

49th Annual Northeast RV Show



EXHIBITOR MANUAL

February 16, 17, 18, 19, 2024
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, 2024**. 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 unnecessary inconveniences.

If you have any further questions, please call:

David McCarey, Show Coordinator
Northeast RV Show
388 East Main Street
Middletown, NY 10940
845-343-2772

IMPORTANT: SHOW HOURS

Friday, February 16 12pm-7:30pm
Saturday, February 17 10am-7:30pm
Sunday, February 18 10am-5:30pm
Monday, February 19 10am-5:30pm

Please provide copies to your driver and booth personnel as needed.

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 must be made for units not being displayed on rubber tires or trailers. Exhibitors must report any floor damage 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

Insurance certificates for workmen’s compensation and liability naming: **McCarey Exposition Management, Inc. and County of Rockland as Certificate Holder and Additional Insured**, must be submitted to show office by February 1, 2024. (Mail to: 388 East Main Street, Middletown NY 10940 or email to Info@showoffice.com). 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 9)**. (Fax this to your insurance carrier as a sample).

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

EXHIBITOR BADGES

Badges will be available at the Show Office in the Field House starting Thursday, February 15, 2024. **No badges will be mailed.** Exhibitor badges are for adults working the exhibits. Please do not misuse. Send in enclosed form request (page 7) by email or mail.

EXHIBITOR ENTRANCES

These entrances are for your convenience only, therefore, do not misuse. You must present a badge prior to entering (available at show office, lobby of 2nd 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. Crowne Plaza , Suffern, NY | 845.357.4800 | Northeast RV Show Rate \$121.00 |
| 2. DoubleTree by Hilton Mahwah, NJ
(located on Route 17 South) | 201.529.5880 | No Special Rate |
| 3. Sheraton Hotel , Mahwah, NJ
(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 the 14th or Thursday the 15th) for delivery of display units into the Field House ten days prior to the show. All dealer display units must be set by 5:00pm, Thursday, February 15, 2024. Campgrounds and other 10’ x 10’ exhibitors will move in on Thursday, February 15th between 4pm-9pm or Friday, February 16th between 8:30am-11am. It is strongly encouraged to pre-order any show services (electric, tables, chairs, etc.) by February 1st to ensure your set up goes smoothly.

COVID-19 ASSUMPTION OF RISK & LIABILITY

By choosing to participate in shows at SUNY Rockland you understand and voluntarily assume all risks related to possible exposure and agree to release McCarey Exposition Management and Northeast RV Show of all liability and causes of action whatsoever related to your attendance.

Further, by entering the venue, you agree to comply with all policies, guidelines, and preventive measures in place for the venue throughout the event as well as applicable federal, state, and local government rules, regulations, and recommendations.

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 and look under 'directions for Rockland Community College'.

STAGING OF RV UNITS – Please confirm pre and post show RV display staging (location and dates) with Dave

ELECTRICITY

Electric service needs to be ordered in advance for safety lighting in RV units displayed. Last minute orders cause needless delays and expense. All electricity must be ordered by completing the enclosed form (page 11). (Tables, chairs, etc. are also available). PLEASE SEND IN ORDER PRIOR TO FEBRUARY 1ST!

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 12th prior to move-in (bring paperwork to move in if a unit has changed).**

SECURITY

Guards will be 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.

EXHIBIT DISMANTLING- Pack up small items before starting move-out

Those exhibitors who have been with us through the years know that we make every effort to move you out as quickly as possible. All recreational vehicle exhibitors will be moved out in order. 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 5:30pm, Monday, February 19, 2024. All displays must be removed from the Field House prior to 8:00pm, Monday, February 19, 2024.

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. 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 in the 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! See page 4.

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 – 7:30pm
Saturday, February 17	10am – 7:30pm
Sunday, February 18	10am – 5:30pm
Monday, February 19	10am – 5:30pm

TELEPHONE INFORMATION

The show office number during the event is 845.343.2772.

**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 MUST 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 \$50.00 PER UNIT REINSPECTION FEE WILL BE APPLIED!**
- 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 OR BATTERY ACCESS OPEN UNTIL FIRE INSPECTION IS COMPLETED!**
- 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 correctly prior to inspection.
- 5. AISLES:** measure your units; do not over extend into the aisle. Aisles must remain at full size.
- 6. COMPRESSED FLAMMABLE GASES SHALL BE PROHIBITED WITHIN EXHIBIT HALL.** Recreational vehicles must not have any propane in tanks. New trailer 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 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 combustable cartons, packing crates, etc. is not allowed in the Field House. Storage of combustable 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 Show produced by McCarey Exposition Management, 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 Show 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 Show has instructed parking area security to discourage individuals from putting for sale signs on their vehicles.

ATTENTION: ALL DEALERS

IMPORTANT REMINDER TO ALL DEALERS WITH TALLER RV UNITS

PLEASE BE AWARE OF YOUR ACTUAL OVERALL 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 DURING MOVE IN/OUT. 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 issues for all show days if not addressed.

PLEASE RETURN BY FEBRUARY 1ST IN ORDER TO HAVE BADGES READY AT MOVE IN.

NORTHEAST RV SHOW 2024 PASS LIST FORM

The contact person should make all badge requests and be the 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 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. _____ |

Scan and Email form to info@showoffice.com (subject NORTHEAST RV SHOW)

Or mail to: NORTHEAST RV SHOW, 388 East Main Street, Middletown NY 10940

EXHIBITOR PASSES WILL BE AVAILABLE ON SITE STARTING THURSDAY.

DATE

ACORD CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <i>Your Insurance Agent Info</i>	Contact
	Phone
	Email Address
INSURED <i>Your Company Info</i>	INSURER(S) AFFORDING COVERAGE
	Insurer A
	Insurer B

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	POLICY NUMBER	POLICY EFF	LIMITS		
	GENERAL LIABILITY Commercial General Liability Claims Occur Gen'l Aggregate Limit Applies Policy Project	X	Requirements: \$1,000,000 each occurrence \$2,000,000 aggregate		Each Occurrence	\$	
					Damage to Rented Prem	\$	
					Med Exp (any one person)	\$	
					Personal & Adv Injury	\$	
					General Aggregate	\$	
					Products-Comp/Op Agg	\$	
	AUTOMOBILE LIABILITY		SAMPLE		Combined Single Limit (ea)	\$	
						Bodily Injury (per person)	\$
						Bodily Injury (per accident)	\$
						Property Damage (per accident)	\$
	UMBRELLA LIAB EXCESS LIAB Occur Ded Claims				Each Occurrence	\$	
					Aggregate	\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A	Statutory		WC Statutory Limits		
					E L Each Accident		
					EL Disease - Ea Accident		
					E L Disease - Ea Policy		

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES

Covering Northeast RV Show, February 16-19, 2024 at the Rockland Community College, Suffern, New York. It is hereby agreed that McCarey Exposition Management Inc., and County of Rockland be included as additional insured.

CERTIFICATE HOLDER

McCarey Exposition Management, Inc.
388 East Main Street
Middletown NY 10940
845.343.2772

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

SERVICE ORDER FORM

All orders must be accompanied by a company check or credit card information with full payment. Unpaid orders will be returned.

Return this form and make check payable to:

GOOD LIVING EXPOSITIONS, INC.

PO Box 481025 • Delray Beach, FL 33448 • (845) 319.3976

send back to info@goodlivingexpos.com

EVENT: NORTHEAST RV SHOW – FEBRUARY 16-19, 2024 – RCC FIELDHOUSE SUFFERN, NY

COMPANY NAME: _____ **BOOTH #**

Address _____ City/State/Zip _____

Representative _____

Phone _____ Email _____

ALL CONDITIONS AGREED TO:

X _____ Date _____
(Signature)

ELECTRIC SERVICE
(Only advance electric services will be honored)

10' x 10' BOOTHS Quantity	10 Day Advance Price	Show Price
_____ Basic – up to 500 Watts	\$83.00	\$100.00
_____ 1000 to 1500 Watts	100.00	125.00
_____ 20 Amp Line	125.00	150.00

CHAIRS

Quantity	10 Day Advance Price	Show Price
_____ Plastic Folding Chair(s)	\$6.00	\$8.00

DECORATED DISPLAY TABLES
(No size exchanges)

Quantity	10 Day Advance Price	Show Price
Desk Top Height 30" High (sit behind)		
_____ 4' Long x 2' Wide x 30" High	\$55.00	\$69.00
_____ 6' Long x 2' Wide x 30" High	65.00	79.00
_____ 8' Long x 2' Wide x 30" High	75.00	89.00
Bar Top Height 42" High (stand behind)*		
_____ 4' Long x 2' Wide x 42" High	\$65.00	\$79.00
_____ 6' Long x 2' Wide x 42" High	75.00	89.00
_____ 8' Long x 2' Wide x 42" High	85.00	99.00

ADVANCED PRICES MUST BE RECEIVED 10 DAYS PRIOR TO THE SHOW. NO TELEPHONE ORDERS ACCEPTED.

*42" High Tables are NON CANCELLABLE
Price Includes: table, white vinyl top, three sides pleated BLUE skirting.

** There will be a 50% charge applied to all cancelled orders prior to setup; Non Cancellable after set-up**

RETURN WITH PAYMENT BEFORE
2/1/24

(Please fill in completely)	
SUB TOTAL	\$
8.375% SALES TAX	\$
TOTAL DUE	\$

TO USE VISA OR MASTERCARD OR AMEX FOR DEPOSIT AND/OR BALANCE - PLEASE FILL OUT BELOW

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