

FMCA'S 107TH INTERNATIONAL CONVENTION & RV EXPO

# EXHIBIT SPACE INFORMATION & CONTRACT

**FMCA**  
Your RVing Family



## August 23-26, 2023

CAM-PLEX MULTI-EVENT FACILITIES • GILLETTE, WYOMING

# GENERAL INFORMATION



FMCA's 107th International Convention & RV Expo will 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 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 Monday, April 24, 2023, in order to be in the space drawing for booth assignment, which is scheduled for Tuesday, April 25, 2023. 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, July 8, 2023. FMCA does not bill for remaining space fees. Fees not paid by July 8, 2023, will be considered cancelled and forfeited by the exhibitor.

## COMMERCIAL MEMBERSHIP DUES\*

EXHIBITOR TYPE	NEW MEMBER DUES	RENEWAL DUES
1 Year	\$60	\$50
2 Years	\$110	\$100
3 Years	\$160	\$150

*\*Exhibitors must be FMCA commercial members!  
Contact 800-543-3622 to get an enrollment form  
by email or visit [www.fmca.com](http://www.fmca.com).*

## SENIORITY REQUIREMENTS

Two drawings will be held in Cincinnati on Tuesday, April 25, 2023. The first drawing will be for exhibitors "who have exhibited at an FMCA International Convention & RV Expo within the past calendar year. 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 Monday, April 24, 2023. 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 24, 2023.

## 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 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 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 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 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

## SHOW DATES & HOURS

### Exhibit Dates & Times for All Exhibitors

Wednesday, August 23, 2023	1:00 p.m. to 5:00 p.m.
Thursday, August 24, 2023	9:00 a.m. to 5:00 p.m.
Friday, August 25, 2023	9:00 a.m. to 5:00 p.m.
Saturday, August 26, 2023	9:00 a.m. to 3:00 p.m.

### RV Displays Set-Up Days

Please do not arrive prior to Saturday, August 19, 2023

Saturday, August 19, 2023*	8:00 a.m. to 5:00 p.m.
Sunday, August 20, 2023	8:00 a.m. to 5:00 p.m.
Monday, August 21, 2023	8:00 a.m. to 5:00 p.m.
Tuesday, August 22, 2023	8:00 a.m. to 5:00 p.m.
Wednesday, August 23, 2023	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, August 21, 2023

Monday, August 21, 2023	8:00 a.m. to 5:00 p.m.
Tuesday, August 22, 2023	8:00 a.m. to 5:00 p.m.
Wednesday, August 23, 2023	8:00 a.m. to 10:00 a.m.

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 and Supplier Demonstration Area exhibitors who begin to tear down or bring out packing boxes before 3:00 p.m. on Saturday, August 26, 2023, will be subject to a fine of not less than \$300 per booth and may be prohibited from participating in future shows.

Show units will remain intact until 3:00 p.m. on Saturday, August 26, 2023. 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, August 23, 2023, at 12:00 p.m. through Saturday, August 26, 2023, at 3:00 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

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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, August 27, 2023. FMCA and 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 may be 8 feet high half of the depth of the booth from the back of the booth, but remainder 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](http://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 August 19, 2023.

## SALES TAX AND SELLER'S PERMIT

Wyoming Laws requires all businesses and individuals to register with the Department of Revenue prior to questions regarding Wyoming Tax Law Requirements, please contact:

### Garrett Frei

Department of Revenue

1901 Energy Court #302

Gillette, WY 82718

Phone/Fax: 307-682-6061 or 307-777-5542

Email: [garrett.frei@wyo.gov](mailto:garrett.frei@wyo.gov)

Web: [www.revenue.wyo.gov](http://www.revenue.wyo.gov)

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 is given to the Event Coordinators to ensure 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.

**Must be submitted - 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, (2) Federal-Criminal Fingerprint card (Blue Card), and a current color picture.

After WYDOT receives criminal background check results and the application is complete, WYDOT will contact dealers to get bond executed. Dealers go to their

insurance company with **Document D – TEMPORARY RECREATIONAL VEHICLE DISPLAY AND SALES PERMIT BOND**. Must be dated for the first day of the show for a total of 12 months.

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)

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 May 15, 2023, 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](http://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](mailto: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, May 19, 2023.

## SPONSORSHIP INFORMATION

We are committed to helping you target your advertising and marketing dollars to thousands of RV 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.

# INDOOR EXHIBIT SPACE FEES & OPTIONS

## WHAT'S INCLUDED WITH INDOOR BOOTH EXHIBITION FEES

- Company name, address, telephone number, and a 40-word product description highlighting the products that you will be exhibiting. This listing will be included in the event program, online exhibitor directory, and the mobile event app.
- Event programs for your company representatives.
- Name badges for your company representatives.
- Complimentary participation at all entertainment functions.

## INDOOR EXHIBITION FEES

SPACE DIMENSIONS	PRICE
10 x 10 Corner	\$850 each
10 x 10 Non-Corner	\$680 each
Adjoining 10 x 10	\$575 each

# RV SPACES & OUTDOOR SUPPLIER DEMONSTRATION AREA DISPLAY FEES & OPTIONS



- Directional signage with your company name indicating the location of your display space.
- Exhibit security when exhibits are closed.

Please see the space plan to select RV display spaces.

## RV EXHIBITION FEES

SPACE DIMENSIONS	PRICE
50 x 50	\$2,125 each
40 x 40	\$1,360 each

- Company identification sign for your booth (name will appear exactly as your commercial membership).
- 8-foot-high back drape and 3-foot-high side rails in show colors.
- Aisle carpeting in show colors.
- Exhibit floor security when exhibits are closed.
- One (1) 5-amp/110-volt electrical outlet.
- Display Spaces for Indoor Booth Exhibitors.

Please see the floor plan to select booths for indoor exhibit spaces.

## WHAT'S INCLUDED WITH RV SPACES AND OUTDOOR SUPPLIER DEMONSTRATION AREA DISPLAY FEES

- Company name, address, telephone number, and a 40-word product description highlighting the products that you will be exhibiting. This listing will be included in the event program, online exhibitor directory, and the mobile event app.
- Event programs for your company representatives.
- Name badges for your company representatives.
- Complimentary participation at all entertainment functions.



## Outdoor Supplier Demo Description:

10-foot minimum width; 10-foot minimum depth; 20-foot maximum depth. This area will be located to the west of the Wyoming Center. Power is available at an additional cost through Hale Expo Services. This area can include Toy Haulers. 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.

## RV DISPLAYS & OUTDOOR SUPPLIER DEMONSTRATION AREAS FEES

SPACE TYPE	PRICE
RV Display Space	\$0.85 / sq. ft.
Outdoor Supplier Demonstration Area	\$5.00 / sq. ft.

# 107TH INTERNATIONAL CONVENTION & RV EXPO EXHIBIT SPACE CONTRACT

## COMPANY INFORMATION

COMPANY NAME		COMMERCIAL MEMBER NO.		
SHOW CONTACT NAME		EMAIL		
SHOW CONTACT CELL PHONE	COMPANY PHONE	FAX		
ADDRESS	CITY	STATE/PROVINCE	ZIP/POSTAL CODE	
WEBSITE	LINKEDIN			
FACEBOOK	TWITTER			

PRODUCT INFORMATION: LIMITED TO A 40-WORD OR LESS PRODUCT DESCRIPTION. THIS INFORMATION WILL APPEAR IN THE EVENT PROGRAM, MOBILE EVENT APP, AND ON FMCA.COM

### WE ARE APPLYING FOR INDOOR EXHIBIT SPACE

SPACE DIMENSIONS	PRICE	# OF SPACES REQUESTED
10 x 10 Corner	\$850 each	
10 x 10 Non-Corner	\$680 each	
Adjoining 10 x 10	\$575 each	

Our Space Choices Are:

_____	_____	_____
_____	_____	_____

### WE ARE APPLYING FOR RV DISPLAY SPACE

at \$0.85 per square foot and have attached a copy of the space map with our six (6) choices listed.

SPACE DIMENSIONS	PRICE	# OF SPACES REQUESTED
50 x 50	\$2,125 each	
40 x 40	\$1,360 each	

Our Space Choices Are:

_____	_____	_____
_____	_____	_____

Our Display Units Are:  New  Used  Combined New/Used

Square Feet Requested: \_\_\_\_\_ x \$.85/sq. ft. = \$ \_\_\_\_\_

### WE ARE APPLYING FOR OUTDOOR SUPPLIER DEMONSTRATION SPACE

Square Feet Requested: \_\_\_\_\_ x \$5.00/sq. ft = \$ \_\_\_\_\_

### PAYMENT

Total Exhibit Fees \$ \_\_\_\_\_

New Commercial Membership Fee \$ \_\_\_\_\_

Renewal Commercial Membership: \$ \_\_\_\_\_

Check enclosed in the amount of \$ \_\_\_\_\_  
made payable to FMC, Inc. Charge by credit card by calling  
513-474-3622 or 800-543-3622.

50% deposit required by Monday, April 24, 2023; after Monday, April 24, 2023, full payment required. Final remittance will be due on or before Friday, July 8, 2023. FMCA does not bill for remaining space fees. Fees not paid by July 8, 2023, will be considered cancelled and forfeited by the exhibitor.

SIGNED BY AUTHORIZED REPRESENTATIVE \_\_\_\_\_

DATE \_\_\_\_\_

### Return the Form with Payment to:

FMCA | 8291 Clough Pike, Cincinnati, Ohio 45244  
513-474-2332 fax

# RULES AND REGULATIONS GOVERNING THE EXHIBITOR

## I. SCOPE OF CONTRACT

This contract is made subject to the following rules and regulations, which are a part hereof.

## II. REVOCATION OF CONTRACT

It is understood and agreed that FMCA may revoke this contract at any time it determines, in its sole discretion, that the Exhibitor of the products and services the Exhibitor intends to exhibit are not suitable to the general character of the show, or are inconsistent with FMCA's values and purposes. In such case, FMCA shall refund to the Exhibitor all the exhibit space fees paid by the Exhibitor, which shall be in full liquidation of all loss or damage suffered by the Exhibitor.

## III. EXHIBIT SPACE ASSIGNMENT

The space as stipulated in this contract is to be used during the convention solely for the exhibitor named in this contract. FMCA reserves the right to alter exhibitor requests for specific exhibit space

## IV. REASSIGNMENT OF EXHIBIT SPACE

No Exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted herein without the written consent of the Director of Events.

## V. USE OF EXHIBIT SPACE

- A. Exhibit space is to be used solely for display of product, service, or merchandise.
- B. No Exhibitor, other firm, corporation, or individual shall advertise or distribute literature concerning the product of any other firm, corporation, or individual except as specified in its contract for space.

## VI. COMMERCIAL MEMBER STATUS AND CONDUCT

- A. No RV, bus conversion, or product may be displayed in the commercial area unless it is the product of a commercial member of FMCA. All vehicles on display must meet the criteria required for FMCA membership.
- B. All exhibitors will maintain a professional level of courtesy, respect, and objectivity. Any exhibitor who behaves in a hostile or unprofessional manner may be asked to leave the show by the Director of Events.

## VII. RESTRICTIONS

- A. The Director of Events reserves the right to restrict exhibits which, because of noise, message or implied message, 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.
- B. 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. When a canopy is used, it may be supported at the corners by something no larger than the size of the exhibit tubular frame, and the canopy must be erected to allow an unobstructed view of neighboring booths. Additional show rules in exhibitor confirmation materials will also apply.
- C. The Director of Events or Physical Properties Manager may request changes in the method of display if it is objectionable to an adjoining exhibitor or Show Management under the above rules.
- D. A height restriction for all Outdoor Supplier Demo and RV displays will be in force. No decorations or flags in excess of 20 feet from the ground will be permitted without prior permission of FMCA. This includes helium balloons.
- E. International Association for Exhibits and Events display rules and regulations will also apply. Violators will be subject to fines and may/or may not lose rights to participate in space drawing procedures for future FMCA conventions.
- F. 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.
- G. No pets will be allowed in the seminar buildings, exhibit buildings, entertainment facilities, eating areas, or within the RV display area. Only service animals may enter these areas.

## VIII. LIMITATION AND LIABILITY

- A. The Exhibitor covenants to indemnify and to save harmless FMCA, the Show sponsors, its Director of Events, Physical Properties Manager, and service contractors (collectively, the "Indemnified Parties") from and against any and all claims, demands, causes of action, suits, or judgments (including reasonable attorney fees, costs, and expenses incurred in connection therewith) for death or injuries to persons or loss of or damage to property arising out of or in connection with the use and occupancy of the exposition area or the demised exhibit and display space or spaces by the Exhibitor, his agents, servants, employees, contractors, licensees or invitees and not caused by the negligence of the Indemnified Parties. In the event of any claims made or suits filed, FMCA shall give Exhibitor prompt written notice, by certified mail, to the address stated on the reverse of this contract, of such claim or suit, and Exhibitor shall have the right to defend or settle the same to the extent of his interest hereunder.
- B. FMCA reserves the right to cancel or postpone any event promoted by FMCA without cause or warning. Should FMCA be forced to cancel an International Convention & RV Expo along with any associated activities, exhibitors will, at the discretion of FMCA, receive a refund or letter of credit for the registration and service(s) being affected by the cancellation. Equivalent utilities/services at a future event may not be available at a particular venue, so the closest option will be provided.
- C. It is further expressly agreed and understood that FMCA, the Show, its sponsors, its Director of Events, and Physical Properties Manager, shall not be held responsible for any loss, damage, or injury to property belonging to the Exhibitor, his agents, contractors and employees while the said property is in the exposition area, or at any other time and place.
- D. The owners of the property on which the show is held will not be responsible for injury, loss, or damage that may occur to the Exhibitors or to the Exhibitors' employees or property from any cause whatsoever, prior to, during, or subsequent to the period covered by the Show.

## IX. GENERAL INSTALLATION AND REMOVAL OF EXHIBITS

- A. Exhibits shall not be removed before completion of show except by permission of the Director of Events or Physical Properties Manager, who will notify FMCA Security personnel. Exhibitors tearing down prior to the end of show will be fined. A fine of \$300.00 will be issued to booth exhibitors and outdoor supplier/demonstration displays and \$1,000.00 per unit removed for RV exhibitors.
- B. Nothing shall be attached to any of the pillars, walls or tent walls, doors, floor, or fixtures except by permission of the Director of Events or Physical Properties Manager. If the premises are defaced or damaged by any act of negligence by any Exhibitor, its agents, or guests, the Exhibitor will apply to FMCA such a sum as shall be deemed necessary for complete restoration to previous condition.

- C. All necessary electrical, gas, steam, water or drainage outlets and services required by the Exhibitor shall be installed only by personnel hired or approved by the Physical Properties Manager and at the Exhibitor's expense.

## X. EXHIBITOR CONFIRMATION MANUAL(S)

Exhibitor Confirmation materials will be furnished to all exhibitors from FMCA and Hale Exposition Services, the official show decorator, and hereby made a part of this contract. All services and material supplied by FMCA, its agents and employees shall be requested in writing on the forms provided in the Exhibitor confirmation materials.

## XI. PAYMENT FOR EXHIBIT SPACE

A 50% deposit is required by Monday, April 24, 2023, in order for exhibitors to participate in the space assignment procedures. A final payment of exhibit space fees will be due on July 8, 2023. Fees not paid by July 8, 2023, will be subject to ineligibility to participate. All cancellations must be made in writing to [thentry@fmca.com](mailto:thentry@fmca.com). Full refunds, minus a \$50 service fee, will be made for cancellations made within 15 days after the date of space assignment. Refunds for cancellations after that will be considered on a case-by-case basis.

## XII. 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 August 19, 2023.

## XIII. GUARD SERVICE

Guard Service is provided by FMCA during set-up and dismantling of Exhibits and during the hours when Exhibits are closed. Every reasonable precaution is taken to protect property. Exhibitors may provide security guards for their specific display by permission from FMCA.

## XIV. EXHIBIT SPACE CANCELLATIONS, WITHDRAWALS, AND REDUCTIONS

Any Exhibitor who cancels, withdraws from the Show, or reduces the size of its space for any reason may forfeit any monies paid as liquidated damages, and the Exhibitor agrees to be legally obligated to remit any unpaid balance for such assigned space. FMCA reserves the right to rent to another Exhibitor, eliminate, or to maintain vacant the cancelled 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.

## XV. FAILURE TO OCCUPY SPACE

Any exhibit space not occupied by 10:00 a.m., Wednesday, August 23, 2023, will be considered cancelled and forfeited by the Exhibitor and subject to the provisions of Paragraph XI. Use of space as storage does not constitute "occupation."

## XVI. MOVE-IN and MOVE-OUT

- A. RV exhibitors may deliver display units to a staging area on Saturday, August 19, from 8:00 a.m. to 5:00 p.m. RV display set-up begins on Sunday, August 20, 2023, from 8:00 a.m. to 5:00 p.m.; Monday and Tuesday, August 21 and 22, from 8:00 a.m. until 5:00 p.m., and Wednesday, August 23, from 8:00 a.m. to 10:00 a.m. Booth exhibitors may enter the display area for set-up of their Exhibits at 8:00 a.m. on Monday, August 21, 2023. Set-up hours are Monday and Tuesday, August 21 and 22, from 8:00 a.m. until 5:00 p.m., and Wednesday, August 23, from 8:00 a.m. to 10:00 a.m.
- B. No Exhibitor may enter the exhibit areas after 5:00 p.m. on set-up days.
- C. All Exhibits must be in place no later than 10:00 a.m. on Wednesday, August 23, 2023, in preparation for the opening of displays from 1:00 p.m. to 5:00 p.m. that day.
- D. Late Exhibitors will not be permitted to set up exhibits during Show Hours, 1:00 p.m. to 5:00 p.m., Wednesday, August 23, and 9:00 a.m. to 5:00 p.m., Thursday and Friday, August 24 and 25, and 9:00 a.m. to 3:00 p.m., Saturday, August 26, 2023. Move-in of late exhibits is at the discretion of show management. There is no guarantee that exhibitors arriving late will be permitted to set up.
- E. RV Exhibitors who wish to replenish supplies at their displays during show days may do so by golf cart between the hours of 8:00 a.m. and 9:00 a.m. All exhibitors must have credentials in order to replenish displays. Indoor Exhibitors who wish to replenish supplies at their displays during show days may do so between the hours of 8:00 a.m. and 9:00 a.m. All exhibitors must have credentials in order to replenish displays.
- F. All Exhibits must remain in their assigned spaces intact until 3:00 p.m., Saturday, August 26, 2023. Early removal of Exhibits will result in a fine of \$300.00 per booth display and outdoor supplier/demonstration displays and \$1,000.00 per unit removed for RV exhibitors and may also result in loss of right to participate in the space drawing/space assignment procedures for the next convention or forfeiture of future exhibit rights. FMCA members and guests deserve to see the displays totally set.
- G. All Exhibitors must dismantle and remove their Exhibits no later than 12:00 p.m., Sunday, August 27, 2023. NO EXCEPTIONS.
- H. Exhibit areas will be closed to all exhibitors at 5:00 p.m. during set-up days and 5:30 p.m. during show days.
- I. All Exhibitor display RV keys MUST be left in the possession of show management while RVs are in the staging area during set-up days. An authorized exhibit representative may claim keys when the display units are to be placed on assigned plots.
- J. No products may be shown in the attendee parking lots. Vehicles left overnight must be registered at the exhibitor registration office and have proper credentials. No dealer signs, addresses, or advertising messages are permissible in attendee parking lots.
- K. All Exhibitors are entitled to one free live-in dry camping RV parking space for each exhibit space purchased, which must be requested in advance. Each additional live-in dry camping space may be purchased at \$250 per space. Refer to the live-in sign-up form.

## XVII. SHOW HOURS

The days and hours during which all exhibits will be open to FMCA members and the public are as follows:  
Wednesday, August 23, 1:00 p.m. to 5:00 p.m.      Thursday, August 24, 9:00 a.m. to 5:00 p.m.  
Friday, August 25, 9:00 a.m. to 5:00 p.m.      Saturday, August 26, 9:00 a.m. to 3:00 p.m.

## XVIII. EXHIBIT SPACE RULES, REGULATIONS, AND AMENDMENTS

The Director of Events shall have full authority to interpret and/or amend these rules and to make any additional rules and regulations that in his/her discretion shall be in the best interest of the Show.