



## Booth Exhibitor Information

Thank you for participating in the Quad City Regional Auto Show held at The RiverCenter, February 9 – 11, 2018. These guidelines will walk you through all the items you will need to know to have a successful show.

### Show Dates & Hours

**Friday, February 9 through Sunday, February 11, 2018**

Friday.....10 a.m. – 9 p.m.  
Saturday .....10 a.m. – 9 p.m.  
Sunday.....10 a.m. – 5 p.m.

### Admission Prices

Adults (*13 & over*) ..... \$8.00  
Senior Citizens (*62 & over*) ..... \$6.00  
Children (*12 & under*)..... FREE

### Show Location

The RiverCenter/Adler Theatre  
136 East Third Street  
Davenport, IA 52801  
(563) 326-8500

### Show Management

Show management will occupy the North Show Office of the Great Hall (just inside the show entrance by the Chevrolet display), and is available onsite by calling (917) 445-4994.

## **Important Rules & Requirements**

### **Booth Vendor Move-In**

**All booth vendors can set-up on Thursday, February 8 from 8 a.m. - 3 p.m. All booths and displays must be set & operational by 3 p.m. on Thursday, February 8.**

If your display will have a vehicle(s), please notify Show Management at least 30 days prior to the show.

All exhibit properties and materials must be hand-carried into the facility or handled by Event Management Unlimited.

Any materials shipped to the RiverCenter will be subject to Event Management Unlimited handling charges. Please refer to the Material Handling form in the Event Management Unlimited forms included in this information packet for details on shipping to show site. Should you have any questions or concerns or need help in determining the service needed for your exhibit, please contact Event Management Unlimited at [eventmgmtpmf@gmail.com](mailto:eventmgmtpmf@gmail.com) prior to show move-in.

If you need electric, please plan to order in advance to avoid show floor rates. Please refer to The RiverCenter electrical order form in this kit.

### **Exhibitor Move-Out**

Move-out will begin on Sunday, February 11 at 5 p.m. All display items and/or product must be removed by 8 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 Iowa.

Exhibitors warrant and represent that any items sold or displayed within the exhibit space do not infringe on the intellectual property rights of any third party. In the event the exhibitor breaches any warranty or representation, Show Management may remove the exhibitor from the show, and the exhibitor shall indemnify defend and hold harmless Show Management.

Decorations, signs, banners and streamers may not be attached, taped, nailed or otherwise fastened to any ceiling, window, painted surface or wall of the exhibit halls.

## ***Important Rules & Requirements (continued)***

### **Exhibitor Restrictions (cont.)**

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 RiverCenter, from the use or removal of these items will be charged to the exhibitor.

### **Exhibitor Entrance Procedure**

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

Company/dealership name-plates will serve as show ID/badge. If personnel do not have a company name-plate then they can sign-in and pick up their own entrance credentials from the Show Office, located just inside the Great Hall show entrance. A business card and a photo driver's license must be presented to obtain a show badge.

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

**NOTE:** *In accordance with our liability insurance, no one under the age of 16 years old will be permitted to enter 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.

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

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

- Back drape
- Side drape
- One 6' draped table (black)
- Two (2) side chairs

Any other booth furniture or display items are the responsibility of the exhibitor. These items can be brought in or ordered through Event Management Unlimited. Please refer to the Order form(s) in this packet.

## ***Important Rules & Requirements (continued)***

### **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 RiverCenter.

### **Hotels**

#### **Hotel Blackhawk**

200 E. 3rd Street  
Davenport, Iowa 52801  
Phone: (563) 322-5000  
Toll free: 888-525-4455  
[www.hotelblackhawk.com](http://www.hotelblackhawk.com)

#### **Radisson Quad City Plaza**

111 E 2nd Street  
Davenport, IA 52801  
Phone: (563) 322-2200  
Toll free: 866-460-7456

### **Liability**

Each exhibitor is entirely responsible for the space allotted to them through their contract. Each exhibitor agrees to reimburse the RiverCenter for any damage to the floor, ceilings or walls within his contracted area. *Motor Trend Auto Shows, LLC, The Quad City Regional Auto Show, the RiverCenter, and Event Management Unlimited assume no liability, and cannot be held responsible, for the loss or theft of any items from exhibit areas.* Therefore, it is the exhibitor's responsibility to provide their own insurance coverage for vehicles, exhibits, and materials within their display(s).

If your display contains something of particular value, it is recommended that you secure it overnight in the Show Office or Security Room.

### **Insurance Requirements**

All exhibitors, exhibit houses, porter service companies, and outside service companies providing any equipment or services to the 2017 Quad City Auto Show or its exhibitors must secure a broad-form comprehensive general liability insurance policy. All exhibit houses must also 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

## ***Important Rules & Requirements (continued)***

### **Insurance Requirements (cont.)**

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 RiverCenter; Motor Trend Auto Shows, LLC; Event Management Unlimited, 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 RiverCenter; Motor Trend Auto Shows, LLC; Event Management Unlimited, 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 RiverCenter; Motor Trend Auto Shows, LLC; Event Management Unlimited, 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.

## ***Important Rules & Requirements (continued)***

### **Insurance Requirements (cont.)**

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

The Contractor shall immediately file with show management, 831 South Douglas Street, El Segundo, CA 90245, a notice of any occurrence likely to result in a claim against show management.

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, February 6, 2017 to the last move-out date, February 13, 2017.**

**The certificate holder is Motor Trend Auto Shows, LLC, 831 South Douglas Street, El Segundo, CA 90245.**

Please forward your Certificate of Insurance via e-mail to Allen Chin at [ACHin@EnthusiastNetwork.com](mailto:ACHin@EnthusiastNetwork.com).

## ***Directory of Contractors & Facilities***

### **SHOW MANAGEMENT**

Motor Trend Auto Shows, LLC  
831 S. Douglas Street  
El Segundo, CA 90245  
**Contact:** Derek Walsh, Director of Event  
Experience

**Office:** (310) 531-5986

**Mobile:** (310) 259-2794

**E-mail:** [dwalsh@enthusiastnetwork.com](mailto:dwalsh@enthusiastnetwork.com)

### **SHOW FACILITY**

The RiverCenter/Adler Theatre  
136 East Third Street  
Davenport, IA 52801

**Phone:** (563) 326-8500

**Fax:** (563) 326-8505

### **PUBLIC RELATIONS**

Nissi Marketing, Inc.  
21110 Holden Drive  
Davenport, IA 52806

**Phone:** (563) 388-6744

**Fax:** (563) 386-8289

### **INSTALLATION-DISMANTLE LABOR, FURNITURE & MATERIAL HANDLING SERVICES**

Event Management Unlimited  
1715 5th Ave.  
Moline, IL 61265

**Phone:** (309) 797-3900

**Fax:** (309) 797-3160

**E-mail:** [eventmgmtpmf@gmail.com](mailto:eventmgmtpmf@gmail.com)

### **ADVANCE FREIGHT - WAREHOUSE**

Roederer Transfer  
513 Fillmore Street  
Davenport, IA 52802

### **ELECTRICAL SERVICES**

The RiverCenter/Adler Theatre  
136 East Third Street  
Davenport, IA 52801

**Phone:** (563) 326-8500

**Fax:** (563) 326-8505

### **TELEPHONE SERVICES**

The RiverCenter/Adler Theatre  
136 East Third Street  
Davenport, IA 52801

**Phone:** (563) 326-8500

**Fax:** (563) 326-8505

### **VEHICLE DETAILING**

#### *Professional Detailers*

22622 Lambert Street, Suite 305  
Lake Forest, CA 92630

**Phone:** (949) 460-0314

**Fax:** (949) 460-0339

#### *Cosmetic Car Care*

12 Mauchly, Bldg. F  
Irvine, CA 92618

**Phone:** (949) 453-1200

**Fax:** (949) 453-1207

#### *Auto Mojo*

310-B Simmons Road  
Knoxville, TN 37922

**Phone:** (865) 777-1250

**Fax:** (865) 675-9755

### **FLORIST**

Colman Florist & Greenhouses, Inc  
2754 Twelfth Street  
Rock Island, Illinois 61201

**Phone:** (800) 827-1385

**Fax:** (309) 786-4435



## **Discount Admission Tickets**

E-MAIL TO: [susan@nissimarketing.com](mailto:susan@nissimarketing.com)  
for Quad City Regional Auto Show

Advance Discount Admission Tickets are available at a cost of \$5.00 each – \$3.00 OFF the regular adult admission price. Tickets are only sold in packs of 25 at a cost of \$125.00 per pack.

**PROCEDURE FOR ORDERING YOUR TICKETS:** Complete the order form below indicating the number of ticket packs you desire. Email completed order form to Tina Cline at [susan@nissimarketing.com](mailto:susan@nissimarketing.com). You will then receive a credit card authorization form to pay via secure email ([eventpayments@enthusiastnetwork.com](mailto:eventpayments@enthusiastnetwork.com)).

**Unused tickets are not refundable.**

Your order for tickets, in packs of 25 **ONLY**, should be emailed as soon as possible to the email address shown above.

Quantity of Packs (packs of 25) \_\_\_\_\_ @ \$125.00 each = \$ \_\_\_\_\_

Please print or type the following information:

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

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

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

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

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

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

***Order Deadline Date: January 15, 2018***