



## General Show Information & Rules A- Z

### ANIMALS

Animals and pets are not permitted at the Center. Service animals with proper identification are permitted.

### ARRANGEMENT OF EXHIBITS

LCT/NLA East will provide display space as indicated on the official floor plan, insofar as possible, but reserves the right to make any changes necessary in the interests of an exhibitor. You must provide LCT/NLA East with a drawing or schematic of your planned vehicle layout.

### ATTENDEE LIST

We encourage you to participate in our e-promo program to drive attendees to your booth at the show, thank customers and/or promote products that will be showcased. Contact (253) 983-0515 for pricing and details.

LCT/NLA East does not send the attendee list to exhibitors but may post the attendee roster with badge information (name, company, city, state) at a link not available to the public. Please email [Linda@LCTMag.com](mailto:Linda@LCTMag.com)

The list will be updated once more after the event has concluded.

LCT/NLA East is not permitted to and will never share additional information including mailing address, phone and email.

### AUDIO/VISUAL

Exhibitors requiring any audio/visual make arrangements through **Encore Event Technologies**. Forms: <https://www.lcteast.com/exhibit/service-kit>

### BALLOONS

Helium and Mylar balloons are not permitted.

### BOOTH DECORATION

Your space will automatically be provided with the following:

1. **Carpet: Color Reddish-Orange Patterned**
2. **8' Backdrop, 3' Side Rail (in-line booths only)**
3. **Drape: Color Black**
4. **7" x 44" One Line Company Identification Sign (in-line booths only)**

For décor items Contact Shepard contact [pherz@shepardes.com](mailto:pherz@shepardes.com)

Instructions, User names and password information for online ordering

<https://eventsimages.bobitstudios.com/upload/pdfs/lcte/2018/servicekit/art/18lcte-shepard-online-ordering.pdf>

All order forms can be found online at <https://www.lcteast.com/exhibit/service-kit> or

<https://www.shepardes.com/olk/showInformation.asp?show=17542>

**Note:** On-site prices will be at least 25% higher and you can encounter delays to have your order filled. **Pre-order and save time & money!**

### CARPET

The exhibit hall is **already carpeted** with red-orange patterned carpet. If you choose to have carpet, hardwood or vinyl flooring at your booth with a custom color, please call *Shepard Exposition Services* directly to order specialized carpet at an additional fee at (410) 737-9270 or email [pherz@shepardes.com](mailto:pherz@shepardes.com). The deadline for ordering carpet is October 5<sup>th</sup> 2018. You are not permitted to use adhesives of any kind on the existing carpet.

### CANCELLATION

Payment is refundable if LCT/NLA East is notified in writing postmarked on or before August 4, 2018, except for the initial deposit.

Cancellation policy applies to all exhibiting firms. Failure to appear at the exposition does not release the exhibitor from the responsibility for payment of the full cost of space rented.



#### **CATERING/FOOD AND BEVERAGE/BOOTH/GROUPS**

**Harrah's Resort holds the exclusive right to provide all food and beverages served in the convention center.** If you would like to order food and beverage items, please contact Denise Savastano, Convention Manager Convention Services, (609) 441-5902 or [DSavastano@harrahs.com](mailto:DSavastano@harrahs.com).

- Arrangements for food and beverage items, used as **traffic promotion items** (i.e. bottled water, popcorn, ice cream, coffee, alcohol), are to be **arranged through the Catering department**.
- Booth attendants, Bartenders, Kitchen runners and Ice services may be **contracted through the Food and Beverage department**.

#### **CEILING HEIGHT**

The ceiling height in the Exhibit Hall is 27' 6".

#### **COMPUTER RENTAL**

**Encore Technologies** is the Official Computer Rental Contractor with the responsibility for providing exhibitors with any computer or printer needs they may have. <https://www.lcteast.com/exhibit/service-kit>

#### **CONTRACTED LABOR**

**All exhibitors must observe prevailing union regulations and jurisdictions regarding use of union operators for equipment.**

#### **DETAILER**

**Pro Image Car Care** is the suggested vehicle detailer. You can contact Pro Image at (248) 854-2140 or [Dweberg@proimagecarcare.com](mailto:Dweberg@proimagecarcare.com). A price list can be found at <https://eventsimages.bobitstudios.com/upload/pdfs/lcte/2018/servicekit/18lcte-pro-image-detailing-fees.pdf>

#### **EARLY TEARDOWN**

**Teardown before the show is over is strictly prohibited.** Any exhibitor violating this policy may be penalized for the following show or any of the Bobit Business Media Events. Please consider this when making travel plans. There are no exceptions.

#### **ELECTRICAL CONTRACTOR**

**Encore Event Technologies** is the official electrical provider for the show. They can assist in handling all of your electrical requirements. Order forms can be found online at <https://www.lcteast.com/exhibit/service-kit>

**ELECTRICITY IS REQUIRED FOR ALL VEHICLE SPACES.** All island and vehicle spaces must pre-order electricity and submit a diagram. If no electrical order is submitted, electrical services will not be available at move-in. This will delay your set-up and increase your electrical service costs.

#### **ELECTRICAL FLOOR POCKETS**

The Wildwood Ballroom has electrical floor pockets placed at various location in the floor. Due to weight limits, you are **not permitted to drive over the floor pockets or park your vehicle with the wheels directly on top of them.**

During move-in, the electrical floor pockets will be easy to locate and indicated by orange cones so that you can avoid them when driving in and placing your vehicle in your space for display. The cones will be placed again prior to vehicle move-out.

#### **ELEVATORS AND ESCALATORS**

**Passenger elevators and all escalators** are to be used by the general public and should **NOT be used for any freight or equipment** move ment.



#### EXHIBITOR ADMITTANCE/NON-SHOW HOURS

Badges will be required for all personnel to enter the exhibit area during move-in, move-out and show hours. **Badges must be worn at all times while in the exhibit hall.** Exhibitor Badges will only be issued to those working in the booth. Those helping to set-up or to tear down the booth will be given *temporary worker badges* which will *not be valid during show hours*. No one will be permitted to remain in the hall longer than one-half hour after the closing each night. Show Management is not responsible for lost, damaged or stolen articles and strongly advises that items that can be carried be locked up each night.

#### EXHIBITOR REGISTRATION

**All exhibitor registrations must be completed online and will NOT be accepted via fax or email.**

Registrations can be handled onsite, but we highly recommend adding this to your mandatory to-do list and checking it off before leaving for the Show!

You can register your staff, make changes and keep track of your staff badges when you use your login and password, a prompt will be sent directly to your main contact email separately.

Username: [email address from your space contract]

Password: [zip code from your space contract]

You can follow these guidelines when accessing the exhibitor registration system.

Visit [http://web02.customreg.com/exhibitorregistration28/Login.aspx?show=bbm\\_lcteast\\_112018&IDevent1=1](http://web02.customreg.com/exhibitorregistration28/Login.aspx?show=bbm_lcteast_112018&IDevent1=1)

Please note that there will be **absolutely** no extra complimentary registrations awarded over your allotment. All badges will be printed as filled out online. **Company name changes will not be allowed.**

**Complimentary badges are to be used for exhibit staff and are non-transferrable to operators or other non-exhibiting suppliers.**

#### EXHIBITOR- PURCHASING EXTRA BADGES

If you have used your allotment of complimentary registrations and require additional staff badges, or guest badges, you may purchase those passes through the registration link you will receive via email. Additional badges may be available at a discounted rate at Show Managers discretion contact Chelle Culp (310) 533-2418 or [chelle@lctmag.com](mailto:chelle@lctmag.com). (There are no exhibit hall only passes available. NLA discounts do not apply.)

#### **Allotment breakdown is as follows:**

**Indoor Exhibits – Two complimentary registrations per 100 square feet of exhibit space, maximum 24**

**Motorcoach Pavilion - One complimentary registration per 100 square feet of exhibit space, maximum 12**

**BADGES WILL NOT BE MAILED:** All badges must be picked up at the Exhibitor Registration Counter on show site. To receive your badges, your company must have satisfied all booth payment requirements and be current with advertising invoices in LCT Magazine.

#### FAQ's

There is a collection of the most commonly asked questions about LCT/NLA Show East available on our website

<https://www.lcteast.com/about/faq>. If you have a question that is not listed there please contact us at (253) 983-0515 so that we can get the answer you need.

#### FLORAL & PLANT RENTALS

The Official Florist is Convention Plant Creations. Rates & order forms can be found in online at

<https://eventsimages.bobitstudios.com/upload/pdfs/lcte/2018/servicekit/18lcte-floral-form-fillable.pdf>



#### **FREIGHT CARRIER**

ELITeXPO is the Official Carrier for LCT/NLA East. See more information online at <https://www.lcteast.com/exhibit/service-kit> .

#### **FREIGHT DELIVERY (For Advanced Shipping Only)**

All advanced freight should be received at the Shepard Exposition Services warehouse no sooner than **October 5th, 2018** and no later than **October 25, 2018**. Shipments may be able to be received up to November 1<sup>ST</sup> with a surcharge. Call Shepard at (410) 737-9270 to confirm availability.

**Label EACH piece** and **address ALL shipping documents/bills** of lading as follows for shipments to the warehouse:

Exhibiting Company Name & Booth #  
LCT/NLA Show East  
UPSF – Shepard Expo c/o Marano  
9820 Blue Grass Rd.  
Philadelphia, PA 19114

#### **FREIGHT DELIVERY (For Show Site Shipping Only)**

The Harrah's Resort Atlantic City will not accept shipments prior to **November 3rd 2018 8:00am**. Shipments received at the convention center prior to show dates will be refused and sent back to sender.

**Label EACH piece** and **address ALL shipping documents/bills** of lading as follows for shipments to show site:

ATTN: Shepard Receiving Staff Only  
Waterfront Conference Center Loading Dock  
Harrah's Resort Atlantic City  
777 Harrah's Blvd.  
Atlantic City, NJ 08401  
Exhibiting Company Name & Booth #  
LCT/NLA Show East

Please note that the delivery of onsite shipments may be very delayed. *Shipping to the Advanced Warehouse is recommended.*

#### **GLITTER**

Use of glitter and confetti is not permitted in the Center without the prior written approval of the Center. Costs associated with the cleanup of glitter, confetti and related materials are the exhibitor's responsibility.

#### **HOSPITALITY AND SPECIAL EVENTS**

Your company is required to be registered for LCT/NLA Show East to maintain a hospitality suite, or conduct a special event during LCT/NLA Show East. **You must request approval for hospitality or special events during LCT/NLA Show from LCT/NLA Show East management 45 days prior to the event.** The suite or special event host is responsible for making the arrangements for the hospitality event with Harrah's Resort Atlantic City and is responsible for all charges. No events will be permitted that conflict with any official portion on LCT/NLA Show East program. Promotion of the event may occur at the host's booth or if the event is open to the entire conference delegation, a request can be made to be included in the program guide. LCT/NLA Show East reserves the right to not approve an event or hospitality room in conjunction with the event. Harrah's Resort Atlantic City has been advised not to book an event unless it has been approved by LCT/NLA Show East in advance. No event can be conducted during exhibit hours.

#### **HOTEL ACCOMMODATIONS**

Harrah's Resort Atlantic City has a limited number of hotel rooms at the rate \$179/night Friday; \$279/night Saturday; \$79.00/night Sunday-Wednesday. Call (888) 516-2215 and mention code LCT East 2018 for reservations or visit <https://book.passkey.com/gt/216736429?gtid=9202f04669b660b33f850c8429325847> to book online. Space is limited; you are encouraged to make your reservations early.



**Deadline discounted room rates at Harrah's Resort Atlantic City  
October 12, 2018**

**IDENTIFICATION**

Exhibitors must also wear ID badges prior to entering the exhibit hall.

**INSURANCE CERTIFICATE**

Exhibitors shall deliver to LCT/NLA East and/or Bobit Business Media or Rainprotection, a certificate of insurance by October 11, 2018. See page 19 for more information. Rainprotection will be aggregating all certificates and will provide coverage at a low rate for those that don't have existing coverage in place. <https://eventsimages.bobitstudios.com/upload/pdfs/lcte/2018/servicekit/18lcte-insurance-fillable-form-info-rainprotection.pdf>

**INTERNET**

**Encore Event Technologies** is the official provider of Internet and telecom services. Order forms can be found at [www.LCTEAST.com/servicekit](http://www.LCTEAST.com/servicekit)

**MOBILE APP**

The Mobile App will be available to all LCT/NLA East attendees. The App will contain the following information: Details on seminars & special events, sponsors, exhibitor listings in alphabetical order, including product descriptions and contacts. <https://www.lcteast.com/attend/mobile-app>

**MOVE-IN SCHEDULE (EXHIBITS)**

Please refer to Move-in/Move-out schedule on Page 5 for details and assigned times. Signs to be rigged must be onsite by Friday, November 2<sup>nd</sup> 2018. <https://eventsimages.bobitstudios.com/upload/pdfs/lcte/2018/servicekit/18lcte-exhibitor-schedule.pdf>

***Teardown before the show is over is strictly prohibited. Any exhibitor violating this policy will be fined points for the following show.*** The hall must be completely cleared by 10:00pm on Tuesday. Exhibitors will be held liable for any handling and/or storage charges resulting from failure to remove their exhibit from the exposition center within the allocated times.

**\*IMPORTANT MOVE OUT NOTE:**

Please note that the exhibit hall must be completely covered in visqueen prior to vehicles moving out of the exhibit hall and the return of empty containers. Please plan for this delay when making flight reservations.

**OVERTIME-LABOR RATES ARE IN EFFECT AFTER 5:00PM ON WEEKDAYS AND ALL HOURS SATURDAY & SUNDAY.**

**PARKING**

LCT/NLA East has negotiated a special VALET parking rate of \$5.00 per vehicle. This is a one-time per visit rate!

**PEOPLE'S CHOICE AWARDS & NLA CHARITY NIGHT: DENIM N' DIAMONDS**

*Limousine, Charter & Tour Magazine* request your presence at the **People's Choice Awards & NLA Charity Night: Denim N' Diamonds Monday, November 5<sup>th</sup> 5:30pm-7:00pm**. This exciting event honors the best – chosen by their peers. Admission is FREE and includes drinks, food and entertainment. Be sure to cast your vote here: <https://www.lctmag.com/page/730234/2018-lct-people-s-choice-awards-nomination-form?refresh=true>

**SALES TAX**

New Jersey Sales Tax is 6.875%.

**SECURITY**

Show Management will arrange for general security during the exhibition. While management will make every effort to ensure that the exhibition area is completely closed to unauthorized personnel during non-show hours, we advise companies exhibiting items able to be carried out to remove them at the close of each day.

For exhibitors requesting individual security service, Harrah's Resort Atlantic City has an in-house security team that can support your security needs. Contact Denise Savastano, Convention Manager Convention Services, (609) 441-5902 or [DSavastano@harrahs.com](mailto:DSavastano@harrahs.com).



### SIGNS AND DECORATIONS

Signs to be rigged must be onsite by Friday, November 2<sup>nd</sup>, 2018. No nails, hooks, screws, tacks or adhesives should be used to secure signs on any Center walls or structures.

### SMOKING

*Smoking is prohibited inside all convention areas, at all times.* Smoking is only permitted outside the Waterfront Conference Center Convention Center.

### STICKERS

Adhesive backed decals and stickers may **NOT** be distributed in the Center.

### SUBLETTING SPACE

No exhibitor may assign, sublet or apportion his space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of his business, nor permit any agent of any exhibiting firm to solicit business or take orders in his space.

### TALENT/MODELS/ACTORS/ENTERTAINMENT

2Life Talent can provide models, dancers, acoustic musicians, cirque performers, actors, impersonators, illusionists, hoopers, projection mapping, photo booths and more for your exhibitors to help best showcase their latest luxury sedans, limos, shuttles, and motor coaches. With this year's theme being country western, they can customize all options to represent the theme as requested. Forms can be found here <https://eventsimages.bobitstudios.com/upload/pdfs/lcte/2018/servicekit/2life-services.pdf> or Contact Justin at (856) 888-1512 ext. 102 or [2LifeTalent.com/LuxExpo](http://2LifeTalent.com/LuxExpo)

### TRANSPORTATION

Transportation options to/from the airport options include:

Sedan for 2 passengers with a LCT/NLA discounted rate is \$165.00 ONE way.

SUV for 5 passengers with a LCT/NLA discounted rate is \$225.00 ONE way.

Vans & Bus for 5 passengers with a LCT/NLA discounted rate is \$225.00 ONE way.

Group Shuttle (Reserve prior to show) arrives hourly at the airport, and returns to the hotel. If you need a shuttle to/from the airport between the hourly timeframe call 1 (800) 669-5460 for availability.

The cost for the Shuttle with an LCT/NLA discounted rate is \$55.00 ONE way, \$100.00 round-trip.

20% of all shared shuttle fees will be donated to Variety Club of Philadelphia.

For reservations:

Call 1 (800) 669-5460 or by email at [reservations@eagletrives.com](mailto:reservations@eagletrives.com)

Discount code: LCT EAST 2018