

**Northeast Recreational Vehicle Camping
& Equipment Show, Inc.
388 East Main Street
Middletown, New York 10940**

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

**38th Annual
NORTHEAST RECREATIONAL VEHICLE SHOW**

**FEBRUARY 17-20, 2012
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 February 1, 2012. 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**

MANDATORY MOVE IN DAY FIRE INSPECTION

**All display units must be inspected on your move in day as required by the RCC
Arena.**

Do not leave until your units have been checked by the fire inspector!

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 February 1, 2012. (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 (page 10).** (Give this to your insurance carrier as a sample).

EXHIBITOR BADGES

Badges will be available at the Show Office in the Field House Thursday, February 16, 2012 for dealers. Remaining exhibitors or those dealers who did not pick up their badges may do so Friday, February 17th commencing at 9am. **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 (page 6) 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 a badge. Do not try to use this entrance without your badge. (See floor plan, located by #712 and 718)

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)

- | | | |
|--|--------------|---------------------------------|
| 1. Crowne Plaza (former Holiday Inn)
(located at Exit 14B at the NYS Thruway interchange) | 845.357.4800 | Northeast RV Show Rate \$119.00 |
| 1. Howard Johnson, Suffern, NY
(located at Exit 14B, across from Holidome on other side of NYS Thruway interchange) | 845.368.1900 | Northeast RV Show Rate \$89.00 |
| 2. Comfort Inn, Nanuet NY
(located at Exit 14 on NYS Thruway) | 845.623.6000 | Northeast RV Show Rate \$114.00 |
| 3. Sheraton Hotel, Mahwah, NJ
(located at Exit 15 (right across the NJ border) | 201.529.1660 | Northeast RV Show Rate \$119.00 |

MOVE-IN SCHEDULE FOR EXHIBITORS

All dealers **will be contacted with an exact move-in time** (depending on location, either Wednesday 15th or Thursday 16th) for delivery of display units into the Field House ten days prior to the show. Installation will begin at the same time. All dealer display units must be completed by 5:00pm, Thursday, February 16, 2012, so the aisles may be carpeted. Campgrounds and other 10' x 10' exhibitors will move in on Thursday, February 16th between 5pm-9pm or Friday, February 17th between 8:30am-11am. It is strongly encouraged to pre-order any show services (electric, tables, chairs, etc.) by February 1st to ensure your set up goes smoothly.

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 and look under 'directions for Rockland Community College'.

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 (page 11). (Tables, chairs, etc. are also available). **PLEASE SEND IN ORDER PRIOR TO FEBRUARY 1ST!**

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 by February 13th prior to move-in (bring paperwork to move in if a unit has changed).**

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 thefts or lost items, if 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, Monday, February 20, 2012. All property must be removed from the Field House prior to 8:00pm, Monday, February 20, 2012.

FIRE REGULATIONS - - - PLEASE READ CAREFULLY-DEALERS SEE SEPARATE PAGE FOR DETAILS!

Battery Cables: as soon as vehicle is positioned on the floor, the positive chassis battery cable needs to be disconnected and taped. No Exceptions, even if battery disconnect switches or terminal disconnect is available.

Smoke Detectors: all covered displays with more than 100 sq. ft. are required to have smoke detectors that are in working order.

The Rockland County Fire regulations require that all displays especially fabrics be flame proofed. All carpets must be flame proofed. Please be prepared to show the fire inspector a flame proofing certificate which may be obtained at any store selling flame proof material. Storage of combustible cartons, packing crates, etc. is not allowed in the Field House. Storage of combustible materials behind the booth is strictly prohibited.

All fuel tanks openings must 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 Tanks!**

MANDATORY MOVE IN DAY FIRE INSPECTION

All display units must be inspected on your move in day as required by the RCC Arena. Do not leave until your units have been checked by the fire inspector!

NO SMOKING ON CAMPUS – Effective September 1, 2009; Rockland Community College campus is a smoke free campus. No smoking is permitted anywhere on college grounds. Please notify all show personnel of this policy.

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

Friday, February 17	12pm – 9pm
Saturday, February 18	10am – 8pm
Sunday, February 19	10am – 6pm
Monday, February 20	10am – 6pm

TELEPHONE INFORMATION

The show office number in the Field House during the show is 845- 356-6611.

If exhibitors desire to have their own telephone installed contact Verizon directly: Verizon Business Office 800.Verizon

**YOU MUST SEE FIRE INSPECTOR BEFORE LEAVING UNITS
ON MOVE IN DAY. NO EXCEPTIONS!!!!**

IMPORTANT

Enforced Fire Safety Requirements – Display Units

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. (Reminder: February event carpets the aisle – need full width).**
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 COMPLETELY EMPTY !**
7. **GAS TANKS: All fuel tank openings shall be locked or taped in an approved. Fuel tanks should 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 ALL EXIT DOORS IS PROHIBITED (FIRE LANE)**
10. **STORAGE: of combustibile cartons, packing crates, etc. is not allowed in the Field House. Storage of combustibile materials behind the booth is strictly prohibited.**
11. **MICROWAVES: Must be completely empty. (No cardboard or instruction manuals.) Breaker off/Fuse removed.**

*** POLICY ENFORCEMENT ***

(for the benefit of all participating dealers)

The following policy is in effect at the Recreational Vehicle Shows produced by Northeast RV Camping & Equipment Show, Inc./David McCarey. The following will be strictly enforced in order to keep all activity on main exhibit floor:

A. Participating dealers rent floor space and display RV units to the attendees. All commercial activity is to take place in their exhibit space on the main floor.

B. No one shall rent a 10' x 10' booth and hand out any RV new unit sales literature.

C. Northeast RV Shows will make every effort to have units with for sale signs, dealer signs and other related signs in any parking lot removed.

D. Dealers should not use a RV unit to commute. This gets out of hand quickly! (The college/county does not allow any commercial activity in the parking areas.

E. Northeast RV Shows will have security in parking areas to discourage individuals from putting for sale signs on their vehicles and to see the above rules are adhered to.

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Middletown, New York 10940**

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PLEASE RETURN BY FEBRUARY 1ST AT THE LATEST!!!!

**NORTHEAST RV SHOW 2012
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!**

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

Or Fax to 845-344-1203
Or Email list to info@rocklandexpo.com (subject line 'NERV Pass List')

NO PASSES WILL BE DISTRIBUTED UNTIL EXHIBIT SPACE IS PAID IN FULL!

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**NORTHEAST RV SHOW 2012
Model List for Show Website**

Please help us more accurately promote the Northeast RV Show 2012
We need a list of all the recreational vehicles you plan to display at above event.

**PLEASE RETURN
ASAP!**

PLEASE PRINT:

Company Name _____

Person Completing List _____

YEAR	MANUFACTURER	MODEL	TYPE	LENGTH & # SLIDES

**THIS MAY BE FAXED TTHIS MAY BE FAXED TO 845-344-1203, EMAILED TO
info@rocklandexpo.com (subject line 'NERV Model Listing' OR MAILED TO OUR SHOW
OFFICE AT 388 EAST MAIN STREET, MIDDLETOWN NY 10940. THANK YOU.**

**CHECK OUT OUR WEBSITE AT www.northeastrvshows.com
(the above listing will be updated to website as we receive them)**

WIRELESS INTERNET AT ROCKLAND COMMUNITY COLLEGE NORTHEAST RV SHOW

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 Northeast RV Show. I understand that:

- The service will be available beginning at the opening of the show on Friday and ending at the closing of the show Monday 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 February 1, 2012!!!!:

NORTHEAST RV SHOW
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

ATTENTION: ALL DEALERS

IMPORTANT REMINDER TO ALL DEALERS WITH TALLER MOTORIZED UNITS & 5TH WHEEL TRAILERS

PLEASE BE AWARE OF YOUR ACTUAL HEIGHT! (MAXIMUM DOOR HEIGHT CLEARANCE IS 12' 4")

BECAUSE OF THE NEWER DOMED SATELLITE SYSTEMS AND A/C UNITS; VEHICLES & TRAILERS THAT ARE TOO TALL (BECAUSE OF LACK OF A MEASURING EFFORT BY THE PARTICIPATING DEALER) WILL BE ASKED TO MOVE TO THE SIDE WHILE REMOVAL WORK (DOME COVERS, A/C UNITS, LADDERS, ETC.) IS BEING DONE AS NOT TO BLOCK THE OVERHEAD DOOR. PLAN AHEAD!

FEBRUARY EVENT – SNOW REMOVAL

All display units must have accumulated snow swept off roofs (around vents, etc.) prior to arena entry. Units will be asked to move to the side while your staff completes snow removal. Snow melt causes water damage for all show days if not addressed.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE - SAMPLE

(YOU MUST REQUEST ORIGINAL FROM YOUR INSURANCE AGENT)

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

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	
	GENERAL LIABILITY <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	\$
	AUTOMOBILE LIABILITY <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	SAMPLE			COMBINED SINGLE LIMIT (Ea accident)	\$
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				AUTO ONLY – (Ea Accident)	\$
					OTHER THAN AUTO ONLY:	EA ACC \$
						AGG \$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION				EACH OCCURRENCE	\$
					AGGREGATE	\$
						\$
						\$
						\$
A	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY	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 RV Show, Rockland Community College Field House, Suffern, NY, February 15-20, 2012. It is hereby agreed that, Northeast RV Shows, 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.

CERTIFICATE HOLDER / ADDITIONAL INSURED; INSURER LETTER	CANCELLATION 10-Day Notice for Non-Payment of Premium
Rockland Exposition, Inc./Northeast RV Shows 388 East Main Street Middletown NY 10940 845.343.2772	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