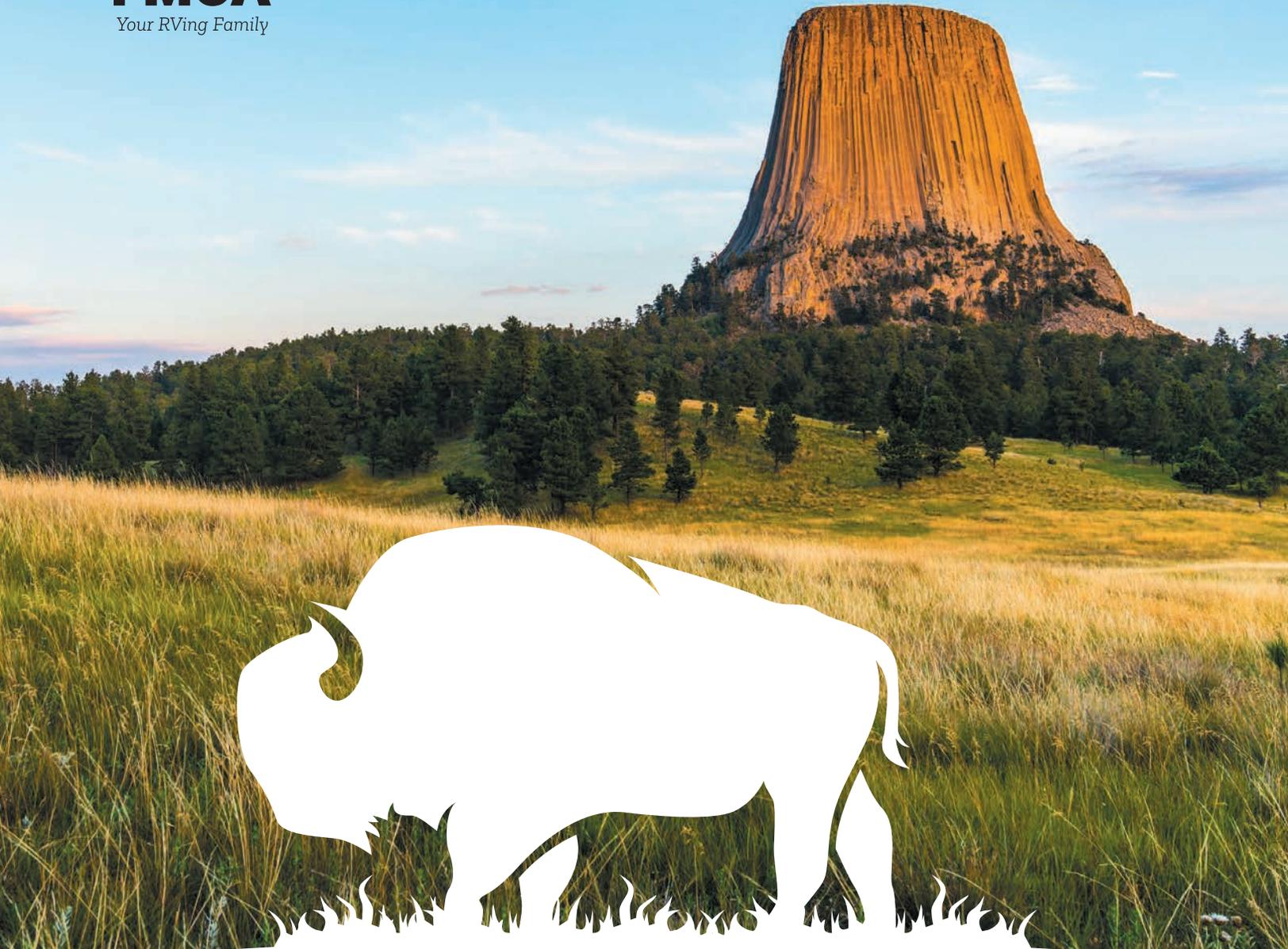


FMCA
Your RVing Family



FMCA'S 103RD INTERNATIONAL CONVENTION & RV EXPO

EXHIBITOR INFORMATION

JULY 7-10, 2021

CAM-PLEX MULTI-EVENT FACILITIES • GILLETTE, WYOMING



FMCA's 103rd International Convention & RV Expo promises to attract RV owners, manufacturers, RV dealers, suppliers of various products, component manufacturers, as well as campgrounds, resorts, and service facilities – and don't forget – FMCA's loyal audience of buyers. This event will be held at the Cam-Plex Multi-Event Facilities in Gillette, Wyoming, and is a Wednesday through Saturday event. Be sure to be visible!

SHOW RULES

The information on the back side of the exhibit space contract contains the show rules. Exhibitors are urged to read the contract and terms of the contract prior to applying for space. All exhibitors must be commercial members of FMCA.

APPLICATION DEADLINE

The exhibit space contract and a 50% deposit covering the exhibition fees for all exhibitors must be received in FMCA's offices by Friday, April 16, 2021, in order to be in the space drawing for booth assignment, which is scheduled for Monday, April 19, 2021. Contracts received without a 50% deposit will not be eligible to participate in the space assignment/drawings. Exhibitors whose contracts and fees are received after the drawing will be assigned space on a first-come, as-available basis. Final remittance will be due on or before Friday, May 28, 2021. FMCA does not bill for remaining space fees. Fees not paid by May 28, 2021, will be considered cancelled and forfeited by the exhibitor.

SENIORITY REQUIREMENTS

Two drawings will be held in Cincinnati on Monday, April 19, 2021. The first drawing will be for exhibitors who exhibited at the 2019 Minot, ND, and the 2021 Perry, GA, FMCA International Conventions & RV Expos. The second drawing will be for all others. Both drawings will be by proxy only. All exhibitors who wish to be included in the space assignment procedures must have their contracts and fees to FMCA no later than Friday, April 16, 2021. If FMCA receives more contracts than it has space, those not drawn in the space drawing procedures will be refunded space fees in full. Space is limited and may be allocated to accommodate all participants sending in contracts by April 16, 2021.

GUIDELINES FOR REQUESTING SHOW SPACE

Space should be requested by booth number and/or RV space number shown on the enclosed maps. Please list six (6) choices in order of preference. There is no guarantee exhibitor's booth or RV space choices will be assigned during lottery procedures.

REFUNDS/CANCELLATIONS

Any exhibitor who cancels, withdraws from the show, or reduces the size of its space for any reason forfeits any monies paid as liquidated damages, and the exhibitor agrees

COMMERCIAL MEMBERSHIP DUES*

EXHIBITOR TYPE	ANNUAL DUES	RENEWAL
RV Manufacturer	\$360	\$360
Component Manufacturer – Annual Sales over \$100,000	\$145	\$145
Component Manufacturer – Annual Sales less than \$100,000	\$108	\$85
Dealers/Services/Others	\$70	\$50

*Exhibitors must be FMCA commercial members! See enrollment form attached, or visit www.fmca.com.

to be legally obligated to remit any unpaid balance for such assigned space. FMCA reserves the right to rent to another exhibitor, to eliminate, or to maintain vacant the canceled space without obligation to the exhibitor. FMCA reserves the right to sell space to another exhibitor if space is left empty or is not used in the manner originally intended by FMCA. No space may be used solely for storage purposes. All spaces must be decorated appropriately according to FMCA standards.

EXHIBIT AREA FLOOR PLANS

Indoor exhibit space will be located within the Wyoming Center. Refer to the enclosed floor plan. Please note that RV spaces are 40x40 spaces unless otherwise noted. RV spaces will be located in Lot D in the asphalt lots to the south of the Wyoming Center. All floor plans are subject to change pending the Fire Marshal's review and the exhibitors' request for space.

OUTDOOR SUPPLIER DEMONSTRATION AREA SPACE

This area is for exhibitors who have difficulty demonstrating products due to safety concerns regarding movement of product, noise, height, product type, or size restrictions set forth in the show rules (see back of contract, Section VII, for size restrictions). Products appropriate for this area include generators, display trailers with several components (the trailer being too large for a booth), production-line tow trailers that exceed size limitations for a booth as outlined in the exhibit contract, etc. Products that do not qualify for this area are accessory display trailers or other exhibits containing products that are small enough for a booth display and that will not create a noise problem inside the exhibit area. RVs are permitted in this area, but are not allowed to be used as a live-in unit. No space may be used solely for storage purposes. All spaces must be decorated appropriately according to FMCA standards.

A plot plan must be submitted designating the size of the space requested with the area required by the product drawn to scale within the requested space. Photos are requested and will facilitate the approval process for this area. Space will be available for purchase at \$5.00 per square foot. Minimum and maximum size requirements will prevail in the supplier demonstration area (10' minimum width; 10' minimum depth or 20' maximum depth). You will be notified if your product "does not qualify" for this area. Electricity and phone lines are available in this area at an additional charge and will be available through the official show decorator, Hale Expo Services. Information will be available in the exhibitor confirmation materials regarding Hale Expo Services. The Outdoor Demo Area will be to the west of the Wyoming Center.

MOVE-IN, MOVE-OUT

Booth exhibitors and Supplier Demonstration Area displays who begin to tear down or bring out packing boxes before 5:00 p.m. on Saturday, July 10, 2021, will be subject to a fine of not less than \$300 per booth and may be prohibited from participating in future shows.

SHOW DATES & HOURS

Exhibit Dates & Times for All Exhibitors

Wednesday, July 7, 2021	1:00 p.m. to 5:00 p.m.
Thursday, July 8, 2021	9:00 a.m. to 5:00 p.m.
Friday, July 9, 2021	9:00 a.m. to 5:00 p.m.
Saturday, July 10, 2021	9:00 a.m. to 5:00 p.m.

RV Displays Set-Up Days

Please do not arrive prior to Saturday, July 3, 2021

Saturday, July 3, 2021*	8:00 a.m. to 5:00 p.m.
Sunday, July 4, 2021	8:00 a.m. to 5:00 p.m.
Monday, July 5, 2021	8:00 a.m. to 5:00 p.m.
Tuesday, July 6, 2021	8:00 a.m. to 5:00 p.m.
Wednesday, July 7, 2021	8:00 a.m. to 10:00 a.m.

* Staging Day

Booth & Outdoor Demonstration Area Display Set-Up Days

Please do not arrive prior to Monday, July 5, 2021

Monday, July 5, 2021	8:00 a.m. to 5:00 p.m.
Tuesday, July 6, 2021	8:00 a.m. to 5:00 p.m.
Wednesday, July 7, 2021	8:00 a.m. to 10:00 a.m.

Show units will remain intact until 5:00 p.m. on Saturday, July 10, 2021. Early movement of display units prior to the close of the show will result in a fine of \$1,000 per RV moved. During show hours, display RVs may not be moved. Any movement of show units beginning Wednesday, July 7, 2021, at 12:00 p.m. through Saturday, July 10, 2021, at 5:00 p.m. must have permission through FMCA's Director of Events to move show units from the display area. RVs that have permission to move by the Director of Events may not be replaced with other units and movement will need to be assisted by FMCA show security. Show units are not to be used as a Demo or Test Drive unit. FMCA appreciates your cooperation in this matter. All exhibitors must remove all displays prior to 12:00 p.m. on Sunday, July 11, 2021. FMCA and the Cam-Plex Multi-Event Facilities appreciate your cooperation in this matter.

RESTRICTIONS

The Director of Events reserves the right to restrict exhibits which, because of noise or for any reason, become objectionable, and also to prohibit or evict any exhibit that in their judgment may detract from the general character of the show. In the event of such restrictions or evictions, show management shall not be liable for refunds of any kind. The Director of Events or Physical Properties Manager may also request changes in the method of display if it is objectionable to an adjoining exhibitor or Show Management.



A height restriction for indoor spaces will be in force. The height of rear booth partition and display materials must not exceed 8 feet in height. Side partition on booth may be 8 feet high, half of the depth of the booth from the back of the booth, but remainder of the partition must be no higher than 3 feet. Counter height tables will be permitted. All surfaces exposed to aisle or other booths must be of a finished nature, either by draping or decorative panel. A height restriction for all Outdoor Supplier Demo and RV displays will be in force. No decorations of flags, blimps, or helium balloons in excess of 20' (from the ground) will be permitted without prior permission of FMCA. International Association for Exhibits and Events (www.iaee.com) display rules and regulations apply. Violators will be subject to fines and may/or may not lose rights to participate in space drawings for future FMCA conventions. Production-line tow trailers are not permitted in the RV display area. Tow trailers that are for sale and have been custom built by an RV manufacturer specifically to accompany or to use with a specific RV, usually to be displayed with it, are permitted in the RV display area. The tow trailer must be displayed carrying the vehicle it is intended to tow. Office trailers may not be placed on exhibit space. No pets will be allowed in the seminar buildings, exhibit buildings, eating areas/facilities, or within the RV display areas; service animals exempted.

INSURANCE

Exhibitor will maintain, at its sole expense, comprehensive general liability insurance covering bodily injury and death to persons and property damage with minimum per occurrence limits of \$1,000,000; workers compensation and employer's liability insurance; covering all those engaged by Exhibitor to provide services on its behalf; and adequate casualty property coverage for its own property. The general liability policy will name FMCA as an additional insured and must

be in force during the full term of the Show including move-in and move-out days. Exhibitor must provide FMCA with a Certificate of Insurance confirming that all of these requirements are in place prior to July 3, 2021.

SALES TAX COLLECTION/ APPLICATION:

Wyoming Laws require all businesses and individuals to register with the Department of Revenue prior to conducting sales in Wyoming. Should you have any questions regarding Wyoming Tax Law Requirements, please contact:

Tim Dryden

Wyoming State Revenue Department
1901 Energy Court #302
Gillette, WY 82718
Phone/Fax: 307-777-5542
Email: Tim.dryden@wyo.gov
Web: www.revenue.state.wy.us

Please keep copies for your records.

WYOMING TEMPORARY RV SALES AND DISPLAY PERMIT

Legislation: In 2007, legislation was passed to allow for out-of-state recreational vehicle dealers to obtain a temporary seven-day permit to display and sell RVs at large RV rallies after all Wyoming dealers have been given an opportunity to be represented at that rally. Wyoming dealers will receive the first right of refusal to display and sell RVs at any rally.

The Wyoming Temporary RV Sale and Display Permit is the responsibility of the out-of-state dealers – NOT the responsibility of the Event Coordinators. Most dealers that are going to an out-of-state venue are aware that there are permitting and fees required with that state. This information with forms are given to the Event Coordinators to insure that out-of-state dealer(s) are aware of these fees.

All RV Rallies of more than 150 units that plan to have RVs on display and for sale must adhere to the following Wyoming law.

6 MONTHS PRIOR TO RALLY: CAM-PLEX officials will send a letter to Wyoming RV Dealers giving them the first right of refusal.

AT LEAST 3 MONTHS PRIOR TO RALLY: Review **Document A**-Temporary Permit Application Instructions, Fill out and send to Wyoming Department of Transportation: **Document B** – Temporary Permit applications: **Document C** – Background Check, Supplemental Information Questionnaire, Federal-Criminal Fingerprint card (Blue Card) and a State-Non Criminal Fingerprint Card (Orange Card). IT IS CRUCIAL THAT THE FRONT AND BACK OF THE FINGERPRINT CARDS ARE COMPLETED, including the Waiver and Dissemination Information on the back of the Orange Card. This seems to hold dealer license applications up the most.

After WYDOT receives criminal background check results, WYDOT will contact dealers to get bond executed. Dealers go to their insurance company with **Document D** – Temporary Permit Bond form and get a surety bond.

Once WYDOT receives the completed bond form WYDOT will mail Document E – Temporary Permit with **Document F** – Permit Holder Instructions on the use of demo plates, temporary registration forms and permit holder instructions, etc.

Document E – (Bottom Part) State of Sales, follow instructions and send to:

Wyoming Department of Transportation
Compliance & Investigation
3500 Bishop Boulevard
Cheyenne, WY 82009-3340
Phone: 307-777-3815 Fax: 307-777-4229

Cost Associated With Permitting

- **Permit Fee** = \$500.00, payable to WYDOT
- **Fingerprint Fee** = \$39.00 certified funds payable to Wyoming Attorney General – DCI
- **Bond** = \$25,000.00 surety bond, effective for a period of one year, through insurance company
- **Demo Plates** = \$25.00 each, 2 max, payable to WYDOT
- **Temp Registration Permits** = \$4.50 each, 10 max, payable to WYDOT (online signup)

Wyoming went to an online temporary permit system. The law has been updated for the Temporary RV dealers temporary permits.

Doc G will need to be filled out by the out of state RV dealer once WYDOT has approved the permit. Email the form to OPSEC (email address is at the top of the form) This form is to create the ordering account by OPSEC.

The online system has two websites. The main site is for issuing, expiring and replacing temporary permits. Once OPSEC has created the ordering account and email will be sent and you can order seals. <https://secureetagwy.opsecsecurity.com/SecureETag/login.jsp>.

The second site is just for ordering the seals/paper bundle. The minimum amount that can be ordered is 25. The dealer will buy the seals and paper through Opsec, not WYDOT. <https://orders.opsecsecurity.com/landing.asp?autopage=%2FDefault%2Easp>

WYDOT will create an account for the main Opsec site once the permit has been approved. Please provide an accurate email address for the person in charge of the temps at the RV rally. Once the account is created and email will be sent to the contact person with their username and a temp password.

Upon receipt of your exhibit space contract, FMCA will email the WYDOT documents to you. All paperwork must be completed and sent to WYDOT no later than April 30, 2021, in order for forms and paperwork to be processed and approved by WYDOT.

SEMINAR PROGRAM AND APPLICATION

Exhibitors interested in being considered for presenting technical, educational, product-specific, or craft seminars in one of the seminar rooms for the event, should visit: FMCA.com/FMCA-exhibitors, and scroll to the Seminar Presenter section to apply. More detailed information is available on the application form, or contact Barb Feiler in our Events Department at 800-543-3622 ext. 219 or by email at bfeiler@fmca.com. Due to the number of seminar requests made for each event, submission of the seminar application does not guarantee that your seminar will be scheduled. Seminar space in Gillette will be limited and is not guaranteed. All applications must be submitted electronically. **Applications are due by Friday, April 30, 2021.**

SPONSORSHIP INFORMATION

We are committed to helping you target your advertising and marketing dollars to thousands of motorhome owners in the most economical way. As an event sponsor, your company is provided with a wide range of the most inclusive advertising, sales promotion, and hospitality benefits available. Multiple sponsorship levels are designed to fit all budgets! Each package provides the exposure you want! Imagine having your company name as the sponsor of: Trams, Morning Coffee & Doughnuts, Event Program Guide, Evening Entertainment, just to mention a few. Interested sponsors are encouraged to call FMCA to inquire about sponsorship opportunities. Please call 800-543-3622 for information.

For More Information, Contact The FMCA Events Department
800-543-3622 • 513-474-3622 tel | thenry@fmca.com email



FMCA

Your RVing Family

800-543-3622 | 513-474-3622 **tel**

513-474-2332 **fax**

FMCA.com

8291 Clough Pike

Cincinnati, Ohio 45244