



RV, CAMPING & POWERSPORT *Spectacular*

2012 EXHIBITOR MANUAL

Dear Exhibitor:

This packet has been prepared to assist you in getting ready to participate in the **RV, CAMPING & POWERSPORT SPECTACULAR** to be held at the Bayfront Convention Center on the waterfront in Erie, Pennsylvania on February 9-12, 2012. We have included answers to the most frequently asked questions by exhibitors.

PLEASE read this **EXHIBITOR MANUAL** thoroughly. There are specific deadlines that need to be met to ensure that you get everything that you need to set up and man your display. We hope that all the questions you have about setting up your exhibit are answered in this "MANUAL". However, if there is any information that you need which is not included, please call us during normal business office hours at (814) 725-3856 or email us at katie@eriepromotions.com.

We particularly call your attention to the information regarding **Move In Schedules, General Rules & Regulations and Table & Chair Order**. The Decorating Order Form has a specific deadline that needs to be met. You can access this form on our website at www.erierv.com and then click on the appropriate button. These matters should be taken care of today to ensure your needs are met.

Again, we welcome you to the **RV, CAMPING & POWERSPORT SPECTACULAR 2012** and we look forward to serving you with a successful and well attended Show.

Sincerely,
Mark & Renee Concilla
Tom Shearer
Katie Bod

Expo Produced by:



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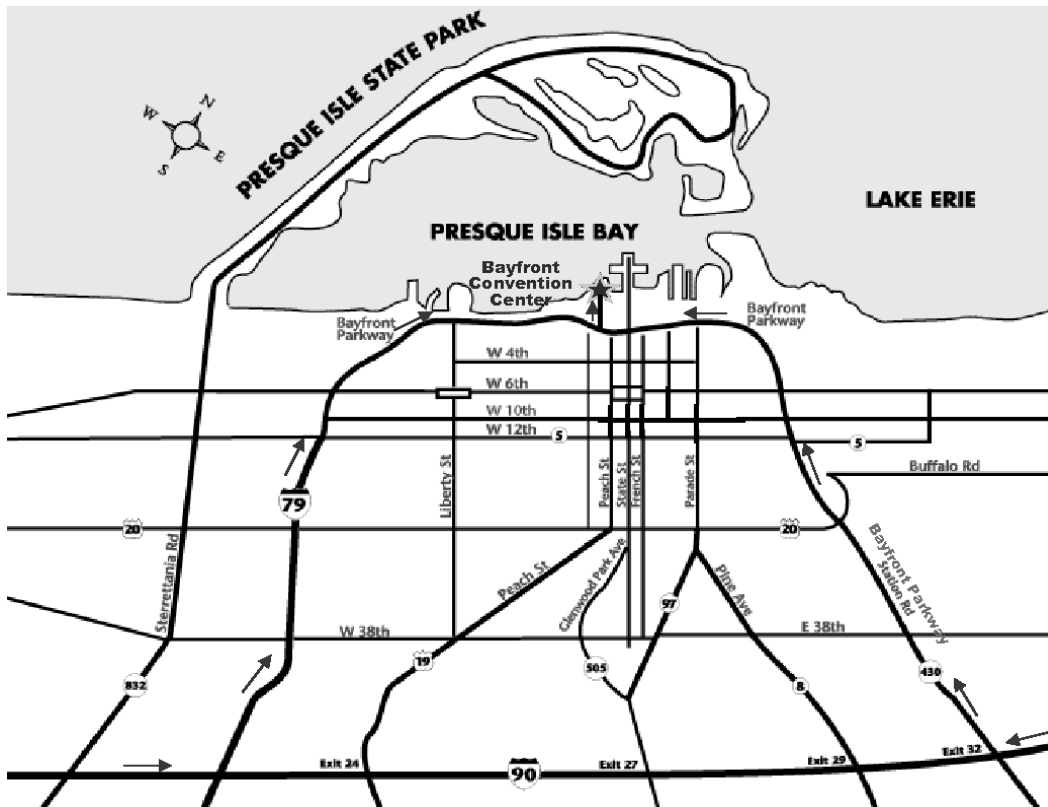
FACTS YOU NEED TO KNOW

LOCATION: The **RV, CAMPING & POWERSPORTS SPECTACULAR** returns to The Bayfront Convention Center in Erie, Pennsylvania which is located on the waterfront in Erie just off the Bayfront Parkway at 1 Sassafras Pier. A detailed map is included. The phone number at the Bayfront Convention Center is 814-455-1260. In case of an emergency during the show, you can reach us by cell phone at 814-882-8035 for Tom, 814-392-6569 for Mark or 814-572-8700 for Renee.

DIRECTIONS:

- From South:** I-79 to Bayfront Parkway. Stay on the Bayfront Parkway. Watch for Bayfront Convention Center Sign on Lake Side of Highway.
- From West:** I-90 to I-79 North to Bayfront Parkway. Stay on Bayfront Parkway. Watch for Bayfront Convention Center Sign on Lake Side of Highway.
- From East:** I-90 to Exit #32. North on Station Road (Route 430). Continue to Bayfront Parkway. Stay on Bayfront Parkway. Watch for Bayfront Convention Center sign on Lake Side of Highway.

MAP:



SHOW SCHEDULE:

Thursday	February 9	2PM to 8PM
Friday	February 10	Noon to 8PM
Saturday	February 11	10AM to 7PM
Sunday	February 12	10AM to 5PM

SHOW OFFICE: The Show Office is located along the hallway on the west side of the building. The office will be staffed beginning at 2PM on Wednesday, February 8. Our staff is eager to offer any assistance you may require. Please do not hesitate to call on us

You must check in at the Show Office before bringing anything into the Center.

Please **Do Not** place your vehicle in line to move-in until you have visited the Show Office and received the proper Show Credentials.

RV & VEHICLE MOVE IN: You may begin transporting your RV units to the Bayfront Convention Center property on Tuesday, February 7 starting at 9AM. There will be a designated staging area in the rear of the building for parking units overnight. Please remove all accumulated snow from those units before transporting them. To facilitate a quick and easy move in, please take the time to wash and clean your units before bringing them to the center. We will have a power washer available on Wednesday, February 8th to clean off any road grime.

A detailed move in schedule will be prepared and forwarded to you 10 days prior to actual move in. We will adhere to this schedule as well as we can as dealers are scheduled according to location in the arena. Please be prepared to be flexible as there are many variables that may affect the move in schedule.

Check in at the Show Office before bringing anything into the hall. Our staff will direct you to the closest overhead door to your exhibit space.

RV & VEHICLE TEAR DOWN: AS A REMINDER: For safety reasons and concern for our attendees, your display must remain completely intact until the Show closes to the public at 5PM on Sunday, February 12. Due to access at this new facility, we will have a very controlled tear down system in place. There will be personnel stationed at the exit doors and in the parking lot directing traffic to insure a quick and orderly departure for all. Positively no exhibits may be dismantled or removed from your booth until Sunday, February 12 at 5:00PM. Beginning at 5PM, you may begin to pack up your display and prepare your RV units for travel. Once you are completely prepared and ready for transport, please contact our person at the back door to let him know you are ready to exit the building. All vehicles must be removed by 9:00PM. A limited number of RV's will be permitted to overnight in the parking lot but must be removed no later than noon on Monday, February 13. Please let Tom know if you intend to leave units on the property overnight.

BOOTH MOVE IN: Exhibits will be ready for installation by exhibitors on Thursday, February 9 beginning at 8AM. All exhibits must be completed by 1PM and open beginning at 2PM on that same day. Move in is through west doors only. Please check in at the Show Office before bringing anything into the hall. We will direct you to the closest overhead door to your space. **Move in through the front doors is NOT permitted under any circumstances.** Exhibitors are responsible for installing and removing their own displays during the times specified. Driving into the facility will not be permitted. All displays and merchandise must be carried or carted into the arena.

BOOTH TEAR DOWN: AS A REMINDER: For safety reasons and concern for our attendees, your display must remain completely intact until the Show closes to the public at 5PM on Sunday, February 12. Due to access at this new facility, we will have a very controlled tear down system in place. There will be personnel stationed at the exit doors and in the parking lot directing traffic to insure a quick and orderly departure for all. Positively no exhibits may be dismantled or removed from your booth until Sunday, February 12 at 5PM. Beginning at 5PM, you may begin to take your display down and pack up your booth. Once you have your booth completely packed up and ready for transport, you may proceed to your vehicle. Our designated person in the parking lot will direct you to the back door as soon as access is possible. All exhibits must be removed by 9:00PM unless other arrangements have been made with Erie Promotions Staff in advance.

SPACE PAYMENT: Please observe terms of payment as outlined on your Exhibitor contract. No goods will be permitted in your space until **ALL** payments have been made.

EXHIBITOR PASSES: Exhibitor passes should be picked up at the show office during set up. Each exhibitor will receive 4 permanent (4 day) passes with the purchase of their exhibit space. All passes issued to the Exhibitor are solely for the use of the vendor for manning their exhibit during the show and are not to be sold, transferred or given out as public admission tickets. Exhibitor passes will be accepted at the designated exhibitor entrance only. They will not be accepted at the Public Admission Gate.

FREIGHT: Freight cannot be accepted at the Bayfront Convention Center until Tuesday, February 7. Those shipping directly to the Center should label all packages as follows:

RV, Camping & Power Sport Expo
Your Company name/Exhibit location #
C/O The Bayfront Convention Center
1 Sassafras Pier
Erie, Pennsylvania 16507

DECORATIONS: Furnishings for your booth must be ordered on the Decorating Order Form. Go to www.erierv.com and click on the appropriate link. Please indicate your needs and mail, fax or email the order form to our offices on or before January 25th. Please include a check for payment in full made out to Erie Promotions & Expos, Inc. **Please note:** The Grand Ballroom is completely carpeted and the Great Hall has a finished concrete floor. If your booth is in the Great Hall

and you wish to have it carpeted, please order carpeting on the decorating order form or bring carpet with you. Please note that all furnishings for your booth will be up charged 25% per item if ordered after the January 25th deadline. We cannot guarantee availability of furnishings during set up but will do the best we can to fill your needs on the floor during set up if you have not placed an advance order.

PARKING: Parking is **FREE** to Exhibitors as well as the Public. There is limited parking behind the building (*Sassafras Street*) and will be allocated on a first come basis. Additional space allocated for exhibitor parking are those spaces closest to the Bayfront Parkway. **PLEASE**, park as far away from the center as possible. We are expecting large crowds and do not want to discourage attendees due to parking congestion.

EXHIBITOR ENTRANCE: After set up days, the center will be open one hour prior to the beginning of the event each day. We encourage all Exhibitors to arrive no later than 1/2 hour prior to show opening each day so that we can get you in the door and to your booth before the show opens to the public. Exhibitors will enter through the main entrance to the Convention Center and proceed to the Exhibitor Service Table in the lobby for Admission or Assistance. For those who park in the Sassafras lot, there will be a designated door in the back of the building. This door will only be open for one hour prior to the event opening each day. You must have your pass to enter through this door.

SALES TAX: A Pennsylvania State Sales Tax Certificate of Authority is required for ALL Retail Booths. Make inquiry to: PENNSYLVANIA DEPT. OF REVENUE @ 814-871-4491. You will need to bring your certificate to the Show Office during set up as we need to have it on file. There is no fee involved, so please take care of this matter promptly.

REFUSE/BOXES: The Exhibitor is responsible for the clean up of their area. Garbage that is accumulated daily should be bagged, boxes broken down and placed in the aisle at the end of each day. At the close of the event the Exhibitor is responsible for leaving the leased space in the same condition as they were immediately prior to occupancy of the space. If the Exhibitor fails to comply with these conditions, they may be liable for all expense incurred in cleaning the area and restoring it to original condition.

CONCESSIONS: Any kind of food or drink is **NOT PERMITTED** to be brought in to the Arena during hours that the Expo is open to the public. The Building Caterer has an exclusive contract with the Bayfront Convention Center and therefore is the sole dispenser of food and beverages therein. This will be strictly enforced throughout the event.

SMOKING: This is a nonsmoking facility!!! When you go outside to smoke, please dispose of your cigarette butts in the proper receptacle. **DO NOT** throw those butts on the ground! Please adhere to this rule as it will be strictly enforced by building personnel.

ADVERTISING: Our advertising and marketing department is currently in the process of scheduling the promotions for this Expo. This Show will be advertised in all media - television, radio and newspaper as well as posters, flyers, banners, internet, etc. Posters are available for distribution about one month prior to the event. Please display them in a prominent place as soon as possible. If you need posters, please contact us at your convenience by phone or email requests to katie@eriepromotions.com.

GENERAL RULES & REGULATIONS

As promoters of **THE ERIE RV Show**, we are interested in providing a Show for the public that will be professional as well as one where they will enjoy themselves and be able to purchase products and gain knowledge about your services. Therefore the following rules and regulations must be strictly adhered to.

1. **ADMISSIBLE EXHIBITS:** Exhibitor agrees to display only new and unused products. Only those products listed on your contract can be offered for sale. Products displayed are at the discretion of the Show committee.
2. **PAYMENT OF SPACE:** No goods will be permitted to be placed in exhibition space until all rental payments are made.
3. **SUB-LETTING:** Sub-letting or donation of space partially or in its entirety is not permitted without written consent of Erie Promotions & Expos, Inc.

4. **ADMISSION: YOU MUST HAVE A PASS TO GAIN ENTRANCE TO THE SHOW.** All passes issued to the Exhibitor are solely for the use of the vendor for manning their exhibit during the show and are not to be sold, transferred or given out as public admission tickets.
5. **EXHIBIT CONSTRUCTION:** Basic exhibits may not exceed 8' in height on the backline nor exceed an 8' height 4' from the backline to the depth of the booth to the aisle unless plans have been approved by show management. No signs or any part of a display shall be set up so as to block off or otherwise interfere with any other display. All tables must be skirted to the floor. No open flames. All decorations must be fireproofed and pass inspection by the designated authority of the local municipality.
6. **SIGNS:** We encourage factory trademark signs. All signs must be a part of Exhibitor's rental space and may not be placed elsewhere in the center. Only signs of a professional quality may be used. Signage with business names other than the contracted exhibitor are NOT allowed. The judgment of this remains with the show management.
7. **CHARACTER OF EXHIBITS:** Printed material dealing with exhibitor's products or services may be passed out at their own booth and may not be distributed in any other areas of the center. Materials not related to Exhibitor's products/services may not be passed out by the Exhibitor. Lotteries, drawings, guessing or prize contests of any kind sponsored by individual Exhibitors are subject to show management's prior approval and must meet all local and PA State regulations regarding games of chance. No loud speakers or amplification of any kind will be permitted. We will permit the usual "tape video" production at the booth but it must be kept at a level that does not create problems from nearby Exhibitors. It must be set up so as not to block off other Exhibitors nearby.
8. **EXHIBIT CARE:** Exhibits must be in order when the show opens and must be kept that way throughout the show. Exhibits must be manned at all times. ***For security purposes, Exhibitors must arrive 30 minutes prior to the show opening to the public and must leave the building in which their exhibits are located within 30 minutes after the show has closed to the public each night.*** Exhibitors must leave the space occupied during the show clean and in good condition when they leave the show on the final day.
9. **PRICING PRODUCTS AND SERVICES:** Exhibitors may display and promote special prices on their products and services. THE WORD "DISCOUNT" IS NOT TO BE USED. THE ONLY ACCEPTABLE WORDS TO BE USED TO REFLECT A PRICE ARE: "***SPECIAL SHOW OFFER***" or "***SPECIAL SHOW PRICE***." Any misuse of this arrangement can cause the exhibitor to take the sign down. We are interested in ethical merchandising and pricing policies.
10. **ELECTRICITY:** One 110 (20amp) outlet will be provided per booth at no additional charge. Please bring extension cords and a powerstrip. Additional outlets can be installed at a cost of \$55.00 per outlet (if ordered in advance). If you require more than your ONE FREE outlet, please indicate that on the enclosed Decorating Order Form.
11. **SECURITY:** Security will be provided for the duration of the Show. Erie Promotions & Expos, Inc. is not responsible for any loss or damage occurring to your exhibit from any cause. We suggest that small and valuable exhibit material be covered up or packed away at night. If you have anything that you would like to have locked up each night, please check with our on-site promotion staff.

HOTEL INFORMATION

A Word of Advice: Although there are many hotels in this area they are booked months in advance due to a number of destination attractions and special events in Erie. Please book your room **TODAY** or you may find that there are no rooms available at Show time. We have secured special rates at the following hotels for this year's show.

Sheraton Erie Bayfront Hotel – Connected directly to the Bayfront Convention Center

\$82.00 per night

Includes Breakfast for Two (A \$30 Value)

Use code #Erie RV Show Vendor

Call 814-454-2005 or go to eriev.com and follow the link to the Hotel Website.

RV SHOW DECORATING ORDER FORM

The following items can be ordered for use in your exhibit space. Please indicate your needs below FAX, MAIL or click on the email link below and send with payment in full on or before **January 25, 2012.**
A 25% up charge will be assessed after this date.

<u>Product</u>	<u>Size</u>	<u>Quantity</u>	<u>Amount Due</u>
Plain Tables (Standard Height)	8' X 30"	# _____	\$
\$20.00 Each	6' X 30"	# _____	\$
Skirted Tables (Standard Height)	8' X 30"	# _____	\$
\$40.00 Each	6' X 30"	# _____	\$
Skirted High (42") Tables	8' X 30"	# _____	\$
\$50.00 Each	6' X 30"	# _____	\$
Chairs			
\$5.00 Each	Regular	# _____	\$
\$35.00 Each	High	# _____	\$
Additional Electrical Outlet			
\$55.00 Each	#110 outlet	# _____	\$
Carpet			
\$90.00 Each	10' X 10'	# _____	\$ _____
Total Amount Due			\$

PLEASE COMPLETE ALL INFORMATION BELOW:

BUSINESS NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

YOUR NAME _____ PHONE# _____

IF PAYING BY CHECK, please mail this reservation form with payment to
Erie Promotions & Expos, Inc., PO Box 174, North East, Pa 16428

There will be a \$25.00 charge for all returned checks. No business or personal checks will be accepted 10days prior to the Show.

IF PAYING WITH VISA OR MASTER CARD, please complete info below and **FAX** this form to 814-725-3441
or **EMAIL** to renee@eriepromotions.com.

Master Card or Visa # _____ Expiration Date _____

Exact Name as it appears on the card: (Please Print) _____

Signature of Cardholder _____ 3 digit CID# _____