

EXHIBITOR MANUAL  
for the  
**JACKSONVILLE FALL RV SHOW**

**October 10 – 13, 2019**

Clay County Agricultural Fair  
2493 State Road 16 West  
Green Cove Springs, FL 32043



**Regional President, Ken Loyd – Flamingo Lake RV Resort**

On-Site Show Managers:

Monday, October 7<sup>th</sup> – Thursday, October 10<sup>th</sup>

*Lesa Colvin, Show Director*

*Cell: 813-714-3443*

Monday, October 7<sup>th</sup> – Monday, October 14<sup>th</sup>

*Patty Flanagan, Regional Show Coordinator*

*Cell: 813-318-1487*

***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](http://www.frvta.org)

## **SHOW INFORMATON**

Show Hours: Thursday – Saturday 10:00 AM – 5:30 PM  
Sunday 10:00 AM – 4:00 PM

Admission: \$5 – Adults Children 12 and under Free

Parking: FREE

### **Directions:**

#### **From the North:**

- Take I-295 North to Exit 10, Roosevelt Boulevard/US-17/Park Avenue, approximately 22 miles.
- Turn Right onto Roosevelt Boulevard/US-17/Park Avenue, approximately 11.5 miles.
- Turn Right onto County Road 315, approximately 1.5 miles.
- Turn Left onto County Road 315, approximately 2.5 miles.
- Turn Right on State Road 16 West. The Clay County Agricultural Fair will be approximately a half down on the Left side of the road.

#### **From the South:**

- Take I-95 North to Exit 318, FL-16 toward Green Cove Springs/St Augustine, approximately 12 miles.
- Turn Left onto State Road 16/FL-16, approximately 9 miles.
- Turn Right onto State Road 13/FL-13, approximately 4 miles.
- Turn Left onto State Road 16/FL-16, approximately 5 miles.
- Turn Right onto Orange Avenue, approximately a half mile.
- Turn Left onto Ferris St/FL-16, approximately 3.5 miles.
- The Clay County Agricultural Fair will be approximately a half down on the Left side of the road.

## **SHOW SERVICES**

### **Accommodations:**

**Holiday Inn Express & Suites**

**1815 East West Parkway**

**Fleming Island, FL 32003**

**904-215-8900**

Rates start at:

\$129.00/night + tax

### **Exhibitor Camping:**

\$ 35/night plus taxes. Reservations are made through the facility website – [www.claycountyfair.org](http://www.claycountyfair.org).

**Electric, Telephone and DSL:** None available

## **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 without a charge. 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 last day to Show Manager or in the box provided.

**Parking:** All exhibitors are requested to park on the Northeast side of the show, closest to the agricultural office.

**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 an outstanding balance.

**Security:** There will be security beginning Monday, October 7<sup>th</sup>, over-night hours only.

Note: Make sure that all units are locked, windows closed and all electronics, including lighting have been turned off. 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 aisles or other exhibitor's display. Avoid 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 allowed in the outside displays provided that they do not exhaust into another exhibitor's display/booth.

**Food/Concessions:** Food will be available for purchase through a food truck located on the East side of the show. The concessionaire for the show which has no affiliation with FRVTA. Open during show hours only.

**Lost & Found:** All items should be turned into Show Management.

## **SUPPLIERS**

**Booth Specifications:** Booth are located on pavement. Each tent must be weighted down for safety purposes. Each booth exhibitor must supply their own pop-up tent, table and chairs.

**Booth Assignments:** Handled on a first come, first serve basis.

**Solicitation:** No distribution of any literature, giveaways, or presentations outside of your assigned booth area.

**Sales Tax License:** Each exhibitor is required to collect sales tax. Exhibitor must have Florida DOR Tax License on-site during show. Contact (850) 488-6800 or visit –

[https://floridarevenue.com/taxes/taxesfees/Pages/annual\\_resale\\_certificate\\_sut.aspx](https://floridarevenue.com/taxes/taxesfees/Pages/annual_resale_certificate_sut.aspx)

## **SUPPLIERS con't.**

**Move-In:** Exhibitors may start moving in on Wednesday, October 9<sup>th</sup> from Noon - 6:00 PM. Exhibitors MUST be fully set-up by Thursday prior to show opening at 10:00 AM. Exhibitors may enter show at 9:00 AM each day to prep/set-up booth.

**Move-Out:** Exhibitors may begin to break-down their booths once show ends. Any movement prior to show ending at 4:00 PM on Sunday, October 13<sup>th</sup> may result in a \$500 fine.

## **DEALERS**

**Staging:** Starting Monday, October 7<sup>th</sup> you may begin to drop off units. The facility will not accept any units prior to this date. Please use the field at the South end of the property.

\*The appropriate RVIA seal must be carried on all show units, prior to being moved into show display.

**Move-In:** All dealerships are allowed to move in beginning on Monday, October 7<sup>th</sup> after 1pm. Please be prepared to work with your neighbors to ensure everyone gets moved-in safely.

**Show Units:** This show is for NEW RV product ONLY (2019 and newer). You must be able to provide a free and clear title upon delivery to purchaser.

- \* 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-Premise Permit:** A completed copy of the off-premise permit must be on display at all times and a copy provided to the State Office prior to show opening.

***Department of Motor Vehicles*** (DMV)

Attention: Thomas Norris

3200 Armsdale Road, Suite 13, Jacksonville, FL 32218

Phone: (904) 924-1524 Fax: (904) 924-1525

**Bee Back Passes:** Upon move-in or first day of show, each Dealer, (authorized rep from company), will receive 25 "Bee Back" passes. These passes are to be used for customers interested in returning to the show on another day to discuss a sale and/or purchase. Please provide your company name on the "Bee Back" as the customer will need to present the pass at ticket gate for entrance. If you require additional passes, please see Show Manager.

**Move-Out:** Any movement prior to show ending at 4:00 PM on Sunday, October 13<sup>th</sup> will result in a \$500 fine. 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 Monday, October 14<sup>th</sup>. Any units remaining after that time may be subject to a fine or towed by the facility at owner's expense.