



# **Greater Atlanta RV Show**

**March 4-6, 2016**

**Georgia World Congress Center  
Atlanta, Georgia**

**EXHIBITOR  
KIT**



### **Exhibitor Fast Facts**

Below are the answers to a few "frequently asked questions:"

#### **When is final payment due for exhibit space?**

Final payment is due prior to show opening. All balances on accounts must be paid in full before exhibitors will be allowed to enter or set up in the exhibit hall, no exceptions.

#### **What about electric/internet/phone, etc.?**

These services must be ordered directly through the venue. Please visit the website at [www.gwcc.com](http://www.gwcc.com)  
Online ordering instructions are available under the "Exhibitor Services" tab.

#### **Am I allowed to share a booth with another exhibitor?**

No. Booth sharing is absolutely not allowed.

#### **Does the show provide free parking?**

Show management does not provide parking. There are various pay lots in the vicinity of the venue.

#### **What about shipping freight to the show?**

All freight must be delivered to the facility during the contracted move in times.

#### **There are no warehousing facilities onsite.**

#### **What comes with my exhibit space?**

Each space is designated with pipe/drape (4ft high side rails, 8ft. high backdrop). Tables, chairs, etc. are available through the show decorator for an additional charge – please see JRM order form at the back of this kit.

#### **May I bring my own tables and chairs?**

Yes. No additional charge will apply.

#### **Do I need to present my Punch Card for the duration of the show?**

Yes, each exhibitor MUST present their Punch Card credentials in order to be admitted on the show floor. These are non-transferable and no one will be admitted onto the show floor without proper credentials.

#### **Do I need to charge sales tax on purchases made at the show?**

Yes. Appropriate sales tax must be charged on items sold during the show.

We appreciate your support of this year's show. Please remember that this is a family show and all exhibitors should reflect this in their displays.

Please refer any additional questions to Laurie Hallowell at [laurie.hallowell@goodsam.com](mailto:laurie.hallowell@goodsam.com) or 612-845-5336.



## GENERAL INFORMATION

**Show Dates:** March 4-6, 2016

**Show Location:** Georgia World Congress Center  
285 Andrew Young Int'l Blvd NW  
Atlanta, GA 30313

**Show Times:** Friday: Noon - 8pm  
Saturday: 10am - 7pm  
Sunday: 11am - 5pm

**Move-In:** Tuesday, March 1: 11:00am - 5:00pm - RV Dealers  
Wednesday, March 2: 9:00am - 5:00pm - RV Dealers  
Thursday, March 3: 9:00am - 1:00pm - RV Dealers  
1:00pm - 5:00pm - booth exhibits  
Friday, March 4: 8:00am - 11:00am - remaining booth exhibits

**Note: RV dealers will be provided individual move-in times. We do ask that you do please adhere to these designated times.**

**Move-Out:** Booth teardown is not to start until close of the show at 5:00pm on Sunday, March 6 and runs until 10:00pm. Move-out will resume on Monday, March 7 from 8:00am – Noon. **All exhibitors must be out of the halls by NOON on Monday—NO EXCEPTIONS.**

**Reservations:** Hotel information can be found on page 11 of this kit

**Security:** Show security will be in force during move-in and show hours.

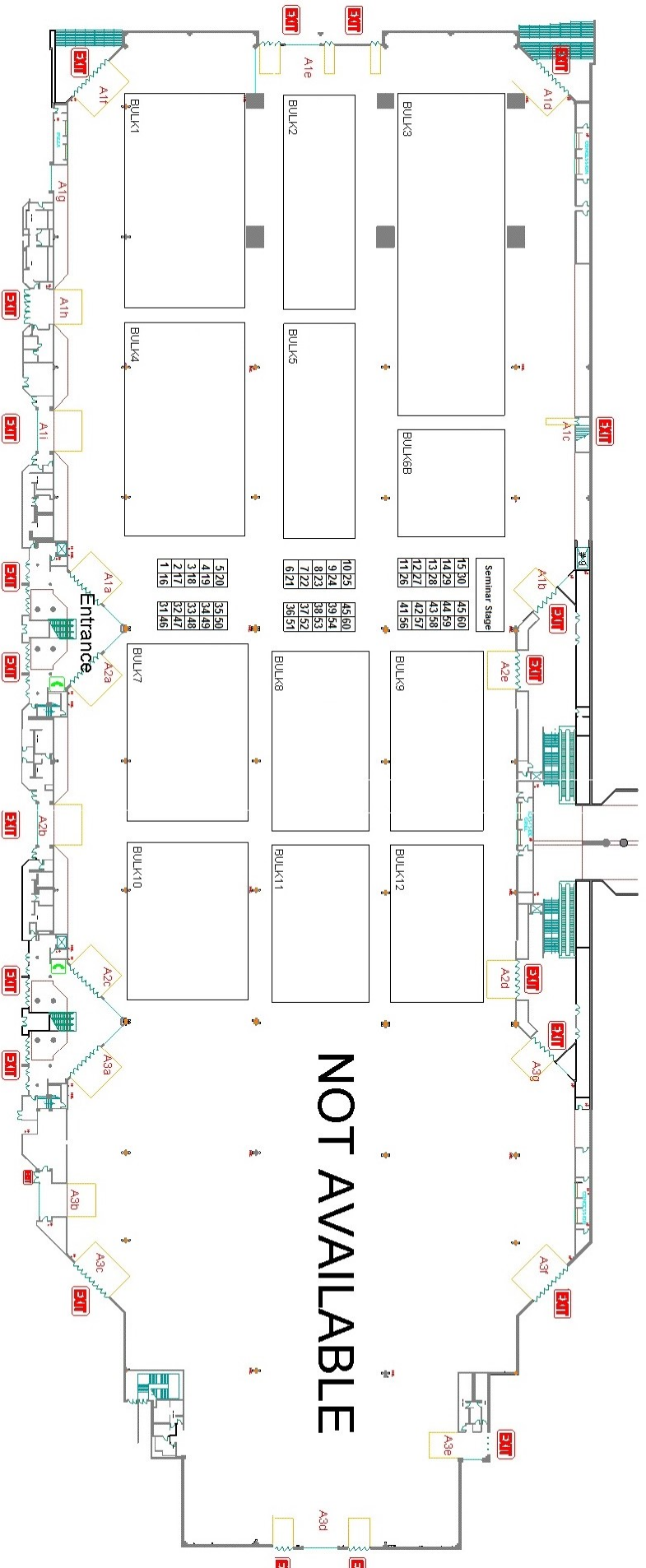
**Promoter:** GS Media & Events  
250 Parkway Drive, Suite 270, Lincolnshire, IL 60069  
Telephone: 800-848-6247, Fax: 270-438-4723

**Show Decorator:** JRM Management Services, Inc.  
P.O. Box 777 – Kennesaw, GA 30156  
Phone: 770-423-1330; Fax: 770-293-0047  
Email: [billwatson@jrmmanagement.com](mailto:billwatson@jrmmanagement.com)

Questions? Please contact Laurie Hallowell at [laurie.hallowell@goodsam.com](mailto:laurie.hallowell@goodsam.com) or 612-845-5336



# Greater Atlanta RV Show March 4-6, 2016 Georgia World Congress Center





**EXHIBITOR ADMISSION FORM**

In order to expedite admission to the show for exhibitors, we will be using PUNCH CARDS. Here is how the program works:

- 1) Each 10 x 10 exhibitor will be provided 6 cards
- 2) For each additional 10 x 10 space (i.e. 10x20, 10x30, etc.), exhibitors will receive an additional 2 cards (see breakout below):
  - 200-400 sq. ft.: 8 cards                      801-1000 sq. ft.: 14 cards
  - 401-600 sq. ft.: 10 cards                     1001+ sq. ft.: 16 cards
  - 601-800 sq. ft.: 12 cards

**Note: The maximum cards an exhibitor will receive are 16. If you need more cards than your allotment, you may buy additional cards for \$10.00 each or purchase a \$5.00 one-day discount ticket. Punch Cards are good for all days of the show.**

- 3) Punch Cards and one-day discount tickets will be available for pick-up/purchase at the Show Office during move-in and show hours.
- 4) Exhibitors **must** sign their Punch Cards. Cards cannot be transferred to others. If an exhibitor plans to leave the show during the day, they must have their hand stamped at the door.
- 5) Punch Cards are punched one time only each day at the show entrance. If an exhibitor comes to the show without the punch card, they can either purchase another card or buy a one-day discount ticket to the show. Cards are non-transferrable.

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**To purchase additional cards/discount tickets please fill out the form below:**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Number of additional Punch Cards: \_\_\_\_\_ @ \$10.00 each                      Total: \_\_\_\_\_

Number of one-day discount tickets: \_\_\_\_\_ @\$5.00 each                      Total: \_\_\_\_\_

**\*\*Credit Card Payment Options\*\***

\_\_\_ Visa            \_\_\_ MasterCard            \_\_\_ Discover            \_\_\_ American Express

Credit Card #: \_\_\_\_\_                      Exp Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ (please print)

Signature: \_\_\_\_\_

**PLEASE NOTE:** Punch Cards are to be used only by personnel working the exhibit. Misuse will jeopardize participation in future shows. To purchase additional Punch Cards, please fax this form to 270-438-4723 no later than **Monday, February 22, 2016.**



**Insurance Information and Sales Tax**

**Certificate of Insurance** (see attached form)

**Georgia Sales Tax** (see attached form).

Please mail/fax both forms to: GS Media & Events  
250 Parkway Drive, Suite 270  
Lincolnshire, IL 60069  
Fax: 270-438-4723

**IMPORTANT! COI form must be received in our office no later than  
Monday, February 22, 2016**

**CERTIFICATE OF INSURANCE (Attachment A)**

ISSUE DATE \_\_\_\_\_

Producer: \_\_\_\_\_

THIS CERTIFICATE IS A REPRESENTATION OF THE COVERAGE AFFORDED BY THE POLICIES REFERRED TO BELOW

COMPANIES AFFORDING COVERAGE	
COMPANY LETTER A	
COMPANY LETTER B	
COMPANY LETTER C	
COMPANY LETTER D	

Phone: \_\_\_\_\_

Insured: \_\_\_\_\_

**COVERAGES**

THIS IS TO CERTIFY THAT THE INSURANCE POLICIES LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED AND THAT THE POLICIES MEET THE MINIMUM COVERAGE REQUIREMENTS OF THE APPLICATION LEASE, PROJECT SPECIFICATIONS, REQUESTED FOR PROPOSALS, CONTRACT, REQUIREMENTS, LICENSE, PURCHASE ORDER REQUIREMENTS, OR CITY ORDINANCES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EFFECTIVE DATE (MM/DD/YY)	ALL LIMITS IN THOUSANDS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrences <input type="checkbox"/> Owners & Contractors Protective <input type="checkbox"/> Contractual Liability <input type="checkbox"/> X, C, U Coverage				GENERAL AGGREGATE \$ PRDCTS-COMP OPS AGGREGATE \$ PERSONAL & ADVERTISE INSURY \$ EACH OCCURRENCE \$ FIRE DAMAGE-ANY FIRE \$ MEDICAL EXPENSE PER PERSON \$
	<b>AUTOMOTIVE LIABILITY</b> <input type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Vehicles <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Autos <input type="checkbox"/> Non-Owned Autos <input type="checkbox"/> Garage Liability <input type="checkbox"/> Contractual Liability <input type="checkbox"/> Garage Keepers Liability <input type="checkbox"/> _____	<b>SAMPLE</b>			COMBINED \$ SINGLE \$ LIMIT \$ BODILY INJURY - PER PERSON \$ BODILY INJURY - PER ACCOUNT \$ PROPERTY DAMAGE \$
	<b>EXCESS LIABILITY</b> <input type="checkbox"/> Umbrella Form <input type="checkbox"/> Other Than Umbrella Form				EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYER'S LIABILITY</b>				STATUTORY STATUTORY \$ EACH ACCIDENT \$ DISEASE POLICY LIMIT \$ DISEASE - EACH EMPLOYEE \$
	<b>OTHER</b>				

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL ITEMS**

**SHOW NAME & DATES INCLUDING MOVE-IN AND MOVE-OUT**  
**SHOW LOCATION**

- Contractual Liability covers all written and oral contracts between the insured and the City of Minneapolis
- The General Liability and Excess Liability policies name the City of Minneapolis, its officers, agents and employees as additional insureds and provide for severability of interest (cross liability) between the named insured(s) and the City of Minneapolis

**CERTIFICATE HOLDER**

**SHOW VENUE NAME & GS MEDIA & EVENTS**  
 250 Parkway Drive, Suite 270  
 Lincolnshire, IL 60069

- Certificate For:
- Contract Number:
  - License Type:
  - Purchase Order Number:
  - Official Publication Number:
  - Lease:

City Department/Division For Which Goods or Services Provided \_\_\_\_\_

Cancellation  
 NOTWITHSTANDING THE EXPIRATION DATES SET FORTH IN THIS CERTIFICATE, SHOULD ANY OF THE HEREIN DESCRIBED POLICIES BE CANCELLED, CHANGED, OR NOT RENEWED, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE BY REGISTERED MAIL TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.  
 ISSUING REPRESENTATIVE CARRIES ERRORS AND OMISSIONS COVERAGE  
 YES  NO

AUTHORIZED REPRESENTATIVE \_\_\_\_\_



## SHOW REGULATIONS

- Show Location:** Georgia World Congress Center  
285 Andrew Young Int'l Blvd NW  
Atlanta, GA 30313
- Our Office:** GS Media & Events  
250 Parkway Drive, Suite 270  
Lincolnshire, IL 60069  
Phone: 800-848-6247  
Fax: 270-438-4723
- Exhibitor Credentials:** Please refer to the “Exhibitor Admission” form in this kit. **Authorized exhibitors only** will be allowed into the show one hour prior to show opening.
- Parking:** Various pay parking areas are located near or next to the facility
- Insurance:** A sample insurance form is included with this kit. Each exhibitor **must** fill out this form in order to exhibit at the show.
- Sales Tax:** If selling product and/or service, you are required to charge sales tax.
- Liability:** It is agreed that exhibitors shall assume all responsibility for damage to the exhibit hall and they shall indemnify and exempt the GWCC and GS Media & Events from liability which may ensue from any cause whatsoever.
- Decorations:** The facility has informed us that helium balloons are **NOT** permitted in the building for sale or distribution. All decorations must be flame proof to comply with fire code regulations.
- Security:** GS Media & Events will provide 24-hour security in the show area throughout the official period of installation, show hours and dismantling. Each exhibitor must have an attendant in charge of his or her exhibit each day during official show hours. Only authorized service and exhibitor personnel will be permitted in the exhibit area before or after show hours.





- Stickers & Tape:** The use of tape, adhesives, staples or nails to secure signs or other objects to the GWCC walls is prohibited. The distribution to the public of stickers, such as static, pressure, adhesive, etc., which may be intentionally or accidentally stuck to walls or floors is prohibited.
- Vehicle Fuel/Propane:** No more than ¼ fuel may be in any vehicles. **All propane tanks must be removed from all units to be exhibited. No propane tanks are allowed in the building per the Fire Marshal's orders – NO EXCEPTIONS.** All gas caps must be locked and/or taped. Battery cables must be disconnected.
- Smoking/Food:** There is NO SMOKING in the Exhibit Halls. No outside food/beverages may be brought into the Exhibit Halls.
- Exhibit Height:** Standard booths: Back wall can be a maximum of 8' high. Exhibitors who wish to use already existing display materials that exceed the 8' height limitation must submit booth design plans to show management prior to the show for approval. Island exhibit spaces are permitted up to 16' in height.
- Freight:** There are no facilities at the GWCC for the hauling and storage of freight prior to the show.
- Electric/Internet/Phone:** These services must be ordered directly through the venue. Please visit the website at [www.gwcc.com](http://www.gwcc.com). Online ordering instructions are available under the "Exhibitor Services" tab.
- Display Materials:** JRM Management is the official service contractor for the show. In addition to booth set-up (pipe/drape), they also handle any furnishing you may require (tables, chairs, etc.) Please contact customer service at 770-423-1330 or via email at [billwatson@jrmmanagement.com](mailto:billwatson@jrmmanagement.com)



**ASCAP-BMI:**

Per information we have received, the following applies to all show exhibitors:

Playing of copyrighted music at the show – it is a violation of federal copyright laws to play copyrighted music in the exhibition area during the public show hours, UNLESS:

- 1) You have a signed and properly executed contract with either ASCAP or BMI, which releases the show from liability.
- 2) Your music is original and written solely for your use and you have a letter from the composer.
- 3) You are playing music that has entered the public domain (it has been 50 years since the death of the composer).
- 4) You have a signed and properly executed contract with 3M for their Cantata System.
- 5) We will require letters from exhibitors, artists and/or composers, which will hold harmless the Show Management from Claims of ASCAP or BMI.

Penalties: Any violations of any of the terms and conditions of these rules and regulations on the part of any exhibitor will be cause to terminate the agreement to occupy space. All monies paid (and owed) will be forfeited to show management. In case of violation of the terms and conditions of these rules and regulations on the part of the Exhibitor, right is hereby given to the Promoter to terminate the agreement to occupy space. The Promoter may re-enter and take possession of the space occupied by the Exhibitor and remove all persons, goods at the Exhibitor's own risk, without liability to the Promoter.

Any matters not covered by these rules are subject to the sole discretion of the sublessor.

This agreement shall bind the parties hereto, their successors, heirs, executors and administrators.

This clause is part of the original space contract for this show.



## **HOTEL/TRAVEL INFORMATION**

Embassy Suites—Centennial Olympic Park  
267 Marietta Street  
Atlanta, GA 30313  
\$149.00/single/double

Reservation Cut-off: February 12, 2016

Make sure and ask for the Greater Atlanta RV Show to receive special show discounts. Call 1-800-HILTONS or book online at [http://embassysuites.hilton.com/en/es/groups/personalized/A/ATLESES-GSG-20160302/index.jhtml?WT.mc\\_id=POG](http://embassysuites.hilton.com/en/es/groups/personalized/A/ATLESES-GSG-20160302/index.jhtml?WT.mc_id=POG)





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**Georgia World Congress Center**  
**Atlanta, GA**  
**March 4-6, 2016**



**JRM Management Services, Inc.**

**P.O. Box 777 ~ Kennesaw, GA 30156**  
**Phone: 770.423.1330 Fax: 770.293.0047**  
**E-mail: billwatson@jrmmanagement.com**

**ALL ORDERS MUST BE SUBMITTED AND PAID NO LATER THAN FEBRUARY 19, 2016**

COMPANY NAME: \_\_\_\_\_

SHOW NAME / PO#: \_\_\_\_\_

DELIVERY DATE: \_\_\_\_\_ Time: \_\_\_\_\_





RETURN DATE: \_\_\_\_\_ Time: \_\_\_\_\_





<b>CHAIRS</b>	<b>Checklist</b>	<b>Qty</b>	<b>Price</b>	<b>1-week</b>	<b>Qty</b>	<b>Price</b>	<b>2-week</b>	<b>T. Qty</b>	<b>T. Price</b>
Gray Padded Arm Chair			\$4.67	\$0.00		\$7.70	\$0.00	0	\$0.00
Premium Padded Arm Chair			\$5.76	\$0.00		\$9.50	\$0.00	0	\$0.00
Gray Padded Side Chair 101			\$4.00	\$0.00		\$6.60	\$0.00	0	\$0.00
Gray Padded Side Chair 201			\$4.67	\$0.00		\$7.70	\$0.00	0	\$0.00
Black Padded Side Chair 201			\$4.67	\$0.00		\$7.70	\$0.00	0	\$0.00
Black Fabric Padded Bar Stool			\$6.67	\$0.00		\$11.01	\$0.00	0	\$0.00
Plastic Side Chair			\$4.00	\$0.00		\$6.60	\$0.00	0	\$0.00
Black Fashionable plastic side chair			\$4.48	\$0.00		\$7.39	\$0.00	0	\$0.00

White Fashionable plastic side chair			\$4.48	\$0.00		\$7.39	\$0.00	0	\$0.00
Black Director's Chair 40" High			\$20.01	\$0.00		\$33.02	\$0.00	0	\$0.00
Black Director's Chair 30" High			\$13.34	\$0.00		\$22.01	\$0.00	0	\$0.00
Swivel Secretarial Chair			\$30.93	\$0.00		\$51.03	\$0.00	0	\$0.00
Park Bench			\$20.01	\$0.00		\$33.02	\$0.00	0	\$0.00
<b>TABLES 30" HIGH</b>									
4' x 30" Table			\$5.34	\$0.00		\$8.80	\$0.00	0	\$0.00
6' x 30" Table			\$8.00	\$0.00		\$13.21	\$0.00	0	\$0.00
8' x 30" Table			\$10.67	\$0.00		\$17.61	\$0.00	0	\$0.00
30" Skirt Black			\$1.33	\$0.00		\$2.20	\$0.00	0	\$0.00
30" Skirt Red			\$1.33	\$0.00		\$2.20	\$0.00	0	\$0.00
30" Skirt White			\$1.81	\$0.00		\$2.98	\$0.00	0	\$0.00
<b>TABLES 40" HIGH</b>									
4' x 40" Table			\$5.34	\$0.00		\$8.80	\$0.00	0	\$0.00
6' x 40" Table			\$8.00	\$0.00		\$13.21	\$0.00	0	\$0.00
8' x 40" Table			\$10.67	\$0.00		\$17.61	\$0.00	0	\$0.00
Table Leg Extension		0	\$0.34	\$0.00	0	\$0.56	\$0.00	0	\$0.00
40" Skirt Black			\$1.81	\$0.00		\$2.98	\$0.00	0	\$0.00
40" Skirt Red			\$1.81	\$0.00		\$2.98	\$0.00	0	\$0.00
40" Skirt White			\$2.00	\$0.00		\$3.30	\$0.00	0	\$0.00
<b>CUSTOM EQUIPMENT</b>									
Wastebasket			\$1.82	\$0.00		\$3.00	\$0.00	0	\$0.00
<b>CARPETS</b>									

Padding (per ft <sup>2</sup> )	0	\$0.17	\$0.00		\$0.28	\$0.00	0	\$0.00
Plush or Prestige 26oz (perft <sup>2</sup> )	0	\$0.74	\$0.00		\$1.22	\$0.00	0	\$0.00
Standard Aisle 13oz (perft <sup>2</sup> )	0	\$0.23	\$0.00		\$0.38	\$0.00	0	\$0.00
Standard Booth 13oz (perft <sup>2</sup> )	0	\$0.29	\$0.00		\$0.48	\$0.00	0	\$0.00
Custom Cuts Booth 13oz (perft <sup>2</sup> )	0	\$0.89	\$0.00		\$1.47	\$0.00	0	\$0.00
Non-Reuseable Booth/Aisle13oz (per ft <sup>2</sup> )	0	\$0.89	\$0.00		\$1.47	\$0.00	0	\$0.00
<b>Carpet Special Order</b>	0	<b>Call</b>	\$0.00		<b>Call</b>	<b>Call</b>	0	<b>Call</b>
<i>Note: Below color is to show an example, not the exact dye-lot</i>				<b>CARPETS</b>			SubTotal	<b>\$0.00</b>

**OVERALL TOTAL** **\$0.00**

Standard Booth Carpet Rental		Standard Booth Carpet Sizes							Total Ft <sup>2</sup>
		10' x 10'	10' x 20'	10' x 30'	10' x 40'	10' x 50'	10' x 60'	10' x 70'	
Black									0
Gray									0
Red									0
Tuxedo									0
<b>Total Sqare Footage</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Standard Booth Carpet Rental		Custom Cut Booth Carpet Sizes							Total Ft <sup>2</sup>
		20' x 20'	20' x 30'	20' x 40'	20' x 50'	30' x 30'	30' x 40'	30' x 50'	
Black									0
Gray									0
Red									0
Tuxedo									0
<b>Total Sqare Footage</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Pad Rental		Pad Sizes							Total Ft <sup>2</sup>
		10' x 10'	10' x 20'	10' x 30'	10' x 40'	10' x 50'	10' x 60'	10' x 70'	

Pad									
Total Square Footage		0	0	0	0	0	0	0	0