



EXHIBITOR GUIDE

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EXHIBITOR CHECK-IN

Check-in starts on Tuesday, February 13th at 12:00pm. All exhibitors are to check-in at the Show Office located on the north-side of the **CHAMPIONS PAVILION**.

Any "Balance Due" on your lease agreement must be paid with cash, money order or credit card before you set-up. NO CHECKS PLEASE.

MOVE-IN / SET UP HOURS

The installation of exhibits will occur during the following schedule:

Tuesday, February 13th

All Buildings – **Bulk Only**8:00 am – 6:00 pm

Wednesday, February 14th

All Buildings – **Bulk Only**8:00 am – 8:00 pm

Champions Pavilion – Booth12:00/noon – 8:00 pm

South Pavilion – Booth12:00/noon – 8:00 pm

Blue Ribbon Pavilion – Booth12:00/noon – 8:00 pm

Thursday, February 15th

All Buildings – Bulk & Booth8:00 am – 8:00 pm

Friday, February 16th

All Buildings – Bulk & Booth... 8:00 am – 12:00/noon

PLEASE NOTE: Exhibitors may drive into the buildings on Tuesday and Wednesday. Floor preparation for the installation of aisle carpeting will begin on Thursday.

SHOW HOURS

Friday, February 161:00 pm – 9:00 pm
Saturday, February 1710:00 am – 9:00 pm
Sunday, February 1810:00 am – 5:00 pm
Monday, February 1912:00 pm – 8:00 pm
Tuesday, February 2012:00 pm – 8:00 pm
Wednesday, February 2112:00 pm – 8:00 pm
Thursday, February 2212:00 pm – 8:00 pm
Friday, February 2312:00 pm – 9:00 pm
Saturday, February 2410:00 am – 9:00 pm
Sunday, February 2510:00 am – 5:00 pm

MOVE-OUT / TEAR DOWN

Sunday, February 255:01 pm – 10:00 pm
Monday, February 268:00 am – 4:00 pm

In accordance with the Rules and Regulations of your lease agreement, no exhibit or display is to be dismantled before official closing (at 5:01pm) on Sunday, February 25th. **We 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. It is unfair to the attendees who come to the Show on Sunday, only to discover that half of the exhibits have already packed up and are ready to leave.

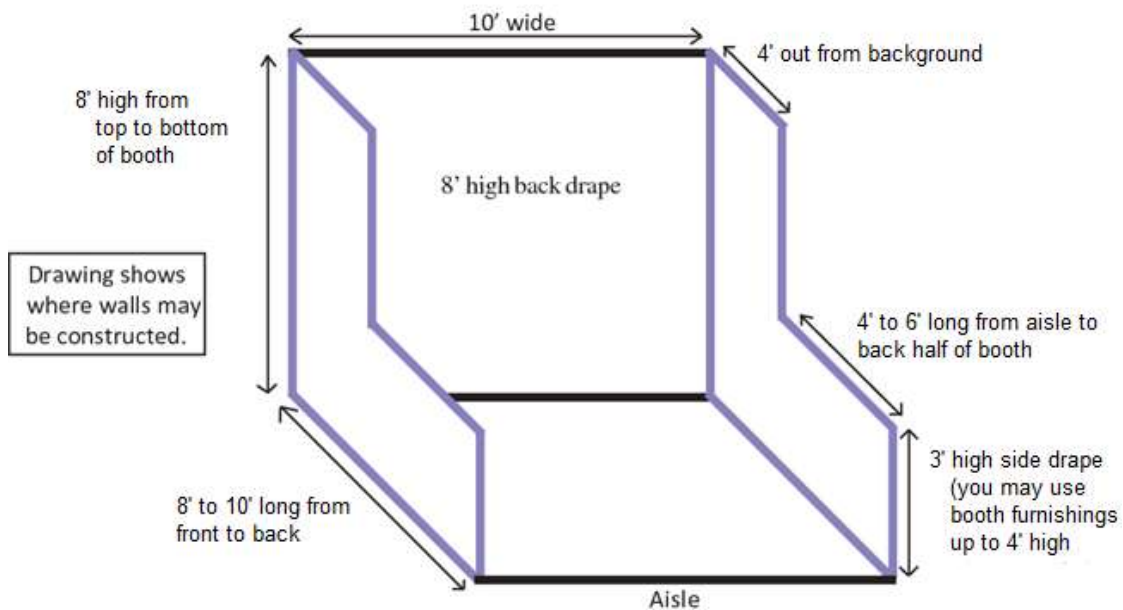
BOOTH CONSTRUCTION & DISPLAY

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 Management 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.

Each non-bulk booth space will consist of an 8' high (pipe & drape) back wall and 3' high (pipe & drape) side walls. Booth furnishings (i.e., carpet, table, chairs, etc.) are the exhibitor's responsibility to provide or to rent through the **SHOW DECORATOR** (see their contact information below).

- **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.**
- **Any exhibitor using steps or platforms in the booth must have hand rails installed on them by show opening on Friday, February 16, 2018 at 1:00 pm. This is a safety rule that must be complied with. Nobody will be allowed to open without them.**
- **Balloons, stickers, and handmade signs are strictly forbidden.**
- **The diagram below clearly indicates the guidelines required for linear booth participation in our show. All exhibit fixtures should be contained within the blue-grey outlined areas shown.**



BOAT, RV, ATV & AUTO DEALERS

Forklifts must be contracted with **George Fern Exposition & Event Services**; contact them prior to set-up for hourly rate.

Clean-up crews will be allowed into the buildings 3 hours before show time each day and should report to the **West Pavilion Exhibitor Entrance** prior to going to their booth.

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.**

See "INDIANA STATE FIRE MARSHAL REGULATIONS" (page 7 of this manual) for additional information regarding the display of Boats, RVs, ATVs, Autos, etc.

INSURANCE

ALL EXHIBITORS must provide Show Management with a Certificate of Liability Insurance **naming Renfro Productions & Management Inc. and Indianapolis Boat, Sport & Travel Show, Inc. as “additional insured”**. Call your agent; they can do this for you. If we do not receive a Certificate of Liability Insurance you may not be able to exhibit. If damage occurs to the building or its property that is attributable to you (Exhibitor) or your (Exhibitor’s) staff, then it is the Exhibitor’s responsibility to reimburse the Indiana State Fairgrounds.

SHOW DECORATOR

Fern Exposition & Event Services
1147 South White River Pkwy East Drive
Indianapolis, IN 46225

Phone: (317) 635-9606 • Fax: (317) 634-0993 • Email: indianapolis@fernexpo.com

Their price lists and order forms are available on our website at:

<http://renfroproductions.com/boat-rv-travel/exhibitor-resources/>

It will save you money to have your orders placed by January 30, 2018. The Show Decorator will also have a service desk in the Champions Pavilion, just outside of the Show Office.

FREIGHT

NO FREIGHT WILL BE ACCEPTED AT THE INDIANA STATE FAIRGROUNDS PRIOR TO WEDNESDAY, FEBRUARY 14, 2018. Prior to February 14th contact Fern Exposition & Event Services for pricing and shipping details. Fern Exposition & Event Services will coordinate the handling of freight. Please read over their information.

Absolutely **NO C.O.D.’S** will be accepted. All freight will be unloaded and placed in your booth. Freight shipped by common carrier directly to the State Fairgrounds will be unloaded at no extra charge.

SHIPPING ADDRESS:

INDIANA STATE FAIRGROUNDS
Building & Booth Number
1202 East 38th Street
Indianapolis, IN 46205-2897

Please make certain all shipments are marked with the appropriate BUILDING and BOOTH NUMBER of your exhibit space to ensure accurate delivery of your package(s), as shown in the example above.

SIGNAGE

The Show provides a 7” x 44” identification sign. If you require additional signage, the **SHOW DECORATOR**, Fern Exposition & Event Services, has various selections. Their contact information is provided above and can be found online through the provided web link.

ELECTRICITY / TELEPHONE / INTERNET

Show Management furnishes one (1) 500 watt outlet per 10’ of booth space. Bulk space exhibitors can use outlets on poles for cash registers, computers, TV’s, VCR’s, DVD players, etc. **All spot lights, 500 watts and over must be contracted with the show electrician and fees paid to them.** See ERMCO Electric at their service desk outside of the Show Office in the Champions Pavilion. If you require a temporary telephone in your booth and/or internet access, you must make arrangements directly with ERMCO. ERMCO’s price lists/order forms are posted on our website at:

<http://renfroproductions.com/boat-rv-travel/exhibitor-resources/>

STAFFING OF EXHIBIT

Every exhibitor is responsible for having their exhibit space staffed at all times. The Show Management **INSISTS** that all exhibits be staffed during all hours open to the public.

EXHIBITOR CREDENTIALS

All credentials should be picked up at check-in and prior to Show opening. Exhibitor Pass Gates will be open one (1) hour before show time.

Booth Space:

Three (3) ten-day credentials and four (4) one-day credentials for the first 10' booth space.
Add one (1) ten-day and four (4) one-day credentials for each additional 10' booth space.

Bulk Space:

Exhibitors with less than 1000 sq ft will receive four (4) ten-day credentials and fifteen (15) one-day credentials. For every 100 sq ft over the first 1000 sq ft you will receive an additional one-day credential. For every 1000 sq ft over the first 1000 sq ft you will receive an additional ten-day credential.

IMPORTANT:

If you wish to exchange a ten-day credential for ten (10) one-day credentials, please let our office know as soon as possible.

If you have guests or customers coming to see you, you may provide them with Guest Passes (see GUEST PASSES below).

ADDITIONAL EXHIBITOR CREDENTIALS

Additional one-day credentials may be purchased for **\$8.00 each**. The credentials are available in advance as well as during the course of Show. The credentials can **ONLY** be purchased through the Show Office; they **CANNOT** be purchased at the box offices.

GUEST PASSES

Exhibitors who would like the use of Guest Passes, may purchase them for \$8.00 each. The Passes are available in advance as well as during the course of the Show. The Guest Passes can **ONLY** be purchased through the Show Office; they **CANNOT** be purchased at the box offices.

EXHIBITOR PARKING

Space is limited, therefore the Indiana State Fairgrounds will only provide a specific number of parking passes to try to best accommodate everyone. Additional parking passes can be purchased from a staff member of the Indiana State Fair Commission or can be arranged at the Show Office during check-in.

*There are also a very limited number of spaces available for parking in the Swine Barn. Permits for the Swine Barn will be available at check-in and must be displayed in the vehicle prior to parking in the Swine Barn. **The Swine Barn is a "Permit Only" parking area.***

PLEASE NOTE: Parking is maintained and controlled by the Indiana State Fairgrounds. Show Management does not participate in setting the parking rate nor do we share in any finances derived from this service.

No parking of any vehicles or trailers will be allowed close to occupied buildings. Contact the Fairgrounds Director of Parking, Gates & Security at (317) 927-7681, with any questions or concerns.

BOX TRUCK, TRAILER & BOAT TRAILER PARKING

The Indiana State Fairgrounds requires all EMPTY box trucks and EMPTY (boat & cargo) trailers to be parked on the north side of the Fairgrounds, north of the race track (see attached map on page 9 of this guide). **PLEASE NOTE:** All trucks and/or trailers found parked in the Swine Barn without the proper “Stock Trailer Permit” will be removed and towed at owner’s expense.

SWINE BARN PARKING: To better serve the needs of our exhibitors who require restocking of their inventory each day, we have created a **Stock Truck & Cargo Trailer Parking Area** in the Swine Barn (located on the east side of Champions and Blue Ribbon Pavilions). There are a limited number of parking spaces in the Swine Barn therefore “Stock Trailer Permits” are extended on a first come, first served basis. Exhibitors are to request a Swine Barn “Stock Trailer Permit” at time of check-in and must have it displayed in their vehicle or on their trailer prior to parking it in the Swine Barn. This is a “Permit Only” parking area that requires the truck/trailer to be inspected by our staff to verify it contains products necessary to restock your booth.

Once your truck/trailer is parked in its space within the Swine Barn, it will remain there until the end of the show. If you remove your truck/trailer at any time during the show you MAY no longer be able to return your truck/trailer to the Stock Truck & Trailer Parking area due to space limitations. All other trucks/trailers found parked in the Swine Barn without the proper “Stock Trailer Permit” will be removed and towed at owner’s expense.

PLEASE NOTE: No parking of any vehicles or trailers will be allowed close to occupied buildings. Contact the Fairgrounds Director of Parking, Gates & Security at (317) 927-7681, with any questions or concerns.

LITERATURE

Storage space will be provided. After opening day, we will deliver upon request. Pick up requisition slips in the office and leave them with us the **night before**. Be sure to request enough for Saturday and Sunday. We will deliver materials to your booth before opening the next day. **Remember**, it is hard to move literature after the Show opens, so let us know ahead of time.

SECURITY

Security service is provided by the Indianapolis Metropolitan Police, 24-hours daily through the course of the show; including set-up and tear-down. Security cameras are also in place. **Sold fishing rods must be tagged as such.** Although we take every precaution to protect your property we cannot be responsible for the disappearance of any item, especially when your booth is left unattended. We suggest that you cover your booth and rope it off each evening.

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 which can be contracted with the Show Decorator. If you want to work in your booth, you may come into the building, with proper credentials one (1) hour prior to show time. You will only be allowed to go to your own booth.

FREE DRAWINGS, GIVE-AWAYS, ETC.

Must be authorized by Show Management! Please contact Kevin Renfro at (765) 641-7712. **Winning names and/or items must be left in the office before you tear down your exhibit space.**

MESSAGES & INFORMATION

You may pick up incoming mail or phone messages at the Show office in the Champions Pavilion. Return phone calls will be delivered to your booth. All out going calls must be made from the public phones or your cell phone.

EXHIBITOR LOUNGE

Located in the “Wool Room” of the Blue Ribbon Pavilion. The Wool Room is off the hallway between Blue Ribbon and South Pavilions. Coffee, tea and water will be provided. Please be our guest and use the lounge.

INDIANA STATE FIRE MARSHAL REGULATIONS

- This is a **No Smoking** facility; smoking will only be allowed in designated areas. Smoking IS NOT PERMITTED within the buildings or within any of the tents/tunnels connecting the buildings.
- The Indiana State Fire Regulations & City Ordinances prohibits **ANYTHING** from protruding into the aisles. These rules will be strictly enforced.
- With regard to motorized vehicles, watercrafts and forklifts:
 - The maximum amount of gasoline permitted to remain in the tank is less than one-fourth (1/4) of a tank.
 - Gasoline tank caps must be locked, taped or sealed and approved by the State of Indiana Fire Marshal.
 - All battery connections must be removed from the battery upon termination of the move-in until commencement of the move-out. Both positive and negative cable ends must be taped to void any chance of sparks.
 - All Liquid Propane (LP) gas tanks must be removed from trailers, mobile homes and any other vehicles using LP.
 - Gasoline tanks on motorcycles or motor bikes are to be drained completely. Battery cables must be disconnected and taped.

STATE OF INDIANA, DEPT OF REVENUE REGULATIONS

The Indiana Department of Revenue has published information that states an out-of-state vendor who displays and sells merchandise at local trade fairs and/or exhibitions will be considered engaged in business in Indiana. See: Indiana Sales Tax Bulletin #37, <http://www.in.gov/dor/reference/files/sib37.pdf>

Since the Department of Revenue takes the position that an out-of-state vendor is doing business within Indiana, we recommend that you review the Indiana tax laws and regulations and decide for yourself if your business needs to register as an Indiana Retail Merchant for the collection of Indiana sales/use tax. To obtain a copy of the Business Tax Application form, contact the Indiana Department of Revenue at (317) 233-4015 or follow the step-by-step instructions for applying online at <http://www.in.gov/dor/4323.htm>.

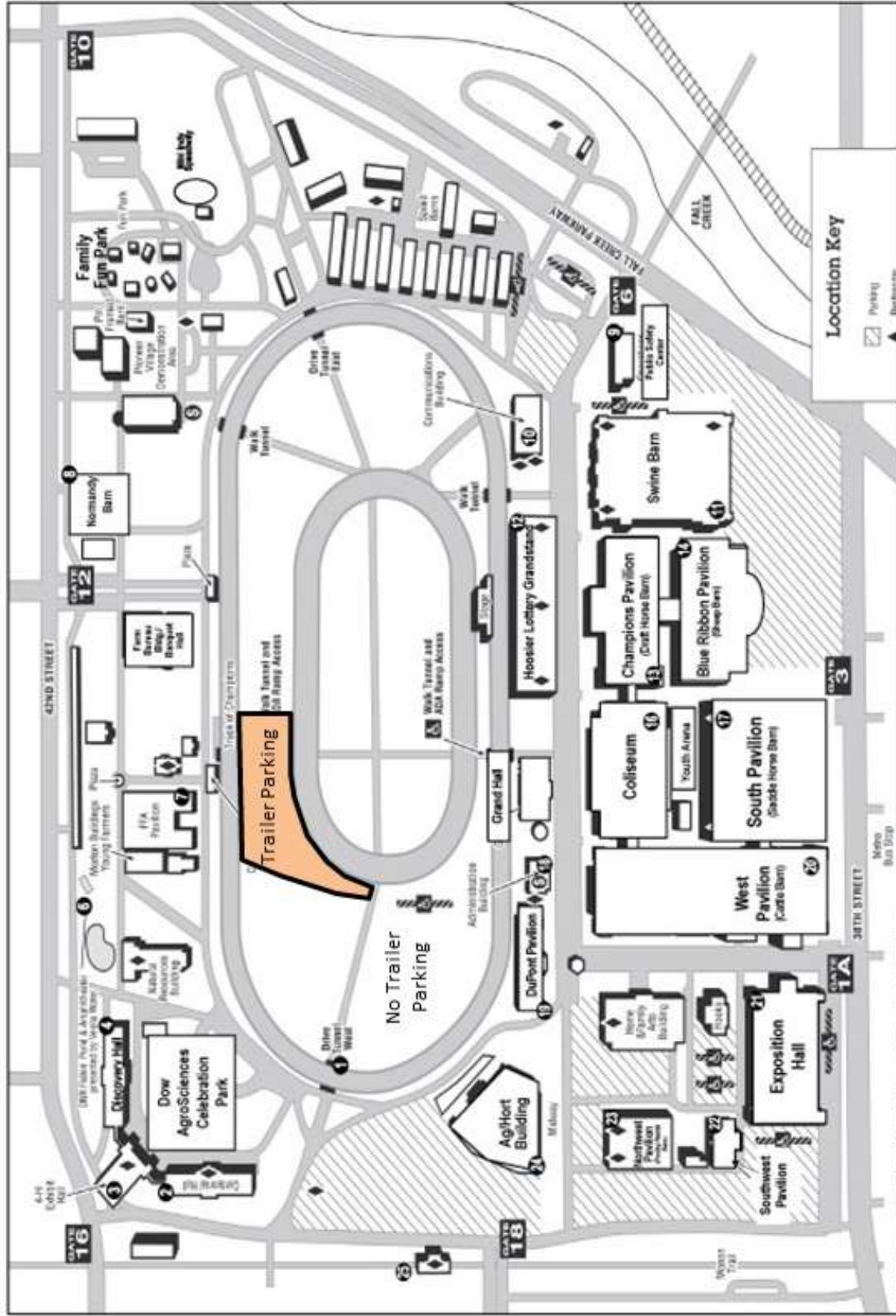
It is your responsibility to determine if your business activities require you to register for the collection of sales/use tax. Any taxes due to Indiana through your participation in this event are your responsibility. We have provided the necessary contacts for information purposes only.

INDIANA STATE DEPARTMENT OF HEALTH

Exhibitors engaged in preparing or selling food and/or beverages of any sort are required by the Indiana State Department of Health (Regulation 410 IAC 7-24-107) to file a **Registration Application for a Retail Food Establishment** (State Form 49677). If you require an application, please contact their office at (317) 234-8569 or go to their website where you can retrieve, complete and print the form: <http://www.in.gov/iara/webfile/formsdiv>

PETS/ANIMALS

Exhibitors are not permitted to bring pets or live animals into the Show without prior permission from Show Management; with the exception of service dogs and guide dogs. All animals permitted into the Show are to be kept within the confines of the exhibitor's booth. Show Management reserves the right to have removed any animal it determines as a threat to people or other animals at the Show.



INDIANA STATE FAIRGROUNDS

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Exhibitor Trailer Parking – All box trucks & trailers must park in the lot northwest of the half mile track. Trailers will no longer park in the southwest corner paved lot. Barricades will be set up to create a path and indicate the parking area. This will allow for more vehicle parking for customers to the events. Stay off the half mile track and be aware of horse training. Trailers parked in any other location will be towed.