



Washington Camping RV Expo

January 15 - 17, 2016

**Dulles Expo Center
Chantilly, VA**

**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**

Show Location: Dulles Expo Center
4320 Chantilly Shopping Center
Chantilly, VA 20151

Show hours: Friday: Noon - 8pm
Saturday: 10am - 8pm
Sunday: 11am - 5pm

Am I allowed to share a booth with another exhibitor?

No. Booth sharing is absolutely not allowed.

Is there free parking?

Yes. Parking is free.

Does Show Management handle electric?

No. All arrangements must be made directly through the venue. Forms are available online at <https://www.dullesexpo.com/v/exhibitorinfo/index.htm> or you can email ksink@dullesexpo.com.

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 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.

Dealer/Bulk questions: Dave Body 804-337-6479 or Dave.body@goodsam.com

Booth questions: Marybeth Tedesco at 804-337-8463 or Mary.tedesco@goodsam.com



EXHIBITORS' TIMELINE

- ☐ **November 16** Final balance due for exhibit space
- ☐ **December 14** Discount ticket form due
- ☐ **December 23** Cutoff for discount room reservations at Holiday Inn – Select
- ☐ **December 30** Electrical service orders due to Dulles Expo Center – **you must order online to receive the discounted price.** See website: <https://www.dullesexpo.com/v/exhibitorinfo/index.htm>
- ☐ **January 8** Exhibitor services order must be placed with Hale Expo Services (show decorator) to receive discount prices
- ☐ **January 8** Deadline for DMV Temporary Supplemental License forms available at www.dmv.state.va.us
- ☐ **January 14** Booth move-in begins
- ☐ **January 15** Show opens at Noon
- ☐ **January 17 & 18** Move-out Sunday from 5pm to 8pm and Monday 8am to Noon
All move-out must be completed by NOON Monday!

Bulk questions: Dave Body at 804-337-6479 or Dave.body@goodsam.com

Booth questions: Marybeth Tedesco at 804-337-8463 or Mary.tedesco@goodsam.com



BOOTH MOVE IN: Booth exhibitors can move in starting Thursday January 15 from noon to 6pm and Friday January 16 from 8am – 10am. **HAND CARRIED ITEMS ONLY WILL BE ALLOWED FRIDAY MORNING. NO DRIVING INTO THE BUILDING WILL BE ALLOWED ON FRIDAY JANUARY 16.**

DEALER MOVE-IN: You can stage and store units in front of the building starting on **Monday, January 11 at 8 am** in preparation for set-up Tuesday, Wednesday and Thursday. **Your individual move-in time will be emailed to you.** We strongly encourage you to stage your units in advance of your move-in time. Please make sure you have keys and drivers for all vehicles so you can accomplish your entire move-in at your scheduled time. The building will be open **Tuesday, Wednesday and Thursday from 8 am to 6 pm and Friday from 8 am to 10 am.** **Keys to all motorized vehicles on display in the show must be left with Show Management to allow inspections by Fire Officials.** The battery must be disconnected. **The Fire Marshal dictates NO MORE than a 1/8 of a tank of fuel in any vehicle!**

MOVE-OUT: Sunday, January 17 from 5 pm to 8 pm and Monday, January 18 from 8 am to Noon. **ALL MOVE-OUT MUST BE COMPLETED BY NOON ON MONDAY, JANUARY 18.**

INSURANCE: You **MUST** update your risk, comprehensive and general liability insurance to cover your vehicles and employees during move-in, the show and move-out. GS Events and Dulles Expo Center **WILL NOT BE** responsible for loss or damage of any property. Fax Certificate of Insurance to 270-438-4723.

PUNCH CARDS: Please see form in this kit for the amount of allocated Exhibitor Punch Cards. Punch cards are 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 punch cards in lieu of name badges, we suggest you wear your company name badge at the show.**

LODGING: A special room rate of \$84+tax single/double is available at the Holiday Inn-Select - located at 4335 Chantilly Shopping Center. To receive this rate, call the hotel at 888-269-9583 and refer to **Code DFF**. **Reservations must be made by December 23 to qualify for the special rate.** After the cut-off dates, rooms will be available on a rate and space availability basis.

ELECTRIC SERVICE: If any electrical outlets are needed, service is provided by the Dulles Expo Center. To receive the reduced rate, you **MUST ORDER ONLINE** at <https://www.dullesexpo.com/v/exhibitorinfo/index.htm>. **If you do not order online, there is NO discount.** Please note that charges are made per 1000 watts. One outlet may be sufficient for all your needs and can accommodate several plugs if you bring three-wire extension cords and plug strips. **To receive the advance order price, the Dulles Expo Center must receive your electrical order by December 30.**

INTERNET SERVICE: In appreciation of your continued support of the Washington Camping RV Expo, we are pleased to provide **FREE** internet service for the 2016 show. **To take advantage of this, simply ask for an access code when you get to the show. Please note - one access code is provided per company.**

EQUIPMENT RENTALS: Attached is a rental order form for Hale Expo Services. They are the official supplier of draped and undraped tables, carpet, additional backdrops, etc. Each booth is supplied with an 8' fabric backdrop and 4' side rails at no charge. If you need to order any supplies, you must return the order form and payment to Hale by **January 4** for advance discount prices. Hales' phone number is 716-896-6170 or 800-333-4253.

PARKING: There is no charge for parking.

FOOD SERVICE: The concessionaire at the Dulles Expo Center has **EXCLUSIVE** rights to serve any food consumed in the building. No food or beverages can be carried into the building.

GUIDELINES FOR VEHICLES DISPLAYED AT SHOW: **Each vehicle fuel tank must have a locking cap, locking compartment door, or must be taped. Batteries in all motorized RVs must be disconnected during show hours. Fuel tanks shall be filled to no more than 1/8 of capacity.** No engine can be run during the show. All LP gas tanks must be removed from RVs. Any built-in tanks that cannot be removed must be empty. These will be inspected by the Fire Marshal. All decorative material is to 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.

SHOW OFFICE TELEPHONE: Contact Dave Body 804-337-6479 or Marybeth Tedesco 804-337-8463

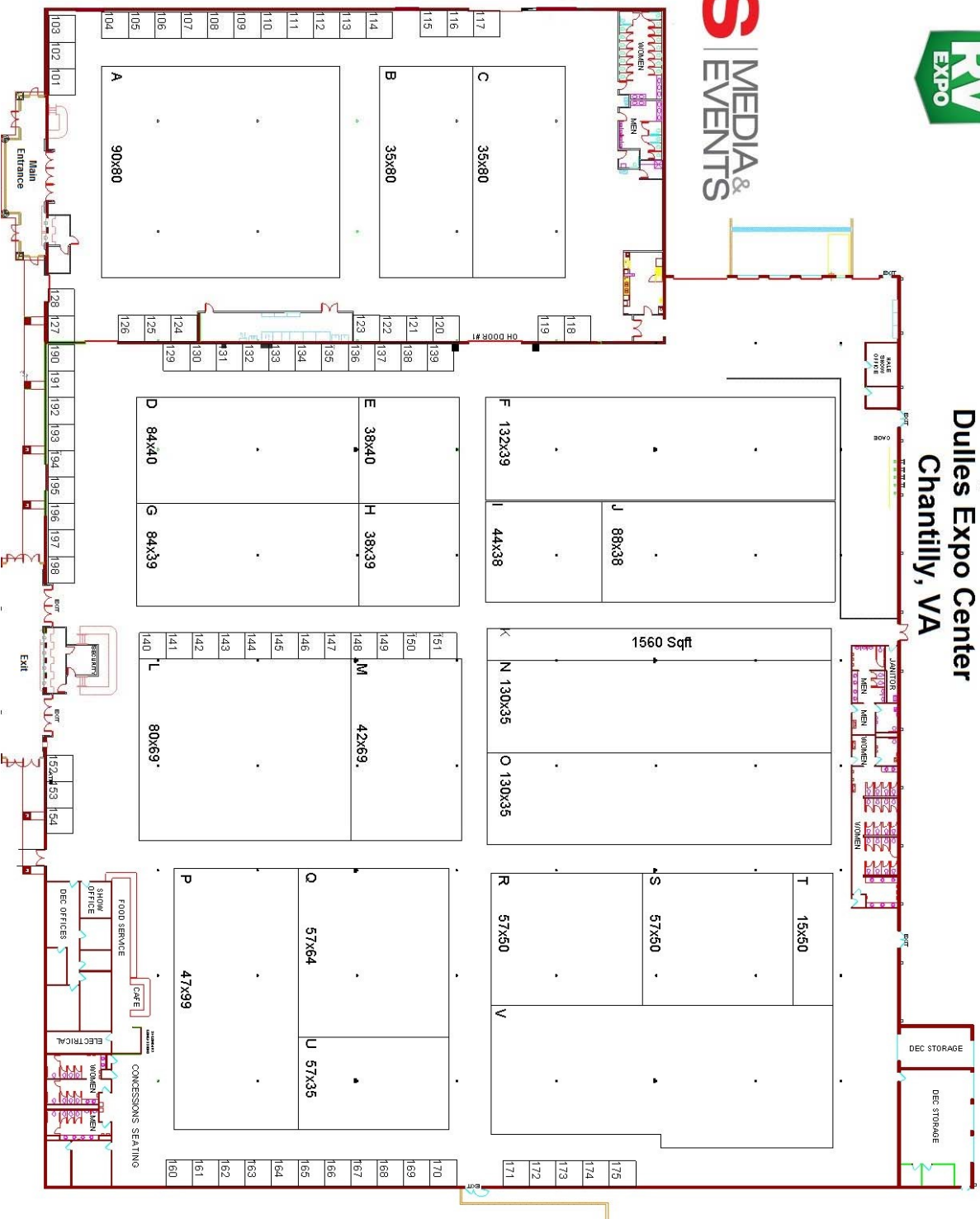


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GS MEDIA & EVENTS





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 number of cards an exhibitor will receive is 16. If you need more cards than your allotment, you can 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 **Monday, December 14, 2015.**

All exhibitors must submit a current Certificate of Insurance (sample below)

CERTIFICATE OF INSURANCE (Attachment A)

ISSUE DATE _____

Producer: _____

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

Phone: _____

Insured: _____

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

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"/> _____				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 _____