

# 32<sup>nd</sup> ANNUAL EDMONTON RV EXPO & SALE

February 9, 10, 11 & 12, 2012  
Edmonton EXPO Centre  
GENERAL INFORMATION

## EXHIBIT SPACE & RENTAL RATES

### "ONE SHOW DEAL"

Booth	Member	Non-Member
Space	(per sq ft)	(per sq ft)
100 sq ft	\$14.00	\$15.50
200 sq ft	\$13.50	\$15.00
300-400 sq ft	\$13.00	\$14.00
500-799 sq ft	\$11.50	\$13.50
800-999 sq ft	\$11.00	\$13.00

### "TWO SHOW DEAL"

Member	Non-member
(per sq ft)	(per sq ft)
\$27.00 sq ft	\$30.00 sq ft
\$26.00 sq ft	\$29.00 sq ft
\$24.00 sq ft	\$26.00 sq ft
\$21.00 sq ft	\$25.00 sq ft
\$20.00 sq ft	\$24.00 sq ft

### DOUBLE EXPOSURE

Edmonton and Calgary RV Shows give you the opportunity to reach over 40,000 Albertans with information about your special service or product. Show rates are detailed to the left for you.

Contact the RVDA office to find out more about this special DOUBLE EXPOSURE OPPORTUNITY!

### CALGARY RV EXPOSITION JAN 26, 27, 28 & 29, 2012

*A 50% DEPOSIT IS REQUIRED WITH EACH CONTRACT PAYABLE BY VISA OR MASTERCARD. ALL CONTRACTS MUST BE PAID IN FULL PRIOR TO JAN 3, 2012.*

BASED ON RECOMMENDATIONS FROM PREVIOUS SMALL BOOTH EXHIBITORS, A 10% PREMIUM HAS BEEN IMPLEMENTED ON ALL CORNER BOOTH LOCATIONS

All prices are subject to 5% GST.

#### 1. LOCATION:

Edmonton Expo Centre ♦ Halls A, B, C, E, F, G & H  
115<sup>th</sup> Ave & 78 Street, Edmonton, AB ♦ (780) 471-7210  
Show Office: (780) 471-7201 (during show hours)

#### 2. BUILDING ACCESS:

Note: See Item#15 for "Move-In" information

- **Vehicles can access Hall A:**  
Through DOOR A4 ♦ 14' 9" high x 13' 9" wide
- **Vehicles can access Hall B:**  
Through DOOR B1 ♦ 18' 9" high x 20' wide or  
DOOR B5 ♦ 14' 9" high x 13' 9" wide
- **Vehicles can access Hall C:**  
Through DOOR C1 ♦ 14' 9" high x 119' 9" wide or  
DOOR C5 ♦ 19' 6" high x 20' wide
- **Vehicles can access Hall E & F:**  
Through Door E1
- **Vehicles can access Hall G & H:**  
Through Door H1

#### SHOW HOURS:

Thursday, February 9, 2012 ♦ 3:00pm – 9:00pm  
Friday, February 10, 2012 ♦ 10:00am – 9:00pm  
Saturday, February 11, 2012 ♦ 10:00am – 9:00pm  
Sunday, February 12, 2012 ♦ 10:00am – 5:00pm

#### 3. MOVE OUT:

Sunday, February 12, 2012 ♦ 5:01pm – midnight  
All booths and inventory must be removed - **no exceptions.**

#### 4. EXHIBITORS READY:

All exhibitors should have their booth(s) near completion and the aisles cleared of all debris by 1:00pm on Thursday, February 9, 2012.

#### 5. EXHIBITOR PARKING:

There is no free parking on the Edmonton Expo Centre grounds. Parking passes are required to gain access to the grounds, at the exhibitor's expense. A parking pass does not guarantee a parking space but does allow in & out privileges. An order form is enclosed, including **order deadline date.**

A pass will cover you for the four show days, plus move-in and out. Additional passes will also be available for purchase from the show office or at main gate.

#### 6. ADVANCE SHIPPING & MATERIAL HANDLING

For information on advance shipping and material handling, please see the attached info sheet supplied by **Superior Show Service.** They are able to receive materials in advance. Please contact them for details.

## 7. STAFFING EXHIBITS:

It is recommended that exhibitors staff their booths at all times during the hours of the Show. Security issues arise when booths are not manned. Exhibitors are reminded that neither Show Management nor Edmonton EXPO Centre assume any responsibility for losses, therefore exhibitors should take all reasonable precautions to protect their own property, **including taking out insurance. Please see Item #21.**

## 8. FIRE REGULATIONS:

Please see 2012 Edmonton Show Fire Regulations pamphlet provided.

## 9. EXHIBITOR DECORATION:

Eight foot (8') back drapes and four foot (4') side drapes will be provided for each small booth space exhibit contracted. The drapes will be black in colour.

For any additional décor options, please see the info sheet for instructions on ordering from **Superior Show Service**. Exhibitors are not obliged to use this company, but they will be on site and are the official show supplier.

## 10. COMMUNICATIONS, ELECTRICAL, LIGHTING AND FORK LIFT:

One 800-watt, 120-volt electrical outlet is provided free for each small booth exhibit space contracted. All outlets are supplied to the back wall of the booth. Rental of spotlights or banner hanging services must be obtained through Northlands' exclusive contractor at the exhibitor's expense:

### SHOWTECH POWER & LIGHTING

9797 Jasper Avenue,  
Edmonton, AB T5J 1N9  
Contact: Darren Sulz - (780) 429-1162  
[www.showtech.ca](http://www.showtech.ca)

Orders will not be accepted by phone although SHOWTECH Ltd. will be pleased to answer any inquiries. All electrical equipment must conform to all CSA or Alberta Electrical Approval requirements. Water drains, natural gas and compressed air are available. Telephones and fax lines are also available through SHOWTECH. If you require any of these services, please contact SHOWTECH at least four weeks prior to Show move-in. A man lift is available to hang signs and banners. **Arrangements must be made in advance.**

**Internet services can be ordered through the Edmonton EXPO Centre. Go to [northlands.com/trade-shows-0](http://northlands.com/trade-shows-0) for an order form. For wireless internet accessible during the event for a nominal fee, check [edmontonexpocentre.com](http://edmontonexpocentre.com).**

## 11. EXHIBITOR BADGES:

Exhibitor badges are issued free of charge to exhibit personnel only, on the following basis:

- Displays up to 300 sq. ft. ♦ 5 passes
- Displays up to 999 sq. ft. ♦ 10 passes

Exhibitor passes are transferable, but may be revoked at any time at the discretion of the Show Manager. Additional exhibitor passes may be purchased.

To prevent delays at Move-In, be sure to complete and return the enclosed **EXHIBITOR PASS ORDER FORM** to the Association office **no later than December 1, 2011. Use this same form to purchase additional passes.** Additional passes can be picked up at the Show Office in the Edmonton Expo Centre starting **Wednesday, February 8, 2012** after 8:00am

## 12. EXHIBIT RESTRICTIONS:

Show Management reserves the right to restrict those displays that unduly hamper visibility to other displays or those exhibitors who create an **unacceptable amount of noise. At all times, Show Management reserves the right to make final decisions in this regard.**

## 13. ALTERED EXHIBIT FLOOR PLANS:

Show Management reserves the right at any time without prior notification, to alter exhibits, aisles, common areas, and feature displays in an effort to best serve the interests of the show and/or the Association. **Management's decisions in this regard will be final.**

## 14. MOVE-IN:

Move-in will be determined by a schedule provided in advance of the Show. This schedule will be strictly enforced. If you have a vehicle or large display please contact the show organizers ASAP for direction.

## 15. SECURITY SERVICES:

Security will be provided during non-show times starting on Tuesday, February 7, 2012 until midnight, Sunday, February 12, 2012. However, exhibits and their contents are the responsibility of each exhibitor. **Be sure your insurance is in force and do not leave valuables in exhibit space.** EXHIBITOR BADGES must be worn to gain access to the exhibit floor before, during and after show hours. **NO EXCEPTIONS WILL BE ALLOWED.**

## 16. DRAWS & CONTESTS:

Sales promotions, draws and contests conducted by exhibitors in conjunction with their display **must be free of any obligation on the part of the winner.** Prize winners must not be required to place an order before collecting the prize offered. The schedule of prizes and terms of the draws or contests **must be approved by Show Management at least two weeks before the Show** and must comply with all existing Government regulations. A list of individual exhibitors' prizes with winners' names must be submitted to the Show Management no later than two weeks after the final day of the Show.

## 17. PAYMENT FOR EXHIBIT SPACE:

**EXHIBIT SPACE MUST BE PAID IN FULL BY JANUARY 3, 2012.** Show Management reserves the right to refuse use of space to any exhibitor who has not paid in full.

## 18. LATECOMERS / NO SHOWS:

Any exhibitor space not set up or for which no special arrangements have been made prior to 11:00 am opening day, may be resold or reassigned by Show Management without further obligation or return of deposits. **This rule will be strictly enforced.**

## **19. PROMOTION, SAMPLES, SOUVENIRS &**

### **MASCOTS:**

Mascots or exhibit personnel distributing samples, souvenirs or promotional materials, must do so in the confines of their exhibit space. Anyone handing out food or drink samples from their space must receive written permission from the Edmonton Expo Centre. A charge may be levied by Edmonton Expo Centre. An inspection by Edmonton Health Services may also be required.

## **20. SIGNS:**

Exhibitors are permitted to display professional signage representing their products only in those areas for which they have contracted space. The top of all signage must not exceed 12' overall in height from the floor. Any exceptions must be pre-approved by the Show Management. Signage on the side of an exhibit **must not** block the view to the next exhibit.

## **21. INSURANCE/LIABILITY:**

Neither Show Management nor the building owners will accept responsibility for injury to persons, loss or damage to products, exhibits, equipment or decorations, by fire, accident, theft or any other cause while in the building.

**Exhibitors or their agents must provide adequate insurance on their own personal exhibits and materials against all such hazards. Please submit a copy of your certificate of insurance along with your exhibitor contract.**

## **22. SPECIAL NOTES:**

- **All exhibitors must have insurance coverage for the duration of the Show.**
- **All aisles must be kept clear for traffic and not be used for soliciting business.**
- **The document entitled "Rules, Regulations and Conditions For Exhibitors" included in this show kit must be adhered to.**