

MOVE-IN

MANUFACTURERS & DEALERS ONLY

Please give the following information to your Transporters

RV-1, RV-2, RV-3, RV-4 ~ GREEN ID CARDS

All Units May Start Arriving On

Thursday, September 28, 2017

Gates Open 7:00 AM – 5:00 PM

Delivery Address Of Units: Los Angeles Fairplex, 2200 N. White Avenue, Gate #9, Pomona, CA. 91768.

If you have any questions about the Delivery, please call **Debbie Lee** at **714-412-0494**

MANUFACTURER/ DEALER/ SUPPLIER MOVE-IN

Manufacturers & Dealers - Move-in and/or staging of RV units will not be permitted in any Fairplex parking lots prior to Thursday, September 28, 2017, at 7:00 AM.

If your units are going to be late, please contact Debbie Lee at 714-412-0494 for assistance. Set-up crews must provide their own power (i.e. generators, etc.) to operate any tools needed for move-in and set-up. All units displayed must be new, untitled units.

Suppliers - Move-in begins Wednesday, October 4, 2017 and Thursday, October 5, 2017 from 8:00 am to 5:00 pm.

FORKLIFTS

All forklifts operated within Gate 9 and the Show perimeter must be operated by a certified forklift driver. Damages resulting from improper operation should be reported immediately to Show Management and/or Fairplex Security. Liability damages will be the responsibility of the operator involved.

TACKS, NAILS & TRASH

Our contract with the Pomona Fairplex strictly prohibits the use of any fastening device when securing carpet. You may use two-sided tape only. Nails are not permitted. Exhibitors are responsible for removing the tape. It is the responsibility of all Exhibitors, Move-in and Move-out crews, to remove their own trash from the Show site. The trash bins located throughout the show grounds are for day to day refuse only. When depositing day-to-day refuse please breakdown any boxes or containers prior to dumping them into trash bins.

UNIT WASH

Fairplex has restricted the use of any water source on the White Avenue show grounds by anyone other than the Contracted Show Unit Wash Company. All units must arrive clean, or arrangements will have to be made with Debbie Lee, The Professionals, the Unit Wash Company listed in this Service Kit at 714-412-0494 to insure your company's units can be washed prior to your move-in date.

GOLF CARTS

Golf Carts and moving vehicles are not permitted inside the fenced area of the show grounds.

HEATING DEVICES

The display or operation of any heat-producing device such as a gas or coals, heater open flame, candles, lamps, lanterns, torches, etc, must have a permit from the Pomona Fire Department. Please contact the "City of Pomona Fire Department" for your permit prior to operating any of these devices.

SURVEYS/FLYERS

Contests and/or Giveaways may be conducted at vendor's booth. Information that you may ask includes name, address, city, state, and phone number. Under no circumstances may a vendor have a coupon or entry form that requests information or requests for product information other than the exact product they are selling.

Any exhibitor advertising a prize giveaway, in excess of \$600.00 in value, must show proof that the prize was awarded within (3) three days after the Show ends to RVIA's California Office. RV sale flyers, handbills or brochures are not permitted to be fastened to any show ground structure or RV's within the show perimeter. Handbills and flyers are not permitted for distribution in the parking lot or test drive area.

CALIFORNIA SALES & USE TAX

All exhibitors are required to display during the show, evidence that he or she is the holder of a valid California Seller's Permit, or a written statement from the seller that he or she is not offering for sale any item for retail sales, of which, is subject to the sales tax. This must be completed prior to space assignment.

OVERNIGHT PARKING

For insurance purposes, all exhibitors must be off the show grounds by 8:00 PM on Show days. Fairplex requires that all Autos, Trucks, and RV's, must be removed from the general parking area each night. Test Drive Units must be returned to the designated Test Unit Area after each use. **OVERNIGHT PARKING ON THE SHOW GROUNDS IS PROHIBITED!** If you wish to stay overnight in your RV, you may make arrangements with the Fairplex RV Park (KOA) at 909/593-8915 adjacent to the show or the East Shores RV Park at 909/599-8355.

ADMISSION TICKETS/PARKING PASSES

Manufacturers please remember to pass along the Admission tickets and Parking passes to the Dealers that will be working your display if you are not planning to attend the show. A form titled "**Manufacturer Ticket Assignment**" has been included in this service kit for your use.

If you choose not to assign your tickets/passes to a dealer, the dealer will not be issued any from your packet. Additional Parking passes may be purchased in advance or at the Show office for \$100.00 each. Parking passes will be pro-rated on a day to day basis.

Exhibitors may purchase reduced tickets for distribution to customer prospects and potential be-back customers at \$10.00 each. Gate price is \$15.00. Tickets and parking passes may be purchased in advance. A form is provided in this Service Kit for purchasing.

CREDENTIALS

All Exhibitors will be required to register and carry a valid 'California RV Show Wallet I.D. Card' all 10 days of the Show. All ID cards will be punched at the gate when you enter. Once on the show grounds and you leave you must get your ***Hand Stamped at the Gate when leaving in order to get back in.*** If you lose or forget your ID card, you will be charged \$10.00 for replacement.

MOVE-OUT

The show will officially close at 6:00 PM on Sunday, October 15, 2017. Tear down of Displays will start at approximately 7:00 PM or until all our guests have left the show grounds. Earlier tear down may result in the imposition of a fine of not less than \$1000. Payment of the fine does not entitle the exhibitor to dismantle the display prior to the final Show closing. Move-out must be completed by 5:00 PM on Tuesday, October 17, 2017. Supplier exhibitor's move-out starts at 6:30pm. Dismantling of the tent will start at 8:00 am on Monday, October 16, 2017. It is recommended that you complete your move-out Sunday evening.

Due to move-out restrictions, all exhibitors are responsible for leaving their exhibit area clean and removing all trash from their exhibit area by 5:00 PM on Monday, October 16, 2017. The Fairplex has another function on the lot immediately following our show.

****Please make arrangements with GES on Saturday, day before move-out and schedule a time you want the electrical cords to be disconnected from your units. Please do not attempt this yourself!**