



## **OICA MOTOR SHOW RULES**

**Approved by the General Assembly, Istanbul 2 November 2012**

### **Article 1- Introduction**

The aim of these OICA motor show rules is to establish procedures applicable in order to grant OICA accreditation of international motor shows. They also clarify the rights and obligations of motor shows accredited by OICA.

### **Article 2 - Field of application**

These motor shows rules apply to international motor shows requesting or having obtained OICA accreditation.

They apply to international motor shows exhibiting new motor vehicles (passenger cars, commercial vehicles, buses and coaches) designed for normal operation on public roads. Motor shows exhibiting used (second-hand) vehicles are not in the scope of these OICA rules.

### **Article 3 – Definitions**

For the purpose of these OICA motor show rules, the following definitions apply:

**Motor vehicle**: means an engine powered vehicle destined for the transport of passenger and/or goods, excluding 2 wheeled motor vehicles: passenger cars, commercial vehicles, buses and coaches.

**Passenger car**: means a motor vehicle primarily destined and equipped for the transport of maximum 9 persons (including driver); this definition may vary according to the national legal provisions in place.

**Commercial vehicle**: means a motor vehicle primarily destined and equipped for the transport of goods. Commercial vehicles are further sub-divided into light and heavy commercial vehicles, depending on the national or international legislation.

**Bus /coach**: means a motor vehicle destined and equipped for the transport of more than 9 persons (including driver). This definition may vary according to national legal provisions in place. Buses and coaches are considered as commercial vehicles

#### Article 4 – OICA accreditation of international motor shows

- 4.1 OICA, the International Organization of Motor Vehicle Manufacturers, establishes every year a calendar of international motor shows accredited by OICA. This indicates at least dates for press and public days for each of the listed motor shows
- 4.2 Accreditation of motor shows by OICA means that these motor shows are widely recognized and supported by OICA member associations, reflecting the opinion of their respective member motor vehicle manufacturers for their impact on the market.
- 4.3 Only the accredited motor shows are allowed to use the OICA logo in any promotional activity, as further detailed in Annex 1 attached. In the years they are not accredited, motor shows may not use the OICA logo.
- 4.4 OICA accreditation of international motor shows is reviewed regularly; OICA accreditation of an international motor show is therefore a temporary event which can be renewed periodically.
- 4.5 OICA commits itself to largely circulate, through the secretariat and through its members, the yearly calendar of OICA accredited international motor shows.

Through this circulation, motor vehicle manufacturers and the public are made aware of the OICA accreditation of motor shows for the respective year.

- 4.6 OICA commits itself to treat fairly and on an equal footing all motor shows listed on its yearly calendar. However OICA considers specific shows as major in view of their importance for the auto industry, and marks these shows accordingly.

#### Article 5 – Application for OICA accreditation

New applications for OICA accreditation of international motor shows shall be submitted in writing to the OICA secretariat at the latest on 15 January of the year before the scheduled date, by either of the following:

- The OICA member association of the country concerned,
- or
- The organizer of the motor show with the support of the OICA member national association of the country concerned.

The application shall be accompanied by all relevant information on the previous editions of the show concerned, in line with a questionnaire prepared by the Secretariat.

#### Article 6 – Review of the applications for OICA accreditation

Examination of new applications as well as the regular review of existing accreditations shall be conducted through the OICA Selection Committee, composed of OICA member associations representing motor vehicle manufacturers' headquarters.

The Selection Committee members shall carefully review each application. They shall consult their respective member manufacturers for their interest.

In particular, the Selection Committee shall, among others, duly take into account:

- The support by the national association member of OICA.
- The interest of vehicle manufacturers, as expressed either directly or through their respective national association.
- Fair treatment for all exhibitors, regardless of their nationality.
- The experience of the motor show organizers
- The quality level of the available infrastructures (e.g. access, location, reputation, etc).
- Any available information on past editions of the concerned motor shows, if at all (e.g. number of visitors, satisfaction audits, international media attendance, ...)
- Evaluation on the spot
- The need to avoid conflicting dates with other motor shows already on the OICA calendar.

Based on this review, the Selection Committee shall inform the Exhibition Committee.

The Selection Committee shall give its input to the Council and the General Assembly for final decision.

#### Article 7 – Establishment of the Calendar

At the beginning of the year, the secretariat shall prepare a draft calendar of international motor shows requesting OICA accreditation for the following year=

This draft calendar shall be prepared based on the information provided by the applicant, using the form of Annex 2 attached. Applicants are expected to carefully check on the OICA web site that their proposed dates for the subsequent year(s) are available and are not yet taken up by another show.

The Assembly shall approve the calendar of OICA accredited motor shows for the following year, after review by the Council.

No subsequent modifications to the yearly calendar shall be admitted afterwards, except in case of special circumstances. Any modification in the dates of a motor show, after approval of the Calendar by the General Assembly, shall result in an administrative fee of 1,000 (one thousand) €; this amount may be revised by the General Assembly.

#### Article 8 – Periodicity of OICA accredited motor shows.

OICA may grant its accreditation to motor shows organised in member countries, in the city (or cities) selected by the OICA member association, whether these motor shows are directly organised by the OICA member association or not. All the above articles however apply.

OICA accreditation for the different motor shows shall be granted under the following principles, on the basis of the national markets (sales of new vehicles, including passenger cars, commercial vehicles, buses and coaches):

1. For markets below five million vehicles per year, OICA accreditations shall only be granted to maximum one motor show per country, per category of vehicles as defined in Article 3, every two years.  
This means, that accreditation shall not be granted during two consecutive years to motor shows exhibiting the same vehicle categories as the year before.
2. For markets between five and ten million vehicles per year, OICA accreditations shall only be granted to maximum one motor show per country, per category of vehicles as defined in Article 3, per year.
3. For markets exceeding ten million vehicles per year, OICA accreditations shall only be granted to maximum two motor shows per country, per category of vehicles as defined in Article 3, per year.
4. Various alternations are allowed, as long as they respect the above rules.
5. The above schemes are not applicable to the Detroit and Geneva motor shows which therefore are not counted in the possible alternation of motor shows, since they are traditionally accredited on a yearly basis.
6. The subsequent shows do not necessarily have to take place in the same city or location. The decision rests with the OICA member association.

#### Article 9 – Obligations of OICA accredited motor shows.

OICA accredited motor shows shall fully meet all the above requirements, including:

1. Use of the OICA logo in line with Annex 1 attached
2. Timely information on the proposed dates of the next show, in line with Annex 2 attached
3. Fair and equal treatment for all exhibitors
4. Each motor show shall, within 2 months after completion of the show, fill-in the statistical data questionnaire of Annex 4 attached.

In addition, all OICA accredited shows shall settle, within 60 days of the receipt of the invoice, a contribution calculated on the basis of the number of visitors, as described in Annex 3 attached.

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## ANNEX 1

### USE OF OICA LABEL

Motor shows, accredited by OICA, are requested to adequately promote OICA by the use of the OICA label / logo, as follows:

#### Mandatory:

- application forms
- organizational and technical regulations
- folders, services
- exhibitor information
- visitor information
- special catalogue for press (if there is one)
- survey of novelties
- exhibition catalogue
- poster
- use of OICA flag

#### Voluntary:

- documents with letter head
- newspaper during the exhibition
- internet site
- invitation for congress, workshops and other events and meetings

ANNEX 2

FORM TO BE USED FOR DATES' SUBMISSION IN THE OICA CALENDAR

NAME	
FUNCTION	
MOTOR SHOW LOCATION	
YEAR	
DATE (total period)	
	Press
	Trade
	Public
CATEGORIES	PC <input type="checkbox"/>
	LCV <input type="checkbox"/>
	HCV/Buses <input type="checkbox"/>

I hereby certify that I reviewed the draft OICA calendar on the website [www.oica.net](http://www.oica.net) and that no conflict arises with any other motor show already on this calendar.

Date:

Signature

### ANNEX 3

#### CONTRIBUTION FOR OICA ACCREDITED MOTOR SHOWS

Show category	Contribution
< 200 000 visitors	4000 €
200 000 - 400 000 visitors	5000 €
400 000 – 700 000 visitors	8500 €
700 000 – 1 000 000 visitors	9500 €
> 1 000 000 visitors	11000 €
Major shows	Additional special fee of 750 €

The above amounts may be revised by the OICA General Assembly.

ANNEX 4  
QUESTIONNAIRE ON INTERNAL ORGANISATION OF MOTOR SHOWS

MOTOR SHOW:

I. Organisation and administration of the show		
1.	Date and location of the Show	
2.	Organiser Name	
3.	Telephone	
	Fax	
	Internet web site	
	E-mail address	
4.	President	
	Responsible Managers	
	Press Officer	



## II. Information of the Show

5.	Vehicle categories displayed	Passenger cars	Yes / No
		Light commercial vehicles	Yes / No
		Heavy commercial vehicles	Yes / No
		Buses/coaches	Yes / No
6.	Surface covered (m <sup>2</sup> )	Gross	
		Net attributed to vehicles section only	
		Outside exhibition space	
7.	Dates of the lease period <i>(period foreseen for the rent of the building)</i>	Date to date foreseen for the rent of the building	
		Total number of days for the rent of the building	
8.	Dates of build-up period <i>(period foreseen for the show and stands build-up)</i>	Date to date foreseen for the rent of the show build up	
		Total number of days for build up	
9.	Dates of dismantling period <i>(period foreseen for the show and stands dismantling)</i>	Date to date foreseen for the show dismantling	
		Total number of days for dismantling	
10.	Deadline for the submission of the participation/application forms		

## II. Information of the Show

11.	Duration of the Show	Total number of days (including press days)	
		Dates of public days	
		Dates of press days	
		Dates of trade days	
		Opening hours	
12.	Price of admission tickets and cards	Euro	
		Local currency	
13.	Total number of visitors <i>(please also specify if possible the breakdown)</i>	Total number of visitors	
		General public	
		Trade professionals	
14.	Total number of tickets	Total number of tickets sold	
		Of which, total number of tickets distributed by exhibitors	
15.	Total figures per day	Average	
		If available, total for each day	Day 1: Day 2: Day 3:

## II. Information of the Show

16.	Official catalogue	Price	
		N° of copies printed	
		N° of pages	
		N° of copies sold	
		Free copies	
		Language(s) used in the catalogue	
17.	Specific catalogues, aimed at	Specialized press	Yes / No
		Other	Yes / No  If yes, please specify:

## III. Exhibitors

18.	Total number of car brands	
	Total number of commercial vehicle brands	
	Total number of bodybuilders	
	Total number of parts and accessories manufacturers	
19.	Total number of world premieres	

#### IV. Stands

20.	Total number of stands		
21.	Total stand area (net) in m <sup>2</sup>	Cars	
		CV	
		Other	
22.	Charges for space, per square meter, for each category of exhibitors and stand (basic price) for members versus non-members	Euro	
		Local currency	
23.	Authorized height of stands	In the centre of the exhibition hall	
		Against the walls of the exhibition hall	
24.	Sound limits (dB) and measurement procedure		

### V. Facilities granted for exhibitors and visitors

25.	Rules for the issue of free admission tickets and passes to exhibitors	
26.	Parking facilities	Total number of places available
		Of which
		For visitors: For exhibitors: For the media:

### VI. Facilities granted to the media

27.	Number of journalists registered	Total	
		TV	
		Radio	
		Press	
		Others	
		Percentage of foreign journalists	