

Twenty-Ninth Annual
INDIANAPOLIS
FALL BOAT & RV
SHOWSM

SEPTEMBER 23 ~ 25, 2016



EXHIBITOR INFORMATION
GUIDE

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

MOVE-IN HOURS

Bulk Space	Wednesday, September 21 st	8:00 am – 9:00 pm
Bulk Space	Thursday, September 22 nd	8:00 am – 9:00 pm
Booth Space	Thursday, September 22 nd	12:00 pm – 9:00 pm

SHOW HOURS

Friday, September 23 rd	10:00 am – 8:00 pm
Saturday, September 24 th	10:00 am – 8:00 pm
Sunday, September 25 th	10:00 am – 5:00 pm

TEAR DOWN

Sunday, September 25 th	5:01 pm – 9:00 pm
Monday, September 26 th	8:00 am – 5:00 pm

In accordance with the Rules and Regulations of your lease agreement, no exhibit or display is to be dismantled before official close on Sunday, September 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. 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 Wednesday, September 21st 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.

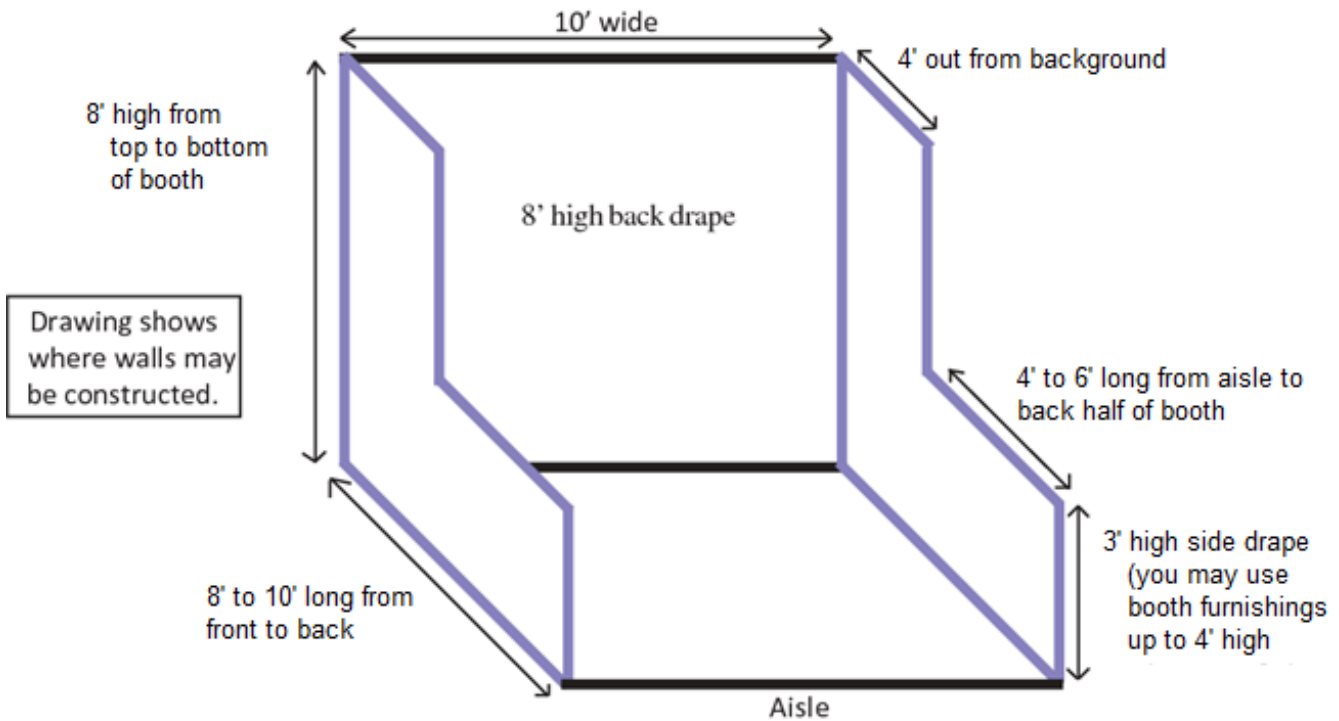
BOOTH CONSTRUCTION INFORMATION

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 23rd, at 10:00 am. 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.

- The diagram below clearly indicates the guidelines required for linear booth participation in our show. All exhibit fixtures should be contained within the grey outlined areas shown.



DECORATOR ~ FERN EXPOSITION & EVENT SERVICES

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

SIGNS

Contact 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 (Fern Exposition & Event Services). 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 only be allowed into 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 prior to the opening day of the Show! Contact Kevin Renfro at (765) 641-7712. 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 event facility is as follows:

Indiana State Fairgrounds
West Pavilion & "Exhibit Booth Number"
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).

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.

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.