

Building Regulations and Other General Guidelines

This list is prepared as a general guide and is not intended to be all-inclusive. If you have questions or need clarification, contact Show Management.



Ceiling heights in the Birmingham Jefferson Convention Complex (BJCC) vary throughout Exhibition Halls. It is important that you consider your particular area for ceiling height when planning your exhibit. Ceiling height in North and South Exhibition Halls is 30'. In East Exhibition Hall, there is a 17' drop ceiling that comes out from the windows approximately 30 feet. Maximum height for exhibit material is 16'.



Sales or distribution of food and beverages must be arranged through the BJCC.



Exhibits shall be constructed and placed as to avoid blocking other exhibits. An exhibitor shall make changes in the exhibit if, in the opinion of Show Management, the exhibit interferes with the rights of any other exhibitor.



In the event there is any question of the acceptability of a display, plans should be submitted to Show Management for approval in advance to avoid later changes.



The sound level of presentations must be such that the sound does not cause undue interference with other Exhibitors. The acceptability of such levels shall be the decision of Show Management.



There shall be no distribution of samples, literature or other materials, other than by Exhibitors, without permission of Show Management. Distribution by exhibitors is limited to their rented areas.



LIABILITY. Each Exhibitor is responsible for the condition of his or her rented area. Exhibitor expressly agrees to reimburse the BJCC and/or the Birmingham Automobile Dealers Association (BADA) for any damage to the floors, walls, or columns that may occur in the rented area. Exhibitor agrees to indemnify and hold harmless the Producer(s), the Sponsor(s), Owner(s), Exhibition Hall Facility, City and State in which this exhibition is being held and their officers, agents, employees or assigns against all claims, losses, suits, damages, judgments, expenses, costs/charges of every kind resulting from its occupancy of the space contracted for by reason of personal injuries, death, property damages or any other cause sustained by any persons or others; loss or damage to displays or goods belonging to Exhibitor, whether resulting from fire, storm, acts of God, air conditioning or heating failure, theft, pilferage, mysterious disappearance, bomb threats or other causes. All such items are brought to the Exhibition and displayed at Exhibitor's own risk. It shall be the sole responsibility of the Exhibitor to safeguard against such risk at all times.



INSURANCE. Exhibitor is advised to see that insurance includes extra-territorial coverage and that theft, public liability and property damage insurance are included.



PLAYING of COPYRIGHTED MUSIC.

Exhibitor agrees to comply with any licensing requirements of Broadcast Music Inc. (BMI) and American Society of Composers, Authors, and Publishers (ASCAP) relative to the use of copyrighted musical materials in connection with its exhibit. Exhibitor agrees to reimburse Show Management for any and all claims, damages, or costs including reasonable attorney's fees relative to Exhibitor's failure to obtain appropriate licensing for use of copyrighted material in its exhibition. It is a violation of federal copyright laws to play copyrighted music in the exhibition area during public show hours, unless:

- You have a signed and properly executive contract with either ASCAP or BMI which releases the Alabama Auto Show from liability, and have submitted said contract to Show Management.
- Your music is original and written solely for your use and you have a letter from the composer, and have submitted said letter to Show Management.
- You are playing music that has entered the public domain (50 years since the death of the composer).
- You have a signed and properly executive contract with 3M for their Cantata system.

We will require letters from exhibitors, artists, and/or composers which will hold harmless the Show Management from claims of ASCAP or BMI.



Displays are to be arranged in such a manner that no part of vehicle shall be closer than three feet to another exhibitor's space, a wall of the building, or an aisle.



Battery cables on all vehicles on the floor shall be disconnected. Tanks shall be no more than 1/8 full of gasoline. All gas caps shall be taped closed or locked.



Animals and propane tanks require special approval from Show Management.



Materials used for curtains, drapes and otherwise used in exhibits must be flame-retardant. No evergreen plants. No combustion engines. No balloons. No decorations, signs or banners may be affixed to painted surfaces or columns, walls, doors, or ceilings.



Hand trucks, carts or other vehicles with hard wheels shall not be permitted on carpeted surfaces.



All public access areas, entrances, exits, corridors, hallways, aisles, escalators, driveways, doorways or other shall not be impeded or obstructed.

Display Move-In and Vehicle Move-In will follow a set schedule by line that is available from Show Management.

- Vehicle Move-Out will be Sunday evening beginning at 6pm immediately following the close of the show. Display Move-Out will begin at 8am the following Monday morning.
- All vehicle gauges will be checked to comply with Fire Marshal regulations. Before a vehicle is allowed in the building, a maximum of 1/8 tank of fuel must show on the fuel gauge. Fuel regulations apply only to vehicles on display on the BJCC floor. If using a 12-volt power supply to feature accessories, the horn fuse must be removed so that horns and alarms cannot be activated.
- Vehicles to be displayed on turntables may be brought in when the turntable is ready,

regardless of Move-In schedules. Check with Show Management.

- "Empty" labels are required and will expedite removal of empty display crates during the Move-In process. Get an ample supply from the show decorator service desk.
- Vehicle keys must be turned in to Show Office each night. One key to the location of all keys will be sufficient. This is a safety requirement. Each exhibitor is responsible for placement of window labels required by Federal, State and Local laws.
- No trucks or trailers may be stored on BJCC property. A marshaling area will be provided.
- Vehicles may be cleaned before the official show opening each day. Check with the show decorator to schedule times. Minor wiping and dusting is permitted during show hours.
- Exhibits must be completed by 4pm on Wednesday prior to the show opening.
- Display vehicles must be removed beginning at 6pm on Sunday at the close of the show. Dismantling of exhibits may begin. Forklifts will be returning crates to exhibit areas during the night.
- Display positioning must be approved by Show Management. Show Management has the right to adjust positioning of all displays.

Security is most important from Move-in to Move-Out. We cannot expect a trouble-free event unless attention is given to these details. The BADA assumes no liability for loss, damage and/or theft. Exhibitors are required to provide for their own insurance coverage.

EXHIBIT MATERIAL ARRIVAL AT THE SHOW

Exhibitors are urged to have adequate personnel present to receive materials and take inventory. Any irregularity or discrepancy observed in shipments received should immediately be reported to Show Management. Very often exhibits

are shipped in advance to the official auto show drayage contractor. These shipments are to arrive at the BJCC on the first Move-In day.

EXHIBIT INSTALLATION

Private security or city police are available through the BADA. Every safeguard should be made to protect your exhibit as well as personal items, particularly small articles that are more subject to pilferage. We urge usage of locked containers, chaining of items, showcases, tarp covering, etc. Articles of value should not be put in a crate or carton that is set aside for "Empty" storage.

OFFICIAL AUTO SHOW HOURS

Exhibitors should have personnel to cover all hours of the show and one hour prior to opening daily. Care should be taken to safeguard personal items such as briefcases, handbags, wallets, cell phones, coats, etc., as well as exhibit items.

Under no circumstances will the BJCC or BADA be responsible for the loss or theft of such articles. Exhibitors should remain each evening until the public has been cleared from the exhibit floor and the exhibit floor has been secured for the night.

MOVE-OUT

Exhibitors may not remove any material or merchandise before, during or at the conclusion of the show without authorization from Show Management.

Exhibitor must take precautions necessary to remove vehicles from show floor. Be sure all drivers have proper identification. Exhibitor should remain with exhibit material until removed from the floor or crated for drayage.