

EXHIBITOR MANUAL  
for the  
**WEST PALM BEACH FALL RV SHOW**

**November 10 - 13, 2022**

South Florida Fairgrounds  
9067 Southern Boulevard  
West Palm Beach, FL 33411  
Facility: 561-790-0333



**Regional President, Craig Waits – Waits RV Center**

On-Site Show Managers:  
*Patty Flanagan, Regional Show Coordinator*  
*Cell: 813-318-1487*  
Monday, November 7<sup>th</sup> – Monday, November 14<sup>th</sup>

***Please take time to carefully review these materials as they will save you time and money to help make your experience more profitable and enjoyable. Please share this manual with all personnel working your 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 – Sunday 10 AM – 5 PM

Admission: \$10 – Adults Children 12 and under Free

Parking: FREE

**Directions:** The South Florida Fairgrounds is 1.5 miles West of the Florida Turnpike and 1 mile East of 441/SR7.

**From I-95 South:** Exit at Southern Boulevard, Exit # 68. Go west approximately 7 miles to Sansburys Way/Lyons Road. The fairgrounds will be on your Right, between Sansburys Way/Lyons Road and Fairgrounds Road.

**From I-95 North:** Exit at Belvedere Road, Exit # 69. Go west approximately 7 miles to Sansburys Way. Turn Left on Sansburys Way. Go south for about 1/3 mile. The fairgrounds will be on your Right.

**From Turnpike South:** Take Exit # 97, Southern Boulevard. Go West 1.5 miles to Sansburys Way/Lyons Road. The fairgrounds will be on your Right, between Sansburys Way/Lyons Road and Fairgrounds Road.

**From Turnpike North:** Take Exit # 99, Okeechobee Road. Go West 1.5 miles to Sansburys Way. Turn Left on Sansburys Way and go south approximately 1 mile. The fairgrounds will on the right between Southern Boulevard and Process Road.

## SHOW SERVICES

### **Accommodations:**

#### **Holiday Inn Palm Beach**

1301 Belvedere Road  
West Palm Beach, FL 33405  
(561) 659-3880

#### **Hampton Inn – Lake Worth Turnpike**

8205 Lake Worth Road  
Lake Worth, FL 33467  
(561) 472-5980

#### **Hawthorn Suites by Wyndham**

301 Lambertson Drive  
West Palm Beach, FL 33401  
(561) 472-7000

#### **Rates Starting From:**

\$ 178.00/night + taxes

\$ 204.00/night + taxes

\$ 199.00/night + taxes

#### **Holiday Inn Express**

2485 Metrocentre Boulevard  
West Palm Beach, FL 33407  
(561) 472-7020

#### **Double Tree by Hilton**

1808 South Australian Avenue  
West Palm Beach, FL 33409  
(561) 689-6888

#### **Fairfield Inn & Suites**

2045 Vista Parkway  
West Palm Beach, FL 33411  
(561) 227-3040

#### **Rates Starting From:**

\$ 185.00/night + taxes

\$ 207.00/night + taxes

\$ 199.00/night + taxes\*\*

\*\*Group reservation link - <https://www.marriott.com/event-reservations/reservation-link.mi?id=1666265403290&key=GRP&app=resvlink>

### **Exhibitor Camping:**

#### **South Florida Fairgrounds**

9067 Southern Boulevard  
West Palm Beach, FL 33411  
(561) 793-0333

\*Reservations made onsite with security

#### **Rates start at:**

\$ 35.00/night

#### **Lion Country Safaris KOA**

2003 Lion Country Safari Road  
Loxahatchee, FL 33470  
(561) 793-9797 or (800) 562-9115

[www.koa.com/where/fl/09310/](http://www.koa.com/where/fl/09310/)

\$ 113.00/night + taxes

**Electric:** Order form available on website:

<https://www.frvta.org/exhibitors/exhibitor-info-palm-beach-rv-show/>

## **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. 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 the Show Office for a cost of \$1.00 per. Exhibitor buttons may be returned on last day to Show Manager or in the box provided.

**Parking:** Exhibitors are requested to park on the Northwest (left) of the show entrance.

**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, November 7<sup>th</sup>, including over-night.  
Note: The fencing is closed each night at approximately 6:00 PM and will re-open at 8:00 AM. 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 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 allowed in the outside displays provided that they do not exhaust into another exhibitor's display/booth.

**ATVs/Golf Carts:** May be shown for display purposes ONLY. No For Sale signs are permitted.

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

**Food/Concessions:** Food will be available for purchase through South Florida Fairgrounds, the authorized concessionaire for the facility which has no affiliation with FRVTA. Open during show hours only.

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

## DEALERS

**Staging:** Starting Monday, November 7<sup>th</sup> you may begin to drop off units. Please stay to the North of the grass area.

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

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

### Tuesday, November 8<sup>th</sup>

8:00 AM	Palm Beach RV	Space # 2
	Copley's RV Center	Space # 4
12:00 PM	North Trail RV Center	Space # 5
	Palm Beach RV	Space # 1
	Great Time RV's	Space # 9

### Wednesday, November 9<sup>th</sup>

8:00 AM	Available	Space # 6
	Waits RV Center	Space # 7
	Available	Space # 8

**Show Units:** This is a new and used RV products show – 2:1 new/used ratio.

- \* A copy of the MSO or a used title signed over into dealership's name must be on hand per possible on-site DMV inspections.
- \* Signage with dealership's name must be posted in display.

**Demo Units:** 1 demo unit per dealership is permitted.

**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:

901 Northpoint Parkway

Suites 115 - 116

West Palm Beach, FL 33407

Phone: (561) 640-6820

Fax: (561) 640-6835

Email: [dmvregion9@flhsmv.gov](mailto:dmvregion9@flhsmv.gov)

**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 5:00 PM on Sunday, November 13<sup>th</sup> will result in a \$500.00 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, November 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.

## SUPPLIERS

**Booth Specifications:** All booths are located in the grass area in the center of the show. We are providing a 10' x 10' tent, you will need to provide your own tables and chairs.

**Solicitation:** No distribution of any literature, giveaways, or presentations are permitted 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)

**Move-In:** Exhibitors may start moving in on Wednesday, November 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 5:00 PM on Sunday, November 13<sup>th</sup> will result in a \$500.00 fine. All materials must be cleared from the South Florida Fairgrounds by Midnight, Sunday, November 14<sup>th</sup>.