



Mid America RV Show

January 12 - 15, 2017

**Bartle Hall
Kansas City, MO**

**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 60 days 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.

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.

Does Show Management handle electric, internet, etc.?

No. All arrangements must be made directly through Green Wave Technologies. Forms are available online at www.grnwav.com. For more information please call Exhibitor Services at 816-513-5200 or via email at convention@grnwav.com

What about shipping freight to the show?

Bartle Hall does not accept any freight or materials including overnight freight services. All freight must be delivered either by George Fern, the official show decorator or another freight carrier to the center 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.

Can 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 Show Management - thank you.



EXHIBITORS' TIMELINE

- November 13** Balance due for exhibit space
- December 20** Last day to receive discount room rate
- December 28** Exhibitor services order must be place with George Fern (show decorator) to receive discount prices. **Exhibitors, you will receive your own id and password specific to you that will allow you into the Fern (show decorator) site to view the kit and online ordering all in one**
- December 23** Return Certificate of Insurance form to GS Events
Fax: 270-438-4723
- December 23** Exhibitor Admission Form due. Fax to: 270-438-4723
- December 24** Telephone and electrical service orders due to Green Wave Technologies www.grnwav.com
- January 6** All freight being shipped directly to George Fern (drayage service) must arrive by this date. **Note: NO freight will be accepted at the show site prior to January 11**
- January 9** Start move-in for show
- January 12** Show opens at 1:00 pm

**For questions please call:
Chris Hamilton 847-229-6731
chris.hamilton@goodsam.com**

Or

**For Operations/Logistics questions contact:
Tomi Hansen at 702-419-0327 or thansen@goodsam.com**



GENERAL INFORMATION

Show Dates: January 12-15, 2017

Show Location: Bartle Hall
301 West 13th Street
Kansas City, MO 64105
www.kcconvention.com

Show Times: Thursday 1:00pm - 8:00pm
Friday 12:00pm - 8:00pm
Saturday 10:00am - 8:00pm
Sunday 10:00am - 5:00pm

Move-In: Monday, January 9: 11:00am - 5:00pm - bulk exhibitors
Tuesday, January 10: 9:00am - 5:00pm - bulk exhibitors
Wednesday, January 11: 9:00am - 5:00pm - bulk exhibitors
Thursday, January 12: 9:00am - 12:00pm - 10 x10 exhibitors

*****Each Dealer will be assigned a specific move-in time. This information will be sent separately from this kit. For the smoothest move-in possible, we ask that these times be strictly adhered to. Thank you *****

Move-Out: Booth teardown is not to start until close of the show at 5:00 pm on Sunday, January 15. **All units must be removed on Sunday-NO EXCEPTIONS**

Hotel Reservations: Hotel information on page 14 in 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
www.gsevents.com

For questions please call:

Chris Hamilton at 847-229-6731 chris.hamilton@goodsam.com

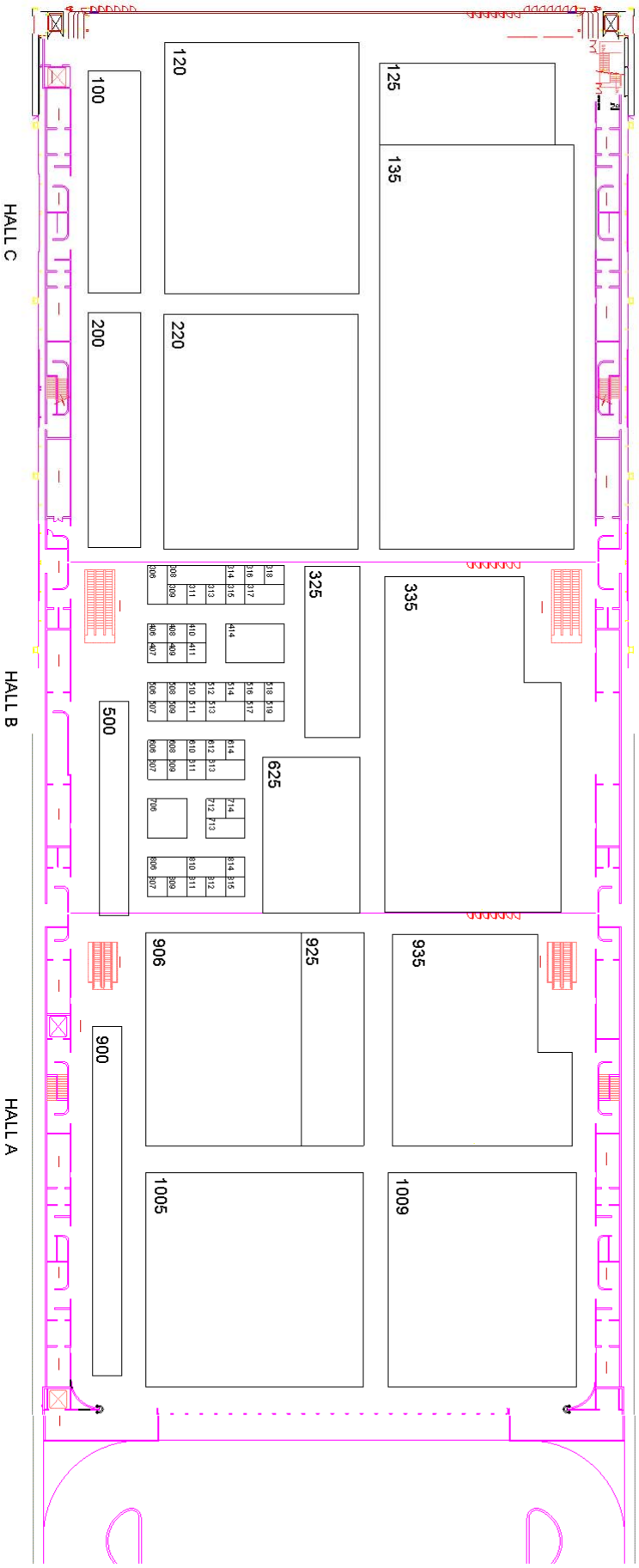
Or

For Operations/Logistics questions contact:

Tomi Hansen at 702-419-0327 or thansen@goodsam.com



Mid America RV Show January 12 - 15, 2017 Bartle Hall Kansas City, MO





Exhibitor Admission Form

In order to expedite admission to the show for exhibitors, we will now 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
 - 401-600 sq. ft.: 10 cards
 - 601-800 sq. ft.: 12 cards
 - 801-1000 sq. ft.: 14 cards
 - 1001+ sq. ft.: 16 cards

Note: The maximum cards an exhibitor will receive is 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.

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: _____ @\$5.00each 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 **December 23, 2016.**



License/Sales Tax Information

Retail selling is allowed and is a major benefit to exhibitors at the show. To sell at the show you must have sales tax licenses as well as a Certificate of Insurance. **It is the exhibitor's responsibility to obtain these licenses and verify sales tax rates.** Please see attached sample insurance form.

Insurance Information

Certificate of Insurance (see attached form)

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

IMPORTANT! The Certificate of Insurance must be received in our office no later than Friday, December 23, 2016. It is exhibitor's responsibility to submit the Sales Tax form to the Missouri Department of Revenue by December 23, 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
	GENERAL LIABILITY <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 \$
	AUTOMOTIVE LIABILITY <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"/> _____	SAMPLE			COMBINED SINGLE LIMIT \$ BODILY INJURY - PER PERSON \$ BODILY INJURY - PER ACCOUNT \$ PROPERTY DAMAGE \$
	EXCESS LIABILITY <input type="checkbox"/> Umbrella Form <input type="checkbox"/> Other Than Umbrella Form				EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY				STATUTORY EACH ACCIDENT \$ DISEASE POLICY LIMIT \$ DISEASE - EACH EMPLOYEE \$
	OTHER				

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 _____



Missouri Department of Revenue
Special Events Sales Tax Report

Department Use Only	
Name of Event	
Date (MM/DD/YYYY)	
City Location or Code	
County Location or Code	

You must complete this form and submit it to the address below within ten days after the close of the event. This report is subject to all provisions set forth by the Missouri Department of Revenue Sales Tax Rules and Regulations.

If you have a valid Missouri Retail Sales License, do not submit this form. You must report these sales on your regular sales tax return. If you do not currently have a location for the city and county listed above, you may email businesstaxregister@dor.mo.gov to request this location be added to your account.

Business & Taxpayer	Taxpayer Name (Last Name, First, Middle Initial)		Taxpayer's Social Security Number (Required)		
	Business Name		Federal Employer Identification Number (Optional)		
	Taxpayer Street Address		City	State	Zip Code
	Telephone Number	E-mail Address			
	Event Date (S)		Due Date: 10 days after the close of the event		

- Select this box if you only took orders and did not make on the spot sales. A new location will not be added to your account. Mail this report to the address below or e-mail it to BusinessTaxRegister@dor.mo.gov.
- If you are 65 or older and claiming the handicraft exemption, select this box and attach a completed Exemption Certificate For Sales of Handicraft Items (Form 2478), which can be found on our website at <http://dor.mo.gov/forms/>. Mail forms 2478 and 2360 to the address below or e-mail them to BusinessTaxRegister@dor.mo.gov.
- If you are a service or display only, select this box and mail this form to the address below or e-mail it to BusinessTaxRegister@dor.mo.gov.
- If you are selling food that is subject to the reduced state food tax rate, select this box and mail this form to the address below or e-mail it to BusinessTaxRegister@dor.mo.gov.

List the total amount of your sales in Column 2. Compute the tax due by multiplying Column 2 by the appropriate tax rate for this location. Enter amount of tax in Column 4. This report along with your remittance must be returned to the address below within 10 days after the event date to avoid late charges. If you make taxable sales and do not qualify for an exemption, you will be registered for a Missouri sales tax identification number.

Please send a check or money order only.

Column 1 Event Name and Location	Column 2 Gross Receipts	Column 3 Tax Rate	Column 4 Tax Due
	\$	%	\$

Signature	Under penalty of perjury, I declare that the above information and any attached supplements is true, complete, and correct.	
	Signature of Taxpayer Listed Above	Printed Name
	Title	Date (MM/DD/YYYY)

If you pay by check, you authorize the Department of Revenue to process the check electronically.
 Any check returned unpaid may be presented again electronically.

Mail this form and remittance to:

Missouri Department of Revenue
 P.O. Box 1325
 Jefferson City, MO 65105-1325

Phone: (573) 751-5860
 Fax: (573) 526-8747
 E-mail: BusinessTaxRegister@dor.mo.gov

Form 2360 (Revised 05-2015)

Visit <http://dor.mo.gov/faq/business/special.php> for additional information.





SHOW REGULATIONS

Show Location: Bartle Hall
301 West 13th Street
Kansas City, MO 64105
www.kcconvention.com

Our Office: GS 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: After you unload your vehicle, please find a parking lot for your vehicle. Parking behind Bartle Hall is controlled. If you park in unauthorized areas, your vehicle will be towed.

Insurance: A sample insurance form is included with this kit. Each exhibitor **must** submit a current certificate of insurance by **December 23, 2016** in order to exhibit at the show.

Off-Premise Permits: A dealer’s license is required to sell RV’s intended for use on public highways, including camping trailers. Off-Premise Permits are required for all dealers selling at the show.

Liability: It is agreed that exhibitors shall assume all responsibility for damage to the exhibit hall and they shall indemnify and Bartle Hall, the City of Kansas City and GS Events from liability which may ensue from any cause whatsoever.

Decorations: Bartle Hall Management 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 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 Bartle Hall 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.



Electrical Services: Electricity needed for your exhibit is handled by Green Wave Technologies. Exhibitors pay Green Wave Technologies directly for this service. Please visit www.grnwav.com for more information.

Vehicle Fuel/Propane: No more than ¼ of a tank of 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 can 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 Bartle Hall for the hauling and storage of freight prior to the show. Arrangements must be made through George Fern Exposition Services. Click the link for Exhibitor Services kit on the show website: www.midamericarvshow.com or contact George Fern directly at 1-816-221-0525.

Telephone: Phone service needed for your exhibit is handled directly by Green Wave Technologies. Exhibitors pay Green Wave Technologies directly for this service. Please visit www.grnwav.com for more information.

Drayage/Handling: Except for your company employees and your supervisory personnel at the exhibit site, exhibitors will be required to utilize the official drayage contractor (George Fern) to unload and load display materials and to move materials to and from exhibit booth.

Empty Crates: Empty crates, for a fee, will be stored by the official drayage contractor (George Fern) and returned to the exhibit booth at the close of the show. Small pieces and small crates must be placed inside the larger crates to the full capacity of the unit. Open crates will not be accepted for storage – all must be securely closed. Crate tags should be securely attached to each storage unit. Obtain tags from the Exhibitor Service Desk immediately upon arrival to exhibit area. If an exhibitor's representative is not present during the set-up of the booth, empty crates will be tagged by the official decorator (George Fern) for removal and storage. A company distinguishing mark (i.e., logo) on all crates will expedite their return at the close of the show.



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.

ASCAP-BMI cont: 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.

Display Materials: George Fern is the official drayage contractor for the show. In addition to booth set-up (pipe/drape), they also handle any furnishing you may need to order (tables, chairs, etc.) Please contact customer service at 816-221-0525 or email ldavis@fernexpo.com.

Show Colors: Show drape colors are blue and white.



EXHIBITOR MOVE-IN/OUT INFORMATION

Please read carefully

Exhibit Locations: We will be utilizing Halls A, B and C at Bartle Hall

Parking: Dockmasters will be on hand to direct you to specific unloading areas. Once your vehicle is unloaded, it must be removed from the building and parked in one of the surrounding parking lots.

Move-In: Move-in of exhibits will begin on the following days:

<u>Monday, January 9:</u>	11:00am - 5:00pm - bulk exhibitors
<u>Tuesday, January 10:</u>	9:00am - 5:00pm - bulk exhibitors
<u>Wednesday, January 11:</u>	9:00am - 5:00pm - bulk exhibitors
<u>Thursday, January 12:</u>	9:00am - 12:00pm - 10 x10 exhibitors

*****Each Dealer will be assigned a specific move-in time. This information will be sent separately from this kit. For the smoothest move-in possible, we ask that these times be adhered to – thank you *****

Important: ALL exhibits must be set and ready by 12:00pm on Thursday, January 12. The show opens at 1:00pm.

Move-Out: Move-out will begin at 5:00pm on Sunday, January 15 and ends at 11:59pm.
Note: ALL halls must be cleared by midnight on Sunday.

Bartle Hall regulations require that exhibits may not be dismantled while the public is in the building. **PLEASE DO NOT DISMANTLE** until 5:00pm on Sunday, January 15.



HOTEL/TRAVEL INFORMATION

We have reserved special rates and room blocks for the show at the Kansas City Marriott Downtown located approximately 2 ½ blocks from Bartle Hall. When making your reservation, please make sure to mention you are with the *Mid-America RV Show*.

**KANSAS CITY MARRIOTT DOWNTOWN
200 WEST 12TH STREET
KANSAS CITY, MO 64105
(816) 421-6800**

Rate is \$137.00/night for single or double room

The Booking Website is:

****Cut off for the discounted rate is December 20, 2016 and is based on availability. ***
Book early!**

For information on other area hotels, please visit www.kcmo.org