Hilton Head Island
Concours d' Elegance
& Motoring Festival

Step-by-Step Online Registration Instructions
Please read these instructions prior to registering to guarantee a smooth process.
Questions: contact Meredith Kronz at the Concours office (843-785-7469), extension 4.

1. To access the online application, go to the website at **www.hhiconcours.com**. Click on the **Exhibitor Registration** button on the right-hand side of the page.

2. Select the event box for which you are registering:
   a. Concours d'Elegance – apply to exhibit a vehicle for Concours judging on Sunday, November 7, 2010. Vehicles must be manufactured in 1972 or earlier to be considered.
   b. Motoring Midway – exhibit an un-judged vehicle on **Saturday & Sunday, November 6 & 7, 2010**

3. Once you proceed to the next page, you must accept the liability release to be directed to the application.

4. **All fields marked with a red star * are required and must contain some entry**. If you do not have the information, please type in **don't know** or **not applicable**. Failure to enter something in a required field will prevent your application from registering.

5. When entering your information, please use standard grammar and capitalization conventions.
   ▪ **DO NOT use ampersands (&) or quotation marks (").** Use of these symbols will prevent your application from registering.
   ▪ DO NOT use all caps
   ▪ Use complete sentences where appropriate (e.g., in the Vehicle Facts section)

6. Helpful hints:
   ▪ If you will be displaying your vehicle yourself, click on the **Owner Will Display** box when you get to this section and you will be skipped automatically to the next section.
   ▪ Some fields have drop down boxes—hit the arrow and all the possible answers will display.
   ▪ If you are registering more than one vehicle, this can be done on a single application—just choose **Add Another Vehicle** at the end and a new form will start at the vehicle information section—no need to fill in your contact information again.
   ▪ Read your application over, checking that all required fields have an entry. Then click on **Send Exhibitor Registration. If a required field is missing,** the program will return you to the form to make the necessary additions.
   ▪ We will also send a confirmation to the email address you provide.

7. Photograph Instructions
   ▪ Two photos of your vehicle are required— **exterior** and **engine compartment**. Options for submitting photos:
     1) Attach them to the online application yourself (preferred)
     2) Send them in a separate email to merryclam@aol.com
     3) Send them by mail to:
        Selection Committee Hilton Head Concours d'Elegance
         c/o Merry Harlacher
        11 Old Fort Lane, Hilton Head Island, SC 29926
   ▪ Please use the drop down box to tell us what you are doing (a required field), and attach the photos to the application if you choose option 1. See instructions below for attaching images to your online application:
     o Photos should be in .jpg ("JPEG") format, standard for digital cameras
     o No need to rename your files, but please add **your name** to the file name if it's not already there.
     o **Before beginning your application**, locate the two images you will be using and file them in a place you can access quickly (e.g., your computer's Desktop or in a specific file/folder you know the name of)
     o When you get to the photo part of the application, click on "Browse" and a window on your PC will open. Navigate to the location of the exterior image, wherever you filed it. Double click to open, and when instructed, click "SAVE". Your computer will send it to the online application automatically.
     o Repeat the above step for the engine compartment image