



*The Biggest Show Ever!*

**2017**

**EXHIBITORS  
SERVICE KIT**

**OCTOBER 6-15, 2017**

**L.A. County Fair & Exposition  
Gate #9, 2200 N. White Avenue  
Pomona, CA. 91768**



**RECREATION VEHICLE  
INDUSTRY ASSOCIATION**



RECREATION VEHICLE  
INDUSTRY ASSOCIATION

A Trade Association Representing RV Manufacturers

## 65TH ANNUAL CALIFORNIA RV SHOW

OCTOBER 6-15, 2017

The Only RV Show Solely Owned and Sponsored by RV Manufacturers

### Welcome Exhibitors!

Thank you for exhibiting in this year's Celebration of our 65<sup>th</sup> Anniversary Show! Our goal this year was to simplify our exhibitor kits so we have condensed the kit and made it easier for you. We will be putting general information and the forms you will need to get the services for your exhibit space.

We know it takes a lot of work to put this show on and if you need help figuring anything out don't hesitate to call myself or Gloria. It won't get easier if you wait until that last minute so let's start now and plan our work and then work our plan. Together we can make this the Best RV Show on the West Coast! Thank you for your support.

Tom Gaither  
Show Director  
Cell 951/567-3608  
E-mail~ [tgaither@rvia.org](mailto:tgaither@rvia.org)

Gloria Reeder  
Show Event Specialist  
Cell 951/285-2589  
E-mail~ [greeder@rvia.org](mailto:greeder@rvia.org)

Recreation Vehicle Industry Association ( Mailing address only )  
41 S.Wake Forest Ave., #3965, Ventura, CA. 93006

## **SERVICE KIT FORMS**

Please return the necessary forms in this Service Kit by the deadline dates on the "**Checklist**" either by mail to the Ventura, CA address or email Gloria or Tom at the email addresses below.

### **Mailing Address Only**

RVIA - California RV Show  
41 S. Wake Forest Ave., #3965  
Ventura, CA. 93006

### **CONTACTS:**

Tom Gaither - Show Director  
[tgaither@rvia.org](mailto:tgaither@rvia.org) - Cell 951/567-3608

Gloria Reeder - Show Event Specialist  
[greeder@rvia.org](mailto:greeder@rvia.org) - Cell 951/285-2589

### **SHOW DATES: & TIMES**

October 6- 15, 2017  
10:00 am - 6:00 pm Every Day

### **SHOW ADDRESS:**

Los Angeles Fairplex & Exposition  
C/O California RV Show  
2200 N. White Avenue, Gate# 9  
Pomona, CA. 91768

## CHECKLIST ✓

These Forms Are In This Service Kit And Need To Be Returned By The Deadline Date.

### RETURN THESE FORMS BY "EMAIL OR MAIL" TO VENTURA, CA

#### DEADLINE

- |   |             |
|---|-------------|
| ___ PLOT MAP (send to <a href="mailto:tgaither@rvia.org">tgaither@rvia.org</a> )  | September 8 |
| ___ MANUFACTURER TICKET ASSIGNMENT (send to <a href="mailto:greeder@rvia.org">greeder@rvia.org</a> )  | August 28   |
| ___ EXHIBITOR ID CARDS (send to <a href="mailto:greeder@rvia.org">greeder@rvia.org</a> )  | August 28   |
| ___ EXHIBITOR BADGE REQUEST (send to <a href="mailto:greeder@rvia.org">greeder@rvia.org</a> )   | August 28   |
| ___ TEST DRIVE PARKING APPLICATION (send to <a href="mailto:greeder@rvia.org">greeder@rvia.org</a> )<br>(Only if you are bringing TEST DRIVE UNITS)       | August 28   |
| ___ UNIT ID CARDS (send to <a href="mailto:greeder@rvia.org">greeder@rvia.org</a> )<br>(Mandatory for Units in the Show)                                  | August 28   |
| ___ WORK AUTHORIZATION FORM (send to <a href="mailto:tgaither@rvia.org">tgaither@rvia.org</a> )<br>(Only if you bring in a Contractor to do your Move-In) | August 28   |

### RETURN THESE FORMS TO THE "CONTRACTORS" BY EMAIL OR MAIL

- |   |              |
|---|--------------|
| ___ THE PROFESSIONALS (WASH/DETAIL) <a href="mailto:debbielee_1@netzero.net">debbielee_1@netzero.net</a>  | August 28    |
| ___ SO-CAL (TENTS/CANOPY) <a href="mailto:judy@socaltents.com">judy@socaltents.com</a>  | August 28    |
| ___ GES & TSE (DECORATING/ELECTRICAL) <a href="mailto:rluke@ges.com">rluke@ges.com</a>  | September 8  |
| ___ FAIRPLEX- Internet Services <a href="mailto:biscan@fairplex.com">biscan@fairplex.com</a><br>(Do not send request BEFORE Sept 25 <sup>th</sup> due to the L.A. Fair) | Sep 25-Oct 5 |

# REGISTERING FOR EXHIBITORS IDENTIFICATION CARDS

To pre-register for your Exhibitor I.D. Cards, requests must be received no later than **August 28, 2017**.

Exhibitors are required to submit a list of names of personnel working in their booth(s), but are asked to keep their name requests to a number proportionally reasonable to the amount of space they are occupying.

All Exhibitors will be required to register and carry a valid '**California RV Show I.D. Card**' all 10 days of the Show. ID cards will be punched daily at the gate when you enter.

When you are leaving the Show grounds please get your "**HAND STAMPED**" at the gate in order to get back in free. If you lose or forget your ID card, replacement cost is \$10.00 at the Show Office.

Return name requests either by mail to: RVIA, 41 S. Wake Forest Ave., #3965, Ventura, CA. 93006 or you may e-mail to Gloria Reeder at [greeder@rvia.org](mailto:greeder@rvia.org)

I.D. cards will be available for pickup in the Show Office starting **Monday, October 2, 2017**.

# EXHIBITOR I.D. REQUEST FORM

Names should be restricted to the employees that will be working your exhibit.  
*I.D. Cards may be picked up at the Show Office on Monday, October 2, 2017.*

Please make copies of this form first if extra sheets are needed.

Company: \_\_\_\_\_

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

Ph# \_\_\_\_\_ Contact \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

Complete and e-mail to [greeder@rvia.org](mailto:greeder@rvia.org) no later than August 28, 2017

**MANUFACTURER/ SUPPLIERS/ DEALERS - ADMISSION TICKETS & PARKING PASSES**

Follow this **Manufacturer Formula** to determine the number of tickets and passes you will receive.....

**ADMISSION TICKETS**

Five (5) Admission Tickets for Every 1,000' Square Feet  
Of Contracted Exhibit Space To A  
**MAXIMUM OF 500 TICKETS**

**PARKING PASSES**

One (1) Parking Pass for Every 1,000' Square Feet  
Of Contracted Exhibit Space To A  
**MAXIMUM OF 30 PASSES**

Follow this **Supplier Formula** to determine the number of tickets and passes you will receive.....

**ADMISSION TICKETS**

Three (3) Admission Tickets for Every 10x10' Booth Purchased  
Of Contracted Exhibit Space To A  
**MAXIMUM OF 25 TICKETS**

**PARKING PASSES**

One (1) Parking Pass for Every 10 X 10' Booth Purchased  
Of Contracted Exhibit Space To A  
**MAXIMUM OF 30 PASSES**

## ADMISSION TICKETS

*Admission Tickets \$10.00 Each ~ Manufacturers, Suppliers, Dealers*

Additional tickets are available for purchase to Manufacturers, Suppliers, And Dealers Only at the special rate of \$10.00 each.

On-line ticket sales are available for Guests at the regular rate \$15.00 or \$20.00 for a multi-day pass valid for the entire show.

Company: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell # \_\_\_\_\_ E-mail \_\_\_\_\_

Contact \_\_\_\_\_

\*\*\*\*\*

*Number of Tickets Requested @ ( \$10.00/each ) \_\_\_\_\_*

*Total Amount Enclosed \$ \_\_\_\_\_ Check # \_\_\_\_\_*

*Please make all checks payable to RVIA and mail to 3965 S. Wake Forest Ave #3965, Ventura, CA. 93006*

*Admission Tickets do not get mailed they will be in your show packet and available for pick up on October 2, 2017.*



## PARKING PASSES

*Parking Passes \$100.00/Each ~ Manufacturers, Suppliers, Dealers*

Additional Parking passes are available for purchase to Manufacturers, Suppliers, and Dealers at the rate of \$100.00 that covers the entire show.

Manufacturers and Suppliers have a certain amount designated to them as part of their booth/space cost. **Dealers do not get parking passes in their show packet unless their Manufacturer has passed theirs onto them.**

Company: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell # \_\_\_\_\_ Contact \_\_\_\_\_

Email: \_\_\_\_\_

\*\*\*\*\*

*Number of Parking Passes Requested @ ( \$100.00/each ) \_\_\_\_\_*

*Total Amount Enclosed \$ \_\_\_\_\_ Check # \_\_\_\_\_*

*Please make all checks payable to RVIA and mail to 3965 S. Wake Forest Ave #3965, Ventura, CA. 93006*

*Parking passes do not get mailed they will be in your show packet and available for pick up on October 2, 2017.*

## MANUFACTURERS TICKET ASSIGNMENT

5 Admission Tickets for every 1,000' Sq Ft contracted. Maximum 500 tickets.

1 Parking Pass for every 1,000' Sq Ft contracted. Maximum 30 passes.

**Manufacturer's Name:** \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name \_\_\_\_\_ Cell # \_\_\_\_\_

{ } *I do not wish to allot my Admission tickets or Parking passes to my Dealer, please keep at the Show Office for Manufacturer pickup.*

{ } *I authorize RVIA to assign my Admission tickets and/or Parking Passes to the following Dealer(s) in the amounts I list as follows.*

Admission Tickets: \_\_\_\_\_ Parking Passes: \_\_\_\_\_

**Dealer's Name :** \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Dealer Reps Name Picking up Tickets or Passes:

Print: \_\_\_\_\_

**Number of Tickets/Passes to be kept for the Manufacturer if all of them were not assigned to the Dealer.** Tickets \_\_\_\_\_ Passes \_\_\_\_\_

# GREEN UNIT ID CARDS

RVIA is using Green Unit ID Cards for all Show Units this year for check-in.

Every unit entering the show grounds must have a Unit ID card visible either on the dashboard or taped to the Driver's side window. Please fill in the quantity of ID cards you will need for all the units you're bringing to the Show including your Show Office trailer.

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact \_\_\_\_\_ Cell # \_\_\_\_\_

RV Space #(s) \_\_\_\_\_

<u>RV Section</u>	<u>Quantity</u>	<u>Color Assigned</u>
RV 1, 2, 3, 4	_____	Green

Request for Unit ID cards is due by August 18, 2017 or sooner

Please email this form to Gloria at [greeder@rvia.org](mailto:greeder@rvia.org) as soon as you can. Keep in mind that you need to allow enough time for the mailing of the ID cards to your factories, the factories filling them out and the placement of these cards on the units before they leave to the show. Unit ID Cards will be mailed upon receipt of your completed form.

## 'DO IT YOURSELF' BOOTH RATE NOTIFICATIONS

You have elected to pay the booth rate of \$2.65 psf. RVIA, therefore, will not move-in/out exhibitor's units and will not provide equipment for exhibitor to perform his move-in/out. If exhibitor is showing travel trailers, fifth wheels or park trailers, exhibitor will need to have his own equipment to move these units including but not limited to forklift, tractor or a fifth wheel dolly suitable to tow all of exhibitor's units.

RVIA will not provide labor or equipment to move exhibitor's units. Additionally, RVIA will not provide any electricity to exhibitor's who have elected to pay this booth rate of \$2.65 psf. Exhibitors will be responsible for their own electricity by ordering through GES in your service kit. If exhibitor does not wish to provide staff and/or equipment to perform his move-in/out, he should contact Show Management immediately to change his booth rate.

Exhibitors who fail to change their booth rate prior to the show and do not provide their own staff and/or adequate equipment to perform their move-in, will immediately be charged the full booth rate in effect at the time of the show.

Thank you,

Show Management

# 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!**



## MANUFACTURERS PLOT MAP

A plot map of your assigned area is required for the layout of your units in the display and for the proper placement of the electrical wiring.

Complete and e-mail this form with your plot maps to [tgaither@rvia.org](mailto:tgaither@rvia.org) **by September 8<sup>th</sup>** if you chose the "Do It Yourself Pricing" on your application.

Complete and e-mail this form with your plot maps to [tgaither@rvia.org](mailto:tgaither@rvia.org) **by September 8<sup>th</sup>** if you chose the "Red Carpet Pricing" on your application.

**NUMBER OF UNITS IN THE SHOW: MOTORIZED \_\_\_\_\_ TRAILERS \_\_\_\_\_**

**NUMBER OF HOOK-UPS FOR YOUR DISPLAY AREA**

\_\_\_\_\_ 50 amp

\_\_\_\_\_ 30 amp

\_\_\_\_\_ 20 amp

*Manufacturer* \_\_\_\_\_

*Contact Name* \_\_\_\_\_

*Cell* \_\_\_\_\_ *E-mail* \_\_\_\_\_

*Space Number(s)* \_\_\_\_\_

*Brand Names* \_\_\_\_\_

*Date* \_\_\_\_\_ *Total Units Being Displayed* \_\_\_\_\_

# **TEST DRIVE PARKING AREA**

Any Manufacturer/Dealer requesting units in the "Test Drive Parking Area" must apply by August 28, 2017. You will be issued a RVIA hang tag which must be displayed on your rear view mirror so it is visible for inspection.

*Cost per unit for the Test Drive area is \$425. The number of test drive spaces purchased will be based on show space and availability. See the 'Test Drive Unit Application form' in this kit.*

Upon arrival all units will check-in at Gate 9, on Monday, October 2, 2017. You will be directed to the test drive area where a show staff member will show you the designated parking space. All test drive units must be removed by 5:00 PM Monday, October 16, 2017.

Due to minimum parking, you must make sure all the test units are returned to the designated Test Drive Area after each use. Fairplex reserves the right to tow any unit left in the common parking area and fine any vehicle occupying the fire lane.

The Dealer representing your company in your display can only bring unit(s) of the Manufacturer(s) they are representing. Please see that your Dealer complies with this rule. The test units you bring to the California RV show must be only new untitled units, of the Manufacturer(s) you are representing in this years show.

Please advise your staff working the show not to leave the keys in the ignition or visible and to lock the vehicle(s) after each use while they are parked in the Test Drive Parking Lot. This will help to deter any possible theft from this area. **No Towables are allowed in the Test Drive Area.**



# Front Entrance / Test Drive Space Order Form

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

## Front Entrance Space - \$2,650/ea (limit 3)

As guests enter the show the first RVs they see will be in the "Campground" themed front entrance area. We have 17 spots available that will hold any size RV. Landscaping and electricity are included in each space.

**Order Deadline: Friday, September 8, 2017**

# of spaces: \_\_\_\_\_ x \$2,650 =

*Limit 3 per manufacturer. Show management will determine placement.*

## Test Drive Space - \$425/ea

Due to the increasing guest attendance, this year's test drive spaces will be located across the street in Fairplex's Lot #8 (near the Locomotive area). Only 100 spaces available.

**Order Deadline: Friday, September 22, 2017**

Manufacturers who purchased:

- 80,000 sq ft can buy up to 8 spaces
- 50,000 sq ft can buy up to 5 spaces
- 20,000 sq ft can buy up to 2 spaces

# of spaces: \_\_\_\_\_ x \$425 =

*One motorized RV unit per space.*

**All RVs must arrive on-site by Wednesday, October 4, 2017**

**Send Order Form with payment to:** RVIA, 41 S. Wake Forest Ave #3965, Ventura, CA 93006

<< << << THIS SECTION IS FOR RVIA PERSONNEL ONLY >> >> >>

Date Rec'd:

Ck#:

Amt Paid:

Amt Due:

## **REMOVING & REPLACING SOLD RV UNITS**

The California RV Show will make available to the Dealers every morning between the hours of 7:00 am - 9:00 am unit(s) that can be moved out of your show display, provided the sold unit is replaced with a new untitled unit.

**Register with the Show Office the day prior to each exchange.** Units will not be moved in or removed without a Unit Exchange form. The cost of **\$150.00** for each unit being removed is payable when the paperwork is filled out.

**We will accept Cash, Company Checks, Master Card or Visa. No personal checks will be accepted. All Exchanges must be paid for before a unit can be moved.**

You are responsible for moving and replacing the exchanging unit under the supervision of an RVIA assistant. Any unit being removed from a display must be replaced with another unit. If the new owners are not onsite to claim the unit as it is removed from the show, the unit may be placed in the Test Drive Parking area.

Only Sold units will be allowed removal and replacement. When units are being placed during move-in, the Manufacturer must decide, with his Dealer, if he is going to participate in the exchange program. If the Dealer will be participating in the exchange program, the units must be placed within a display leaving a two-foot space between each so removal and replacement can be accomplished within the allotted time frame and without damage to any unit(s).

When you submit your exchange request in the Show Office, please remember that you may not ask another exhibitor to relocate, move, or dismantle any part of their display to remove your unit(s).

# MANUFACTURERS & DEALERS

## DMV TEMPORARY BRANCH LICENSES

**Manufacturer** please fill out the '*Certificate Of Proposed Franchise OL-124*' for each Dealer who will be selling your units at the show and forward the completed OL-124 form that they will need in order to get a Temporary Branch Permit.

**Dealers** please submit to the DMV (*10 Business days before the opening of the show on September 21st*) the following in order to receive your Temporary Branch Permit.

- 1) 'Application for Temporary Branch Location OL-73A plus application fee
- 2) 'Certificate of Proposed Franchise OL-124' (completed by the Manufacturer)
- 3) 'Letter of Authorization' in Service Kit from Department of Motor Vehicle,  
Dianne Strange, Supervising Inspector

## GUIDELINES TO FILLING OUT THE OL-124 FORM

Please check the *first box* on the form which says "*Notice to the new Motor Vehicle Board not required under Section 3062 or 3072.....*"

**"Make of Vehicle(s)** .....Be very specific in listing the line/make/brand name of the units the dealer will handle at the show. Under "***Date the New Motor Vehicle Board and***" ..... put **N/A** Under "***Proposed Franchisee Name***" ..... You must list the Dealership's name **EXACTLY** as it appears on the Dealer's license. If you don't know, please contact the Dealer for the information.

RVIA recommends that Manufacturers specify with as much precision as possible which RV's a particular Dealer is authorized to sell. For example, a Manufacturer should list the vehicles a Dealer is authorized to sell by name and specify whether the 'line make' granted to a particular Dealer includes only motorized or non-motorized products; which RV product "types" are included in the 'line make'.

## **DMV TEMPORARY BRANCH LICENSES**

Select from among the following: Type A, B, or C Motorhomes, Travel Trailers, Fifth-wheel trailers, Folding camping trailers; whether a particular Dealer's 'line make' includes gas and/or diesel powered motor homes, light, ultra light, mid-line, or high-line trailers, etc.

Think about how your company divides its products amongst Dealers in the same marketplace and make sure the product descriptions reflect that division. Accurate and precise descriptions will be of value should challenges over marketing rights develop.

If you have any questions regarding the Franchise law and its requirements, please call the New Motor Vehicle Board 916/445-2080. If you have any questions regarding the California Vehicle Code, please call Dianne Strange 714/703-2632.

Please do not call the DMV office in Covina, CA. with these types of questions. The Covina, CA. office handles questions on requirements or problems with the issuance of off-site temporary licenses only and if you need to go down for your permit here is the address: *DMV, OL Inspections Office, 1365 N. Grand Ave, Suite 102, Covina, CA. 91724, Phone 626/974-7140, Fax 626/974-7119. Applications accepted: Monday, Tuesday, Thursday & Friday 8:30-11:00 and 1:00-4:00. Closed on Wednesdays.*

## **DMV SIGN REQUIREMENTS**

The Sign must be two (2) square feet with lettering sufficient to be read from a distance of fifty (50) feet.

The Sign is required to identify the licensed name of the Dealer and licensed address.

Ordering of signs can be placed with GES (Global Experience Specialists) prior to September 15, 2017.

**DEPARTMENT OF MOTOR VEHICLES**

LICENSING OPERATIONS DIVISION  
OCCUPATIONAL LICENSING BRANCH  
790 The City Drive, Ste. 410  
Orange, Ca 92668  
714-703-2624



July 12, 2017

Tom Gaither, Western Show Director  
Recreation Vehicle Industry Association (RVIA)  
41 S. Wake Forest Ave. #3965  
Ventura, CA 93006

Re: RVIA California RV Show

Dear Mr. Gaither:

The department has received and hereby approved your request to sponsor a recreational vehicle show at the Los Angeles Fairplex and Exposition in Pomona, CA October 6 -15, 2017.

California Vehicle Code (CVC) 11713.15(d) (3) requires you to provide a copy of this letter to each participating dealer. Dealer's applying to participate in the show must attach a copy of this letter to their application for a temporary branch and the application must be submitted to an occupational licensing inspector 10 days prior to the event. An application form OL 73A may be obtained via the Department's website at: <https://www.dmv.ca.gov/portal/dmv/detail/forms/ol/ol73a>

11713.15 (d) paragraphs (2) and (3) of subdivision (a) and subdivision (b) of 11713.15 of the CVC do not apply to dealers participating in the show. However, a dealer applying for a temporary branch license in a show sponsored by an association must also comply with of the CVC. Dealers participating in the show that have not obtained a temporary branch permit pursuant to 11709 (b) of the CVC must also comply with 270.08 of the California Code of Regulations (CCR).

Additionally, recreational vehicle manufacturers/distributors are required to complete a Certificate of Proposed Franchise form OL 124 for and dealers must submit the form as part of the temporary Branch application. Form OL 124 may be obtained by accessing the department's website at: <https://www.dmv.ca.gov/portal/dmv/detail/forms/ol/ol124>

The Covina Occupational Licensing Inspections office is located at:  
1365 N. Grand Ave., Suite 102  
Covina, CA 91724

Inspectors can be reached at 626-974-7140 and are available to assist dealers during office hours Monday, Tuesday, Thursday and Friday; 8:30-11:30 a.m. and 1:00- 4:30 p.m. The office is closed every Wednesday.

If you require further assistance I can be reached at 714-703-2624.

Sincerely,

A handwritten signature in black ink, appearing to read "Dianne Strange".

DIANNE STRANGE, Supervisor  
Occupational Licensing Branch



DMV USE ONLY	
ACR NUMBER	
DATE PERMIT ISSUED	
DATE PERMIT EXPIRES	
APPLICATION FEE	
S/R NUMBER	

**APPLICATION FOR TEMPORARY BRANCH LOCATION**  
**(30 days or less)**  
**RECREATIONAL VEHICLE DEALERS**  
**(Motorhome and Recreational Trailer)**

**Instructions:** Type or print clearly in black ink. **Ten (10) business days prior to the event**, submit the following to the Inspector having jurisdiction over the temporary branch location, 11713.15 (a) (3) (C), CVC:

1. Completed Application for Temporary Branch Location, OL 73A
2. New product sales only, must submit Certificate of Proposed Franchise, form OL 124, for each line-make. The OL 124 must show the Temporary Branch address location.
3. \$70.00 Temporary Branch Application Fee
4. Copy of lease/rental agreement or copy of the promoter's contract
5. Property Use Verification for Vehicle Dealer's License, OL 902 (*may be required for some locations*).

**A list of Inspector Offices and forms are available at [www.dmv.ca.gov/vehindustry/ol/olbranch\\_top.htm](http://www.dmv.ca.gov/vehindustry/ol/olbranch_top.htm)**

**A. FIRM INFORMATION:**

NAME OF INDIVIDUAL, PARTNERS, CORPORATION, OR LLC COMPANY	FIRM NUMBER
FIRM NAME	AREA CODE/TELEPHONE NUMBER (       )
ADDRESS OF MAIN LOCATION	
CITY	STATE                      ZIP CODE

**B. TEMPORARY BRANCH LOCATION INFORMATION: (See rules on next page.)**

NAME AND PLACE OF TEMPORARY BRANCH LOCATION	LOCATION MEETS LOCAL PROPERTY USE REQUIREMENTS <input type="checkbox"/> Yes <input type="checkbox"/> No
TEMPORARY BRANCH ADDRESS	
CITY	STATE                      ZIP CODE

**CHECK THE VEHICLES TO BE SOLD AT THIS LOCATION**

- NEW     Motorhome                       Recreational Trailer  
 USED     Motorhome                       Recreational Trailer

**DATE(S) OF EVENT**

From: \_\_\_\_\_ To: \_\_\_\_\_

**C. MINIMUM BRANCH LOCATION REQUIREMENTS: (Must be met prior to start of event.)**

1. SIGN - 2 sq. ft. sign per side displayed to identify dealer
2. OFFICE - Recreational vehicle or properly identified table will suffice
3. DISPLAY - Display area separated from other dealers

**D. LICENSEE CERTIFICATION:**

*I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I further certify that all minimum requirements will be met prior to start of event and that all the foregoing information contained herein is true and correct to the best of my knowledge and belief. I also understand should these minimum requirements not be met prior to the commencement of the event, my occupational license could be subject to disciplinary action.*

*I also certify that the distance from my (check one box)  main  permanent branch location which is located at: \_\_\_\_\_ (check one box)  is  is not 50 miles or less from the requested temporary branch location site.*

NAME (PRINT)	RM/RD NUMBER OR OFFICER TITLE
SIGNATURE OF LICENSEE <b>X</b>	DATE



**NINE OR FEWER DEALERS PARTICIPATING IN THE SHOW: (New Recreational Vehicles Only) 11713.15(a) CVC**

If nine or fewer dealers are participating in the show, the location of the show must be 50 miles or less from the dealers established place of business or permanent branch location.

**TEN OR MORE DEALERS PARTICIPATING IN THE SHOW: (New Recreational Vehicles Only) 11713.15(a)(3)(c) CVC**

The location of the show may be 50 miles or more from the participating dealers established place of business or permanent branch location only if 10 or more dealers are participating in the show. The dealers shall submit all applications together at one inspector office, at least 10 days prior to the show.

**ADVERTISING AND DISCLOSURE REQUIREMENTS: (New and Used Recreational Vehicles Only) 11713.15(b) CVC**

1. Any advertising and promotional materials designed to attract the public to attend a show of recreational vehicles where there are nine or fewer dealers participating shall include the business name of each participating dealer and that dealer's established place of business in a type size that is equivalent to the second largest type used in the advertisement or promotional materials. This information shall be placed at the top of any advertisement or promotional materials.
2. If the recreational vehicles being offered for sale are used, the word "used" shall immediately precede the identification of the make of the vehicle or be immediately adjacent to the depiction of any used vehicles.
3. In addition, the promoters of the show shall cause a sign to be conspicuously displayed at the major, public entrance leading directly to the show, printed in 50 point type, containing the information required in paragraph ( 1 ) .
4. A recreational vehicle dealer participating in a show for which a temporary branch license is required shall provide each buyer, prior to the sale of any vehicle at the show, a written statement disclosing the identity and the established business location of the dealer that has agreed to render service or warranty work with respect to the vehicle being purchased by the buyer, and, if there is no agreement with any dealer to render the service or warranty, to date that fact.

**NOTE:** Applications for temporary branch locations should be submitted to the Occupational Licensing Inspector having jurisdiction over the location of the event.

*I certify that I have been advised of the requirements pertinent to the occupational license for which I have applied, including the regulations and Vehicle Code sections.*

**APPLICANT INITIALS** \_\_\_\_\_

**FOR DEPARTMENTAL USE ONLY**

**NEW RECREATIONAL VEHICLE DEALERS**

- Submitted Certificate of Proposed Franchise, form OL 124, for each line-make.
- Location complies with requirements of Section 1671 CVC.
- Location has sign displayed, printed in 50 point type, containing the business name and established place of business for each dealer.
- Advised firm that all New Car sales made from Temporary Locations must be reported on selling dealer's New Report of Sale Books, and must show "Temporary Branch" address. (Only employees of the selling New Recreational Vehicle Dealers are authorized to sign the New Report of Sale.)

**RECOMMENDATION**

*I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.*

*I further certify that this applicant has been advised of the requirements pertinent to the occupational license for which applied and that I have examined this application and find that this business meets all requirements of a Place of Business as described in the California Vehicle Code as certified by applicant. I recommend that license be:*

- Issued
- Denied (If denial recommended, attach full justification via investigative report.)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
ID#

\_\_\_\_\_  
DATE



LICENSING OPERATIONS DIVISION  
**CERTIFICATE OF PROPOSED FRANCHISE**

<b>DMV USE ONLY</b>
OCCUPATIONAL LICENSING NUMBER

**Instructions:**

- This form must be completed by a licensed Manufacturer or Distributor.
- The licensed dealer is responsible for submitting this form to the Department of Motor Vehicles with the appropriate application form(s).
- This form will **NOT** be accepted if modified or altered and must contain an original signature.

The location is a  Permanent Location  
 Temporary Branch Location (must be 30 days or less)

Date(s) of Event: From: \_\_\_\_\_ To: \_\_\_\_\_

I/We MANUFACTURER/DISTRIBUTOR NAME	LICENSE NUMBER
---------------------------------------	----------------

hereby certify that:

- Written notification to the New Motor Vehicle Board and each franchisee is not required pursuant to Vehicle Code section 3062(b) or 3072(b), or there are no other franchised dealers of the same line-make located within the relevant market area.
- Written notification has been provided to the Board and each franchisee of this line-make of the franchisor's intent to enter into a franchise establishing an additional motor vehicle dealership or relocate an existing motor vehicle dealership within the relevant market area, and no protests have been filed or the protest(s) filed were resolved (i.e., dismissed or Board Decision overruling the protest). (A change in ownership of an existing established location shall not be construed as establishing an additional location.) Enter date of notification below.

MAKE OF VEHICLE(S), MOTORHOME(S), OR RECREATIONAL TRAILER(S)

DATE THE NEW MOTOR VEHICLE BOARD AND DEALER(S) WERE NOTIFIED, IF APPLICABLE

PROPOSED FRANCHISEE NAME (AS IT APPEARS ON LICENSE OR APPLICATION FOR LICENSE)	DEALER LICENSE NUMBER (IF APPLICABLE)
--	---------------------------------------

ADDRESS (AS SHOWN ON LICENSE OR APPLICATION FOR LICENSE) CITY STATE ZIP CODE

AUTHORIZED SIGNATURE (OWNER OF RECORD OR LICENSED REPRESENTATIVE) DATE

<b>X</b> PRINT OR TYPE NAME	OWNER OR REPRESENTATIVE LICENSE NUMBER
--------------------------------	--

**CALIFORNIA VEHICLE CODE (CVC) - Sections 3062 or 3072\*, state in part:**

**Establishing or Relocating Dealerships**

3062. (a) (1) Except as otherwise provided in subdivision (b), if a franchisor seeks to enter into a franchise establishing an additional motor vehicle dealership, or seeks to relocate an existing motor vehicle dealership, that has a relevant market area within which the same line-make is represented, the franchisor shall, in writing, first notify the board and each franchisee in that line-make in the relevant market area of the franchisor's intention to establish an additional dealership or to relocate an existing dealership. Within 20 days of receiving the notice, satisfying the requirements of this section, or within 20 days after the end of an appeal procedure provided by the franchisor, a franchisee required to be given the notice may file with the board a protest to the proposed dealership establishment or relocation described in the franchisor's notice. If, within this time, a franchisee files with the board a request for additional time to file a protest, the board or its executive director, upon a showing of good cause, may grant an additional 10 days to file the protest. When a protest is filed, the board shall inform the franchisor that a timely protest has been filed, that a hearing is required pursuant to Section 3066, and that the franchisor may not establish the proposed dealership or relocate the existing dealership until the board has held a hearing as provided in Section 3066, nor thereafter, if the board has determined that there is good cause for not permitting the establishment of the proposed dealership or relocation of the existing dealership. In the event of multiple protests, hearings may be consolidated to expedite the disposition of the issue.

(b) Subdivision (a) does not apply to either of the following:

- (1) The relocation of an existing dealership to a location that is both within the same city as, and within one mile from, the existing dealership location.
- (2) The establishment at a location that is both within the same city as, and within one-quarter mile from, the location of a dealership of the same line-make that has been out of operation for less than 90 days.

(c) Subdivision (a) does not apply to a display of vehicles at a fair, exposition, or similar exhibit if actual sales are not made at the event and the display does not exceed 30 days. ...

(d) For the purposes of this section, the reopening of a dealership that has not been in operation for one year or more shall be deemed the establishment of an additional motor vehicle dealership. ...

\*Section 3072, pertaining to recreational vehicles, contains virtually identical provisions, however, there are additional exemptions not listed above. Recreational vehicle manufacturers and distributors are encouraged to review the entire California Vehicle Code Section.



## OL-124, CERTIFICATE OF PROPOSED FRANCHISE

*Applicable to New Motor Vehicles, Motorcycles, All-Terrain Vehicle and Recreational Vehicles as defined by Health and Safety Code Section 18010 (a)*

TYPE TRANSACTION	OL-124 <i>NOT</i> REQUIRED	OL-124 REQUIRED PURSUANT TO CVC 11704	BOARD/MARKET AREA FRANCHISE NOTICE <i>NOT</i> REQUIRED	BOARD/MARKET AREA FRANCHISE NOTICE REQUIRED
1. New license (Buy/Sell) of a currently occupied location (Main or branch location application)		X	X	
2. New location - Not currently occupied, except as exempt pursuant to CVC 3062(b), 3072(b). See #9, #10, and #11		X		X
3. Change of Business Name		X	X	
4. Adding a Make Distinctive Business Name		X - For new Make	X	
4a. Adding a Non-Make Distinctive Business	X			
5. Change of Corporate Name/LLC or LLP Name		X	X	
6. Change of Corporate Officers/LLC or LLP Manager	X			
7. Change of Address (Postal Service change - no physical movement of location)		X - Formerly known as prior address	X	
8. Change of Address (New location is beyond 1 mile of current licensed location)		X		X
9. Change of Address (New location is within 1 mile of current licensed location and within the same city)		X	X	
9a. Change of Address (New location is within 1 mile of current licensed location and within a different city)		X		X
10. Establishing location within the same city, within 1/4 mile of a location that has been out of operation for less than 90 days		X	X	
11. Reopening a location that has not been in operation for less than one year		X - Or copy of prior OL-124	X	
11a. Reopening a location that has not been in operation for one year or more		X		X
12. Temporary Branch locations - Display only with no sales activity that does not exceed 30 days	X - No application required		X	
12a. Temporary Branch locations - Display only with no sales activity but display exceeds 30 days	X - No application required			X
13. Temporary Branch locations with sales activity on site and other same line-make dealers within RMA		X		X
13a. Temporary Branch locations with sales activity on site and no other same line-make dealers within RMA		X	X	
14. Addition of a line-make to an existing established location and other same line-make dealers within RMA		X		X
14a. Addition of a line-make to an existing established location and there are no other same line-make dealers within RMA		X	X	
15. Renewal of License (Application must be submitted no later than 30 days after license expiration date)	X			
16. Establishing or Relocating Satellite Warranty facility more than 2 miles from a same line-make dealer	X - No application required		X	
16a. Establishing or Relocating Satellite Warranty facility within 2 miles of a same line-make dealer	X - No application required			X

**Additional Information:**

- 1) The OL-124 must reflect the business name and address as it appears on the corresponding application for an Occupational License.
- 2) The dealer is responsible for submitting the OL-124 with an appropriate application to an Occupational Licensing Inspector's Office.
- 3) The OL-124 must be signed by an owner of the Manufacturer/Distributor on file with Occupational Licensing or a licensed Representative.
- 4) Relevant Market Area pursuant to *California Vehicle Code* Section 507, is any area within a radius of 10 miles from the site of a potential new dealership.
- 5) The powers and duties of the New Motor Vehicle Board are defined in Division 2, Chapter 6, of the *California Vehicle Code*.

**APPLICANT SHOULD RETAIN THIS PAGE FOR THEIR INFORMATION.**

**DO NOT SUBMIT WITH APPLICATION.**

# **INSURANCE COVERAGE POLICY**

## **Manufacturers & Dealers**

Exhibitor, at its sole cost and expense, must obtain and maintain in effect at all times during the Show, and during all activities related to the show, including, but not limited to, during move-in and move-out, its own **property and public liability insurance policy for Manufacturer's and Dealer's with minimum policy limits of \$2,000,000 per occurrence.**

Exhibitor must add RVIA and the L. A. Fairplex as additional insured's on the insurance policy and to provide RVIA with a 'Certificate of Insurance' evidencing said coverage, **by August 28, 2017.** RVIA, Los Angeles Fairplex and Exposition, Fair Board and their respective employees, agents and contractors are not responsible for loss, theft or damage to any units or other merchandise while in transit to or from the Show site or while at the Show site.

Exhibitor must submit to Show Management at the California Office a Certificate of Insurance for Worker's Compensation, Comprehensive General Liability and Auto Liability Insurance. Worker's Compensation and Employer's Liability must provide a minimum of \$200,000 per occurrence and include personal injury liability.

# **INSURANCE COVERAGE POLICY**

## **Suppliers**

Exhibitor, at its sole cost and expense, must obtain and maintain in effect at all times during the Show, and during all activities related to the show, including, but not limited to, during move-in and move-out, its own property and public liability insurance policy with minimum policy limits of \$1,000,000 per occurrence.

If you do not have private insurance coverage you may apply for Public Liability Insurance through the Fairplex that will cover you for the required \$1,000,000. This policy does not cover damage or theft this is for liability only. Exhibitor must add RVIA and the L. A. Fairplex as additional insured's on the insurance policy and to provide RVIA with a 'Certificate of Insurance' evidencing said coverage, by August 28, 2017. RVIA, Los Angeles Fairplex and Exposition, Fair Board and their respective employees, agents and contractors are not responsible for loss, theft or damage to any units or other merchandise while in transit to or from the Show site or while at the Show site.

RVIA's requires a copy of the Insurance for our files. If you are using your private insurance, please ask your insurance company to forward a copy of your "**Certificate of Liability**" to:

**Recreation Vehicle Industry Association**  
**41 S. Wake Forest Ave., #3965**  
**Ventura, CA. 93006**  
Email: [greeder@rvia.org](mailto:greeder@rvia.org)

**Supplier Application for Liability Insurance**  
**Through The Los Angeles Fairplex**

Los Angeles Fairplex  
1101 W. McKinley Ave.  
Pomona, CA. 91768  
Ph 909/865-4041  
*Contact: Carol Rushton*  
*E-mail: rushton@fairplex.com*

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Ph \_\_\_\_\_

Product to be exhibited \_\_\_\_\_

We plan to hand out 2 oz. food/drink samples    Yes \_\_\_\_\_ No \_\_\_\_\_

*RVIA requires a copy of your paid Insurance from the Fairplex for our records. You may either e-mail a copy to [greeder@rvia.org](mailto:greeder@rvia.org) or you may Bring a copy to RVIA's Show Office when you pick up your show packet on October 4<sup>th</sup> or 5<sup>th</sup>. All Exhibitors are required to have insurance.*

\*\*\*\*\*

**Total Amount Due: \$80.00**

**Date Paid: \_\_\_\_\_ Check # \_\_\_\_\_**

## *Exhibitor Security Tips*

*Here are some tips on what exhibitors can do to secure their property.  
It is your responsibility to protect your units/booths from theft or loss.*

\*\*\*\*\*

- **Lock units** ~ before leaving for the day - too many units are left open each evening. Assign as a duty to staff members the responsibility of locking up units each night. To other staff, assign as a duty the responsibility to double check that the units are locked.
- **Set Alarm** ~ systems if you have them.
- **Do Not** ~ leave easily carried items sitting out, put away or lock up if possible small products, electronics, decor items, etc. that can be easily taken.
- **Do Not** ~ leave interior lights and/or sound systems on inside units overnight. Security personnel can spot a problem in your space more readily if interior coach lights, sound systems, TV's are all turned off.
- **Do Not** ~ linger in exhibits after dark. Exhibit personnel who remain in their booth past closing may be mistaken as part of the problem. If you must be in your booth late, notify the Show Office or Security.

**Thank You,**

**Show Management**

# Retail Price Signs For Your Units

All Exhibitors are to supply their own Retail price signs for their units. The following regulations will apply for Company ID and model designation.

1. Banners, flags or signs must be limited in height to (30) Thirty feet from ground level.
2. Signs or any other equipment, including furniture, awnings and steps, may not extend into any aisle around the exhibit. These are specific fire regulations which control the matter of aisle clearance.
3. All such individual signs must be in good taste and in harmony with the overall Show appearance.
4. As part of sign identification there may not be any noise devices of any sort heard outside of any exhibit.
5. Banners, signs, and decorations may not cross over any aisle.
6. Special effects in signs or exhibits are subject to Committee approval. As has been the rule in past years, in order to avoid any possible difficulties, special exhibits and/or any proposed unusual effects pertaining to exhibitor signs and/or displays must be submitted to Show Management for approval.
7. Signs advertising another exhibitor's display product are strictly prohibited.
8. Tastefully done ad art on vehicle windows is permitted.
9. All units must remain open whether sold or not to any attendee during all show hours. Sample of your location signs may have: Company Name - City - Phone Number.



## MOVING TRANSPORTATION

IN ORDER TO MAINTAIN THE SAFETY OF OUR  
GUESTS AND EXHIBITORS AT ALL TIMES, THE USAGE OF  
A HOVER BOARD, SKATEBOARD, ROLLER SKATES,  
SEGWAYS, SCOOTERS AND BICYCLES INSIDE THE  
PERIMETER OF THE SHOW ARE STRICTLY PROHIBITED!  
IF SAFETY RULES ARE BROKEN, THE SHOW DIRECTOR  
AT HIS DISCRETION, CAN CLOSE  
YOUR DISPLAY FOR THE ENTIRETY OF THE SHOW!

**\*\*\*** THIS NOTICE DOES NOT PERTAIN TO THE PHYSICALLY  
CHALLENGED WHO REQUIRE DAILY USAGE OF  
ELECTRIC SCOOTERS AND WHEELCHAIRS !

THANK YOU  
MANAGEMENT

## **CALIFORNIA DECORATORS UNION RULES**

### **Members of this union claim jurisdiction over all set-up of exhibits including carpet.**

An exhibitor may set up and dismantle his own exhibit providing it requires less than one-half (1/2) hour for one person to complete. This does not mean fifteen (15) minutes each for two persons or ten (10) minutes each for three persons, etc. A regular, permanent employee of the exhibiting firm; no temporary or employment agency personnel may be used for this work must perform such work.

If your exhibit preparation, installation or dismantling requires more than the one-half hour, you must use union personnel supplied by the Official Decorating Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with the union installer in Southern California on a one-on-one basis.

## **TEAMSTERS UNION**

### **This union claims jurisdiction on the operation of all material handling equipment.**

The Teamsters are responsible for the loading/unloading of all trucks or trailers of common/contract carriers, as well as the handling of empty crates and the operation of fork lift trucks. They also have jurisdiction of the loading/unloading of individual company vehicles, other than the companies covered by the Sign, Scene, and Pictorial Painters Union Local 831.

An exhibitor may move material that is hand carried by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

## **INDEPENDENT CONTRACTORS**

Exhibitors must notify GES (Global Experience Specialists), at least 30 days in advance of the show, that they will be using an outside contractor; supplying name, address and supervisor in attendance.

Outside contractors must supply GES, at least 30 days in advance of the show, the names of the exhibiting companies for whom they have requests to work, the names of the personnel the outside contractor will employ, and the appropriate insurance certificates,

# Manufacturers - Dealers - Suppliers

## Work Authorization Form

### Exhibitors Designating Their Own Contractor's

Use this form when an exhibitor is using a service contractor other than the "Official Show Contractors" whose forms are contained in this Service Kit.

### Exhibitors are required to do the following:

- 1) Complete and return the information requested to show management no later than August 28, 2017.
- 2) Provide to the service contractor a copy of the show rules and all other information and/or order forms necessary for the contractor to perform the required service for the exhibitor.
- 3) Inform the contractor of the following requirements they must meet.

### Contractors are required to do the following:

- 1) Abide by all the Suggested Guidelines for the Status and Behavior of Independent Contractors at Trade Shows of the Exhibit Designers and Producers Association.
- 2) Maintain in effect at all times during the show, including but not limited to, move-in and move-out, Worker's Compensation Insurance, Comprehensive General Liability and Automobile Liability Insurance and provide proof of such insurance to **Recreation Vehicle Industry Association, 41 S.Wake Forest Ave., #3965, Ventura, CA. 93006** no later than August 28, 2017 naming the Recreation Vehicle Industry Association and the Los Angeles Fairplex as additional insured's. The Worker's Compensation and Employer's Liability Insurance must provide a minimum of \$200,000 and meet the requirements established by the State of California. Property and Public Liability Insurance must provide minimum policy limits of \$2,000,000 per occurrence.
- 3) Provide a list of personnel who plan to work the show to RVIA no later than August 28, 2017.

# Manufacturers - Dealers - Suppliers

## Work Authorization Form

*If you are using an outside Contractor, other than the Contractors we provide in our Service Kit than you do need to fill out this form.*

*Exhibiting Company* \_\_\_\_\_

*Booth Number( s )* \_\_\_\_\_

*Contact Name* \_\_\_\_\_ *Ph* \_\_\_\_\_

\*\*\*\*\*

*Name of Contractor* \_\_\_\_\_

*Name of Contact* \_\_\_\_\_

*Address* \_\_\_\_\_

*City, State, Zip,* \_\_\_\_\_

*Cell #* \_\_\_\_\_

*Service needed from Contractor:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Return to:** RVIA, 41 S.Wake Forest Ave, #3965, Ventura, CA. 93006  
or email Tom Gaither at [tgaither@rvia.org](mailto:tgaither@rvia.org)

**CITY OF POMONA**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**

**SHOW AND EXHIBITION INSPECTION**

A. Building Permits will be required for:

1. Patios, awnings, carports, model homes, and like structures.
2. Booths, partitions, and displays under the following conditions:
  - Over 12 feet in height.
  - When construction in a manner which would restrict or obstruct the proper operation of an existing fire sprinkler system, such as a roof or ceiling.
  - When plans and/or calculations by a licensed engineer are necessary to insure structural stability.
3. Bleachers and grandstands.
4. Platforms, stages, walkways and ramps over 2 feet in height.
5. Tents exceeding 12' in any dimension.

*EXCEPTION:* One cloth-covered structure may be erected without a building permit if accessory to a permitted assembly use and:

- Not over 450 square feet in area.
- Not over 16' in height.
- Separated from the other structures by not less than 20'.
- Supported by one or more metallic frames not exceeding 20' in any maximum dimension and frames are constructed of not less than 1" O.D. aluminum alloy or steel tubing with rigid welded connect or approved equivalent. Each frame shall be supported by upright members spaced not more than 20' O.C. with each support adequately anchored and securely tied to adjacent frames at the top and bottom of each support.

City Of Pomona  
Building Division

6. Any hanging ceilings, displays, equipment appendages, or similar devices so located that its falling or collapse would endanger the public in a place of public assemblage.
7. Any structure because of its unusual construction or nature is regulated by the Building code.
8. Any use of a building or structure which is different than the approved occupancy.

B. Plans and Specifications: Whenever a Building Permit is required, two set of plans, in ink and to scale, are also required which clearly indicates:

1. The Job address:

- Location of the proposed structure in relationship to the site and existing buildings or the location within an existing building.
- Plan view, section view elevations and any other specifications necessary to determine the height, type, size and use of the structure the materials of construction and how it will be constructed to conform to the provisions of the Building Code.
- The Department may require computations prepared by an engineer or architect licensed by the State of California to accompany the plans. For more specific information, call the Plan Check Engineer at 909/620-2371

C. To Secure a Building Permit:

- Secure clearance from the Pomona Fire Department 909/629-9671.
- Submit 2 sets of plans to: City of Pomona - Building Division - 505 S. Garey Ave. Pomona, CA. 91768 - 909/620-2371
- Plan check hours are 8:00 am to 5:00 pm Monday thru Thursday, closed Friday. Plans should be filed as early as possible, but at least five days before construction work is to begin.

## Building Division

### D. Building Inspection:

- Where to call - The show and exhibition Building Inspector may be reached by phone between the hours of 7:00 am - 8:00 am and 4:00 pm - 5:00 pm 909/620-2371.
- When to call - When the structure is ready for inspection or any information is needed.
- The building permit job card must be posted on or near the structure and the approved plans available to the Building Inspector for all inspections.
- Any regulated structure must be approved before the show opens or the structure is to be used. The Building Inspector's signature on the job card indicates approval.

### E Plumbing Permits are required for:

- The installation of sanitary plumbing, soil, wastes, and/or vent piping.
- Any and all plumbing fixtures, drinking fountains, water closets, sinks.
- Industrial waste piping, indirect waste piping, and/or plumbing fixtures connected to such piping.
- Any fuel gas piping, in any amount.
- Water piping, water treating or water dispensing equipment, pressure regulators, backflow prevention devices, etc.
- Water heaters, water heater vents, and water filters.
- Alterations or repairs of building sewer piping.
- Any changes to fire sprinkler systems or standpipes.

### F. Plan and Specifications.

Three sets of plans are required for ~ Special Waste and Vent systems.

- Special plumbing fixtures.
- Alterations to fire sprinkler systems or standpipes in any amount.
- Alterations to portable water systems two-inch or larger over 200' in length.
- Alterations to gas systems which are 2" or larger.

Plans must indicate

- The job address
- The location of work in relationship to the site and existing building, or the location within an existing building.
- The demand, pipe sizing and developed length of the installation, materials or construction and other pertinent information indicating the system will conform to the Plumbing Code.

G. To Secure a Plumbing Permit:

- Most plumbing permits must be secured by a plumbing contractor holding a valid C-36 State License.
- Plan check hours from 8:00 am to 5:00 pm. Plans should be filed as early as possible, but at least five days before work is to begin.

H. Plumbing Inspection:

- Where to call - The show and exhibition Inspector may be reach by phone between the hours of 7:30 am and 8:30 am 909/620-2371.
- When to call - When installation is ready for inspection or information is needed.
- Any regulated installation must be approved before the show opens or the installation is to be used. The Inspector's signed approval card or decal indicates approval.



I. Electrical Permits Required:

- Permanent wiring which becomes a part of the structure requires a permit.
- Temporary wiring, which is defined in part as electric wiring for power and lighting for use during conventions, fairs, exhibitions, and the like energized or maintained in one location for 90 days or less.

J. To Secure an Electrical Permit:

Electrical permits are generally secured by a qualified installer holding a valid contractor's license in the proper classification issued by the State of California.

Electrical Inspections:

- Inspections are made by the Divisions Electrical Inspector.
- Information is available or personal contact may be made by calling between the hours of 8:00 am and 6:00 pm 909/620-2371.
- Electrical installations are required to be inspected and approved before being energized.

K. Plans and Specifications:

- Proposed high voltage, high amp cities or complicated wiring installations, must have plans and specifications of the intended installation submitted to Electrical Plan Check.
- These plans must be approved prior to the issuance of any electrical permit or installing any electric wiring.
- Information regarding Electrical Plan Check may be obtained by calling 909/620-2371.

# CONTRACTORS ~ PURVEYORS

## ( A ) SHOW DECORATOR, DRAYAGE & ELECTRICAL

**GES/TSE (Global Experience Specialists)**

5560 Katella Ave.,  
Cypress, CA. 90630

Russ Luke - 714/936-1295

*( Please use GES link attached for their forms )*

Email: [rluke@ges.com](mailto:rluke@ges.com)

## ( B ) LANDSCAPER

**McINTOSH SHOW LANDSCAPES**

P.O. Box 5  
New Paris, IN. 46553

Greg McIntosh - 574/536-9957

Email: [grmci@bnin.net](mailto:grmci@bnin.net)

## ( C ) UNIT WASH ~ SPACE CLEANING

**THE PROFESSIONALS**

7071 Warner Ave #123  
Huntington Beach, CA 92647

Debbie Lee - 714/412-0494 *( Order forms are in this kit ).*

Email: [debbielee\\_1@netzero.net](mailto:debbielee_1@netzero.net)

# CONTRACTORS ~ PURVEYORS

## **( D ) TENTS AND CANOPIES**

### **SO-CAL TENTS & EVENTS**

1815 Potrero Avenue  
South El Monte, CA. 91733

Judy Garcia - 626/246-0244    *( Order forms are in this kit ).*  
Email: [judy@socaltents.com](mailto:judy@socaltents.com)

## **( E ) SECURITY SERVICES**

### **SECURITAS SECURITY**

Barry Gillies - 909/865-4186

## **( F ) GOLF CARTS**

### **D & D GOLF CARTS**

3505 Pomona Blvd.  
Pomona, CA. 91768

Christy Sears - 909/595-1115  
Email: [info@danddgolfcars.com](mailto:info@danddgolfcars.com)

## **( G ) WIRELESS INTERNET SERVICE**

### **LOS ANGELES FAIRPLEX**

1101 W. McKinley Ave  
Pomona, Ca. 91768

Mary-Anne Biscan - 909/865-4144    *( Order forms are in this kit )*  
Email: [biscan@fairplex.com](mailto:biscan@fairplex.com)

**Do not start placing your orders until the week of September 25, 2017**  
**Internet department is not accepting orders until the L.A. Fair is over**



*Tents & Events, LLC*

**Free delivery for  
Advanced Orders!!**

1815 Potrero Ave.  
South El Monte, CA 91733

626-246-0244

Fax 626-246-0245

[www.socaltents.com](http://www.socaltents.com)

[info@socaltents.com](mailto:info@socaltents.com)

**CARV SHOW ORDER FORM 2017**

QTY	Canopy Size	Advance Price	Floor Price
_____	10x10 Canopy	\$ 85.00	\$ 95.00
_____	15x15 Canopy	\$ 150.00	\$ 170.00
_____	20x20 Canopy	\$ 260.00	\$ 270.00
_____	20x30 Canopy	\$ 290.00	\$ 410.00
_____	30x30 Canopy	\$ 585.00	\$ 605.00
_____	30x40 Canopy	\$ 780.00	\$ 800.00
_____	40x40 Canopy	\$ 1,040.00	\$ 1,060.00
	Sidewall Per Linear Foot	\$ 2.00	\$ 2.50
	Fire Safety Package	TBD	TBD

Company Name                      Phone Number                      Booth #

Address                      City                      State                      Zip

**Contact On Site:** \_\_\_\_\_ **Cel #** \_\_\_\_\_

**Advance orders MUST be received and paid in full by September 15, 2017**  
Call JUDY @ 562-706-9515 with questions

**Please fill out and email to [judy@socaltents.com](mailto:judy@socaltents.com) or fax to 626-246-0245**  
**A company representative must be on site-site Oct 4-5-6, 2017 for installation**

\*All major credit cards accepted

\*\*Prices do not include tax

**Ask about our other rental items available**

# RVIA 2017 Pomona Unit Wash Services

COMPANY NAME: \_\_\_\_\_

BRAND/SPACE #: \_\_\_\_\_

SHOW CONTACT: \_\_\_\_\_

Name

Phone #

Email

Unit Length	Qty	Cleaning Service	Price	Price After 9/25/17	Subtotal
12' – 16'		Wash Only	\$95	<b>\$115</b>	
		Exterior Detail	\$155	<b>\$175</b>	
		Complete Detail	\$205	<b>\$225</b>	
17' – 21'		Wash Only	\$100	<b>\$120</b>	
		Exterior Detail	\$160	<b>\$180</b>	
		Complete Detail	\$115	<b>\$135</b>	
22' – 26'		Wash Only	\$105	<b>\$125</b>	
		Exterior Detail	\$165	<b>\$185</b>	
		Complete Detail	\$225	<b>\$245</b>	
27' – 31'		Wash Only	\$110	<b>\$130</b>	
		Exterior Detail	\$185	<b>\$205</b>	
		Complete Detail	\$255	<b>\$275</b>	
32' – 35'		Wash Only	\$115	<b>\$135</b>	
		Exterior Detail	\$205	<b>\$225</b>	
		Complete Detail	\$275	<b>\$295</b>	
36' – 39'		Wash Only	\$130	<b>\$150</b>	
		Exterior Detail	\$225	<b>\$245</b>	
		Complete Detail	\$290	<b>\$310</b>	
40' +		Wash Only	\$150	<b>\$170</b>	
		Exterior Detail	\$250	<b>\$270</b>	
		Complete Detail	\$320	<b>\$340</b>	



**PAYABLE TO:**

The Professionals  
7071 Warner Ave #123  
Huntington Beach, CA 92647

\* Payment must accompany order form

**GRAND TOTAL:**

# Electrical Outlets Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

California RV Show  
Fairplex  
October 6 - 15, 2017

Discount Deadline Date:  
September 8, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

Electrical Order Deadline: September 8, 2017



### Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.

### Manufacturer-Dealer Area / RVIA "Do It Yourself" Exhibitors

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700002	010 Amp/1000 Watts, 1/4 HP 120V	174.75	262.25		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	300.25	450.50		\$
700085	030 Amp, 120V / 1Phase RV Outlet	485.75	728.75		\$
700086	050 Amp, 208V / 1Phase RV Outlet	688.00	1,032.00		\$

### Manufacturer-Dealer Area / RVIA "Red Carpet" Exhibitors

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700002	010 Amp/1000 Watts, 1/4 HP 120V	174.75	262.25		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	300.25	450.50		\$
700085	30 Amp, 120V / RV Outlet (Pkg Upgrade)	378.00	378.00		\$
700086	50 Amp, 208V / 1Phase RV Outlet (Pkg Upgrade)	579.75	579.75		\$

### Manufacturer-Dealer Area / Office Power

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700016	060 Amp, 5 HP 208V / 1Phase	969.75	1,454.75		\$
700017	100 Amp, 10 HP 208V / 1Phase	1,090.75	1,636.25		\$

### Tent Booths-Supplemental\*

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700002	010 Amp/1000 Watts, 1/4 HP 120V	174.75	262.25		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	300.25	450.50		\$

\*Each 10' x 10' space is provided with (1) 500 Watt Outlet

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original after installation.

**Total and Sign:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

**Please Sign**  X

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Name - Please Print

\_\_\_\_\_  
Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment Enclosed**

By signing and delivering the Electrical Outlets Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.





# 24 Hour Electrical Outlets Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

California RV Show  
Fairplex  
October 6 - 15, 2017

Discount Deadline Date:  
September 8, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_

**Electrical Order Deadline: September 8, 2017**



## Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.

### Manufacturer-Dealer Area / RVIA "Do It Yourself" Exhibitors

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700002	010 Amp/1000 Watts, 1/4 HP 120V	<b>349.50</b>	524.50		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	<b>600.50</b>	901.00		\$
700085	030 Amp, 120V / 1Phase RV Outlet	<b>971.50</b>	1,457.50		\$
700086	050 Amp, 208V / 1Phase RV Outlet	<b>1,376.00</b>	2,064.00		\$

### Manufacturer-Dealer Area / RVIA "Red Carpet" Exhibitors

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700002	010 Amp/1000 Watts, 1/4 HP 120V	<b>349.50</b>	524.50		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	<b>600.50</b>	901.00		\$
700085	30 Amp, 120V / RV Outlet (Pkg Upgrade)	<b>756.00</b>	756.00		\$
700086	50 Amp, 208V / 1Phase RV Outlet (Pkg Upgrade)	<b>1,159.50</b>	1,159.50		\$

### Manufacturer-Dealer Area / Office Power

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700016	060 Amp, 5 HP 208V / 1Phase	<b>1,939.50</b>	2,909.50		\$
700017	100 Amp, 10 HP 208V / 1Phase	<b>2,181.50</b>	3,272.50		\$

### Tent Booths-Supplemental\*

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700002	010 Amp/1000 Watts, 1/4 HP 120V	<b>349.50</b>	524.50		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	<b>600.50</b>	901.00		\$

\*Each 10' x 10' space is provided with (1) 500 Watt Outlet

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

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**Total and Sign:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

**Please Sign**

X

Authorized Signature \_\_\_\_\_

Authorized Name - Please Print \_\_\_\_\_

Date \_\_\_\_\_

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment Enclosed**

\$ \_\_\_\_\_

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