

24TH ANNUAL
INDIANAPOLIS FALL
BOAT & RV SHOW
SEPTEMBER 30 ~
OCTOBER 2, 2011



IMPORTANT
EXHIBITOR INFORMATION

- MOVE IN & TEAR DOWN HOURS
- SHOW HOURS
- BOOTH SET-UP INFORMATION

MOVE-IN HOURS

Bulk Space	Thursday, September 29 th	8:00 am – 9:00 pm
All Others	Friday, September 30 th	8:00 am – 2:00 pm

SHOW HOURS

Friday, September 30 th	3:00 pm – 9:00 pm
Saturday, October 1 st	10:00 am – 9:00 pm
Sunday, October 2 nd	10:00 am – 5:00 pm

TEAR DOWN

Sunday, October 2 nd	5:00 pm – 9:00 pm
Monday, October 3 rd	8:00 am – 5:00 pm

We will insist that nobody start tearing down until we have announced over the PA system that the show is officially closed. We cannot allow you to carry anything out of the building before said announcement. All doors will be manned! Any exhibitor found starting to tear-down before 5:00pm will automatically be removed from our mailing list.

CHECK-IN LOCATION

Check-in starts on Thursday, September 29th at 9:00am. The check-in office is located at the main entrance of the West Pavilion.

Any balance due on your contract must be paid before you set-up.

BOOTH CONSTRUCTION INFORMATION

The following information is intended to allow equal exposure by all exhibits. The purpose of exhibiting is to sell. These rules are for your benefit and will be strictly enforced.

The show has made every effort to provide a quality buying environment for our guests. Signs, clothing or items with offensive wording or displays will not be allowed. We hope you will want to be invited back next year. Please make every effort to have a quality appearing exhibit.

Any exhibitor using steps or platforms in the booth must have hand rails installed on them by show opening Friday, September 30th, at 3:00 pm. This is a safety rule that must be complied with. Nobody will be allowed to open without them.

Booth displays & signs are limited to 8' and shall not project more than 4' from the background. Decorations shall not obstruct adjacent exhibits nor project into aisles.

Balloons, stickers, and **handmade** signs are strictly forbidden.

24-hour security is in effect. We suggest you cover all merchandise at closing each evening and rope off your display.

DECORATOR ~ GEORGE FERN COMPANY

The show decorator will be onsite during the move-in hours of the show. Their office telephone number is (317) 635-9606.

SIGNS

See Show Decorator.

ELECTRICITY / TELEPHONE / INTERNET

The show will furnish one (1) 500 watt outlet per 10' of booth space. Bulk space can use outlets on poles for cash registers, computers, TV's, etc. **All spot lights 500 watts and over must be contracted with the show electrician and fees paid to them.**

To obtain telephone and/or internet connections, see *ERMCO Electric* at their service desk outside of the Show Office or contact them directly at (317) 780-2923.

BOAT & RV DEALERS

Forklifts may be contracted with the show decorator (George Fern Company). Contact them for hourly rate and to schedule forklift use. Clean-up crews will be allowed into the building 3 hours before show time each day; they should report to the **West Pavilion Exhibitor Entrance**.

Special note to dealers hanging signs from the rafters:

**Signs must be hung from I-beams only;
DO NOT hang anything from gas or electrical conduit.**

INSURANCE

All exhibitors must send us a Certificate of Liability Insurance naming Renfro Productions & Management, Inc. as "additional insured". Call your agent; they can do this for you. If we do not receive a Certificate of Liability Insurance you will not be able to exhibit.

EXHIBITOR CREDENTIALS

An Exhibitor Credential form must be completed and **RETURNED AS SOON AS POSSIBLE** in order to have credentials prepared and ready for check-in. **All credentials may be picked up at check-in.** Exhibitor Pass Gates will be open one (1) hour prior to show time.

Booth Space:

Six (6) badges for your first 8'x10' or 10'x10' booth space; two (2) additional badges for each additional 8'x10' or 10'x10' booth space thereafter.

Bulk Space:

Exhibitors with 400 sq ft will receive eleven (11) badges; eight (8) additional badges for every additional 400 sq ft thereafter.

Additional credential badges may be purchased in advance as well as during the show for \$5.00 each. Exhibitors/workers arriving without their badges must purchase a general admission ticket in order to obtain entrance.

PARKING PASSES

Space is limited, we will distribute the Parking Passes to best accommodate everyone. Exhibitor parking is **free** so long as you have obtained a Parking Pass.

STAFFING OF EXHIBIT

Every exhibitor is responsible for having his/her display staffed at all times. The Show management **INSISTS** that all exhibits be staffed during all hours open to the public.

CLEANING OF BOOTHS

Debris from your booth must be swept or placed in the aisles after closing each evening. We cannot clean inside your booth. You may have janitor service at your own expense; contract with the show decorator. If you want to work in your booth, you may come into the building, with proper credentials one (1) hour before show time. You will be allowed into only your own booth.

MESSAGES & INFORMATION

You may pick up incoming mail, messages and incoming phone calls in the Show office. Return phone calls will be delivered to your booth.

FREE DRAWINGS/GIVE-AWAYS

Must be authorized by show management! Exhibitor must provide Show Management with a copy of product liability insurance covering any handout, free drawing and/or give-away requiring product liability insurance. Winners names and/or items must be left in the office before you tear down.

SECURITY

Security service is provided 24-hours daily through the course of the show including set-up and tear-down. Security will be posted throughout the entire show. Although we take every precaution to protect your property, we cannot be responsible for the disappearance of any item. We suggest that you cover your booth and rope it off each evening.

SHIPPING/MAILING ADDRESS

Address of the Indiana State Fairgrounds is as follows:

**Indiana State Fairgrounds
1202 East 38th Street
Indianapolis, IN 46205**

If you are having any packages shipped to the Fairgrounds, please have all shipments marked with the appropriate BUILDING and BOOTH NUMBER (ie, West Pavilion #100).

STATE REGULATIONS

This is a **No Smoking** facility; smoking will be allowed in designated areas only. In addition, Indiana State Fire Regulations & City Ordinances prohibits **ANYTHING** from protruding into the aisles. These rules will be strictly enforced.

NO PETS