



ALBANY AUTO SHOW EXHIBITOR **RULES AND REGULATIONS**

IN CONSIDERATION OF THE PROVISION OF EXHIBIT SPACE TO THE EXHIBITOR BY THE PROMOTER (ENYCAR, INC.) FOR THE AGREED FEES, FOR THE AUTO SHOW INDICATED, EXHIBITOR AGREES TO FOLLOW AND ABIDE BY THE FOLLOWING SHOW RULES AND REGULATIONS, AND FURTHER AGREES THAT THESE RULES AND REGULATIONS ARE INCORPORATED BY REFERENCE INTO THE CONTRACT FOR THE SHOW.

MOVE-IN

For special vehicle or display installation and transportation, please make prior plans with your exposition company and contact the show decorator. The show facility will not accept any on-site deliveries, allow any crate storage or provide labor.

Exhibitors must adhere to all show schedules, including move-in and out times, unless prior arrangements have been made with the Promoter.

Exhibitors must check in with show staff upon move-in to review their space and ensure that the exhibits are properly set up for the show. Each Exhibitor is also responsible for checking with ENYCAR staff after set up and prior to leaving the move-in.

SHOW OPERATIONS

There is a location fee to be paid to the facility for any commercial video, still photography or commercial advertising production at the facility before, during or after the show. Penalties will apply if this is done without pre-approval.

There is an available storage room for a limited amount of show materials, such as brochures, computer equipment, etc. This area cannot be used for storing any display crates or larger materials. Arrangements for this limited storage must be made prior to the show with ENYCAR. Storage of larger items may be arranged with the show decorator at an additional charge. The key for the storage room can be obtained at the ENYCAR information booth. The Promoter is not responsible for any items stored, and all items remain the sole responsibility of the Exhibitor at all times. Storage, and movement into or out of storage, is at the Exhibitor's own risk and may be shared by more than one exhibitor.

There is absolutely no smoking or consumption of alcoholic beverages allowed in any area associated with Auto Show use by Exhibitors or show staff.

SPACE RESTRICTIONS

All exhibits must be capable of standing by themselves, and no supporting wires from the ceiling will be permitted. Displays or other Manufacturer items cannot block another Exhibitor's area or block any walkway, exit, doorway or elevator entrance.

All Exhibitor materials (including drapes, curtains, decorations, tablecloths, etc.) and displays (woodwork, paneling, etc.) must be flame retardant or have a fire retardant coating.

No flammable or combustible liquids, or other hazardous substances are permitted.

The distribution of promotional materials is limited to the Exhibitor's space and business as approved, and in Manufacturer displays, must represent the Manufacturer. **Dealership materials, such as business cards, plate frames and giveaways may only be personally distributed by dealership staff working the show, and are not permitted on vehicles or tables for display.**

Partitions between Exhibitors or displays used as partitions may not block the visual site of another Exhibitor. Consistent walkways must be maintained throughout the show. In addition, the walkway must also be maintained from floor to ceiling. Exhibits cannot be placed in front of any glass doors, within 15 feet of stairs, or 15 feet of entrances, and cannot block any doorways, stairs, elevator entrances or fire exits.

Additional carpeting can be used in Exhibitor areas, but must lay flat and not create a trip hazard.

COVID POLICIES AND PROCEDURES

Exhibitors will adhere to all COVID show policies and procedures, if applicable (separate cover), including, but not limited to building sanitation requirements, staffing, screening and testing, tracing and tracking, separate entry and exit points, physical distancing, face coverings and gloves, limits on gatherings in each individual space, limit on certain activities, protective equipment, hygiene and cleaning, vehicle cleaning, in vehicle limits, floorplan limitations, food service policies and restroom activity. The Show COVID policies will also be constantly modified based on the State of New York's latest data, direction, and best practices.

FOOD SERVICES: No substantial food products can be distributed or brought in to the auto show facility, unless they are purchased through the facility's food provider, unless there is no food available. Food is available for purchase at the facility's discretion.

ADDITIONAL SERVICES: All Exhibitors are responsible for the costs and contracts associated with additional show services, such as labor, phone service, drayage, etc. These services can be contracted through either the show's service contractor, Clifton Park Convention Services, or the show facility itself.

CLEANING: ENYCAR will provide general, daily housekeeping for the show (as provided by the facility), although Exhibitors are responsible for keeping their Exhibitor space clean and in an orderly manner.

DRAWINGS & GIVEAWAYS: Any kind of drawing, contest, or giveaway held by an Exhibitor must be pre-approved by ENYCAR, adhere to any local, state or federal laws or regulations, display a complete list of the rules and regulations, and have the name, address and phone number clearly posted of the business conducting the contest, drawing, or giveaway.

CANVASSING/DISBURSEMENT OF MATERIALS: No canvassing, soliciting, entertaining, or distribution of literature or other materials will be permitted in any other place than the assigned exhibit space. The Promoter will not permit non-Exhibitors to canvas, solicit, hold conferences or distribute literature or other promotional devices by any means.

SIGNAGE: All Exhibitor signage must be of professional quality. The Promoter may, in its sole discretion, remove any sign that is deemed to be in conflict with show policy, or deemed to be unprofessional in appearance or inaccurate or misleading to the public. Any advertising on display (price, terms, etc.) must adhere to state and federal laws and regulations.

SOUND: The operation of sound equipment of any kind is subject to prior written consent of The Promoter, which may be withheld if it is deemed, in The Promoter's sole discretion, to interfere with other exhibits or be in conflict with show policy. The Promoter reserves the right to require reduced volume levels of any sound equipment or P.A. system, or to remove the equipment, even if previously consented to, if it is deemed to be interfering with another exhibit space, or is being used in conflict with show policy.

MOVE-OUT

Exhibitors must remove all portions of their exhibit immediately following the move-out of the vehicles.

MOVE-IN/DURING SHOW

Each Exhibitor is allowed to include one "Manufacturer-certified, pre-owned vehicle" in the show (within their space allocation), which must be clearly marked as such.

All vehicles will enter and exit from the designated area only and must remain in place for the duration of the show.

All drivers must carry picture identification and all vehicles are subject to search.

Vehicles must enter with and maintain LESS THAN 1/4 TANK OF GAS OR 5 GALLONS OF FUEL, WHICHEVER IS LESS. VEHICLES ARE NOT PERMITTED IN THE SHOW WITH MORE THAN ¼ TANK, AS PER ALBANY COUNTY FIRE CODE.

After vehicle entry and placement, every vehicle's battery must be disconnected, the cable taped to avoid contact and the hood left open for a fire safety officer to inspect (this may not apply to hybrids or electric models determined by fire safety officials). Exhibitors are responsible for bringing their own tools to do this. Labor charges will apply if the Exhibitor fails to do this.

***Fire safety officials will be present for the duration of move-in for vehicle inspections, and may be present at any time during the show, to ensure compliance with fire safety rules.

All gas caps must be either locked or taped.

An extra set of keys for every vehicle will be collected from the first driver of each Manufacturer during move-in. If the only sets available are the ones in the vehicles, a driver's license will be collected and returned upon receipt of all car keys for that Manufacturer.

All show vehicles, with the exception of specialty or concept vehicles that have been stanchioned off or identified as unavailable for interior viewing, with Promoter permission, will be opened at the start of each day of the show, and will remain open until show closing, even if Exhibitor staff are not present. This provides consumers the "show" they attend for - to see the vehicles, inside and out. Keys to the vehicles may be obtained for temporary use from the Show Information Booth during show hours. A driver's license or something of equivalent value will be held until all the keys are returned.

VEHICLE CLEANING: All vehicles must enter the show in proper, clean condition and/or be detailed by the Exhibitor for the start of the show and be maintained for the duration of the show.

VEHICLE MOVE OUT

Each dealership and Exhibitor vehicle company must report to the show information booth 30-45 minutes before move-out to sign for and obtain their keys. They must also leave an emergency phone number for the completion of the move out in the event of any problems. Exhibitors are not permitted to open or operate facility vehicle exit doorways. Vehicles are not permitted to be driven within the facility or out of the facility without permission of the Promoter.

ADDITIONAL RULES AND REQUIREMENTS FOR MVP ARENA:

Exhibitor booths have a draped background.

Vehicle space- It is up to each Exhibitor to decide the number of vehicles, display items and attractions to include in their display area. We recommend that approximately 200-300 square feet be allotted per vehicle to allow enough room to open all doors and walk around each vehicle, although specific COVID procedures or policies may alter this, even to the extent that vehicle number and/or the number of people in the exhibitor space at a time is monitored and limited.

Carpet is required and provided in all Exhibitor space.

Helium balloons are not allowed at all in the Arena.

Ceiling and Door Restrictions:

Arena Floor: Displays (including the transport crate) or vehicles must fit through the Arena Back entrance – 20' wide x 14' high

Ceiling restrictions: 25' high limit

Exhibition Hall:

Displays (including the transport crate) or vehicles must fit through the Exhibition Hall tower opening – the clearance for vehicles in the exhibit hall is 7.5' wide x 9'4" high.

Ceiling restrictions: 11' 3" (outside edge of ex. hall) & 9' 4" (inside edge of the hall under the seats of the Arena); some areas have 20' ceiling on inside of space (must get through 9' 4" space first, before access to taller space).

Concourse Level: Vehicle Move-in – The ramp or alleyway to enter the concourse from the Parking garage is 8'5" wide and all concourse vehicles must be able to get through this to display in the show.

Displays (including the transport crate) or vehicles must fit through the Parking garage – 6' 4" high and Quad 3 doors – 10' 6" wide x 7' 9" high

Displays (but no vehicles) may also be transported through the freight elevator: 12' deep, 8' wide x 7' 9" high

Ceiling restrictions: 20', except in the 2 areas located directly adjacent to the stairs leading up and down from the Arena (12' 6' there)

Atrium: There is a Walkway from the lower level Box Office to the front atrium that can be used to move vehicles into the front atrium (3 or 4 can easily fit in atrium): 7'7" wide x 9' high

For more information, contact Kim Perrella at 518-452-0584, ext. 202 or kim@enycar.org.