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## EXHIBITOR GUIDE

- SHOW DATES & HOURS
- MOVE-IN & MOVE-OUT SCHEDULES
- BOOTH SET-UP INFORMATION
- INSURANCE REQUIREMENTS
- EXHIBITOR RULES & REGULATIONS

Renfro Productions & Management, Inc. would like to thank you for being a part of the 33<sup>rd</sup> Annual Indianapolis Fall Boat & RV Show. Please thoroughly read this Exhibitor Guide; it will save you time, money, and help make the event a success for you.

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## SHOW MANAGEMENT CONTACT INFORMATION

Show Website: <https://indyfallboatandrvshow.com/>

Email: [info@renfroproductions.com](mailto:info@renfroproductions.com)

<b>Contact</b>	<b>Position</b>	<b>Phone</b>
Kevin Renfro	Show Director	(765) 400-5002
Mark Kaley	Operations Director	(765) 400-5003
Mitch Renfro	Operations & Sales	(765) 400-5004
Elaine Johnson	Exhibitor Services	(765) 400-5000
Candice Geyer	Exhibitor Services	(765) 400-5005
Todd Jameson	Marketing Director	(765) 400-5007
Chuck Evans	Sales	(765) 400-5001

## EVENT CONTRACTOR INFORMATION

<b>Contractor</b>	<b>Contact</b>	<b>Phone</b>	<b>Email</b>
<b>Fern Exposition &amp; Event Services</b>	Tina Rembusch	(317) 714-1058	trembusch@fernexpo.com
	Kelly Weldy	(317) 635-9606	kweldy@fernexpo.com
<b>ERMCO</b>	Eric Edwards	(317) 423-3766	eedwards@ermco.com
	➤ Electrician Jake VanWye	(317) 416-7158	jvanwye@ermco.com
	➤ WiFi/Phone Paul Gaddie	(317) 517-0853	pgaddie@ermco.com

## EVENT LOCATION:

Indiana State Fairgrounds  
 1202 E 38<sup>th</sup> Street  
 Indianapolis, IN 46205  
 Switchboard: (317) 927-7500  
 Security: (317) 927-7520

## EVENT SCHEDULE:

Friday, September 23<sup>rd</sup> ..... 10:00 am – 8:00 pm  
 Saturday, September 24<sup>th</sup> ..... 10:00 am – 8:00 pm  
 Sunday, September 25<sup>th</sup> ..... 10:00 am – 5:00 pm

## EXHIBITOR CHECK-IN

Check-in starts on Wednesday, September 21<sup>st</sup> at 9:00am. The check-in office is located at the main (north) entrance of the West Pavilion.

**Any balance due on your booth space must be paid before you set-up.**

## MOVE-IN SCHEDULE

Bulk Space	Wednesday, September 21 <sup>st</sup>	8:00 am – 8:00 pm
Bulk Space	Thursday, September 22 <sup>nd</sup>	8:00 am – 8:00 pm

Booth Space	Thursday, September 22 <sup>nd</sup>	12:00 pm – 8:00 pm
Booth Space	Friday, September 23 <sup>rd</sup>	8:00 am – 9:30 am

## TEAR DOWN / MOVE-OUT SCHEDULE

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

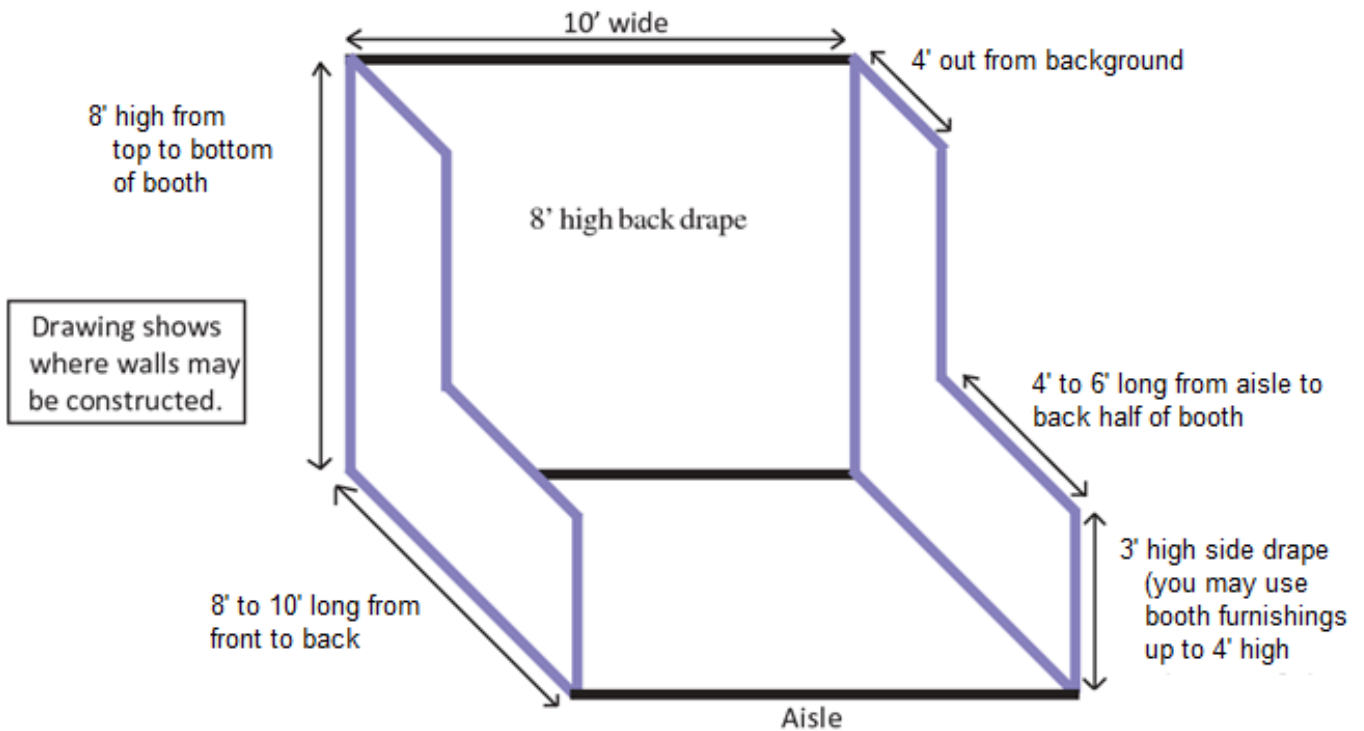
In accordance with the Rules and Regulations of your lease agreement, no exhibit or display is to be dismantled before official close on Sunday, September 25<sup>th</sup>. **We insist that nobody start tearing down until we have announced over the PA system that the show is officially closed.** We cannot allow you to carry or move anything out of the building before said announcement. Any exhibitor found starting to tear-down before 5:00pm will automatically be removed from our mailing list.

## 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 23<sup>rd</sup> 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 the close of each evening and rope off your display.**
- **The following 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.**



## 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 INFORMATION & REQUIREMENTS

The insurance requirements are designed to protect your company and the Renfro Productions' managed events. The following questions will be answered in this section regarding insurance for participation in the Indianapolis Fall Boat & RV Show.

ALL EXHIBITORS must provide Show Management with a **Certificate of Liability Insurance** in the amount required by the Indiana State Fairgrounds (\$2,000,000 General Aggregate with 1,000,000 Per Occurrence).

A Certificate of Liability Insurance with "additional named insured" endorsements furnish coverage to the "additional insured" for liability "arising out of" the named insured's work, operations, or premises (or some variation on that theme).

When providing a Certificate of Liability Insurance with Additional Named Insured, the wording on the document is very specific and important; just as important as making sure the coverage amounts are accurate.

**The descriptor section of the Certificate should read EXACTLY as follows:**

Renfro Productions & Management Inc. and Renfro Expositions Inc. are named as "ADDITIONAL INSURED".

**Certificate Holder section should read as follows:**

Renfro Productions & Management Inc.  
6405 Dr. Martin Luther King Jr. Blvd.  
Anderson, IN 46013

*Make sure the dates of the policy cover the ENTIRE show period, including setup/teardown dates.*

**\*QUESTIONS SHOULD BE DIRECTED TO YOUR RENFRO PRODUCTIONS REPRESENTATIVE\***

If we are not provided with a Certificate of Liability Insurance you may not be able to exhibit. Should damage occur to the building or its property that is attributable to you (Exhibitor) or your (Exhibitor's) staff, then it is your (Exhibitor's) responsibility to reimburse the Indiana State Fairgrounds.

Please contact us if you have any questions regarding this requirement. Certificates of Liability Insurance can be emailed or faxed directly to our office at (765) 641-7756.

## **SHOW DECORATOR ~ FERN EXPOSITION & EVENT SERVICES**

The **Show Decorator** will be onsite during the move-in hours of the show.

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

## **FORKLIFT AVAILABILITY**

Forklifts must be contracted directly with the **SHOW DECORATOR** (Fern Exposition & Event Services).

## **SIGNAGE**

The **SHOW DECORATOR** (Fern Exposition & Event Services) provides a booth identification sign. If you require different signage, contact them directly.

## **CLEANING OF EXHIBIT SPACE**

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 and contracted with the show decorator.

If you want to clean or straighten up your booth area, then you may come into the building, with proper credentials one (1) hour before show time. You will only be allowed into your own booth.

## **ELECTRICITY**

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, TVs, etc. **All spot lights 500 watts and over must be contracted with ERMCO and fees paid to them.**

If you require additional electricity – outside of what is provided – arrangements must be made directly with ERMCO at (317) 423-3766. ERMCO's price list/order form is also posted on our website at: <https://renfroproductions.com/existing-exhibitors-indianapolis/>

## INTERNET / TELEPHONE

If you require Internet (WiFi) access or a phone line in your booth, you must make arrangements directly with the Indiana State Fairgrounds. The main switchboard number is (317) 975-7500 or their price list/order form is posted on our website at:

<https://renfroproductions.com/existing-exhibitors-indianapolis/>

## STAFFING OF EXHIBIT

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

## 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 the 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 exhibitor badges may be purchased in advance as well as during the show for \$5.00 each. Exhibitors/workers arriving without their badges may purchase a replacement credential (with proper business ID) for \$5.00 in order to obtain entrance.

## EXHIBITOR PARKING

Space is limited, we will distribute Parking Passes (provided by the Indiana State Fairgrounds) to best accommodate everyone. Exhibitor parking is **free** so long as you have a Parking Pass displayed on the dash or hanging from the rearview mirror of your vehicle.

## BOX TRUCK & 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 Fairgrounds map on page 8 of this manual).

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

## EVENT 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, especially if your booth area is left unattended. We suggest that you cover your booth or tables and rope it off each evening.

## 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. Winning names and/or items must be left in the office before you tear down.

## SHIPPING/MAILING ADDRESS

Address of the event facility is as follows:

Indiana State Fairgrounds  
**West Pavilion & [Exhibit Booth #]**  
**c/o [Exhibit Name]**  
1202 East 38<sup>th</sup> 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 (e.g., West Pavilion #100).

## INDIANA STATE FIRE MARSHAL REGULATIONS

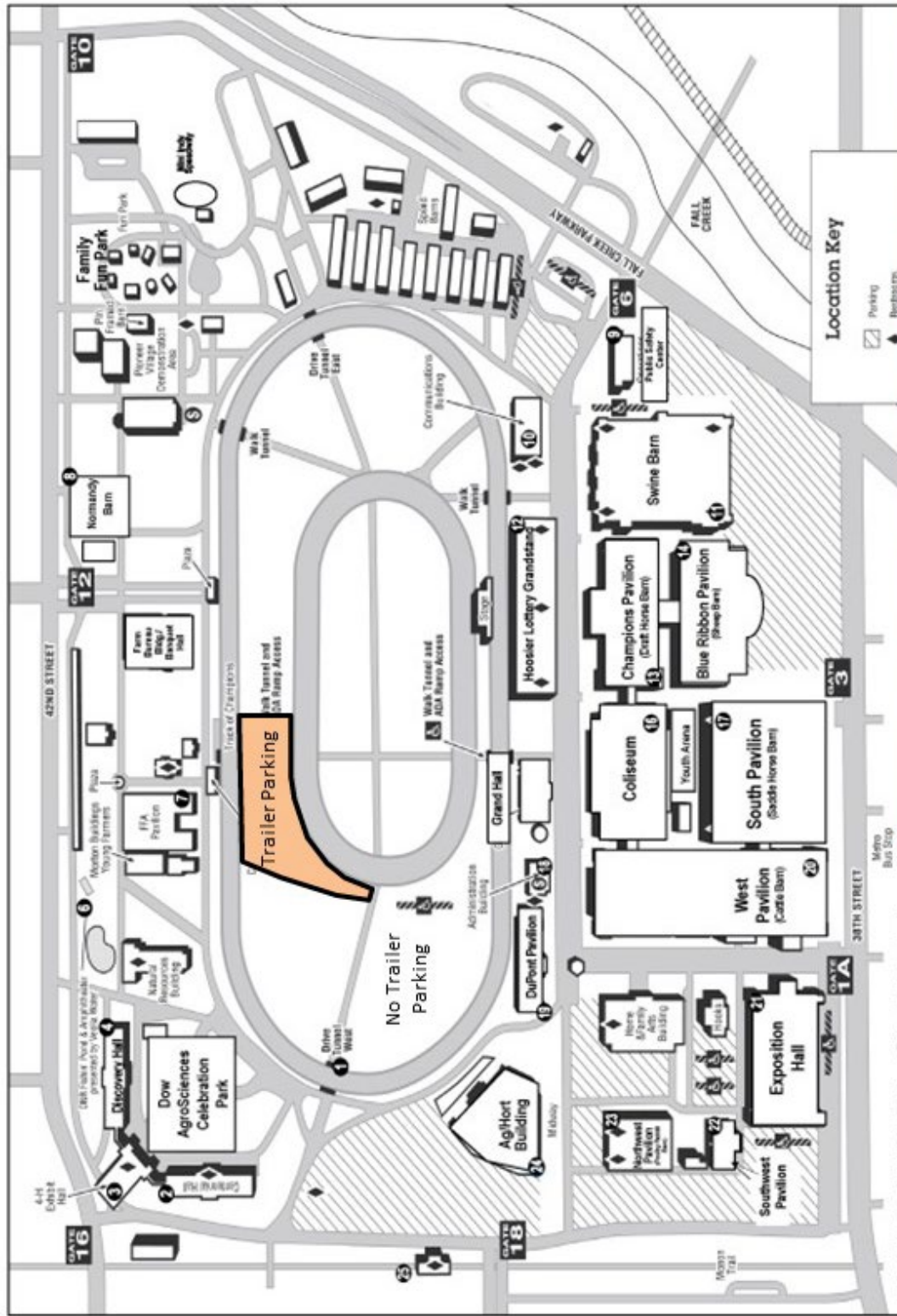
This is a **No Smoking** facility; smoking will only be allowed in designated areas. Smoking IS NOT PERMITTED within the buildings.

- 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 ( $\frac{1}{4}$ ) 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.

## 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 and/or guide dogs.





# INDIANA STATE FAIRGROUNDS

**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.**