



chauffeurdrivenshow.com

Contact Jess Pavlow at: 856.452.0323
or jess@chauffeurdriven.com
Fax Back to: 856.231.1808

VEHICLE EXHIBITOR PACKET

- Exhibitor Badge Registration (REQUIRED)
- APP Complimentary Official Listing (REQUIRED)
- APP Show Floor Only Special (REQUIRED)
- APP Show Floor Digital Passport (REQUIRED)
- Certificate of Insurance (REQUIRED)
- Registration Bag Insert (DEADLINE 9/6)
- Exhibitor Lead Retrieval (*with real-time attendee lead information*)
- Additional Exhibitor Badges
- Vehicle Gasoline Policy (REQUIRED)
- Vehicle Display Policy (REQUIRED)
- Vehicle Move-In Schedule
- Boston Convention & Exhibition Center Rules and Regulations



chauffeurdrivenshow.com

Contact Jess Pavlow at: 856.452.0323
or jess@chauffeurdriven.com
Fax Back to: 856.231.1808

VEHICLE EXHIBITOR BADGE REGISTRATION

Please make copies as needed. To ensure that you are represented accurately, we are asking that you provide us with the requested information. Please print or type clearly! Names will appear on badges as printed below.



***Vehicle exhibitors receive three (3) passes per space. Additional passes will be charged at a rate of \$295**



***Photo ID is required for badge pickup at registration.**



***Badges are non-transferable and cannot be reprinted on-site.**

Vehicle Space # _____

Exhibitor _____

Contact _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Name on Badge _____ Title _____

Company _____

Email _____

Name on Badge _____ Title _____

Company _____

Email _____

Name on Badge _____ Title _____

Company _____

Email _____

Vehicle Exhibitors receive three (3) passes per vehicle space purchased. Any additional passes will be charged at a rate of \$295.00. See Additional Exhibitor Badge form. **Badges are non-transferrable and cannot be reprinted on-site.**

THIS FORM MUST BE RETURNED BEFORE AUGUST 23, 2019.

Email: jess@chauffeurdriven.com

Fax To: 856.231.1808

Mail To: Chauffeur Driven

Attn: Jess Pavlow, Director of Events
1002 Lincoln Drive W., Suite B, Marlton, NJ 08053

REQUIRED



chauffeurdrivenshow.com

Contact Jess Pavlow at: 856.452.0323
or jess@chauffeurdriven.com
Fax Back to: 856.231.1808

APP COMPLIMENTARY OFFICIAL LISTING

To ensure that your company is represented accurately, we are asking that you provide us with the requested information. Please print or type clearly!

Vehicle Space # _____

Exhibitor _____

Contact _____

Address _____

City _____ State _____ Zip _____

Country _____

Phone _____

Email _____ Website _____

PRODUCT CATEGORIES

- _____ Manufacturer (Bus/Van)
- _____ Manufacturer (Motorcoach)
- _____ Manufacturer (Limousines)
- _____ Manufacturer (OEM)
- _____ Other (please specify) _____
- _____
- _____



Deadline is August 23, 2019 for **APP LISTING INFORMATION** submission. After this date we will refer to your exhibitor hall booth contract for your company and product information.

THIS FORM MUST BE RETURNED BEFORE AUGUST 23, 2019.

Email: jess@chauffeurdriven.com
Fax To: 856.231.1808
Mail To: Chauffeur Driven
Attn: Jess Pavlow, Director of Events
1002 Lincoln Drive W., Suite B, Marlton, NJ 08053

REQUIRED



chauffeurdrivenshow.com

Contact Jess Pavlow at: 856.452.0323
or jess@chauffeurdriven.com
Fax Back to: 856.231.1808

APP EXCLUSIVE SHOW FLOOR ONLY SPECIAL

To ensure that your company is represented accurately, we are asking that you provide us with the requested information. Please print or type clearly!

Vehicle Space # _____

Exhibitor _____

Contact _____

Email _____

What: Create an incentive for attendees to come to your booth with our Show-only coupons, available exclusively on the app. Coupons expire at the end of the Show, creating urgency to purchase.

Why participate?

- Drive traffic to your booth
- Specific tab in app allows attendees to see who is offering specials
- Coupon is highlighted in your app profile
- Specials are only available during the show
- No design work required
- Free!

Coupon examples: \$500 off any bus, \$100 off with one-year contract, free T-shirt with rate quote, 20% off and free shipping on any show order

Limit: one coupon per company

REQUIRED:

YES, I wish to include a coupon in the app.

Coupon text: _____

OR

NO, I do not want to include a coupon in the app.

THIS FORM MUST BE RETURNED BEFORE AUGUST 23, 2019.

Email: jess@chauffeurdriven.com

Fax To: 856.231.1808

Mail To: Chauffeur Driven

Attn: Jess Pavlow, Director of Events
1002 Lincoln Drive W., Suite B, Marlton, NJ 08053

REQUIRED



chauffeurdrivenshow.com

Contact Jess Pavlow at: 856.452.0323
or jess@chauffeurdriven.com
Fax Back to: 856.231.1808

APP SHOW FLOOR DIGITAL PASSPORT

To ensure that your company is represented accurately, we are asking that you provide us with the requested information. Please print or type clearly!

Vehicle Space # _____

Exhibitor _____

Contact _____

Email _____

What: Our Digital Passport, a scavenger hunt-type game in our app, requires attendees to collect points by visiting your booth and scanning a special QR code that we provide for you. Add to the entertainment by putting the QR code in one of your vehicles or "hiding" it somewhere in your booth so that attendees are required to interact with you and your products. Attendees who collect the most points are entered to win a grand prize that will be picked on Wednesday before the close of the show floor. You don't have to do anything—we bring the customers to you!

Why participate?

- Drive traffic to your booth
- Post-Show, request a record of who visited your booth for fresh leads
- Fun way to meet attendees and pitch your products
- Free!

REQUIRED:

YES, I wish to participate. [checkbox]

OR

NO, I do not wish to participate. [checkbox]

THIS FORM MUST BE RETURNED BEFORE AUGUST 23, 2019.

Email: jess@chauffeurdriven.com

Fax To: 856.231.1808

Mail To: Chauffeur Driven

Attn: Jess Pavlow, Director of Events
1002 Lincoln Drive W., Suite B, Marlton, NJ 08053

REQUIRED



chauffeurdrivenshow.com

Contact Jess Pavlow at: 856.452.0323
or jess@chauffeurdriven.com
Fax Back to: 856.231.1808

CERTIFICATE OF INSURANCE

REQUIRED

All exhibitors having any type of booth or display in the Boston Convention & Exhibition Center MUST have a Certificate of Insurance, naming The Chauffeur Driven Trade Show & Conference as additional insured for the dates of the event (October 13-16). Insurance should be in the amount of one million dollars (\$1,000,000) per accident. Certificate of Insurance must be sent to Jess Pavlow or you will not be permitted to exhibit on the Show floor and no refunds will be given.

Please email COI to Jess Pavlow at jess@chauffeurdriven.com

Or

Please mail COI to:
Jess Pavlow
Chauffeur Driven
1002 Lincoln Drive West, Suite B
Marlton, NJ 08053



chauffeurdrivenshow.com

Contact Jess Pavlow at: 856.452.0323
or jess@chauffeurdriven.com
Fax Back to: 856.231.1808

REGISTRATION BAG INSERT

Expand your brand with a Registration Bag Insert! Inserts are limited to one promo item or page, no larger than 8.5" x 11" per company. Materials must be shipped to Chauffeur Driven by September 6, 2019 in order to be included. All Registration Bag Inserts must be prepaid no later than September 6, 2019. All Registration Bag Inserts are subject to Show Management Approval. We expect about 2,000 attendees at this year's Show!

COST \$1,000 PER INSERT

Exhibitor _____

Contact _____

Address _____

City _____ State _____ Zip _____

Country _____

Phone _____ Fax _____

Email _____

Credit Card Information:

Payment Type Visa MasterCard American Express Discover

Name (as it appears on the credit card) _____

Credit Card # _____

Expiration Date _____ CVV # _____

Billing Address: _____

City _____ State _____ Zip _____

Signature _____

I, the undersigned, hereby authorize Chauffeur Driven Show management to charge the above-listed credit card account, if applicable, the amount indicated on my Chauffeur Driven Show contract, and that I will, in good faith, make good on the contracted charges. I, the undersigned, do hereby personally guarantee payment of the full contracted amount in the event of non-payment without just cause by the above named company, and authorize the use of any credit card on this agreement, if applicable, to pay any and all monies owed to the Chauffeur Driven Show management or any of the company's wholly-owned subsidiaries. Otherwise, I will be responsible for the balance owed. All transactions between the buyer and seller shall be governed by the laws of the State of New Jersey, and buyer consents to the jurisdiction of the New Jersey Courts, County of Burlington. All legal fees associated with the collection of this debt become the responsibility of the buyer.

Email: jess@chauffeurdriven.com

Fax To: 856.231.1808

Mail To: Chauffeur Driven

Attn: Jess Pavlow, Director of Events

1002 Lincoln Drive W., Suite B, Marlton, NJ 08053



chauffeurdrivenshow.com

Contact Jess Pavlow at: 856.452.0323
or jess@chauffeurdriven.com
Fax Back to: 856.231.1808

EXHIBITOR LEAD RETRIEVAL Page 1 of 2

Exhibitor Information	
Company	Booth #
Address	
City	Onsite Contact
Prov/State	Phone
Postal/Zip Code	Fax

Early Bird Price: order and payment must be received by October 1, 2019

MYLEADS – Standard	Quantity	Amount
A small, light-weight & easy to carry scanner, equipped with just one key, allows for easy and straight forward use. Equipped with 128 KB of memory, it provides an economical method of collecting leads. An electronic file is provided within one business day after the show closes. <u>No electrical power required.</u>		
Early Bird Price	\$170.00	<input type="text"/>
Price (After Oct. 1st)	\$220.00	<input type="text"/>
Email To: _____		

MYLEADS – Mobile App	Quantity	Amount
Real-time attendee lead information. Ability to either scan badges or type badge ID's. Multiple device option, which syncs to one portal. Lead details upload to your exhibitor portal. Take notes within each lead and answer custom surveys/qualifiers. Ability to modify custom qualifiers on demand through the exhibitor portal. Native application which allows the ability for off-line capturing in areas with poor connectivity. Ability to export your leads in multiple formats. <i>*Data / WiFi Connection required.*</i>		
*1 License:	\$100.00	<input type="text"/>
Price (After Oct. 1st)	\$150.00	<input type="text"/>
Additional License	\$100.00ea	<input type="text"/>

Payment	
	<input type="checkbox"/> Paying by Check Check Payable to CONEXSYS Registration Ltd
Tax ID #76-0704632	TOTAL <input type="text"/>
Total Amount Due in U.S. dollars	
Account #	Expiry Date
Cardholder <i>Please Print</i>	Signature
Ordered By <i>Please Print</i>	Email address for receipt

CANCELLATION POLICY: No refunds after October 1, 2019

Complete both sides and return to:	Please Note:
Email: jess@chauffeurdriven.com or Fax: 856.231.1808 Chauffeur Driven Attn: Jess Pavlow, Director of Events 1002 Lincoln Drive W., Suite B, Marlton, NJ 08053	Barcode Scanners must be picked up at the Lead Retrieval Services desk located at the registration area. On-site orders see CONEXSYS at the Lead Retrieval Services desk. All equipment is offered on a rental basis and must be returned to the lead retrieval desk at the start of the scheduled exhibit breakdown period. All equipment is the sole responsibility of the exhibitor during the rental period. Lost or damaged equipment is subject to an additional charge, up to the full replacement cost of \$800. CONEXSYS will take reasonable precautions to ensure the safety and integrity of the data produced from this service and does not accept liability for any losses incurred resulting from missing or invalid information.



chauffeurdrivenshow.com

Contact Jess Pavlow at: 856.452.0323
 or jess@chauffeurdriven.com
 Fax Back to: 856.231.1808

EXHIBITOR LEAD RETRIEVAL Page 2 of 2

Exhibitor: _____ Booth: _____

REFERENCES: (MAXIMUM 8)

Ex. Sales Reps, Territories, Divisions, etc.

1		5	
2		6	
3		7	
4		8	

PRODUCTS AND SERVICE:

1		14	
2		15	
3		16	
4		17	
5		18	
6		19	
7		20	
8		21	
9		22	
10		23	
11		24	
12		25	
13		26	

FOLLOW UPS: (MAXIMUM 8)

<input type="checkbox"/>	1. PHONE CALL		OTHER
<input type="checkbox"/>	2. SALES VISIT	<input type="checkbox"/>	
<input type="checkbox"/>	3. DEMONSTRATION	<input type="checkbox"/>	
<input type="checkbox"/>	4. QUOTATION	<input type="checkbox"/>	
<input type="checkbox"/>	5. SEND LITERATURE	<input type="checkbox"/>	
<input type="checkbox"/>	6. HOT LEAD (URGENT)	<input type="checkbox"/>	
<input type="checkbox"/>	7. SEE NOTES	<input type="checkbox"/>	
<input type="checkbox"/>	8. READY TO PURCHASE	<input type="checkbox"/>	
<input type="checkbox"/>	9. MAKES PURCHASING DEC.	<input type="checkbox"/>	
<input type="checkbox"/>	10. ORDER PLACED AT SHOW	<input type="checkbox"/>	

Lead Menu included when ordered before event date. If added onsite, \$100 additional charge may apply.



CHAUFFEUR DRIVEN

The Westin Boston Waterfront
OCTOBER 13-16, 2019



chauffeurdrivenshow.com

Contact Jess Pavlow at: 856.452.0323
or jess@chauffeurdriven.com
Fax Back to: 856.231.1808

ADDITIONAL EXHIBITOR BADGES

Additional Exhibitor passes are available for Exhibitor booth employees/staff only. These badges will allow the wearer access to your booth between 9am - 9pm daily.

If you require additional Exhibitor passes, please complete the form below. Please print or type clearly! Names will appear on passes as printed below.

COST PER 4-DAY PASS: \$295

Booth Space # _____

Exhibitor _____

Company Address _____

City _____ State _____ Zip _____

Name on Badge _____ Title _____

Company _____ Email _____

Name on Badge _____ Title _____

Company _____ Email _____

Name on Badge _____ Title _____

Company _____ Email _____

Credit Card Information:

Payment Type Visa MasterCard American Express Discover

Name (as it appears on the credit card) _____

Credit Card # _____

Expiration Date _____ CVV # _____

Billing Address: _____

City _____ State _____ Zip _____

Signature _____

Total Passes \$295 x _____

Total Charged = _____


Email: jess@chauffeurdriven.com


Fax To: 856.231.1808


Mail To: Chauffeur Driven


Attn: Jess Pavlow, Director of Events

1002 Lincoln Drive W., Suite B, Marlton, NJ 08053

 Please refer to your Exhibitor space contract for the number of passes included.

 **Photo ID is required for badge pickup at registration.**

 Badges are non-transferable and cannot be reprinted on-site.

 **Badge is required for access to all Show functions.**



chauffeurdrivenshow.com

Contact Jess Pavlow at: 856.452.0323
or jess@chauffeurdriven.com
Fax Back to: 856.231.1808

VEHICLE GASOLINE POLICY

All vehicles displayed in the Boston Convention & Exhibition Center during the Chauffeur Driven Trade Show & Conference shall have locking gas caps or gas caps which are taped over their fuel supplies. **Please note:** even if you have a "locked" gas cap you still need to have it taped. The fire marshal wants to seal off any fumes. **Gas tanks must be reduced to less than one-eighth (1/8) tank full or 10 gallons, whichever is less. The positive lead to the battery must be disconnected while on the Show floor.** Vehicle(s) that do not meet these requirements will not be permitted to enter the exhibit hall.

Your signature below indicates that you have read this requirement and understand that if your vehicle does not meet these requirements upon Show move in, the vehicle(s) will not be allowed to enter the Show floor. NO REFUNDS WILL BE GIVEN.

Exhibitor _____

Name (printed) _____

Signature _____

THIS FORM MUST BE SIGNED AND RETURNED BY AN OFFICIAL OF YOUR COMPANY BEFORE AUGUST 23, 2019.

Email: jess@chauffeurdriven.com
Fax To: 856.231.1808
Mail To: Chauffeur Driven
Attn: Jess Pavlow, Director of Events
1002 Lincoln Drive W., Suite B, Marlton, NJ 08053

REQUIRED



chauffeurdrivenshow.com

Contact Jess Pavlow at: 856.452.0323
or jess@chauffeurdriven.com
Fax Back to: 856.231.1808

VEHICLE DISPLAY POLICY

Exhibitors are permitted to display vehicles only within the bounds of the contracted space.

Exhibit space will be clearly marked by either tape or chalk on top of the carpet. If it is found that your space boundaries are incorrect, for whatever reason, you will be asked to move your display within the correct boundaries, and you will be expected to conform.

In addition, Exhibitors displaying either limousines, buses, or vans must be a minimum of 5 feet off the aisles within their exhibit space. No limousines, buses, or vans may be lined up along exhibit perimeters. Exhibitors are not permitted to obstruct adjoining Exhibitor spaces. Limousines, buses, and vans must be pulled into center area of the exhibit space.

Exhibitors must keep all volume levels of audio equipment to a reasonable level and not block the view of other Exhibitors by placing signage on top of vehicles.

Exhibitors who refuse to adhere to this policy will be fined **\$5,000**. In addition, you will pay for the cost of the vehicle space(s) that could not be utilized as a result of your refusal to adhere to the boundaries of your space.

Until these fines are satisfied, you will not be permitted to participate in future Chauffeur Driven Trade Show & Conference events.

Please note: AEXPO charges a spotting fee of \$100 per vehicle whether you or an AEXPO employee place your vehicle in the designated space. See order form in the AEX Exhibitor Kit.

Your signature below indicates that you have read and agree to the terms of this policy and understand the expectations of The Chauffeur Driven Show:

Exhibitor _____

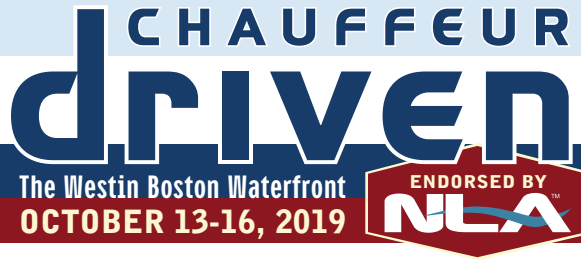
Name (printed) _____

Signature _____

THIS FORM MUST BE SIGNED AND RETURNED BY AN OFFICIAL OF YOUR COMPANY BEFORE AUGUST 23, 2019.

Email: jess@chauffeurdriven.com
Fax To: 856.231.1808
Mail To: Chauffeur Driven
Attn: Jess Pavlow, Director of Events
1002 Lincoln Drive W., Suite B, Marlton, NJ 08053

REQUIRED



chauffeurdrivenshow.com

Contact Jess Pavlow at: 856.452.0323
or jess@chauffeurdriven.com
Fax Back to: 856.231.1808

VEHICLE MOVE-IN

Sunday, October 13, 2019

8am - 2pm (no exceptions)

Move-In Contacts:

Jess Pavlow from Chauffeur Driven • jess@chauffeurdriven.com

Mike Tirrell from AEX Convention Services • mike@aexservices.com

Detailing: Contact Darrell Weberg at dweberg@proimagecarcare.com or 248.854.2140.

Dry detailing will take place once vehicles have been placed in the proper vehicle space.

PLEASE NOTE: Gas tanks must be reduced to less than one-eighth (1/8) tank full or 3 gallons, whichever is less. The positive lead to the battery must be disconnected while on the Show floor. All vehicles must have locking gas caps or be taped to prevent the escape of gas vapors. Vehicle(s) that do not meet these requirements will not be permitted to enter the exhibit hall.

Parking Lot: The BCEC parking lot is located at 415 Summer Street directly behind the Convention Center.

Directions to self-park: From Summer Street, turn onto East Side Drive, drive past the valet area, and continue straight along the side of the building. At the end of the building, make a right and go down the ramp. At the bottom of the ramp, turn left and you will see the entrance to the South Parking lot in front of you.

Please let Mike or Jess know if you will be parking in this lot as your vehicles will need special access to this lot. Staging Area: Detailed instructions as to when and where to stage your vehicles will be provided closer to the show date.

PLEASE NOTE:

- 1) A move-in schedule will be created and communicated to all vehicle exhibitors closer to the Show date.
- 2) Please adhere to your assigned move-in times to avoid creating congestion and delays.
- 3) Vehicle loading will begin at 8am on Sunday, October 13. Show badges will be available at registration, which will be located at The Westin Boston Waterfront on the Concourse Level in the Grand Ballroom Foyer, beginning at 10am on Sunday. Security will not allow you on the Show floor without a badge.
- 4) Exhibitors are required to check-in at the AEX booth located at top of entrance ramp prior to move-in.

Move Out: Begins at 3pm and will conclude at 6pm.



chauffeurdrivenshow.com

Contact Jess Pavlow at: 856.452.0323
or jess@chauffeurdriven.com

Fax Back to: 856.231.1808

CONVENTION CENTER RULES & REGULATIONS

Boston Convention & Exhibition Center
415 Summer Street
Boston, MA 02210

Exhibit Hall Badge Pickup: Concourse Level in the Grand Ballroom foyer of the Boston Convention & Exhibition Center

Hotel Parking Lot: This lot will be available Saturday October 12 through Sunday October 13th for move in. If you need to arrive earlier please contact Jess@chauffeurdriven.com.

Directions to self-park: From Summer Street, turn onto East Side Drive, drive past the valet area, and continue straight along the side of the building. At the end of the building, make a right and go down the ramp. At the bottom of the ramp, turn left and you will see the entrance to the South Parking lot in front of you.

Food and Beverage: For food and beverage services in your booth, please contact Eiman Karim ekarim@levyrestaurants.com. Please note that per our contract agreement and for liability reasons, the convention center is the exclusive provider for all food and beverage. Absolutely NO outside food and/or beverages may be served from your booth during this upcoming event (this includes but is not limited to, logo bottled water or any type of pre-packaged food). If you wish to serve these items, you must request permission via e-mail in advance, and a corkage fee will apply if your items are approved. These requests can be sent ekarim@levyrestaurants.com

Shipping/Delivery: Materials should be shipped to ARRIVE at our warehouse NO LATER THAN Monday, October 7, 2019. Any shipments received more than 30-days prior to, or after the cutoff date will incur additional charges.

Materials should be labeled as follows:

ADVANCE WAREHOUSE:

Chauffeur Driven Trade Show & Conference
Exhibiting Company Name/Booth Number
c/o LibertyCFS NV Inc
95 N Concord Street
North Reading, MA 01864

Receiving Hours: Monday to Friday 9am – 3pm

DIRECTLY TO FACILITY:

Boston Convention and Exposition Center
Chauffeur Driven Trade Show & Conference
Exhibiting Company Name / Booth Number
c/o AEX Convention Services
415 Summer Street, Boston, MA 02210

Shipments will be received at the exhibit facility ONLY on: SUNDAY, OCTOBER 13, 2019 between 8:00am - 5:00pm & MONDAY, OCTOBER 14, 2019 between 8:00am - 12:00pm

Exhibit Structures: Exhibit structures should be made of fireproof/flame-retardant or treated materials not given to flammability. Expanded foam materials should be fire retardant. Structurally, any "built-up" (or double-decker) booth should have the stamp of a qualified structural engineer attesting to its construction standards.

At no time are exhibitors allowed to bring helium balloons into the facility. Helium tanks cannot be brought into the facility. All air and gasses must be ordered through your Event Services Manager.