



**San Antonio**  
**Auto & Truck Show**

**Exhibitor Kit**  
**2016**

# Table of Contents

---

<b>General Show Information</b>	<b>3</b>
<b>Exhibit Personnel/Care of Convention Center/Exhibit Space</b>	<b>4</b>
<b>Carpet</b>	<b>4</b>
<b>Displays &amp; Exhibits</b>	<b>4</b>
<b>Subletting and/or sharing of Exhibit Space</b>	<b>5</b>
<b>Signs/Banners</b>	<b>5</b>
<b>Credentials</b>	<b>5</b>
<b>Detail Companies</b>	<b>6</b>
<b>Performance of Music Protected by Copyright</b>	<b>6-7</b>
<b>Exclusive Show Providers</b>	<b>7</b>
<b>Advertising</b>	<b>7</b>
<b>Helium</b>	<b>8</b>
<b>Fire Regulations</b>	<b>8</b>
<b>Insurance Requirements</b>	<b>8-9</b>
<b>Right to Make Changes</b>	<b>10</b>
<b>Show Office</b>	<b>10</b>
<b>Vehicle Move-In</b>	<b>10</b>
<b>Move-Out</b>	<b>11</b>
<b>Vehicle Sales Prohibited</b>	<b>11</b>

# 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.

**SPECIAL EVENTS:**

**KICK OFF BREAKFAST** WEDNESDAY, NOVEMBER 9  
7:00 A.M. – 9:00 A.M.

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

**MEDIA MORNING** THURSDAY, NOVEMBER 10  
8:00 A.M. - TBD

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

**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](http://WWW.SAAUTOSHOW.COM)

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

## Exhibit Personnel:

---

All persons representing Exhibitors must be properly and professionally attired. Consumption of alcoholic beverages by Exhibitor personnel during the Show hours is strictly prohibited. SAADA maintains broad discretion to enforce this provision. Show management may ask persons in violation of this provision to leave the Show and will notify Exhibitor of such actions.

## Care of Convention Center/Exhibit Space:

---

Exhibitors shall maintain their exhibit space in neat and clean condition at all times. Exhibitors shall not post, nail or otherwise attach any item to columns, walls, floors or furniture in the exhibit facility. Exhibitors shall be liable for any and all damages to the exhibit facility, and to another exhibitor's space, products or personnel.

## Carpet:

---

For all Manufacturer areas **MEDIUM GRAY** carpet and **Blue** aisle carpet will be provided and vacuumed daily by SAADA. 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 approval from SAADA.

## Displays and Exhibits:

---

All displays and exhibits shall be a high standard of quality. All exhibits, staff and personnel must be contained within an Exhibitor's assigned 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. Any and all special promotional ideas, including those involving projected images and/or speakers and sound presentations, must be approved by SAADA prior to the Show. Show Management reserves the right to restrict the use of objectionable sound and lighting.

## **Subletting and/or Sharing of Exhibit Space:**

---

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 without refund. This applies to exhibit space whether contracted, assigned, or courtesy space.

## **Signs/Banners:**

---

Signs and banners, which Exhibitors suspend in the exhibit facility, must be approved by SAADA before the Show. **DEALERSHIP SIGNAGE IS STRICTLY PROHIBITED AND WILL BE REMOVED BY SHOW MANAGEMENT AT THE OFFENDING EXHIBITOR'S EXPENSE.**

## **Credentials:**

---

Official Auto & Truck Show lapel pins and/or passes will be issued on a limited basis to all exhibitors. This pin or pass will allow free admittance to the Show. Exhibitors and all volunteers who do not have an official lapel pin or pass must check in at the Exhibitor Registration kiosk located at Exhibit Hall 1 entrance. Replacement lapel pins are \$10 each.

## Detail Companies:

---

Any person, firm or corporation contracted by an exhibitor and/or 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 compensation 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 9, 2016. NO EXCEPTIONS!**

## 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 for all expenses, including without limitation, penalties, fines, judgements or awards and attorney fees incurred by

Licensors, venue or any other business associated with the Show as a result of a breach of this provision.

## Exclusive Providers:

---

Exhibitors must honor SAADA's exclusive provider contracts. Exclusive providers are identified below and on the San Antonio Auto and Truck Show website at: [saautoshow.com/dealers-and-manufacturers/](http://saautoshow.com/dealers-and-manufacturers/).

**CYROD Consulting** is the official security agency for the Show. For assistance, please contact **Joe Rodriquez** at: (210) 887-6015.

**Freeman Decorating** is the official decorator and electrical contractor for the Show; please contact **Doug Hester** at 210-227-0341.

**Smart City** is the official telephone and internet service provider for the Show; please contact them at 888-446-6911.

**PSAV Presentation Services** is the official audio/visual provider for the Show; please contact **Dan Alejandro** at 210-417-4101.

**Convention Foliage** is the official provider of floral packages. Each exhibitor has the option to purchase a San Antonio Auto and Truck Show Discounted Floral Package for exhibit. Floral form and payment for services are to be sent directly to **Irene Konzal** at Convention Foliage. 210-637-7229.

## 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.

## Helium:

---

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

## Fire Regulations:

---

All display materials must be flame retardant. Electrical signs and equipment must be wired to meet specifications of local Fire Underwriters Inspections Bureau. Vehicles are limited to a maximum of ¼ tank of gas. All gas caps must be locked or taped to prevent opening. All batteries must be disconnected. All vehicles will be checked prior to move-in on Wednesday, November 9th by a fire inspector.

## Insurance Requirements:

---

### **INDEMNIFICATION:**

**Exhibitors shall indemnify, defend, protect and hold harmless SAADA, 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 deaths of a person arising directly or indirectly from Exhibitor's activities, exhibits or the use of the exhibit facility, 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.**

### **INSURANCE:**

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 (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., and the San Antonio Auto & Truck Show as additional insureds. In addition to the above required insurance, each Exhibitor must furnish SAADA with 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, and 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 requirements; manufacturers, exhibit houses and 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 **Room 220, located up the escalators above Hall 1**. The on-site Show Office phone number **210-258-8912** will be active at noon on Monday, November 7, 2016.

## Vehicle Move-in:

---

All exhibitors must adhere to their scheduled vehicle move-in time. Move-in will be on **Wednesday, November 9<sup>th</sup>** beginning at 7:30 a.m. The Official Vehicle Move in schedule can be found at [saautoshow.com/dealers-and-manufacturers/](http://saautoshow.com/dealers-and-manufacturers/).

## **Move-out:**

---

Until the Show is officially closed, all attendees have left the exhibit facility, and all aisle carpet has been removed, Exhibitors shall not remove from the exhibit facility any part of their exhibit and/or display, including, but not limited to, vehicles. All vehicles, must be removed from the exhibit facility no later than 10p.m. on the closing day of the Show, Sunday November 13<sup>th</sup>.

## **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.