

# Exhibitor Service Manual



MARVAC  
2222 Association Drive  
Okemos, MI 48864  
Phone: 517.349.8881 Fax: 517.349.3543  
Email: Darren Ing, Show Director [ding@mmhrvca.org](mailto:ding@mmhrvca.org)

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# General Show Information

## Admission

Adults	\$12.00
Seniors (55 & over)	\$11.00
Children under 12	Free

## Booth Exhibitors-Move-In

Booth Exhibitors may move in starting on Tuesday, February 1, 2022 from 8:00 a.m. - 5:00 p.m. and Wednesday, February 2, 2022 from 8:00 a.m. - 1:00 p.m. Move-in must be completed by Wednesday, February 2 by 1:00 p.m. Booth exhibitors with large displays needing special access to booth area should contact show management.

## Carpet

Aisle carpet will be installed on Tuesday evening, February 2, 2022.

## Complimentary Tickets

Each RV Dealer will be provided 100 complimentary tickets and each booth vendor will receive 20 complimentary tickets. Additional complimentary tickets may be purchased at a discounted cost of \$5.00 each. **Complimentary tickets will be mailed under separate cover.**

## Concessions

Concession areas are located in the Suburban Collection Showplace providing a wide range of food and drink items. Every effort will be made to discourage people from taking food into the RV's. "PLEASE NO FOOD OR DRINK" signs are available free at the Show Office.

## Coupons

\$1.00 off coupons are available at [www.marvac.org](http://www.marvac.org), area newspapers and the MARVAC social media sites. With this special coupon, all consumers can get \$1-off any adult or senior admission.

## Decorator

Art Craft Display, Inc. is the exclusive decorator for the Suburban Collection Showplace. Furniture rental, carpet, drayage/freight handling, audiovisual requirements, etc. Please go to the following website: [www.artcraftdisplay.com](http://www.artcraftdisplay.com)

On the Home Page, click on: "Exhibitor Kit"

Enter Event Code: **328703**

Exhibitors are not required to use the services of Art Craft Display, Inc. You may bring your own table, chairs, carpet, etc.

## Drayage/Freight Handling

Art Craft Display, Inc. is the exclusive drayage and freight handling company for the Suburban Collection Showplace. Access forms at [www.artcraftdisplay.com](http://www.artcraftdisplay.com). All freight must be received prior to Monday, January 31, 2022 by 12:00 noon.

## Electrical Service

### RV Dealers

15 AMP electrical service is provided for each recreation vehicle in your display.

### Booth Exhibitors

Booth Exhibitors will be provided one 15 AMP outlet for each 10' x 10' booth. Please complete the attached form indicating your electrical requirements.

## Enforcement of Rules

The enforcement of all show rules lies with Show Management. Any violation of the rules in the opinion of Show Management will be subject to a monetary fine and/or losing show space and/or show seniority after being warned by Show Management. No Dealer/Exhibitor may distribute brochures or materials of any entity that is not a current member of MARVAC and/or a competitive organization of MARVAC (non-member supplier catalogs and campground brochures, CVB directories, etc.). **A copy of the Show Rules is included with this manual.**

## Exhibitor Booth Space

All exhibitors have contracted for their space from Show Management. All exhibitors must remain in the confines of their space and have their displays manned throughout the show hours. Booth displays shall not be more than eight feet high in the rear and any side of the display cannot extend more than four feet high. Show management provides the pipe and drape for the back and side panels of each booth. You may bring your own tables, chairs, carpet, etc. or use Art Craft Display, Inc. for decorating needs. Please see the On-line Exhibitor Service Kit included with this manual. **Recreation vehicles are not allowed in booth space unless prior approval has been given by the MARVAC Board of Directors. The advertising or selling of recreation vehicles from booth space locations is strictly prohibited.**

## Exhibitor Credentials

2022 MARVAC Exhibitor Buttons will be provided to each exhibiting company. Please list the names of those working in your display area and return the Exhibitor Credential Form by January 28, 2022 or fax to the Association Office at (517) 349-3543.

## Fire Regulations

State law requires that all drapes and similar materials, whether owned or rented, be flame-proofed. Crepe papers, corrugated paper board or other flammable materials are prohibited. Poster board signs are allowed but should be taped to a unit or other flat surface and should not be hung free from backing. Trees, shrubs and plants must be live and not cut. Helium balloons and tanks are not allowed. No open flame or gasoline is permitted in any booth or exhibit area. Fuel tanks and gas tanks must be locked. All battery cables **must be disconnected** after the unit is placed in the display space. Fuel tanks in motorized vehicles **must** be at  $\frac{1}{4}$  of a tank or less. Propane tanks **must** be new and empty.

## First Aid

A first aid kit is located in the Show Office.

## Food

The Suburban Collection Showplace has exclusive rights to sell or distribute food and beverages. Therefore, no similar products may be brought by customers or exhibitors for consumption within the expo center premises without prior permission from the Suburban Collection Showplace and Show Management.

## Giveaways

Raffles, auctions or giveaways of any kind (including food items) are not allowed without advance permission from Show Management.

## Helium Balloons

Helium balloons are allowed as part of your display and must be filled outside of the building. Helium containers are not allowed in the building. **Distribution of balloons to attendees is not allowed.**

## Hotel Reservations

### **Hyatt Place Hotel Novi**

46080 Grand River Ave.

Novi, MI 48374

\$109.00 Single or Double + tax

Phone (248) 513-4111

Group Code: **G-MVAC**

**This is a limited room block and based upon availability.**

**Reservations must be made by January 31, 2022**

## Insurance

All exhibitors must provide insurance coverage for personal injury and property damage liability to cover themselves and their property at the show. The exhibitor must provide insurance coverage for bodily injury liability with limits of at least \$100,000 per person, \$1,000,000 per occurrence and property damage liability of at least \$100,000 per occurrence to cover themselves and their property at the show along with Workers Compensation coverage. Insurance protection against fire, theft or damage to the exhibitor materials must be carried at the exhibitor's expense.

The exhibitor agrees to protect and hold harmless the Show, Show Management and the Suburban Collection Showplace from all claims which might arise inside or outside of the show property.

**Please submit your proof of insurance to the MARVAC office prior to show move-in.**

**Additional insured on the proof of insurance should be listed as follows:** MARVAC, 2222 Association Drive, Okemos, MI 48864

## Janitorial Service

Exhibitors are responsible for the cleaning of the total area within their display space. All aisles and other common areas will be maintained during show hours and will be broom swept after the show each day by the show contractor. Drums will be placed at frequent intervals and near concession areas. Each exhibitor is responsible for the cleaning and dusting of their products, RV's, exhibit space or booth area.

## Lost and Found

Show Management maintains a lost and found at the Show Office. If you find items that were left within your display area, please turn them in to the Show Office. Unclaimed items will be turned over to building management at the end of the show.

## Move-Out for All Exhibitors

Move-out is Sunday, February 6 at 6:00 p.m. RV Dealers follow the move-in schedule in reverse; last in, first out. All exhibitors must be prepared to move out Sunday evening. The staging area will be available Monday, February 7, 2022 until 5:00 pm. **Note RV Dealers: All vehicles must be staged outside the building before transfer to dealer lot begins.**

## Music in Exhibit Area

Federal law protecting the creators of copyrighted music requires that a license be obtained to use copyrighted music in meetings, seminars, general stage presentations and in exhibitor's booths. Therefore, copyrighted **music will not be allowed** by any of our exhibitors.

## Parking

### **Exhibitor Parking**

FIVE DAY PARKING PASSES are available for exhibitors for \$12.00. This represents a 50% savings over the regular daily parking fees. This parking pass will permit your vehicle to enter and leave the Suburban Collection Showplace lots, at will, during the five days of the Camper Show. Parking is free during move-in and move-out days. *The **Exhibitor Parking Pass Request Form** can be accessed through the Art Craft Display, Inc. On-line forms.*

### **RV Parking/Overnight Accommodations**

Due to building construction, overnight RV parking is not available.

**Trucks and Trailers**-Company-owned trucks and trailers with company signage must be parked in the auxiliary lot off of Grand River. See map for location

## Public Relations

All public relations materials should be sent to Beth Monicatti-Blank, All Seasons Communications, 5455 34 Mile Rd. Romeo, Michigan 48065. The phone number is (586) 752-6381. Beth Monicatti-Blank will be available during the show to provide exhibitors with information about the PR and advertising campaign. All exhibitors are encouraged to supply All Seasons with news releases, pictures and any newsworthy materials they have regarding their products or business.

## Projection Sound Equipment

No film projector or sound producing equipment that is objectionable will be allowed in the show. Audio visual equipment may be rented from Art Craft Display, Inc. Use the enclosed service form to order your audio-visual needs.

## RV Dealers-Move-In:

### Staging Dates & Hours

**Please Note:** There are public events at the Suburban Collection Showplace on Saturday, January 29<sup>th</sup> and Sunday, January 30<sup>th</sup>. **RV Dealers may stage units at the Suburban Collection Showplace only on Sunday beginning at 5:00 p.m.** We will have a guard on site beginning Sunday, January 30<sup>th</sup> to allow staging through the evening. If you have any questions, please contact Darren Ing at the Association office. See attached diagram of auxiliary lot.

### **Move-In Schedule (Subject to Change)**

#### **Monday, January 31, 2022**

<u>Dealer</u>	<u>Door #</u>	<u>Day</u>	<u>Move-in Time</u>
A & S RV Center	9	Monday	7:00 a.m.
General RV (1000-1100)	5	Monday	12:00 p.m.
General RV (400-900)	3	Monday	7:00 a.m.
Holland Motor Homes	1	Monday	2:00 p.m.
Kline's Auto	9	Monday	10:00 a.m.
National RV	7	Monday	7:00 a.m.
Price Right RV	5	Monday	7:00 a.m.
Terry Town	7	Monday	7:00 a.m.
Vacationland Sales	Contact MARVAC for Special Instructions		
Veurinks RV	1	Monday	12:00 p.m.
Vicars	11	Monday	7:00 a.m.
Vicars (2100)	11	Monday	2:30 p.m.

**Dealers are responsible for having vehicles and personnel on site at their designated times. Please follow move-in directions and times given by MARVAC Staff.**

### RV Dealer Regulations

The safety regulations at the Suburban Collection Showplace are very strict. Your dealership display must have a minimum walking area between units of 8 feet. Displays must have two (2) entrances on egress routes. The Fire Marshall requires that each display feels open to visitors and attendees cannot be trapped in a display area. The travel distance within the exhibit booth to an exit access aisle shall not be greater than 50 feet. All parts of those recreation vehicles on display must be inside the described dealer space. If you have questions about your display plan, please call the Association. **The vehicles on display at the 56<sup>th</sup> Annual Detroit Camper & RV Show shall be 2021/2022 models and must be untitled.**

### Security

Every attempt is made to protect the property, safety and rights of our exhibitors and attendees. However, it is also expected that exhibitors will take all reasonable precaution to protect their own valuables. Security guards will be on duty during move-in, show days and move-out.

## Show Dates & Hours

Wednesday, February 2	2:00 p.m.-9:00 p.m.
Thursday, February 3	2:00 p.m.-9:00 p.m.
Friday, February 4	2:00 p.m.-9:00 p.m.
Saturday, February 5	11:00 a.m.-9:00 p.m.
Sunday, February 6	11:00 a.m.-6:00 p.m.

## Show Directory

A floor plan listing the location and brands displayed by RV Dealers as well as the location of booth exhibitors in the show will be available to attendees.

## Show Location:

Suburban Collection Showplace  
46100 Grand River  
Novi, Michigan 48374  
Phone: 248.348.5600

## Show Management

MARVAC  
2222 Association Drive  
Okemos, Michigan 48864  
Phone: 517.349.8881 Fax: 517.349.3543  
Email: Bill Sheffer [bsheffer@mmhrvca.org](mailto:bsheffer@mmhrvca.org) or Darren Ing [ding@mmhrvca.org](mailto:ding@mmhrvca.org)

## Show Office

MARVAC Staff will be available at the Suburban Collection Showplace during move-in, show hours and move-out to assist exhibitors. Contact John Lindley - President & CEO at 517-449-0487, Bill Sheffer - Executive Director at 517.719.6909 or Darren Ing - Director, at 517-719-6897

## Signs

Price signs may not be hung in display areas or promotional literature distributed for any “new” manufacturer’s product other than that which is “physically” displayed in the show. Used unit signs are subject to the approval of Show Management. Manufacturer’s signs listing names of dealers shall be limited to only those dealers or distributors exhibiting in the show. Price signs and printed matter shall show only one price, whether or not that price is a special or show sale. In addition, a sign showing the original manufacturer’s suggested retail price will be allowed. Any dealer identification signs must be placed within the dealer display area. **No signs may be placed over or within the common show aisles.** To hang any signs from the ceiling, you must contact Art Craft Display, Inc. to make arrangements. You will be responsible for any charges.

## Internet Service

Exhibitors must make arrangements for Internet service through BOCO Enterprises, Inc. Please access the Internet service form through the On-line Exhibitor Service Manual included with the manual.



**EXHIBITOR CREDENTIAL FORM**  
**DETROIT CAMPER & RV SHOW**  
**FEBRUARY 2-6, 2022**

BUSINESS NAME \_\_\_\_\_

PERSON COMPLETING THIS FORM \_\_\_\_\_

**Please list the employees working your exhibit area**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Exhibitor Buttons \_\_\_\_\_

Please mail to: MARVAC, 2222 Association Drive, Okemos, Michigan 48864 or fax to 517.349.3543 by **January 28, 2022**.

***Please remember that exhibitor buttons are to be used for exhibitors only. Anyone using an exhibitor button for general admission will be asked to leave and the button will be confiscated by Show Management. A fine or penalty may result for the exhibitor who has issued the button.***

# **IMPORTANT**

## **BOOTH VENDORS**

### **ELECTRICAL FORM**

Electricity is included with each booth. If you require electricity for your booth, please complete the form.

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

Person completing this form: \_\_\_\_\_

I need electricity in booth # \_\_\_\_\_

E-mail to:

Darren Ing at [ding@mmhrvca.org](mailto:ding@mmhrvca.org)

or fax

517.349.3543

# MARVAC Show Schedule of Penalties

## Violations

1. **Payment.** Failure to provide final payment for show space 45 days prior to designated move-in date.  
*(Penalty: A 20% penalty will be applied to the balance due if not paid 45 days before move-in. A permanent loss of one-year seniority for any future show if payment and penalty is not received 30 days before move-in.)*
2. **Insurance.** Failure to provide Certificate of Liability Insurance by designated move-in date.  
*(Penalty: Permanent loss of one year's seniority and forfeiture of showspace and all monies paid for current show)*
3. **Models.** Exhibiting titled or non-compliant model year recreation vehicles and/or tow vehicles within show space.  
*(Penalty: Immediate removal of vehicle if possible, lock unit for the remainder of the show if not able to remove, permanent loss of square footage equal to size of vehicle and double the fine if unit is reopened any time during remainder of the show.)*
4. **Unauthorized Vehicles.** Parking dealer titled or untitled recreation vehicles in designated show facility parking areas. No unauthorized recreation vehicle may be open for exhibit to the public during, before or immediately following scheduled show hours. In addition, recreation vehicles used for transportation by dealerships or manufacturer representatives may not display any additional signage referring to dealer location or price.  
*(Penalty: Immediate removal of vehicle and \$100.00 fine per occurrence)*
5. **Unstaffed Display.** Failing to have display opened and properly manned during posted show hours.  
*(Penalty: \$100.00 fine per occurrence)*
6. **Late Arrival.** Arriving late for scheduled move-in times  
*(Penalty: 1st time-\$100.00 fine, 2<sup>nd</sup> time-Permanent loss of one year's seniority)*
7. **Hindering Others.** Causing unusual delays or hindrance to other exhibitors during move-in and/or move-out  
*(Penalty: 1st time-\$100.00 fine, 2<sup>nd</sup> time-Permanent loss of one year's seniority)*
8. **Premature Departure.** Transporting of any exhibitor's vehicles from designated show staging areas during move-out before all of the exhibitor's vehicles are moved from inside exhibit area.  
*(Penalty: Monetary fine of \$250.00)*
9. **Exceeding Designated Space.** Having any portion of displayed vehicle or material outside designated exhibit space as determined by show management.  
*(Penalty: 1<sup>st</sup> time-Immediate removal or adjustment to correct problem; 2<sup>nd</sup> time- Permanent loss of one year's seniority)*
10. **Unsafe Behavior.** Failure to follow guidelines as set forth by local fire codes including appropriate aisle width, disabling vehicle batteries, and securing gasoline and propane tanks and/or appliances.  
*(Penalty: 1st time- immediate correction; 2<sup>nd</sup> time immediate correction and permanent loss of one year's seniority)*
11. **Duplicating Show Material.** Unauthorized duplication of official show materials such as coupons, tickets, parking passes, and other related items without written permission from Show Management.  
*(Penalty: Monetary fine of \$250.00 per occurrence)*
12. **Damage.** Building and/or equipment damage  
*(Penalty: Exhibiting company(s) is responsible for cost of repair)*
13. **Distributing Material.** Booth Exhibitors may not distribute brochures or materials of any entity that is not a current MARVAC member and/or a competitive organization or MARVAC (non-member supplier catalogs and campground brochures, CVB directories, etc.).  
*(Penalty: 1st time-Information will be removed from the building. 2nd time-Exhibitor and their display will be removed from the building.)*
14. **Conduct Detrimental to Industry.** Conduct detrimental to the RV or campground industries, including, but not limited to, disparaging customers, competitors, or suppliers and statements that may tend to discourage anyone from using campgrounds or RVs.  
*(Penalty: 1<sup>st</sup> time- monetary fine of \$100.00 to the company(s) found in violation; 2<sup>nd</sup> time-Permanent loss of one year's seniority)*
15. **Rules Violations.** Violating any written rule in show drawing rules, show contract, venue rules, and/or official exhibitor manual not previously defined  
*(Penalty: 1<sup>st</sup> time- monetary fine of \$100.00 to the company(s) found in violation; 2<sup>nd</sup> time-Permanent loss of one year's seniority)*

**FAILURE TO PAY ANY FINE IMPOSED, AS A PENALTY, SHALL RENDER THE EXHIBITOR INELIGIBLE TO DRAW FOR SPACE IN ANY SUBSEQUENT MARVAC CAMPER & RV SHOW.**