



# Hampton Roads International **AUTOSHOW**

Virginia Beach Convention Center  
January 13-15, 2017

## **EXHIBIT SPACE REQUEST FORM**

### **VEHICLE DISPLAY SPACE RENTAL FEE:**

\$5.35 per square foot for all exhibit areas and it includes the following:

- Wall-to-Wall Carpeting, Your Choice of Color, Aisles will be Black and Booths will be separated with a Black Boarder
- Daily Vacuuming
- Porter Service
- Manufacturers Identity Sign in the Public Aisle (Upon Request)

Please return your request as soon as possible but no later than September 15, 2016. An invoice for 50% of your total space cost will be generated on September 15, 2016 and will be due upon receipt. An invoice for the remaining balance will be sent out on November 15, 2016.

Factory, Dealer Group or Company \_\_\_\_\_

Make of new Vehicles to be exhibited \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**PLEASE NOTE: OUR FLOOR PLAN IS CHANGING. OUR SHOW IS EXPANDING AND WE HAVE ADDITIONAL SPACE AVAILABLE. AISLES ARE SHIFTING SO PLEASE NOTE ANY SPECIAL REQUESTS YOU HAVE FOR SPACE.**

**We request \_\_\_\_\_ square feet of exhibit space**

Special Request(s) for space: \_\_\_\_\_

Please indicate your carpet color choice: Gray ~ Blue ~ Black ~ Red ~ Green ~ Plum

Please send all correspondence to PWA Event Services Group, LLC.

509 First Street

Annapolis, MD 21403

Phone: 410-980-8832

Fax: 757-498-5948

Email: [Peter@hrada.com](mailto:Peter@hrada.com)



**Please see the following page for terms and conditions**

## 2017 HAMPTON ROADS INTERNATIONAL AUTO SHOW

### SHOW RULES AND REGULATIONS

1. **SPACE** - The rental price of all space includes carpeting, daily vacuuming and porter service. A Manufacturers Identity Sign will be provided if requested by November 15. To request a sign please contact Peter Alexander ( [Peter@HRADA.com](mailto:Peter@HRADA.com) )
2. **EXHIBITS** - All Participants will limit height of displays and/or decorations to 20' from floor level. The local fire Marshall has determined exhibit and vehicle setbacks. These requirements call for a 1' set back on areas that adjoin a main aisle and a 2' setback for those sides of an exhibit that adjoin another exhibit. **A 10' path must be maintained to all emergency exits.**

**No exhibit may be constructed or placed as to present a solid or fence-like drop or have sides which would affect any other show space.** HRADA reserves the right to prohibit any exhibit which, in its opinion, is not consistent with the true purpose and character of the exhibition.

**Virginia State Law-No Dealership Information is allowed to be displayed.**

**MUSIC** No instrumental, vocal, broadcast, rebroadcast or similar entertainment at individual exhibition space or spaces will be permitted unless specifically approved by ASCAP/BMI Licensing Boards. Proof of licensing must be submitted to show management prior to show opening. ASCAP - 212.595.3050 BMI-800.669.4264 **See Exhibitor Manual for further details.**

3. **ADVERTISING MATTER** - No advertising or printed matter which, in the opinion of HRADA or its Show Manager is undignified or otherwise objectionable, shall be distributed. Price cards may be displayed on any automobile or other article exhibited, but the advertised price of motor vehicles exhibited shall all be at F.O.B. factory price or all at full delivery price in Hampton Roads. In the distribution of literature, the Participant is restricted to the particular space allotted to him in this contract, and he shall, under no circumstances, distribute the same in the aisles, doorways or upon the space allotted to other Participants. **THIS RULE WILL BE STRICTLY ENFORCED.**

4. **INSURANCE** - HRADA is not responsible for any loss whatsoever to the Participant's exhibit. It shall be the duty of the Participant to secure adequate public liability insurance covering any claims for damages on the part of any member of the public arising out of alleged negligent acts of the Participant in conducting the exhibition of its products, and, in the event of the failure of the Participant to secure such insurance, Participant hereby covenants and agrees to save harmless HRADA from any such claim or claims.

A certificate of insurance must be sent to us for participation: Please state additional insured – **Virginia Beach Convention Center, The City of Virginia Beach, HRADA, PWA Event Services Group, LLC. and FREEMAN.**

5. **INSTALLATION AND REMOVAL OF EXHIBITS AND SHOW CARS** - The Show Manager will furnish detailed, written information to each Participant covering the time of installation and removal of all exhibits including show cars. No exhibits, or any part thereof, shall be moved from or brought into the building after the opening of the Show without permission of the Show Manager. The local Fire Marshall Rules permit a maximum of 1/4 tank full of gasoline per vehicle and require that gas tanks be locked or taped shut and battery leads disconnected. All vehicles will be checked for compliance.

6. **PREMISES - CARE OF** - The Participant shall not allow any article to be brought into or any act done on the premises which will increase the premium on the policies of insurance held by the owners of the building, or injure or deface any part of the building, or permit anything to be done by its employees that shall in any manner injure, mar or deface the premises. Nothing may be attached to walls or other portions of the building, which would damage the same. Participant agrees to pay for any damage done to the premises through his negligence, or that of his employees or agents. The Virginia Beach Convention Center is a **NON SMOKING** facility.

7. **CANCELLATION OF SPACE** - If the Participant chooses to cancel show space, **written notice must be received 60 days prior to show opening (on or before November 8, 2016).** Any payments received will be refunded at 50%. HRADA reserves the right at any time to cancel this contract and expel the Participant from the space leased to him by reason of any conduct on the part of the Participant which, is objectionable and tends to disturb the character and orderly routine of the show. In the event of such cancellation, no refund will be made, and HRADA may take possession of the space occupied by such Participant and remove all persons and exhibits there from at the sole risk of the Participant. **No refunds on cancellations within 30 days of show opening (on or before December 8, 2016.)**

8. The Management of the 2017 Hampton Roads International Auto Show reserves the right to decline any request for space.