



# **Richmond Boat Show**

**February 17 - 19, 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 - 7pm  
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. 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

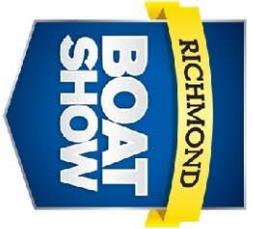
- ❑ **December 19**      Final balance due for exhibit space
  
- ❑ **January 27**      Exhibitor Admission Form due to show office
  
- ❑ **January 30**      Telephone/Wi-Fi & Electric service orders must be placed to receive discount
  
- ❑ **February 3**      Exhibit services order must be placed to receive discount
  
- ❑ **February 11**      Staging begins in preparation for move-in.  
**Dealers: Your individual move-in time will be emailed to you.**
  
- ❑ **February 17**      Show opens at Noon
  
- ❑ **February 19 & 20**      Move-out Sunday from 5pm to 8:00pm  
**All move-out must be completed by Monday at 11am!**

**For Dealer/Bulk questions Contact:**

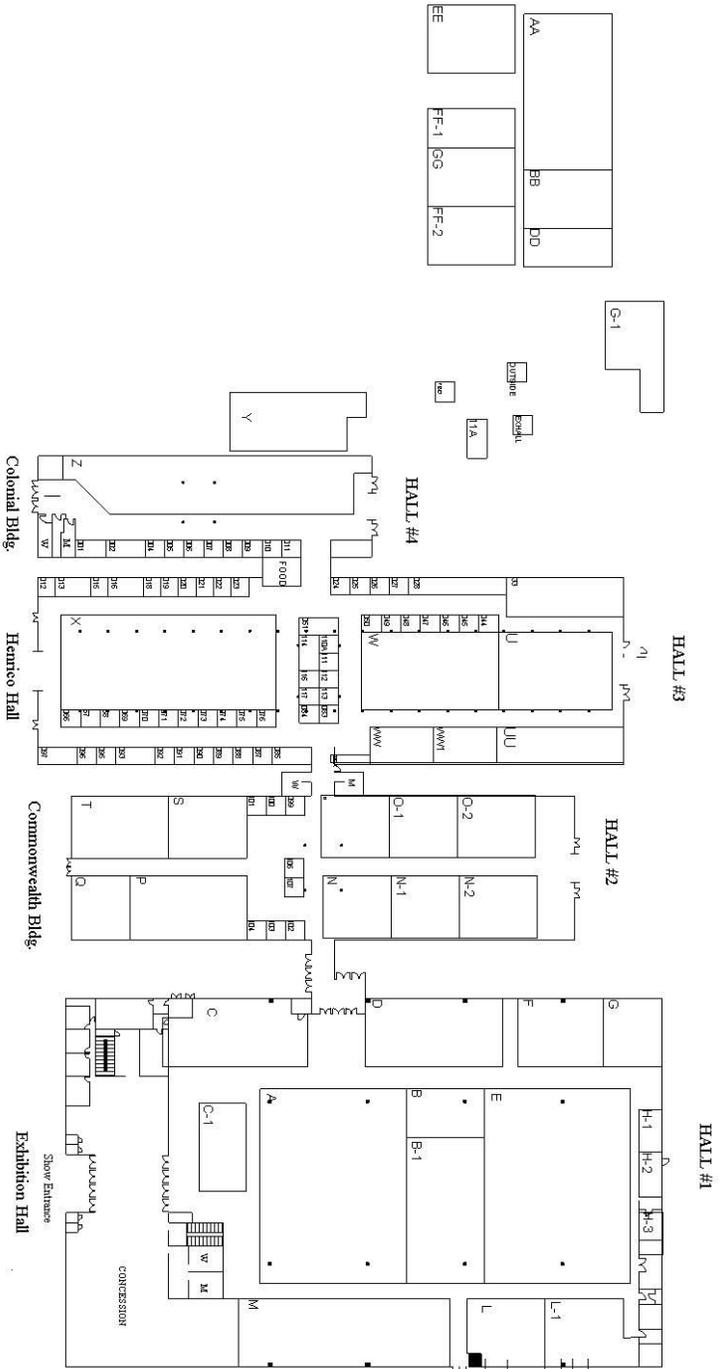
Dave Body 804-337-6479 or [Dave.body@goodsam.com](mailto:Dave.body@goodsam.com)

**For Booth questions Contact:**

Marybeth Tedesco 804-337-8463 or [Mary.tedesco@goodsam.com](mailto:Mary.tedesco@goodsam.com)



# Richmond Boat Show February 17 - 19, 2017 Richmond International Raceway Richmond, VA





## February 17 – 19, 2017

**BOOTH MOVE-IN:** Booth exhibitors will move in Thursday February 16 from noon to 6pm and from 8am – 10am on Friday February 17. All displays must be set up by 10am on Friday. **ALL ITEMS MUST BE HAND CARRIED FRIDAY MORNING.** No driving into the building is allowed Friday morning.

**DEALER MOVE-IN:** **All boats must enter through the service gate NOT through the main gate.** **Staging can begin Saturday, February 11.** Move-in for Dealers is Tuesday, Wednesday and Thursday. The location of staging and your individual move-in time will be sent to you prior to the show. The building will be open until 6pm Tuesday, Wednesday and Thursday giving most dealers access to their space throughout set-up. However, depending on your space assignment, access may be limited beyond your move-in time. Make sure you have enough drivers to have all your boats moved in during your assigned time. **All displays must be ready by 10am Friday, February 17.**

**MOVE-OUT:** Sunday, February 19 from 5 pm to 8 pm and Monday, February 20 from 8am to 11am. **All displays must be removed by 11am Monday, February 20.**

**PUNCH CARDS:** Please see “Exhibitor Admission Form” 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 30th**. **Note:** WI-FI is available in most buildings. For more info, contact Brittany Antozzi at 804-228-7512 or [bantozzi@rir.com](mailto: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’ backdrop and 3’ side rails at no charge. **Tables and chairs are not included in your exhibit fees.** See forms in the exhibitor services kit to order any of these items. You must return your Order Form and Payment to Exhibits by **February 3** 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 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. 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



## Exhibitor Admission Form

In order to expedite admission to the show for exhibitors, we will 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 may 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.

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**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 27, 2017**.



## **To Boat Dealers:**

**This is VERY IMPORTANT information regarding the upcoming boat show. Please review this information carefully.**

### **For the Richmond Boat Show:**

**There must be 1/4 tank or less of gas in all boats.**

***If even one boat is found to violate this rule, the show will NOT BE ALLOWED TO OPEN.***

**At ALL boat shows, battery cables must be disconnected.**

We look forward to working with you towards another season of successful shows. Please call Dave Body at 804-337-6479 if you have any questions.

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	\$
	<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"/> _____	<b>SAMPLE</b>			COMBINED	
					SINGLE LIMIT	\$
					BODILY INJURY - PER PERSON	\$
					BODILY INJURY - PER ACCOUNT	\$
	<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					

**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 _____
<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, EMAIL 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](mailto: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.



**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](mailto: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).

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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.)