

HIGH OCTANE MOTORSPORTS EXPO 2008 QUICK REFERENCE CHECKLIST

CHECKLIST

Exhibitor Space Agreement	Ensure that Exhibitor Information, Sellers Permit Number, Number of Exhibitor Badges requested, Billing information, Booth size requirements and authorized signature are completed.	<input type="checkbox"/>
Insurance	<p>Ensure that you have Certificates of insurance evidencing the following coverages. This will be required from all vendors <u>prior</u> to entry of the Event. <u>No Exceptions! Please Fax back completed insurance binder with completed check list to (909) 646-3529.</u></p> <ol style="list-style-type: none"> 1. Comprehensive General Liability, including bodily injury and property damage, with limits of not less than \$1,000,000 (One Million Dollars) per occurrence, and \$2,000,000 (Two Million Dollars) annual aggregate (MIN. LEVEL) NOTE: We can handle your event insurance needs if requested. Call Mike @ 818-974-9839 2. Commercial Vehicle Liability coverage including bodily injury and property damage with a combined single limit of not less than \$1,000,000 (One Million Dollars) per occurrence and \$2,000,000 (Two Million Dollars) annual aggregate. <i>This coverage will be required only for those vendors whose displays will have vehicles within for demo purposes only. Vehicles used for demo purposes will not be taken off property during the Event. (Note: Required for Non-Static Displays Only!)</i> <p>Such policies shall state that the insurance is primary in coverage to any other insurance which may be available to the Track and shall include as additional insureds:</p> <p>Xtreme Productions, M. Schaefer, J. Moreland and The California Speedway Corporation, its parent, subsidiaries and affiliated companies, and their respective shareholders, members, directors, officers, employees, agents, members and sponsors (collectively, the "Indemnified Parties").</p> <p>All insurance policies required hereunder shall provide that such policies shall not be canceled or reduced without 30 (thirty) day advance written notice to the Track.</p> <p>If you need event insurance coverage please call Mike@ (818) 974-9839</p>	<input type="checkbox"/>
Load-in/Out	Ensure you review load-in times on your exhibitor space agreement. Note: Larger vehicles must be loaded in no later than Thursday 3/13/08.	<input type="checkbox"/>
Power	Exhibitors requiring power that have not ordered on original contract. Please contact 818-974-9839	<input type="checkbox"/>
Canopy/Tenting	Exhibitors requesting canopies/tenting for the event, contact Nicole (310-328-5060) Classic Tents for special discounted pricing for the event. Note: All canopies/tents must be weighted down through-out event including loading and unloading days.	<input type="checkbox"/>
Program Guide	All Exhibitor interested in Advertising in the Event Program Guide please call Ron/James (IPS) 909-373-1990. Note: Deadlines for artwork and advertising is no later than 2/29/08!	<input type="checkbox"/>
COMPLETED CHECKLIST: EVENT CHECK-IN		
Checklist Completed	<p>Check-In Procedures:</p> <ol style="list-style-type: none"> 1. Refer to exhibitor agreement for event Load-In schedules. 2. Enter California Speedway main entrance via yellow gate at 9300 Cherry Ave., Fontana Ca. and follow the signs to event check-in. Check-in will be located in Parking Lot #1 East 3. Exhibitor Packets and badges will be issued upon approved check-in. 	<input type="checkbox"/>
SIGN , DATE AND FAX CHECKLIST		
Signature	<ol style="list-style-type: none"> 1. Sign and Date Checklist 2. Please Fax Check List and Insurance Binder to (909) 646-3529 <p style="text-align: center;">Company : _____ Contact: _____ Signature: _____ Date: _____</p>	<input type="checkbox"/>

Note: Any questions please contact Mike (818) 974-9839