



June 12-15, 2017
Henry B. Gonzalez
Convention Center
Exhibit Hall 4A
San Antonio, TX



Dear GFX Exhibitor,

Thank you for choosing to exhibit at the 2017 Government Fleet Expo & Conference, being held at the Henry B. Gonzalez Convention Center in San Antonio, TX.

We are pleased to provide you with our easy-to-use Exhibitor Service Kit. The Kit is complete with a checklist of the pertinent services needed to ensure a successful and productive exhibition for your company.

EXHIBITOR STAFF AND GUEST REGISTRATION PROCEDURES:

Exhibitors will be allotted badges based on the number of booth spaces or vehicle spaces purchased. The badge form has been designed to register your staff and guests, all you need to do is check off the appropriate category box. If you go over your allotment of badges for staff or guests, you will need to purchase additional passes for \$395.00 per person.

BADGE PICK-UP COUNTER

Exhibitor badges will be available for pick-up beginning at 8:00am Monday, June 12th. Staff that is onsite solely for the purpose of installing or dismantling your booth do not need and exhibitor badge from your allotment. Instead they will be required to wear a temporary worker pass that is valid for move-in and move-out hours. Temporary worker passes can be picked up at any of the main registration counters.

We can call you to personally review all deadlines and assist you with filling out mandatory show management forms. Many of the services provided are time-sensitive and offer pre-show discounts . . . **read this kit carefully!**

If you have questions pertaining to the material enclosed, please contact me directly at 310-533-2576 or by e-mail kristen.messineo@bobit.com.

Sincerely,

Kristen Messineo

Kristen Messineo
Senior Event Manager

Bobit Business Media
3520 Challenger Street, Torrance, CA 90503
Phone 800-576-8788, Fax 310-533-2511



Mandatory Forms Checklist

Here is a list of the mandatory forms, orders and information that EVERY exhibitor must return.

Additional forms may be required depending on the configuration of your booth. Please review the complete Exhibitor Service Kit to determine which forms are necessary for you.

Official Event Guide Listing - Due May 3rd

Return to Show Management

Your official event guide listing determines how your company and contact information will appear in the onsite printed program guide.

See page 17 or www.GovFleetExpo.com/eventguide for an online form.

Carpet Order - Discount Deadline May 23rd

Return to Shepard Exposition Services

The exhibit hall is NOT carpeted but GFX requires that all exhibit booths are carpeted or have comparable flooring. You can purchase carpet or you may bring your own flooring. If you choose to bring your own flooring be sure to thoroughly read the Union Jurisdictions to ensure you don't incur unexpected labor costs.

See www.GovFleetExpo.com/ServiceKit for an online form.

Proof of Insurance - Due May 23rd

Return to Rain Protection Services

Exhibitors shall deliver to GFX and/or Bobit Business Media or their appointed representatives, a certificate/evidence of insurance.

See page 18 or www.GovFleetExpo.com/insurance for more information.

Emergency Contact Information - Due May 23rd

Return to Show Management

It is mandatory that we have an onsite point-of-contact contact from your company for urgent issues while at show site. Please submit this form to designate your emergency contact.

See page 21 or www.GovFleetExpo.com/emergency for an online form.

Vehicle Specifications (Vehicle displays only.) - Due May 23rd

Return to Show Management

This form is mandatory if you plan to display a vehicle. If you do not submit this form, your vehicle may be turned away at the show and you will not be permitted to move it into the exhibit hall. Exhibitors that are not displaying a vehicle may skip this form.

See page 22 or www.GovFleetExpo.com/vehiclespecs for an online form.

Highly Recommended!

Booth Staff Pre-Registration - Due June 8th

Return to Custom Registration

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!

See page 23 or www.GovFleetExpo.com/ServiceKit for an online form.



Print and Post Quick Reference Sheet

EXHIBITOR MOVE-IN - HALL 4A

Monday, June 12	8:00am	-	5:00pm	All Vehicles Must Move in This Day
Tuesday, June 13	8:00am	-	10:00am	

EXHIBIT HOURS - HALL 4A

Monday, June 12	None			
Tuesday, June 13	11:00am	-	3:00pm	
Wed., June 14	11:30am	-	3:00pm	Early Dismantle Prohibited

EXHIBITOR MOVE-OUT - HALL 4A

Wed., June 14	3:00pm	-	7:00pm	Early Dismantle Prohibited
---------------	--------	---	--------	----------------------------

Important Deadline Snapshot

Some deadlines are not included, please review the kit for additional deadlines.

May 3, 2017

- Event Guide Listing

May 19, 2017

- Group Rate Hotel Reservations

May 15, 2017

- Custom Booth Rentals

May 16, 2017

- Exhibitor Appointed Contractor Form
- Shipments Accepted at the Warehouse

May 22, 2017

- Electrical Service
- Plants and Floral

May 23, 2017

- Emergency Contact Information
- Proof of Insurance
- Vehicle Specifications
- Carpeting

- Booth Cleaning

- Furniture

- Signs and Graphics

- Installation & Dismantle Labor

- Sign Hanging Labor and Rigging (250 lbs. or less)

- Audio Visual and Computers

May 27, 2017

- Internet & Telecom

- Sign Hanging Labor and Rigging (over 250 lbs.)

June 5, 2017

- Deadline for Advance Warehouse Shipments without a Surcharge

June 8, 2017

- Exhibit Staff Pre-Registration

June 9, 2017

- Lead Retrieval / Badge Scanners

Shipping Addresses

Advanced Warehouse

Shipments accepted on and between
May 16, 2017 and June 5, 2017*.

[Exhibiting Company Name & Booth #]
2017 Government Fleet Expo & Conference
UPS - Shepard Exposition Services
4111 NE Loop 410
San Antonio, TX 78218-5429

*Materials delivered June 6-9, 2017 should go to the advanced warehouse but may incur extra charges.

Onsite Shipping

Shipments accepted starting June 12, 2017.

c/o Shepard Exposition Services
[Exhibiting Company Name & Booth #]
2017 Government Fleet Expo & Conference
Henry B. Gonzalez Convention Center
237 Tower of Americas Way, Hall 4A Loading Dock
San Antonio, TX 78205



Contractor List

Audio Visual & Computer Rental

Freeman
John Abrego
Ph: (512) 827-3223
Fx: (469) 621-5620
John.abrego@freeman.com

Business Center

The UPS Store
900 E Market St., Suite 101
San Antonio, TX 78205
Ph: (210) 258-8950
Fax: (210) 258-8951
store4180@theupsstore.com
Typically open M-F 8:00am – 6:30pm, Sat. 9:00am – 5:00pm, Sunday closed.

Catering

RK Culinary Group
1220 E. Commerce
San Antonio, TX 78205
Ph: (210) 225-4535

Decorator / Furniture

Shepard Exposition Services
Contact: Customer Service
10001 Fannin St.,
Houston, TX 77045
Ph: (832) 799-5700
Fx: (832) 415-0517
Event Code: T148480617
houston@shepardes.com

Electrical

Edlen Electrical Exhibition Services
5811 La Colonia
San Antonio, TX 78218
Ph: (210) 662-9450
Fax: (210) 662-8640
sanantonio@edlen.com
<https://ordering.edlen.com>

Florist

Convention Plant Creations
827 Magazine Street
New Orleans, LA 70130
Ph: (800) 749-4524
Fx: (504) 524-5958
www.conventionplant.com

Freight

ELITeXPO Cargo Systems
Michael Reed
845 Commerce Drive
Southelgin, IL 60177
Ph: (800) 543-5484
Fx: (603) 889-0956
michaelr@elitexpo.com
www.elitexpo.com

Government Fleet Expo

Bobit Business Media
3520 Challenger Street
Torrance, CA 90503
Fx: (310) 533-2511
Kristen Messineo
Senior Event Manager
Ph: (310) 533-2576
kristen.messineo@bobit.com

Jane Swift
Event Assistant
Ph: (310) 533-2538
jane.swift@bobit.com

Hotel

Grand Hyatt San Antonio
600 E. Market Sreet
San Antonio, TX 78205
Ph: (210) 224-1234
Reference Code GFX
Book Online:
govfleetexpo.com/travel
Deadline: May 19, 2017

Insurance

Rainprotection
Ph: 800-528-7975
sales@rainprotetion.net

Registration & Badge Scanning

Government Fleet Expo
c/o Custom Registration, Inc.
2001 E Randol Mill Rd., Ste. 135
Arlington, TX 76011
Ph: (817) 277-7187
Fax: (817) 277-7616
Phone registrations only, for questions call 800-576-8788.

Telecommunications/ Internet

Smart City
5795 W. Badura Ave.
Suite 110
Las Vegas, NV 89118
Ph: (888) 466-6911
Fax: (615) 401-1439
csr@smartcity.com
<https://orders.smartcitynetworks.com>



Bobit Business Media Contact Information & Phone List

Please refer to the following telephone list when calling Bobit Business Media.

Event Operations

Kristen Messineo
Senior Event Manager
310-533-2576
310-533-2511 fax
kristen.messineo@bobit.com

Jane Swift
Event Assistant
310-533-2538
310-533-2511 fax
Jane.swift@bobit.com

Lorena Cardenas
Event Assistant
310-533-2550
310-533-2511 fax
lorena.cardenas@bobit.com

Michelle Mendez, CMP
Director of Events
310-533-2453
310-533-2511 fax
michelle.mendez@bobit.com

Marketing

Irene Gruen
Senior Event Marketing Manager
310-533-5561
310-533-2511 Fax
irene.gruen@bobit.com

Danielle Israel
Marketing Coordinator
310-533-2542
310-533-2511 Fax
danielle.israel@bobit.com

Natalie Baumann
Marketing Coordinator
310-533-2495
310-533-2511 Fax
Natalie.baumann@bobit.com

Sponsorship and Exhibit Sales

Eric Bearly
Publisher
310-533-2579
eric.bearly@bobit.com

Conferences and Education

Kaity Matsubara
Conference Manager
310-533-2556
310-533-2511 fax
kaity.matsubara@bobit.com

General Show Information & Rules A- Z

In addition to the following general rules and information, please review the facility general rules policies and producers and the display guidelines located at www.GovFleetExpo.com/servicekit.

Each exhibitor will be responsible for knowing and adhering to all policies and procedures outlined by show management and the Henry B. Gonzalez Convention Center.

AUDIO/VISUAL

Exhibitors requiring any audio/visual can make arrangements through Freeman, the official A/V provider. Order forms can be found online at www.GovFleetExpo.com/servicekit.

ARRANGEMENT OF EXHIBITS

GFX 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 GFX with a drawing or schematic of your planned vehicle layout.

BOOTH DECORATION

Shepard Exposition Services is the official service contractor for the Government Fleet Expo & Conference.

Each 10' x 10' space will automatically be provided with the following:

- 1. 8' Backdrop, 3' Side Rail (inline booths only)**
- 2. Drape Color: Blue, White, Gold**
- 3. 7" x 44" One Line Company Identification Sign (inline booths only)**

Carpet is mandatory and sold separately.

All order forms can be found online at www.GovFleetExpo.com/servicekit.

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!



BUSINESS CENTER

The Henry B. Gonzalez Convention Center is proud to have The UPS Store onsite. The UPS Store on-site business service center can handle printing, shipping, mailing, faxing, photocopying and other important details. The UPS Store is typically open Monday - Friday 8:00am - 6:30pm, Saturday. 9:00am - 5:00pm, Sunday it is closed.

Call (210) 258-8950 or visit www.theupsstorelocal.com/4180 for pricing and additional details.

CARPET

The exhibit hall is NOT carpeted, but carpet is mandatory. You must order carpeting directly through Shepard Exposition Services unless you are bringing your own.

Please Note: If you are bringing your own carpet and it is over 100 sq. ft. in size, you must order labor for installation through Shepard Exposition Services. In addition, if you are bringing your own carpeting or flooring, you may be assessed material handling fees.

CART FEE

Shepard Exposition Services will unload P.O.V.'s (Privately owned vehicles, i.e. mini vans or cars; trucks such as U-Haul are not included.) using a motorized cart at the rate of **\$125 round trip**.

CANCELLATION

Payment is refundable if GFX is notified in writing postmarked on or before **March 3, 2017**, except for initial \$500 deposit. No refunds will be granted after March 3, 2017. 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

The Henry B. Gonzalez Convention Center holds the exclusive rights to provide all food and beverages served in the convention center including bottled water and snacks. Henry B. Gonzalez Convention Center can assist you with your food and beverage needs. More information and order forms can be found online at www.GovFleetExpo.com/servicekit.

CEILING HEIGHT

The ceiling height in Exhibit Hall 4A is 35 feet.

COMPUTER RENTAL

Computers can be rented through Freeman, the official A/V provider. Order forms can be found online at www.GovFleetExpo.com/servicekit.

CONTRACTED LABOR

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



EARLY TEARDOWN

Teardown before the show is over is strictly prohibited. Any exhibitor violating this policy may be fined seniority points 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

The Edlen Electrical Exhibition Services is the official electrical provider for GFX. They can assist in handling all of your electrical requirements. Order forms can be found online at www.GovFleetExpo.com/servicekit.

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 may delay your set-up and increase your electrical service costs.

EVENT GUIDE

The Official Event Guide will be distributed to all GFX attendees. The program will contain the following information: Details on seminars and special events, facility maps and floor plans, sponsors, exhibitor listings in alphabetical order, including product descriptions and contacts.

FINAL EVENT GUIDE COPY DEADLINE DATE IS MAY 3, 2017.

Submit at www.GovFleetExpo.com/eventguide

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

GFX has set up online registration for your convenience! With a login and password, which will be sent directly to your main contract in a separate email, you can simply register your staff, make any changes, and keep track of your staff badges. If you prefer to fill out the forms on the following pages, please print clearly and fax back to 817-277-7616.

We suggest that you use your badge allotments for your booth staff FIRST. Then distribute extras to your guests and clients. 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.**

Use the information below to login to the exhibitor online registration system.

https://www.customreg.com/exhibitorregistration28/Login.aspx?&show=bbm_gfx_062017&IDevent1=1

Username: [contact email from your space contract]

Password: [zip code from your space contract]



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. Registration is offered at a discounted rate of **\$395.00 per person**.

Allotment breakdown is as follows:

10'x10' booths = 2 complimentary registrations per space
Custom Spaces = As indicated on your contract

BADGES WILL NOT BE MAILED

All badges will 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 at Bobit Business Media.

FAQs

There is a collection of the most commonly asked questions about GFX available on our website www.GovFleetExpo.com/faq. If you have a question that is not listed there please contact us at (800) 576-8788 so that we can get the answer you need.

FLORAL & PLANT RENTALS

The Official Florist is Convention Plant Creations. Rates and order forms can be found online at www.GovFleetExpo.com/servicekit.

FOOD & BEVERAGES

The Henry B. Gonzalez Convention Center holds the exclusive rights to provide all food and beverages served in the convention center including bottled water and snacks. Henry B. Gonzalez Convention Center can assist you with your food and beverage needs. More information and order forms can be found online at www.GovFleetExpo.com/servicekit.

FREIGHT CARRIER

ELITeXPO is the Official Carrier for GFX. See more information online at www.GovFleetExpo.com/servicekit.

GENERAL BUILDING POLICIES

Animals

With the exception of service assistance dogs and animals participating in contracted events, such as dog, cat or cattle shows, animals for the purpose of exhibition are not permitted in the facilities without prior written approval from the assigned Events Services Coordinator for the specified event.

Additionally, in accordance with state and San Antonio Metropolitan Health District guidelines, animals are not permitted within fifty (50) feet of any food service preparation or service area, except for assistance dogs.



Balloons

Helium balloons are not allowed in any part of the facilities, either for display, for sale, or as gifts. For decoration purposes, air-filled balloons may be used. The facilities reserve the right to remove any helium-filled balloons at the exhibitor's expense.

Cascarones (Confetti-Filled Eggs)

The use or display of cascarones (confetti-filled eggs) is prohibited in the facilities. Licensee is responsible for the labor and materials required for clean-up resulting from violation of this policy.

Confetti

The use or display of confetti, glitter, or rice is prohibited within the facilities, including the Lila Cockrell Theatre stage. Licensee is responsible for the labor and materials required for clean-up resulting from violation of this policy.

Hanging Signs/Overhead Rigging

The hanging of items weighing less than 250 lbs. will be performed Shepard Exposition Services.

The rigging of items in the Convention Center that weigh over 250 lbs. must be reviewed and approved and performed by. PSAV must supply and hang everything from the chain hoist/motor up to the ceiling.

Banners, posters, and signs may only be hung at approved hanging points on exterior walls of the Convention Center. Ground supported entry units may be installed at approved locations only at the Convention Center.

No decorative or structural items may be attached to or hung from any overhead beam, column, handrail, utility pipe, exterior wall, or fence without prior written approval. Drapes, decorations, bunting, and other decorative materials must be fire retardant materials properly treated to meet flame-proofing requirements and must have the prior approval of the City's Fire Marshal.

Glitter

The use or display of glitter is prohibited in the facilities. Licensee is responsible for the labor and materials required for clean-up resulting from violation of this policy.

Painting

Paint of any kind and painting are strictly prohibited inside and outside the facilities.

Parking

The facilities do not provide parking. Limited daily parking for a fee is available at various surface parking lots and garages adjacent to the facilities.

Rice

The use or display of rice is prohibited in the facilities. Licensee is responsible for the labor and materials required for clean-up resulting from violation of this policy.

Samples

Licensees and exhibitors may distribute free samples of food, beverages, refreshments, sundries, etc. that are not the same concession items sold by the facilities' exclusive caterer/concessionaire and which are directly-related to the event. The facilities reserve the right to regulate the size and type of samples.



Staples/Tacks/Nails/Screws

The use of staples, tacks, hangers, nails, screws, bolts, etc. on any floor, wall, door, column, ceiling, table, chair, airwall, riser or any other facilities' furniture, fixture or equipment is strictly prohibited.

Stickers/Decals/Adhesives

The use of any type of stickers, decals, or adhesives on any floor, wall, windows, door, column, ceiling, table, chair, airwall, riser or any other facilities' furniture, fixture or equipment is strictly prohibited.

Tape/Glue Dots

The use of double-sided tape on any floor, wall, door, column, ceiling, table, chair, airwall, riser or any other facilities' furniture, fixture or equipment is strictly prohibited. Only masking or decorator tape may be used on exhibit hall or other concrete floors.

GENERAL BOOTH (non-vehicle spaces) MOVE-IN SCHEDULE:

Move in will take place on Monday, June 12th from 8:00am – 5:00pm and continue on Tuesday, June 13th from 8:00am – 10:00am. Exhibits must be show ready by 10:00am. All vehicles must move in on Monday June 12th.

MOVE-OUT

Move-out hours are from 3:00pm - 7:00pm on Wednesday, June 14th. **Teardown before the show is over is strictly prohibited. Any exhibitor violating this policy will be fined for the following show.** The hall must be completely cleared by 7:00pm on Wednesday. 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.

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

FREIGHT DELIVERY (For Advanced Shipping Only)

All advanced freight should be received at the Shepard Exposition Services warehouse no sooner than **May 16, 2017** and no later than **June 5, 2017***.

Label each piece and address all shipping documents/bills of lading as follows for shipments to the warehouse:

[Exhibiting Company Name & Booth #]
2017 Government Fleet Expo & Conference
UPSF - Shepard Exposition Services
4111 NE Loop 410
San Antonio, TX 78218-5429

* Materials delivered June 6th-9th, 2017 should go to the advanced warehouse but may incur extra charges.



FREIGHT DELIVERY (For Show Site Shipping Only)

The Henry B. Gonzalez Convention Center will not accept shipments prior to **June 12, 2017 at 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:

c/o Shepard Exposition Services
[Exhibiting Company Name & Booth #]
2017 Government Fleet Expo & Conference
Henry B. Gonzalez Convention Center
237 Tower of Americas Way, Hall 4A Loading Dock
San Antonio, TX 78205

HOTEL ACCOMMODATIONS

Grand Hyatt San Antonio

Adjacent to Henry B. Gonzalez Convention Center
600 E. Market Street
San Antonio, TX 78205

GFX Discount Rate: \$199.00 Per Night, Limited Rooms Available at Government Rate of \$150 per night (subject to availability)

Discount Rate Ends: May 19, 2017

Book Online: [Click Here](#)

Book by Phone: 210-224-1234

Reference: GFX

Deadline for discounted hotel room rates: May 19, 2017

INSURANCE CERTIFICATE

Exhibitors shall deliver to GFX and/or Bobit Business Media or Rairprotection, a certificate of insurance by **May 23, 2017**. See page 18 for more information.

SALES TAX

Texas State Sales Tax is 6.25%.

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, check online at www.GovFleetExpo.com/servicekit.



**where public fleet
professionals
connect**



SAN ANTONIO

June 12-15, 2017

Henry B. Gonzalez
Convention Center
San Antonio, TX

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.



VEHICLE STAGING & DELIVERY

MOVE-IN INFORMATION

- All vehicles will move into the exhibit hall on Monday, June 12th starting at 8:00am.
- A targeted move-in assignment will be sent two weeks before move-in.
- If you need to deliver, stage, and store your vehicle prior to move-in, GFX suggests the parking lots indicated below.
- Please note that show management is not permitted to accept or sign for vehicles upon delivery. A company representative must be present.
- Show management is not permitted to accept or claim the keys to any vehicles at any time.

PARKING LOT

If you need a place to deliver and stage your vehicle prior to move-in, GFX suggests the parking lots below that are located near the Henry B. Gonzalez Convention Center.

Grand Hyatt Parking Garage

600 E. Market (intersection of Market & Bowie Streets)

\$10.00 first hour with \$5 each additional hour up to \$29 maximum per day.

Closest parking to Convention Center

Convention Center Garage

850 E. Commerce (corner of Commerce & Bowie Streets)

Daily flat rate: \$10.00

Event flat rate: \$11.00

Across street from main entrance to Convention Center

Riverbend Garage

210 N. Presa (corner of Presa & Market Streets)

Flat Daily Rate: \$16.00

Event/Weekends: \$16.00 - \$20.00

Tower of the Americas Parking

801 Cesar Chavez Blvd.

Monday-Wednesday Flat Daily Rate: \$8.00

Thursday-Sunday Flat Daily Rate: \$11.00

Special events: \$15.00

We suggest that oversized vehicles be shipped direct to show site on move-in day.

FIRE MARSHALL INSPECTION

Prior to driving your vehicle into the exhibit hall, your fuel-levels will be verified against the requirements below.

Please pass this information to your vehicle supplier and/or driver. Once the vehicle arrives onsite it is time consuming and very difficult to drive off or siphon excess fuel.

**GAS FUEL TANKS - NO MORE THAN 1/4 OR 5 GALLONS FULL, WHICHEVER IS LESS.
CNG AND PROPANE TANKS - 2.5 POUNDS OF FUEL OR LESS**

Once your vehicle is inside the exhibit hall, please verify against this checklist in preparation for fire marshal inspection.

If you plan to leave your vehicle unattended you must leave the hood open and the driver door unlocked so the fire marshal can access your vehicle and leave the keys at the Shepard Exposition Services desk.

ALL vehicles must pass inspection to receive approval prior to remaining in the hall overnight.

Inspection Checklist:

- Fuel Tanks
 - Gas tanks are to be NO MORE THAN 1/4 or 5 GALLONS FULL, whichever is less.
 - CNG and propane tanks are to be NO MORE THAN 2.5 pounds of fuel or less full.
- Fuel tanks are to be locked or sealed with tape.
- Fuel valves for CNG and propane tanks must be in the off position.
- Ignition keys are to be removed from vehicle and kept at booth or at the Shepard Exposition Services desk.
- Battery cables must be disconnected and the lead covered with electrical tape.
- Hood (or access to battery compartment) to be left open and the driver door unlocked.

Additional Regulations

- Vehicles cannot be removed during show hours.
- Refueling is prohibited by the facility.
- Exhibitors are not permitted to reconnect the battery and turn on the engine at any time before vehicle move-out.
- Visqueen is not required but can be purchased from Shepard Exposition Services for a small fee.
- There is a mandatory MOTORIZED UNIT/VEHICLE SPOTTING FEE of \$150 per vehicle. It can be paid and arranged through Shepard Exposition Services.

TARGETED VEHICLE MOVE-IN

All vehicles must move into Exhibit Hall 4A on Monday, June 12th between 8:00am and 5:00pm. You will be sent your targeted move-in assignment two weeks before the event.

Free Event Guide (and website) Listing - **Mandatory** Deadline: May 3, 2017



This form is available online!

Go to www.GovFleetExpo.com/servicekit. No need to print, handwrite and fax!
(Please note, online you can update all information except your company name. If you need to change your company name, please submit by fax or email the change to Kaity.matsubara@bobit.com)

Your listing will appear EXACTLY as you type it below. Please be aware of the spelling, capitalization, punctuation of your information as you are responsible for its accuracy.

The final copy date is **May 3, 2017**. If we do not receive this form on or before the due date, we will defer to your space application contract or a previous Show Guide listing for company and product information.

After you submit this form, you will receive a copy of your listing at the email address provided below. You will also receive instructions on how to change or update your listing anytime on or before **May 3, 2017**.

Company: _____

Contact: _____

Address: _____

City: _____ State/Province: _____

Postal Code: _____ Country: _____

Phone: _____ Fax: _____

E-Mail: _____

Website: _____

Product Categories: (Please check all that apply.)

- | | |
|---|---|
| <input type="checkbox"/> Aftermarket Equipment & Accessories | <input type="checkbox"/> GPS/Telematics |
| <input type="checkbox"/> Alternative Fuel & Technology | <input type="checkbox"/> Leasing/Financing/Purchasing |
| <input type="checkbox"/> Associations | <input type="checkbox"/> Maintenance & Shop |
| <input type="checkbox"/> Consultants | <input type="checkbox"/> Off-Road Vehicles and Equipment |
| <input type="checkbox"/> Emergency Response/Law Enforcement Equipment | <input type="checkbox"/> Powertrain, Engine & Retrofit |
| <input type="checkbox"/> Fleet Management Software & Technology | <input type="checkbox"/> Remarketing |
| <input type="checkbox"/> Fueling Systems, Equipment & Cards | <input type="checkbox"/> Safety, Risk and Accident Management |
| | <input type="checkbox"/> Vehicle Manufacturers and Resellers |

Further describe your products / services (25 Words Max):

Submit online or via fax to 310-533-2511 by May 3, 2017



Insurance Requirements - **Mandatory**

Deadline: May 23, 2017



This form is available online!

Go to www.GovFleetExpo.com/insurance.

What is this?

Each exhibitor is contractually required to provide proof of insurance by Bobit Business Media (GFX), the Henry B. Gonzalez Convention Center/City of San Antonio and Shepard Exposition Services.

Does it apply to me?

Yes! It is mandatory for every exhibitor and you agreed to this regulation when signing and submitting your space contract. As an exhibitor, you are required to carry workmen's compensation and commercial general liability to include contractors, personal injury and blanket contractual liability insurance. You **MUST** provide this proof of coverage to move into the exhibit hall.

In addition, you are required to show proof of auto insurance if you are displaying a vehicle in the exhibit hall or driving a vehicle to the loading dock.

Why?

This blanket insurance will cover your property, and supplies and equipment in the event that they are damaged or stolen. This will protect your company from liability if a situation arises.

How do I get it?

It is actually a lot easier than it seems! You may already have coverage in place. A Certificate of Insurance may be obtained through your primary insurance agency, or you may be able to obtain a rider's policy on your homeowner's insurance, business/commercial or auto insurance. Call your insurance provider with the requirements below and they will guide you through the process.

If you don't already have coverage, you can use any provider you can easily purchase it from the provider below. General Liability is \$99 and if you need auto they are happy to provide a quote.



RainProtection Insurance

ATTN: Sales

Phone: 800-528-7975

Email: sales@rainprotection.net

Sign up online at [link](#)

What are the limits and requirements?

- a) Comprehensive General Liability- Insurance with limits not less than \$1,000,000 each occurrence combined single limit for bodily injury or death and property damage, including coverage's for personal injury, contractual, and operation of mobile equipment, products and liquor and liability (if applicable); or \$2,000,000 aggregate or its equivalent in Umbrella or Excess Liability Coverage;
- b) Worker' Compensation- Insurance as required by your home state; and Employers Liability Insurance- with limits not less than \$1,000,000 for each occurrence
- c) Automobile Liability Insurance- with limits set by the underwriter for bodily injury and property damage, including coverage's for display, owned, non-owned and hired vehicles, including loading and unloading operators.

Insurance Disclaimers, exhibitors are required to provide liability insurance and hold harmless the organizers of the 2017 Government Fleet Expo & Conference, Bobit Business Media, Shepard Exposition Services, Henry B. Gonzalez Convention Center and City of San Antonio as additional insureds. Please send your insurance form to Show Management by **May 23, 2017**.

Non-Liability, it is expressly agreed by each and every contracting exhibitor, his agents and his guests, that neither Government Fleet Expo & Conference nor Bobit Business Media, nor its employees, nor its contractors shall be liable for loss or damage to the goods or properties of exhibitors. At all times such goods and properties remain in the sole possession and responsibility and custody of each exhibitor.

On signing the Application/Contract, exhibitor releases and agrees to indemnify Government Fleet Expo & Conference, Bobit Business Media, its managers, officers, members, sponsors, employees and agents, and save them harmless from any suit or claim for property damage or personal injury by whomsoever sustained, including exhibitor and its agents or employees, on or about the exhibitor's display space or arising out of exhibitor's participation in the exposition, including such damage or injury resulting in part from the negligence of one or more of the aforementioned indemnities.

No Waiver, the failure on the part of either party to insist upon a strict performance by the other party or any of the terms, covenants and conditions herein contained shall not be deemed to be a waiver by him of any breach of any term, covenant or condition herein contained. Waiver by either party of any breach by the other shall not operate to extinguish the term, covenant or condition the breach whereof has been waived nor be deemed to be a waiver of the right to declare a forfeiture for any other breach thereof. The waiver by one party of the performance of any



**where public fleet
professionals
connect**



SAN ANTONIO

June 12-15, 2017

Henry B. Gonzalez
Convention Center
San Antonio, TX

covenant, condition or promise shall not invalidate this contract nor shall it be considered a waiver of any other terms, covenants and/or conditions.

Certificate Holder: Bobit Business Media, Government Fleet Expo & Conference, 3520 Challenger St., Torrance, CA 90503

Additional Insured: Bobit Business Media, 2017 Government Fleet Expo & Conference, Shepard Exposition Services, Henry B. Gonzalez Convention Center and City of San Antonio.

**If you have any questions, please contact Rainprotection at
800-528-7975 or sales@rainprotection.net.**

See submission instructions at www.GovFleetExpo.com/insurance



Emergency Contact Information - **Mandatory**

Deadline: May 23, 2017



This form is available online!

Go to www.GovFleetExpo.com/servicekit. No need to print, handwrite and fax!

Fax: 310-533-2511
No Cover Page Necessary

It is important that we have an onsite point-of-contact contact from your company for urgent issues while at show site. Please submit this form to designate your emergency contact.

Please note: If you have not submitted a valid emergency contact, you will not be allowed to move-in to the exhibit hall.

Company Name: _____

Contact Name: _____

Contact Email: _____

Hotel: _____

Hotel Phone Number: _____

Arrival Date: _____

Departure Date: _____

Office Phone: _____

Mobile Phone: _____

**Submit online or via fax to 310-533-2511 by
May 23, 2017**



**Vehicle Specifications - Mandatory
Deadline: May 23, 2017**



This form is available online!

Go to www.GovFleetExpo.com/servicekit. No need to print, handwrite and fax!

This form is mandatory if you plan to display a vehicle. If you do not submit this form, your vehicle may be turned away at the show and you will not be permitted to move it into the exhibit hall. Exhibitors that are not displaying a vehicle may skip this form.

As a courtesy to your neighbor, we ask that any large vehicles be placed at least 5' in from the perimeter of your booth. Please refrain from creating a "walled-in" area as your booth display.

If you are displaying more than four vehicles, please submit this form again for your additional vehicles.

Company Name _____

Contact Name _____

If known, who will be responsible for these vehicles at show site? _____

Mobile phone number for the contact responsible for these vehicles. _____

Email Address (to receive a copy of the specifications) _____

VEHICLE ONE

Make _____

Model _____

Year _____

Fuel Type _____

Length in Inches _____

Width in Inches _____

Height in Inches _____

VEHICLE TWO

Make _____

Model _____

Year _____

Fuel Type _____

Length in Inches _____

Width in Inches _____

Height in Inches _____

VEHICLE THREE

Make _____

Model _____

Year _____

Fuel Type _____

Length in Inches _____

Width in Inches _____

Height in Inches _____

VEHICLE FOUR

Make _____

Model _____

Year _____

Fuel Type _____

Length in Inches _____

Width in Inches _____

Height in Inches _____

Submit online or via fax to 310-533-2511 by May 23, 2017

Exhibit Staff Pre-Registration

Deadline: June 8, 2017



This form is available online!

Go to www.GovFleetExpo.com/servicekit. No need to print, handwrite and fax!

Online Registration Instructions

1. Visit www.GovFleetExpo.com/servicekit
2. Refer to your space contract for your login information
Username: email address
Password: zip code
3. Access the link anytime to add or change registrants!

REGISTER ONLINE OR RETURN TO:

Government Fleet Expo
c/o Custom Registration, Inc.
2001 E Randol Mill Rd Ste. 135
Arlington, TX 76011
FAX: 817-277-7616

Complete the Information Below to Register Via Mail or Fax

Exhibiting Company: _____

Each Exhibiting company is allotted (2) full show badges per 10'x10' space at no charge. Custom size spaces may refer to their contract for their complimentary allotment. Additional badges can be ordered below for \$395.00 each. For each space provide the following:

NAME	COMPANY (if different)	EMAIL
1. _____	_____	_____
2. _____	_____	_____

Additional Badges Required Over Allotment (Full Show pass \$395)

NAME	COMPANY (if different)	EMAIL
1. _____	_____	_____
2. _____	_____	_____

Total Amount: Number of Additional Passes _____ x (qty) _____ = \$ _____

Amex Visa M/C Discover Check

Credit Card # _____ Exp date _____

Signature _____ Print Name _____

Use of exhibitor registration is strictly for employees of the exhibiting company or guests that are employed by a public agency . All others guests including, but not limited to, fleet management companies, vehicle manufacturers, equipment & parts suppliers, GPS & telematics companies, software & technology providers, and fueling systems manufacturers must purchase a Supplier Pass or exhibit space. All registrations are pending approval and will be audited for compliance. Registrations that do not adhere to this policy will be rejected.

RETURN THIS FORM NO LATER THAN June 8, 2017
All registrations after June 8, 2017 can be handled onsite.



More Leads,
More Exposure,
More Market Share

PROGRAM

Generate interest in your product or service by participating in the GFX **New Product Exhibitor Program**. New and existing leads will surely stop by on the show floor if you give them something new and exciting to learn about. Whether you have products, services or technology you are sure to create a buzz with the New Product Program.

Oh, did we forget to mention? Participation is free - there is no cost to you!

★ WHAT IS IT?

Basically, it is a program to encourage exhibitors to launch something new at GFX. In exchange, participants in the program will receive bonus marketing and promotions. Everybody wins!

★ BENEFITS

- * Special designation next to your company name online.
- * Special designation next to your company name and product listing in the official event guide.
- * Special designation on the floorplan in the official event guide.
- * Exclusive recognition in the email promotion announcing the new product program participants.
- * A special new product program 8.5" x 11" table sign to display at your booth.

★ CONDITIONS

In order to participate, there must be something new about your product or service since July 1, 2016. Here are some examples to give you ideas.

- * A new extended warranty program for the public sector.
- * A new version, module or feature of software or technology.
- * An addition to your existing product line or acquisition.
- * A new lease structure that caters to government fleets.

THERE IS STILL TIME TO CREATE SOMETHING NEW – SO START THINKING!

★ SIGN UP (Sign up by **May 3rd** to meet print deadlines)

Company Name: _____

Contact: _____ Phone: _____ Email: _____

Tell us what's new! Email or fax a description, pictures, news release - anything and everything you have to let us know what new and exciting things you have planned for GFX.

**Return this form and requested information to Kristen Messineo
by fax at (310) 533-2511 or by email to kristen.messineo@bobit.com.**