

Exhibitor Service Manual



MARVAC
2222 Association Drive
Okemos, MI 48864
517.349.8881
ding@mmhrvca.org

Battle Creek Camper & RV Show
Kellogg Arena, Battle Creek, MI
March 3 - 6, 2022

Admission

Adults	\$8.00
Seniors (55 & over)	\$7.00
12 & Under	Free

Awnings

Awnings may be left open within your space but **must not** exceed into the designated aisles. Please keep safety in mind.

Complimentary Tickets

Exhibitors will be issued complimentary passes (50 for Dealers/10 for Exhibitors). These passes will be mailed prior to the show. Additional complimentary passes may be purchased at a discounted cost of \$4.00 each.

Coupons

A \$1.00 off coupon is available to consumers and can be found on at www.marvac.org.

Dealer Exhibits-Special Requirements

Substantial floor covering must be in place before any spray painting of jacks, hitches, or wheels take place.

Decorator

Kellogg Arena will be providing pipe and drape for the booth area.

Drayage/Freight Handling

Exhibit materials should not be scheduled for **delivery prior to Monday, February 28, 2022**. Ship materials to the following address:

Kellogg Arena
MARVAC Camper & RV Show
36 Hamblin Avenue
Battle Creek, Michigan 49017

Hotel Accommodations

There is a block of rooms available at the Holiday Inn Battle Creek at 12812 Harper Village Dr. Battle Creek, MI 49014. The room rate is \$115.00 plus tax (includes breakfast). Reservations can be made by calling 269-979-0500 and referencing "MARVAC RV Show".

Electrical Service

RV Dealers

15 AMP electrical service will be 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.

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 wing of the display cannot extend more than four feet high. **Recreational vehicles are not allowed in booth space locations unless permission has been given by the MARVAC Board of Directors.**

Exhibitor Buttons

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 Personnel Form by February 25, 2022 or fax to the Association office at (517) 349-3543. Exhibitor buttons will be available for pick-up in the show office.

Fire Regulations

State law requires that all drapes and similar materials, whether owned or rented, be flameproof. 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 new and empty.

First Aid

A first aid kit is located in the Show Office.

Give-Away

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.**

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's materials must be carried at the exhibitor's expense. The exhibitor agrees to protect and hold harmless the Show, Show Management and the Kellogg Arena from all claims which might arise inside or outside of the show property. ***Proof of Insurance must be received at the Association office prior to move in of the show.***

Janitorial Service

Janitorial service will be provided for the common aisles and concession area only. Exhibitors are responsible for the cleaning of the total area within their display area.

Kellogg Arena Location: Kellogg Arena
One McCamly Square
Battle Creek, MI
616-963-4800

Take I-94 West, exit at 98B/Downtown Battle Creek. Freeway ends. Turn left on first the street, which is Hamblin Avenue. Follow along until you reach the Kellogg Arena.

Lost and Found

Show Management maintains a lost and found at the Show Office.

Move-In Information

RV Dealers

Staging Area-The staging parking lot will be at the former JC Penny parking lot at Lakeview Square Mall, 5775 Beckley Rd. Battle Creek, MI 49015.

Staging Date & Hours-The lot will be available beginning at 9:00 a.m., Monday, February 28, 2022. Security will be provided from 6:00 p.m. Monday until 8:00 a.m., Tuesday, March 1, 2022.

RV Dealer Move-In Schedule **Tuesday, March 1, 2022**

Larry's RV Center	3:00 p.m. - 5:00 p.m.	Monday, February 28
Bish's RV	8:00 a.m. - 10:30 a.m.	
Krenek RV	10:30 a.m. - 3:30 p.m.	
Bish's RV – Garage	3:30 p.m. - 6:00 p.m.	

Dealers: Please verify the lengths of your RVs to be sure they fit into your designated space before move-in day. We expect everyone to be efficient in the move-in process.

Outside: If you are going to display units out front of the Kellogg Arena you must do this either after your move in time or have enough staff to place the units without interfering with your scheduled move-in to the arena. **If you are going to drive over the curb or steps you must use planks or ramps to avoid any damage to the facility.** Please be courteous as there is no assigned space so leave room around your units for other dealers to place units.

Schedule Subject to Change

Please check-in with show management upon arrival. **Do not begin** moving units into the building until directed by show management.

Booth Exhibitors

Booth exhibitors may move in Wednesday, March 2 from 10:00 a.m. - 5:00 p.m. and on Thursday, March 3 from 10:00 a.m. – 12:30 a.m. **Move-in must be complete by 1:00 p.m. on March 5, 2020.** Any booth exhibitor needing special access to booth space must contact show management.

Move-Out All Exhibitors

Move-out begins at 5:00 p.m. on Sunday, March 6, 2022. All RV units must be removed from the building before returning to dealership lots. This will allow a prompter move-out for all exhibitors. **The staging lot will be available Monday, March 6 until 6:00 p.m.**

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 exhibitor's show space. Therefore, music **will not be allowed** by any of our exhibitors.

Projection Sound Equipment

No film projector or sound producing equipment that is objectionable will be allowed in the show.

Refreshments

A snack bar is located in the Kellogg Arena. "PLEASE NO FOOD OR DRINK" signs are available free in the Show Office for posting in units.

Security

Every attempt is made to protect the property, safety and rights of our exhibitors and show 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

Thursday, March 3	1:00 p.m.- 8:00 p.m.
Friday, March 4	1:00 p.m.- 8:00 p.m.
Saturday, March 5	10:00 a.m.- 8:00 p.m.
Sunday, March 6	12:00 p.m.- 5:00 p.m.

Show Office

MARVAC staff is available at the Kellogg Arena during move-in, show hours and move-out to assist exhibitors. Darren Ing, Show Director can be reached during the show at (517) 719-6897.

Signs

Price signs may **not** be hung in display areas or promotional literature distributed or displayed for any "new" manufacturer's brand other than that which is "physically" displayed in the show. Used unit signs are subject to the approval of Show Management. Manufacturers signs listing names of dealers shall be limited too 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.

Vehicle

Vehicles displayed in the show **must be new and untitled.**

Wireless Internet

Kellogg Arena now offers wireless internet services. A special password can be purchased for the length of the show for \$100 per computer. Contact Kellogg Arena General Manager Ben Randels at (269) 788-1101 for more information.

EXHIBITOR CREDENTIAL FORM
2022 BATTLE CREEK CAMPER & RV SHOW
March 3 – 6, 2022

Business Name _____

Name _____

Names of Working Personnel

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

Total _____

Please mail to: MARVAC ♦ 2222 Association Drive ♦ Okemos, MI 48864

Or fax to 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 show space 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, 2nd 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, 2nd 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: 1st time-Immediate removal or adjustment to correct problem; 2nd 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; 2nd 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 of MARVAC (non-member supplier catalogs and campgrounds 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: 1st time- monetary fine of \$100.00 to the company(s) found in violation; 2nd 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: 1st time- monetary fine of \$100.00 to the company(s) found in violation; 2nd 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.