



Richmond Camping RV Expo

February 10 - 12, 2017

**Richmond International
Raceway
Richmond, 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 hours: Friday: Noon - 8pm
Saturday: 10am - 8pm
Sunday: 11am - 5 pm

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. Use the order forms in this kit to order.

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. **Tables and chairs are not included in your exhibit fees.**

Can I bring my own tables and chairs?

Yes. **SHOW MANAGEMENT DOES NOT PROVIDE TABLES AND CHAIRS.** No additional charge will apply if you bring your own tables and chairs.

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.



EXHIBITORS' TIMELINE

- December 12** Final balance due for exhibit space

- January 20** DMV Paperwork www.dmv.state.va.us

- January 20** Exhibitor Admission Form due

- January 20** Telephone/Wi-Fi & Electric service orders must be placed to receive discount

- January 30** Exhibit services order must be placed to receive discount

- February 4** Staging begins in preparation for move-in.
Dealers - Your individual move-in time will be emailed to you.

- February 10** Show opens at Noon

- February 12 & 13** Move-out Sunday from 5pm to 8pm
All move-out must be completed by Monday at 11am!

For Dealer/Bulk questions Contact:

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

For Booth questions Contact:

Anthony Tedesco 804-243-8847 or Anthony.tedesco@goodsam.com



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BOOTH MOVE IN: Booth move-in will be from Noon to 6pm on Thursday February 9. It will begin again on Friday February 12 from 8am - 10am. All displays must be set up by 10am on Friday February 10. ALL ITEMS MUST BE HAND CARRIED FRIDAY MORNING. No driving into the building is allowed Friday morning.

DEALER MOVE-IN: You can stage and store units in parking lot "C" starting Saturday, February 4 in preparation for move-in. **All units must come through the service gate. Your individual move-in time will be emailed to you.** You are strongly encouraged 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 the scheduled time. The buildings will be open until 6pm on Wednesday and Thursday. **NO vehicles, hand trucks or carts will be allowed in the building on Friday. Any items brought in Friday must be hand carried.**

MOVE-OUT: Sunday, February 12 from 5pm to 8pm and Monday, February 13 from 8am to 11am. **All displays must be removed by 11am on Monday, February 13.**

PUNCH CARDS: Please see the Exhibitor Admission 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: The closest hotels to Richmond Raceway are the Hampton Inn 804-559-0559 and the Holiday Inn Express 804-559-0022. Both hotels are located on Bell Creek Road in Mechanicsville about 2 ½ miles from the Raceway.

TELEPHONE/WIFI & ELECTRIC: Phone, Internet and Electric service is available through **Richmond Raceway**. Order forms are included. To receive the advance order price, **Richmond Raceway** must receive your completed order form and payment by **January 20th**. *Note:* WI-FI is available in most buildings. For more info, contact Brittany Antozzi at 804-228-7512 or bantozzi@rir.com.

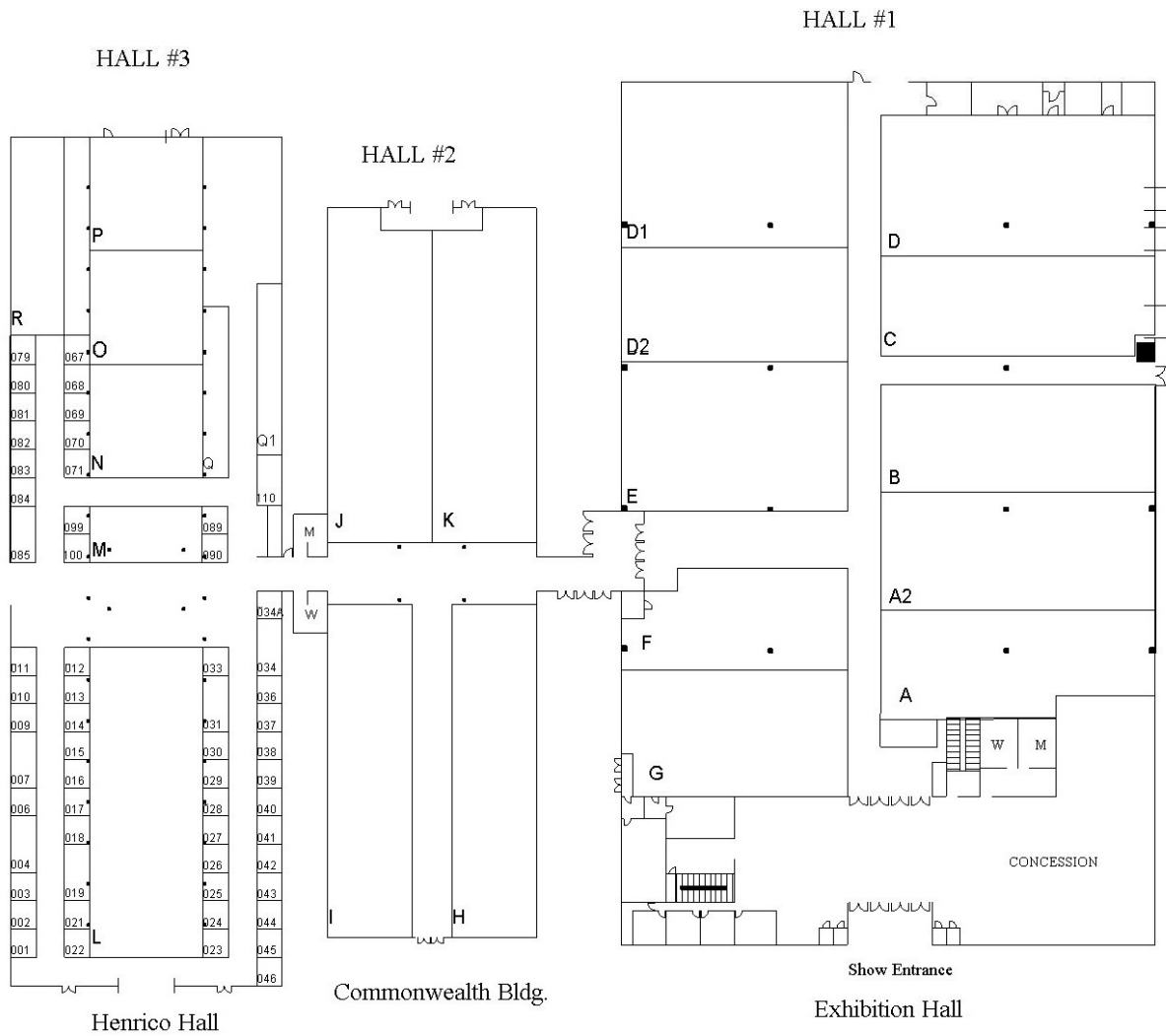
RENTAL OF DISPLAY ACCESSORIES: Exhibits, Inc. is the official supplier of draped and undraped tables, carpet, additional backdrops, etc. Each company is supplied with an 8 foot backdrop and 4' foot side rails at no charge. **Tables and chairs are not included in your exhibit fees.** See forms in exhibitor kit to order any of these items. You must return your Order Form and payment to Exhibits by **January 30** to receive the advance discount prices. Contact Exhibits at 804-788-4400.

GENERAL EXHIBIT GUIDELINES: **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 can have no more than ¼ 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 QUESTIONS CONTACT: Dave Body at 804-337-6479 or Anthony Tedesco 804-243-8847



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 Richmond International Raceway
 Richmond, VA





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 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 are 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 **January 20, 2017.**

To all RV Dealers:



**The Fire Marshal dictates
NO MORE than 1/4 a tank of
Fuel in any Vehicle!**

- Keys to all motorized vehicles must be left with Show Management for inspection by Fire Officials.
- Each vehicle fuel tank must have a locked cap, locked compartment door, or must be taped.
- Vehicle batteries must be disconnected during show hours.
- All LP gas tanks must be removed from RVs. Any built-in tanks which cannot be removed must be completely empty. These will be inspected by the Fire Marshal.

Attention Virginia Dealers:

Don't Forget

Complete and submit your paperwork to

DMV to obtain your Temporary

Supplemental

Motor Vehicle License

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 () Occurrences <input type="checkbox"/> Owners & Contractors Protective <input type="checkbox"/> Contractual Liability <input type="checkbox"/> X, C, U Coverage				GENERAL AGGREGATE	\$
	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"/>				PRDCTS-COMP OPS AGGREGATE	\$
	EXCESS LIABILITY <input type="checkbox"/> Umbrella Form <input type="checkbox"/> Other Than Umbrella Form				PERSONAL & ADVERTISE INSURY	\$
	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY				EACH OCCURRENCE	\$
	OTHER				FIRE DAMAGE-ANY FIRE	\$
					MEDICAL EXPENSE PER PERSON	\$
					COMBINED SINGLE LIMIT	\$
					BODILY INJURY - PER PERSON	\$
					BODILY INJURY - PER ACCOUNT	\$
					PROPERTY DAMAGE	\$
					EACH OCCURRENCE	\$
					AGGREGATE	\$
					STATUTORY	STATUTORY
					EACH ACCIDENT	\$
					DISEASE POLICY LIMIT	\$
					DISEASE - EACH EMPLOYEE	\$

SAMPLE

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 _____



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	_____	_____

*Call for pricing for special hook-ups and higher power needs. Any single load over 30 amps will require an additional 115V drops.

IMPORTANT CONDITIONS AND REGULATIONS

1. 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".
2. 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.
3. 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.
4. All equipment and displays, regardless of power source, must comply with all federal, state, and local safety codes.
5. 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.
6. 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.
7. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
8. 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.
9. 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.

<p>MAIL, EMAIL OR FAX COMPLETED FORM WITH PAYMENT TO:</p> <p>Richmond Raceway Complex Attention: Brittney Antozzi 600 East Laburnum Ave Richmond, VA 23222 Phone: 804-228-7512 Fax: 804-228-7526 Email: bantozzi@rir.com *If you wish to pay by credit card, you must complete the Credit Card Payment Authorization Form.</p>

Updated 2/2016 – Prices are subject to change.



INTERNET AND TELEPHONE SERVICE REQUEST

Event Name _____
 Exhibitor or Company Name _____ Booth Number _____
 Contact Name _____ On Site Contact Number _____
 Billing Address _____ Company Phone _____
 Signature _____

**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**

<u>INTERNET SERVICES</u>	<u>ADVANCE</u>	<u>WITHIN 10 DAYS</u>	<u>TOTAL</u>
Wireless	\$50.00	\$75.00	_____
<u>PHONE LINE SERVICES</u>	<u>ADVANCE</u>	<u>WITHIN 10 DAYS</u>	<u>TOTAL</u>
Basic Installation	\$100.00	\$150.00	_____

MAIL OR FAX COMPLETED FORM WITH PAYMENT TO:
 Richmond Raceway Complex
 Attention: Brittney Antozzi
 600 East Laburnum Ave
 Richmond, VA 23222
 Phone: 804-228-7512 Fax: 804-228-7526
 Email: bantozzi@rir.com
 *If you wish to pay by credit card, you must complete the Credit Card Payment Authorization Form.

Updated 2/2016 – Prices are subject to change



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: _____

V-code: _____ (On the back side of the card, in the signature block, there are some numbers. The "last three digits" are the v-code.)