

EXHIBITOR MANUAL
for the
PANHANDLE RV SHOW

October 24 – October 27, 2019

Emerald Coast Convention Center
1250 Miracle Strip Parkway Southeast
Ft. Walton Beach, FL 32548
Facility: 850-609-3800



Regional President, John Schuster – Dixie RV SuperStores

On-Site Show Managers:
Monday, October 21st – Monday, October 28th
Dave Kelly, Marketing Director
Cell: 813-714-3445

Please take time to carefully review these materials as they can save you time, money and help you make your experience more profitable and enjoyable. Please share this with all personnel working the 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 – 6PM Sunday, 11AM – 5PM

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

Parking: FREE

Directions:

From Interstate 10 East or West:

Take Exit 56, State Road 85, toward Crestview / Niceville

Go South on State Road 85 to FL 123 / Roger J Clary Highway

Keep Right at the fork, follow signs for State Road 85 S and merge onto FL-85 S / Eglin Parkway

Turn Left on Perry Avenue Southeast

Turn Left onto US-98 / Miracle Strip Parkway Southeast

Cross the Brooks Bridge onto Okaloosa Island

Turn Left at the second traffic light into the Emerald Coast Convention Center

SUPPLIERS

Booth Specifications: Each booth exhibitor must supply their own pop-up tent, table and chairs. The tent will have to be weighted as the facility does not permit staking.

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

Move-In: Exhibitors may start moving in on Wednesday, October 23rd 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 at 8:00 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, October 27th will result in a \$500 fine.

DEALERS

Staging: Starting Monday, October 21st you may begin to drop off units.

*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, October 22nd

8:00 AM	Gander RV of Gulf Breeze	Space # 210
	RV Connections	Space # 220
	Dixie RV SuperStores	Space # 300

Show Units: This show is for new and used RV products, 2015 and newer with a ratio of 75% new to 25% used. You must be able to provide a free and clear title upon delivery to purchaser.

- * 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.
- * 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: Laura Keiser

6030 County Road 2321, Panama City, FL 32404

Phone: (850) 767-3660 Fax: (850) 872-7764

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, October 27th 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 22nd. Any units remaining after that time may be subject to a fine or towed by the facility at owner's expense.

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 thru the ticket gates without being charged. 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 will 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 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 Southeast 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 an outstanding balance.

Security: There will be security beginning Monday, October 21st, including over-night.

Note: Make sure that all units are locked, windows closed and all electronics, including lighting has 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.

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 Aramark, the authorized concessionaire for the show and the Emerald Coast Convention Center, which has no affiliation with FRVTA. Open during show hours only.

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