



FMCA'S 108TH INTERNATIONAL
CONVENTION & RV EXPO

Exhibit Space Information & Contract

March 20-23, 2024

PIMA COUNTY FAIRGROUNDS • TUCSON, ARIZONA

GENERAL INFORMATION



FMCA's 108th 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 at the Pima County Fairgrounds in Tucson, Arizona, and is a Wednesday through Saturday event.

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 the Family Motor Coach Association to exhibit..

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, November 13, 2023, in order to be in the

space drawing for booth assignment, which is scheduled for Tuesday, November 14, 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, January 19, 2024. FMCA does not bill for remaining space fees. **Fees not paid by January 19, 2024, will be considered cancelled and forfeited by the exhibitor.**

SENIORITY REQUIREMENTS

Two drawings will be held in Cincinnati on Tuesday, November 14, 2023. The first drawing will be for exhibitors who exhibited at an FMCA International Convention & RV Expo in 2023. 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, November 13, 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 November 13, 2023.

GUIDELINES FOR REQUESTING SHOW SPACE

Space should be requested by booth number and/or RV space number shown on the included 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

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.*

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.

EXHIBIT AREA PLANS

Indoor exhibit space will be located in the Old Pueblo Conference and Event Center. Refer to the included enclosed floor plan. RV spaces will be located on the Midway blacktop area. Please note that RV spaces are 50-foot-by-50-foot spaces. All plans are subject to change pending the Fire Marshal's review and the exhibitors' request for space. Electricity is available in the RV display area at an additional charge and will be available through CES Power.

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. This area will be located outdoors near the Administration Building. 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 to 20' maximum depth). You will be notified if your product "does not qualify" for this area. Electricity is available in this area at an additional charge and will be available through CES Power. Information will be available closer to the event.

SHOW DATES & HOURS

Exhibit Dates & Times for All Exhibitors

Wednesday, March 20, 2024	1:00 p.m. to 5:00 p.m.
Thursday, March 21, 2024	9:00 a.m. to 5:00 p.m.
Friday, March 22, 2024	9:00 a.m. to 5:00 p.m.
Saturday, March 23, 2024	9:00 a.m. to 3:00 p.m.

RV Displays Set-Up Days

Please do not arrive prior to Saturday, March 16, 2024

Saturday, March 16, 2024*	8:00 a.m. to 5:00 p.m.
Sunday, March 17, 2024	8:00 a.m. to 5:00 p.m.
Monday, March 18, 2024	8:00 a.m. to 5:00 p.m.
Tuesday, March 19, 2024	8:00 a.m. to 5:00 p.m.
Wednesday, March 20, 2024	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, March 18, 2024

Monday, March 18, 2024	8:00 a.m. to 5:00 p.m.
Tuesday, March 19, 2024	8:00 a.m. to 5:00 p.m.
Wednesday, March 20, 2024	8:00 a.m. to 10:00 a.m.

MOVE-IN, MOVE-OUT

Booth exhibitors and Supplier Demonstration Area companies who begin to tear down or bring out packing boxes before 3:00 p.m. on Saturday, March 23, 2024, 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, March 23, 2024. 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. Beginning Wednesday, March 20, 2024, at 1:00 p.m. through Saturday, March 23, 2024, at 3:00 p.m. any movement of show units from the RV Display area requires permission from FMCA's Director of Events. RVs that have permission to move by the Director of Events require the assistance of FMCA show security. Show units are not to be used as Demo or Test Drive units. FMCA appreciates your cooperation in this matter. All exhibitors must remove all displays prior to 12:00 p.m. on Sunday, March 24, 2024. FMCA and the Pima County Fairgrounds appreciate your cooperation in this matter Restrictions.

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.

Height of rear booth partition and display materials must not exceed 8 feet in height. The 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. A height restriction for all Outdoor Supplier Demo and RV displays will be in force. No decorations of flags, blimps, or helium balloons more than 20' (from the ground) will be permitted without prior permission of FMCA. The 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. **Only service animals may enter these areas.**

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 March 16, 2024.

SALES TAX – TPT AND THE USE TAX

The sales tax rate for Arizona and Pima County is currently 6.1% and there is a 2.6% Tucson sales tax rate for a combined total of 8.7%. You will need to apply for an Arizona Transaction Privilege Tax (TPT). Businesses with multiple locations or business lines can opt to license and report for each location separately or have a consolidated license (and report aggregate sales). The cost for the license per location is \$12.00. If you are a business selling a product or engaging in a service, you are subject to TPT, a license from the Arizona Department of Revenue (ADOR). The TPT is imposed upon income or proceeds derived from engaging in a taxable business with the State of Arizona. The use tax is imposed upon the purchaser of tangible personal property which is used, stored, or consumed in Arizona when the sale was not subject to the TPT. Out-of-state retailers or utility businesses that sell to Arizona customers are required to collect the Arizona use tax and remit it to the department.

The Arizona Department of Revenue created the E-Commerce Compliance and Outreach (ECCO) team as part of its implementation of Arizona's remote seller/marketplace facilitator laws to answer any questions about the legislation, licensing, filing, and registration process. Additionally, these specialists are available for Arizona-based retailers that have general questions about other states remote seller/marketplace facilitator laws. The ECCO team can be reached Monday to Friday from 8 a.m. to 5 p.m. (MST) by email azesale@azdor.gov, or by phone 833-293-7253 (833-AZeSale).

To register, please use the following link:
azdor.gov/business/transaction-privilege-tax

Please register 30 days in advance of the show. Should you have questions or have problems, please contact Arizona Department of Revenue directly as FMCA cannot answer questions regarding Arizona tax rules and regulations:

Arizona Department of Revenue
P. O. Box 29032
Phoenix, AZ 85038-9032

Taxpayer Information & Assistance at: (602) 255-3381

For Tucson business license and tax information, go to:
www.tucsonaz.gov/Departments/Business-Services-Department/Business-License-and-Tax-Information

For additional information please visit:

- www.azdor.gov
- www.aztaxes.gov
- azdor.gov/forms/tpt-forms/joint-tax-application-tpt-license

Please retain copies of your applications for your files.

DEALERS/MANUFACTURERS

A licensed Arizona motor vehicle dealer may conduct an off-premises exhibition, an off-premises display and sales or a special event by permit. An in-state dealer must be from an adjacent county as long as there is not a franchise for that make in the county in which they hold a license or in the county in which the event will be held. In-state dealers must apply 30 days in advance for a permit.

Out-of-state dealers cannot sell in Arizona or display RVs in Arizona. Out-of-state dealers may participate at the FMCA event through a booth display highlighting your dealership services; however, you may not display RVs.

Manufacturers who do not have dealers in Arizona can Display Only and will need to submit an application for a permit to display. No sales personnel are permitted.

Should you have questions, please contact:

Arizona Department of Transportation/
Motor Vehicle Division
Dealer Services and Licensing
1801 West Jefferson Street
Phoenix, AZ 85001
602-712-7571
aacc@azdot.gov

For more information visit the Arizona Revised Statute website: www.azleg.gov/arsDetail/?title=28.
See Chapter 10 Title:28: Chapter 4, 28-4401 & 28-4402.

To reach the dealer community help site, please visit:
apps.azdot.gov/files/mvd/mvm/dealer-licensing/Default.htm#CONTENT/AMN%20Business%20Suites/Dealer_Suite_AMN/Off-Premises_Permits.htm?Highlight=off%20premise%20permit

SEMINAR PROGRAM AND APPLICATION

Exhibitors interested in being considered to present 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 the 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 Tucson will be limited and is not guaranteed. All applications must be submitted electronically. No applications will be accepted after Wednesday, November 22, 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.
- Company identification sign for your booth (name will appear exactly as your commercial membership).

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

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

Please see the floor plan to select RV display spaces.



Outdoor Supplier Demo Description:
10-foot minimum width; 10-foot minimum depth; 20-foot maximum depth. This area will be located near the Administration building. Power is available at an additional cost through CES Power. 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 EXHIBITION FEES

SPACE DIMENSIONS	PRICE
50 x 50	\$2,125 each



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.

108TH 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	

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, November 13, 2023; after Monday, November 13, 2023, full payment required. Final remittance will be due on or before Friday, January 19, 2024. FMCA does not bill for remaining space fees. Fees not paid by January 19, 2024, 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 the 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, November 13, 2023, in order for exhibitors to participate in the space assignment procedures. A final payment of exhibit space fees will be due on January 19, 2024. Fees not paid by January 19, 2024, will be subject to ineligibility to participate. All cancellations must be made in writing to therry@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 March 16, 2024.

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, March 20, 2024, 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, March 16, from 8:00 a.m. to 5:00 p.m. RV display set-up begins on Sunday, March 17, 2024, from 8:00 a.m. to 5:00 p.m.; Monday and Tuesday, March 18 and 19, from 8:00 a.m. until 5:00 p.m., and Wednesday, March 20, 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, March 18, 2024. Set-up hours are Monday and Tuesday, March 18 and 19, from 8:00 a.m. until 5:00 p.m., and Wednesday, March 20, 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, March 20, 2024, 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, March 20; and 9:00 a.m. to 5:00 p.m., Thursday and Friday, March 21 and 22; and 9:00 a.m. to 3:00 p.m., Saturday, March 23, 2024. 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, March 23, 2024. 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, March 24, 2024. 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, March 20, 1:00 p.m. to 5:00 p.m. Thursday, March 21, 9:00 a.m. to 5:00 p.m.
Friday, March 22, 9:00 a.m. to 5:00 p.m. Saturday, March 23, 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.