



Harrisburg RV & Camping Show

February 23 - 26, 2017

**Pennsylvania Farm Show
Complex & Expo Center
Harrisburg, PA**

**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.**

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 lots in the vicinity of the venue.

Does Show Management handle electric, internet, etc.?

No. Please see GES Service Kit for appropriate forms or call their customer service department at 610-495-8866.

What about shipping freight to the show?

PA Farm Show Complex does not accept any freight or materials including overnight freight services. All freight must be delivered either by General Exposition Services (GES), 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 (4' high side rails, 8' high backdrop). Tables, chairs, etc. are available through the show decorator (GES) for an additional charge. This information can be found through the GES website: www.generalexposition.com or by calling their customer service line at 610-495-8866. Please mention the Harrisburg RV & Camping Show.

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.

Dealer/Bulk Questions:

Contact Dave Body 804-337-6479 or email dave.body@goodsam.com

Booth Exhibitor Questions:

Contact Marybeth Tedesco 804-337-8463 or email mary.tedesco@goodsam.com



EXHIBITORS' TIMELINE

- December 25** Balance due for exhibit space
- February 1** Room reservations at area hotels
- February 3** Return Certificate of Insurance form to GS Events
Fax: 270-438-4723
- February 3** Exhibitor Admission Form for extra Punch Cards due
- February 3** Exhibitor services orders must be placed with General Exposition Services, (show service contractor) to receive discount prices.
- February 12** All freight being shipped directly to GES (drayage service) must arrive by this date. **Note: NO freight will be accepted at the show site prior to February 23.**
- February 21** Start move-in for show
- February 23** Show opens at 12:00pm

Dealer/Bulk Questions:

Contact Dave Body 804-337-6479 or email dave.body@goodsam.com

Booth Exhibitor Questions:

Contact Marybeth Tedesco 804-337-8463 or email mary.tedesco@goodsam.com



GENERAL INFORMATION

Show Dates: February 23- 26, 2017

Show Location: Pennsylvania Farm Show Complex & Expo Center
2300 N. Cameron Street
Harrisburg, PA 17110
<http://pafarmshowcomplex.pa.gov/>

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

Move-In: Tuesday, February 21: 8:00am - 6:00pm - bulk exhibitors
Wednesday, February 22: 8:00am - 6:00pm - bulk exhibitors/10x10's

*****Each Dealer will be contacted with a specific move-in time. For the smoothest move-in possible, we ask that these times be adhered to – thank you *****

Move-Out: Booth teardown is not to start until close of the show at 5:00pm on Sunday, February 26. **All units must be removed on Sunday- NO EXCEPTIONS.**

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

Promoter: GS Events
250 Parkway Drive, Suite 270
Lincolnshire, IL 60069
Telephone: 800-848-6247, Fax: 270-438-4723
www.gsevents.com

Dealer/Bulk Questions:

Contact Dave Body 804-337-6479 or email dave.body@goodsam.com

Booth Exhibitor Questions:

Contact Marybeth Tedesco 804-337-8463 or email mary.tedesco@goodsam.com



SHOW REGULATIONS

Show Location: Pennsylvania Farm Show Complex & Expo Center
2300 N. Cameron Street
Harrisburg, PA 17110
<http://pafarmshowcomplex.pa.gov/>

Our Office: GS Events
250 Parkway Drive, Suite 270
Lincolnshire, IL 60069
Phone: 800-848-6247; Fax: 270-438-4723
<http://www.gsevents.com/>

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. 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 CO1.

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 PA Farm Show Complex, the City of Harrisburg and GS Events from liability which may ensue from any cause whatsoever.

Decorations: PA Farm Show Complex 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 PA Farm Show Complex 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 of floors is prohibited.



- Electrical Services:** Please see electric form in at the end of this kit.
- 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 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 PA Farm Show Complex for the hauling and storage of freight prior to the show. Arrangements must be made through General Exposition Services (GES).
- Telephone/Internet:** Please see telephone/internet form in General Exposition Services Kit or contact their customer service at 610-495-8866.
- 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 (GES) 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 (GES) 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 be 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 (GES) 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 sub lessor.

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: GES 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 610-495-8866.

Show Colors: Show drape colors are blue and white.



EXHIBITOR MOVE-IN/OUT INFORMATION

Please read carefully

Exhibit Locations: We will be utilizing the Main and West Halls

Parking: 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:

Tuesday, February 21: 8:00am - 6:00pm - bulk exhibitors

Wednesday, February 22: 8:00am - 6:00pm - bulk exhibitors/10x10's

*****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 9:00am on Thursday, February 23. The show opens at Noon.

Move-Out: Move-out will begin at 5:00 p.m. on Sunday, February 26 and ends at 11:59pm. **Note: ALL halls must be cleared by 11:59 on Sunday.**

Staging will be available for units in the West Lot until 4:00pm on Monday, February 27.

The PA Farm Complex regulations require that exhibits may not be dismantled while the public is in the building. **PLEASE DO NOT DISMANTLE** until 5:00pm on Sunday, February 26.



Exhibitor Admission Form

In order to expedite admission to the show for exhibitors, we use 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 breakdown below):

200-400 sq. ft.: <u>8 cards</u>	801-1000 sq. ft.: <u>14 cards</u>
401-600 sq. ft.: <u>10 cards</u>	1001+ sq. ft.: <u>16 cards</u>
601-800 sq. ft.: <u>12 cards</u>	

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 **February 3, 2017.**



License/Sales Tax Information

Retail selling is allowed and is a major benefit to exhibitors at the show. To sell from 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.**

Insurance Information

Certificate of Insurance (see attached sample 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 Monday, February 3, 2017.

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 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:

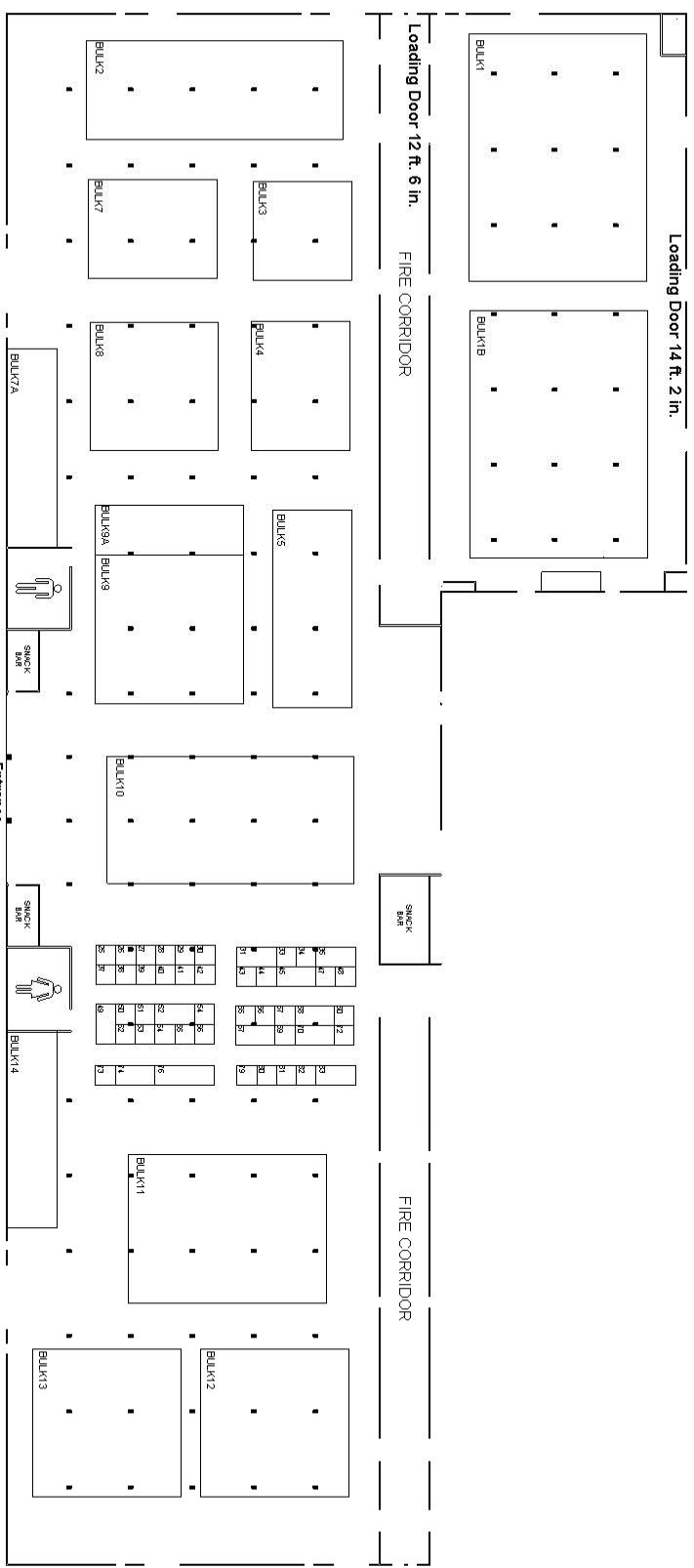
City Department/Division For Which Goods or Services Provided

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 _____

Harrisburg RV & Camping Show February 23 - 26, 2017 Pennsylvania Farm Show Complex & Expo Center Harrisburg, PA





HOTEL/TRAVEL INFORMATION

We have reserved special rates and room blocks for the show at the Hampton Inn & Suites Harrisburg North. When making your reservation, please make sure to mention you are with the *Harrisburg RV & Camping Show*.

Hampton Inn & Suites Harrisburg North

30 Capital Drive off of Kohn Road
Harrisburg, PA 17110
717-540-0900-phone
717-540-0930-fax

Rate: \$115.00 for single or double room

****Reservation cut-off date is February 1, 2017****

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS



Dear Harrisburg RV Show 2017 Exhibitor:

Welcome to the online exhibitor service kit for the upcoming **Harrisburg RV Show 2017** being held at the **PA Farm Show Complex** on **February 23-26, 2017**.

This letter contains instructions on how to access the Online Exhibitor Kit. You may print it out for easier step by step viewing.

Online Exhibit Kit Instructions:

To access our ONLINE kit for the **Harrisburg RV Show 2017** you have 2 options.

DIRECT LINK

[General Exposition Services Online Service Kit](#) (click to follow link)

MANUAL ENTRY

Please click the following link or copy and paste the link into your browser's window -

www.generalexposition.com

Next, click on the Online Services button located in the upper right hand corner of the Web page. This will take you to the log in page.

AT THE LOG IN PAGE - Enter the password: **RVSHOW17**

Once you enter you will be given 2 options, **View and Print Forms** or **View and Complete Forms Online**.

VIEW AND PRINT OPTION:

This option provides a complete list of all the forms that can be printed out individually. This option only allows you either to mail or fax your form(s) to General Exposition Services with payment.

To print a form without opening, simply place your mouse over one of the forms, right click, and choose "print to target". Otherwise, you can click to open then print.

VIEW AND COMPLETE FORMS ONLINE:

This option allows you to fill out the forms and make payment directly online. This option requires a credit card to be submitted prior to entering the forms. We recommend that you print a copy of the order form, for your records, before clicking submit.

We look forward to being of service to you. If you have any questions, please give us a call at 610-495-8866, mention the upcoming **Harrisburg RV Show 2017**, and one of our Customer Service Reps will be happy to assist you.

205 Windsor Road, Limerick Business Center, Pottstown, PA 19464
Tel: 610-495-8866 Fax: 610-495-8870 Email: info@generalexposition.com www.generalexposition.com

Wireless Internet Service

The Farm Show Complex & Expo Center now offers free wireless internet service throughout the facility. As with any WiFi service, the connectivity level will vary throughout the Complex & Expo Center due to your location and other variables. While we intend to offer this free service at all times, we cannot guarantee that it will always be available.

IF YOU OR YOUR VENDORS REQUIRE INTERNET TO CONDUCT BUSINESS, WE STRONGLY RECOMMEND THAT YOU CONTACT A SERVICE PROVIDER TO INSTALL A WIRED CONNECTION.

Comcast: 800-391-3000

Verizon: 800-479-1919

The free internet service offered is not secure. You should take precautions to ensure your computers are protected.

Some precautionary measures may include:

- When connecting to the Farm Show wireless system, the official network name is "FreeFarmshowWIFI"
- Never leave your computer or device unattended
- Don't loan your computer or device to someone unfamiliar to you
- Properly log out of Web sites by clicking log out instead of just closing your browser, or typing in a new Internet address
- Keep passwords and account numbers secure; don't store them on your computer or device, or share them with anyone
- When transmitting confidential information (i.e., credit card information), look for "https://..." in the web page address and a locked padlock (or key) icon on your Internet browser as indicators that you are accessing a secure site
- Use a virtual private network (VPN) solution if available and supported by the network
- Use a personal firewall if available and supported by the network
- Avoid using Web-based e-mail or instant messaging that uses clear (unencrypted) text to send information you deem confidential
- Remove or disable your wireless card if you are working offline on your computer and you are not planning to connect to the wireless network

- Wireless access is provided on an "as is" and "as available" basis and the Farm Show Complex & Expo Center does not warrant that this service will be uninterrupted, error-free, or free of viruses or other harmful components.
- Users should be aware that there are security, privacy, and confidentiality risks inherent in wireless communications and technology, and the Farm Show Complex & Expo Center does not make any assurances or warranties relating to such risks.
- By using wireless Internet access, a user agrees that the Farm Show Complex & Expo Center is not liable for any costs or damages arising from use of this service and the Farm Show Complex & Expo Center does not control any materials, information, products, or services on the Internet.



2016 Exhibitor Electric Order Form

Please fill out as completely as possible to ensure proper electrical set-up—PRICES REFLECT ADVANCE RATES- Must be in to show management by Monday, February 15th.

Company Name: _____ Booth # (s) _____
Contact Name: _____

Rate Schedule

120 Volt

_____ 20 AMP @ \$85.00 each (up to 1500 Watts) Total: _____

208 Volt Single Phase

_____ 20 AMP @ \$135.00 each Total: _____

_____ 30AMP @ \$150.00 each Total: _____

_____ 50AMP @ \$240.00 each Total: _____

_____ 60AMP @ \$275.00 each Total: _____

_____ 100AMP @ \$400.00 each Total: _____

208 Volt Three Phase

_____ 20 AMP @ \$175.00 each Total: _____

_____ 30 AMP @ \$225.00 each Total: _____

_____ 50AMP @ \$300.00 each Total: _____

_____ 60 AMP @ \$350.00 each Total: _____

_____ 100 AMP @ \$450.00 each Total: _____

_____ 200AMP @ \$750.00 each Total: _____

480 Volt Single/Three Phase NA

Total Order Cost: _____

****Credit Card Payment Options-MUST be completed prior to order****

Visa Mastercard Discover American Express

Credit Card #: _____ Exp: _____ SC# _____

Date: _____

Name on Card: _____ (please print)

Signature: _____

NOTE: By signing above, you are authorizing GS Media & Events to invoice you for all electric usage during the show. Please fax this form to 270-438-4723 no later than **Monday, February 15, 2016.**