

# 2021 Auto Mobility Expo Exhibitor Information

## September 18-20 | Columbus, OH

Thank you for your support of the 2021 Auto Mobility Expo. It is the continual participation of the exhibitors that has increased the scope of the ADED & NMEDA conference to what they are today. The following information is provided to make your company's conference experience as valuable and rewarding as possible.

**Hotel Information:** Please mention you are with the ADED/NMEDA group when making reservations.

Group Code G-ADRE

Hyatt Regency Columbus | 350 North High Street | Columbus, OH 43215 | (614) 463-1234

Online hotel registration link: <https://www.hyatt.com/en-US/group-booking/CMHRC/G-ADRE>

The room rate is \$168.00 single or double plus prevailing taxes and fees. Special Conference Rate is only available until August 26, 2021 or until room block is sold out.

**Exhibitor Check-in:** Please obtain your registration packet, which includes your badge, prior to entering the exhibit hall. Exhibitors are provided with one complimentary registration and badge for each 10'x10' booth. *See Schedule below for times.* A complimentary badge gives you entry into every conference function from Saturday evening through Monday (education, reception, all meals, breaks, and a banquet). **Additional personnel working in the exhibit booth can purchase an exhibitor badge for \$200.00 per person.** An exhibitor badge permits you to attend all breaks and meals, including the banquet. You must register online at [www.automobilityexpo.com](http://www.automobilityexpo.com). **Please do not register exhibitor booth personnel on the ADED or NMEDA sites as it will charge at the full attendee rate.**

**Security:** ADED & NMEDA provide security in the exhibit hall during hours of show operation from exhibit set-up on Saturday through teardown on Monday. **No after-hours work may be performed in the exhibit hall.**

**Shipping Your Vehicle(s) and Items to the Conference:** The ADED & NMEDA staff members are not permitted to accept delivery of vehicles or packages on behalf of any exhibitor. You must make arrangements to have a representative from your company available to receive vehicles or packages, or plan to ship in care of Fern Exposition & Event Services or a local dealer.

**Show Decorator:** Fern Exposition & Event Services (Fern) is providing decorating services for the exhibits. In June, a packet from Fern will be e-mailed to all exhibitors. If you would like a copy of the packet faxed or mailed to you, or if you do not receive your packet, please email [exhibits@driver-ed.org](mailto:exhibits@driver-ed.org) or Fern at (800) 774-1251 or [exhibitorservices@fernexpo.com](mailto:exhibitorservices@fernexpo.com).

### **Exhibit Hall Location**

Greater Columbus Convention Center 400 N. High St. Columbus, OH 43215

**Exhibit Hall Set-Up:** The exhibit hall will be available for set up on Saturday, **September 18<sup>th</sup>** as follows:

- **Vehicle Move In: 8:00 AM – 10:30 AM. All vehicles will move in during this time only on a schedule to be determined by the associations. No exceptions will be made.** Fern must spot all vehicles in and out of the hall. Once all vehicles are in place Fern will set up the rest of the booth spaces, place booth signage, and deliver any freight shipped by exhibitors.
- **Exhibit Set Up by All Exhibitors: 11:00 p.m.–4:00 p.m.** All exhibits must be set up by 4:00 p.m. so the decorator can finish laying the aisle carpet and clean the hall.

**Insurance:** Exhibitors in the Show must carry: Statutory limits for workers' compensation coverage; and Commercial general liability including products and completed operations, independent contractors' personal injury and blanket contractual liability insurance limits of at least \$1,000,000 per occurrence, \$2,000,000 aggregate. These coverages must be evidenced by a Certificate of Insurance with a 30-day notice of cancellation provision to the holder. The certificate must name ADED, Inc as additional insured and be uploaded to the exhibitor portal at least 30 days before the proposed exhibit date. Certificate holder to be listed as: ADED, Inc., 200 1st Ave NW #505 Hickory NC 28601. Event Dates: September 18-20, 2021.

### **Greater Columbus Convention Center Exhibitor Rules & Regulations**

Please review the rules & regulations found here: <https://columbusconventions.com/exhibitors/>

**Electricity, Internet, and Catering Ordering:** Order directly from: <https://columbusconventions.com/exhibitors/>

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### **Requirements for Vehicles in the Expo**

All display vehicles or machinery must adhere to the following:

- Equipment is to have no more than (1) one gallon of fuel.
- Gas cap must be lockable or taped to prevent leakage of fumes from tank.
- Both battery cables must be disconnected and secured away from the battery.
- Vehicles will be inspected prior to placement with a set of keys turned over to event security.
- The transfer of fuel is not allowed on GCCC premises.
- Fern will charge a \$50 spotting fee per vehicle (fee includes in and out).

### **Other:**

- Each vehicle must be properly labeled with required compliance labels.
- Untested or prototype products/vehicles must be labeled as such.

**Exhibit Height:** Booth height may not exceed 8' and cannot obstruct the view of or interfere with traffic to other exhibits unless you submit a floor plan of your booth and receive prior approval from show management.

**Exhibit Tear Down:** Tear down will begin immediately after closing on Monday. No early teardown is permitted. A company representative must be present in your booth during all hours of exhibit operation from Saturday through Monday. Failure to comply with this will result in your company not being permitted to exhibit at future conferences.

**Audio Visual Displays in the Exhibit Hall:** Audio visual displays must be approved by Show Management prior to the conference and may not interfere with other booths or extend into the aisles and height should not interfere with traffic to other exhibitors. Exhibitors with audible electric devices, sound video or motion pictures, or other exhibits or devices, which might prove objectionable to other exhibitors, may be asked to accept booth assignments that diminish reasonable objections. For orders please contact Mills James Productions - Mike Tyson [mtyson@mjp.com](mailto:mtyson@mjp.com)

**Attendee Lists:** Attendee lists will be e-mailed to your company after the conference.

### **Reminders for 2021:**

- Sharing of booth space is not permitted.
- Parking or vehicle displays in front of the Greater Columbus Convention Center and/or the Hyatt Regency Columbus during the expo and conferences is not permitted.
- Any use of the Greater Columbus Convention Center parking spaces for display or product demonstration must be approved in writing, please email request to [exhibits@driver-ed.org](mailto:exhibits@driver-ed.org)
- Meetings or seminars during exhibit or education hours are not permitted.

**Rates and Payment:** To qualify for the member rate, the exhibitor must be an ADED or NMEDA member in good standing from the time of submission of the Exhibitor Booth Selection through the conclusion of the show. Exhibitor shall submit with the Exhibitor Registration Form 50% of their total exhibit space fees to confirm reservation of space and the remaining 50% is due on June 1st. For sales after June 1, 100% payment in full is due at the time of sale. Credit cards are accepted online. Checks must be made payable to: ADED, Inc. NOTE: 2021 Auto Mobility Expo Registration & Include a copy of the invoice. Mailing address: ADED, Inc. 200 1st Ave NW #505 Hickory, NC 28601. Payment in USD only.

### **Cancellation:**

All purchases will be FULLY REFUNDABLE in the event that the live show cannot happen as scheduled. Cancellation of all or a portion of any exhibit space must be made in writing. The cancellation fee will be 50% of your total booth cost should a cancellation of the booth(s) occur between May 1 and June 1. There will be no refunds after June 1. Cancellation of additional exhibit badges will be refunded prior to June 1. No refunds will be made after this date.

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### SCHEDULE

#### Friday, September 17, 2021

1:00 PM – 5:00 PM Exhibitor Registration at the Registration Counters  
*Exhibitors can pick up nametags and all other important Exhibit information during this time.*

#### Saturday, September 18, 2021

8:00 AM – 10:30 AM Vehicle Move-In (by assigned time)  
8:00 AM – 10:30 AM Exhibitor Registration at the Registration Counters  
11:00 AM – 4:00 PM Exhibit Set-Up

6:00 PM – 9:00 PM Auto Mobility Expo Grand Opening with meal in the expo  
ADED Silent Auction in the Expo opens

#### Sunday, September 19, 2021

7:00 AM – 8:00 AM COLO Breakfast - *location TBD*  
10:00 AM – 2:00 PM Auto Mobility Expo Open with meal in the expo  
2:00 PM – 5:15 PM Product Demonstrations in exhibit hall  
*\* only course attendees will be allowed in the hall - space is limited, application is required.*  
5:30 PM – 6:30 PM COLO General Session

#### Monday, September 20, 2021

8:30 AM – 11:30 AM Auto Mobility Expo Open with meal in the expo  
9:00 AM – 11:00 AM Soap Box Sessions  
*\* space limited, application required, CDRS contact hours offered.*  
11:30 AM – 5:00 PM Exhibit Hall move out  
6:00 PM – 7:00 PM NMEDA Cocktail Reception/Auction  
7:00 PM – 10:00 PM ADED & NMEDA Banquet Dinners

*\* Exhibitors have access – the Expo Hall thirty minutes prior to opening times – badge required for entry*

#### Soapbox Sessions:

Opportunity to apply open to all exhibitors. Offered as a continuing education session in the exhibit hall for ADED registered attendees, Soap Box Sessions are mini presentations held at the exhibitor's booth, conducted by a CDRS or ADED Ambassador. This session will be held Monday, September 20 from 9:00-11:00 AM (time subject to change). Application is required.

Space is limited to 18 exhibitors. Only one session per exhibitor.

Apply Here: [www.aded.net/page/Conf2021CFSB](http://www.aded.net/page/Conf2021CFSB)

#### Deadline to Apply: April 17, 2021

Questions? Contact ADED at [exhibits@driver-ed.org](mailto:exhibits@driver-ed.org) or 866.672.9466

#### Product Presentations:

Opportunity to apply open to Tier 1, Tier 2, & Tier 3 investors for 2021.

Product Presentations will be held in the exhibitor's booth and conducted by the exhibitor. The session will be held Sunday, September 19 from 2:00-5:15 PM (time subject to change). Space will be limited to 12 exhibitors. Only one session per exhibitor.

Apply Here: [www.aded.net/page/Conf2021ProdPres](http://www.aded.net/page/Conf2021ProdPres)

#### Deadline to Apply: April 17, 2021

Questions? Contact ADED at [exhibits@driver-ed.org](mailto:exhibits@driver-ed.org) or 866.672.9466

**Thank you for your support of the 2021 Auto Mobility Expo.  
We look forward to seeing you in Columbus!**