

Auto Mobility Expo Exhibitor Information

January 15-17, 2022 | Columbus, OH

Thank you for your support of the Columbus 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 code G-N4A6 when making reservations. 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-N4A6>
The room rate is \$168.00 single or double plus prevailing taxes and fees. Special Conference Rate is only available until December 23, 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. **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. At the end of November a link to the Fern online portal will be e-mailed to all exhibitors. If you do not receive link, please email exhibits@driver-ed.org or Fern at (800) 774-1251 or 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, January 15th, 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 exhibit start date. Certificate holder to be listed as: ADED, Inc., 200 1st Ave NW #505 Hickory NC 28601. Event Dates: January 15-17, 2022.

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

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

Reminders:

- 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
- 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. 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: 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. All sales are final, and no refund will be issued for cancellation.

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SCHEDULE

Friday, January 14, 2022

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, January 15, 2022

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, January 16, 2022

7:00 AM – 8:00 AM COLO Breakfast – Short North A

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, January 17, 2022

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, January 17 from 9:00-11:00 AM.

No further applications are being accepted. Questions? Contact ADED at exhibits@driver-ed.org or 866.672.9466

Product Presentations:

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

Product Presentations will be held in the exhibitor's booth and conducted by the exhibitor. The session will be held Sunday, January 16 from 2:00-5:15 PM (time subject to change). Space will be limited to 12 exhibitors. Only one session per exhibitor.

No further applications are being accepted. Questions? Contact ADED at exhibits@driver-ed.org or 866.672.9466

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