



This Service & Information Manual contains material that is vital to the successful planning, marketing and management of your display in the *2022 Quad City Regional 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 Event Management Unlimited (EMU), this show's official general contractor, for your greatest efficiency and ease since they are most familiar with the show and its work schedule. All independent contractors must coordinate their work schedules with Event Management Unlimited and comply with all EMU guidelines and insurance requirements.

Please note that insurance policies must provide coverage for all dates from move-in through move-out (Monday, Feb. 28 – Monday, Mar. 7) and all required information and additional insureds as listed in the Important Rules & Requirements section of this manual. Please refer to the sample insurance form enclosed, as all insurance policies must be completed correctly. All exhibit set up contractors must submit a correct and complete policy at least twenty (20) days prior to the first move in day of the show or they will not be permitted to work at Bend XPO.

The most up-to-date exhibitor information, including floor plans, can be downloaded from the internet at www.quadcityautoshow.com.

It is important that you review this manual with those persons or agents having responsibility for your participation in the show. Show management thanks you for your cooperation and we wish you a most successful 2022 Quad City Regional Auto Show!

Show Management

Exhibitor Action Item Checklist
2022 Quad City Regional Auto
Show

Action Items	Deadline Date	Completed
Mail liability insurance policy to show management	Feb 8	<input type="checkbox"/>
Mail display blueprints + electrical placements to show management & the RiverCenter	Feb 8	<input type="checkbox"/>
Submit order(s) to Event Management Unltd. <i>(labor, freight handling, furniture, signs, etc.)</i>	Feb 18	<input type="checkbox"/>
Submit orders to RiverCenter <i>(electrical, telephone/internet)</i>	January 31	<input type="checkbox"/>

AUTO SHOW COORDINATOR

AD Strategies
101 Bay St, Suite 201
Easton MD 21601
Office 410 822-2450 x16
Fax 888-456-2450
Alastair Gracie - alastairg@adstrategies.com

DECORATOR: FURNISHINGS, FREIGHT HANDLING, LABOR, & FORK LIFT SERVICES

Event Management Unlimited .
Patrick Frese, President
4343 16th St. #130
Moline, Illinois 61265
Office 309-912-6711
Fax 309-797-3160

ELECTRICAL & TELEPHONE & SHOW BUILDING

Bend XPO
922 Mississippi Parkway
East Moline, Ill 61244
(309)751- 4280
Fax info@bendexpo.com

FLORIST

Colman Florist & Greenhouses, Inc
1623 2nd Ave.
Rock Island, Illinois 61201
309-786-4433
800-827-1385
colman@colmanflorist.com

FREIGHT HANDLING

(freight inquires only)
Event Management Unlimited
4343 16th St. #130
Moline, IL, IL 61265
309-912-6711

ACCOMODATIONS

Hyatt Place
111Bend Blvd
East Moline, IL 61244
Hyatt House
111 Bend Blvd
EastMoline ,IL61244
(309) 278-47983

General Show Information

Show Dates & Hours

Friday, February 12 through Sunday, February 14, 2020

Friday, March 4 10 a.m. – 9 p.m.
Saturday, March 5..... 10 a.m. – 9 p.m.
Sunday, March 6 10 a.m. – 5 p.m.

Show Facility

BEND XPO

922 Mississippi Parkway,
East Moline, IL 61244

[\(309\) 751-4280](tel:3097514280)

Show Office Hours & Phone Number

The auto show office will be located on the west side of the building to the right of the show entrance.

Auto Show Office Hours

Tuesday, March 1..... 8 a.m. – 5 p.m.
Wednesday, March 2..... 8 a.m. – 5 p.m.
Thursday, March 3 8 a.m. – 4 p.m.
Friday, March 4 8 a.m. – 9 p.m.
Saturday, March 5..... 8 a.m. – 9 p.m.
Sunday, March 6 8 a.m. – 7 p.m.

VIP Preview & Scholarship Presentation

Thursday, March, 3 2022, 5:30 p.m. to 8:00 p.m. in the Great Hall.

Move-In & Set-Up Information

Electric, Carpeting & Decorations

Monday, February 8 is reserved for installation of electric and carpeting. No freight or display shipments will be accepted or unloaded until Tuesday, March 1.

Freight & Factory Displays

Unloading will take place on Tuesday, March 1. Please see the schedule below for your target date and time. Trucks will not be permitted to enter the unloading area until their scheduled time. All freight and/or factory displays must be unloaded by 2 p.m. The loading docks will close promptly at 4 p.m. No unloading will take place on Wednesday, February 10.

Labor should be ordered for Tuesday, March 1 beginning at least three (3) hours after the start of your freight target time. All crates must be emptied on Wednesday, February 10 by 10 a.m., so the general contractor can remove them.

All labor must be coordinated through Event Management Unlimited. All exhibit areas must be ready by 8 a.m. on Wednesday, March 2 in order to receive and place show vehicles.

The display supervisor should be on-site at the start of your freight target time in order to direct crate placement.

Tuesday, March 1

8 a.m.

Lexus
Exotics
Cadillac/Volvo/Subaru
Audi/MB
VW
Chevrolet
Toyota
Stellantis

Tuesday, March 1

10 a.m.

Ford
KIA
Honda
Hynudai
GMC
BUICK
Nissan
Mazda

NOTE: Overtime penalties may apply to any exhibitor(s) signing in after their designated unloading time.

Move-In & Set-Up Information (continued)

Vehicle Move-In

Please adhere to your scheduled vehicle move-in time.

Wednesday, March 2

10 a.m.

Lexus
Exotics
Cadillac/Volvo/Subaru
Audi/MB
VW
Chevrolet
Toyota
Stellantis

1 p.m.

Ford
KIA
Honda
Hynudai
GMC
BUICK
Nissan
Mazda

All show vehicles must be on the floor by 5 pm on Wednesday March 2. ALL displays must be completely set & operational by 3 p.m. on Thursday, March 3.

- **The Fire Marshal requires a three-foot (3') gap between each & every vehicle for handicap access & fire egress.**
- Under no circumstances should the visqueen that was installed to protect carpet be removed until all vehicles are placed and detailed. Exhibitors or your porter service company will be responsible for any stains that are made by tire treads or dressings.
- Once the vehicles have been placed and detailed, exhibitors may remove the plastic and place it in the public aisle for the general contractor to pick up.

NO INDIVIDUAL DEALER SIGNAGE IS ALLOWED ON ANY VEHICLE DURING THE SHOW. THIS INCLUDES TRUNK TAGS, TRUNK STICKERS, PLATE HOLDERS, LISCENSE PLATE OR ANY OTHER PROMOTIONAL IDENTIFICATION. ALL INCENTIVES, REBATES OR OTHER PROMOTIONAL PRICING TIED TO THE AUTO SHOW MUST BE SUPPORTED NATIONALLY OR REGIONALLY, AND CANNOT BE PROMOTED BY AN INDIVIDUAL DEALER.

Move-Out Information

Move-Out & Building Access Hours

Vehicle move-out will take place on Sunday, March 6 from 5:30 p.m. until 7 p.m.

Exhibitors may begin re-attaching the battery cables at 5 p.m., but may not start engines nor begin vehicle move out until the announcement has been made to do so.

All vehicles must be removed from the exhibit hall on Sunday evening, March 6 by 7 p.m.

All crates will be returned to each display area beginning at 7 p.m. on Sunday, March 6.

Exhibit and display move-out will resume on Monday, February 15 at 8 a.m. All exhibits must be crated by 3 p.m. **ALL exhibits & display materials must be cleared from the facility by 5 p.m. on Monday, February 15.**

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 their showrooms.

Ticketing & Exhibitor
Access/Admittance Information

Admission Prices

Adults (13 and over)-----	\$10.00
Seniors (62 & over) -----	\$5.00
Children (7-12).....	\$5.00
Children (6 and under)	- FREE

Exhibitors Entrance Procedure

No passes, badges or exhibitor identification will be mailed in advance of the show. A plastic nameplate bearing your company/dealer logo and employee name will suffice for entry to the show floor each day. If you or your employees do not have nameplates, then a show badge can be picked up in the Show Office beginning Thursday, March 3.

NOTE: No one under the age of 16 years old will be permitted to enter with an exhibitor pass. In accordance with our insurance policy, no children under the age of 16 are permitted in the center during set up or tear down.

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

Vehicle Clean-Up Personnel

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 obtain a show badge to gain entrance to the show.

Important Rules & Requirements

Aisles for Emergency Purposes

The Fire Department requires that we maintain six foot (6') fire exit lanes through the exhibits

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.

Alcoholic Beverages & Food Items

Alcoholic beverages and/or outside food may not be brought into Bend XPO.

Vehicle Sales

No vehicle sales may be contracted at the show. Vehicles may not have dealer stickers. Only factory Monroney stickers are permitted. No discussions may take place with show visitors regarding prices of vehicles. There are absolutely no exceptions to this rule. **The auto show is for exhibition only.**

Vehicle Requirements

Under no circumstances can display vehicles be placed in front of any fire exits or public entrance doors. Special attention should be given to keeping public doors free of obstruction by any show vehicles or displays. The same holds true for the construction of staging, walls, turntables, signs, etc. **A three-foot (3') gap between each & every vehicle is required by the Fire Marshal for handicap access & fire lane.**

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

Gas Tank Level - The gas level cannot exceed 1/4 tank. All vehicles will be checked as they enter the exhibit hall to make sure that the gas level requirement is correct. If the gas level exceeds 1/4 tank, the vehicle will not be permitted to enter the building.

Important Rules & Requirements (continued)

Vehicle Requirements (cont.)

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 around cap edge to prevent gas vapor leaks.

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 entire show and will be doing constant checks to see the above regulations are enforced.*

NO INDIVIDUAL DEALER SIGNAGE IS ALLOWED ON ANY VEHICLE DURING THE SHOW. THIS INCLUDES TRUNK TAGS, TRUNK STICKERS, PLATE HOLDERS, LICENSE PLATE OR ANY OTHER PROMOTIONAL IDENTIFICATION. ALL INCENTIVES, REBATES OR OTHER PROMOTIONAL PRICING TIED TO THE AUTO SHOW MUST BE SUPPORTED NATIONALLY OR REGIONALLY, AND CANNOT BE PROMOTED BY AN INDIVIDUAL DEALER.

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.

Exhibit Blueprints

All vehicle exhibitors participating in the 2022 Quad City Regional Auto Show must provide a to-scale electrical blueprint of their display to Show Management and Bend XPO, by February 1. These blueprints will be used by the center to place electric and telecom lines prior to carpet installation. **Please be sure to include telecom placement, electrical needs, and the height of your display properties on your blueprints.** Blueprints can be sent in DWG or PDF format.

Signs & Banners

Any hanging signs must be framed and pre-approved by show management. Truss lighting is permitted. EVENT MANAGEMENT UNLIMITED has jurisdiction on all installation/dismantle work.

Important Rules & Requirements (continued)

Signs & Banners

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 will be made by the Auto Show Committee.

Display Placement

The maximum permissible height for displays is twenty-four feet (24'), except where noted on the floor plan.

Placement of exhibits cannot interfere, block or extend into other exhibits. An exhibitor could be asked 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 free standing as no supporting wires from the ceiling or walls will be permitted.

Exhibitor Presentation Restrictions

An exhibitor cannot 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 RiverCenter.

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

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.

Important Rules & Requirements (continued)

Liability

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

Bend XPO, The Quad City Regional Auto Show, Event Management Unlimited, Adstrategies, Inc. and Nissi Marketing assume no liability or responsibility for any loss or theft. Therefore, it is the exhibitor's responsibility to provide their own security and/or insurance coverage for vehicles, exhibits, and materials.

Insurance Requirements

All exhibitors, exhibit houses, porter service companies, and outside service companies providing any equipment or services to the 2022 Quad City Regional 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 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 Adstrategies, Inc. Nissi Marketing Bend XPO, City of East Moline, Venuworks, RCPA Tenant Mgr., LLC, their parents, subsidiaries, affiliates, directors, officers, employees, insurers, and agents 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 with Adstrategies, Inc. Nissi Marketing Bend XPO, City of East Moline, Venuworks, RCPA Tenant Mgr., LLC, their parents, subsidiaries, affiliates, directors, officers, employees, insurers, and agents and Nissi Marketing 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; 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 Bend XPO, City of East Moline, Adstrategies, Inc. Venuworks, RCPA Tenant Mgr, LLC, their parents, subsidiaries, affiliates, directors, officers, employees, insurers, and agents; and Nissi Marketing 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 a notice of any occurrence likely to result in a claim against show management. All policies must provide coverage from the first move-in date, Feb 28 to the last move-out date, March 7. All insurance policies must be completed correctly. All exhibitors must submit a correct & complete policy at least thirty (30) days prior to the first move in day of the show or they may not be permitted to participate in the show.

This Certificate of Insurance must be received by Show Management, no later than January 31.

Please email certificates of insurance to Alastairg@adstrategies.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.

Show Services Information

Exhibitor Services Provided in Vehicle Space Rental Charge

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

- 16-oz wall-to-wall exhibit carpet (salt & pepper/"tuxedo")
- 4-mm plastic installed to protect your carpet prior to show opening
- Daily vacuum service for all exhibit carpet, turntables and platforms
- Daily emptying of all exhibit area waste containers

Each exhibitor is responsible for payment of charges for drayage, labor, and the rental of tables, chairs, desks, waste cans or 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 the show floor, Tuesday, March 1 at 8 a.m. through Monday, March 7 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.

NOTE: The Quad City Regional Auto Show, Adstrategies, Inc. and Nissi Marketing cannot be held responsible for the theft of items missing from exhibitor areas

Show Advertising & Publicity

Advertising

Extensive print, radio, television and outside advertising will be used to target the entire Quad City market. Advertising will begin approx. two weeks prior to the opening of the show and continue through the close of the show.

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

Exhibitor Support

All dealerships, factories, and dealer advertising groups are asked to proudly support the 2022 *Quad City Regional 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 2022 <INSERT YOUR MFR> models at the *Quad City Regional Auto Show*, March 4 through March 6”). The Association greatly appreciates any show advertising you are able to incorporate into your regular advertising schedules.

Are you planning to bring a special display, concept car, pre-production model or unique feature to the show? Please notify Nissi Marketing, Inc., at (563) 388-6744 by January 31 to ensure that it is included in the overall show publicity.

Official General Contractor Information

Services for the 2022 Quad City Regional Auto Show will be provided by:

EVENT MANAGEMENT UNLIMITED

CONTACT: Exhibitor Services
PHONE: (309) 797-3900
FAX: (309) 797-3160
ADDRESS: Event Management Unlimited
1715 5th Ave.
Moline, IL 61265

Event Management Unlimited will have staff on site beginning at 8 a.m. on Tuesday, March 1 and continuing through Monday, March 7.

SHIPMENTS:

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

ADVANCE SHIPPING ONLY: (Name of Manufacturer)
(may arrive Feb 21 – Feb 25) 2022 Quad City Regional Auto Show
Roederer Transfer
513 Fillmore Street
Davenport, IA 52802

Shipments that are scheduled to arrive at the center can only be accepted beginning at 8 a.m. on Tuesday, March 1. Freight deliveries prior to this date will not be accepted by the center. Shipments to the show site should be labeled as follows:

CONVENTION CENTER ONLY: (Name of Manufacturer)
(to arrive on Tuesday, February 9) 2022 Quad City Regional Auto Show
Event Management Unlimited
Bend XPO

922 Mississippi Parkway,
East Moline, IL 61244



Discount Admission Tickets

E-MAIL TO: 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 Susan Shrader at susan@nissimarketing.com. You will then receive a credit card authorization form to pay via secure email.

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 31, 2022