



## **Pennsylvania Auto Show Booth Exhibitor Information**

Thank you for your participation in the Pennsylvania Auto Show held at the PA Farm Show Complex and Expo Center on January 28 – 31, 2016. These guidelines will walk through all the items you will need to know to have a successful show.

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

Thursday, January 29 through Sunday, January 31, 2016

Thursday	1 p.m.	to	9 p.m.
Friday & Saturday	10 a.m.	to	9 p.m.
Sunday	10 a.m.	to	5 p.m.

### **Show Location**

PA Farm Show Complex and Expo Center  
2300 N. Cameron Street  
Harrisburg, PA 17110  
(717) 787-5373

### **Show Office**

The Auto Show Office will be located in the lower connector. The phone number is (717) 783-2815.

Wednesday, January 27	8 a.m.	to	5 p.m.
Thursday, January 28	9 a.m.	to	9 p.m.
Friday, January 29	8 a.m.	to	9 p.m.
Saturday, January 30	8 a.m.	to	9 p.m.
Sunday, January 31	8 a.m.	to	5 p.m.

# *Important Rules & Requirements*

## **Booth Vendor Move In**

Set-up for booth vendors begins at 1 p.m. Wednesday, January 27 until 6 p.m. All booths and displays must be completed by 6 p.m. on Wednesday.

Exhibitors may use two wheel carts to unload any materials up to 1,000 pounds. There will be a charge for any freight move in exceeding 1,000 pounds.

Any materials shipped to the PA Farm Show Complex and Expo Center will be subject to National Convention Services handling charges. Please refer to the Material Handling form in the General Contractor forms on shipping to show site.

If you need electric, please plan to order in advance to avoid show floor rates. Please refer to the electrical order form. **No electrical orders will be placed without a completed electrical order form.**

## **Exhibitor Move Out**

Move out will begin on Sunday, January 31 at 5 p.m. All display items and/or product must be removed by 9 p.m. on Sunday.

## **Exhibitor Restrictions**

**Height** – 8' maximum height

**Sides** – Sides must remain open above the three-foot divider rail to prevent blocking the view of exhibitors on either side.

**Overheads** – No canopies or tents of any kind are permitted in booth areas.

**Sale Items** – Only items approved and listed on the space contract are permitted to be displayed or offered for sale to the public. **All exhibitors who will be selling at the auto show must be licensed to do business in the State of Pennsylvania. A copy of your sales license must be submitted to TClne@EnthusiastNetwork.com on or before January 8. Exhibitors will not be permitted to set up unless MTAS has a copy of their sales license.** Please visit <http://www.revenue.state.pa.us/> 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.

## **Discount Admission Tickets**

Discount admission tickets may be purchased in packs of twenty-five (25) only. These tickets represent a savings of \$4.00 off the regular adult admission price of \$10.00. They may be given away to your family, friends, employees or customers. These must be purchased by January 8, 2016. **There are no refunds on unused tickets.** An order form is enclosed for your convenience.

## **Exhibitor Entrance Procedure**

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

Each exhibitor is responsible for emailing a list of names of personnel working in their exhibit area during the show. Please email the list marked Pennsylvania exhibitor badge request to [TCLine@EntusiastNetwork.com](mailto:TCLine@EntusiastNetwork.com) by January 21, 2016. After this date, the list will need to be given to the registration desk or show office on site.

All personnel working the show must pick up and sign for their own entrance credentials at the special exhibitor registration desk located in the show 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:*** *No one under the age of 16 years old will be permitted to enter with an exhibitor badge. In accordance with our liability insurance, no children under the age of 16 are permitted in the convention center during set up or tear down.*

## **Exhibitor Dress Code**

All personnel working within your exhibit area must wear suitable attire. A uniform appearance for all employees representing your company is preferred. Ripped shirts, printed t-shirts, jeans with holes, dirty jeans or sneakers are not acceptable show attire. **Booth personnel not dressed accordingly will not be admitted into the show.**

## **Exhibitor Presentation Restrictions**

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

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

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 PA Farm Show Complex and Expo 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 PA Farm Show Complex and Expo Center, from the use or removal of these items will be charged to the exhibitor.

### **Parking Passes**

Parking passes are available BEFORE the show on a 'limited' bases. Please complete the order form enclosed. (Limit of 5 provided)

### **Exhibitor Services Provided in Booth Rental Charge**

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

- 8' back drape
- 3' side drape

Any other items such as tables, chairs, waste cans are the responsibility of the exhibitor. These items can be ordered through National Convention Services. Please refer to the Furnishing order form in the National Convention Services kit for details.

### **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 PA Farm Show Complex and Expo Center.

### **Headquarter Hotels**

The SpringHill Suites by Marriott is located at 15 Capital Drive in Harrisburg, PA. The cut-off date for reservations is December 24, 2015. Please call the hotel directly at (717) 540-5100 to reserve your room.

### **Liability**

Each exhibitor is entirely responsible for the space allotted to them through their contract. Each exhibitor agrees to reimburse the PA Farm Show Complex and expo Center for any damage to the floor, ceilings or walls within his contracted area.

The Harrisburg Automotive Trade Association, the PA Farm Show Complex and Expo Center, National 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 ( <i>13 &amp; over</i> )-----	\$10.00
Senior Citizens ( <i>62 &amp; over</i> )-----	\$6.00
Active Military ( <i>with ID</i> )-----	\$6.00
Students ( <i>with ID</i> )-----	\$6.00
Children ( <i>12 and under</i> )-----	FREE

## Security

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

**NOTE:** *The Harrisburg Automotive Trade 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 2016 Pennsylvania 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 Harrisburg Automotive Trade Association; the State Farm Show Commission; Motor Trend Auto Shows, LLC; TEN: The Enthusiast Network 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 Harrisburg Automotive Trade Association; the State Farm Show Commission; Motor Trend Auto Shows, LLC; TEN: The Enthusiast Network 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 Harrisburg Automotive Trade Association; the State Farm Show Commission; Motor Trend Auto Shows, LLC; TEN: The Enthusiast Network. 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, 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 Auto Shows, 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, January 25 to the last move out date, February 1, 2016.**

**Please forward your Certificate of Insurance via e-mail to [AOfiesh@EnthusiastNetwork.com](mailto:AOfiesh@EnthusiastNetwork.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 prior to move in.*

# *Directory of Contractors & Facilities*

## SHOW OFFICE PRIOR TO SHOW

Pennsylvania Auto Show  
831 South Douglas Street  
El Segundo, CA 90245  
**Phone:** (717) 215-9231  
**Fax:** (717) 795-2758

## SHOW BUILDING

Pennsylvania State Farm Show Complex  
2300 North Cameron Street  
Harrisburg, PA 17110  
**Phone:** (717) 787-5373  
**Fax:** (717) 783-8710

## OFFICIAL GENERAL CONTRACTOR

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

## ELECTRICAL SERVICES

Jason Mahoney  
The Farm Show Commission  
State Farm Show Complex, Main Floor Office  
2301 N. Cameron Street  
Harrisburg, PA 17110  
**Phone:** (717) 783-2141

## TELEPHONE SERVICE

Verizon  
7821 New Falls Road  
Levittown, PA 19055  
**Phone:** (800) 479-1919

## FOOD CONCESSIONAIRE

Centerplate  
2301 North Cameron Street  
Harrisburg, PA 17110  
**Phone:** (717) 233-3120

## HEADQUARTER HOTEL

SpringHill Suites by Marriott  
115 Museum Drive  
Hummelstown, PA 17033  
**Phone:** (717) 540-5100  
**Fax:** (717) 540-5109

## SHOW MANAGEMENT COMPANY

Motor Trend Auto Shows, LLC  
831 South Douglas Street  
El Segundo, CA 90245  
**Phone:** (717) 215-9231  
**Fax:** (717) 795-2758

## PUBLIC RELATIONS

Motor Trend Auto Shows, LLC  
**Email:** [TENEventPR@EnthusiastNetwork.com](mailto:TENEventPR@EnthusiastNetwork.com)

## SECURITY

Harrisburg Bureau of Police  
123 Walnut Street  
Harrisburg, PA 17101  
**Phone:** (717) 255-3010  
**Fax:** (717) 255-6547



## **Discount Admission Tickets**

Advance Discount Admission Tickets will be available at a cost of \$6.00 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 \$150.00

### **PROCEDURE FOR ORDERING YOUR TICKETS:**

1. Complete the order form below indicating the number of ticket packs you desire. Email completed order form to Tina Cline at [TCline@EnthusiastNetwork.com](mailto:TCline@EnthusiastNetwork.com).
2. You will then receive a credit card authorization form to pay via secure email ([eventpayments@EnthusiastNetwork.com](mailto:eventpayments@EnthusiastNetwork.com)) or secure eFax (630-963-6209).

### **Unused tickets are not refundable.**

Quantity of Packs Desired \_\_\_\_\_ @ \$150 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: January 8, 2016**

# ***Pennsylvania Auto Show*** **Parking Permit Order Form**

Complimentary exhibitor parking with “in and out” privileges is available for the Pennsylvania Auto Show when a Special 4-day Parking Permit is ordered in advance. These permits are good for all four show days, Thursday, January 28 through Sunday, January 31, 2016. **A PARKING PERMIT MUST BE DISPLAYED ON YOUR VEHICLE’S DASHBOARD IN ORDER TO GAIN ADMITTANCE TO THE PARKING LOT ON SHOW DAYS.**

**Number of 4-Day Permits:** \_\_\_\_\_

One day parking permits can also be ordered. These permits do NOT allow “in and out” privileges and are good for one day only.

**Number of One Day Only Permits** \_\_\_\_\_

**PROCEDURE FOR ORDERING:** Complete the order form below. Please print or type the information. **Show management has a limited supply of parking permits, please limit your orders.**

COMPANY: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_  
(Permits will be shipped to this location via UPS. **No P.O. Boxes.**)

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SPACE OR BOOTH NUMBER(S): \_\_\_\_\_ TELEPHONE #: (\_\_\_\_) \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_  
Print Name Signature

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Please return this order form to:**

Tina Cline  
Pennsylvania Auto Show  
Telephone: (717) 215-9231  
Fax: (717) 795-2758  
Email: TCline@EnthusiastNetwork.com

**Deadline Date for Orders: January 8, 2016**