

Exhibitor Service Manual



MARVAC
2222 Association Drive
Okemos, MI 48864
517.349.8881
bsheffer@mmhrvca.org

Battle Creek Camper & RV Show
Kellogg Arena, Battle Creek, MI
January 26-29, 2012

Admission

Adults	\$5.00
Seniors (55 & over)	\$4.00
12 & Under	Free

Awnings

Awnings may be left open within your space but **must not** exceed into the designated aisles. Please keep safety in mind.

Carpet

Carpeting will be placed in the booth exhibitor area **only** early Thursday morning prior to booth exhibitor move-in.

Complimentary Tickets

Exhibitors will be issued complimentary passes based on the number of square feet purchased in the show. These passes will be mailed prior to the show. Additional complimentary passes may be purchased at a discounted cost of \$2.50 each.

Coupons

A \$1.00 off coupon is available to consumers and can be found on at www.marvac.org.

Dealer Exhibits-Special Requirements

Substantial floor covering must be in place before any spray painting of jacks, hitches, or wheels take place.

Decorator

Decorator service is available through the Kellogg Arena. Exhibitors requiring tables, chairs, pipe and drape for their display, please complete the enclosed request form and return by January 20, 2012.

Drayage/Freight Handling

Exhibit materials should not be scheduled for **delivery prior to Monday, January 23, 2012**. Ship materials to the following address:

Kellogg Arena
MARVAC Camper & RV Show
36 Hamblin Avenue
Battle Creek, Michigan 49017

Electrical Service

RV Dealers

15 AMP electrical service will be provided for each recreation vehicle in your display.

Booth Exhibitors

Booth exhibitors will be provided one 15 AMP outlet for each 10'x 10' booth.

Exhibitor Booth Space

All exhibitors have contracted for their space from Show Management. All exhibitors must remain in the confines of their space and have their displays manned throughout the show hours. Booth displays shall not be more than eight feet high in the rear and any side wing of the display cannot extend more than four feet high. **Recreational vehicles are not allowed in booth space locations unless permission has been given by the MARVAC Board of Directors.**

Exhibitor Buttons

2012 MARVAC Exhibitor buttons will be provided to each exhibiting company. Please list the names of those working in your display area and return the Exhibitor Personnel Form by January 18, 2012 or fax to the Association office at 517/349-3543. Exhibitor buttons will be available for pick-up in the show office.

Fire Regulations

State law requires that all drapes and similar materials, whether owned or rented, be flameproof. Crepe papers, corrugated paper board or other flammable materials are prohibited. Poster board signs are allowed but should be taped to a unit or other flat surface and should not be hung free from backing. Trees, shrubs and plants must be live and not cut. **Helium balloons and tanks are not allowed.** No open flame or gasoline is permitted in any booth or exhibit area. Fuel tanks and gas tanks must be locked. All battery cables **must be disconnected** after the unit is placed in the display space. Fuel tanks in motorized vehicles **must** be new and empty.

First Aid

A first aid kit is located in the Show Office.

Give-Aways

Raffles, auctions or giveaways of any kind (including food items) are not allowed without advance permission from Show Management.

Helium Balloons

Helium balloons are allowed as part of your display and must be filled outside of the building. Helium containers are not allowed in the building. **Distribution of balloons to attendees is not allowed.**

Insurance

All exhibitors must provide insurance coverage for personal injury and property damage liability to cover themselves and their property at the show. The exhibitor must provide insurance coverage for bodily injury liability with limits of at least \$100,000 per person, \$1,000,000 per occurrence and property damage liability of at least \$100,000 per occurrence to cover themselves and their property at the show along with Workers Compensation coverage. Insurance protection against fire, theft or damage to the exhibitors materials must be carried at the exhibitors expense. The exhibitor agrees to protect and hold harmless the Show, Show Management and the Kellogg Arena from all claims which might arise inside or outside of the show property. ***Proof of Insurance must be received at the association office prior to move in of the show.***

Janitorial Service

Janitorial service will be provided for the common aisles and concession area only. Exhibitors are responsible for the cleaning of the total area within their display area.

Kellogg Arena Location:

Kellogg Arena
One McCamly Square
Battle Creek, MI
616/963-4800

Take I-94 West, exit at 98B/Downtown Battle Creek. Freeway ends. Turn left on first the street, which is Hamblin Avenue. Follow along until you reach the Kellogg Arena.

Lost and Found

Show Management maintains a lost and found at the Show Office.

Move-In Information

RV Dealers

Staging Area-The staging parking lot will be at the rink near the intersection of McCamly and Houston Streets. Park all vehicles along the west side of the parking lot, near the railroad tracks. Parking spots on the east side are used for monthly renters and must remain open.

Staging Date & Hours-The lot will be available beginning at 9:00 a.m., Tuesday, January 24, 2012. Security will be provided from 6:00 p.m. Tuesday until 8:00 a.m., Wednesday, January 25, 2012.

RV Dealer Move In Schedule **Wednesday, January 25, 2012**

Richards Motor Sales	8:00 a.m.-10:00 a.m.
Haylett	10:00 a.m.-12:00 p.m.
Krenek RV	12:00 p.m.-2:00 p.m.
Caswell & Company	2:00 p.m.-4:00 p.m.

Schedule Subject to Change

Please check-in with show management upon arrival. **Do not begin** moving units into the building until directed by show management.

Booth Exhibitors

Booth exhibitors may move in Thursday, January 26 from 8:00 a.m.-11:00 a.m. **Move-in must be complete by 11:00 a.m. on January 26, 2012.** Any booth exhibitor needing special access to booth space prior to recreation vehicles moving in must contact show management.

Move-Out All Exhibitors

Move-out begins at 5:00 p.m. on Sunday, January 29, 2012. All RV units must be removed from the building before returning to dealership lots. This will allow a more prompt move-out for all exhibitors. **The staging lot will be available Monday, January 30 until 6:00p.m.**

Music in Exhibit Area

Federal law protecting the creators of copyrighted music requires that a license be obtained to use copyrighted music in meetings, seminars, general stage presentations and exhibitor's show space. Therefore, music **will not be allowed** by any of our exhibitors.

Projection Sound Equipment

No film projector or sound producing equipment that is objectionable will be allowed in the show.

Refreshments

A snack bar is located in the Kellogg Arena. "PLEASE NO FOOD OR DRINK" signs are available free in the Show Office for posting in units. Due to strict rules and regulations, it is unlawful to consume intoxicating beverages at any time on the Kellogg Arena premises.

Security

Every attempt is made to protect the property, safety and rights of our exhibitors and show attendees. However, it is also expected that exhibitors will take all reasonable precaution to protect their own valuables. Security guards will be on duty during move-in, show days and move-out.

Show Dates & Hours

Thursday, January 26	11:00 a.m.-8:00 p.m.
Friday, January 27	11:00 a.m.-8:00 p.m.
Saturday, January 28	10:00 a.m.-8:00 p.m.
Sunday, January 29	11:00 a.m.-5:00 p.m.

Show Office

MARVAC staff is available at the Kellogg Arena during show hours to assist exhibitors. The Kellogg Arena Show Office number is (517) 719-6897. Bill Sheffer, Show Director can also be reached at his cellular phone number (517) 719-6909.

Signs

Price signs may **not** be hung in display areas or promotional literature distributed or displayed for any “new” manufacturer’s brand other than that which is “physically” displayed in the show. Used unit signs are subject to the approval of Show Management. Manufacturers signs listing names of dealers shall be limited too only those dealers or distributors exhibiting in the show. Price signs and printed matter shall show only one price, whether or not that price is a special or show sale. In addition, a sign showing the original manufacturer’s suggested retail price will be allowed.

Any dealer identification signs must be placed within the dealer display area. **No signs** may be placed over or within the common show aisles.

Telephone Service

Exhibitors requiring telephone service during the show should make their arrangements directly through Kellogg Arena General Manager Kevin Scheibler by calling (269) 963-4800.

Vehicle

Vehicles displayed in the show **must be new and untitled.**

Wireless Internet

Kellogg Arena now offers wireless internet services. A special password can be purchased for the length of the show for \$100 per computer. Contact Kellogg Arena representative Lindsay Taylor by calling (269) 963-4800 for more information.

**2012 BATTLE CREEK CAMPER & RV SHOW
DECORATOR SERVICE FORM**

Company Name _____

Dealer Row (s) or Booth Number _____

TABLES- Tables 30" x 96"

Undraped	\$ 7.50 each	Quantity _____	Total \$ _____
Draped	\$15.00 each	Quantity _____	Total \$ _____

CHAIRS

\$ 1.00 each Quantity _____ Total \$ _____

PIPE AND DRAPE

\$1.00 lineal feet Size _____ Total \$ _____

Payment Information

Check made payable to MARVAC. Check # _____

Please charge my Visa Master Card Discover

_____	_____
Account Number	Expiration Date

_____	_____
Name on Account	Signature

Please mail to: MARVAC ♦ 2222 Association Drive ♦ Okemos, MI 48864

EXHIBITOR CREDENTIAL FORM
2012 BATTLE CREEK CAMPER & RV SHOW
January 26-29, 2012

Business Name _____

Name _____

Names of Working Personnel

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total _____

Please mail to: MARVAC ♦ 2222 Association Drive ♦ Okemos, MI 48864

or fax to 517.349.3543