your greatest efficiency and ease, since they are familiar with the show and work schedule.

Please note that insurance policies must provide coverage for all dates from move in through move out. All policies must include all of the required additional insured information as listed in the Important Rules and Requirements section of this manual. Please refer to the sample insurance form enclosed, as all insurance policies must be completed correctly. Policies that are not completed correctly will be returned. All exhibit set up contractors/supervisors 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 Albuquerque Convention Center.

The most up-to-date exhibitor information, including CAD floor plans (DWG Format), can be downloaded from the Internet at www.NewMexicoAutoShow.com. The information is located in the "exhibitors" section of the web site.

It is important that you review this manual with those persons or agents having responsibility for your participation in the show. MotorTrend Auto Shows thanks you for your cooperation and we wish you a most successful 2020 New Mexico International Auto Show!

Show Management
MotorTrend Auto Shows
MotorTrend Group, LLC

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Exhibitor Action Item Checklist **2020 New Mexico International Auto Show**

Action Items	Due Date
Mailed floor plan & electrical blueprints to MTAS & the convention center	March 13
Contacted GSC for labor	March 13
Liability insurance policy to MTAS	March 20
Ordered electrical service	March 20
Ordered internet service	March 15
Ordered discount admission tickets	March 20

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

MotorTrend Group Deco
Phone: (501) 652-0731

ELECTRICAL SERVICES

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

TELECOM SERVICES

Albuquerque Convention Center
401 2nd Street NW
Albuquerque, NM 87102
Phone: (505) 573-0758
Fax: (866) 434-5427

HEADQUARTERS HOTEL

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

SHOW MANAGEMENT COMPANY

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

PUBLIC RELATIONS

Scott Finn
Scott.Finn@Motortrend.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

General Show Information

Public Show Dates & Hours

Friday, April 3 through Sunday, April 5, 2020

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

Show Management

For immediate assistance, please contact Trevor Trumbo at (714) 732-8788.

Registration & Information Desk

A registration and information desk for all show exhibitors and visitors will be provided in the Entrance Lobby adjacent to the escalators. It will be open all show days.

Employee Days

Dealership employees submitting proof of dealership employment or a paycheck stub, along with a driver's license at the exhibitor registration desk will receive free admission to the show all show days.

VIP Charity Preview

A VIP Charity Preview is not scheduled.

Move In & Set Up Information

Electric and Carpeting

Monday, March 30, 2020 is reserved for floor marking and installation of electrical. Carpet will be installed in all spaces on Tuesday, March 31, starting at 8 a.m.

Freight & Factory Displays

Unloading will begin on Tuesday, March 31 at 3 p.m. MotorTrend Group Deco will be contacting exhibitors for their specific target times. Trucks will not be permitted to enter the unloading area until their scheduled time. **The display supervisor should be on site at the start of the freight target time in order to direct crate placement.**

NOTE: *Overtime penalties will apply to all exhibitors who do not check in during their appropriate time slots.*

Exhibit Set Up Schedule

Exhibit set-up will be on Wednesday, April 1. Labor can be scheduled to start at 8 a.m. All crates must be emptied by 5 p.m. on Wednesday, so these can be removed by MotorTrend Group Deco that evening. All exhibit areas must be ready by 1 p.m. on Thursday, April 2 in order to receive and place show vehicles. Exhibits must be show ready by 8 p.m. on Thursday in order for final show cleaning before opening.

Show Vehicles

Vehicle move in will take place on Thursday, April 2. Vehicle move in will be 8 a.m. – 4 p.m. for M and S spaces. All show vehicles must enter the convention center on this day.

Exhibitors are responsible for their own parking if vehicles are staged prior to move in or after move out at the convention center garage.

Exhibitors or your porter service company will be responsible for any stains that are made by tire treads or dressing. Once the vehicles have been placed and detailed, exhibitors may remove the plastic and place it in the public aisle for collection by MotorTrend Group Deco.

NOTE: *Vehicles to be displayed on a turntable or platform will be allowed to enter the building on Wednesday, April 1 provided your display is ready to accommodate the vehicle.*

Please see Show Management if you wish to have an earlier vehicle move in. This will be permitted provided your space is ready to receive vehicles.

Move In for Southwest Hall, Accessory Vendors/Booths

Set up for “E” and “L” spaces will take place from 1 p.m. to 4 p.m. on Thursday, April 1. 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 1.)

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.

Tuesday, March 31	8 a.m. - 8 p.m.
Wednesday, April 1	8 a.m. - 8 p.m.
Thursday, April 2	8 a.m. - 8 p.m.

Move Out Information

Move Out & Building Access Hours

Move out will begin on Sunday, April 5, 2020 at 6 p.m.

MotorTrend Group Deo will begin removing aisle carpet at 6 p.m. in exhibit areas where the public has cleared.

Exhibitors may attach the battery cables at 6 p.m., but you may not begin vehicle move out until the announcement has been made to do so.

All vehicles must be removed from the convention center on Sunday evening, April 5 by 8:30 p.m.

All crates will be returned to each display area beginning at 7:00 p.m.

Manufacturer move out will take place on Monday, April 6 from 8 a.m. to 1 p.m. All crates need to be ready by 1 p.m.. All manufacturer spaces must be clear of the facility by 6 p.m. on Monday, April 6.

All accessory vendors/booths must be clear of the facility by 7 p.m. on Sunday.

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 rates. We recommend that remaining literature be placed in vehicle trunks and returned to the participating dealerships for use in the showroom.

Ticketing & Exhibitor Admittance Information

Public Admission Prices

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

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.

NOTE: *Please see the enclosed form to order your discount admission tickets and return the form to MotorTrend Auto Shows no later than March 20. All ticket orders must be prepaid.*

Salespersons Entrance Procedure

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

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

Employees, relatives, neighbors and friends of exhibitors will not be eligible for free admission to the auto show.

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

NOTE:

Due to our insurance coverage, no one under the age of 16 years old will be permitted in the Albuquerque Convention Center during set up or tear down.

Vehicle Clean-Up Personnel

Vehicle clean up personnel will be admitted daily at 8 a.m.

In order to retain 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.

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.

All porter service, temporary employees and display clean-up personnel will be required to provide their vehicle driver's license to gain entrance to the show.

Aisles for Emergency Purposes

The Fire Department requires that all exhibitors leave two feet (2') of space on any border of their exhibit that adjoins another display area. This will maintain a four-foot (4') emergency aisle running between each space. In addition, exhibitors must set back one foot (1') off of any public aisle.

Alcoholic Beverages & Food Items

Alcoholic beverages and/or food may not be brought into the Albuquerque 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 Albuquerque Convention Center.

All interior and exterior exits and exit ways must remain clear at all times. Fire lanes shall be kept clear at all times.

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 these public doors free of blockage by any show vehicles. The same holds true for the construction of displays, staging, walls, turntables, signs, etc.

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 1/4 tank or 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 the requirement, the vehicle will not be permitted to enter the building.

Gas Cap Requirements – All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of fuel vapors.

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

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

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.

Fueling and de-fueling of vehicles within the facility is strictly prohibited.

Vehicles shall not be moved at any time during exhibit hours.

Exhibit Blueprints

All vehicle exhibitors participating in the 2020 New Mexico International Auto Show must provide a scale electrical blueprint of their display to MotorTrend Auto Shows and the Albuquerque Convention by March 13. Contact information is available on page 1. These blueprints will be used by the center to install electric lines prior to carpet installation. **Please be sure to include telephone placement, electrical needs and the height of your display properties on your blueprints.** MTAS blueprints can be e-mailed in PDF or DWG format to Trevor Trumbo at: trevor_trumbo@motortrend.com.

Signs & Banners

All exhibit signs must be free standing or floor-type signs. No signs, banners, plaques or pennants can be hung from the ceiling, walls or perimeter drapes. All signs must be professionally manufactured and have a finished surface on all edges and sides.

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.

Signs cannot block the view of other exhibitors. In the case of a complaint, the decision on whether a sign remains or must be relocated is up to show management.

Display Placement

The maximum permissible height for displays is twenty-four feet (24') in "M" spaces and fourteen feet (14') in "S" spaces. Exhibitors should contact Show Management if they have any questions regarding ceiling height.

Placement of exhibits cannot interfere, block, or extend into other exhibits or block emergency exits. An exhibitor could be required to change the location or configuration of their exhibit or vehicle placement should they interfere with the rights of other exhibitors.

All exhibits must be capable of standing by themselves and no supporting wires from the ceiling or draped walls will be permitted.

Important Rules & Requirements

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 Albuquerque Convention Center.

All public address systems must be kept to a volume so as not to disturb your neighboring exhibitors.

Under no circumstances are helium balloons or adhesive-back decals to be given away or permitted to be used in the convention center. Any cost incurred by the Albuquerque Convention Center from the use or removal of these items will be charged to the exhibitor. The Albuquerque Convention Center, New Mexico Automotive Dealers Association, and MotorTrend Auto Shows assume no liability or responsibility for any loss or theft.

Music at the Show

Due to ASCAP and BMI licensing restrictions, there cannot be any music played in any display at the New Mexico 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.

Licensing

All booth exhibitors must be licensed to do business in the State of New Mexico and have a current sales tax number for any direct retail selling from the show floor.

Liability

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

Therefore, it is the exhibitor's responsibility to provide their own insurance coverage for vehicles, exhibits and materials.

Important Rules & Requirements

Insurance Requirements

All exhibitors, exhibit houses, porter service companies, and outside service companies providing any equipment or services to the 2020 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; MotorTrend Auto Shows; the Albuquerque Convention Center; SMG, the City of Albuquerque; 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.
2. Automobile and Truck Liability Insurance Policy in the Exhibitor's name with the New Mexico Automotive Dealers Association; MotorTrend Auto Shows; the Albuquerque Convention Center; SMG, the City of Albuquerque; 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.
3. Worker's Compensation Insurance (including Employer's Liability Insurance) with limits of \$1,000,000/\$1,000,000/\$1,000,000.

Important Rules & Requirements

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; MotorTrend Auto Shows; the Albuquerque Convention Center; SMG, the City of Albuquerque; 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 (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 MotorTrend Group, LLC, 831 South Douglas Street, El Segundo, CA 90245.

All policies must provide coverage from the first move in date, March 31 to the last move out date, April 6, 2020. 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 8.*

Please email certificates of insurance to Trevor Trumbo at trevor_trumbo@motortrend.com.

Show Services Information

Exhibitor Services Provided in Vehicle Space Rental Charge

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

- Wall-to-wall exhibit carpet
- Themed carpet in public aisles
- Daily vacuum service for all exhibit carpet, turntables and platforms
- Daily emptying of all exhibit area waste containers

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

Security

Show Management will provide 24-hour guard service on all show floors, beginning on Tuesday, March 31 at 5 p.m. and concluding on Monday, April 6 at 8 a.m. This service is for the overall safety and security of the show and its participants.

We ask that you cooperate with all security guards working the show, particularly at the entrances and exits. All exhibitors and personnel working the show must enter and exit through the main public entrance located on the lower level of the convention center. Doors to the outside on the actual show floors may not be used and are not to be propped open.

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

If you need to hire booth security, you must utilize the auto show's approved event security company for insurance purposes. Please contact Trevor Trumbo at (714) 732-8788 for more information.

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

Show Advertising & Publicity

Advertising

Extensive print, radio, television, and outdoor advertising will be used. Advertising will begin ten (10) days prior to the opening of the show and continue through the close of the show.

We have contacted all major radio, television, and newspaper representatives to seek their support, sponsorship, and extensive PR coverage of this year's exciting event.

Dealer Advertising Support

All dealerships, factories and dealer advertising groups are asked to proudly support the 2020 New Mexico 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 2020 Subaru at the New Mexico International Auto Show, April 3 through 5"). The New Mexico Automotive Dealers Association greatly appreciates any show advertising you are able to incorporate into your regular advertising schedules.

Publicity

MotorTrend Auto Shows will be heading all promotional efforts at the New Mexico International Auto Show. Please contact them at Scott.Finn@motortrend.com for any public relations needs you may have.

Are you planning to bring a special display, concept car, pre-production model or unique feature to the show? Please notify MotorTrend Auto Shows by March 20 to ensure that it is included in the overall show publicity.

General Contractor Information

Services for the 2020 New Mexico International Auto Show will be provided by:

MotorTrend Group Deco

CONTACT: Mike Lancaster
TELEPHONE: 501-652-0731
ADDRESS: 831 South Douglas St.
El Segundo, CA 90245

MotorTrend Group Deco will staff their Exhibitor's Service Desk beginning at 12 noon on Tuesday, March 31 and continuing through Monday, April 6.

SHIPMENTS:

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

(Name of Manufacturer)
2020 New Mexico International Auto Show
Albuquerque Convention Center
401 Second Street NW
Albuquerque, NM 87102

Shipments that are scheduled to arrive at the Albuquerque Convention Center can only be accepted beginning at 8 a.m. on Tuesday, March 31. The Albuquerque Convention Center will not accept freight deliveries prior to this date.

Discount Admission Tickets

Advance Discount Admission Tickets for the New Mexico 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.

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 20, 2020.



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) ** 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 or call us at (630) 353-2505