



August 15 – 17, 2014

Show Hours:
Friday: Noon – 7pm
Saturday: 10am – 7pm
Sunday: 11am – 5pm

Dear **Booth Exhibitor**,

Attached is your set-up kit for the upcoming Summer Boat & RV Super Sale. Please carefully review this information.

- Show Guidelines Including:
 - Move-In & Move-Out
 - Wallet Cards
 - Complimentary Tickets
 - Lodging
- Richmond Raceway Order Forms
 - Electrical
 - Phone/WI-FI
- Exhibits, Inc. Order Forms
 - Rental of Display Accessories

As soon as you can complete the paperwork, please send it to the proper office. These are the **absolute deadline dates** for submitting or reserving the following:

July 17.....	Final Payment.....	GS Media & Events
August 5.....	Electrical.....	RIR
August 5.....	Phone/WI-FI.....	RIR
August 5.....	Rental of Display Accessories.....	Exhibits, Inc.

If you have any questions not covered in this packet, please call me at 804-337-6479.

Sincerely,

A handwritten signature in black ink that reads "Dave Body". The signature is written in a cursive, flowing style.

Dave Body



250 Parkway Drive, Suite 270, Lincolnshire, IL 60069 • FAX 270-438-4723 • www.gsevents.com



August 15 – 17, 2014

Show Hours:

Friday: Noon – 7pm

Saturday: 10am – 7pm

Sunday: 11am – 5pm

Show Guidelines

MOVE IN: Thursday, August 14th from Noon to 6 pm and Friday, August 15th from 8 am until 10 am. All displays must be ready by 11 am on Friday.

MOVE OUT: Sunday, August 17th from 5 pm to 8 pm and Monday, August 18th from 8am to 2pm. All displays must be removed from the facility by 2pm Monday.

WALLET CARDS: Each company will receive **six (6)** wallet cards. Wallet cards will be issued at the show. These are used for exhibitors to gain admission to the show, but are not needed for set-up. **Because we use wallet cards in lieu of name badges, we suggest you wear your company name badge at the show.**

COMPLIMENTARY TICKETS: Each company will receive **five (5)** complimentary tickets. Tickets are **NOT** to be given away to people in line or in the parking lot of the show. They are for preferred customers, family and friends.

LODGING: Hotels located near RIR: The Comfort Suites at VA Center Commons 804-262-2000, the Hampton Inn Mechanicsville 804-559-0559 and the Holiday Inn Express Mechanicsville 804-559-0022.

ELECTRICAL SERVICE: If any electrical outlets are needed, service is provided by **Richmond International Raceway**. An order form for this service is attached. Please order according to AMP's that will be used, **NOT** by number of items to be plugged in. **To receive the advance order price, Richmond Raceway must receive your completed order form and payment by August 5th.**

TELEPHONE/WI-FI: Phone and Internet service is available through **Richmond International Raceway**. An order form for this service is attached. To receive the advance order price, **Richmond Raceway** must receive your completed order form and payment by **August 5th**. (Please Note: WI-FI is available only in Exhibition Hall)

RENTAL OF DISPLAY ACCESSORIES: Exhibits, Inc. is the official supplier of draped and undraped tables, carpet, additional backdrops, etc. Each company is supplied with an 8 foot backdrop and 3 foot side rails at no charge. **Tables and chairs are not included in your exhibit fees.** Use the attached form to order these items. You must return your Order Form and Payment to Exhibits by **August 5th** to receive the advance discount prices. Exhibits, Inc. phone number is 804-788-4400.

EXHIBIT GUIDELINES for INSIDE DISPLAYS: Gasoline caps on all vehicles must be locked or sealed and batteries disconnected at all times while in the building. Gasoline tanks can be filled to **no more than 1/4 capacity**. No engine can be run during the exhibition. All LP gas tanks that have ever contained propane must be removed from boats or other vehicles. Only tanks that have never contained any amount of LP gas will be allowed. These will be inspected by the Fire Marshal. All decorative material must be flame retardant in a manner satisfactory to the Fire Marshal. The Fire Marshal will inspect the exhibits prior to the opening and at other times during the show.



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RICHMOND RACEWAY COMPLEX
600 EAST LABURNUM AVENUE
RICHMOND, VA 23222

Richmond Raceway Complex 2014 Electrical Service Order Form

Event Name _____
Exhibitor or Company Name _____ Booth# _____
Company Address _____
Contact Name _____ On Site Contact Number _____
Signature _____ Date _____
(Must include signature before we will process order)

IN ORDER TO SECURE ADVANCE PRICE, PAYMENT MUST ACCOMPANY ORDER

NO LATER THAN TEN (10) DAYS PRIOR TO FIRST EXHIBITOR MOVE-IN DATE.

PAYMENT MUST BE MADE BEFORE RECEIPT OF SERVICE.

<u>ELECTRICAL SERVICES</u>	<u>ADVANCE</u>	<u>WITHIN 10 DAYS</u>	<u>QUANTITY</u>	<u>TOTAL</u>
115V Single Phase 0-20 Amps	\$35.00	\$70.00	_____	_____

*ANY SINGLE LOAD OVER 30 AMPS WILL REQUIRE AN ADDITIONAL 115V DROP.

*Call for pricing for special hook-ups and higher power needs.

*Disconnects will be charged labor in one hour increments subject to a one-hour minimum charge plus costs shown above.

*Electrical labor rate is \$75.00. Special service request must be paid before install.

IMPORTANT CONDITIONS AND REGULATIONS

1. ADVANCE orders will be installed prior to or during set-up. All other orders will be handled on a first come first served basis. Payment must be received before service in all cases. Richmond Raceway Complex reserves the right to disconnect any service from a booth for lack of payment. NO EXCEPTIONS.
2. Wall column and permanent building outlets are not part of booth space. All electrical service hook-ups must be ordered. ONLY house electricians are permitted to make hard wired connections.
3. All equipment and displays, regardless of power source, must comply with all federal, state, and local safety codes.
4. All exhibitors' extension cords must be of the heavy-duty 3-wire grounded type UL approved. All exposed non current carrying metal parts of fixed equipment which are liable to be energized must be grounded. All spotlights and electrical cords must be UL approved. Richmond Raceway Complex reserves the right to remove items that it deems unsafe or zone hazardous.
5. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without house electrician. However, house electrician must make all service connections and overload protection to such equipment. Special services paid upon receipt of invoice.
6. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
7. Materials and equipment furnished by Richmond Raceway Complex for service orders, and not purchased by the exhibitor, remain the property of Richmond Raceway Complex and are removed ONLY by house electrician.
8. RATES QUOTED FOR ALL CONNECTIONS COVER ONLY THE BRINGING OF SERVICE TO THE BOOTH IN THE MOST CONVENIENT MANNER AND DO NOT INCLUDE SPECIAL WIRING OR CONNECTIONS.
9. Exhibitor is held responsible for replacement cost of missing extension cord. Richmond Raceway Complex will assign an extension cord imprinted with a number and "Property of RIR".

MAIL COMPLETED FORM WITH PAYMENT TO:

Richmond Raceway Complex
Attention: Pepper Wilson
600 East Laburnum Ave
Richmond, VA 23222

OR FAX TO:

Richmond Raceway Complex
Attention: Pepper Wilson
Fax: 804-228-7526

*If you wish to pay by credit card, you must complete the Credit Card Payment Authorization form.

(Updated 11/2013) – Prices are subject to change



RICHMOND RACEWAY COMPLEX
600 EAST LABURNUM AVENUE
RICHMOND, VA 23222

**RICHMOND RACEWAY COMPLEX
INTERNET AND TELEPHONE SERVICE REQUEST**

<u>FEES</u>	<u>SERVICE</u>
\$50.00	Wireless Internet – One username and password
\$75.00	Late Internet Request Charge (if received with in (10) days prior to first exhibitor move-in date)
\$100.00	Basic phone installation (per line)
\$150.00	Late Phone Request Charge (if service is available at the late date)
\$ 20.00	Wire Charge (applicable only if more than 60' of wire is run to booth)

**IN ORDER TO SECURE ADVANCE PRICE, PAYMENT MUST ACCOMPANY ORDER
NO LATER THAN TEN (10) DAYS PRIOR TO FIRST EXHIBITOR MOVE-IN DATE.
PAYMENT MUST BE MADE BEFORE RECEIPT OF SERVICE.**

**ALL OTHER REQUESTS WILL BE CHARGED THE LATE CHARGE, IF
INSTALLATION CAN BE ACCOMMODATED**

Event Name _____
Exhibitor or Company Name _____ Booth Number _____
Contact Name _____ On Site Contact Number _____
Billing Address _____ Company Phone _____
Signature _____
Type of Service Needed: Wireless Internet _____ Phone Line _____
Telephone(s) Needed? YES NO

MAIL COMPLETED FORM WITH PAYMENT TO:

Richmond Raceway Complex
Attention: Pepper Wilson
600 East Laburnum Ave
Richmond, VA 23222

OR FAX TO:

Richmond Raceway Complex
Attention: Pepper Wilson
Fax: 804-228-7526

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RICHMOND RACEWAY COMPLEX
600 EAST LABURNUM AVENUE
RICHMOND, VA 23222

Richmond Raceway Complex Credit Card Payment Authorization Form

This is my authorization to pay the following: (Please list invoice number(s) and amounts or other reference information to identify items for which you are authorizing payment).

Credit Card Information:

_____ Visa _____ Master Card _____ Discover _____ Amex

Account Number: _____

Expiration Date: _____

Cardholder's Name: (please print) _____

Cardholder's
Signature _____

Date: _____

Additional information REQUIRED since this is a "card not present" transaction.

Credit card billing information: (This info pertains to the address the credit card bill is sent to.)

Street Address: _____

Zip Code: _____