



San Antonio Auto & Truck Show

2012 Complete Exhibitor Kit

San Antonio Truck & Auto Show

November 15-18, 2012

For exhibitors only

TABLE OF CONTENTS

Alcoholic Consumption.....	3
Care of Convention Center/Exhibit Halls.....	4
Carpet & Drapes.....	5
Character of Display Area.....	6
Credentials.....	7
Detail Companies.....	8
Dress Code.....	9
Helium.....	10
Insurance Requirements.....	11
Right to Make Changes.....	12
Security.....	13
Show Office	14
Subletting and/or Sharing of Exhibit Booth.....	15
Vehicle Sales Prohibited.....	16

FORMS & CONTRACTS

Internet & Telephone Service Contract (Smart City).....	17-20
Freeman Exhibitor Services Form	21-41
Convention Foliage Contract	21-41

Alcoholic Consumption:

All exhibitors, their representatives and personnel are prohibited from consuming any alcoholic beverages while they are officially on duty at the Show. All exhibitors, their representatives and personnel are encouraged to conduct themselves in a professional manner that reflects the image of the company they represent and the image of the Show. Any person conducting him or herself in a non-professional manner will be asked to leave the Show and their company or supervisor notified.

Care of Convention Center/Exhibit Halls:

Nothing can be posted, tacked, nailed or otherwise attached to the columns, walls, floors, furniture or other properties of the Henry B. Gonzalez Convention Center. Cost of repairing any damage will be billed to the responsible exhibitor. This includes any damage to the carpet provided in each area.

Carpet & Drapes:

Carpet

Each area will be carpeted in the official show color of **Black & Red**.

Vacuuming:

Carpet in the Dealer/Manufacturer exhibit areas will be vacuumed each day during the Show. This service is provided by the Auto and Truck Show.

All other areas should contact **Freeman at 210-227-0341.

Drapes

Each Allied Exhibitor booth will be provided with two-3 ft. wing drapes, and eight-foot back drape. The drapes will be in the official show color of **Black**.

Exhibitors that require additional drapes for their area should contact **Freeman at 210-227-0341.

Character of Display Area:

Slide or moving pictures, speakers or any other sound presentations used in connection with any exhibit are encouraged, however must be tuned to a conversational level as not to be objectionable to neighboring exhibitors. Show Management reserves the right to restrict the use of objectionable sound and lighting.

Credentials:

Official Auto & Truck Show lapel pins will be issued on a limited basis to all exhibitors. This pin will allow the wearer free admittance to the Show. Exhibitors and all volunteers who do not have an official lapel pin must register at the Show Office located in the Show Office at the top of the escalator in Exhibit Hall D. Replacement lapel pins are \$10 each.

Detail Companies:

Any person, firm or corporation contracted by an exhibiting franchised dealer, manufacturer or exhibit house to be on-site during the show for the purpose of cleaning and detailing vehicles, must comply with all insurance and workers compensations insurance requirements as outlined in the INSURANCE REQUIREMENTS. All employees must wear a company uniform or a shirt with the company name on it at all times in order to gain free admission to the show. Companies that hire local short-term employees must comply with the insurance requirements for those employees. Companies are responsible for their employees. Anyone that conducts him or herself in a non-professional manner will be reported to their supervisor. If a supervisor is not available, the employee will be asked to leave the show until the supervisor can be reached.

Any detail company that contracts for local temporary employees must meet their workers at a designated location outside of the show to issue them the company's credentials. These workers will not be allowed to enter the building without proper credentials.

Important: Detail companies must have vehicles show-ready by **3:00pm** on **Wednesday, November 14, 2012.**

Dress Code:

All representatives and employees of the exhibiting dealer are required to dress in the appropriate manner to reflect the company they represent and the image of the Show. Any exhibitor that requires their personnel to wear special attire or costumes must notify the San Antonio Automobile Dealers Association, Inc. prior to the opening of the Show for approval.

Helium:

No helium is allowed in the building. Only air filled inflatables are allowed.

Insurance Requirements:

Neither SAADA, its members, nor the representatives and employees thereof, its official service contractors, official sponsors and co-sponsors, nor the City of San Antonio, nor their representatives or employees, will be held responsible for any injury, loss or damage that may occur to an Exhibitor or an Exhibitor's property, its employees or representatives for any cause whatsoever prior to, during, or subsequent to the period covered by this contract. All property of an Exhibitor is understood to remain under the Exhibitor's control in transit to, within, and from the confines of the exhibit facility. Exhibitors are advised to carry floater insurance to cover exhibit material against damage and loss, and public liability insurance against injury to the person and property of others. Each exhibitor shall assume all risk inherent in its participation in the Show and release the aforementioned organizations and individuals, referred to above, from any and all such loss, damage or injury. All Exhibitors must provide an original certificate of liability insurance in the amount of \$1,000,000 naming the San Antonio Automobile Dealers Association, Inc. and the San Antonio Auto & Truck Show as additional insureds. In addition to the above required insurance, each Exhibitor must furnish SAADA with a proof/copy of its Workers Comp insurance covering all employees, contracted companies, sub-contracted companies, contracted labor, in addition to any other person or company connected with the exhibit area. This documentation must be received at the SAADA office, 4414 Centerview Drive, Suite 140, San Antonio, Texas 78228. If the proper documents are not received 90 days in advance of the Show, SAADA may terminate the Exhibitor Contract without refund and such contract shall be deemed null and void.

In addition to the above insurance requirement; manufacturers, exhibit houses, detailers must provide the San Antonio Automobile Dealers Association, Inc. with a list of all companies and subcontractors involved with the Show, along with proof of insurance and workers compensation for each company and subcontractor.

Right to Make Changes:

The San Antonio Automobile Dealers Association, Inc. reserves the right to make any changes, amendments and/or additions to these rules as it considers advisable for the proper conduct and success of the Show, with the provision that all exhibitors be advised of any change. Any matter not specifically covered, in the official exhibitor contract or the official exhibitor service kit, are subject to the decision made by the San Antonio Automobile Dealers Association, Inc. Any violation of these guidelines and rules may be cause for immediate termination of the exhibitor's contract, and the exhibitor's right to participate in the Show. Any and all monies paid by the exhibitor to the San Antonio Automobile Dealers Association, Inc. shall be retained by said organization. The San Antonio Automobile Dealers Association, Inc. reserves the right to refuse the rental, assignment or approval of any exhibit space whose display of goods or services are not compatible with the objectives of the Show.

Show Office:

The Auto & Truck Show office is located in **Exhibit Hall D** (above the escalators).

Security:

CYROD Consulting is the official security agency for the Show

For assistance, please contact **Joe Rodriguez** at: (210) 887-6015

Subletting and/or Sharing of Exhibit:

The subletting and/or sharing of any exhibit space with a person, firm or corporation is strictly prohibited and could result in the cancellation of the exhibitor's contract to display in the Show. This applies to exhibit space whether contracted, assigned, or courtesy space, without written approval from the San Antonio Automobile Dealers Association, Inc. Any requests must be submitted at least sixty (60) days prior to the show.

Vehicle Sales Prohibited:

Texas law prohibits selling or offering to sell any new motor vehicle that is on display at the Show. Texas law prohibits the display of any used vehicle at the Show that is offered for sale.