



San Antonio
Auto & Truck Show
Aftermarket Expo
Exhibitor Kit
2016

Table of Contents

General Show Information	3
Load-In	4
Load-Out	4
Included Services	4
Show Credentials	4-5
Additional Services for Purchase	5
Conduct of the Show	5
Exhibit Personnel	6
Exhibit Space	6
Displays & Exhibits	7
Approval of Substitute Floor Coverings	7
Moving Mechanisms/Lubrication Systems/Lights	7
Height & Arrangement of Exhibits	8
Performance of Music	8
Family Friendly Content	8-9
Exclusive Providers, Security	9
Advertising, Signs, Vehicle Presentations	9-10
Fire Regulations, Sales Tax, Helium	11
Decals, Indemnification & Insurance, Termination	12-14

General Show Information:

PUBLIC SHOW DATES: THURSDAY, NOVEMBER 10 – SUNDAY, NOVEMBER 13

SHOW HOURS:

THURSDAY	2:00 P.M. – 8:00 P.M.
FRIDAY	2:00 P.M. – 10:00 P.M.
SATURDAY	10:00 A.M. – 10:00 P.M.
SUNDAY	11:00 A.M. – 7:00 P.M.

LOAD-IN / LOAD OUT: SEE NEXT PAGE

KICK OFF GALA: WEDNESDAY, NOVEMBER 9
7:00 P.M. – 10:00 P.M.

TICKETS AVAILABLE FOR PURCHASE: 210-732-9647

LOCATION ADDRESS: HENRY B. GONZALEZ CONVENTION CENTER
900 E. MARKET ST., SAN ANTONIO, TEXAS 78205
210-207-8500 VENUE PHONE NUMBER

SHOW MANAGEMENT: SAN ANTONIO AUTOMOBILE DEALERS ASSOCIATION
4414 CENTERVIEW DR. #140, SAN ANTONIO, TEXAS 78228
210-732-9647 PHONE, 210-732-3923 FAX
WWW.SAAUTOSHOW.COM

ON-SITE SHOW OFFICE ROOM 220, UP THE ESCALATORS ABOVE HALL 1
ON-SITE PHONE: 210-258-8912
BEGINNING MONDAY, NOVEMBER 7TH AT NOON.

AFTERMARKET MANAGEMENT: FIERCE ENDEAVORS
OFFICE PHONE: 254-375-2260
MATT SCHULTE - 713-553-5735 CELL
PAM GARZA – 214-675-4876 CELL
ON SITE OFFICE –
INSIDE EXHIBIT HALL 3(THE AFTERMARKET HALL)
UP THE ESCALATORS

Aftermarket Expo Load in:

Tuesday, November 8, 2016

12:00 p.m. – 5:00 p.m.

Wednesday, November 9, 2016 9:00 a.m. – 1:00 p.m.

*All exhibits must be show ready and free of debris by 3:00 p.m. The hall will be cleared of all people including exhibitors at 3:00 p.m. sharp. No one will be allowed to return until Thursday, November 10th one hour prior to show opening.

Aftermarket Expo Load out:

Sunday, November 13, 2016. Begins immediately following the close of the public show at 7:00 p.m. NOT BEFORE! Deadline for removal of all vehicles, exhibits, and property is 11:59p.m. Sunday, November 13, 2016 – no exceptions. Property remaining after 11:59p.m. will be deemed refuse and will be forfeited by Exhibitor, no exceptions. Only Matt Schulte, Pam Garza or Courtney DeLee are authorized to extend this deadline.

Included services:

Gray carpet, pipe and drape as needed with show approval.

Show credentials:

On show days, to enter the hall at any time, exhibit staff must either 1) be wearing an exhibitor lapel pin which you do not forfeit to the ticket taker, 2) present and forfeit an "Anytime Pass", or 3) present and forfeit a purchased ticket. Your exhibitor space purchase includes: Each 10x10 booth receives 1 pin and 8 Anytime Passes. All exhibits larger than a 10x10 (10x20 and larger) receive 2 pins and 10 Anytime Passes. Additional exhibit staff "Anytime Passes" may be

purchased during load-in by the lead exhibitor only for \$6.00 per pass. These “Anytime Passes” are good for exhibit staff ONLY.

Additional Services for Purchase:

To order additional services listed below, please go to <https://saautoshow.com/aftermarket-expo/>. Password available upon request.

Electrical

Internet (no exhibitor Wi-Fi hot spots permitted)

Audio/Visual

Plants/Floral

Security

Labor for installation and dismantling of exhibits

Rope, stanchions, furnishings, etc.

Conduct of the Show:

Exhibitor shall show only products which it sells in its' normal course of business unless prior special arrangements are made in writing with Licensor. Exhibitor shall show all products described in its Application and License Agreement and if it fails to do so, Licensor may allocate that space to another Exhibitor. **Only company products/services sold/exhibited as listed in Addendum A of the Application and approved by the Show are allowed.**

Exhibit Personnel:

At all times during Show hours, Exhibitor shall, at its sole expense, provide personnel to supervise the Exhibit Space.

- i. Exhibits MUST be staffed and ready 30 minutes prior to Show's opening each day and must remain occupied until the close of the Show each evening and until the venue is cleared by security.
- ii. All persons representing Exhibitors must be properly and professionally attired. Departures from professional attire must be approved in writing by SAADA prior to the Show.
- iii. Food and drinks other than water may not be consumed in the exhibit space.
- iv. Consumption of alcoholic beverages by Exhibitor personnel during Show hours on show property is strictly prohibited.
- v. SAADA maintains broad discretion to enforce these provisions. Show management may ask persons in violation of these provisions to leave the Show and will notify Exhibitor of such actions.

Exhibit Space:

- i. Exhibitors shall maintain exhibit space in neat and clean condition at all times.
- ii. Exhibitors shall not post, nail or otherwise attach any item to columns, walls, floors or furniture in the exhibit facility.
- iii. Exhibitors shall be liable for any and all damages to the exhibit facility, any property other than exhibitor's own property, and/or to any other exhibitors' or another company's space or property.

Displays and Exhibits:

- i. All displays and exhibits shall reflect a high standard of quality.
- ii. All exhibits, exhibit staff/personnel must be contained within the Exhibit Space and may not extend beyond such space, or infringe upon the space of another exhibitor or block aisles so as to, in any way, impede public use of the aisles INCLUDING stopping people in the aisle.
- iii. **Any and all special promotional extensions or media conversion, including those involving projected images and/or speakers and sound presentations, must be approved in writing by SAADA prior to the Show.** Licensor and/or Licensor's representative, reserves the right to regulate and restrict exhibits to a reasonable noise level.

Approval of Substitute Floor Coverings:

No floor coverings may be sealed to the floor in such a manner as to damage or deface the floor or be so installed as to be a hazard to public safety or as to endanger the public. Each Exhibitor is responsible for the final condition of the floor in its exhibit area. Exhibitor supplied floor coverings may be used only with the prior written approval of Licensor.

Moving Mechanisms/Lubrication Systems/Lighting:

No Exhibitor may show any mechanism in operation if it is noisy or objectionable to Licensor. All moving mechanisms must be adequately protected by the Exhibitor to prevent injury to any person. Lubrication systems and parts must be drained or treated so that lubrication will not drip onto the floor or otherwise damage the building or carpet. Use of strobe or blinking lights is strictly forbidden.

Height and Arrangements of Exhibits:

- i. The maximum height of aftermarket and specialty vehicle exhibits is 18 feet. All aftermarket exhibits must be capable of standing by themselves. Supporting wires from the ceiling will not be permitted.
- ii. Identification signs and Display properties must be placed at least 3 feet from neighboring exhibits and at least 18 inches from an aisle. Licensor may require additional clearances for any display property that Licensor believes to be an excessive obstruction. It is the responsibility of each Exhibitor to obtain approval from Licensor for any deviation or interpretation of these rules prior to installation.

Performance of Music Protected by Copyright or Licensing Agreements:

Exhibitor will not produce, perform, or broadcast any music protected by copyright or license agreements without obtaining rights from music licensing organizations. Exhibitor agrees to indemnify Licensor and its contracted companies for all expenses, including without limitation, penalties, fines, judgments or awards and attorney fees incurred by Licensor, venue or any other business associated with Show as a result of a breach of this provision.

Family Friendly Content with regard to Displays, Display Items and Music:

Licensor reserves the right to exclude or require removal of, or to physically remove, any exhibit which at its discretion Show Management deems is not suitable for Show, including without limitation, persons, things, conduct, printed matter, souvenirs, catalogs and all things which Licensor determines may

adversely affect the character or reputation of the Show and Exhibitor waives any claims against Licensor therefore. Additionally, Exhibitor may not offer games of chance or gambling of any kind which require a monetary exchange between Exhibitor and others. Games of chance for entertainment purposes in which prizes are won, but in which no monetary exchange takes place, are permitted.

Exclusive Providers:

Exhibitors must honor Show exclusive provider contracts. Exclusive providers are identified and password protected (password provided upon request) at <https://saautoshow.com/aftermarket-expo> /Audio/visual, electrical, plants/floral, security, and telephone/internet services are available at this site under Contractors. Order forms and payments for these additional services are to be sent directly to the provider. Please note discount deadlines listed on link above!

Security:

Should Exhibitor have a security concern, the Exhibitor may order security personnel to patrol their specific exhibit space, either during Show hours or on a 24-hour basis. Any/all security personnel must be ordered from Licensor's designated Security Company at the sole cost of the Exhibitor. Licensor assumes no responsibility for loss or damage to displays, vehicles, or property, but may provide guards for general security of the show.

Advertising:

Any and all advertising by Exhibitors in connection with their participation in the Show must be true and correct in all respects. Exhibitors shall make no

deceptive or misleading claims or representations. Exhibitors must have prior approval from Show Management for the use of the San Antonio Auto Show logo. Contact Courtney DeLee at courtneydelee@saautodealers.com.

Signs:

Signs and banners, which Exhibitor desires to suspend in the venue exhibit facility, must be approved in writing by SAADA before the Show. For the safety of general public, exhibitor must utilize show exclusive provider to hang any signs or banners to be suspended from above exhibit space.

Vehicle Presentations and Move-Out:

Vehicles must be displayed in the same manner during the entire public run of the Show. Vehicles must be brought in prior to Show opening and on display all of the public days and hours that the Show is open to the general public and may not be covered-up from public view except with written approval of Licensor or Licensor's representative. Until the Show is officially ended and all attendees have left the exhibit facility, Exhibitors shall not remove from the exhibit facility any part of their exhibit and/or display, including, but not limited to, vehicles. All vehicles, exhibits and displays must be removed from the exhibit facility no earlier than clearing of the Venue after the ending of the show and no later than midnight on the closing day of the Show.

General Compliance:

Each exhibitor is responsible to understand and comply with all applicable local, state, and federal laws and ordinances governing its participation in the Show.

Fire Regulations:

- i. All display materials must be flame retardant.
- ii. All electrical must be handled by exclusive provider. No exceptions. Electrical signs and equipment must be wired to meet specifications of local Fire Underwriters Inspections Bureau and IEEE.
- iii. All vehicles will be checked prior to move-in by a fire inspector. Vehicles must have less than ¼ (one quarter) tank of gas. Upon approval for entry into the Venue, ALL gas caps must be locked or taped to prevent opening. Once vehicles are in place, all batteries must be disconnected and leads taped. Inverters are allowed provided they meet approval of exclusive Electrical Contractor.

Sales Tax:

If EXHIBITOR plans to make actual sales during Show, EXHIBITOR shall possess or acquire a Texas sales tax permit number prior to the start of the Show and provide SAADA with a copy of such permit. The sales tax rate is subject to change and EXHIBITOR must check with the Texas State Comptroller's Office (1800-252-5555) or www.cpa.state.tx.us/taxinfo/sales prior to Show date to ascertain the current rate. EXHIBITOR is solely responsible for collecting and remitting all sales tax due.

Helium:

Helium is prohibited in the exhibit facility. Air-filled inflatables are permitted.

Distribution of Decals:

Decals and/or stickers may not be offered to attendees free of charge. Exhibitor may sell or include them with purchase of another item. Exhibitor is responsible for cost of removal of stickers or decals and damages if determined by Show or Venue.

INDEMNIFICATION AND INSURANCE:

- A. INDEMNIFICATION:** Exhibitor shall indemnify, defend, protect and hold harmless SAADA and Fierce Endeavors LLC, its members, officers, representatives, employees, the Show and its official sponsors and co-sponsors from and against any and all claims, demands and liabilities for injuries to and/or deaths of persons arising directly or indirectly from Exhibitor's activities, exhibitors or the use of the Venue, by or on behalf of Exhibitor, its principals, constituents, suppliers, contractors, subcontractors, manufacturers and/or employees. This indemnification provision shall survive all other obligations and termination of the Exhibitor Contract and these terms and conditions.
- i. **INSURANCE:** All Exhibitors must provide an original certificate of liability insurance (COI) with limits not less than \$1,000,000 on a per occurrence basis with an aggregate of \$2,000,000 of bodily injury, death and property damage naming the San Antonio Automobile Dealers Association, Inc., the San Antonio Auto & Truck Show and Fierce Endeavors, LLC as additional insureds. In addition to the above required insurance, each Exhibitor must furnish SAADA with a proof/copy of its Workers Comp insurance with statutory limits of \$500,000/\$500,000/\$500,000 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 Dr., Suite 140, San Antonio, Texas 78228. If the proper documents are not received 14 days in advance of the Show, SAADA may terminate the Exhibitor Agreement without refund. Neither SAADA nor Fierce Endeavors, LLC, 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, automobiles, its employees or representatives for any cause whatsoever prior to, during, or subsequent to the period covered by this Agreement. 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.

Termination:

- A. **Termination of Event Clause:** If for any reason the Show is not held at the time or place specified in this Agreement, then this Agreement shall automatically terminate without any further obligation or liability of Licensor except to return to Exhibitor the payment less Exhibitor's share of expenses incurred by Licensor. Licensor reserves the right to terminate this Agreement at its sole discretion any time prior the commencement of Show without any liability or obligation to Exhibitor except to refund to Exhibitor the payment.
- B. **No Subletting or Sharing:** Subletting and sharing of any Exhibit Space is strictly prohibited and cause for immediate termination without refund.

C. **Agreement Violations:** Any violation of the Exhibitor Agreement or these Exhibitor Terms and Conditions by an Exhibitor will be cause for SAADA to terminate WITHOUT REFUND such Exhibitor's right to use its exhibit space. SAADA may enter and take possession of the space so occupied and remove all persons and property at the Exhibitor's risk and expense. SAADA shall be indemnified from any liability associated therewith by the indemnification provisions herein contained. **SAADA reserves broad discretion in the production and management of the Show. Any matter not specifically covered by the Exhibitor Agreement or these Terms and Conditions is subject to the sole discretion of SAADA.**