

**NORTHEAST RV SHOWS, INC.  
388 EAST MAIN STREET  
MIDDLETOWN NY 10940**

**845.343.2772  
800.223.4648  
fax 845.344.1203  
info@rocklandexpo.com**

## **RV MARKETPLACE**

**SEPTEMBER 24, 25, 26, 2010  
Rockland Community College Field House  
145 College Road, Suffern, NY**

### **PLEASE NOTE . . . VERY IMPORTANT!**

**This manual is intended to aid those whose responsibility it is to arrange the shipping, set-up and /or display details of your company's exhibit. If this responsibility belongs in whole or in part, to someone other than yourself, we would appreciate your assistance by delivering this material to the proper individual(s).**

**Management strongly suggests that all services and/or furnishings be ordered by September 10, 2010. All orders placed on site will be subject to surcharges and will not be processed until all advance orders have been completed. Failure to act promptly can mean late charges, lack of service at the show and unnecessary inconveniences.**

**If you have any further questions, please call:**

**David McCarey, Show Coordinator  
NORTHEAST RV SHOWS, INC.  
388 East Main Street  
Middletown NY 10940  
800- 223-4648  
845-343-2772  
info@rocklandexpo.com**

# GENERAL SHOW INFORMATION FOR EXHIBITORS

## IMPORTANT

All exhibitors are responsible for any floor damage that maybe caused by their neglect, including tire marks. Exhibitors must use plywood squares furnished by show management under all tires, tongue jacks and jack stands during all display hours. Special arrangements should be made for units not being displayed on rubber tires or trailers. Exhibitors must report any existing marks to show management prior to moving any display material into exhibit area. All table and chair legs must have rounded tips or other covering to protect the floor.

No Balloons Allowed. No "stick-on" decals, badges and/or any other such adhesive items are permitted on the premises. Exhibitors are not allowed to give out food or drink promotional items.

## INSURANCE

Fire and theft insurance must be provided by each exhibitor at his own expense, if so desired.

Insurance certificates for workmen's compensation and liability naming: **Northeast RV Shows Inc., Rockland Exposition, Inc. and County of Rockland as Certificate Holder and Additional Insured**, must be submitted to show office by September 1, 2010. (Mail to: 388 East Main Street, Middletown NY 10940). As per back of contract, requirement for general liability is \$1,000,000 each occurrence and \$2,000,000 aggregate and worker's compensation is Statutory. **Please see enclosed sample copy of certificate of insurance.** (Fax this to your insurance carrier as a sample).

## EXHIBITOR BADGES

Badges will be available at the Show Office in the Field House commencing, Thursday, September 23, 2010. **No badges will be mailed. No badges will be issued until exhibit space has been paid in full.** Exhibitor badges are for adults working the exhibits. All badges will be approved by Show Director who also has the right to revoke any. Do not misuse. Send in enclosed form request by return mail.

## EXHIBITOR ENTRANCE

This entrance is for your convenience only, therefore, do not misuse. The show director reserves the right to discontinue the use of this entrance. You must present badge. Do not try to use this entrance without your badge. (See floor plan, located between #812 and 818)

**MOTEL ACCOMODATIONS:** when you call, tell them you are with the Northeast RV Show (special rates have been arranged; please make reservations at least three weeks prior to show to received these rates)

**HOLIDAY INN has been SOLD and will become a Crown Plaza.** They have **major renovations planned for the fall 2010 months** and will be **CLOSED** in January and February. Due to the noise and inconvenience of the construction **we do not recommend our exhibitors stay there.**

Howard Johnson	845-368-1900	\$75.00	Right off of Exit 14B
Sheraton Hotel	201.529.1660	\$119.00	Right off of Exit 15

## MOVE-IN SCHEDULE FOR EXHIBITORS

All recreational vehicle dealers will be contacted with an exact move-in time for delivery of vehicles into the Field House ten days prior to the show. The delivery of exhibitor material will commence, Thursday, September 23, 2010 at 8:00am. Installation will begin at the same time. All booths must be completed by 6:00pm. **Please note: due to the rule set by RCC (no soap washing allowed); we will again be providing pressure wash service for RV units on move in day, similar to February.**

Campgrounds and other 10' x 10' exhibitors are encouraged to move in from 1pm – 7pm on Thursday also. (The later in the day, the less RV traffic inside).

## LOCATION

Rockland Community College is located at 145 College Road, Suffern, NY 10901; off Route 59 between Suffern and Spring Valley, New York. It is also off Exit 14B on the New York Thruway. For specific directions go to our website at [www.rocklandexpo.com](http://www.rocklandexpo.com) and look under 'directions for RCC Field House'.

## ELECTRICITY

Electric service must be ordered in advance. Last minute orders and orders placed on exhibit floor can cause needless delays and expense. All electricity must be ordered through Rockland Exposition Services by completing the enclosed form. (Tables, chairs, etc. are also available).

## COMPLIANCE WITH LAWS

All exhibitors selling products are personally responsible for the collection and filing of all local, state or federal sales taxes, permits and licenses that may be necessary during the operation of the show. All out of state dealers must have consignment paperwork turned in prior to move-in, September 23, 2010.

## SECURITY

Guards will be posted on the exhibit floor during the entire period of the show, including installation and the dismantling period. Every reasonable effort will be made to prevent thefts. Experience dictates that most thefts, when they occur, happen between the close of the show and the beginning of dismantling.

## EXHIBIT DISMANTLING

Those exhibitors who have been with us through the years know that we make every effort to move you out as quickly as possible. Delays are sometimes caused because exhibitors do not follow the move-out schedule. **If you are not on time to remove your vehicles, you prevent the other fellow from moving out on time. Please cooperate.** All recreational vehicle exhibitors will be moved out on schedule. Do not leave your units unattended after the close of the show. Be ready to move out when instructed.

No Booths are to be dismantled before 6pm, Sunday September 26, 2010. All property must be removed from the Field House prior to 9:00pm, Sunday September 26, 2010.

## FIRE REGULATIONS - - - PLEASE READ CAREFULLY

The Rockland County Fire regulations require that all dealer and vendor set up displays especially fabrics be flame proofed. All dealer and vendor supplied carpets must be flame proofed. Please be prepared to show the fire inspector a flame proofing certificate for any homemade displays which may be obtained at any store selling flame proof material.

Propane tanks must be empty on all RV units! Smoke detectors need to be working!

**REMINDER/WARNING: MICROWAVE UNITS NEED TO BE COMPLETELY EMPTY! (NO PACKING CARDBORARD OR INSTRUCTIONS LEFT INSIDE) WE WOULD ALSO LIKE BREAKER FOR UNIT OFF OR FUSE REMOVED.**

All fuel tanks openings shall be locked or sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall not be more than one-half full or contain more than 10 gallons of fuel, whichever is less.

**Remember - - - No Propane in Tanks!**

**EXHIBITORS (BEFORE LEAVING SET UP DAY) MUST CONTACT SAFETY INSPECTOR AT TIME OF MOVE IN FOR WRITTEN VERIFICATION OF BATTERY DISCONNECT, MICROWAVE EMPTY, SMOKE DETECTOR AND FUEL CAP TAPED OR LOCKED.**

**SHOW HOURS** for exhibitors start one hour prior to following public hours:

Friday, September 24	10am – 9pm
Saturday, September 25	10am – 8pm
Sunday, September 26	10am -6pm

## TELEPHONE INFORMATION

The show office number in the Field House during the event (Thurs – Sun) is 845- 356-6611 (during show hours only).

If exhibitors desire to have their own telephone installed contact Verizon directly:

Verizon Business Office      914-890-2850

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## **LATE MODEL UNITS/ 'BARGAIN UNITS'**

*If you want to make sales, bring the units the attendees are looking for, if at all possible, save the 2011 units for February!*

**Reminder: units inside the field house should not be more than 3 years old; however, units in outside fenced area can be any year!**

**Note: units with 'For Sale' and dealer signs are not allowed anywhere in college parking lots. Security will be on duty to enforce! No dealer should use a RV unit to commute! This gets out of hand quickly! Do not bring units to commute with or to demonstrate at the college.**

**\* IMPORTANT \***

**Enforced Fire Safety Requirements**

**YOU MUST SEE BE INSPECTED BY THE FIRE INSPECTOR BEFORE LEAVING ON MOVE IN DAY, NO EXCEPTIONS!**

1. **FIRE SAFETY INSPECTION WILL BE MADE UPON MOVE IN. THEREFORE, WHEN YOUR UNITS ARE PLACED AND YOU ARE READY, REQUEST INSPECTION. DO NOT LEAVE UNTIL INSPECTION IS MADE OR THE REINSPECTION FEE WILL BE APPLIED! (\$50.00 REINSPECTION FEE)**
2. **BATTERIES: As soon as all display vehicles are positioned on the floor, chassis batteries must have the positive cable disconnected and taped. No Exceptions (even if there is a battery disconnect switch). Vehicles must not be able to start, horn should not work. House batteries on motor homes are exempt. Keys must be removed from all vehicle ignitions and shall be kept by a responsible person at the display location.**
3. **LEAVE HOODS OPEN UNTIL FIRE INSPECTOR HAS INSPECTED VEHICLE!**
4. **SMOKE DETECTORS: must be in working order, they will be tested. All covered display units with more than 100 sq. ft. are required to have a smoke detector. This means all motor homes, travel trailers, fifth wheels; (small pop-ups are exempt, however, they must have a fire extinguisher). You must install your batteries prior to inspection.**
5. **AISLES: measure your units; do not over extend into the aisle. Aisles must remain at full size. No Exceptions.**
6. **COMPRESSED FLAMMABLE GASES SHALL BE PROHIBITED WITHIN EXHIBIT HALL. Recreational vehicles must not have any propane in tanks. New trailers tanks must have air bleed off and any removable tanks that had propane in at any time must be emptied! LPG MUST REGISTER EMPTY – GROUND ZERO!**
7. **GAS TANKS: All fuel tank openings shall be locked or taped in an approved manner to prevent escape vapors. Fuel tanks shall not be more than one half full or contain more than 10 gallons of fuel; whichever is less.**
8. **NO DISPLAY VEHICLES OR EXHIBIT MATERIALS CAN BE REMOVED DURING SHOW HOURS.**
9. **FUELING OR DEFUELING OF VEHICLES IS PROHIBITED. PARKING OR STANDING OF VEHICLES WITHIN 50 FEET OF EXIT DOORS IS PROHIBITED**
10. **STORAGE: of combustible cartons, packing crates, etc. is not allowed in the Field House. Storage of combustible materials behind the booth is strictly prohibited.**

**ACORD™ CERTIFICATE OF LIABILITY INSURANCE - SAMPLE**  
 (YOU MUST REQUEST ORIGINAL FROM YOUR INSURANCE AGENT)

<b>PRODUCER</b> Your Insurance Agent Info	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER.
	THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
<b>INSURERS AFFORDING COVERAGE</b>	
<b>INSURED</b> Your Company Info	INSURER A: <u>INSURANCE CARRIER NAME</u>
	INSURER B: _____

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY  <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR  <input type="checkbox"/> _____  <input type="checkbox"/> _____  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Requirements: \$1,000,000 each occurrence \$2,000,000 aggregate			EACH OCCURRENCE	\$
					FIRE DAMAGE (Any one fire)	\$
					MED EXP (Any one person)	\$
					PERSONAL & ADV INJURY	\$
					GENERAL AGGREGATE	\$
					PRODUCTS – COMP/OP AGG	\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON – OWNED AUTOS	<h1>SAMPLE</h1>			COMBINED SINGLE LIMIT (Ea accident)	\$
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
	<b>GARAGE LIABILITY</b>  <input type="checkbox"/> ANY AUTO  <input type="checkbox"/> _____				AUTO ONLY – (Ea Accident)	\$
					OTHER THAN AUTO ONLY:	EA ACC \$
						AGG \$
	<b>EXCESS LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION				EACH OCCURRENCE	\$
					AGGREGATE	\$
						\$
						\$
A	<b>WORKER'S COMPENSATION AND EM PLOYER'S LIABILITY</b>	Statutory			X/WC STATUTORY LIMITS / OTHER	
					E.L. EACH ACCIDENT	\$10000
					E.L. DISEASE – EA EMPLOYEE	\$10000
					E.L. DISEASE – POLICY LIMIT	\$50000

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**  
 Covering Northeast Fall RV Marketplace, Rockland Community College Field House, Suffern, NY, September 24, 25, 26, 2010. It is hereby agreed that Northeast RV Show, Inc., Rockland Exposition, Inc. and County of Rockland included as additional insured and shall be protected and held harmless against any and all claims for loss or injury as in the contract.

<b>CERTIFICATE HOLDER / ADDITIONAL INSURED; INSURER LETTER</b> Rockland Exposition, Inc. Northeast RV Shows, Inc. 388 East Main Street Middletown NY 10940 845.343.2772	<b>CANCELLATION 10-Day Notice for Non-Payment of Premium</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
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[\*\*info@rocklandexpo.com\*\*](mailto:info@rocklandexpo.com)

**PLEASE RETURN BY SEPTEMBER 10<sup>TH</sup> IN ORDER TO HAVE BADGES READY AT MOVE IN.**

**RV MARKETPLACE**  
**PASS LIST FORM**

The contact person should make all badge requests and be the one person who will notify show management of changes or corrections of this list. Exhibitor passes are for the sole use of admitting only those people who are actually working the exhibit. They are not for family members or friends. **PLEASE TYPE OR PRINT ONLY!**

**COMPANY NAME** \_\_\_\_\_

**NAMES FOR BADGES:**

**Contact Person:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INORDER FOR NAMES  
TO BE CORRECT ON  
BADGE;  
  
PLEASE TYPE OR PRINT  
CLEARLY!**

\_\_\_\_\_  
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**Please return form to: NORTHEAST RV SHOWS**  
**388 East Main Street**  
**Middletown NY 10940**

**Or Fax to 845-344-1203**

**Or Email to [info@rocklandexpo.com](mailto:info@rocklandexpo.com) (subject Fall RV)**

**EXHIBITOR PASSES WILL BE AVAILABLE ON SITE STARTING MOVE IN DAY.**



# WIRELESS INTERNET AT ROCKLAND COMMUNITY COLLEGE NORTHEAST RV SHOW-RV MARKETPLACE

Wireless internet service is available at the SUNY Rockland Community College Field House and is available to participating exhibitors. Please understand that although RCC personnel will attempt to assist in connecting to the wireless network, exhibitors are responsible for:

- Providing a computer running an operating system of at least Windows 2000 (preferably Windows XP)
- Providing a computer with a processor of at least Pentium 111 or equivalent
- Providing a computer with a wireless network adapter with the ability to connect to RCC's 802.11 b/g wireless network with 64-128 bit WEP encryption
- Arriving at least two hours before the event opens, to test connectivity to the network

If an exhibitor is unable to accommodate these responsibilities, a connection may not be possible.

If you are interested in purchasing a wireless connection, please complete this application.

I am interested in purchasing wireless internet service during the RV Marketplace. I understand that:

- The service will be available beginning at the opening of the show on Friday, September 24 and ending at the closing of the show Sunday September 26 at a flat introductory rate of \$100.00
- An encryption key (password) will be issued to me; it is my responsibility to maintain the integrity of the encryption key; misuse or sharing of the encryption key may be grounds for termination of my service
- There is no guarantee that a connection can be made; if it is determined by RCC personnel that a connection cannot be made, a refund will be issued.
- RCC personnel are not responsible for reconfiguring the computer software settings back to the original state

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Vendor Work Telephone: \_\_\_\_\_

Vendor Cellular Telephone: \_\_\_\_\_

Vendor Booth Number: \_\_\_\_\_

Vendor Signature and Date: \_\_\_\_\_

Please remit the completed application, along with a check made payable to **ROCKLAND COMMUNITY COLLEGE** and mail to the following by September 10, 2010!!!!:

NORTHEAST RV SHOW RV MARKETPLACE  
388 EAST MAIN STREET  
MIDDLETOWN NY 10940

Any questions contact:

Gary Peskin, Arena Management Office  
SUNY Rockland Community College  
845.574.4378 or gpeskin@sunyrockland.edu