



SERVICE PRE-NOTIFICATION Request Form

Service is considered very important to attendees. All RV manufacturers and component suppliers who exhibit are invited to provide service for their products and to provide the necessary trained personnel to perform the work. FMCA members have been informed of the companies that are offering early service sign-up. These companies are listed in the program in the Grounds Services section.

Per the recommendation of the FMCA Commercial Council, the Service Center procedures for FMCA's Gillette, Wyoming, International Convention & RV Expo have been revised to allow family attendees to make service appointments **in advance**.

This will enable you, as a valued FMCA commercial partner, to pre-schedule service appointments and to bring the appropriate parts and service personnel to Gillette.

If you would like for registered family attendees to contact you to set up a service time slot and to order advance parts, please reply with the following information by Friday, June 1.

- Company Name
- Person to contact
- Phone number of contact
- Email address of contact
- Type of service offered

Email this information to conventionexhibitor@fmca.com



SERVICE CENTER Request Form

A limited Service Center will be available on Wednesday, July 18, 2018, from 8:00 a.m. through 1:00 p.m. for registered exhibiting companies that would like to take additional service orders prior to the opening of the show. **Each company will receive one table and one chair for taking service orders. Please make sure that you have your service table staffed on the day that the Service Center is open.**

WE WILL NEED A PARKING SPACE FOR OUR UTILITY TRAILER(S)

Commercial Membership _____

Company Name _____

of utility trailer(s) _____ Length of utility trailer(s) _____

Due to safety issues, we ask that your service techs start servicing attendee RVs no earlier than 8:00 a.m. on Wednesday, July 18, 2018, unless it is emergency service.

WE WILL NEED NAME BADGES AND SERVICE VEHICLE PASSES FOR THE FOLLOWING:

NAME	SERVICE VEHICLE PASS ✓	NAME	SERVICE VEHICLE PASS ✓
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

NOTE: Photocopy this form if requesting more than 10 service personnel.



Emergency Service Request Form

Our company would like to be listed in the program as an EMERGENCY Service provider. We understand that emergency service is defined as an emergency on a component that impacts **health and safety issues**.

Please print the following name and cell phone number in the program for attendees of the 98th International Convention & RV Expo in the event of an emergency service need prior to the start of the scheduled service hours.

Commercial Membership #

Company Name

Contact Person

Cell phone #

Arrival Date:



Pre-Sold Installation Request Form

If you are an exhibitor participating at a chapter/maker pre-rally and find that you do not have enough time to complete your pre-sold installs or emergency service, please be advised that FMCA has established procedures where you may perform pre-sold emergency service/installation in Gillette, Wyoming.

Exhibitors must have the appropriate credentials in order to perform pre-sold installations and emergency service. Forms must be returned to FMCA immediately in order to perform this service.

Commercial Membership #

Company Name

Service Manager Name

Emergency Cell Phone #

WE WILL PERFORM THE FOLLOWING TYPE OF PRE-SOLD INSTALLATIONS:

WE WILL NEED NAME BADGES AND SERVICE VEHICLE PASSES FOR THE FOLLOWING:

NAME	SERVICE VEHICLE PASS ✓	NAME	SERVICE VEHICLE PASS ✓
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

NOTE: Photocopy this form if requesting more than 10 service personnel.



Local Service Firms Request Form

We would like to recommend the following firm in the Gillette, Wyoming, area to perform early off-grounds service on RV components prior to Wednesday, July 18, 2018.

(If you recommend a firm for service, please be sure to inform that firm that you have recommended them for this early off-grounds service.)

Commercial Membership #

Company Name

Contact Person

Address

City

State

Zip

Phone

E-mail

NOTE: Companies MUST be Commercial members of FMCA

Brand Name of Components Serviced
