



Exhibitor Participation Guide

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EVENT DETAILS:

ACTIVE DATES & HOURS:

Friday, January 3rd: 10am – 9pm

Saturday, January 4th: 10am – 8pm

Sunday, January 5th: 10am – 5pm

Exhibitors can arrive as early as 9:00 am on January 3rd, 4th, and 5th.

LOCATION:

Suburban Collection Showplace

46100 Grand River Avenue

Novi, Michigan 46374

Phone: 248.348.5600

Fax: 248.347.7720

www.SuburbanCollectionShowplace.com

CONTACT:

McKenzie Bowman – Promoter

248 760 4256 – Cell

Mckenzie@southeastmichiganautoshow.com or Mckenzie@suburbanshowplace.com

INFO:

Website – www.southeastmichiganautoshow.com

Facebook: [Facebook.com/SEMichiganAutoShow](https://www.facebook.com/SEMichiganAutoShow)

Twitter: @SEMichAutoShow

Instagram: @SEMichiganAutoShow

MOVE IN/OUT:

Move in will be directed through DOOR 3 in the back of the building.

A registration desk will be operation during move in hours inside DOOR 3, **PLEASE CHECK IN AT REGISTRATION WHEN YOU ARRIVE ONSITE TO MOVE IN.** ***You will pick up your exhibitor badges and parking passes at this time.*** Show Management, Art Craft Display and Show Power Plus will be available for assistance through the registration desk at this time. (Additional doors will be available for move in including 4,6 and 7 on certain days but you will be directed onsite).

VEHICLE MOVE IN:

Vehicle move in time is targeted and assigned by Show Management. Please contact McKenzie Bowman at 248 760 4256 if you have questions about your time.

MOVE-IN HOURS:

Thursday, December 26th, 9:00am – 5:00pm

Friday, December 27th, 9:00am – 5:00pm

Monday, December 30th, 9:00am – 5:00pm

Thursday, January 2nd, 9:00am – 7:00pm

***All move-in MUST be complete on Thursday, January 2nd by 7:00pm**

MOVE-OUT HOURS:

Sunday, January 5th 6:00pm -12:00am

Monday, January 6th 6:00 am – 12:00pm

***All move-out MUST be complete on Monday, January 6th by 12:00pm**

WASH STATIONS:

Power washing stations available at door 6 and door 7 and door 3. You will be responsible for portering, rinsing, detailing, etc. all vehicles you bring on site. Power washes will be provided.

LABOR:

Exhibitors shall provide their own labor to set up, unload and dismantle. Vendors must also provide their own dollies and carts to do so. Any set up able to be done safely on their own is permitted. Additional labor can be hired through ArtCraft by calling (248) 380-0843.

PARKING PASSES:

Parking Passes will be available at the registration desk during move in. They can also be picked up from the Show Office OR the parking attendants during active event hours (with proof of exhibiting).

EXHIBITOR BADGES:

Exhibitor Badges and will be available for pickup during move-in check in at the Registration desk.

Exhibitors must wear their badge at all times to have unlimited access to the event and any access to rear/load-in entrances of the facility. Security will not allow individuals without the proper credentials to enter through the rear of the facility.

DISPLAY & SPACE REQUIREMENTS:

VEHICLES ON DISPLAY MUST HAVE:

- Disconnected battery
- Less than 1/8 of a tank of gas
- Locked or taped gas cap

MANUFACTURER/ DEALER DISPLAYS ARE RESPONSIBLE FOR:

- Product specialists and event activation personnel
- Display space decoration (Carpet is included)
- Portering and detailing of vehicles
- Consumer Data Capture*

* **Methodology and procedures for data capture must be submitted to show management.** It is the interest of Show Management to ensure data collection is conducted responsibly and that attendee information is not misused, mishandled, or mistreated and that communication via the data collection is conducted in a nonintrusive manner that complies with acceptable marketing procedures and standards.

Manufacturer/Dealer agrees to share the data captured at the event with Southeast Michigan Auto Show. Southeast Michigan Auto Show is entitled to send communications to promote event and sponsors. The data capture method must include appropriate "Opt In" and disclaimer language providing Southeast Michigan Auto Show and its affiliates protection and the full right to contact.

INSURANCE:

All Exhibitors must provide a public liability policy certificate with a minimum single limit \$1,000,000 bodily injury and property damage with Southeast Michigan Auto Show as the certificate holder. Additional Insureds to include Southeast Michigan Auto Show LLC, BOCO Enterprises, TBON, LLC, Epoch Events, The Packard Co, and Suburban Collection, its agents and its employees named as additional insured. **See insurance section of license agreement for more information. We will need a copy of this before move in. You will not be allowed to move in if we do not have your insurance on file.**

VERTICAL DISPLAYS:

Vertical displays, such as towers, flags, arches, etc. are permitted within a single-story height range and may not restrict sight lines. *Two story displays are prohibited.* Additional equipment can be ordered through ArtCraft Display, Inc. Information related to the ordering of additional equipment is also included as an addendum to this packet.

HANGING SIGNAGE:

Hanging signage is permitted. However, all hanging signage must be installed through Art Craft Display, Inc. and may not restrict sight lines.

FACILITY SERVICES:

ARTCRAFT DISPLAY – DECORATOR & FREIGHT:

ArtCraft Display, Inc is the exclusive decorator of the Southeast Michigan Auto Show and should be contacted for additional furnishings, labor and freight. ArtCraft Display, Inc forms can be found online <https://www.artcraftdisplay.com/> or call 248-380-0843.

BoCo ENTERPRISES – UTILITIES & ELECTRICAL:

Electrical Connection Charges are not included in rental rates unless previously negotiated. BoCo Enterprises is the exclusive provider of all phone, internet, **electrical** and utilities for the Southeast Michigan Auto Show. All items can be ordered on-line at http://www.suburbancollectionshowplace.com/online_ordering.php?section=Vendor.

The utility form is also included in the exhibitor kit. Please contact our Utilities Manager, Terri Freytag, with any further questions you may have at 248-348-5600 ext. 205 or tfreytag@suburbanshowplace.com.

CLEANING:

The cleaning personnel will remove all bulk trash, crates, pallets, and packing materials/ lumber prior to the initial show opening and following move out. They will empty trash containers and small trash cans placed in the aisles by Vendors during the non-open hour cleaning. It is the responsibility of the Vendor to mark any cartons, literature, and similar items they wish to save. The Suburban Collection Showplace and the Southeast Michigan Auto Show are not responsible for removing unmarked materials as trash. BOCO Enterprises, INC is the exclusive contractor for all cleaning services at the Suburban Collection Showplace. For your convenience, we are offering an individual display cleaning service for the event. This is an optional service that you may purchase via the BOCO Enterprises, INC form within this packet.

FACILITY COMPLIANCE:

SECURITY

It is to the benefit of the Exhibitors to have their spaces properly manned. Security in the display spaces is the responsibility of the Exhibitors. The Southeast Michigan Auto Show will in no way be responsible for the property of the Exhibitors.

Valuable merchandise should be secured at night under lock and key or removed to a safe location by the Exhibitors. Exhibitors may want to purchase insurance against loss or damage. We will have Security on-site throughout the entire duration of the event.

However, the Southeast Michigan Auto Show is not liable for items stolen or taken from your display space.

FOOD & BEVERAGE:

Outside Food & Beverage is NOT allowed within The Suburban Collection Showplace at any time with the SINGLE EXCEPTION of move-in hours.

Outside alcohol is strictly prohibited from the grounds, includes all indoor and outdoor areas.

There are a variety of food options within the vicinity of Suburban Collection Showplace that are available during move-in hours. Concessions will be open during all active event areas. This event will be serving alcohol during active event hours.

Vendors will be allowed to bring a small (personal size) insulated lunch bag or lunch box sized "cooler." The lunch box sized coolers will be checked for alcohol, and all other sized coolers are not permitted. Our current policies do not allow vendors to bring food into the facility for more than one person.

HELIUM:

The Suburban Collection Showplace does not allow helium tanks within the building or on the premises. Vendors cannot have helium balloons to decorate their booth or hand out to attendees.

FLAMMABLES:

Vendors are prohibited from bringing in flammable advertising/decorating materials to the facility. All such material to be used for decorative or advertising purposes must first be treated with a flame-retardant, and such use shall be in accordance with all applicable federal, state, and municipal fire and safety rules and regulations. All flammable liquids and gases are prohibited without prior written consent from the Suburban Collection Showplace.

SOUND USE:

Amplified sound is not permitted from a display area unless advance written permission is granted by the Show Management. If sound is allowed, it must be of such a nature as not to cause annoyance to other Exhibitors. A second warning will result in removal of the sound apparatus from the exhibit or termination of the license agreement.

INSPECTION:

The Suburban Collection Showplace reserves the right to inspect all cartons, packages, containers or coolers brought in or out of the facility at any time.

ACCOMODATIONS:

HOTEL:

The Hyatt Place Detroit-Novi which is attached to the Suburban Collection Showplace has **Discounted Rates Available January 2nd – 5th 2020.**

Please contact Shamin Sanders: 248-513-3532 to take advantage of this discounted rate.

Rate does not include state and local taxes, currently 9.5%. Per State of Michigan Tax guidelines, in order to be Tax Exempt, the room must be paid for by the exempt entity, (i.e. County or School). State of Michigan Tax Exempt form must be presented with the payment. See website www.novi.hyattplace.com

DINING:

The Suburban Collection Showplace has three options for onsite dining during move in and active event times.

Fireside Lounge
Hyatt Place Café
Center Café (Concessions)

Please call 248 348 5600 for more information on dining options.