



IMPORTANT SHOW INFORMATION

35th Annual Fort Myers RV Show

Florida RV Trade Association, REGION ONE

EXHIBITOR MANUAL

JANUARY 23 - 26, 2020

Thursday, Friday, Saturday: 10 a.m.-5 p.m.

Sunday: 10 a.m.-4 p.m.

Lee Civic Center

11831 Bayshore Road • North Ft. Myers, FL 33917

(239) 543-8368 • www.LeeCivicCenter.com

GIVE THIS MANUAL TO YOUR ONSITE SHOW MANAGER.

FAILURE TO COMPLY WILL RESULT IN ONSITE PROBLEMS THAT CAN BE AVOIDED.

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

SHOW OFFICE & CONTACT NUMBER
Jack Carver, Show Manager
Phone: (239) 482-6006
Email: jcarverj@embarqmail.com

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Florida RV Trade Association-Region 1
630 Astarias Circle, Fort Myers, FL 33919
Show Office: (239) 482-6006
Show Fax: (239) 489-1775
Email: jcarverj@embarqmail.com

State Office: (813) 741-0488

To: All Fort Myers RV Show Exhibitors:

This manual includes all of the information needed to complete your advanced and onsite planning for the Fort Myers RV Show. Please review this material carefully and complete the appropriate request forms needed for your display and employee entrance requirements.

Remember, it is mandatory to have your exhibit properly staffed during all show hours. The public that pays at 3:00 pm deserves the same courtesy as the public that paid at 11:00 am.

With your cooperation and advance planning, we can continue to ensure the excellence that has made the Fort Myers RV Show one of the largest and best-attended shows in the Southeast. Please do not hesitate to contact the FRVTA Region One President, Show Chairman, Show Manager or onsite show floor managers with your questions and concerns. We want to make sure your participation is profitable!

We look forward to seeing you on move-in day and continuing the successful event that has become the Fort Myers RV Show.

Everett Henkel III, RV Kountry
President, Region 1

Mike Harlan, North Trail RV Center
Vice President, Region 1

Denise Dull, Key Payroll Solutions, Inc.
Treasurer, Region 1

Mary-Kate Haller, Palm RV
Secretary, Region 1

Paul Graef, Camping World of Fort Myers
Director, Region 1

Jack Carver, **(239) 482-6006**
Show Manager, Region 1

GENERAL SHOW INFORMATION

WHERE:

Lee Civic Center (239) 543-8368
11831 Bayshore Road, North Ft. Myers, FL 33917

WHEN:

January 23–26, 2020

PUBLIC SHOW TIMES:

Thursday, January 23 -- Saturday, January 25, 10 a.m. - 5 p.m.
Sunday, January 26, 10 a.m. - 4 p.m.

ADMISSION:

Adults \$10.00 (\$2 Off Admission Price Thursday Only)
Children under 16 FREE with paid adult admission

PARKING:

Public parking is FREE courtesy FRVTA Region 1 and is included in the admission.

EXHIBITOR CAMPING:

Camping with full hookups is available onsite at the Lee Civic Center and is very reasonable and convenient. If you need to camp following Florida RV SuperShow in Tampa, please contact the Civic Center direct at <https://leeciviccenter.com/reservations> for your advance reservation. Due to county regulations, campfires are forbidden. Call (239) 543-8368 with any questions.

DIRECTIONS TO THE LEE CIVIC CENTER:

From Interstate 75, take exit 143. This is Bayshore Road. Head east for approximately 3 miles. The Lee Civic Center is located on the left. Enter the Civic Center complex at the rear of the building. The Show Office is located to the immediate left of the main rear entryway inside the Grand Hall.

Once you have located your booth in either the Grand Hall or Supplier Expo Hall, please off-load your vehicle and immediately remove it from the interior of the grounds to the official "Exhibitor Parking" area nearest to your booth location.

ALL EXHIBITORS (DEALERS & SUPPLIERS) MUST HAVE AN EXHIBITOR BUTTON TO ENTER THROUGH EXHIBITOR GATES ON SHOW DAYS. These will be presented before the show opens.

A CONTINENTAL BREAKFAST WILL BE AVAILABLE TO ALL EXHIBITORS

COMPLIMENTS OF REGION 1

ON SUNDAY, JANUARY 26 FROM 8 AM–10 AM

IN BOTH THE GRAND HALL AND SUPPLIER EXPO HALL.

SPECIAL INSTRUCTIONS

FLU SEASON:

We are in the midst of another flu season. It's suggested that both dealers and exhibitors provide a hand sanitizer for customers and staff to use regularly.

INSURANCE:

ALL exhibitors MUST provide insurance coverage for bodily injury liability with limits of at least \$100,000 per person, \$1 million per occurrence and property damage of at least \$100,000 per occurrence to cover themselves and their property at the show along with Workers Compensation coverage. Insurance protection against fire, theft or damage to the exhibitor materials must be carried at exhibitor's expense.

PROOF OF INSURANCE NAMING THE FRVTA AS ADDITIONALLY INSURED MUST BE ON FILE BEFORE MOVE-IN IS ALLOWED.

Description of Operations:

35th Annual Fort Myers RV Show, Jan. 22, 23, 24, 25, 26, 27, 2020, Lee Civic Center, N. Fort Myers, FL 33917. Certificate holder, FRVTA and its representatives are additional insured with respect to General Liability.

Certificate Holder:

Florida RV Trade Association
10510 Gibsonton Drive
Riverview, FL 33578

Email policies to pattyf@frvta.org or jcarverj@embarqmail.com.
If needed, you can also fax to the FRVTA State Office at (813) 741-0688.

ALL DEALERS:

Region 1 dealer members must display ONLY new and untitled recreation vehicle products that are legally covered by an existing manufacturer agreement. All sales efforts must follow Florida State law in regards to offsite sales activity. Compliance with this law is the responsibility of the individual dealer. The Florida RV Trade Association and Region 1 assume no liability in insuring compliance.

ALL EXHIBITORS:

Every vendor/dealer must have a representative in attendance, their booth staffed and RV units open during the specified show hours as set forth in the official Show Rules.

All exhibitors should avoid putting personal belongings (money boxes, purses, petty cash, etc.) under your table. Please locate them in a secure area. Previous theft incidents have occurred and we want everyone to be aware there are people waiting to take personal items.

THE FLORIDA RV TRADE ASSOCIATION AND REGION 1 EXPRESSLY PROHIBIT THE UNAUTHORIZED USE OF ANY COPYRIGHTED MUSIC IN ANY EXHIBIT.

GENERAL INSTRUCTIONS

RV DISPLAY EXHIBITORS:

This is a current model year and untitled units ONLY event. Dealers must provide a free and clear title upon delivery to purchaser.

- 1) NO UNITS MAY BE MOVED DURING SHOW HOURS. Units may be moved ONLY with Show Manager's permission before or after official show hours.
- 2) Please remember move-out time is 4:00 pm Sunday, January 26, 2020.

**ANY MOVEMENT OF ANY UNIT IN THE DISPLAY BEFORE 4:00 PM
SUNDAY, JANUARY 26, 2020 MAY RESULT IN A \$500.00 FINE.**

- 3) All products and display materials, except carpeting, must be confined to the actual limits of your assigned areas. No units or any part of the unit (including steps, slide-outs, mirrors and tail pipes) may extend into the aisles or other display areas. No tables, landscaping material, chairs, signs, steps or other materials may extend into the aisles.
- 4) The appropriate official RVIA seal must be carried on all show units prior to being moved/ displayed in show.
- 5) Electricity is available to all dealers within the Grand Hall and RV Pavilion as well as via previously ordered and paid for generators provided at your own expense.

SUPPLIER BOOTH EXHIBITORS:

- 1) Supplier booth assignments will be listed in booths at show site.
- 2) **Move-in begins on Wednesday, January 22, 2020 at 12:00 noon.**
- 3) Move-out time is 4:00 pm Sunday, January 26, 2020. ALL DISPLAY ITEMS MUST BE REMOVED FROM THE CIVIC CENTER HALL BY MIDNIGHT, SUNDAY, JANUARY 26, 2020.

**UNLESS PRIOR APPROVAL IS GIVEN,
ANY BOOTH TEARDOWN BEFORE 4:00 PM SUNDAY, JANUARY 26, 2020
WILL RESULT IN LOSS OF BOOTH STANDING.**

- 4) FRVTA Region 1 will supply: A standard draped booth consisting of a back wall and side rails. (10 wide x 10 deep—Supplier Expo Hall, 10 wide x 8 deep—Grand Hall)
 - One standard identification sign with the contracted company name
 - One six foot skirted table with two chairs.
- 5) Electricity is at an additional expense and should have been paid with your initial show contract payment. If you desire electricity and have not paid, please notify the Show Manager immediately. To access electricity, please contact your show booth floor manager to arrange with Civic Center staff to fulfill your needs. You must supply your own extension cord, recommended at least 25 feet long.
- 6) Advertising or selling RVs from booth space is prohibited and is allowed only in "official" dealer space.

NOTE: ALL FINAL PAYMENTS ARE DUE ONE WEEK PRIOR TO MOVE-IN.

SHOW SERVICES

Additional services, unless specified, are at your own expense.

SHIPPING & DECORATOR:

Expositions Etc. by Chene
Post Office Box 22978
St. Petersburg, FL 33742

(727) 577-1168
(727) 579-4974 (fax)
sl@expoetc-chene.com

Please contact Expositions Etc. by Chene to arrange additional decorator services.

RV UNIT EXTERIOR CLEANING (two services):

AALL BRITE RV CLEANING SERVICE

(352) 212-6494

Please contact Todd or Dawn in advance for exterior/interior unit cleaning services.

MOBILE WASH

(813) 900-6630

Please contact Ray Sutton in advance at carwash_mobile@yahoo.com.

NURSERY:

Palm Tree Nursery
11480 Bayshore Road,
North Ft. Myers, FL 33917

(239) 543-4806

Please contact the nursery in advance to arrange landscaping services.

PHONE/INTERNET SERVICE:

CenturyLink installation

1-800-339-1811

Please contact them in advance to arrange a phone line for your display.

OFF PREMISE SALES PERMIT:

Bureau of Dealer Services, Region 8
ATTN: Nancy Drao, Clerk
323 10th Ave., W, Suite 200
Palmetto, FL 34221

(941) 723-4551 office
(941) 723-4034 direct
(941) 723-4553 fax
NancyDrao@flhsmv.gov

- Dealers - This form MUST be completed and mailed 10 days in advance.
- Suppliers - You MUST have your Florida Department Of Revenue Sales Tax License onsite during each show day. (Lee County sales tax is 6.5%.)

ELECTRICITY (Dealers & Vendors)

Dealers: Electricity is available to all dealers within the Grand Hall and the RV Pavilion. No other electrical services are provided. Coach generators may be used as long as it doesn't spew significant fumes and/or noise. Should this occur, the generator must be shut off immediately.

Vendors: Electricity is at an additional expense and should have been paid with your initial show contract payment. If you desire electricity and have not paid, please notify the Show Manager immediately. To access electricity, please contact your show booth floor manager to arrange with Civic Center staff to fulfill your needs. You must supply your own extension cord, recommended to be at least 25 feet long.

DEALER MOVE-IN SCHEDULE--INTERIOR

Staging:

Begins on Monday, January 20, 2020 unless prior arrangements with the Show Manager have been made.

Security provided starting Monday night, January 20, 2020.

For Displays inside or near the Grand Hall, enter grounds from Bayshore Road and stage orderly in the parking area BEHIND the Grand Hall.

For Displays along the Midway and RV Pavilion, enter grounds from Old Bayshore Road, Gate 2 and stage orderly in the REAR of the campground area, to the right.

Tuesday - January 21, 2020

INTERIOR ONLY

TWO-DAY MOVE-IN, SET ALL UNITS FIRST THEN DECORATE!

9:00 AM

PALM RV | ALL SPACES

10:30 AM

11:00 AM

PALM RV | ALL SPACES

1:30 PM

2:00 PM

PALM RV | ALL SPACES

4:30 PM

4:30 PM—end

FINISH DISPLAYS | ALL SPACES

ALL UNITS MUST BE REMOVED FROM THE CIVIC CENTER HALL BY MIDNIGHT, SUNDAY, JANUARY 26, 2020. UNITS SHOULD BE PLACED IN THE STAGING LOT BEHIND THE CIVIC CENTER.

*-move-in schedule subject to change

DEALER MOVE-IN SCHEDULE—EXTERIOR

Tuesday - January 21, 2020

Staging:

Begins on Monday, January 20, 2020.

Security provided starting Monday night, January 20, 2020.

**For Displays inside or near the Grand Hall, enter grounds from Bayshore Road and stage orderly in the parking area BEHIND the Grand Hall.

**For Displays along the Midway and RV Pavilion, enter grounds from Old Bayshore Road, Gate 2 and stage orderly in the REAR of the campground area, to the right.

EXTERIOR ONLY

**TWO-DAY MOVE-IN, SET ALL UNITS FIRST THEN DECORATE!
STAGING STARTS MONDAY, JAN. 21**

8:30 AM

PALM RV (all outdoor spaces) | RV KOUNTRY (both spaces)
MOBILE HOME USA—(**Monday, Jan. 21 if possible**)

COACH HOUSE | SWFL RV RENTALS

LaMESA RV (all spaces)

|10:30 AM

11:00 AM

AIRSTREAM | CAMPING WORLD | SOUTHERN MARINE & RV
GERZENY'S RV WORLD (3 spaces near Supplier Hall)

1:00 PM

1:30 PM

NORTH TRAIL | SUN CAMPER | GERZENY'S RV (all spaces)

3:30 PM

4:00 PM —end

FINISH ALL DISPLAYS

ALL SPACES

ALL UNITS MUST BE OFF LEE CIVIC CENTER PROPERTY BY 5:00 PM, MONDAY, JANUARY 27, 2020. UNITS REMAINING AFTER 5:00 PM ON MONDAY WILL BE TOWED AT OWNERS EXPENSE UNLESS PRIOR ARRANGEMENTS ARE MADE.

*-move-in schedule as of January 1, 2020 & subject to change.

SHOW ACCOMMODATIONS

Following is a list of nearby hotels/motels for your consideration. The Lee Civic Center, site of the show, is off I-75, exit 143. It is not near any facilities. Please make your reservation quickly since this is the height of our local "season."

Camping with full-hook-ups is available at the Civic Center. Make your advance reservation at <https://leeciviccenter.com/reservations> or upon arrival. Phone is (239) 543-8368.

EXIT 141 (Palm Beach Blvd. (SR 80), closest to Civic Center)

- | | |
|----------------------|----------------|
| 1) COMFORT INN | 1-239-694-9200 |
| 2) WOODSPRING SUITES | 1-239-690-5026 |

EXIT 138 (State Road 82--The Forum)

- | | |
|---|----------------|
| 3) HYATT PLACE @ THE FORUM | 1-239 418 1844 |
| 4) HOLIDAY INN EXPRESS/SUITES @ THE FORUM
mid Fort Myers, off I-75 | 1-239-936-0410 |

EXIT 136 (Colonial Boulevard) Super Wal-Mart, Lowes, Home Depot, Applebee's, fast food restaurants, fuel. Nearby hotels about 3 to 4 miles west of I-75 with variety restaurants, Edison Mall

- | | |
|--|----------------|
| 5) HAMPTON INN & SUITES
Fort Myers-Colonial Blvd., 2.9 miles west of I-75, exit 136 | 1-239-931-5300 |
| 6) WOODSPRING SUITES
mid Fort Myers, 2 miles west of I-75, exit 136 | 1-239-274-0610 |
| 7) BEST WESTERN INN & SUITES
mid Fort Myers, 3.4 miles west of I-75, exit 136 | 1-239-278-3949 |
| 8) COURTYARD BY MARRIOTT
mid Fort Myers, 3.4 miles west of I-75, exit 136 | 1-239-275-8600 |
| 9) RESIDENCE INN BY MARRIOTT
mid Fort Myers, 3.5 miles west of I-75, exit 136 | 1-239-936-0110 |
| 10) SUBURBAN EXTENDED STAY
mid Fort Myers, 3.5 miles west of I-75, exit 136 | 1-239-938-0100 |

EXIT 131 (Daniels Parkway/Airport) Variety of restaurants & motels

- | | |
|--|----------------|
| 11) BEST WESTERN AIRPORT
south Fort Myers, 0.6 miles west of I-75, exit 131 | 1-239-561-7000 |
| 12) COMFORT INN & SUITES
south Fort Myers, just west of I-75, exit 131 | 1-239-939-5002 |
| 13) FORT MYERS AIRPORT HOTEL
south Fort Myers, just west of I-75, exit 131 | 1-239-454-0040 |
| 14) TRAVEL LODGE
south Fort Myers, just west of I-75, exit 131 | 1-239-561-1117 |
| 15) HAMPTON INN AIRPORT
south Fort Myers, just west of I-75, exit 131 | 1-239-768-2525 |
| 16) SPRINGHILL SUITES BY MARRIOTT
south Fort Myers, just west of I-75, exit 131 | 1-239-561-1803 |
| 17) SUPER 8 FORT MYERS
south Fort Myers, 3.5 miles west of I-75, exit 131 | 1-239-275-3500 |

EXHIBITOR IDENTIFICATION BUTTONS

Exhibitor Buttons will be presented to you upon checking in at either the show office or delivered to your booth. You will be provided with as many as required up to four (4) to properly staff your booth. Without a button, you and your staff cannot be admitted without a charge.

Requests for more than four (4) buttons will be considered on an individual basis. Buttons from previous FRVTA-sponsored trade shows are acceptable. Buttons/badges from the Florida RV SuperShow in Tampa are acceptable.

EXHIBITOR EMERGENCY CONTACT (optional)

It is infrequent but possible that problems may occur within one of the exhibits during the Fort Myers RV Show. For this reason, you are required to have a representative from your company named as an emergency contact.

Please either bring this form with you upon check-in or email to "pattyf@frvta.org." You can also fax it directly to the FRVTA State Office at (813) 741-0688.

Company Name: _____

Emergency Contact Name: _____

Phone # or Cell Phone Number: _____

Hotel Name & Phone Number if applicable: _____