

Seattle RV SHOWS

RULES & REGULATIONS

BOOTHS

- Move in the Wednesday immediately prior to the show starting at 8:00am. Larger displays on Tuesday with prior approval.
- Red and white booth. (8ft back with 3ft sides)
- One line exhibitor identification sign. (This will read the same business name as your application)
- One 500 watt electrical outlet per exhibitor.
- Only approved multi-plug extension cords with breakers allowed in Booths.
- Booths must be vacated by 10:00pm on closing day. (Sunday)
- Tables, chairs, carpet, etc. may be rented from GES through the MHRV office. 425-277-8132 or email mhrvshowdirector@gmail.com.
- Each exhibiting business will receive one parking permit at no charge with their paid Booth exhibit space.

RECREATIONAL VEHICLES

- Staging begins the Sunday evening before the show at 8:00 p.m. in the North Lot.
- Move-In starting at 6:00am the Tuesday prior to show opening. (Exact times will be supplied to dealers prior to move in)
- Exhibitor aisle carpets must not extend into public aisles
- Units must be new (previously untitled) unless otherwise approved by the MHRV Board of Directors. If approved, Used RVs (must have plate or title) are allowed subject to MHRV guidelines.
- Leave keys in ignition on all unattended vehicles in the building during move-in & out.
- All units must be removed from the buildings by 10:00 pm on closing day.

RV ELECTRICITY

Please review carefully! Electrical power for RV units will be supplied as follows:

- Campers, Folding Trailers, Travel Trailers & Fifth Wheels at 31ft & under: Two units per 500-watt outlet
- Motorhomes under 27ft, Travel Trailers & Fifth Wheels over 31ft: One unit per 500 watt outlet
- Motorhomes over 27ft: One unit per 1000 watt outlet
- The above is provided by the Show Association and is included in your space rent.

The following electrical service is available for an additional charge from Edlen Electric:

- To upgrade a 1,000 watt (10 amp) outlet to a 3,000 watt (30amp) outlet:
- Ordered in advance \$132 + \$35* for an adapter = \$167
- Ordered after service has already been laid in \$167 + \$88 additional labor** = \$255
- * Adapter has a male twist-loc end, not a standard park adapter
- ** Changing to a 30 amp outlet requires the existing wire to be replaced with a heavier gauge wire.
- This service is only available when an electrician is in the building.

Those dealers with luxury units should check with their manufacturers prior to the show, confirming power requirements, as some converter/inverter systems require heavier service.

Edlen Electric may be contacted at (206) 781-2411

EXHIBITOR PASSES

Exhibitor passes are available in the Show Office. Passes are required to enter the building during the show and during set up. Show management reserves the right to limit the number of passes per exhibitor. Passes are for employees only. Please use "be back" passes for the public.

SPECIAL SERVICES

Telephone, Fax & Internet service can be obtained through the venue. Contact them well in advance before move-in. An order form is available at:

https://assets-global.website-files.com/606f2fff33ee7e4d0e09852e/618aa8feff38b5b223fed159_Lumen%20Field%20Network%20Service%20Order%20Form.pdf

Table, chairs, carpet, etc. may be rented from GES through the MHRV office. 425-277-8132 or email mhrvshowdirector@gmail.com.

Landscaping available from: International Wholesale Florist - contact David Adams 206-623-2828

Electrical service, call Edlen at 206-781-2411

Painted window signage is available from Definitive Arts at 360-801-1070

PHONE NUMBERS

Show Office (206) 381-8000 (Active the Tuesday prior to show opening through show closing)

Dave Helgeson, Show Director (425) 277-8132 Cellular (206) 719-1277

SHIPPING

Show materials delivered by UPS, motor freight or other common carrier can be received at the Lumen Field Event Center the Tuesday and Wednesday immediately prior to the show between 9:00am and 5:00pm.

Shipping address:

The Seattle RV Show
C/O Lumen Field And Event Center
1000 Occidental Ave S.
Seattle, WA 98134

Use this address for your sub agencies too.

CITY TAX

MHRV is required to inform each participant, "that in the event his/her taxable annual gross revenue for business in Seattle exceeds Eighty Thousand Dollars (\$80,000), he/she is obligated to report and pay City Business & Occupation Tax".

RESTRICTIONS

All display RVs must display Approved Washington State Tags.

No helium inflated devices or animals in the building. Blimps will be allowed with prior authorization.

Washington State Law prohibits smoking in public places.

The Lumen Field Event Center requires the use of residue-resistant tape (no duct tape) for any items taped on the floors or walls. Removal and damage of tape residue incurred by the Lumen Field Event Center from the use of tape will be charged to the exhibitor by MHRV. Approved tapes are:

- Bron Gaffer Tape (one sided tape like duct tape) available in a multitude of colors. Call Bron Tape of Kent at 253-872-4634
- AV Cord Tape (Just like 2" wide black duct tape). Call Bron Tape of Kent at 253-872-4634
- Polycon 105 (two sided tape). Call Washington Packaging at 206-286-1000

Landscape displays requiring watering during the course of the show must have plastic underneath them to protect the flooring.

TAX NUMBERS

MHRV Show Association, Inc. is a Washington State Non-Profit Business Association.
Federal Tax ID #91-0821143

INJURIES, ACCIDENTS & MEDICAL EMERGENCIES

Report any injuries or accidents to the Show Office. Medical aid may be summoned by contacting the show office or any door attendants of the show. Medical personnel are in the building during show hours to respond. If you are unable to reach the show office or door attendants or it is after hours call 911.

HOTELS

Pioneer Square Hotel
77 Yesler Way
Seattle, WA 98104
(206) 340-1234
<http://www.pioneersquare.com/>

Crowne Plaza
1113 6th Ave
Seattle, WA
1-800-521-2762
<http://www.cphotelseattle.com/>

Silver Cloud Hotel
1046 1st Ave. S.
Seattle, WA 98134
1-800-497-1261
<http://www.silvercloud.com/stadium.php> (Directly across from Show)

RV PARKS

Trailers Inns
15531 SE 37th
Bellevue, WA 98006
1-800-659-4684
<http://www.trailerinnsv.com/seattle/>

ADA AMERICAN DISABILITIES ACT

The ADA considers sales offices to be a place of public accommodation. MHRV requires exhibitors to make available an area where buyers with disabilities may obtain information (brochures, photos, etc.) and transact the purchase of a unit.

MHRV encourages exhibitors to voluntarily provide at least a minimal level of access to model homes and RVs to potential buyers with disabilities. For example, an exhibitor could provide physical access (via ramp or lift) to the primary level of one or several display models and make photographs of less accessible areas of the unit as well as other models available to the customer.

Auxiliary aids are available through the facility management. Customer inquiries for auxiliary aids should be directed to the show office.

Alternative formats for MHRV sponsored seminars are available. Show attendees wishing seminars in alternative format are asked to contact the show office one hour prior to the seminar.

VEHICLE CLEARANCE

There is a height restriction of 9ft - 6in to enter the concourse level and second floor of the parking garage in the Lumen Field Event Center. Exhibitor accepts all responsibility for damage caused by over height vehicles.

COLUMNS

To help you layout your display, please keep the following in mind:
West Hall: Columns measure slightly less than 4' x 4'

DISPLAY CURTAINS AND DECORATIONS

All decorations, drapes, signs, banners, table coverings and skirts, carpeting or similar decorative materials used in exhibits shall be flame retardant to the satisfaction of the Seattle Fire Marshall. All such material is subject to inspection and flame testing by the Fire Marshall. The exhibitor shall provide the Fire Marshall upon request with a copy of the certification of flammability standard from the manufacturer.

Fire regulations prohibit the storage of combustible materials behind the back curtains of Booths. Any exhibits with open flames, toxic or hazardous materials, flammable liquids, compressed gas or chemicals must have prior written authorization from the Lumen Field Event Center and Seattle Fire Department.

SEMINARS

If your company is interested in producing a seminar during the show, please contact Dave Helgeson @ (425) 277-8132.

CONTESTS

MHRV Show Association requires all Exhibitors register the details of any contest or give-away with the Show Office prior to show opening. The winners of each contest must be reported to the Show Office.

SIGNS, LITERATURE & SOUND

Exhibitors are allowed to distribute literature only in their own exhibit area. Persons not exhibiting are forbidden to distribute literature in the show. All are encouraged to use good taste in the use of signs. Comparison price signs are frowned upon, and in all cases, management reserves the right to remove all objectionable advertising materials. The Concourse railings are reserved primarily for sponsors and MHRV signage. Show management approval is required for any exhibitor signage hung from the railings. Show management reserves the right to control all amplified sound in the show. Please keep volumes to a minimum and respect your neighbor.

GENERAL

Remember to be properly licensed for the show by displaying a valid Dealer Sub-Agency license and being registered with local tax authorities. A certificate of insurance is required from all exhibitors and a copy was supplied with your contract. Food handlers must have necessary permits and permission of the facility. These rules and recommendations are to protect, not only the public, but the individual exhibitor and the Industry which we represent. Thank you for your courtesy and cooperation.

SHOW HOURS

Thursday and Friday: 11:00am – 8:00pm, Saturday 10:00am – 8:00pm, Sunday: 10:00am – 5:00pm.

Note: Gates will close to the public one hour earlier than listed. Courtesy demands that all exhibitors be ready before opening time and remain open until closing time and that all dealer and vendor displays be staffed by exhibitor personnel at all times during show hours.

TICKET PRICES

Check the appropriate show website for current ticket prices:

<http://SeattleRVShow.com/tickets>

Customers buying their tickets online will receive a free parking pass to the T-Mobile parking garage with each ticket total order.

Sponsor "be back" tickets are available to all exhibitors for \$1.00 each in the Show Office.

SHOW LOGO

Advertising and use of the MHRV Show logo by participating exhibitors is encouraged. For terms and conditions of logo use, please contact the Show Director.

PARKING

Parking permits are available in the Show Office for \$80. Parking permits are only valid in the North Stadium lot and the Event Center parking garage.

STATE AND FIRE DEPARTMENT REGULATIONS (RVs)

Remove or fully open ten percent valves on all vehicles using propane, before moving into the display area. No previously filled propane tanks will be allowed in the building. No composite LP tanks are allowed.

Only one gallon of gasoline is allowed in gas tanks. One gallon will be defined as: low fuel indicator light or fuel gauge at the top of "E" or below. Diesel units may have up to 1/8 of a tank of diesel. Lock or tape gas caps securely.

Ignition keys are to be left in the glove compartment until the show opens.

Avoid dead end aisles in your display. Dead end aisles cannot exceed 25 feet in length. Minimum aisle widths are 44 inches.

The positive and negative side of the battery terminals must be pulled and taped during the run of the show.

The transferring of fuel is not allowed inside the building.

No prolonged idling of engines or running of generators in the building.

Washington State Law prohibits smoking in public places. No vaping in buildings.

No part of any RV (Mirrors, ladders, steps, etc.) may extend into the aisles of the show. This is strictly enforced by the Seattle Fire Department.

SEATTLE RV EMERGENCY PLAN

The purpose of the Seattle RV Show Emergency Plan is to provide guidelines to prepare for potential crisis or emergency situations. We want to ensure that that all Exhibitors are provided with important information and proper communication and protocol during an emergency.

Potential Crisis Situations

Seattle RV Show Exhibitors should be aware of the below possibilities and should report any suspicious activity as soon as possible. To report suspicious activity, contact CLFEC (CenturyLink Field Event Center) Security Operations immediately, and describe specifically what you observed, including: who or what you saw, when you saw it, where it occurred and why it's suspicious.

Terrorist Attack | Inclement Weather | Fire | Bomb Threat | Medical Emergency | Civil Disorder | Active Shooter

LUMEN FIELD EVENT CENTER EMERGENCY PROTOCOL
Security Operations (PRIMARY EMERGENCY #): 206-381-7510
From an internal CLFEC Phone: Dial 7510

It is important to stay calm when reporting an incident. Please refrain from calling 911 inside the facility.

The Security Operations number 206-381-7510 is the primary emergency number for the facility and is available 24 hours a day. Facility and Security personnel coordinate the movement of emergency services to the scene. The Dispatcher will dispatch Officers, Event Managers, Medics, etc. according to the emergency.

Medics are on duty during event hours and are in the First Aid Office located in the southeast corner of the West Hall at the far south end of “Central Avenue” indicated by green stripes on the floor.

IF THE FIRE ALARM SOUNDS:

Evacuations will be directed out of Security Operations via the fire alarm Symplex system and the speakers on the strobes. All CLFEC staff will receive a message on their radio. All event participants and venue guests are to follow the direction of Security Operations and CLFEC staff for the evacuation procedures.

1. Follow the Emergency Evacuation Procedures.
2. Follow all instructions from Security Operations, CLFEC staff and the Building Public Address System.
3. Calmly proceed to the closest unobstructed exit or stairwell and begin to exit the facility.
4. IF YOU ENCOUNTER SMOKE ON YOUR WAY TO AN EXIT, TURN AROUND AND USE ANOTHER EXIT.
5. DO NOT ATTEMPT TO USE THE ELEVATORS IN THE EVENT OF AN EMERGENCY.
6. CLFEC staff will be on the lookout for disabled patrons or those needing extra assistance.
7. Once outside and safe, proceed to the designated gathering location.
8. Do not attempt to re-enter the facility until the “All-Clear” is given.
9. Once the “All Clear” is received, follow the directions from Security Operations and CLFEC Event Staff for re-entering the facility.

ADDITIONAL PHONE NUMBERS:

CLFEC Event Management Main Line: 206-381-7555
Seattle Police – Emergency: 911 Show Office 206-381-8000
National Weather Service – Seattle: 206-526-6857
Seattle Police – Non-Emergency: 206-625-5011

Nearby Pharmacy, Urgent Care, & Hospital:

Luke's Pharmacy
611 Maynard Ave S
206-621-8883

Capitol Hill Urgent Care
1512 Broadway
206-323-4000

Harborview Medical Center
325 9th Ave
206-744-3000

Adopted by the MHRV Board of Directors September 5th 2018

FAIR GUIDE

A company in Austria has been circulating an order form to exhibitors in our MHRV Show. We want you to know that there is no connection between the MHRV Show Association and this "FAIR Guide". Many people assume that signing the form is simply a confirmation of accuracy of the information. However, a careful reading will disclose that signing and returning this form will obligate you for \$981.00 per year for a minimum of three years and thereafter until terminated by three months advance notice. Any decision to participate in the FAIR Guide is yours, but the MHRV Show Association wants you to know that there is no connection between Fair Guide and our Show Association and MHRV does not endorse this company or its product.

MUSIC

Exhibitors are forbidden from playing music in any form unless they possess the required license of copyrighted music. Exhibitors agree to defend, protect, indemnify and hold harmless First & Goal, SEC and MHRV Show Association from any claims, disputes or legal expenses resulting from performance of copyrighted music.