

# **Florida RV Trade Association Uniform Show Policy and Rules**

**As Approved by the  
FRVTA Board of Directors**

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**Revised July 9, 2019**



# **FLORIDA RV TRADE ASSOCIATION**

## **REGIONAL SHOW RULES**

### **Section 1 – Administrative**

#### **DATES AND LOCATIONS**

A region must review and approve continuing or adding a show with all discussion placed in the form of a motion and noted in the Regional meeting minutes, then:

#### **To maintain an existing show a Region must:**

1. Notify the FRVTA Show Staff of their intent to continue with the show no less than four months **after** closing of show or before June of the same calendar year. Unless otherwise informed, FRVTA Show Staff will contract for a similar time frame and in the same facility as previous show.

#### **To create a new show a Region must:**

##### **Previously used facility:**

1. Notify the Board of Director's Show Committee no less than 120 days prior to the opening day of the show.

##### **New facility:**

1. Notify the Board of Director's Show Committee no less than 150 days prior to the opening day of the show.

**All discussion must be placed in the form of a motion and noted in the Regional meeting minutes.**

#### **REGIONAL MEETING**

To hold a Show Space Drawing a region must:

1. Hold regional show space drawing at a regional meeting no later than 120 days before the opening day of the regional show.
2. Inform all regional members and dealer members of the regional meeting, in memo form, 30 days prior to the meeting.

The memo will state:

- |                                    |                            |
|------------------------------------|----------------------------|
| a. Date                            | e. Show Drawing procedures |
| b. Time                            | f. Estimated space cost    |
| c. Location                        |                            |
| d. Amount of Show Deposit required |                            |

At this regional meeting the following logistical requirements will be determined:

- |  |                      |
|--|----------------------|
| a. Public Admission Prices & Discounts           | e. Concessions       |
| b. Public Show Hours                             | f. Seminars          |
| c. Showing of either NEW, USED, or BOTH products | g. Giveaways         |
| d. Number of move in/out days                    | h. Demo Units        |
|  | i. Entertainment     |
|  | j. Vendors/Suppliers |

FRVTA Show Staff recommends all Regions adopt the Regional Point System.

### **SHOW COMMITTEE**

Each region MUST establish a Show Committee with a Show Committee Chairman by October of the previous show year. This Show Committee should consist of at least one dealer and one supplier member who will be exhibiting in the show.

The Show Committee Chairman will:

1. Act as a liaison between the region and the FRVTA Show Staff
2. Supply judgment calls and directional guidance when required
3. Be present during show move-in if possible

Prior to the space selection meeting, the Show Committee will determine, alter or approve the:

- a. Number of display spaces a dealer/supplier will be allowed to choose with a given draw
- b. Order and process of space drawing
- c. Show Layout
- d. Advertising Budget and Allocation
- e. Show Expense Budget

### **SHOW LAYOUT**

Shall include:

- |                                  |                |
|----------------------------------|----------------|
| 1. All space dimensions          | 4. Exits       |
| 2. Aisle widths                  | 5. Concessions |
| 3. Public and Exhibitor entrance | 6. Restrooms   |

### **ADVERTISING BUDGET AND ALLOCATION**

Shall include:

- |                    |           |                     |
|--------------------|-----------|---------------------|
| 1. Media placement | 2. Budget | 3. Production costs |
|--------------------|-----------|---------------------|

NO changes may be made to the Advertising Breakdown 60 days prior to the opening day of the show.

### **SHOW EXPENSE BUDGET**

Shall include:

- |                                      |                          |
|--------------------------------------|--------------------------|
| 1. All planned and expected expenses | 2. Estimated show income |
|--------------------------------------|--------------------------|

This budget shall also be the basis for the square footage cost. All bulk space revenue is calculated at 80% of available display space. The budget shall be computed at break-even using bulk space income to cover cost, at a minimum. Any show budgeted to lose money must be approved by the Region members at a regularly scheduled meeting.

After obtaining full approval from the Show Committee, FRVTA Show Staff will work within these guidelines to produce the Regional Event. FRVTA Show Staff will contact the Show Committee Chairman in the event of deviation from the approved show parameters.

Changes to the above information can be made only in the event that Public Authority has denied the original plan or it is deemed logistically impossible by the FRVTA Show Staff and Show Committee.

If a Region opts to hold more than one regional show in a fiscal year, there will be a \$2,000.00 consulting fee added to the additional show's budget.

### **SHOW DRAWING**

To qualify to select space a dealer/supplier must:

1. Be a member in good standing of the Florida RV Trade Association and the applicable region.
2. Have no outstanding financial obligations to either the FRVTA and/or the applicable region.
3. Have an authorized representative of the dealer/supplier member present at the regional draw meeting. See Section 3, Show Contract, number 4.
4. Be in compliance with S. 320.3203 and S. 320.771 of the Florida Statutes.

### **SUB-LEASING**

There will be NO sub-leasing of show space by any contracted exhibitor.

### **PAYMENTS**

Any exhibitor defaulting on any payment made on a show will be prohibited from taking space in any FRVTA event until such obligation has been met. This exhibitor will also be required to make 50% deposit in cash or cashiers check for exhibit space in the next event in which said exhibitor wishes to participate.

All final payments are due 30 days prior to the first move-in day. If the final payment has not been fully paid for 30 days prior to the first move-in day, FRVTA reserves the right to resell show space and retain all deposits and/or payments.

An exhibitor will not begin move-in, until full payment is received. FRVTA Staff and Show Committee Chairman must approve exceptions.

All Show Deposits are property of FRVTA and/or the applicable region. There are no refunds.

### **ACCOUNTING**

FRVTA will produce the show receiving all show income, and show related bills, then paying all show expenses with accumulated monies.

FRVTA Show Staff shall be responsible for verifying all monies received and spent for the show, in writing, no less than 60 days following the last public show day. The Region will receive all proceeds after show expenses have been paid.

A representative of the Show Committee is requested during ticket reconciliation to ensure all gate receipts are accounted for correctly.

### **BEE BACK PASSES AND COMPLIMENTARY TICKETS**

Each dealer exhibitor will receive a total of 25 passes. This provision does not include supplier booths.

In the event that an exhibitor hands out all complimentary passes allotted to their display; they may purchase additional passes from the FRVTA Show Staff. The price per pass will be at a rate equal to one half of the standard adult admission cost of the pertinent show.

Complimentary tickets are strictly at the discretion of the Regional Show Committee.

### **EXHIBITOR BUTTONS**

The maximum buttons a dealer may receive is 20 exhibitor buttons given on a complimentary basis, regardless of space size. Suppliers are allotted a maximum of 10 buttons. Exhibitors may purchase additional buttons at a cost of \$1.00 per.

## **Section 2 – Supplier/Vendor Booths**

### **SHOW CONTRACT**

NO Supplier/Vendor contract will be accepted without:

1. A certificate of insurance denoting;
  - a. Florida RV Trade Association as additionally insured
  - b. Dates and location of regional show
2. A deposit of half booth cost.
3. Amount and cost of Supplier Booths contracted for.
4. Name of authorized supplier representative to be in charge of show display. This authorized representative will act as liaison to the FRVTA Show Staff.

### **DEMO UNITS**

Supplier/Vendors are NOT allowed to demonstrate or allow a consumer to operate ANY motorized or rideable unit.

## **Section 3 – Dealer Bulk Display Space**

### **SHOW CONTRACT**

Each exhibiting Dealer must sign and complete a written contract with the applicable region and the FRVTA.

This contract will denote the following information:

1. Amount and cost of Square Footage contracted for.
2. All manufacturer product names and applicable lines to be exhibited, in compliance with S. 321.771 and S. 320.3203 of the Florida Statutes.
3. Name of authorized dealer representative to be in charge of show display. This authorized representative will act as liaison to the FRVTA Show Staff.
4. To execute, contract must be signed by an Owner/Dealer Principal/Corporate Officer or a Designated Signer. FRVTA must receive written notification on FRVTA Form or company letterhead, from an Owner/Dealer Principal/Corporate Officer appointing a Designated Signer to complete contract.

All paragraphs, phrases, writings or line items in the applicable Regional Show Contract shall be deemed a part of the Regional Show Rules.

## **DEMO UNITS**

Dealer demo units must be same make, model and year of that which is being displayed. There will be NO signage of any kind on the demo unit.

## **EXHIBITING OF DEALER MANUFACTURER LINES {IN-REGION}**

To qualify for the right to a specific manufacturer's product line, a dealer must be an authorized representative of that product, within the region.

If more than one dealer, in the Region, qualifies to represent the same line make, each dealer will be eligible to select space and display this line.

*\*Note: Manufacturer/Dealer Agreements and Florida Statutes S. 320.771 and S. 320.3203 will take precedence over this clause.*

Additional authorized manufacturer lines may be added to a dealer's show contract by notifying FRVTA Show Staff in writing.

## **EXHIBITING OF DEALER MANUFACTURER LINES {OUT OF-REGION}**

All Out-of-Region dealers wishing to participate in a regional show, outside of their own region, may purchase space 14 days after the host regional show drawing on a first come, first serve basis.

An Out-of-Region dealer is prohibited from showing any product line that has been listed on a Host Region Dealer contract.

All regional shows are subject to compliance with Ch. 320, Fla. Statutes, and manufacturer/dealer agreements establishing areas of sales responsibility for particular line makes. In the event there is a conflict between the allocation of regional show space and a dealer's area of sales responsibility set forth in its manufacturer/dealer agreement, the manufacturer/dealer agreement will prevail.

Violation of Ch. 320, Fla. Statutes, or area of sales responsibilities set forth in the manufacturer/dealer agreements will be deemed a violation of these Regional Show Rules and the by-laws of the FRVTA. A first violation will result in the 12 month suspension from all FRVTA RV shows including the FRVTA SuperShow. A second violation will result in a revocation of membership in the FRVTA and permanent ban from FRVTA RV shows including the FRVTA SuperShow.

## **OUT OF-REGION DRAW RULES**

The FRVTA regional show schedule will be sent to all dealers as soon as it has been approved by the FRVTA Board of Directors.

Once the schedule is received, a dealer may enter the dealership's name for consideration for space, at any regional show, by faxing or scan and emailing in the form provided. The received forms will be placed on the individual show waiting list in the chronological order that they were received.

Once the regional drawing has taken place and if space is available, there is 14 day waiting period to insure that all region dealers have been given the option of drawing space. Out of region dealers then will be called according to the list that has been compiled. The order of draw will be determined by the date and time that the aforementioned form is received in the state office.

These rules are intended to supplement the existing regional show rules to insure fairness and promote the success of all FRVTA regional shows.