

Grand Rapids Camper, Travel & RV Show EXHIBITOR KIT



Show Timeline at a Glance

JAN 17	18	19	20	21	22	23
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<ul style="list-style-type: none"> • Move-In* by scheduled times (8a-6p) 	<ul style="list-style-type: none"> • Move-In* by scheduled times (8a-6p) <p><i>*Review move-in / move-out floorplans for detailed information!</i></p>	<ul style="list-style-type: none"> • Move-In* by scheduled times (8a-6p) 	<ul style="list-style-type: none"> • Move-In hand carry (8a-12noon) • SHOW OPEN (3p-9p) 	<ul style="list-style-type: none"> • SHOW OPEN (12p-9p) 	<ul style="list-style-type: none"> • SHOW OPEN (10a-9p) • Pancake Breakfast (9a-11a)
24	25	26	27	28	29	30
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<ul style="list-style-type: none"> • SHOW OPEN (11a-5p) • Move Out* (5:15p-midnight) 	<ul style="list-style-type: none"> • Move Out* (8a-12noon) 					

Exhibitor Deadline Checklist: ★ Discounts may apply, if deadlines are met

December 20, 2021

- Show Program Advertising (Showspan, Inc.)

December 30, 2021

- Hotel★
 - Amway Grand Plaza Hotel – Downtown Grand Rapids
 - Country Inn & Suites – Grand Rapids East
 - Embassy Suites – Downtown Grand Rapids – (No Deadline: Rate based on availability)
 - Holiday Inn – Downtown Grand Rapids – (No Deadline: Rate based on availability)

January 6, 2022

- Electric★, Internet★ (ASM Global)
- Rental Furnishings, Labor, Forklift, Signs & Banners (Art Craft Display)
- Audio & Video Equipment (Bluewater Technologies)
- Phone (ASM Global)

January 13, 2022

- Certificate of General Business Liability Insurance – (ShowSpan, Inc.) – **PLEASE SUBMIT A COPY OF INSURANCE**
- Staff/Worker Exhibitor Credential – (ShowSpan, Inc.) – **PLEASE ENTER STAFF NAMES ONLINE EXHIBITOR KIT**
- Create your FREE EventsPass LeadGen account to collect patron data at your booth. See login instruction email from EventsPass

January 19, 2022

- Freight- shipments will be received no later than **12:00pm, Wednesday-January 19** (Art Craft Display)

Don't forget your **MARKETING TOOL KIT** & to purchase discounted **VIP TICKETS** for customers, family & friends!

Contacts

Show Producer Show Manager	Mike Wilbraham, ShowSpan, Inc.	616-447-2860 x2872
Assistant Show Manager Program Advertising	Rachel Pullman, ShowSpan, Inc.	616-447-2860 x2882
Sponsorships Promotions	Derek Lancioni, ShowSpan, Inc.	616-447-2860 x2867
Credentials Exhibitor Kit Questions Insurance	Molly Harrison, ShowSpan, Inc.	616-447-2860 x2877
Rental Equipment Carpet Sign Hanging	Kary Dankenbring, Art Craft Display	616-791-8024
Special Sign Hanging (over 150 lbs, electric)	ASM Global at DeVos Place	616-742-6500
Utilities Electric Internet Phone	Katie Oquist at ASM Global	616-742-6534
Kent County Health Department	Sanitarian	(616) 632-6890

EXHIBITOR INFORMATION

ADMISSION

Adult:	\$12.00
Children (6-14):	\$5.00
5 & Under:	FREE

ADVERTISING OPPORTUNITIES

OFFICIAL SHOW PROGRAM

Producer: ShowSpan, Inc.
Contact: Rachel Pullman
Phone: 616-447-2860 ext. 2882
Email: rachelp@showspan.com

- **Deadline: Wednesday, December 20, 2021**
- Sent by email to all ticket purchasers
- Distribution on site.
- Posted on our website 1/14/22 – 9/1/22
- See Show Program Advertising sheet.

ADA REGULATIONS

Please take these ADA standards into account when designing your booth. Exceptions are allowed when the standards cause your business "undue hardship." Please make your displays as accommodating as possible.

- All aisles must be a minimum of 36" wide.
- Merchandise on display must be no more than 48" high or must have assistance.
- No protruding objects (trailer tongues, etc.) are allowed into the show aisles.

ADA REGULATIONS – cont'd

- No obstacles are allowed within 27" of the floor that a person with a visual disability cannot detect with a cane.
- Carpet must be less than 1/2" thick and tightly secured.
- The turning circle for a wheelchair allowance is a 60" diameter.
- All raised areas must be accessible by a ramp. Any item on display that is inherently inaccessible (i.e., boats, campers) is excluded from this.

BOOTH FURNISHINGS

- You may bring your own furnishings.
- Show drape colors: white-yellow-white panels
- Aisle carpet: Blue
- ***If you bring your own carpet, you must use CARPET TAPE approved by the building, or significant cleaning fees will be charged.***
- See Art Craft service forms for booth furnishing rental options.

BUILDING REGULATIONS

- No holes may be drilled, cored, or punched in the building.
- No lighter-than-air balloons (helium, etc.) are permitted in the building unless special permission is granted by DeVos Place.
- No adhesive-back decals or similar items may be distributed or used in the building.
- Parking on loading docks or inside the building, except for loading or unloading, is prohibited. Violators will be towed at their own expense.
- Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled, or otherwise fastened, to ceilings, walls, doors, painted surfaces, or columns.
- No sample food and/or beverage products may be distributed by exposition sponsoring organizations and/or their exhibitors, except upon written authorization by DeVos Place.
- Passenger elevators and escalators are not to be used for transporting freight from level to level.
- No painting of signs, displays, or other objects is permitted in the building.
- The DeVos Place cleaning crews will not enter your display to clean. If you need anything to be thrown away, put it in the aisle each day after the show closes.
- DeVos Place is a smoke-free environment.

DISPLAY RECOMMENDATIONS

- Create an open layout within your space to allow for social distancing.
- To ensure the highest visual exposure for your display, we strongly recommend that if the sides of your display exceed 4 feet in height they should not extend toward the aisle more than 5 feet from the back, and the front 5 feet of your display should be 4 feet tall or less. **Please Note - This is NOT a rule, but a recommendation.** There will be booths in the show that do not follow these recommendations and will have high walls. Any exposed surface over the drape line must be covered. If you have questions or concerns, please contact us.
- All Structures, Gardens and Displays are subject to all Federal, State and/or Local laws, ordinances, codes or guidelines.

EXHIBITOR LOUNGE

- Located in **Grand Gallery Overlook Meeting Room C/D**.
- Open one hour before the show opens to the public each day.
- Please use for all food & beverage consumption as you take a break from being on the Show Floor.

EXHIBITOR ENTRANCE / CREDENTIAL CHECK-IN

Exhibitor Credentials are required for your staff to enter the show to work in your exhibit space, on show days, without having to purchase an admission ticket.

- You now have the capability of creating digital credentials through your EventsPass Vendor Portal that will immediately email credentials to your staff, who can display them on their mobile device for access to the Show.
- Create your EventsPass Account to being ordering your credentials and set up your LeadGen account by clicking on the link found in the Add Credentials tab in your online exhibitor kit.
- We will have an onsite exhibitor support desk for questions, lost credentials, etc located at the Main Entrance off Monroe Ave. Questions prior to the Show, please contact our corporate office at 616.447.2860 or email mollyh@showspan.com
- **Early Admittance-** We maintain strict security from the close of the Show to open the following day. If you require early admittance (more than two hours prior to the Show opening), please coordinate with the Show Office the night before so you are not denied entrance by building security.

FOOD SAMPLES & SALES / HEALTH DEPT.

- Amway Concessions has exclusive rights to food sales (for onsite consumption) within DeVos Place. Any packaged food sales or samples will need to be approved by Jeff Smith, Director of Amway Concessions, at: 616-742-6532.
- Food and beverage sample distribution must be pre-approved by ShowSpan. Please contact Rachel Pullman at 616-447-2860 ext. 2882. Samples may be no larger than 2 ounces.
- If you are creating a beverage or food item onsite, you will be required to obtain a Temporary Food Service Establishment License from the Kent County Health Department. Contact the Kent County Health Department to receive an application at: 616-632-6900; or download the application from their website: <http://www.accesskent.com/Health/FoodServices/default.htm> or from your online exhibitor kit under "Service Forms".
- There is a License Fee that is determined by the Health Department and the cost is less if ordered more than two weeks in advance of the show. The Health Department has the right to deny licenses to anyone who does not adhere to these deadlines, and the license fee may be double if ordered within 14 days of the show.
- The Health Department will be making random inspections throughout the show.
- To contact a Kent County Sanitarian with any questions, please call 616-632-6890 or email KCEHMail@kentcountymi.gov.

FUEL RESTRICTIONS

- Fuel in gasoline and diesel powered equipment is "limited to not more than the lesser of ¼ tank or 5 gallons of fuel per vehicle when entering the building." All tanks will be subject to inspection by the Fire Department.
- When it is necessary to drain the excess fuel from the tank, the draining operation shall take place outside of the building.
- The fill cap shall be of a lock type or the cap shall be securely taped with a material that is not soluble in a petroleum fuel.
- The grounding cable shall be disconnected from the battery terminal. The grounding cable and exposed battery terminal shall be completely covered with tape to be electrically insulated.

INSURANCE REQUIREMENTS

All exhibitors are required to forward ShowSpan a certificate of Liability Insurance. ***Credentials will not be distributed until a valid certificate of liability insurance is provided.*** Certificates must contain the following information to be considered valid:

- Identify Show Michigan Corp. and ShowSpan, Inc. as certificate holder.
- Exhibiting Company's Name and ANY dba's that apply, must be listed on the certificate.
- Commercial General Liability amounts and expiration dates (recommended minimum, \$1,000,000 per occurrence).
- The certificate will need to include the following language:

Show Michigan Corporation., ShowSpan, Inc., and their respective owners, officers, officials, agents and employees are additional named insureds, and will be held harmless and indemnified for all related liabilities or costs, including but not limited to all defense costs. This insurance shall not be cancelled unless (30) days prior written notice has been given to the certificate holder.

List the specific name & date of the show:

Grand Rapids Camper, Travel & RV Show – January 17-24, 2022

- Fax request form for you to send to your agent is available in your online account
- E-mail, fax or mail certificate of liability insurance to:
ShowSpan, Inc. | Attn.: Molly Harrison
2121 Celebration Drive NE
Grand Rapids, Michigan 49525
Phone: 616-447-2860 | x2877
Fax: 616-447-2861
Email: mollyh@showspan.com

In the event you do not hold General Liability Insurance, arrangements can be made with DHC Insurance, LLC to secure affordable show coverage. Fill out the online application and after payment has been processed, they will email you & ShowSpan a copy of the certificate. If you need further assistance from DHC Insurance, LLC, please contact Byron Capper at (630) 393-5662.

NEW - LEADGEN by EVENTSPASS

- FREE to all exhibitors!
- This patron data capture system allows you to scan patron tickets to retrieve and save registration data into your own leads database.
- To learn more of the benefits and how it works, see the EventsPass flyer in your exhibitor kit or with your space contract.
- Create your free account with the login instructions emailed to you from EventsPass or email vendorsupport@eventspass.com with any questions.

MARKETING TOOLS/BOOTH UPGRADE PACKAGES

- We want our exhibitors to have the most successful show ever. We have developed tools to assist your company in attracting qualified attendees to your display. **Most of these items are FREE!**
- If you have not taken advantage of the Booth Upgrade Packages, now is a good time to consider adding one of these packages to enhance your show presence. Options include show program ads, premium website presence, at-show internet, and more, at discounted prices.
- See order form for ALL details.

MOVE IN/OUT INFORMATION

Please see the move-in/out floorplan, move-in/out schedule and detailed instruction sheets in your online exhibitor kit.

MUSIC LICENSING

We remind you that by signing your contract you have agreed to indemnify and hold ShowSpan, Inc. harmless for all licensing and enforcement fees for recorded or live music played by you. ShowSpan, Inc. will take no responsibility for licensing fees that you may owe or charges that may result from your failure to obtain licenses from such licensing organizations as the American Society of Composers, Authors & Publishers (ASCAP) or Broadcast Music, Incorporated (BMI).

ONLINE EXHIBITOR KIT

This information is also available in your online exhibitor kit on the Show website for your convenience. For log-in assistance, please call Rachel Pullman, 616-447-2860.

PANCAKE BREAKFAST

- Saturday Jan. 22, 2022 9am-11am
- Cost \$6 Adults | \$4 Kids
- Located on the Skywalk above Grand Gallery
- Proceeds benefit Cran-Hill Ranch's Summer Camp Scholarship Fund

PARKING FOR EXHIBITORS

Special arrangements for this show:

- To help our exhibitors & patrons with the cost of parking, the Grand Rapids Camper, Travel, & RV Show will offer **\$2 Daily Parking** with a **FREE Trolley Shuttle to DeVos Place**.
- We will be using a dedicated trolley, running a 10-minute loop from Lot #9 on Seward (just a few blocks over the river) to the front entrance of DeVos Place, starting 1 hour prior to show opening and continuing through 1 hour after show closing.
- Enter DASH Lot #9 at one of the two Main Pay Station entrances. Pull a ticket to enter and pay the flat \$2 fee with cash or credit card on the way out.

For alternate Municipal fee-based (**\$2.00 - \$20**) downtown parking, please refer to the map enclosed or refer to your online exhibitor kit.

SECURITY

Each exhibitor must take responsibility for the security of all items in their display.

- We will maintain strict building security from the close of the show, until the show opens to the public the following day.
- The building will be open for exhibitors, **with a credential one (2) hours before the show opens** to the public.
- Neither ShowSpan Incorporated, nor DeVos Place can guarantee full protection. Reasonable effort is made by each organization to guard against theft, damage, and other undesirable occurrences, but the ultimate burden falls on the exhibitor.

SHOW OFFICE

Location: **Grand Gallery Overlook Meeting Room A**

Opens: 12noon-6pm on Tuesday, January 18
8am-6pm on Wednesday, January 19
8 am on opening day, Thursday, January 20
1 hr before show opens on show days

Phone: 616.299.6090

Fax: 616.447.2861

SIGNS & BANNERS

- Two-Sided banners are PROHIBITED for all booths that are only 8' or 10' deep and are extremely restricted for all other booths.
- Please see the enclosed **Banner Regulations Sheet** for details on banners allowed over your display.

TICKETS

- VIP tickets are a great way to provide tickets to your customers, family or friends at a reduced rate. Please refer to the VIP form in your online exhibitor kit.

UTILITIES

Please refer to the "Utilities" tab, (electric, internet, telephone or A/V) in your online exhibitor kit, to order directly from ASM Global at DeVos Place. If you should have any questions, please contact Katie Oquist at ASM Global at DeVos Place (616)742-6534.

WILL CALL

VIP Tickets, Guest Passes, and Buy One, Get One Green Coupons may be left for patrons here. It is located at the main entrance off Monroe Ave, next to the Exhibitor Table.