



EXHIBITOR SERVICE KIT
Conference of Automotive Remarketing (CAR)
March 14-15, 2012
Caesars Palace, Las Vegas, NV
Augustus Ballroom I & II

HELPFUL HINTS AND FRIENDLY REMINDERS

Tips to best maximize the value of your Exhibitor Services Manual

READ THE MANUAL – Although not every single page will pertain to your exhibit, it is useful for ALL Exhibitors to become familiar with each section of the Manual.

FOLLOW THE DEADLINES – The Chronological Check List of Deadlines is a crucial document for every CAR Conference Exhibitor. Following this checklist will save you time and money.

FORMS – We recommend you make copies of all the forms you submit and keep them as a record. Exhibitors who sign up after the respective deadlines should submit all forms urgently by fax.

RULES AND REGULATIONS – Please pay careful attention to this section, as it pertains to your exhibit.

ADVERTISING AND PROMOTION – Have you taken advantage of all the advertising and promotional opportunities available? This will not only be a great way to complement your exhibit space, but will also heighten your brand awareness, and maximize your exhibiting experience. **Call us at 310-533-2445 to inquire about our great advertising opportunities!**

VEHICLES - *Remember the vehicle safety requirements:*

1. A maximum of 1/8 fuel in gas tanks.
2. Fuel tanks must be locked or sealed.
3. Ignition keys must be left with Show Management for emergency purposes.
4. Batteries must be removed or disconnected and terminals taped with electrical tape.
5. Visqueen is required to be placed under your vehicle and can be ordered through Shepard.
6. An oil pan must be placed under the engine.