

South Carolina RV & Camping Show

January 6 - 8, 2017

TD Convention Center Greenville, SC

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: 10am – 8pm

Saturday: 10am – 8pm Sunday: 11am – 5pm

Am I allowed to share a booth with another exhibitor?

No. Booth sharing is absolutely not allowed.

Does Show Management handle electric?

No. All arrangements must be made directly through the venue. Forms are available online at http://tdconventioncenter.com/exhibitor-services/overview/

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 Punch Card for the duration of the show?

Yes. Each exhibitor <u>MUST</u> 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:

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

Booth Exhibitor Questions:

Contact Marybeth Tedesco at 804-337-8463 or mary.tedesco@goodsam.com



EXHIBITORS' TIMELINE

☐ November 7	Final balance due for exhibit space
☐ November 11	Dealers Brand List and Manufacturers Consent form due to show office
☐ December 5	Cutoff for discount room reservations at Hilton Greenville
☐ December 5	Electrical service orders due to TD Convention Center to Receive the discounted price
☐ December 16	Exhibitor Admission Form due to show office
☐ December 30	Exhibitor services order must be placed with Hollins (show decorator) to receive discount prices
☐ January 6	Show opens at 10am
☐ January 8	Move-out Sunday from 5pm to 10pm All move-out must be completed by 10pm Sunday.

<u>Dealer/Bulk Questions</u>: Contact Anthony Tedesco at 804-243-8847 or anthony.tedesco@goodsam.com

Booth Exhibitor Questions:

Contact Marybeth Tedesco at 804-337-8463 or mary.tedesco@goodsam.com



BOOTH MOVE-IN: Booth move-in will be Thursday January 5 from 10am – 5pm.

<u>DEALER MOVE-IN</u>: Dealers will be contacted by Anthony Tedesco with your individual move-in schedule.

MOVE-OUT: Sunday, January 8th from 5pm – 10pm. **ALL MOVE-OUT MUST BE COMPLETED BY 10PM ON SUNDAY, JANUARY 8.**

INSURANCE: Please 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 TD Convention Center **ARE NOT** responsible for loss or damage of any property.

<u>PUNCH CARDS</u>: 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: Hilton Greenville 45 West Orchard Park Dr. Greenville, SC 29615. The phone number for the Hilton is 800-445-8667 you will need to mention "SC RV & Camping Show" or use the booking website is http://www.hilton.com/en/hi/groups/personalized/G/GSPSCHF-SCRV-20170101/index.jhtml?WT.mc_id=POG to reserve your room. The preferred rate is \$119 plus tax. **The cutoff date for the discounted rate is December 5 and is based on availability. Book early!**

<u>ELECTRICAL SERVICE</u>: If electrical outlets are needed, service can be ordered through the TD Convention Center. You can download the forms from the TD Convention Center website - http://tdconventioncenter.com/exhibitor-services/overview/.**To receive the advance order price;** <u>TD Convention Center</u> must receive your electrical form and payment by <u>December 5.</u>

<u>TELEPHONE/INTERNET</u>: Telephone and Internet service can be ordered through the TD Convention Center. You can download the forms from the TD Convention Center website - http://tdconventioncenter.com/exhibitor-services/overview/. To receive the advance order price, <u>TD Convention Center</u> must receive your order form and payment by <u>December 5.</u>

EQUIPMENT RENTALS: Attached is a rental order form for Hollins (see pages 10-14). They are the official suppliers of draped and undraped tables, carpet, additional backdrops, etc. **You must return the order form and payment to Hollins by December 30, 2016 for advance discount prices**. Hollins' phone number is 336-315-5225.

SHIPMENT TO SHOW: Shipments to the show should arrive at the facility no earlier than the Wednesday prior to the show. Please include your company name, booth number, and South Carolina RV & Camping Show when addressing the shipment to the venue.



Exhibitor Admission Form

In order to expedite admission to the show for exhibitors, we will 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):

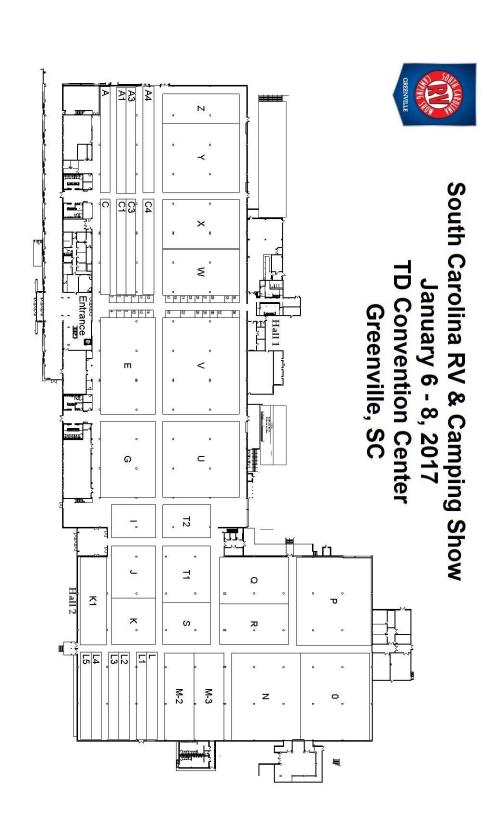
200-400 sq. ft.: <u>8 cards</u> 801-1000 sq. ft.: <u>14 cards</u> 401-600 sq. ft.: <u>10 cards</u> 1001+ sq. ft.: <u>16 cards</u>

601-800 sq. ft.: <u>12 cards</u>

Note: Exhibitors will receive a maximum of 16 cards. 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 <u>must</u> sign their Punch Cards. Cards <u>cannot</u> 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 <u>one time only each day</u> 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. <u>Cards are non-transferrable</u>.

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 **December 16, 2016**.





CERTIFICATE OF INSURA Producer:			ISSUE DATE THE COVERAGE AFFORDS	ED BY THE POLICIES REFERRED TO BELO)W
			NIES AFFORDIN		
	COMPANY				
	LETTER A				
Phone:	COMPANY				
Insured:	LETTER B				
	COMPANY				
	LETTER C				
	COMPANY				
	LETTER D				
COVERAGES					
THIS IS TO CERTIFY THAT THE INSURANCE POLICE	CIES LISTED BELOWHAVE	BEEN ISSUED TO THE III	ISURED NAMED ABOVE F	OR THE POLICY PERIOD INDICATED AND	
THAT THE POLICES MEET THE MINIMUM COVERA	GE REQUIREMENTS OF TH	E APPLICATION LEASE,	PROJECT SPECIFICATION	NS, REQUESTED FOR PROPOSALS,	
CONTRACT, REQUIREMENTS, LICENSE, PURCHAS	SE ORDER REQUIREMENTS	S, OR CITY ORDINANCES	5.		
CO		ı	POLICY EFFECTIVE		
LTR TYPE OF INSURANCE	POLICY NUMBER	DATE (MM/DD/YY)	DATE (MM/DD/YY)	ALL LIMITS IN THOUSA	ANDS
GENERAL LIABILITY				GENERAL AGGREGATE	\$
() COMMERCIAL GENERAL LIABILITY				PRDCTS-COMP OPS AGGREGATE	\$
() Claims Made () Occurences				PERSONAL & ADVERTISE INSURY	\$
() Owners & Contractors Protective				EACH OCCURRENCE	\$
() Contractual Liability				FIRE DAMAGE-ANY FIRE	8
(1X, C, U Coverage				MEDICAL EXPENSE PER PERSON	4
AUTOMOTIVE LIABILITY	+		 	COMBINED	4
()Any Auto				SNGLE	
	$\sim \Lambda$	MP		LIMIT	
() All Owned Vehicles	SA	IVIII		LIMIT	,
() Scheduled Autos				BODILY INJURY - PER PERSON	\$
() Hired Autos			1		-
() Non-Owned Autos			1	BODILY INSURY - PER ACCOUNT	\$
() Garage Liability			1		-
() Contractual Liability			1	PROPERTY DAMAGE	
() Garage Keepers Liability				PROPERTY DAMAGE	,
EXCESS LIABILITY					-
() Umbrella Form				1	- 1
, , , , , , , , , , , , , , , , , , , ,				EACH OCCURRENCE	\$
() Other Than Umbrella Form					ľ
				AGGREGATE	\$
WORKERS COMPENSATION			1	STATUTORY	STATUTOR
AND			1	EACH ACCIDENT	\$
EMPLOYER'S LIABILITY			1	DISEASE POLICY LIMIT	\$
				DISEASE - EACH EMPLOYEE	\$
OTHER					
OTHER				L	
DESCRIPTION OF OPERATIONS/LOC/			ECIAL ITEMS		
SHOW LOCATION	G MOVE-IN AND MC	JAE-001			
() Contractual Liability covers all written and oral cont	racts between the insured an	d the City of Minneapolis			
() The General Liability and Excess Liability policies r			plovees as additional insure	eds and provide for severabiolity of interest for	ross
liability) between the named insured(s) and the City of			, , , , , , , , , , , , , , , , , , , ,	,	
CERTIFICATE HOLDER	Militieapoils		Cancellation		
SHOW VENUE NAME &				HE EXPIRATION DATES SET FORTH IN THIS	CERTIFI-
GS MEDIA & EVENTS				THE HEREIN DESCRIBED POLICIES BE CAN	
250 Parkway Drive, Suite 27	0		CHANGED, OR NOT REN	EWED, THE ISSUING COMPANY WILL MAIL	30 DAYS
Lincolnshire, IL 60069	•			EGISTERED MAIL TO THE CERTIFICATE HOL	LDER
Certificate For:			NAMED TO THE LEFT.	VE CARRIES ERRORS AND OMISSIONS O	OVERAGE
() Contract Number:			.300 IND REPREDEIALI	() YES () NO	TENANE
() License Type:			NUTUODIZED DESCRIPTION		
() Purchase Order Number: () Official Publication Number:			AUTHORIZED REPRESE	THI MINE	
()Lease:					

City Department/Division For Which Goods or Services Provided



DEALERS ONLY 2017 Manufacturer Consent Form

	is hereby author	
	17 South Carolina RV & Camping Show – Greenvill	
dealership has a current up-to-date de through the date of the show:	throughaler agreement to represent the product lines liste YESNO	d below
Permission is or has been given for (during the same time period indicated.	_) other dealers to display some or all of these same	orands
MANUFACTURER		
Authorized Sales Rep (print)		
Authorized Sales Rep (signature)		
Brand Names		
1	6	
2	7	
3	8	
4	9	
5	10	
Dealership Rep	Date	
Received by GS Events:		
Name	Date	

Please email completed form to anthony.tedesco@goodsam.com or fax to 270-438-4723 by November 11, 2016



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Please list what you will be bringing to the show to display

Manufacturer	Brand	Class

Please email completed form to anthony.tedesco@goodsam.com or fax to 270-438-4723 by November 11, 2016

OFFICIAL SERVICE CONTRACTOR

Information and Order Forms

HOLLINS

Mailing Address: P. O. Box 49837 Greensboro, NC 27419

Street Address: 121 North Chimney Rock Road Greensboro, NC 27409

> Phone: (336) 315-5225 Fax: (336) 315-5220

www.hollins-expo.com

South Carolina RV & Camping Show Greenville

January 6-8, 2017

TD Convention Center Greenville, SC

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Melling Address: P. O. Box 49837 Greensboro, NC 27419 Phone: (196) 315-5205

Fax: (996) 915-5220

Hollins Exposition Services is pleased to have been selected as the Official Service Contractor for the SC RV & Camping Show - Greenville. We recognize that your participation in this event is a vital part of your firm's marketing program. Be assured we will do everything possible to insure a profitable and rewarding experience.

- SERVICE FORMS: We are enclosing our service order forms for your information, completion and response. Your immediate attention to and return of the appropriate forms, to the address shown on each, will insure the best service and lowest cost to you. Orders placed at the show will be honored on a limited basis and contingent upon the availability of specific furnishings and equipment.
- IAX: Tax (6.0%) will be added to all rentals and materials. If you are a non-profit organization, federal tax exempt organization or tax exempt in the state of North Carolina, a copy of your exemption certificate must accompany your order; otherwise, we must add tax.
- <u>DISCOUNT RATES</u>: To qualify for Discount Rates, we must receive your order with full payment by December 30, 2016, unless otherwise indicated. Orders received after December 30th, orders without payment and orders placed at the show will be processed at Standard Rates.
- <u>PAYMENT POLICY:</u> All orders placed with Hollins Exposition Services are subject to the terms and conditions as set forth on the enclosed "Payment Policy and Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order. Please Note: You may choose to pay by check drawn on a U. S. Funds Account, MasterCard, VISA, or American Express; however, we require your credit card authorization to be on file with Hollins Exposition Services. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.
- QUESTIONS AND ADJUSTMENTS: Concerns about a possible discrepancy in items ordered versus items received as well as complaints or questions about services must be reported to the Hollins Service Desk on the show floor. Every effort will be made to immediately resolve issues on site and make appropriate adjustments to your account. Credits and/or adjustments will NOT be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details.
- ASSISTANCE IN PLANNING: Analyze your exhibit needs as they relate to furnishings and services offered in this service planner. If you require assistance in planning your exhibit, please call our office for suggestions on how to make your booth space more functional and attractive.
- PLEASE NOTE: No signs, merchandise or any other items are to be pinned, stapled or otherwise attached to any material or equipment provided by Hollins Exposition Services. Exhibitors shall be responsible for any damage or loss of any rented materials from the time they are placed on the show floor until they are returned to Hollins Exposition Services.

We sincerely look forward to being of service to you and your firm. If you have any questions regarding the enclosed information, please feel free to contact our Exhibitor Services Department at (voice) 336-315-5225, (fax) 336-315-5220, or (e-mail) greensboro@hollins-expo.com.

HOLLINS EXPOSITION SERVICES
Exhibitor Services

To Order Online:

1. Log on to the Hollins Exposition Services website at

https://gsohollins-expo.boomerEcommerce.com

- 2. Enter the **User Name** and **Password** you have been assigned.

 If you do not have your User Name and/or Password, please call Exhibitor Services at (336) 315-5225 or email sspano@hollins-expo.com for assistance
- 3. Once you are logged in, click the "Shop Now" tab. Use the menu tabs to select the appropriate category for the items you wish to order.
- 4. Enter the desired quantity for each item you wish to order, and click

"Add to Cart".

- 5. Repeat steps 5 and 6 for each item you wish to order.
- When you have completed your order, click "View Cart" at the top right to review your order. Once you are satisfied with your order, click

"Secure Checkout".

- 7. Complete the required credit card information and click "Apply Payment".
- 8. Click "Accept Terms and Conditions" to proceed.
- Once your order is processed, you will receive an email confirmation of your order. You may also print a copy of your order.

To print, click "Your Acct" at the top right. This will display your order history. Right click, and print the page.

We look forward to serving you and your firm. Should you have any questions regarding the enclosed information, please contact our Exhibitor Services Department at:

(voice) 336-315-5225 ext: 1



alling Address: P. O. Box 49837 Greensborn, NC 27419 Phone: (396) 315-5225

121 N. Chimney Rock Rd. Greensboro, NC 27409 Fax: (396) 315-5220

IMPORTANT NOTICE

SIGNED AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER.

PAYMENT POLICY AND CREDIT CARD CHARGE AUTHORIZATION FORM

PAYMENT POLICY

TELEPHONE NO.

We require your credit card authorization to be on file with Hollins Exposition Services.

Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express; however, we require your credit card authorization to be on tile with Hollins Exposition Services.

For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event. ADVANCE ORDERS: For your order to be processed, and to receive Discount Rates, full payment must accompany your order. SHOW SITE ORDERS: Show site orders will be subject to Standard Rates and processed only with full payment when placed. SHIPPING FREIGHT Prior to the close of the show, an invoice will be prepared and delivered to your booth. Unless you have corrections that are brought to our attention at the Service Desk, or choose to pay your invoice by check, your order will be processed for payment on your credit card. NOTE: If rigging or dismantle labor is needed on move-out, these charges will be put on your credit card and ANDVOD ODDEDING RIGGING LABOR OR INSTALLATION your copy of the receipt and invoice will be mailed to you within (10) days of the close of the show. DISMANTLE LABOR-CREDIT CARD AUTHORIZATION (Information Must Be Provided) EXPIRATION DATE □ VISA ☐ American Express Account Number □ Corporate ☐ Personal X PRINT CARDHOLDER NAME SIGNATURE OF CARDHOLDER UNPAID BALANCES - Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE
RATE of 18%. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate
allowed, and any excess finance charge received by HOLLINB EXPOSITION BERVICES shall be either applied to reduce the principle unpaid balance or refunded to the exhibitor. This Payment Policy agreement shall be governed by and construed in accordance with the LAWB OF THE STATE OF VIRGINIA. Calculation of Orders PURCHASE ORDER IS NOT CONSIDERED PAYMENT. TOTAL Furnishings and Carpet \$ Other Hollins Services (Specity) Other Hollins Services (specity) \$ FULL PAYMENT in U.S. funds drawn on a U.S. Bank \$ To simplify payment, send one check payable to Hollins Exposition Services for your entire Charge my credit card in the amount of \$ order or note the amount to be charged to your credit card. Check No. Date In the amount of \$ ALL EXHIBITORS MUST FILL OUT COMPLETE INFORMATION BELOW: SC RV & Camping Show - Greenville NAME OF EVENT EXHIBITING FIRM BOOTH NO. ADDRESS CITY AND STATE ZIP CODE AUTHORIZED BY

DATE



Fax: (396) 315-5220

ORDER FORM FOR FURNISHINGS AND CARPET

Deadline Date For Discount Rate December 30, 2016

Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is on a rental basis.** Mall one copy to us at the address above. Retain a copy for your files. **CANCELLATION POLICY: Items cancelled will be charged 50% of original price after move-in begins and 100% of**

SEATING Steament Steament			WOOD DISPLAY TABLES & DRAPING			
Quantity	Discount Rate	Standard Rate		Discount	Standard	
Moided Plastic Folding Chair	\$17.00	\$22.10	Quantity Standard Height (30" High	Rate	Rate	
Uphoistered Arm Chair	25.00	32.50	Statistical Height (50 High	•		
Upholstered Stool (30" High)	27.00	35.10	2' x 4' Table - Draped 2' x 4' Table - No Drape	\$40.00 24.00	\$52.00 31.20	
ACCESSORIES						
Pedestal Table (White Laminare Top)	405.00	A20.50	2' x 6' Table - Draped 2' x 6' Table - No Drape	45.00 28.00	58.50 36.40	
(30" Round x 30" High) (30" Round x 42" High)	\$25.00 30.00	\$32.50 39.00	Nu N Toble Deced	F0.00		
(36" Round x 30" High)	30.00	39.00	2' x 8' Table - Draped 2' x 8' Table - No Drape	50.00 32.00	65.00 41.60	
(36" Round x 42" High)	35.00	45.50	2 XO Table No Diape	32.00	41.00	
Cocktall Table (White Laminare Top) (24" Round x 18" High)	28.00	36.40	Drape Exhibitor Table	20.00	26.00	
Cocktall Table (White Laminate Top)	20.00	00.40	Counter Height (42" High)			
(36°L x 20°W x 15° High)	28.00	36.40	Souther Desgrit (42 High)			
Coat Tree Wastebasket	24.00 10.00	31.20 13.00	2' x 4' Table - Draped	\$50.00	\$65.00	
Tripod Floor Easel	15.00	19.50	2' x 4' Table - No Drape	32.00	41.60	
		15.50	2' x 6' Table - Draped	55.00	71.50	
DICDLAY DANIELO			2' x 6' Table - No Drape	36.00	46.80	
DISPLAY PANELS			2' x 8' Table - Draped	60.00	78.00	
Perforated Board (Pegboard) (4' x 8' Double Sided / Vertical)	\$75.00	\$97.50	2' x 8' Table - No Drape	40.00	52.00	
(4' x 8' Double Sided / Vertical)						
Tackboard Display Panel	75.00	97.50	Drape Exhibitor Table	25.00	32.50	
(4' x 8' Double Sided / Vertical)			Draping Color Preferred:			
(4' x 8' Double Sided / Hortzontal) Chrome Wire Grid Display Panel	50.00	65.00	Red Blue Humer Green Gold	□ White □ Rlack □	Burgundy	
(2 - 2'x 6' Sections)	30.00	65.66	☐ Eliver Gray ☐ Seatham			
			Note: Draping Includes white vinyl top and pleated s			
CARPET			* Optional 4th side draped:ft. @ \$2.50	_		
			oponia 411 side diaped	per linear ic		
Price includes installation and taping front edge.			WOOD TABLE TOP RISERS	& DRAPING		
9' x 10' Carpet 9' x 20' Carpet	\$65.00 130.00	\$ 84.50 169.00				
9' x 30' Carpet	195.00	253.50	1' x 4' Table Top Riser 12" High Riser - Draped	\$25.00	\$32.50	
9' x 40' Carpet	260.00	338.00	Riser - No Drape	12.50	16.25	
ft. x ft. Custom Cut Carpet - per sq. f	t 1.40	1.82				
ft. x <u>ft.</u> Carpet Padding - per'sq. ft. <u>ft.</u> x <u>ft.</u> Visqueen Covering - per sq. ft	.65 t40	.85 .52	1"x 6" Table Top Riser 12" High Riser - Draped	30.00	39.00	
ft. Additional Taping - per linear		1.04	Riser - No Drape	15.00	19.50	
Carpet Color Preferred:						
Red Blue Geatham Gilver Gray	Humer Green Bla	ek .	Draping: White Only			
ODEOLI DOLDES			SUB TOTAL \$			
SPECIAL DRAPERY			6.0% Sales Tax \$			
	4.00/LF \$5.20/LF		TOTAL \$			
Linear Feet of 3' High Drapery	2.00/LF 2.60/LF		IOIAL\$		_	
			Hollins Exposition Services. Payment in full,			
			a U.S. Funds Account, MasterCard, VISA or			
	the enclosed "Pay	ment Policy an	d Credit Card Charge Authorization Form".	Completed and signer	d Authorizatio	
Form must accompany your order.						
NAME OF EVENT SC RV & Campi	na Show - Gr	eenville		PLEAGE	TYPE OR PRINT	
	ng onon a					
NAME OF FIRM			BOOT	H NO		
CARE OF (If Other Than Exhibiting Rim)						
ADDRESS (Siree)	(P.O. Box)		(Chr) (State)	(20)		
ORDERED BY	(P.O. Box)		X	(40)		
(Please Type or Print) PHONE ()			(Signature) DATE			