

# HAMPTON ROADS INTERNATIONAL AUTO SHOW

## 2020 Hampton Roads International Auto Show Information

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### *Public Show Dates and Hours*

Friday January 10 through Sunday January 12, 2020

Friday, January 10            10 AM   through   9 PM

Saturday, January 11        10 AM   through   9 PM

Sunday, January 12         10 AM   through   6 PM

### *Show Location*

The Virginia Beach Convention Center

1000 19<sup>th</sup> Street

Virginia Beach, VA 23451

757-385-2000

### *Show Office Location and Hours of Operation*

The office is located on the lower level of the convention center to the right of the public entrance.

Friday, January 10, 2020        9 AM – 9 PM

Saturday, January 11, 2020     9 AM – 9 PM

Sunday, January 12, 2020      9 AM – 6 PM

### *Parking*

The Virginia Beach Convention Center has 2,000 parking spaces on site. Parking is free to all exhibitors and attendees.

### *VIP Show Preview Reception*

Thursday January 9, 2020 (Invitation Only)

For more information and invitations please contact the HRADA office at 757.631.6700

### *Ticketing and Exhibitor Information*

Adults and Children over 12	\$12
Children (12 and Under)	Free
Senior Citizens (65 and Over)	\$9
Military (With ID)	\$9

## *Exhibitors Entrance Procedure*

An exhibitor's registration desk will be located at the show office. All exhibitors will need to check in with the office. No passes, badges or exhibitor identification will be mailed in advance of the show.

Sales Personnel must register with the show office. A business card and appropriate ID must be presented.

Please Note: No one under 16 years of age will be permitted on the show floor during move in and move out.

## *Vehicle Clean Up Personnel*

Vehicle Clean up personnel may gain entry to the show floor 2 hours before the public hours.

## *Factory Lounge*

The factory lounge will be open during show hours. Check in is required at the door. Only factory officials, narrators, product specialists and committee members will be permitted. No sales staff will be permitted.

## *Move in and Set up Information*

Vehicle move in will take place on Thursday, January 19, 2020, beginning at 8:00 am and continuing until 1:00pm. All displays must be completed by 2:00pm in preparation for the VIP Preview Reception.

Vehicles being displayed on a turntable or platform will be allowed to enter the building on Wednesday, January 8, 2020 provided the display is ready to accommodate the vehicle.

Under no circumstance should the visqueen that was installed to protect your carpet be removed until all vehicles are placed and detailed. Exhibitors or your porter service company will be responsible for any stains that are made by tire treads to dressing. Once the vehicles have been placed and detailed, exhibitors may remove the plastic and place it in the public aisle for removal by the show carpet company.

## *Exhibit/Vehicle setback:*

The local Fire Marshall has determined exhibit and vehicle setbacks. These requirements call for One-foot (1') setback for exhibit areas that adjoin an aisle and a two-foot (2') setback for those sides of an exhibit that adjoin other exhibit spaces. If an exhibit is erected beyond the setback requirements as determined by the Fire Marshall, then the exhibit must be moved to conform.

**A 10' path must be maintained to all emergency exits.** All displays are subject to inspection and must conform to the Fire Marshalls rules and regulations

## *Vehicle Information*

The gas caps of all vehicles must either be locked or taped shut.

AC/DC Converters:

Cars using AC/DC converters must have the security system fuse disconnected to prevent setting off vehicle alarms. No Battery Chargers are allowed.

Keys:

Please turn in all keys to the Convention Centers Security office.

Battery Cables

Note: Plastic bags for battery cables are required and all battery cables must be unhooked!

**Gas tanks must be near empty (1/4 Tank or Less) All vehicles will be checked prior to entering the convention center**

## *Dealership Information*

**No vehicle sales may be contacted at the show itself.** Vehicles are to have no dealer price stickers posted, only factory stickers are permitted. Also, please make sure the vehicles do not post any dealer stickers or license plate covers.

**Note: No Dealer names or addresses may be displayed on any type of signs or display units.**

Remember that the Show is for exhibition only, however, business cards may be handed out by sales representatives during the show.

With your cooperation, we are hoping that this year's show is the biggest and best yet!

## **Important Rules and Regulations**

### *Insurance Requirements*

Any company providing services or equipment as well as any exhibiting organization is required to provide an Insurance Policy to participate in the Hampton Roads International Auto Show 2019.

The exhibitor shall procure, at its sole cost and expense, and shall maintain in force at all times during the term of the Show contract, policies of insurance as herein below set forth, written by companies approved by Show Management and shall deliver to Show Management evidence of such policies. These policies shall be endorsed in form acceptable to Show Management to include a pro-portion that policy will not be canceled, materially changed, or not renewed without at least 30-days prior to written notice to Show Management.

A commercial General Liability Insurance Policy (I.S.O. Form CG 00 01 or equivalent approved by Show Management) in the Exhibitor's name with members of the Board of Directors of the Hampton Roads Automotive Dealers Association, PWA Event Service Group LLC,

The Virginia Beach Convention Center and the City of Virginia Beach named as Additional Insured (I.S.O. Form CG 20 10 or equivalent approved by Show Management) with limits of liability in the amounts of \$200,000.00 Occurrences/\$2,000,000.00 Aggregate on a combined single limit basis for injuries to persons (including death) and damage to property.

Automobile and Truck Liability Insurance Policy in the Exhibitor's name with Members of the Board of Directors of the Hampton Roads Automobile Dealers Association, PWA Event Services Group LLC,

The Virginia Beach Convention Center and the City of Virginia Beach named as Additional Insured with limits of liability in the amount of \$2,000,000.00 each occurrence, on a combined single limit basis for claims for bodily injuries (including death) to persons for the damage to property arising out of the ownership, maintenance or use of any owned, hired or non-owned motor vehicle.

Worker's Compensation Insurance (including Employer's Liability Insurance) with limits of \$1,000,000.00/\$1,000,000.00/\$1,000,000.00.

Any additional insurance policies necessary to obtain required permits or otherwise comply with applicable law ordinances or regulations regarding the performance of your contract.

Show Management and or the Official Show General Contractor will require verification of the policy during the move in of the Auto Show before any services or equipment may be provided.

All policies must provide coverage from first move in date to last move out date. All insurance policies must be completed correctly. Policies not filled out correctly will be returned.

This certificate of Insurance must be received by PWA Event Services Group LLC, no later than December 5, 2018.

### *License Requirements*

All booth exhibitors must be licensed to do business in the State or Virginia and have a current sales tax number for any direct retail selling for the Show floor.

### *ASCAP and BMI License Requirements*

No music, instrumental, vocal or similar entertainment at individual exhibition space or spaces will be permitted unless specifically approved by ASCAP/BMI Licensing Boards.

HRADA will require a copy of the license agreement before any music can be played.

ASCAP - 212.595.3050

### *Liability*

Each exhibitor is entirely responsible for the space allotted to him throughout his contract. Each exhibitor agrees to reimburse The Virginia Beach Convention Center for any damage to the floor, ceilings or walls within his contracted area.

Decorations, signs, banners and streamers may not be attached, taped, nailed or otherwise fastened to any ceiling, window, painted surface or wall of the Convention Center. Any special decorations or signs must be approved by Convention Center Management as to location and method of installment. Under NO circumstances are helium balloons or adhesive-back decals to be given away or permitted to be used in the Convention Center. Any cost incurred by the Convention Center from the use or removal of these items will be charged to the exhibitor.

The Convention Center, Hampton Roads Automobile Dealers Association, Freeman Decorating Company, PWA Event Services Group LLC, assumes no liability or responsibility for any loss or theft. Therefore, it is the exhibitors' responsibility to provide their own insurance coverage for vehicles, exhibits, materials, and so forth.

### *Show Director*

Peter Alexander

PWA Event Services Group, LLC

509 First Street

Annapolis, MD 21403

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