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THE 34th ANNUAL FLORIDA RV SUPERSHOW

This Exhibitor Service Kit provides all the information needed to assist with operating your display. THE PERSON RESPONSIBLE FOR YOUR EXHIBIT MUST OBTAIN A COPY OF THIS SERVICE KIT.

> Industry Day Tuesday, January 15, 2019 10:00 AM - 4:00 PM

Public Show January 16 - 20, 2019 Wednesday - Saturday, 9:00 AM - 6:00 PM Sunday, 9:00 AM - 5:00 PM

SHOW PURPOSE

This Florida RV SuperShow is conducted exclusively for the display of recreational vehicles, related industry businesses, supplier accessories and services. It is for the promotion and stimulation of interest in and demand for the industry's products in general.

The Florida RV SuperShow is an integral part of the function of FRVTA as a State Trade Association working for and representing manufacturers and suppliers in the recreational vehicle field. The Show constitutes a part of the Association's educational program. It provides a forum for recreational vehicle dealers to advance their knowledge in the industry and for the introduction of new products and services.

NOTE: Addendum to Contract, Rules and Regulations - All exhibitors and/or exhibitors' agents or personnel are strictly prohibited from making sales, taking orders either written or oral or completing contracts for the sale of merchandise on the floor of the Show or in any area controlled by FRVTA Show Management. Any questions should be directed to Dave Kelly or Lesa Colvin at (813) 741-0488.

REGISTRATION OFFICE

The Registration Office will be located in an office trailer adjacent to the Orient Road entrance of the Florida State Fairgrounds beginning December 31, 2018 (Closed on January 1, 2019). Hours: 8:00 AM - 5:00 PM. All exhibitor and show credentials MUST BE obtained through this office.

EXHIBITOR SERVICE DESK

The Decorator/Freight Service Desk will be located on the east end of the Supplier Building "B" (Entertainment Hall) and in the northwest corner of Supplier Building "A" (Arena). The Credentials Building of the Florida State Fairgrounds will be able to assist with all facility inquiries.

SHOW OFFICE

The Show Office will be located in an office (trailer) in front of the Fla. Living Center, Lakeside South, beginning Monday, January 7, 2019. If you have any questions or problems relating to the service contractors or the show operations, please feel free to bring them to our attention.

FIRE REGULATIONS AND CODES

STATE OF FLORIDA FIRE REGULATIONS REQUIRE THAT:

- 1. Units requiring fuel have only a sufficient quantity to permit the placement and removal of the unit to and from the Florida State Fairgrounds.
- 2. ALL FUEL TANKS SHOULD be TAPED and SEALED.
- 3. All inside EXHIBITS only: ALL BATTERY CABLES must be DISCONNECTED and TAPED.
- 4. All lines on BOTTLE FUEL TANKS SHOULD be OPENED, EMPTY, and DISCONNECTED.
- 5. All draping or display materials of cloth or paper texture, leaves, etc., must be fire proofed.
- 6. Absolutely no storage of any kind will be permitted in or behind an exhibitor's booth.
- 7. Absolutely NO CUT TREES will be permitted.

Each exhibitor is responsible for observing the above Regulations within their space - NO EXCEPTIONS. If you have questions or concerns, check with Show Management or your Floor Manager.

The following are the State of Florida uniform fire safety requirements and shall be applied at all shows, trade, commercial or otherwise and shall apply whether the exhibit is open or closed to the public.

The State of Florida Fire Prevention Bureau must approve the following activities in advance:

- 1. The display and operation of any heater, barbecue, heat-producing device, open flame, candles, lamps, lanterns, torches, etc.
- 2. The display or operation of any electrical, mechanical, or chemical device, which may be deemed hazardous by the Florida Fire Prevention Bureau.
- 3. The use of, or storage of flammable liquids, compressed gases or dangerous chemicals.
- 4. Any auto, truck, motorcycle, or other motorized vehicles displayed shall have their batteries removed (or battery cables removed) and their fuel supplies reduced to not more than one-fourth (1/4) tank full. All motor vehicles' tanks containing fuel, or which have ever contained fuel, shall be furnished with locking type caps or sealed with tape to prohibit "viewers" inspection.
- 5. No parking of any vehicles, unless approved, is allowed in the building. Cars and trucks shall be removed immediately after unloading.

OBSTRUCTIONS

- 1. Aisles and exits, as designed on approved show plans, shall be kept clean, clear and free of obstructions. Booth construction shall be substantial and fixed in position in a specified area for the duration of the show. Easels, signs, etc., shall not be placed beyond booth into aisles. All interior display aisles must be maintained at no less than 6' of unobstructed passage to include but not be limited to stairs, awnings, slide-outs, etc.
- 2. Exit identification and designation of the way thereto, shall be provided and maintained at all times.

FIRE EXTINGUISHING AND ALARM EQUIPMENT

- 1. Approved fire extinguishing equipment is located throughout the building. Additional approved type fire extinguishers may be required on orders of the State of Florida Fire Bureau Inspector. Accordingly, the extinguishing equipment shall remain free of any obstructions and shall be plainly visible at all times.
- 2. The Show Manager shall advise all exhibitors of the building's fire alarm system, locations of stanchions, standpipes, and fire response.

UTILITY SERVICE

1. Electrical and gas installation shall be made in accordance with applicable National Fire Protection Association's standards.

FLAME RETARDANT TREATMENT

- 1. All decorations, drapes, signs, banners, acoustical materials, mulch, hay, straw, moss, split bamboo, plastic cloth and similar decorative materials shall be flame-retardant to the satisfaction of the State of Florida Fire Prevention Bureau. Canvas, cloth, cardboard, leaves, cut trees or similar combustible material shall not be used. Accordingly, oilcloth, tarpaper, sisal paper and certain other plastic materials cannot be made flame retardant and their use is prohibited.
- 2. All tents or tent like structures must be fire resistant and have certification of such on-site and available for inspection at all times.

COMBUSTIBLES

- 1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.
- 2. Show Management shall assume responsibility for daily adequate janitorial and rubbish pick-up service and shall advise all exhibitors that booths shall be cleaned of combustible rubbish daily.

The following rules and regulations have been developed to provide a well-balanced, well-regulated, attractive and successful show while maintaining fairness to all exhibits and encouraging creativity in displays. No exception to these rules will be permitted and FRVTA Show Management reserves the right to enforce strict compliance.

Show Management reserves the right to prohibit any exhibit or part thereof, which, in their opinion, violates the agreement described below or is in other way not suitable to and in keeping with the educational character and spirit of the show. Management further reserves the right to close an exhibit which is found to violate the agreement described below during the course of the show; or, to refuse to permit the exhibitor to exhibit in one or more future FRVTA Shows by reason thereof.

1. CHARACTER OF EXHIBIT

In compliance with "purpose" of the FRVTA Show, each exhibitor agrees:

- a) To exhibit <u>ONLY</u> "2019 or Newer" products of their own manufacturers and not completed products of other manufacturers (except as may be outlined in the Exhibit Rules and Regulations), comprised of materials, equipment, apparatus, systems, services and other component products pertinent to the recreational vehicle industry.
- b) To display such "2019 or Newer" products or services in a manner which is intended to describe and depict the advantages of using such products or services. A display board containing facts pertinent to the construction of the exhibit's product and that products's F.O.B. Factory based price may be displayed.

2. RULES, REGULATIONS, CONTRACT TERMS, CONDITIONS & AMENDMENTS

Show Management shall have power in the interpretation and enforcement of all rules contained herein and in the terms and conditions of the contract and show office materials.

Each rule and regulation set forth herein shall be deemed to stand by itself unless otherwise indicated. Nonenforcement of any one rule or regulation set forth herein shall not affect the authority of Show Management with regard to enforcement of any other rule or regulation.

Show Management shall also have the power to make such reasonable amendments thereto and such further rules and regulations as it shall consider necessary for the proper conduct of the show, provided it does not materially alter or change the contractual rights of the exhibitor. All amendments that may be so made shall be binding on all parties affected by them as by the original regulations. These rules and regulations will be part of the Exhibit Service Kit provided to each exhibitor and are hereby considered a part of the exhibitor contract.

3. ELIGIBILITY AND APPLICATION

Participation in a FRVTA show is limited to member and non-member OEM recreational vehicle manufacturers, component part and accessory suppliers and industry support firms. These firms must maintain an established place of business and have produced and sold their RV industry product, or service, within six (6) months of the date of the show for which they have applied.

4. <u>RESTRICTIONS</u>

Show Management reserves the right to place restrictions on exhibitors because of noise; method of operation, or any reason, become objectionable, and also to prohibit or evict any exhibit which, in the opinion of Show Management may detract from the general character of the exhibit as a whole. This reservation includes persons, things, conduct, printed matter or anything Show Management judges to be objectionable. This includes but is not limited to airplane flyovers, bands, entertainment or any other objectionable noise. Surveys of any type, other than those approved in advance by FRVTA, are strictly prohibited. In the event of such violations or evictions, Show Management shall not be liable for any refunds or assessment of any other expense.

<u>NOTE</u>: The Florida RV Trade Association expressly prohibits the unauthorized use of any copyrighted music in any exhibit.

5. <u>COLLECTION OF PAYMENTS</u>

All payments due prior to show. Should an exhibitor's show payment be returned to FRVTA or declined due to insufficient funds or any other reason the exhibitor will be liable for all bank charges, collection fees and/or attorney's fees incurred by FRVTA in pursuit of collection of the monies due. Further, the exhibitor will be charged and liable to pay interest on the balance due at a rate of 1.5% per month from the date the amount was due until it is paid in full.

5. COLLECTION OF PAYMENTS (Cont.)

No payments to FRVTA are deductible as charitable contributions for Federal Income Tax purposes.

6. ATTENDANCE RULES

All exhibitors and non-public personnel must register at the Registration Office located at the Orient Road entrance. Parking permits, badges and badge holders will be issued at this time. NO ONE will be allowed entrance through the Exhibitor's gates without a badge and holder. NO VEHICLE will be allowed entrance through the Exhibitor's gates without a parking permit.

- a) Exhibiting members may register their company employees at no charge. Exhibitors are asked to keep their badge request to a number proportionately reasonable to the amount of space they are occupying. Please review Manufacturer and Booth/Supplier sections for exact number allotments.
- b) Government officials and editorial press will be registered at no charge.
- c) Retail customers ARE NOT permitted entrance to the show on Tuesday, January 15, 2019. Please do not invite them. Your cooperation is also requested in advising your dealers not to invite them.
- d) If an Exhibitor, or any member of their staff, gives or transmits an exhibitor badge to a non-member or to unauthorized personnel or member firm, or registers for admission of such a person, the exhibitor will be assessed a fine of not less than \$100.00 for each such violation and loss of the right to participate in the initial drawing and space assignment procedure for the next year's show and possible forfeiture of future exhibitor rights.
- e) Show Management has the right to remove and/or refuse reentry of any business and/or representative(s) whom do not conduct themselves in a professional manner.

7. GENERAL SECURITY

General State Fairground security is provided on a 24-hour basis from staging (for RV's), move-in through move-out. Every reasonable precaution is taken to protect property, however, exhibitors are responsible for their own property and neither FRVTA, the exhibit facility nor service contractors hired by FRVTA accept any liability for loss or theft (See Page 6, Par. 10, This Section).

8. FIRE AND SAFETY REQUIREMENTS

State of Florida Fire Regulations require that units requiring fuel have only sufficient quantity to permit the placement and removal of the unit from the facility; all fuel tanks taped and sealed; all battery cables disconnected and taped; and all lines on bottle fuel tanks opened and disconnected. All draping or display materials of cloth, paper, texture, excelsior, wood chips, dried flowers or leaves, etc., must be fire proofed and the exhibitor must have a certificate of compliance available. Absolutely no cut trees will be permitted. Absolutely no storage of any kind will be permitted behind an exhibitor's booth. (See Page 1, This Section)

9. INSURANCE

Each exhibitor shall be liable for the safety of its exhibits and other property against robbery, fire, accident or any other hazard whatsoever, without limitation. Each exhibitor is required to obtain a **Certificate of Liability Insurance** prior to set up. No right or claim whatsoever shall be asserted against the Florida RV Trade Association or the owners and/or managers of the exhibit buildings and exhibit areas by any Exhibitor for the loss of, or damage to any exhibits, articles of merchandise or other personal property owned, rented, or leased by the Exhibitor, arising from any cause whatsoever.

THE BURDEN OF LIABILITY FOR THEFT OR VANDALISM OF FURNISHINGS AND ARTICLES CONTAINED THEREIN WILL REST WITH THE EXHIBITORS.

<u>ACORD</u> _{TM} CERTIFICATE OF LIABILITY INSURANCE		ATE (MM/DD/YYYY)
PRODUCER "YOUR INSURANCE PROVIDERS INFORMATION" 	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC#
INSURED	INSURER A:	
INFORMATION HERE"	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. POLICY EFFECTIVE DATE (MM/DD/YYYY) NSR ADD'I POLICY EXPIRATION TYPE OF INSURANCE POLICY NUMBER LIMITS INSRD LTR DATE (MM/DD/YYYY) EACH OCCURRENCE GENERAL LIABILITY 1,000,000 \$ COMMERCIAL GENERAL DAMAGE TO RENTED LIABILITY CLAIMS \$ PREMISES (Ea occurrence) OCCUR MED EXP (Any one person) \$ MADE PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ \$ PRODUCTS-COMP/OP AGG POLICY PROJECT LOC AUTOMOBILE LIABILITY COMBINED SINGLE \$ ANY AUTO LIMIT (Ea occurrence) ALL AUTOS OWNED BODILY INJURY \$ SCHEDULED AUTOS (Per person) HIRED AUTOS BODILY INJURY \$ NON-OWNED AUTOS (Per accident) PROPERTY DAMAGE \$ (Per accident) GARAGE LIABILITY AUTO ONLY - EA ACCIDENT \$ ANY AUTO OTHER THAN \$ EAACC AUTO ONLY \$ AGG EACH OCCURRENCE EXCESS/UMBRELLA \$ LIABILITY AGGREGATE S CLAIMS MADE OCCUR \$ DEDUCTIBLE \$ RETENTION \$ \$ WC STATUTORY LIMITS WORKERS COMPENSATION \$ OTHER AND EMPLOYER'S \$ E.L. EACH ACCIDENT LIABILITY ANY PROPRIETOR, PARTNER/ EXECUTIVE OFFICER/MEMBER \$ \$ EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS **CERTIFICATE HOLDER IS ALSO LISTED AS ADDITIONALLY INSURED** Regarding 2019 Florida RV SuperShow, Florida State Fairgrounds, Tampa - December 31 - January 25, 2019

CERTIFICATE HOLDER Florida RV Trade Association 10510 Gibsonton Drive Riverview, FL 33578	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE

10. LIMITATIONS AND LIABILITY

Exhibitor covenants and agrees to protect, indemnify and hold harmless FRVTA, its service contractors and the Florida State Fairgrounds Management from any and all liability, damage or expense arising out, or connected with any injury to any person while in the Exhibitor's display area, or loss, theft, damage or injury to property resulting directly or indirectly, from any act of omission of exhibitor, or failure of exhibitor to comply with any of the terms and conditions of this manual, or of the FRVTA Show Rules & Regulations.

11. GIVEAWAYS

To prevent injury and protect property, giveaway items of potentially hazardous nature to persons and/or product, such as but not limited to yardsticks, knives, guns, gas-filled balloons, letter openers, etc., are strictly prohibited. Show Management must approve all giveaways other than product literature in advance. Giveaway bags are permitted. Exhibitors are prohibited from distributing giveaways or literature outside of their designated display area. This includes but is not limited to aisles, concession areas, rest areas, entertainment/seminar areas, rally area and public parking areas. Please inform all employees on this procedure. Non-compliance will NOT be tolerated. Show Management reserves the right to close or remove any exhibit with repeated offences.

12. INSTALLATION AND REMOVAL - GENERAL

- a) No exhibitor shall use any nails, tacks, brads, staples, screws, bolts, glue, paste, gummed tape or other fastening or anchoring devices of any kind or nature whatsoever in or on the floors, walls, columns, doors, windows, ceilings or any other part of the buildings or grounds.
- b) No exhibitor shall fasten any wire, rope, string, or thread to any part of the building or grounds for displaying signs, advertising literature or merchandise without first securing permission in writing from Show Management.
- c) All necessary electrical, gas, steam, water, or drainage outlets and services required by the exhibitor shall be installed only by personnel employed by the Florida State Fairgrounds for those purposes and at the exhibitor's expense.
- d) All exhibits must remain intact until final closing at 5:00 PM, Sunday, January 20, 2019. Early tear-down will result in an imposition of a fine of not less than \$500.00 and loss of the right to participate in the initial drawing and space assignment procedures for next year's show and possible forfeiture of future exhibit rights. Payment of the fine does not entitle the exhibitor to dismantle the display prior to the final show closing.

e) All exhibits are to be open and manned during all show hours including Industry Day. The public pays to attend; we must see that they are given access. Failure to comply will result in the following: 1st Offense - Warning

2nd Offense - Fine and/or loss of draw or booth location

13. AISLE INTEGRITY

All exhibitor products, golf carts and display materials, except carpeting, must be confined to the actual limits of exhibitor's assigned areas. Due to fire regulations, no units or any part of the unit including steps, slide-outs, mirrors and tail pipes may extend into the aisles or other exhibit display areas nor can display units' entrance/exit be placed on aisle. Appropriate distance must be maintained for safe egress. No landscaping material, tables, chairs, signs, steps or other materials may extend into the aisles. No part of the exhibitors' products, display materials or carpet may extend in to another exhibitor's display area.

Per Fire Marshall requirements: All interior display aisles must be maintained at no less than 6' of unobstructed passage to include but not be limited to stairs, awnings, slide-outs, etc. Aisle integrity must be maintained for all exhibitors at the show as set forth. When measuring units for your display area, it is necessary to measure from the forward most protrusion to the aft most protrusion, i.e., including bumpers, ladders, tail pipes, mirrors, awnings, hitches, etc. Any unit or display materials not conforming to the area within the exhibitor's display will be removed from the grounds.

14. SHOWING OF NON-EXHIBITING PRODUCTS

Exhibitors such as warehouse distributor, manufacturers and manufacturer's representatives who normally display products of more than one supplier manufacturer may not display the names of those manufacturers for promotional advantage within the booth, on badges or in the official show directory. The prominently displayed exhibitor booth identification signs, directory listing and namebadge must bear the name of the contracted exhibit company only. Point of purchase type display signs are permitted when used within the booth area and displayed on the specific product.

15. SOLICITING-USE OF STANDARD/OPTIONAL EQUIPMENT, FEATURES, SIGNS

No soliciting will be permitted outside an exhibitor's exhibit area. Samples, catalogues, pamphlets, publications, souvenirs, etc., connected with an exhibitor's business service may be distributed by exhibitors only within their own exhibits providing these items are pertinent to the purpose of the exhibit. Only those signs describing a completed product being displayed will be permitted unless otherwise approved by Show Management.

Referrals to other exhibitor's booth(s) display areas or sales pitches will be not permitted. Models or greeters are restricted to the area within exhibitor's display area. No undignified manner of attracting attention will be permitted. No advertising will be permitted in the parking lots.

16. SIGNS-ILLUMINATION

The use of flashing signs or other lighting effects in such a manner as to cause unpleasant reflections or interfere with the other exhibitors is prohibited except when they constitute standard equipment regularly furnished to all exhibitor's dealers.

17. NOISE AND USE OF SOUND DEVICES

Use of sound slides, sound motion picture, or other sound-making devices must receive prior approval from Show Management. There will be no voice amplification devices or sound systems allowed for any exhibitor. Any and all video devices will be allowed with volume on mute. No construction work will be permitted during hours when the show is open. The use of airplane flyovers is prohibited over the Florida State Fairgrounds during show hours.

18. FOOD SERVICE OFFERED BY EXHIBITORS

Exhibitors are not allowed to offer food and/or beverages in their booth areas; the giveaway of hard liquor or beverages containing liquor is prohibited.

19. EXHIBITOR PARKING

Each Manufacturer or Supplier delegate shall be issued a colored parking permit. This colored permit will represent which area an exhibitor will park during Industry Day and Consumer Show Days. Colors will be issued according to the vicinity of the display to the parking areas. Handicapped exhibitors may request a permit to park in the Public Parking area. Distribution of Handicapped Permits is at the sole discretion of Show Management and must be obtained at the Registration Office located at the Orient Road entrance.

RVs will <u>NOT</u> be allowed to park in any exhibit parking areas during Public Days. Any and all RVs with an exhibitor parking permit entering through the Orient Road gate will be sent directly to the Registration Office. All employee shuttle buses must be registered through the Registration Office located at the Orient Road entrance and will be parked in a specific parking area.

20. EXHIBITOR GOLF CARTS

Due to concerns with traffic and public safety, Show Management has imposed a \$35.00 permit fee as well as parking restrictions on any and all golf cart rentals or privately owned golf carts used during public days.

NO DRIVERS UNDER THE AGE OF 16 PERMITTED!

Permits may be obtained at the Registration Office located at the Orient Road entrance. Each cart will be labeled with the company and authorized representative responsible for the vehicle.

All displays utilizing Golf Carts must plan for golf cart parking inside the boundaries of the exhibit space. No Golf Carts will be permitted to park in aisle ways or tram routes.

No other modes of transportation vehicles will be allowed on the show grounds with the exception of standard golf carts and handicapped vehicles. Golf Carts may be rented through Jeffery Allen Golf Carts (refer to Jeffery Allen Golf Carts pdf).

21. PENALTIES

Anyone violating any provision of these rules and regulations will at the discretion of the Show Management be subject to a fine of up to \$500.00 for each violation and the loss of the right to participate in the initial drawing and space assignment procedure for the next year's show and may be required to forfeit their right to exhibit in one or more future FRVTA Shows.