

# 44<sup>th</sup> Annual Northeast RV Show



# EXHIBITOR MANUAL

**February 16, 17, 18, 19, 2018**  
**Rockland Community College Arena**  
**145 College Road**  
**Suffern, New York 10901**

**VERY IMPORTANT! PLEASE READ THIS EXHIBITOR MANUAL NOW.**

## **MANDATORY MOVE IN DAY FIRE INSPECTION**

All display units must be inspected on your move in day as required by the RCC Arena.  
**Do not leave** until your units have been checked by the fire inspector!

This manual is intended to aid those whose responsibility it is to arrange the shipping, set-up and/or display details of your company's exhibit. If this responsibility belongs in whole or in part to someone other than yourself, we would appreciate your assistance by delivering this material to the proper individual(s).

Management strongly suggests that all services and/or furnishings be ordered by **February 1, 2018**. All orders placed on-site will be subject to surcharges and will not be processed until **ALL** advance orders have been completed. **Failure to act promptly** can mean late charges, lack of service at the show, and unnecessary inconveniences.

If you have any further questions, please call:

David McCarey, Show Coordinator  
**Northeast RV Show Inc**  
388 East Main Street  
Middletown, NY 10940  
845-343-2772 or 800-223-4648

**2018 Show Hours**  
**Friday, February 16** 12pm-9pm  
**Saturday, February 17** 10am-8pm  
**Sunday, February 18** 10am-6pm  
**Monday, February 19** 10am-6pm

***Please provide copies to your driver and booth personnel.***

## GENERAL SHOW INFORMATION FOR EXHIBITORS

### IMPORTANT

All exhibitors are responsible for any floor damage that maybe caused by their neglect, including tire marks. Exhibitors must use plywood squares furnished by show management under all tires, tongue jacks and jack stands during all display hours. Special arrangements should be made for units not being displayed on rubber tires or trailers. Exhibitors must report any existing marks to show management prior to moving any display material into exhibit area. All table and chair legs must have rounded tips or other covering to protect the floor.

No Balloons Allowed. No “stick-on” decals, badges and/or any other such adhesive items are permitted on the premises. Exhibitors are not allowed to give out food or drink promotional items without written permission from show management.

### INSURANCE

Fire and theft insurance must be provided by each exhibitor at his own expense, if so desired.

Insurance certificates for workmen’s compensation and liability naming: **Northeast RV Show Inc., McCarey Exposition Management, Inc. and County of Rockland as Certificate Holder and Additional Insured**, must be submitted to show office by February 1, 2018. (Mail to: 388 East Main Street, Middletown NY 10940). As per back of contract, requirement for general liability is \$1,000,000 each occurrence and \$2,000,000 aggregate and worker’s compensation is Statutory. **Please see enclosed sample copy of certificate of insurance (page 10).** (Fax this to your insurance carrier as a sample).

### EXHIBITOR BADGES

Badges will be available at the Show Office in the Field House Thursday, February 15, 2018 for dealers. Remaining exhibitors or those dealers who did not pick up their badges may do so Friday, February 18th commencing at 9am. **No badges will be mailed. No badges will be issued until exhibit space has been paid in full.** Exhibitor badges are for adults working the exhibits. All badges will be approved by Show Director who also has the right to revoke any. Do not misuse. Send in enclosed form request (page 6) by return mail.

### EXHIBITOR ENTRANCES

This entrance is for your convenience only, therefore, do not misuse. You must present a badge prior to entering (available at show office, lobby of 2<sup>nd</sup> floor by Main Entrance). Do not try to use these entrances without your badge. Exhibitor entrances are located from (front) College Road/East side by #712 and 718 or from (rear) Dirt Overflow lot/West side through glass doors and down hallway (lower level) into arena (near food stand).

**MOTEL ACCOMODATIONS:** when you call, tell them you are with the Northeast RV Show (special rates have been arranged; please make reservations **at least three weeks** prior to show to receive these rates)

- |   |              |                                 |
|---|--------------|---------------------------------|
| 1. <b>Crowne Plaza</b> , Suffern, NY<br>(former Holiday Inn; located at Exit 14B, by NYS Thruway interchange) | 845.357.4800 | Northeast RV Show Rate \$103.00 |
| 2. <b>DoubleTree by Hilton</b> Mahwah, NJ<br>(located on Route 17 South)                                      | 201.529.5880 | Northeast RV Show Rate \$109.00 |
| 3. <b>Sheraton Hotel</b> , Mahwah, NJ<br>(located at Exit 15 (right across the NJ border)                     | 201.529.1660 | No Special Rate                 |

### MOVE-IN SCHEDULE FOR EXHIBITORS

All dealers **will be contacted with an exact move-in time** (depending on location, either Wednesday 14<sup>th</sup> or Thursday 15<sup>th</sup>) for delivery of display units into the Field House ten days prior to the show. Installation will begin at the same time. All dealer display units must be completed by 5:00pm, Thursday, February 15, 2018, so the aisles may be carpeted. Campgrounds and other 10’ x 10’ exhibitors will move in on Thursday, February 15th between 4pm-9pm or Friday, February 16<sup>th</sup> between 8:30am-11am. It is strongly encouraged to pre-order any show services (electric, tables, chairs, etc.) by February 1<sup>st</sup> to ensure your set up goes smoothly.

### LOCATION:

Rockland Community College is located at 145 College Road, Suffern, NY 10901; off Route 59 between Suffern and Spring Valley, New York. It is also off Exit 14B on the New York Thruway. For specific directions go to our website at [www.showoffice.com](http://www.showoffice.com) and look under ‘directions for Rockland Community College’.

## **ELECTRICITY**

Electric service must be ordered in advance. Last minute orders and orders placed on exhibit floor can cause needless delays and expense. All electricity must be ordered through McCarey Exposition Management by completing the enclosed form (page 11). (Tables, chairs, etc. are also available). **PLEASE SEND IN ORDER PRIOR TO FEBRUARY 1<sup>ST</sup>!**

## **COMPLIANCE WITH LAWS**

All exhibitors selling products are personally responsible for the collection and filing of all local, state or federal sales taxes, permits and licenses that may be necessary during the operation of the show. **All out of state dealers must have consignment paperwork turned in by February 13<sup>th</sup> prior to move-in (bring paperwork to move in if a unit has changed).**

## **SECURITY**

Guards will be posted on the exhibit floor during the entire period of the show, including installation and the dismantling period. Every reasonable effort will be made to prevent thefts. Experience dictates that thefts or lost items, if they occur, happen between the close of the show and the beginning of dismantling.

## **EXHIBIT DISMANTLING**

Those exhibitors who have been with us through the years know that we make every effort to move you out as quickly as possible. Delays are sometimes caused because exhibitors do not follow the move-out schedule. **If you are not on time to remove your units, you prevent the other fellow from moving out on time. Please cooperate.** All recreational vehicle exhibitors will be moved out on schedule. Do not leave your units unattended after the close of the show. Be ready to move out when instructed.

No Booths are to be dismantled before 6pm, Monday, February 19, 2018. All property must be removed from the Field House prior to 8:00pm, Monday, February 19, 2018.

## **FIRE REGULATIONS - - - PLEASE READ CAREFULLY-DEALERS SEE SEPARATE PAGE FOR DETAILS!**

Battery Cables: as soon as vehicle is positioned on the floor, the positive chassis battery cable needs to be disconnected and taped. No Exceptions, even if battery disconnect switches or terminal disconnect is available.

Smoke Detectors: all covered displays with more than 100 sq. ft. are required to have smoke detectors that are in working order.

The Rockland County Fire regulations require that all displays especially fabrics be flame proofed. All carpets must be flame proofed. Please be prepared to show the fire inspector a flame proofing certificate which may be obtained at any store selling flame proof material. Storage of combustible cartons, packing crates, etc. is not allowed in the Field House. Storage of combustible materials behind the booth is strictly prohibited.

All fuel tank openings must be locked or sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall not be more than one-half full or contain more than 10 gallons of fuel, whichever is less. **Remember - - - No Propane Tanks!**

## **MANDATORY MOVE IN DAY FIRE INSPECTION**

**All display units must be inspected on your move in day as required by the RCC Arena.  
Do not leave until your units have been checked by the fire inspector!**

**NO SMOKING ON CAMPUS-** Effective September 1, 2009; Rockland Community College campus is a smoke free campus. No smoking is permitted anywhere on college grounds. Please notify all show personnel of this policy.

**SHOW HOURS** for exhibitors start one hour prior to following public hours:

Friday, February 16	12pm – 9pm
Saturday, February 17	10am – 8pm
Sunday, February 18	10am – 6pm
Monday, February 19	10am – 6pm

## **TELEPHONE INFORMATION**

The show office number in the Field House during the show is 845- 356-6611.

If exhibitors desire to have their own telephone installed contact Verizon directly: Verizon Business Office 800-Verizon

**YOU MUST SEE FIRE INSPECTOR BEFORE LEAVING UNITS  
ON MOVE IN DAY. NO EXCEPTIONS!!!!**

**\*IMPORTANT\***

**Enforced Fire Safety Requirements – Display Units**

- 1. FIRE SAFETY INSPECTION WILL BE MADE UPON MOVE IN. THEREFORE, WHEN YOUR UNITS ARE PLACED AND YOU ARE READY, REQUEST INSPECTION. DO NOT LEAVE UNTIL INSPECTION IS MADE OR THE REINSPECTION FEE WILL BE APPLIED! (\$50.00 REINSPECTION FEE)**
- 2. BATTERIES:** As soon as all display vehicles are positioned on the floor, chassis batteries must have the positive cable disconnected and taped. No Exceptions (even if there is a battery disconnect switch). Vehicles must not be able to start, horn should not work. House batteries on motor homes are exempt. Keys must be removed from all vehicle ignitions and shall be kept by a responsible person at the display location.
- 3. LEAVE HOODS OPEN UNTIL FIRE INSPECTOR HAS INSPECTED VEHICLE!**
- 4. SMOKE DETECTORS:** must be in working order, they will be tested. All covered display units with more than 100 sq. ft. are required to have a smoke detector. This means all motor homes, travel trailers, fifth wheels; (small pop-ups are exempt, however, they must have a fire extinguisher). You must install your batteries prior to inspection.
- 5. AISLES:** measure your units; do not over extend into the aisle. Aisles must remain at full size. No Exceptions. (Reminder: February event carpets the aisle – need full width).
- 6. COMPRESSED FLAMMABLE GASES SHALL BE PROHIBITED WITHIN EXHIBIT HALL.** Recreational vehicles must not have any propane in tanks. New trailers tanks must have air bleed off and any removable tanks that had propane in at any time must be emptied! LPG MUST REGISTER COMPLETELY EMPTY!
- 7. GAS TANKS:** All fuel tank openings shall be locked or taped in an approved manner. Fuel tanks should not be more than one half full or contain more than 10 gallons of fuel; whichever is less.
- 8. NO DISPLAY VEHICLES OR EXHIBIT MATERIALS CAN BE REMOVED DURING SHOW HOURS.**
- 9. FUELING OR DEFUELING OF VEHICLES IS PROHIBITED. PARKING OR STANDING OF VEHICLES WITHIN 50 FEET OF ALL EXIT DOORS IS PROHIBITED (FIRE LANE)**
- 10. STORAGE:** of combustible cartons, packing crates, etc. is not allowed in the Field House. Storage of combustible materials behind the booth is strictly prohibited.
- 11. MICROWAVES:** Must be completely empty. (No cardboard or instruction manuals). Breaker off/fuse removed.

# **\* POLICY ENFORCEMENT \***

**(for the benefit of all participating dealers)**

The following policy is in effect at the Recreational Vehicle Shows produced by Northeast RV Camping & Equipment Show, Inc./David McCarey, Show Coordinator. The following will be strictly enforced in order to keep all activity on main exhibit floor:

A. Participating dealers rent floor space and display RV units to the attendees. All commercial activity is to take place in their exhibit space on the main floor.

B. No one shall rent a 10' x 10' booth and hand out any RV new unit sales literature.

C. Northeast RV Shows will make every effort to have units with for sale signs, dealer signs and other related signs in any parking lot removed.

D. Dealers should not use a RV unit to commute. This gets out of hand quickly! (The college/county does not allow any commercial activity in the parking areas).

E. Northeast RV Shows will have security in parking areas to discourage individuals from putting for sale signs on their vehicles and to see the above rules are adhered to.

**PLEASE RETURN BY FEBRUARY 1<sup>ST</sup> IN ORDER TO HAVE BADGES READY AT MOVE IN.**

**NORTHEAST RV SHOW 2018  
PASS LIST FORM**

The contact person should make all badge requests and be the one person who will notify show management of changes or corrections of this list. Exhibitor passes are for the sole use of admitting only those people who are actually working the exhibit. **Complete ALL information.**

**COMPANY NAME** \_\_\_\_\_

**CONTACT PERSON (During Event)** \_\_\_\_\_ **Cell Number** \_\_\_\_\_

**IN ORDER FOR NAMES TO BE CORRECT ON BADGES;  
PLEASE TYPE OR PRINT CLEARLY!**

**Please Note:** Your company is responsible for the workers listed below and accepts responsibility that they have coverage under workers compensation while working your exhibit and agree to hold harmless Northeast RV Shows, McCarey Exposition Management, Rockland Community College and County of Rockland against any and all claims for loss or injury while participating in this event.

**NAMES FOR BADGES:**

- |          |           |
|----------|-----------|
| 1. _____ | 7. _____  |
| 2. _____ | 8. _____  |
| 3. _____ | 9. _____  |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

**Please return form to: NORTHEAST RV SHOW, 388 East Main Street, Middletown NY 10940**

**Or Fax to 845-344-1203**

**Or Scan and Email form to [info@showoffice.com](mailto:info@showoffice.com) (subject NORTHEAST RV SHOW)**

**EXHIBITOR PASSES WILL BE AVAILABLE ON SITE STARTING MOVE IN DAY.**



**FACT SHEET**

2.4 GHz ("B/G/N") open wireless internet service is available to all at no charge, on an "as is" basis with no technical support, at the Rockland Community College (RCC) Fieldhouse. As well, 5.0 GHz ("A") closed encrypted wireless internet service is available to participating exhibitors for a fee, which includes technical support.

If interested in purchasing a 5.0 GHz ("A") closed encrypted wireless connection, please provide the requested information below. Please understand that although RCC personnel will attempt to assist in connecting to the wireless network, exhibitors are responsible for:

- Providing a computer running an operating system of Windows 7 or later
- Providing a computer with a wireless network adapter with the ability to connect to RCC's 802.11 5.0 GHz ("A") closed encrypted wireless network with WPA2-PSK encryption
- Configuring the computer software settings to successfully connect to the 5.0 GHz ("A") closed encrypted wireless network
- Arriving at least two hours before the event opens, to test connectivity to the network

If an exhibitor is unable to meet these responsibilities, a connection may not be possible.

**APPLICATION**

I am interested in purchasing 5.0 GHz ("A") closed encrypted wireless internet service during the 2018 Northeast RV Show. I understand that:

- 5.0 GHz ("A") closed encrypted wireless service will be available beginning at the opening of the Show on Fri 16 Feb 2018 and ending at the closing of the Show for a flat rate of \$ 30.00 if ordered by 5:00 PM Thu 1 Feb 2018, and for a flat rate of \$ 50.00 if ordered after 5:00 PM Thu 1 Feb 2018. If it is determined by RCC personnel at the event that a reliable connection cannot be obtained and/or maintained, a refund will be issued
- An encryption key (password) available as text and QR Code will be issued to me. It is my responsibility to maintain the integrity of the encryption key, and misuse or sharing of the encryption key may be grounds for termination of my service
- Wireless service in the Fieldhouse is sufficient for routine day-to-day needs but was not designed for high capacity use or large commercial functions with multiple users, and there is no guarantee of connectivity to or reliability of a wireless signal in the Fieldhouse. Users are advised to contact Gary Peskin of the RCC Arena Management Office at (845) 574-4378 prior to ordering wireless service, to determine if their needs are compatible with RCC's wireless services
- RCC personnel are not responsible for reconfiguring the computer software settings back to the original state

Vendor Name: \_\_\_\_\_

Vendor Work Address: \_\_\_\_\_

Vendor Work Telephone: \_\_\_\_\_

Vendor Cellular Telephone: \_\_\_\_\_

Vendor Booth Location / Number: \_\_\_\_\_

Vendor Signature and Date: \_\_\_\_\_

**PROCEDURE**

If purchasing 5.0 GHz ("A") closed encrypted wireless internet service, please remit this entire sheet, along with a **check or money order** made **payable to Rockland Community College**, to the following:

Northeast RV Show  
388 East Main Street  
Middletown NY 10940

Please note that RCC is unable to process nor accept any other form(s) of payment:

Feel free to telephone Gary Peskin of the RCC Arena Management Office at (845) 574-4378 with any questions you may have regarding wireless internet service.



# ATTENTION: ALL DEALERS

## IMPORTANT REMINDER TO ALL DEALERS WITH TALLER MOTORIZED UNITS & 5<sup>TH</sup> WHEEL TRAILERS

PLEASE BE AWARE OF YOUR ACTUAL HEIGHT! (MAXIMUM DOOR HEIGHT CLEARANCE IS 12' 4")

BECAUSE OF THE NEWER DOMED SATELLITE SYSTEMS AND A/C UNITS; VEHICLES & TRAILERS THAT ARE TOO TALL (BECAUSE OF LACK OF A MEASURING EFFORT BY THE PARTICIPATING DEALER) WILL BE ASKED TO MOVE TO THE SIDE WHILE REMOVAL WORK (DOME COVERS, A/C UNITS, LADDERS, ETC.) IS BEING DONE AS NOT TO BLOCK THE OVERHEAD DOOR. PLAN AHEAD!

## FEBRUARY EVENT - SNOW REMOVAL

All display units must have accumulated snow swept off roofs (around vents, etc.) prior to arena entry. Units will be asked to move to the side while your staff completes snow removal. Snow melt causes water damage for all show days if not addressed.



