

EXHIBITOR MANUAL
for the
PALM BEACH OUTLETS SUMMER RV SHOW

June 20 - 23, 2019

Palm Beach Outlets
1751 Palm Beach Lakes Boulevard
West Palm Beach, FL 33401
Facility: 561-515-4400



Regional President, Susan Squillace – Great Time RV's

On-Site Show Managers:
Patty Flanagan, Regional Show Coordinator
Cell: 813-318-1487
Monday, June 17th – Monday, June 24th

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 INFORMATION

Show Hours: Thursday – Sunday 10 AM – 5 PM

Admission: FREE

Parking: FREE

Directions: The Palm Beach Outlets is just East of I-95 on Palm Beach Lakes Blvd. and Congress Ave.

From I-95 South: Take I-95 North to Palm Beach Lakes Blvd., Exit # 71. Turn Right onto Palm Beach Lakes Blvd. Turn Left at the 4th light, Congress Ave. Go approximately ¼ mile to traffic light (Presidential Way and Mall Entrance) and turn left. The show will be on the right side of the entrance to the mall.

From I-95 North: Take I-95 North to Palm Beach Lakes Blvd., Exit # 71. Turn Right onto Palm Beach Lakes Blvd. Turn Left at the 3rd light, Congress Ave. Go approximately ¼ mile to traffic light (Presidential Way and Mall Entrance) and turn left. The show will be on the right side of the entrance to the mall.

Accommodations:

Hampton Inn – Turnpike

2025 Vista Parkway
West Palm Beach, Florida, 33411
(561) 682-9990

Hawthorn Suites by Wyndham

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

Rates Starting From:

\$118.00/night + taxes

\$128.00/night + taxes

Exhibitor Camping:

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:

\$75.00/night + taxes

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: Exhibitors are requested to park on the Southwest (left) of the displays.

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 over-night security beginning Monday, June 17th. 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: No concessions provided for this event. All food / drink is the responsibility of the exhibitor.

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

DEALERS

Staging: Starting Monday, June 17th you may begin to drop off units into your designated space **ONLY**.
*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, June 18th

| | | |
|----------|------------------------|-----------|
| 8:00 AM | Palm Beach RV | Space # 8 |
| | Copley's RV | Space # 7 |
| | Sun Camper Liquidators | Space # 5 |
| | Interstate RV | Space # 1 |
| 12:00 PM | Airstream of S Florida | Space # 6 |
| | Waits RV Center | Space # 4 |
| | Great Time RV | Space # 3 |

Wednesday, June 19th

| | | |
|---------|---------------|-----------|
| 8:00 AM | Ready Network | Space # 2 |
| | Walter Agency | Space # 2 |

Show Units: This is a new and used RV products show – 2008 & newer with a 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: No demo units permitted for this event.

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: Cathy Coleman

901 Northpoint Parkway

Suites 115 - 116

West Palm Beach, FL 33407

Phone: (561) 640-6820 Fax: (561) 640-6835

Bee Back Passes: Upon move-in or first day of show, each Dealer, (authorized rep from company), will receive "Bee Back" passes, amount based on square footage purchased. 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, June 23rd 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, June 24th. Any units remaining after that time may be subject to a fine or towed by the facility at owner's expense.

SUPPLIERS

Booth Specifications: Are booths are located on pavement in Space # 2. You will need to provide your own 10' x 10' tent, table and chairs.

Solicitation: No distribution of any literature, giveaways, or presentations is 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 (800) 352-3671 or visit www.myflorida.com/dor/taxes/annual_resale_certificate_sut.html

Move-In: Exhibitors may start moving in on Wednesday, June 19th 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, June 23rd will result in a \$500.00 fine. All materials must be cleared from the Palm Beach Outlets by Midnight.