

If you have questions, please contact us
via phone, fax, email, or regular mail:

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EXHIBITOR INFORMATION GUIDE



CONNECTICUT CONVENTION CENTER
November 18-20, 2016

This guide is intended to aid those whose responsibility it is to arrange the shipping, set-up, and/or display details of your company's exhibit. If this responsibility belongs, in whole or in part, to someone other than yourself, we would appreciate your assistance by delivering this material to the proper individual(s).

Management strongly suggests that all services and/or furnishings that you require should be ordered by **OCTOBER 25th**. All orders placed on-site will be subject to surcharges. On-site orders will not be processed until all advance orders have been completed. There may be instances where floor orders cannot be filled, so make sure you order early.

Show Office Telephone Number:
860-990-6100 will be in effect from
November 17 – November 20, 2016

SHOW SPONSOR:

**CONNECTICUT AUTOMOTIVE
RETAILERS ASSOCIATION**



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PREPAID TICKETS
TELEPHONE
DECORATOR

GENERAL INFORMATION

SHOW DATES AND HOURS:	Friday, November 18 Saturday, November 19 Sunday, November 20	10:00 AM – 8:00 PM 10:00 AM – 8:00 PM 10:00 AM – 5:00 PM
EXHIBIT MOVE IN:	Tuesday, November 15 Wednesday, November 16 Thursday, November 17	8:00 AM – 5:00 PM 8:00 AM – 5:00 PM 8:00 AM-12:00 Noon Final Exhibit Set Up
VEHICLE MOVE IN:	Wednesday, November 16	8:00 AM – 5:00 PM

(Note: Platform Vehicles move in with freight.)

It is possible that some vehicles may move in Tuesday, November 15. Please consult with Show Management.

EXHIBIT COMPLETION: Thursday, November 17 12:00 Noon
All exhibits must be completed by this time.

VEHICLE MOVE OUT: Sunday, November 20 5:15 PM – 9:00 PM *All vehicles must be removed Sunday night.*

EXHIBIT MOVE OUT: Monday, November 21 8:00 AM – 5:00 PM

SHOW LOCATION AND MAILING ADDRESS: Connecticut International Auto Show
Connecticut Convention Center, 100 Columbus Blvd, Hartford, CT 06103
Tel: 860-990-6100

PARKING: Parking in the Convention Center garage during move-in, Nov. 15, 16, 17 is \$3.00 for the first hour and \$2.00 for each additional hour. Maximum exhibitor parking cost for any day is \$11.00 with coupon available at Exhibitor Registration or the Show Office.

CONNECTICUT MOTOR VEHICLE POLICY: **Special Note:** In the State of Connecticut, auto dealers are not allowed to sell vehicles off their premises. The law is very clear on this and is enforced.

Dealer personnel cannot:

- Have a customer sign an order nor can one be countersigned
- Take any form of deposit or make an offer

Dealer personnel can:

- Exchange names, addresses and business cards
- Answer questions on the product
- Invite prospects to visit the dealership

In effect, the vehicles at the auto show are for display purposes only. All sales must be made at the dealership. Please see Show Management or contact the Connecticut Auto Retailers Association for more details. No pricing other than the Monroney label may be affixed to the vehicle or displayed in the exhibit area.

SHOW SERVICES INFORMATION

SPACE RATE: Space rate includes space and carpet of your color choice, 7 colors to choose from, as well as daily vacuuming.

VEHICLE CLEANING: Be sure to coordinate this between auto dealers and manufacturers. Vehicle detailing and daily maintenance should be arranged by consulting with your Detailer and ordering daily detailing services. Do not contact Freeman.

Dealers may clean their own vehicles but must maintain them throughout the Show. Generally manufacturer paid booths have arranged vehicle cleaning.

TO AVOID EXCESSIVE CHARGES, VEHICLES SHOULD BE CLEANED PRIOR TO DELIVERY AT SHOW SITE.

ELECTRICAL: The electrical services form in the kit along with an electrical floor plan of your required outlets or services must be returned to the Connecticut Convention Center at least 14 days prior to set-up as electrical is run prior to carpet being installed. See Page 6

TELEPHONE/INTERNET: To obtain internet or phone service, complete the form provided by the Connecticut Convention Center or bring your own phone with you. Cellular phones may be used. To obtain telephone service, complete the form provided by the Connecticut Convention Center. See Page 6

EQUIPMENT LITERATURE: Freeman will establish a holding area for literature and will service all exhibitors on an as needed basis. Please contact the Freeman Service Desk prior to 4:00 PM daily for a restock the following morning. Please check your booth inventory each morning prior to opening. The final disposition of remaining costly literature should be arranged with Freeman prior to Sunday move-out. Unless otherwise designated, all remaining literature and/or bags will be trashed and you will be charged on the decorator invoice for disposal. The responsibility is that of the exhibitor regarding final disposition. It is recommended that remaining literature be placed in trunks of vehicles and moved rather than being left behind.

MEETING ROOMS: A limited number of meeting rooms are available. Please contact Rich Casey at (781) 343-1474 for pricing and availability.

PREPAID TICKET PURCHASES: Bulk ticket purchase is available by contacting Peg Rose at (781)237-5533. Discount tickets are \$7.00, a savings of \$3.00 per ticket. See page 18 for order form.

SHOW HOTEL: Marriott Hartford Downtown Located adjacent to the Connecticut Convention Center, **call for rates. Reservations by October 5, 2016.** Direct line: 860-249-8000/Toll free reservation line: 866-373-9806
Be sure to mention you are associated with the Auto Show.

SHOW PROGRAM: The official show program is part of the November issue of Hartford Magazine. For advertising information please contact Michael Guinan, CT1 Media, at 860-241-6201 or by email, mguinan@hartfordmag.com.

FLOOR PLAN

COMING SOON

DIRECTORY OF CONTRACTORS

Order Forms Enclosed

- AUDIO-VISUAL EQUIPMENT:** Demers AV
Connecticut Convention Center
Tel: 860/728-2590 *Art Durbano*
art@demers-av.com
- DECORATOR/DRAYAGE:** Freeman
275 Bodwell Street, Avon, MA 02332
Tel: 508-894-5100 – *Exhibitor Services Department*
- ELECTRICIAN:** Connecticut Convention Center
100 Columbus Blvd, Hartford, CT 06103
Tel: 860/728-2640
- HOTELS:** Marriott Hartford Downtown
Located adjacent to the Convention Center
Reservations 866/373-9806
- SHOW PROGRAM:** Hartford Magazine
285 Broad St, Hartford, CT 06115
Tel: 860/241-6201- *Michael Guinan*
- SIGNS:** Freeman
275 Bodwell Street, Avon, MA 02332
Tel: 508-894-5100 – – *Exhibitor Services Department*
- TELEPHONE RENTAL:** Connecticut Convention Center
100 Columbus Blvd, Hartford, CT 06103
860/728-2640
- VEHICLE DETAILING:** No single contractor has been designated. Dealers may clean their own vehicles or we recommend contacting Professional Detailers, 949-460-0314 and/or Cosmetic Car Care, 800-241-0531.

GENERAL GUIDELINES

EXHIBIT SPECIFICS: Ceiling heights in the Connecticut Convention Center vary according to location. Please consult your floor plan prior to planning your exhibit. The maximum permissible height for display material is twenty four (24) feet. Exhibitors having any questions with respect to their displays should call and/or send their plans or blueprints to Show Management for suggestions or approval.

The following are the ceiling heights in each of the halls:

Exhibit Hall - 32 Feet
Ballroom Level – 30 Feet

BLOCKING EXHIBITS: All exhibits must be constructed so that they do not block another exhibit. Show Management may require an exhibitor to make changes in their exhibit if, in Management's opinion, the exhibit interferes with the rights of other exhibitors.

HANGING SIGNAGE AND EXHIBIT LIGHTING: No exhibit material may be suspended from the ceiling without prior consent of Show Management. This includes lighting trusses, signs and banners. Only professionally printed signs may be displayed. Only professional commercial lighting companies may be utilized to hang exhibit lighting and proof of insurance is required prior to start of work.

Any rigging from the ceiling must go through Demers AV, the Convention Center's AV provider. Contact Art Durbano at 860-728-2590, art@demers-av.com

GENERAL CONTRACTOR

Freeman is the General Contractor for the Show reporting to Show Management. Freeman has jurisdiction for the handling of freight, scheduling of labor, installation of carpet, and delivery of literature to your exhibit.

Special arrangements have been made to provide you with all the services you could conceivably need from freight to furniture. Almost anything you could require to enhance your exhibit such as furniture or signage can be rented from Freeman.

This rental option is offered as a service to our exhibitors. However, you may certainly bring equipment such as desks, computers, etc. from your dealership or a local rental company. **SEE PAGE 6 FOR ADDRESS & CONTACT.**

SHIPPING/FREIGHT RECEIPT

Please refer to the address below for shipment of exhibits and properties. SEE FREEMAN FORMS FOR SPECIFICS.

ADVANCE FREIGHT SHIPMENTS ARRIVAL: BEGINNING OCT. 18-NOV.8 AFTER NOV. 8 AFTER DEADLINE CHARGE APPLIES NAME OF EXHIBITING COMPANY & BOOTH NUMBER
HOLD FOR: CONNECTICUT INT'L AUTO SHOW
C/O Freeman/UPS Freight **couldn't make out what you wrote**
130 North Plains Industrial Rd
Wallingford, CT 06492

ARRIVAL BEGINNING NOV.15 EXHIBITING COMPANY & BOOTH NUMBER
CONNECTICUT INT'L AUTO SHOW
Connecticut Convention Center
100 Columbus Blvd
Hartford, CT 06103
860-249-6000

LABOR: Freeman is the official Drayage and Decorating Contractor for the Connecticut Auto Show. Smaller exhibitors may hand carry or bring their materials into the Connecticut Convention Center via their own hand truck or dolly. Freeman's hand trucks, dollies and/or power equipment are restricted to usage by their personnel only. All exhibitors are allowed to set-up and dismantle their own exhibits in Connecticut without charge or interference, provided that such work is performed by your own full-time employees. A maximum of one supervisor and three full time employees are allowed. No outside labor is allowed as labor in an exclusive of the Connecticut Convention Center. Please see the "Connecticut Convention Center Rules & Regulations" at Freeman on line.

If you need assistance with your display, labor is available through Freeman. Please make sure to order your labor in advance to assure prompt service. Exhibitors who do not order labor in advance will be taken in turn after advance orders are filled.

Please note that all set up labor must be badged and identified. Identification will b provided by show management.

LOADING DOCK PROCEDURES

LOADING DOCK ACCESS: Move-in times will be assigned to you by show management. Please arrive at your scheduled move-in time in order to maintain schedule, as this is heavily enforced.

A Logistics staff member will be present at the loading dock, giving access to those exhibitors who were issued passes.

The Connecticut Convention Center will not assume responsibility for any lost, stolen, or damaged property.

Due to height restrictions (6 feet 8 inches), only personal vehicles can be parked inside the garage.

When you arrive at the security gate you will be greeted by a member of the CTCC Logistics staff who will verify your move-in time and ask you to proceed to the top of the loading dock ramp.

At the top of the loading dock ramp, a member of the CTCC Logistics staff will remind you of the following move-in procedures before designating a parking space for move-in:

Personal Vehicles have the option of parking in the Connecticut Convention Center parking garage at prevailing rates.

LOADING DOCK DIRECTIONS:

Traveling on I-95, North and South:

- Take I-95 N/S to Exit 48 to I-91 North (toward Hartford)
- Take Exit 29A/Capitol Area (LEFT EXIT)
- Stay in right lane
- Take first exit - Columbus Boulevard/Convention Center
- At end of ramp, turn LEFT on Columbus Blvd.
- At 1st light, turn LEFT on Sheldon Street
- At 1st light, turn LEFT over blue loading dock bridge (Sheldon/Taylor St.)
- At end of bridge, turn RIGHT to security gate - check in for further directions

Traveling on I-91 North:

- Take I-91 North to Exit 29A/Capitol Area (LEFT EXIT)
- Stay in right lane
- Take first exit - Columbus Boulevard/Convention Center
- At end of ramp, turn LEFT on Columbus Blvd.
- At 1st light, turn LEFT on Sheldon Street
- At 1st light, turn LEFT over blue loading dock bridge (Sheldon/Taylor St.)
- At end of bridge, turn RIGHT to security gate - check in for further directions

LOADING DOCK PROCEDURES

(Continued)

Traveling on I-91 South:

- Take I-91 South to Exit 29A/Capitol Area (RIGHT EXIT)
- Take first exit - Columbus Boulevard/Convention Center
- At end of ramp, turn LEFT on Columbus Blvd.
- At 1st light, turn LEFT on Sheldon Street
- At 1st light, turn LEFT over blue loading dock bridge (Sheldon/Taylor St.)
- At end of bridge, turn RIGHT to security gate - check in for further directions

Traveling on I-84 East:

- Take I-84 East to Exit 52 to I-91 South
- Take Exit 29A/Capitol Area (RIGHT EXIT)
- Take first exit - Columbus Boulevard/Convention Center
- At end of ramp, turn LEFT on Columbus Blvd.
- At 1st light, turn LEFT on Sheldon Street
- At 1st light, turn LEFT over blue loading dock bridge (Sheldon/Taylor St.)
- At end of bridge, turn RIGHT to security gate - check in for further directions

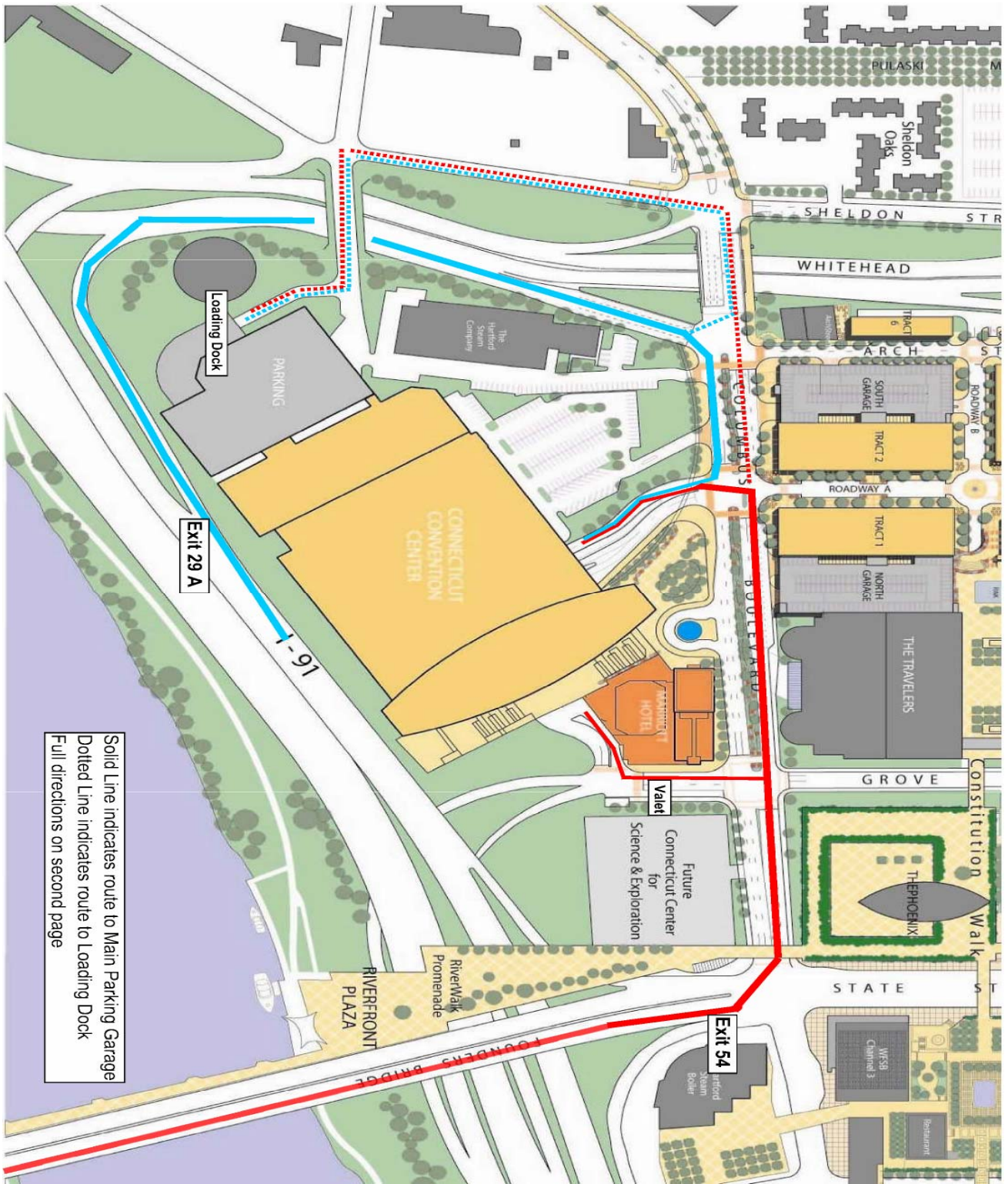
Traveling on I-84 West:

- Take I-84 West to Exit 54/Main Street, Hartford
- Stay in LEFT LANE
- At end of ramp, turn LEFT onto Market Street
- Take first LEFT onto Morgan Street
- Take second right onto Columbus Boulevard
- Follow Columbus Boulevard seven (7) lights
- Take a left onto Sheldon Street
- At 1st light, turn LEFT over blue loading dock bridge (Sheldon/Taylor St.)
- At end of bridge, turn RIGHT to security gate - check in for further directions

Traveling on Route 2 West:

- Take Rt. 2 West to the Downtown Hartford exit over the Founder's Bridge
(Rte. 2 ends at Columbus Blvd.)
- At end of ramp, turn LEFT on Columbus Blvd.
- At 4th light, turn LEFT on Sheldon Street
- At 1st light, turn LEFT over blue loading dock bridge (Sheldon/Taylor St.)
- At end of bridge, turn RIGHT to security gate - check in for further directions

LOADING DOCK MAP



— EXHIBIT MATERIALS-DISPLAY ONLY —

A move-in schedule has been determined in order to coordinate display unloading and vehicle move-in. All exhibitors must adhere to this schedule. Please consult Show Management for any questions regarding this schedule.

Please have your drivers report to the Dockmaster for direction on the placement of their trucks. Marshalling is in the process of a change of location. Exhibitors will be informed of the exact marshalling yard location by separate mail.

Turntable/Platform Vehicles/Cutaways are allowed in with exhibits.

TUESDAY, NOVEMBER 15, 2016 - EXHIBIT MATERIAL ONLY

8:00 AM	<u>Main Exhibit Hall</u> Buick Chevrolet Chrysler/Jeep	Dodge/Ram/Fiat GMC	Hyundai Toyota
10:00 AM	<u>Main Exhibit Hall</u> Acura Ford Kia	Honda Lincoln	Nissan Mazda
11:00 AM	<u>Main Exhibit Hall</u> Cadillac Lexus	Volkswagen Volvo	
1:00 PM	<u>Main Exhibit Hall</u> Audi Feature Area	Land Rover Mercedes-Benz	Porsche

Please be sure to have your exhibit supervisor obtain an ample supply of "empty" labels from the Freeman Service Desk to expedite the removal of your empty display crates. Crates will not be moved unless so designated. No display trucks or trailers may be stored on convention grounds.

DISPLAY VEHICLES ONLY

The following schedule is for display vehicles only. Platform or turntable vehicles may be brought in when the display is ready. All vehicles should adhere to this schedule, however, early move-in requests are very possible if all crates have been removed from your exhibit area and your vehicles will not block another carline from moving in. If there are any questions, please consult Show Management.

It is highly recommended that all vehicles be completely detailed prior to delivery in case there is any delay in placement. A simple wipe down and final detail will make the vehicles "show ready".

The Hartford Fire Marshal requires that building security have in their possession a key for every vehicle. Please turn in a set of keys clearly marked to identify the vehicle to the show office once the vehicle is set in the exhibit area.

WEDNESDAY, NOVEMBER 16, 2016 - VEHICLES ONLY

8:00 AM	<u>Main Exhibit Hall</u> Buick Chevrolet Chrysler/Jeep	Dodge/Ram/Fiat GMC	Hyundai Toyota
10:00 AM	<u>Main Exhibit Hall</u> Acura Ford Kia	Honda Lincoln	Nissan Mazda
11:00 AM	<u>Main Exhibit Hall</u> Cadillac Lexus	Volkswagen Volvo	
1:00 PM	<u>Main Exhibit Hall</u> Audi Feature Area	Land Rover Mercedes-Benz	Porsche

ALL SCHEDULES ARE SUBJECT TO REVISION

All exhibits must be completed by 12:00 Noon Thursday, November 17, 2016.

Vehicles may not be placed in Exhibit Space until all crates have been removed.

Gas tanks must contain less than 1/8 of a tank or 3 gallons, whichever is less. All vehicle fuel gauges will be checked by security to insure that they meet the fire regulations before the vehicle can enter the building.

All vehicle gas caps must be closed, locked or taped and batteries must be disconnected with cables taped. *The State Fire Marshal is exceptionally strict in this fuel and battery situation.*

MOVE-OUT DATES & TIMES

**EXHIBITORS ARE REQUIRED TO MAINTAIN THEIR EXHIBITS
INTACT UNTIL THE SHOW IS OFFICIALLY CLOSED.**

Sunday, November 20, 2016 **ALL VEHICLES MUST BE REMOVED FROM THE EXHIBIT HALL**
5:15 PM move-out begins **AT THIS TIME.** This will help avoid damage to vehicles by
forklifts that will be returning display crates to your exhibit area
during the night. Exhibit dismantling may begin at this time.

Monday, November 21, 2016 All exhibits must be crated as early as possible, but no later than
8:00 AM to 5:00 PM move-out 5:00 PM.

**UNTIL MOVE-OUT ANNOUNCEMENT, ABSOLUTELY NO VEHICLES MAY BE STARTED OR MOVED
UNTIL SHOW MANAGEMENT AUTHORIZES SUCH ACTIVITY.**

All vehicles will exit the rear of the exhibit hall and must be removed from the property.

MERCHANDISE REMOVAL

1. All merchandise including automobiles, hand carried merchandise, etc. must have a Vehicle or Property Release Pass, which can be obtained in the Show Office.
2. Do not leave your exhibit material on the floor without proper identification, forwarding address or arrangements in place to have it removed. The responsibility is yours.
3. All outbound freight must be accompanied by a bill-of-lading. A representative of Freeman will be at the service desk to assist you.

***ANY MERCHANDISE LEFT ON THE FLOOR AFTER 3:00 PM ON MONDAY, NOVEMBER 21, 2016
WILL BE REMOVED AT THE EXHIBITOR'S EXPENSE.***

CONTRACT GUIDELINES & LIMITATIONS

- CONTRACT GUIDELINES & LIMITATIONS:** Space is contracted to the specific car line, therefore, no outside companies, vendors, or suppliers may be incorporated into the space. Outside companies such as resort travel, van conversion companies, or accessory suppliers will not be allowed. Appropriate signage for a supplier of bicycles, motorcycles, boats, or watercraft is allowed, if these units are incorporated as part of the display. If there are any questions, please call Rich Casey at 781-343-1474.
- EXCLUSIONS:** Absolutely no outside companies, such as time share/resort companies, will be allowed to collect names for list building without Show Management approval. All surveys or collection of names for contests or list building must be approved 30 days prior to the Show by contacting Show Management 781/343-1474. Any entry forms used must comply with state regulations. Actual date that contest prize(s) will be awarded must be posted within display.
- SOUND LEVEL:** Sound level of presentations must be maintained at a reasonable level and must not interfere with neighboring exhibits. Show Management reserves the right to determine the acceptable sound level in all such instances.
- NON EXHIBITOR RESTRICTIONS:** Distribution of any samples, literature, or other materials from a non-exhibiting company (one without a contract to exhibit) is expressly prohibited.
- LIABILITY:** The exhibitor is entirely responsible for the space that is occupied by him and agrees to reimburse the Connecticut Convention Center for any damages caused to the floors, walls, or columns which have occurred in his area.
- SECURITY:** Items that are vulnerable to theft should be locked up in the trunk of a display vehicle. Please consult the Security Advisory on Pages 25 and 26 for more precautions on exhibiting in a "trouble-free" Show. Allied 10x10 booths should take extra precaution
- INSURANCE:** If you elect to utilize any non-official contractors, you need to provide the Paragon Group, Inc. with proper Certificates of Insurance holding harmless, Paragon Group, Inc., its agents, and employees; Connecticut Automotive Retailers Association, its officers and members. See pages 22 & 23.

ON-SITE

EXHIBITOR ENTRANCE/DRESS: Sales personnel as well as all exhibitors will be required to pick up working credentials at the Show Office during move-in and at the **Exhibitor Entrance** adjacent to the main show entrance, once the show opens.

Early entrance for set up, cleaning or maintenance of the exhibit may be arranged by contacting the show office prior to show closing each day. Detailers are allowed in one (1) hour before opening.

Event credentials must be visible at all times and are needed for access to the show floor. A business card and a driver's license must be presented to acquire credentials.

All exhibitors must be dressed in professional business attire to be admitted. This means suits, sports coats, or logoed shirts or sweaters.

Family members or friends **will not** be admitted on exhibitor badges and will not be admitted without a ticket. Tickets can be purchased at the Show, so please plan accordingly.

The show office **will not** hold tickets as a "will call".

EXHIBITOR PARKING: Refer to rate schedule on page 3, ample garage parking is available.

SHOW OFFICE: The Show Office will be located adjacent to the main entrance. The phone number is 860/990-6100.

MESSAGES: Any messages received in the show office will be held there for you to pick up. **THERE WILL BE NO PAGING.** We will attempt to deliver messages to your booth phone number if a booth phone is installed.

CREDENTIALS/TICKET INFORMATION

Note: We will not be requiring a list of names.

EXHIBITOR BADGES: Exhibitor Badges will be distributed at the Show Office during move-in as well as during open show. Business attire and a means of identification are required for admittance. Exhibitor badges do not allow entrance to friends and family. A business card and a driver's license will be required.

GUEST PASSES & ADDITIONAL TICKETS: Ten of these passes will be available for each dealership for their guests or employees. These passes will be distributed to all dealers by the Connecticut Automotive Retailers Association through the mail no later than 2 weeks prior to the Show's opening.

Dealers, factories, zones or other exhibitors desiring tickets in bulk for special promotions or distribution to employees, office personnel, special groups, etc. may purchase tickets at reduced prices by contacting Peg Rose at 781-237-5533. See page 18.

PREPAID TICKET INFO

**CREATE GOODWILL FOR YOUR DEALER AD GROUPS, DEALERSHIP, INDIVIDUAL DEPARTMENTS,
CUSTOMERS!!
DEVELOP PROMOTIONAL PROGRAMS FOR CURRENT OWNERS!**

Discount Tickets are available when ordered prior to the Show. We recommend you use them to invite your customers, business associates, and others as your guests to your Show.

These tickets are \$7.00 each and will be sold in packs of 20 only. Regular adult admission is \$10.00.

To order, fill in the order form. All orders for tickets must be accompanied by a check or money order payable to: **PARAGON GROUP, INC.** These tickets will not be available once the Show opens.

(Please print)

Please send me ___ prepaid tickets at \$7.00 each. My check is enclosed.



Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Method of Payment: Check ___ AMEX ___ MC ___ Visa ___

Name on Card: _____ Exp. Date: _____

Signature: _____

Please make checks payable to: **PARAGON GROUP, INC.**

Minimum order is twenty (20) tickets.

All orders received after Nov. 11 will be returned. Make checks payable to Paragon Group, Inc.

Mail this order form and check to:

***Paragon Group, Inc.
Connecticut International Auto Show
197 First Avenue, Suite 150
Needham, MA 02494***

REQUEST TO USE EXHIBITOR APPOINTED CONTRACTOR SUPERVISORS

November 18-20, 2016

All labor is the exclusive of the Connecticut Convention Center. All orders for labor should be made directly through Freeman.

IMPORTANT - DEADLINE DATE

This form must be received by Show Management 30 days prior to the Show.

Authorization and appropriate insurance is required for exhibitors using Exhibitor Appointed Contractors, (EAC).

All EDC's must furnish proof of insurance per the example on pages 22 & 23.

To be filled out by Exhibitor

Exhibiting Company Information:

Name:

Address:

City:

State:

Zip:

Booth Number:

Phone Number:

Contact:

Title:

Signature:

Fax Number:

Purpose

The purpose of this form is to petition Show Management for approval to use an exhibitor-designated contractor.

Instructions

YOU SHOULD...

- Fill out this form completely and sign.
- Send this form to us so that we receive it by the deadline date.
- Use one form for each exhibitor-designated contractor. Please make photo copies of this form if necessary.

Contractor Name:

Address:

City:

State:

Zip:

Contact Name:

Title:

Phone Number:

Fax Number:

Services

Approved exhibitor-appointed contractors may only perform the following services. Please check the service(s) you wish to purchase from the contractor listed above:

- | | | | | |
|---|-----------------------------------|--------------------------------------|--|--------------------------------|
| <input type="checkbox"/> Booth Display Set-up | <input type="checkbox"/> Lighting | <input type="checkbox"/> Computer | <input type="checkbox"/> Carpet Installation | <input type="checkbox"/> Other |
| <input type="checkbox"/> Audio/Visual | <input type="checkbox"/> Floral | <input type="checkbox"/> Furnishings | <input type="checkbox"/> Signs | |

Please note that the following services will be provided exclusively by the Show Management or facility designated Contractors. Labor is a Connecticut Convention Center exclusive.

- | | | |
|-------------------------------|-------------------------------------|---------------------------|
| ■ Decorator Labor | ■ Plumbing Services & Labor | ■ Catering/Food/Beverages |
| ■ Rigger Labor | ■ Telecommunication Service & Labor | ■ Millright |
| ■ Drapery Services | ■ Booth Cleaning | |
| ■ Electrical Services & Labor | ■ Booth Security | |

VEHICLE DETAILING PERSONNEL

VEHICLE DETAILING PERSONNEL: Personnel detailing vehicles prior to the Show and during show hours are seen as an extension of Show Management and are expected to act accordingly. Detailing personnel should be particularly attentive and courteous during show hours as relates to booth personnel and attendees alike.

IMPORTANT: A headquarters location for the detailing company management must be established prior to the start of work. This location must be given to Show Management for future communication. Please check in at the Show Office.

HOURS: Detailing personnel will be allowed on the floor two (2) hours prior to the opening of the Show daily. All personnel must enter through the main entrance.

IDENTIFICATION: Personnel will be required to provide Show identification and a matching vehicle operator's license to enter the exhibit halls. BOTH WILL BE REQUIRED.

Show ID may be picked up at the Show Office by the detail company's senior manager on Tuesday or Wednesday, November 15th or 16th, and prior to personnel being allowed on the floor.

DRESS CODE: Detailing personnel must be attired in long pants and company logoed shirts. NO SHORTS ARE ALLOWED ON THE FLOOR DURING PUBLIC SHOW HOURS, HOWEVER, THEY MAY BE WORN DURING SET UP. Management recommends clean jeans or slacks along with clean "T" shirts or logoed golf type shirts. Coveralls are acceptable as well. DIRTY OR TORN APPAREL WILL NOT BE TOLERATED.

BREAK AREAS: Detailing personnel should not take breaks or eat meals in public view except in designated food court areas.

LOCAL DEALER REPRESENTATION: Dealers or Line Groups may employ their own personnel if desired. Dealership employees must be in company uniform and abide by the same procedures as listed above. Dealers or zones should provide a letter of authorization to Show Management.

INSURANCE: Detail organizations are deemed to be Designated Contractors and must furnish insurance as detailed on Pages 22 & 23.

INSURANCE REQUIREMENTS

Exhibitors, in order to participate in the Connecticut International Auto Show, all exhibitors must sign and submit the exhibitor contract furnished with the invoice for space. This serves as the **entire agreement** between exhibitor and Paragon Group, Inc., and indemnifies the Paragon Group, Inc. for any further claims which may arise as a result of the booth license. **No further documentation** is required.

Exhibitor Designated Contractors (EDC's) must provide proof of a comprehensive general liability insurance policy. This includes I&D companies, lighting and AV companies, florist and survey, or test drive companies, auto detailing companies and any other companies supplying services or equipment. Please call Paragon Group, Inc. at 781/343-1474, if you need further information.

The additional insured and policy limitations are listed on the attachment "Certificate of Liability Insurance". Certificates must be completed correctly and for the inclusive dates.

Insurance certificates must be in Show Management's hands 30 days prior to any services rendered.

Access in any way to the Connecticut Convention Center will be denied until the exhibitor or supplier has provided an accepted policy to Show Management. **THERE WILL BE NO EXCEPTIONS.**

APPLICATION FOR SHOW LIABILITY INSURANCE

SHOW NAME: Connecticut International Auto Show

LOCATION: Connecticut Convention Center
100 Columbus Blvd, Hartford, CT 06103

INCLUSIVE DATES: November 15- November 22, 2016

MOVE-IN DATES: November 15-17, 2016

SHOW DATES: November 18 -20, 2016

MOVE-OUT DATES: November 20-21, 2016

ADDITIONAL INSURED: *Insurance coverage paperwork should be sent only to Paragon Group, Inc. None should be forwarded to additional insured.*

NOTE: Please note limits of liability coverage on the enclosed Certificate of Insurance. Your certificate should include limits of not less than **Two Million** Dollars (with combined single limit for bodily injury and property damage) and must cover the above as additional insured. Receipt by Paragon must be no later than 30 days prior to the Show.

If you have any questions, please call Rich Casey at 781-343-1474.

SAMPLE CERTIFICATE OF INSURANCE

NOT UPDATED FOR 2016

COMING SOON

BASIC CAR INSTRUCTIONS

STRICT FIRE REGULATIONS MANDATE THAT:

- Fuel tanks must contain LESS THAN 1/8 (3 gal.) OF A TANK OR A MAXIMUM OF 3 GALLONS OF FUEL. **Any violations will have major consequences and a potential fine.**
- All vehicle batteries must be disconnected and cables very securely taped.
- All vehicles must have locking gas caps or gas caps sealed with tape.
- Exit doors or fire safety equipment must remain unobstructed.
- Management has no way to drain fuel so please pay special attention to the 1/8 (3 gal.) tank maximum.
- Keys - Management requires a key and description of the location where you will be storing your car keys after Show hours. A vehicle trunk is recommended. During Show hours ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicle from the building in the event of an emergency. (Please supply only one key to Show Management Office for the after hours key storage location. A key copy is preferred.)
- No automobiles or exhibits can be removed during Show hours.
- Cars using electrical converters to power radios, lights, etc. must have alarm system fuses disconnected to prevent any system activation during the Show.
- Horns must be disconnected.
- Vehicles may be cleaned one hour prior to the opening of the Show each day.
- Minor wiping and dusting during Show is permitted.

VEHICLE WINDOW LABELS

It is the responsibility of the exhibitor to insure that all required window (Monroney) labels are securely affixed in compliance with Federal, State and Local laws. If you have any questions, please contact your Dealer Association office. Labels on tire stands are permitted in lieu of window labels. Labels must have the name of the factory or dealer and detail the final Monroney price.

The vehicles at the auto show are for display purposes only. All sales must be made at the dealership. **See page 3 for updated Connecticut Motor Vehicles Policy.** Please see Show Management or contact the Connecticut Auto Retailers Association for more details. No pricing other than the Monroney label may be affixed to the vehicle or displayed in the exhibit area.

SECURITY ADVISORY

(Paragon Group, Inc. and the Connecticut Automotive Retailers Association can in no way be held responsible for theft of any display items or exhibitor equipment).

The purpose of this advisory is to direct you through all phases of security as a guide to a trouble-free Show.

- ARRIVAL OF EXHIBIT MATERIAL AT SHOW:**
1. It is recommended that adequate personnel be present at booth to receive shipment and take inventory.

Remember that merchandise shipped in advance to the official drayage contractor will be delivered on the first (1st) day of installation. There are additional storage charges if pre-shipped to the warehouse.

2. Any discrepancy in merchandise received should be reported to the Show Contractor and Show Management immediately.

Allied Exhibitors and 10'x10' Exhibitors are cautioned to keep valuable merchandise secure **especially during non show hours**. While there is guard service 24 hours daily, there are simply too many entrances/exits to be covered at all times. **SHOW MANAGEMENT ACCEPTS NO RESPONSIBILITY FOR LOSS, DAMAGE OR THEFT OF MERCHANDISE.**

- INSTALLATION:**
1. While setting up booths which contain small, easily pilferable articles, use of individual booth safeguards should be made i.e., chaining of items, showcases, covering with tarps, and locked containers.
 2. Private Guards are also available on a rental basis from the Service Contractor.
 3. **DO NOT PUT ANY ARTICLES OF VALUE IN A CRATE OR CARTON DESIGNED FOR "EMPTY STORAGE".**

- OPEN SHOW PERIOD:**
1. Booth personnel will be allowed in one (1) hour prior to official opening and should remain during all Show hours. Early entrance may be approved by request of Show Management.
 2. If for any reason you must leave your booth, provision for coverage should be made.
 3. Special safeguards should be exercised with regard to personal items such as handbags, wallets, coats, and attaché cases. Show Management under no circumstances can be responsible for said items.
 4. At the close of the Show each evening, booth personnel should remain until the public has been cleared from the floor and the booth has been secured for the evening.
 5. Exhibitors who wish to remove any merchandise from the Exhibit Hall during, or at the conclusion of the Show, must obtain a "VEHICLE OR PROPERTY RELEASE PASS" form from Show Management and must surrender this form to the Security Guard at the point of exit from the building. No vehicle will exit without this pass.

SECURITY ADVISORY

(continued)

- DISMANTLING PERIOD:**
1. All show and exhibit materials must be uncrated and delivered through doors in the dock area. There is no front entrance. Please follow signs to the Convention Center docks.
 2. If you are hand carrying your merchandise out of the building, you must do so through the main entrance, and you must have proper exhibitor identification. Dismantling and/or merchandise removal cannot begin prior to the official closing hour of the Show.
 3. It must be stressed that exhibitor personnel should remain with display merchandise and materials until they are removed from the exhibit floor or properly crated for drayage personnel to remove.
 4. Each outbound carton or crate must be properly labeled or tagged for shipment and should not be left unattended in your exhibit booth until arrangements have been made for removal.
 5. While adequate guard service will be provided by the Show Management around the clock, it is the responsibility of each exhibitor to take whatever precautions he/she deems necessary to prevent loss or damage.
 6. **Paragon Group, Inc. assumes no liability or responsibility for any loss, damage or theft. Therefore, it is incumbent upon exhibitors to provide their own insurance coverage.**

FIRE REGULATIONS

1. Licensee, show management, exhibitors and all other parties must comply with all Federal, State, Municipal, and Center mandated fire codes which apply to public assembly facilities. The Center includes sections of the NFPA Life Safety Code which apply to public assembly facilities as part of the License Agreement.
2. Crate storage is prohibited in the Center. Crate storage is the responsibility of the General Contractor.
3. All bunting, table coverings, drapes, signs, banners and like materials must be flame resistant and are subject to inspection and flame testing by the Fire Marshal.
4. All electrical equipment must conform to the National Electrical Code and be UL approved.
5. The following materials are prohibited without prior written consent of the Center: electrical cooking equipment, open flame devices, flammable liquid pressure vessels, exhibits involving hazardous processing and materials, fireworks or pyrotechnics blasting agents or explosives, flammable cryogenic gases, aerosol cans with flammable propellants, gas operated cooking equipment, portable heating equipment, other equipment materials and operations that increase risk to fire and life safety.
6. The possession of a dangerous weapon is prohibited in the Center. Concealed weapons are strictly prohibited in the Center.
7. The sale of firearms and ammunition is prohibited in the Center.
8. The display of any and all vehicles will only be allowed in the Center with disconnected batteries and taped terminals. Additionally all fuel tanks and fill valves must be locked and vehicles may carry no more than a total of three (3) gallons of fuel per vehicle. At no time is the removal or addition of fuel allowed in or around the Center. All vehicles used for display will be inspected for compliance with regulations by the Center prior to the opening of the event.
9. At no time during public hours are vehicles to be moved.
10. All emergency exits, hallways and aisles leading from the building are to be kept clean and unobstructed. Any vehicles, material, equipment etc. in fire lanes or blocking exits etc, will be removed at the Licensee's expense.
11. Exit signage, fire extinguisher, fire alarms, pull stations and related fire fighting equipment may not be hidden , obstructed, blocked or tampered with.
12. Exhibit hall and loading dock doors are not to be propped open. Automatic closing devices may not be hindered from their designed performance.
13. One key, clearly marked identifying the specific vehicle must be on file with the Center for every vehicle displayed in the Connecticut Convention Center.

BUILDING REGULATIONS

Connecticut Convention Center Hartford, CT

EXHIBITOR RULES AND REGULATIONS

1. The use of approved double-face tape and cloth tape is permitted on concrete floor surfaces only. The Center requires the use of residue resistant tape. Tape and adhesive-backed materials are not allowed on the Center's carpeted surfaces/areas. Use of tape on any wall surface, glass, or equipment is strictly prohibited. The Licensee is responsible for the removal of all tape and tape residue from any surface area in the Center's exhibit halls, ballrooms, meeting rooms, and public areas. If Licensee fails to remove tape and/or tape residue, Licensee shall reimburse Licensor for any costs incurred to remove such tape and residue.
2. Signs, decorations, and related materials may not be taped, stapled, nailed, or attached to painted surfaces, columns, fabrics, or decorative walls in the Center. The Center's permanent signs, banners, and other decorations may not be blocked in any manner. Temporary signs may not be attached in any manner to permanent Center signage. No banners can be hung in the Center without prior written approval of the Event Manager. Under no conditions will signs or banners be taped, hung, or otherwise attached, to the Center's walls.
3. The location and method of installation of any special decorative needs must be approved in writing by the Center, prior to the Event. All special decorations or signs left in the Center at the conclusion of your Event will be considered trash. Any costs incurred with the removal of such items will be charged to the Licensee.
4. Holes may not be drilled, cored, or punched into any part of the Center or exterior premises.
5. The use and distribution of helium balloons is prohibited in the Center. Any costs incurred by the Center because of the use or removal of helium balloons will be charged to the Licensee.
6. The use and distribution of adhesive-backed decals and stickers is prohibited in the Center. Use of glitter and confetti is also prohibited. Any costs incurred by the Center because of the use or removal of such items will be charged to the Licensee.
7. Live evergreen trees are not permitted, unless they have a root ball at the base of the tree.
8. Use of Center equipment, supplies, and other materials is limited to Center personnel only. The movement of Center furniture, fixtures, and equipment must be performed by Center personnel only.
9. Passenger elevators and all escalators are to be used by the general public and should not be used for any freight or equipment movement.
10. Motorized vehicles and equipment, such as carts, forklifts, scooters, etc, and other moveable equipment, such as dollies, pallet jacks, etc, are not permitted in any lobby, meeting room, or ballroom space.

BUILDING REGULATIONS

(Continued)

11. The sale and distribution of novelty merchandise is prohibited without prior written approval from the Center. The Licensor reserves the right to review and disapprove at any time prior to, during, or after Licensee's Event, at Licensor's sole and absolute discretion, any and all novelties proposed to be sold at Licensee's Event. If the Licensor disapproves any of the proposed novelties, such disapproved novelties shall not be sold at the Center before, during, or after Licensee's Event. If the Licensor allows any of the proposed novelties to be sold before, during, or after Licensee's Event, and such novelties are sold before, during, or after Licensee's Event, Licensee shall pay the Novelty Fee to the Licensor at settlement after Licensee's Event. The location(s) and time(s) for any novelty sales shall be at the sole and absolute discretion of the Licensor.

12. All distributed materials, whether for sale or gratis, must be distributed from locations approved by the Event Manager.

13. Animals and pets are not permitted in the Center, except in conjunction with an approved exhibit/show or for if required by disabled guests or patrons.

14. No soliciting is permitted in the Center or on the Premises.

15. Any and all unsafe conditions or activities will be terminated. The Center will remove disruptive parties, as necessary.

PERFORMANCE OF MUSIC AT THE CONNECTICUT INTERNATIONAL AUTO SHOW

If any copyrighted music is to be played at your display, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner. No license is required for original music owned by the exhibitor.

The licensing requirements include the playing of live as well as recorded music, (records, tapes, compact discs, etc.), and also include music, whether it is the essence of the presentation or is only used as background, on a videotape or other presentation.

The proper license must be posted in your booth and available for inspection at the request of Show Management or properly authorized agents of American Society of Composers, Authors & Publishers (ASCAP) and Broadcast Music Inc. (BMI).

We advise you to contact these agencies listed below to acquire the proper licenses:

ASCAP ATLANTA
950 Joseph E. Lowry Blvd
Suite 23
Atlanta, GA 30318
404/685-8699

BMI
10 Music Square East
Nashville, TN 37203
615/401-2000

Adherence to these federally mandated copyright licensing laws is critical. Failure to do so is both a violation of federal copyright law, and a breach of your contract for exhibit space for the Connecticut International Auto Show.

Please take a few minutes to ensure a hassle-free event by acquiring the proper licenses.

If you encounter any difficulty with either ASCAP or BMI in your attempt to acquire a license, please contact us immediately.