

EXHIBITOR MANUAL
for the
WEST PALM BEACH FALL RV SHOW

November 9 - 12, 2023

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:
Lesa Colvin, Show Director
Cell: 813-714-3443
Monday, November 6th – Monday, November 13th

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

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

Rates Starting From:

\$ 118.00/night + taxes

\$ 180.00/night + taxes

\$ 166.00/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:

\$ 168.00/night + taxes

\$ 142.00/night + taxes

\$ 154.00/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

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/

Rates start at:

\$ 35.00/night

\$ 125.00/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 6th, 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

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, November 6th 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 7th

8:00 AM	Palm Beach RV	Space # 2
	North Trail RV Center	Space # 3
	Copley’s RV Center	Space # 4
12:00 PM	Palm Beach RV	Space # 1
	LaMesa RV Center	Space # 5
	Great Time RV’s	Space # 8

Wednesday, November 8th

8:00 AM	Waits RV Center	Space # 6
	Lazy Days RV	Space # 7

Show Units: This is a new and used RV products show – no age restrictions on used.

- * 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

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 12th 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 13th. 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

Move-In: Exhibitors may start moving in on Wednesday, November 8th 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 12th will result in a \$500.00 fine. All materials must be cleared from the South Florida Fairgrounds by Midnight, Sunday, November 12th.