

EXHIBITOR MANUAL
for the
ORLANDO RV SHOW

March 14 – March 17, 2024

Osceola Heritage Park
1875 Silver Spur Lane
Kissimmee, FL 34744
Facility: 321-697-3333



Regional President, Ken Gifford – RV Consumer Consultants

On-Site Show Managers:

Monday, March 11th – Monday, March 18th
Patty Flanagan, Show Coordinator
Cell: 813-318-1487

Monday, March 11th – Monday, March 18th
Tammy Lull, Regional Show Coordinator
Cell: 813-679-2620

Please take time to carefully review these materials as they can save you time and money and help you make your experience more profitable and enjoyable. Please share this with all personnel working exhibit at the show.

Florida RV Trade Association
10510 Gibsonton Drive, Riverview FL 33578
Phone: (813) 741-0488 • Fax: (813) 741-0688 • www.frvta.org

SHOW INFORMATION

Show Hours: Thursday – Saturday 9AM – 5PM Sunday 9AM – 4PM

Admission: Free

Parking: Free for Public

DIRECTIONS:

From the North:

Take Exit #180 (US Highway 192 West). Follow US Highway 192 to Bill Beck Blvd. Turn Right. Follow signs to Main entrance. Osceola Heritage Park is about one block on the left.

From the South:

Take Exit #205-B (Route 528, the Beachline Expressway). Exit the Beachline at Route 417 South (the Greenway). Take to Exit #17 (Boggy Creek Road South). Follow Boggy Creek one mile to stop light, turn right onto Boggy Creek Road to US Highway 192. Turn right on US Highway 192, next traffic light, Bill Beck Blvd. Turn right. Follow signs to Main entrance. Osceola Heritage Park is about one block on the left.

From the East:

Take Exit #65 (Osceola Parkway), proceed east to Michigan Avenue. Turn right on Michigan to US Highway 192; turn left and follow US Highway 192 to Bill Beck Blvd. Turn Left. Follow signs to Main entrance. Osceola Heritage Park is about one block on the left.

From the West:

Take Exit #77, to Florida's Turnpike South. See above for Turnpike southbound.

SHOW SERVICES

Shipping & Decorator:

Expositions, Etc. by Chene Inc

Mailing: PO Box 22978
St. Petersburg, FL 33742
727-577-1168

*Refer to appropriate order forms on our website.

Shipping: 4740 126th Avenue North, Suite A
Clearwater, FL 33762

Accommodations:

Holiday Inn

5001 Calypso Cay Way
Kissimmee, FL 34746
407-997-1400

Rates start at:

\$149.00 /night + tax

Embassy Suites

4955 Kyngs Heath Rd
Kissimmee, FL 34746
407-597-4000

\$211.00 / night + tax

Quality Inn & Suites

2039 E Irlo Bronson Mem.
Kissimmee, FL 34744
352-347-1600

\$114.00 / night + tax

Exhibitor Camping:

Osceola Heritage Park

1875 Silver Spur Lane
Kissimmee, FL 34744
\$50 a night + tax

Contact: Risa Gouvía via email: rgouvía@ohpark.com

The email should include company name, check-in/ check-out date and number of sites needed. You will then receive an email with a payment link & confirmation.

Electric:

Order forms available on website: <https://www.frvta.org/wp-content/uploads/Edlen-Electrical-Order-Form-3.2024.pdf>

Rules & General Information

Each exhibit must have a representative in attendance, their booth or display manned and RV units opened during all specified show hours.

In the case of an emergency, running late, etc. please notify On-Site Show Manager.

Credentials: Each person working the exhibit is required to have an Exhibitor Button. Exhibitors MUST have an exhibitor button in order to enter into the ticket gates. Be sure to request these buttons in advance via the website. Buttons will be available for pick-up on Move-in day. They will be given to your authorized rep or be in your display/booth. Additional buttons may be available at Show Office. Dealers are allotted a maximum of 20 buttons, regardless of exhibit space size. Suppliers are allotted a maximum of 10 buttons. Exhibitors may purchase additional buttons at a cost of \$1.00 per. Exhibitor buttons may be returned on the last day to Show Manager or box provided.

Parking: Exhibitors are to park on the Northeast side of the parking lot.

Payments: All final payments for show exhibition are due prior to the first day of move-in. Exhibitors will not be permitted to exhibit with any outstanding balance.

Security: There will be security beginning Monday, March 11th, including overnight.

Note: Gates will close by approx. 6 PM each night and open at 8 AM. Be sure to place all personal belongings in a secure area.

Safety/Aisles: All products and display materials (such as tables, plants, chairs, signs, etc.) must be confined to the actual limits of your assigned area. No units or any part of unit (steps, slide-outs mirrors and tail pipes) may extend into the main aisles or other exhibitor's display. Avoid having unit entries on the main aisles.

Sound/Music: As per BMI and ASCAP regulations, the use of copyrighted music is prohibited. The use of microphones and/or speakers must be kept at acceptable levels so as not to disturb other exhibitors.

Generators: On board generators are **not** permitted to be running on any unit during show hours. Office trailers on the outer perimeter are allowed to use a generator with a Genturi , and or the Whisper Quiet generator will be the only generators allowed, provided that they do not exhaust into another exhibitor's display/booth.

1st Offense: Warning by Show Management

2nd Offense: \$1,000.00 fine imposed

3rd Offense: Closure of Display. Removal of units will be prohibited until move out.

ATVs/Golf Carts: May be shown for display purposes ONLY. No For Sale signs are permitted. Cart usage within show gates permitted before /after show hours.

Animals: Wild or exotic animals are not allowed in the display space/booth.

Food/Concessions: Food will be available for purchase through the Osceola Heritage park and has no affiliation with FRVTA. Open during show hours only.

Lost & Found: All items should be turned into Show Management at the DJ tent.

DEALERS

IMPORTANT SAFETY NOTICE:

All exhibitors need to make arrangements to lessen incidents within your displays. Such arrangements should include but are not limited to:

- Anti-slip strips or coverings on the entrance/exit and interior steps
- Ensure all steps are dry
- Slide-outs and 5th wheel hitches covered to help prevent head injuries i.e., fun noodle, pipe insulation, plants, signage
- All space between units not considered an aisleway be secured i.e., plants, signage/roped off
- All carpeting or floor coverings secured i.e., tape, nails, vehicle tires, signage
- Any wiring of any type covered or secured. Wiring under carpet/floor coverings clearly marked i.e., caution tape or safety cones
- “Watch Your Step”/HOLD HANDRAIL (if applicable) signage

Staging: Starting Monday, March 11th you may begin to drop off units. The Staging lot is the field east of the show area past the electrical boxes. *The appropriate RVIA seal must be carried on all show units, prior to being moved into show display.

Exhibit Space: All exhibit space (inside or outside) must maintain a 6-foot unobstructed aisle between units, to include but not limited to steps, slide-outs and signage, etc.

Move-In: Please refer to your company’s scheduled time below.

<u>Tuesday, March 12th</u>	<u>8:00 AM</u>	<u>Wednesday, March 13th</u>	<u>8:00 AM</u>
Space # 120	General RV	Space # 100	Camping World
Space # 130	Giant Recreation World	Space # 110	Camping World
Space # 200	Blue Compass RV		

Show Units: This is a new RV product show. Only model year (2023) or newer will be permitted for display.

* A copy of the MSO must be on hand per possible on-site DMV inspections.

* A sign with dealership’s name must be posted in display.

Demo Units: NO demo units allowed.

Off-Premises Permit: Dealer must provide a copy to State Office prior to show opening. A completed form must be available on-site.

Department of Motor Vehicles (DMV)

Regional Administrator: Vidi Mojica

Processes: Vidi Mojica

4101 Clarcona-Ocoee Rd

Orlando, FL 32810

Phone: (407) 445-7400

Fax: (407) 445-7411

E-mail: DmvRegion5@flhsmv.gov

Move-Out: Any movement prior to the show ending at 4:00 PM on Sunday, March 17th will result in a \$500 fine per unit. Exhibitors may begin to move-out once Show Management has given the all clear. All units must be completely off the facility grounds by 5:00 PM on Tuesday, March 19th. Any units remaining after that time may be subject to a fine or towed by the facility at owner’s expense.

SUPPLIERS

Booth Specifications: Booths are located in a large tent on grass.

Each booth is a standard 10' x 10' with 8' high draped back wall and 3' high draped side rails to separate your space from adjoining booths.

Each booth is furnished with one 6' skirted table and 2 chairs, and one identification sign 7" x 44" with the contracted company name. No exhibit shall exceed 3' in height for the first 7' and no signs, flags or banners shall be taller than a total of 20'. Note: If you have 2 or more booths, side rails are not used in between spaces.

Solicitation: No distribution of any literature, giveaways, or presentations outside of your assigned booth area. Do not venture into aisle to reach a customer.

Sales Tax License: Each exhibitor is required to collect sales tax at a percent of 7.5%. Exhibitors must have Florida DOR Tax License on-site during the show.

Contact (800) 352-3671 or visit www.myflorida.com/dor/taxes/annual_resale_certificate_sut.html

Move-In: Exhibitors may start moving in on Wednesday, March 12th from Noon - 6:00 PM. Exhibitors **MUST** be fully set-up by Thursday prior to show opening at 9:00 AM. Exhibitors may enter show by 8:00 AM each day to prep/set-up booth.

Move-Out: Exhibitors may begin to break-down their booths once the show ends. Any movement prior to the show ending at 4:00 PM on Sunday, March 17th may result in a \$500 fine. All materials must be cleared out that night by 7:00 pm.

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|---|--------------------------------|
| 1. Cricket Mini Golf Carts | 11. Elite RV |
| 2. Cricket Mini Golf Carts | 12. RVRoof.com |
| 3. Defiance Tools | 13. Deep Sleep Solutions |
| 4. Nationwide Haul Truck & Trailer Repair | 14. Cellular Sales |
| 5. Vacation Village | 15. Cellular Sales |
| 6. Darren Thomas Glass | 16. Camping Signs |
| 7. Daiwa by US Jaclean | 17. Keystone Heights RV Resort |
| 8. Daiwa by US Jaclean | 18. Keystone Heights RV Resort |
| 9. Cutco | 19. Kracken Adventure Bikes |
| 10. Adventure Caravans | 20. Kracken Adventure Bikes |

Note: Booth assignments are subject to change on-site by Show Management.