



**February 13 - 15, 2015**

**Richmond International  
Raceway  
Richmond, VA**

**BOOTH 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 (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 Wallet Card for the duration of the show?**

Yes, each exhibitor **MUST** present their Wallet 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.

Please refer any additional questions to Joe Edwards at 804-337-8931



## EXHIBITORS' TIMELINE

- December 15**      Final balance due for exhibit space
  
- January 24**      Discount ticket form due to show office
  
- February 2**      Electric services order must be placed to receive discount
  
- February 5**      Exhibit services order must be placed to receive discount
  
- February 12**      Booth move-in begins – Noon – 6pm
  
- February 13**      Show opens at Noon
  
- February 15**      Move-out Sunday from 5pm to 8:00pm  
**All move-out must be completed by Monday at Noon!**

Please refer any additional questions to Joe Edwards at 804-337-8931



February 13 – 15, 2015

Show Hours:  
Friday Noon – 8 pm  
Saturday 10 am – 8 pm  
Sunday 11 am – 5 pm

## Show Guidelines

**MOVE-IN:** Thursday, February 12<sup>th</sup> from Noon to 6 pm and Friday, February 13<sup>th</sup> from 8 am to 10 am. All displays must be ready by 11 am Friday. **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 15<sup>th</sup> from 5 pm to 8 pm and Monday, February 16<sup>th</sup> from 8 am to Noon. **All displays must be removed by Noon Monday, February 16<sup>th</sup>.**

**WALLET CARDS:** Each company will receive **six (6)** wallet cards. Wallet 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 wallet cards in lieu of name badges, we suggest you wear your company name badge at the show.**

**COMPLIMENTARY TICKETS:** Each company will receive **six (6)** complimentary tickets at the show. 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. Additional tickets are available at a discounted price of \$6 each, in limited quantities. If you need to order additional tickets, use the attached Discount Ticket Order Form.

**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.

**ELECTRIC SERVICE:** If any electrical outlets are needed, service is provided by Richmond International Raceway. An order form service is attached. Order according to AMP's that will be used, **NOT** by number of items to be plugged in. **To receive advance order price, Richmond Raceway must receive your completed order form & payment by February 2<sup>nd</sup>. If you do not order in advance, the cost will almost double.**

**TELEPHONE/WIFI:** Phone and Internet service is available through **Richmond Raceway**. An order form is attached. To receive the advance order price, **Richmond Raceway** must receive your completed order form and payment by **February 2<sup>nd</sup>**. **Note:** WI-FI is available in most buildings. For more info, contact Pepper Wilson at [pwilson@rir.com](mailto:pwilson@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 3 foot side rails at no charge. **Tables and chairs are not included in your exhibit fees.** Use the attached form to order any of these items. You must return your Order Form and Payment to Exhibits by **February 6<sup>th</sup>** 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 1/4 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:** Call our office at 800-848-6247 if you have any questions during set-up.



**30<sup>th</sup> Annual Richmond Camping RV Expo  
February 13 – 15, 2015**

**Discount Ticket Order Form**

These tickets are ideal for hand-outs in your showroom for customers who are “not quite ready” to buy, valued customers, employees who will not be working the show and family members.

Please send me \_\_\_\_\_ tickets at the advance discount price of \$6 each. (Cost at show - \$10)  
(Quantity)

Total enclosed: \$ \_\_\_\_\_

**I understand these tickets are not to be distributed at the facility**  
(Unless left in “Will Call” at the Show Office.) These are non-refundable tickets.

ATTN: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Return this form and payment to:

GS Media & Events  
250 Parkway Drive, Suite 270  
Lincolnshire, IL 60069

**Deadline for ordering Discount Tickets  
is January 24<sup>th</sup>**

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	
	<b>GENERAL LIABILITY</b> <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	\$
	<b>AUTOMOTIVE LIABILITY</b> <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	\$
	<b>EXCESS LIABILITY</b> <input type="checkbox"/> Umbrella Form <input type="checkbox"/> Other Than Umbrella Form				EACH OCCURRENCE	\$
					AGGREGATE	\$
	<b>WORKERS COMPENSATION AND EMPLOYER'S LIABILITY</b>				STATUTORY	STATUTORY
					EACH ACCIDENT	\$
					DISEASE POLICY LIMIT	\$
					DISEASE - EACH EMPLOYEE	\$
	OTHER					

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 (facility name)

The General Liability and Excess Liability policies name the (facility name) it's officers, agents and employees as additional insureds and provide for severability of interest (cross liability) between the named insured(s) and the (facility name)

**CERTIFICATE HOLDER**

**SHOW VENUE NAME & GS EVENTS**

250 Parkway Drive, Suite 270  
 Lincolnshire, IL 60069

Certificate For  
 Contract Number  
 License Type  
 Purchase Order Number  
 Official Publication Number  
 Lease

**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 \_\_\_\_\_



**Richmond Raceway  
Complex**  
**Electrical Service Order Form**

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

**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.**

**MAIL OR FAX COMPLETED FORM WITH PAYMENT TO:**

Richmond Raceway Complex  
Attention: Pepper Wilson  
600 East Laburnum Ave  
Richmond, VA 23222  
Fax: 804-228-7526

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

Updated 11/2014 – Prices are subject to change.



### 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>AT SHOW</u>	<u>QUANTITY</u>	<u>TOTAL</u>
<b>115V Single Phase</b>				
0-20 Amps	\$ 35.00	\$ 70.00	_____	_____
<b>208V Single Phase</b>				
0-20 Amps	\$ 55.00	\$ 90.00	_____	_____
21-30 Amps	\$ 80.00	\$130.00	_____	_____
31-50 Amps	\$105.00	\$170.00	_____	_____
*Over 50 Amps (only in designated areas)	\$205.00	\$285.00	_____	_____
<b>208V Three Phase</b>				
0-20 Amps	\$ 80.00	\$125.00	_____	_____
21-30 Amps	\$105.00	\$150.00	_____	_____
31-50 Amps	\$155.00	\$235.00	_____	_____
*Over 50 Amps (only in designated areas)	\$255.00	\$335.00	_____	_____

\*Special hook-ups and disconnects will be charged labor in one hour increments (one hour minimum charge) plus costs shown above. Hourly rate is \$75.00. Special services paid upon receipt of invoice.

#### 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.

#### **MAIL OR FAX COMPLETED FORM WITH PAYMENT TO:**

Richmond Raceway Complex  
 Attention: Pepper Wilson  
 600 East Laburnum Ave  
 Richmond, VA 23222  
 Fax: 804-228-7526

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





## 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: Pepper Wilson  
600 East Laburnum Ave  
Richmond, VA 23222  
Fax: 804-228-7526

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

Updated 11/2014 – 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: \_\_\_\_\_