To: Participants of the 2018 Columbus International Auto Show

From: Columbus Automobile Dealers Association

Re: PROCEDURES FOR CHECKING-IN DISPLAY VEHICLES

This letter is intended to set out and clarify the requirements for all vehicles that will be displayed inside the Greater Columbus Convention Center during the 2018 Columbus International Auto Show.

In order to ensure a safe event we will be implementing a three-sticker system on the lower left side of the windshield to indicate a vehicle is in compliance with the Auto Show rules. When the vehicles are entering the Convention Center a representative of the Columbus Automobile Dealers Association (CADA) will verify the needle of the fuel gauge is on or below “E”. When the fuel level has been verified the first color-coded sticker will be placed on the lower left side of the windshield. **No vehicles will be permitted to enter the facility without this color-coded sticker.**

Once the vehicles are in place a CADA representative will then inspect each vehicle in the display and ensure the following: (1) the gas cap has been securely and completely taped all the way around the cap thus preventing the escape of any gasoline vapors; (2) both battery cables have been secured with heavy plastic fasteners to a fixture within the engine compartment. Once this has been verified, each vehicle in the display area will have the appropriate color-coded stickers placed on the lower left corner of the windshield. **These color-coded stickers must remain on the windshield of the vehicle for the duration of the show. Under no circumstances are battery cables to be reattached without the approval of the Columbus Fire Department or show management.** Excel Decorators will have plastic fasteners and duct tape available for you to secure your vehicles.

**You will also need to supply two sets of keys for each vehicle that will be displayed.** Each set of keys must specifically identify the vehicle to which they operate. Once set will remain in the CADA office with show management, and the other with Excel Decorators.

In addition to the Columbus Fire Department performing audits throughout the Auto Show, CADA will also randomly inspect vehicles to ensure that vehicles continue to comply with these established rules. The Columbus Fire Department will also be issuing citations for those vehicles that are not within compliance.

We all want the 2018 Columbus International Auto Show to be the best show to date. Your cooperation in assisting us with these procedures and assuring the safety of the show is appreciated. We look forward to another very successful show!
March 15-18, 2018

MOVE IN - MOVE OUT
SCHEDULE

Greater Columbus Convention Center
400 North High Street
Columbus, Ohio 43215
2018 COLUMBUS INTERNATIONAL AUTO SHOW
Greater Columbus Convention Center
March 15-18, 2018

DISPLAY MOVE-IN SCHEDULE

Decorator: David Elliott or Sonja Winscott
Excel Decorators, Inc.
Post Office Box 42345
Indianapolis, IN 46242
(317) 856-1300 (317) 856-1301 fax

Producer: Kelly Danison
Columbus Automobile Dealers Association
655 Metro Place South, Suite 270
Dublin, Ohio 43017
(614) 923-2228 (614) 766-9600 fax

The Columbus Automobile Dealers Association (CADA) will maintain guards during move-in, move-out, and 24 hours per day during the show dates; but CADA will not be responsible for loss or theft from any exhibitor’s area (booths included).

DISPLAY TRUCKS MOVE – IN

All display trucks must use the time schedule indicated below for the line they are delivering. All vehicles should refer to the vehicle move-in schedule on page 3. To guarantee a safe and orderly move-in, we urge your cooperation in making sure that all display trucks move in and out at the scheduled time. If move-in time cannot be met, please contact Excel Decorators to reschedule.

March 11, 2018 (Sunday)

**DOCK #6**

12:00 PM  2:00 PM  4:00 PM
Chrysler  Chevrolet  RAM Truck Experience
Dodge    Kia      Rabid Customs
JEEP     Subaru
RAM      FIAT

**DOCK #19**

12:00 PM  2:00 PM  4:00 PM
Hyundai  Toyota  Lexus
Mazda    Buick   Audi, Porsche, Volvo, Jaguar
Mitsubishi GMC     Smart Columbus
GTR      Alfa Romeo Carlyle Racing

**DOCK #35**

12:00 PM  2:00 PM  4:00 PM
Honda    Ford    Acura
Nissan   Lincoln  MAG
Volkswagen Genesis Infiniti
Performance Zone Cadillac Mercedes-Benz
Iron Pony Harley Davidson Auto Additions

Uncrating must be done immediately and within your area. Crates can be stored by Excel Decorators, Inc. All loading, unloading, and storage (Drayage) is charged to the company or the line group. If you contract to have a display unloaded or loaded, you will be charged.

All displays, crating, etc. must be placed as to allow passage of vehicles to their designated area. Show management will request the moving of any obstruction to ensure the vehicles move in according to the move-in schedule. CADA is not responsible for the set up or tear down of displays in your space. If any crates remain in an area and have not been contracted to be removed and stored, the Auto Show Committee will order them removed and stored by the decorator, and your line group will be responsible for all charges. Excel Decorators will be on site and can be hired to set up displays if needed or you can call Excel in advance at (317) 856-1300.

All literature may be brought into the show one (1) hour prior to opening each day. No deliveries are allowed during show hours. Literature cannot be stored where the public can see it. Line groups must arrange with the decorator for delivery of literature if it is not carried into the building by the line group personnel (this applies to booth rentals also). The decorator does charge drayage for literature sent to the building.
2018 COLUMBUS INTERNATIONAL AUTO SHOW
Greater Columbus Convention Center
March 15-18, 2018

VEHICLE MOVE-IN SCHEDULE

No vehicle will be allowed into the building without proof of the fuel gauge marking empty and the gas cap taped. Once your vehicle is in place, you must disconnect both battery cables for the remainder of the show! Once the vehicles are in place, each line group is requested to have two (2) sets of keys for each vehicle, one for the auto show office and one for the decorator.

The city fire inspector will be checking all of the above areas throughout the auto show! For more detailed information regarding the procedures for checking-in display vehicles, please see the attached memorandum.

VEHICLE MOVE – IN

To guarantee a safe and orderly move-in, we urge your cooperation in making sure that all vehicles follow the move-in schedule listed below. Exhibitors in each space must allow 300 square feet per car and 400 square feet per truck.

March 13, 2018 (Tuesday)

DOCK #6
8:00 AM  Arthritis Foundation  9:15 AM  FIAT  10:30 AM  Chevy
8:15 AM  Chrysler  9:30 AM  Hyundai  10:45 AM  Subaru
8:30 AM  Dodge  9:45 AM  Mazda
8:45 AM  RAM  10:00 AM  Mitsubishi
9:00 AM  JEEP  10:15 AM  Kia

DOCK #19
8:00 AM  Honda  9:15 AM  Buick  10:30 AM  MAG
8:15 AM  Nissan  9:30 AM  GMC  10:45 AM  Lexus
8:30 AM  Volkswagen  9:45 AM  Ford  11:00 AM  Lincoln
8:45 AM  Toyota  10:00 AM  Performance Zone  11:15 AM  Iron Pony
9:00 AM  OSHP  10:15 AM  Smart Columbus

DOCK #35
8:00 AM  Audi  9:15 AM  Mercedes-Benz  10:30 AM  Airstream
8:15 AM  Porsche  9:30 AM  Cadillac  10:45 AM  Nautique
8:30 AM  Jaguar  9:45 AM  Acura  11:00 AM  GTR
8:45 AM  Volvo  10:00 AM  Genesis  11:15 AM  Carlyle Racing
9:00 AM  Infiniti  10:15 AM  Alfa Romeo  11:30 AM  Harley Davidson

Auto show personnel will be at the entrance to DOCKS #6, #19 and #35 to direct vehicles to their areas and check fuel levels. If the fuel gauge is on or below “E”, a sticker will be placed on your vehicles windshield at that time. Please do not remove this sticker; it should be displayed for the entire show.

You are requested to drive slowly on the plastic provided to protect the carpet while moving in. Watch for any moving equipment. Because carpet can shift and tear, please have your floor plan of vehicle positioning ready to prevent excessive moving of vehicles. All cars should be in your area prior to the time for the next line group moving in. If vehicles are brought to the show early, be sure auto show personnel is available to move them into the building. If any line needs to be set up in the evenings, please contact Excel Decorators to arrange times. All exhibits and vehicles must be in place and ready for showing before 10:00 AM on Wednesday, March 14, 2018.

Cleaning of Vehicles
Cleaning of vehicles is the responsibility of each line group. Personnel with auto show badges for daily cleaning of vehicles may enter the hall two (2) hours prior to opening of the show each day. If any line group fails to provide daily cleaning for the vehicles in their space, the Auto Show Committee reserves the right to have said vehicles cleaned and charge the line group for cleaning of vehicles.
VEHICLE MOVE-OUT SCHEDULE

VEHICLES ARE TO BE MOVED OUT OF THE CONVENTION CENTER BY 8:30 PM - NO EXCEPTIONS.

Remember - gasoline for vehicles and charger for battery

VEHICLE MOVE - OUT

No display or vehicle shall be dismantled or prepared to move out prior to ALL attendees leaving the building. Please consult the move-out schedule listed below for times.

Do not allow your personnel to carry anything out of the building (flowers, literature, or prizes) prior to move out. All decorations (including signs) furnished by the Decorator or CADA are not for sale or to be given away. You will be charged for any missing items from your display. Please notify salespeople of this fact.

6:15 PM: Vehicles scheduled for move-out will start hooking up batteries. Please have sufficient personnel to remove vehicles at the scheduled time. The Auto Show Committee or CADA will not be responsible for vehicles left on the Convention Center parking lot and you will be charged for parking.

Your cooperation in the past has been great and we appreciate you adhering to our schedule for a smooth move-in and move-out. All move-in and move-out schedules should be forwarded to your factory and/or display companies.

March 18, 2018 (Sunday)

DOCK #6

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<tr>
<th>6:30 PM</th>
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<th>7:00 PM</th>
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<tr>
<td>Kia</td>
<td>Chevy</td>
<td>Chrysler</td>
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<td>Subaru</td>
<td>Mazda</td>
<td>Dodge</td>
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<td>Mitsubishi</td>
<td>Hyundai</td>
<td>JEEP</td>
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<td>Arthritis Foundation</td>
<td>FIAT</td>
<td>RAM</td>
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DOCK #19

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<tr>
<td>Ford</td>
<td>Buick</td>
<td>Volkswagen</td>
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<td>Toyota</td>
<td>GMC</td>
<td>OSHP</td>
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<tr>
<td>Nissan</td>
<td>Honda</td>
<td>Performance Zone</td>
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DOCK #35

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<tbody>
<tr>
<td>Nautique</td>
<td>Genesis</td>
<td>Lexus</td>
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<td>Airstream</td>
<td>Lincoln</td>
<td>Audi</td>
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<tr>
<td>Smart Columbus</td>
<td>Acura</td>
<td>Volvo</td>
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<td>MAG</td>
<td>Alfa Romeo</td>
<td>Jaguar/Porsche</td>
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<tr>
<td>Cadillac</td>
<td>Infiniti</td>
<td>Mercedes-Benz</td>
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<tr>
<td>Iron Pony</td>
<td>Harley Davidson</td>
<td>GTR</td>
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<td></td>
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<td>Carlyle Racing</td>
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REMINDER: VEHICLES ARE TO BE MOVED OUT OF THE CONVENTION CENTER BY 8:30PM - NO EXCEPTIONS. Show Management will not be responsible for loss or damage of any vehicles that must be removed from the building.
EXHIBITOR TRUCK MOVE-OUT WILL BEGIN MONDAY, MARCH 19, 2018 AT 8:00 AM. ALL DISPLAY TRUCKS WILL BE LOADED ON A FIRST COME FIRST SERVED BASIS. When arriving to load, drivers must report to the Excel office immediately. Trucks that are blocking move-out could cause a longer wait.

If line groups have their own personnel for dismantling and crating, they must stay with the display until loaded. To ensure all line groups move out on time, any trucks pulling into an area, without personnel to load, will be loaded by Excel Decorators, Inc. You will be charged Drayage by Excel Decorators, Inc., even though you have not authorized same. All displays and display trucks must be removed from the building before 6:00 PM, Monday, March 19, 2018. Any item or vehicle left after that time will be removed either to storage at Excel Decorators, Inc., Indianapolis, IN, or parked in the Convention Center parking lot (you will be charged for parking and storage). The CADA will not assume responsibility for loss or damage to anything remaining or transported from the building after the 6:00 PM deadline.

If you have any questions regarding move-out procedure, please contact Excel Decorators at (317) 856-1300.
EXHIBITOR SERVICES

Click here to order convention services for your meeting, tradeshow, or exhibit. (Including Electrical, Plumbing, and Cleaning).

Clients requiring rigging should download, fill out, and then email the rigging form found here.

Please contact Client Utilities directly if we can assist you in any way during the ordering process.

Phone: (614) 827-2548 or (614) 827-2644
Fax: (614) 827-2658
E-mail: cutilities@columbusconventions.com
Guest Ticket Order Form

Guest Tickets are $5.00 each and must be purchased prior to the show.
Guest Tickets are for customers, friends, relatives, spouses, significant others, children and employees that are NOT working the show.

<table>
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<tr>
<th># of tickets:</th>
<th>Amount enclosed:</th>
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Attn:

Company:

Address:

City, State, Zip:

E-mail:

Mail form to:  
Columbus Automobile Dealers Association  
Attn: Kelly Danison  
655 Metro Place South, Suite 270  
Dublin, Ohio 43017

Or fax to:  
614.766.9600

Or Email To:  
kdanison@oada.com

Please make checks payable to the Columbus Automobile Dealers Association.

The Columbus International Auto Show is produced by the Columbus Automobile Dealers Association  
655 Metro Place South, Suite 270 Dublin, Ohio 43017 | Phone 614.923.2228 | Fax 614.766.9600  
www.columbusautoshow.com
DATES: March 15 - 18, 2018

LOCATION: Greater Columbus Convention Center
400 North High Street, Columbus, Ohio 43215

MOVE-IN:
Displays - Sunday, March 11
Vehicles - Tuesday, March 13

MOVE-OUT:
Vehicles - Sunday, March 18 - beginning at 6:30pm
Displays - Monday, March 19

PRESENTING SPONSOR: Huntington

RECORD ATTENDANCE:
2013 - Up 33%, 2014 - Up 1%, 2015 - Up 9%, 2016 - Up 1%, 2017 - Up 1%

SPECIAL EVENTS & PROMOTIONS:
4 Ride & Drives: Smart Columbus All Electric Ride & Drive, Toyota Drive Center, Subaru Ride & Drive, RAM Off-Road Experience
Kids PitStop: featuring a playground from Recreations Outlet, Basketball Hoop, Power Wheels Race Track, Columbus Zoo, Matt the Balloon Guy, Facedoodles by Jen, photo scavenger hunt
Vehicle Giveaway: 2018 JEEP Wrangler Giveaway presented by the Central Ohio Jeep Dealers
Vehicle Lease Giveaway: 2018 Chevy Equinox LT 2-Year Lease Giveaway presented by the Central Ohio Chevy Dealers
Luxury Lane: featuring luxury brands in one area
Towables Blvd: featuring Haydocy Airstream & RV and Nautique Boats
**Please let show management know of any specialty vehicles you may be bringing

MEDIA PREVIEW: Wednesday, March 14 from 10:00am to 2:00pm

PREVIEW EVENT: Wednesday, March 14 from 6:00pm to 8:00pm - The Dispatch Reader Rewards Preview

CHARITY GALA: Friday, March 16 from 7:00pm to 11:00pm - Greater Columbus Convention Center, Short North Ballroom

PUBLIC SHOW HOURS:
Thursday, March 15 from 12:00pm - 9:00pm
Friday, March 16 from 12:00pm - 9:00pm
Saturday, March 17 from 10:00am - 9:00pm
Sunday, March 18 from 10:00am - 6:00pm

TICKETS:
General Admission (Adults): $10 box office, $8 online
Seniors (65+): $8
Students: $5 with a student ID
Children: Ages 9 & under are free when accompanied by a paid adult

FIND US:
Website: www.columbusautoshow.com
Facebook: www.facebook.com/ColumbusInternationalAutoShow
Twitter: @CbusAutoShow
Instagram: @CbusAutoShow

Produced by the Columbus Automobile Dealers Association
Kelly Dannison, Auto Show Manager • 655 Metro Place South, Suite 270 • Dublin, Ohio 43017 • Phone 614.923.2228 • Fax 614.766.9600