



February 13 - 15, 2015

**Richmond International
Raceway
Richmond, VA**

**BULK 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 Dave Body at 804-337-6479



EXHIBITORS' TIMELINE

- December 15** Final balance due for exhibit space

- January 24** DMV Paperwork www.dmv.state.va.us

- 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 7** Staging begins in preparation for move-in.
Your individual move-in time will be faxed to you.

- February 13** Show opens at Noon

- February 15 & 16** Move-out Sunday from 5pm to 8:00pm
All move-out must be completed by Monday at Noon!

Please refer any additional questions to Dave Body at 804-337-6479



February 13 – 15, 2015

MOVE-IN: You can stage and store units in parking lot “C” starting Saturday, February 7th in preparation for move-in. **All units must come through the service gate. Your individual move-in time will be faxed 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 6 pm 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 15th from 5 pm to 8 pm and Monday, February 16th from 8 am to Noon. **All displays must be removed by Noon Monday, February 16th.**

WALLET CARDS: Each company will receive **fifteen (15)** 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 **ten (10)** 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. Use the attached Discount Ticket Order Form to order additional tickets.

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: 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 2nd**. *Note:* WI-FI is available in most buildings. For more info, contact Pepper Wilson at 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 6th** 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.



**30th 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 24th**

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 <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					

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 _____



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.

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 _____	
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Signature _____	Date _____
(Must include signature before we will process order)	

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<u>ELECTRICAL SERVICES</u>	<u>ADVANCE</u>	<u>AT SHOW</u>	<u>QUANTITY</u>	<u>TOTAL</u>
115V Single Phase				
0-20 Amps	\$ 35.00	\$ 70.00	_____	_____
208V Single Phase				
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	_____	_____
208V Three Phase				
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.

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INTERNET AND TELEPHONE SERVICE REQUEST

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

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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	_____

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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: _____