



NORTHEAST RV AND CAMPING SHOW

January 23-25, 2015

CONNECTICUT CONVENTION CENTER

**PLEASE READ THIS EXHIBITOR MANUAL.
IT CONTAINS IMPORTANT INFORMATION.**

Dear Exhibitor:

We welcome you as an exhibitor to the Northeast RV & Camping Show to be held at the **Connecticut Convention Center** on January 23-25, 2015. Enclosed is your exhibitor's manual detailing your scheduled move-in and move-out dates and times and all other important information needed for exhibiting.

Please make note that the exhibitor manual is an addendum to your exhibitor contract.

Below is a checklist for your convenience. It is designed to insure you have covered all details to make exhibiting easier for you. Even if you've exhibited with us before we ask you to please read your manual.

Please ask yourself the following questions:

- Did I return exhibitor name badge form? If no, return enclosed form today to Northeast Productions, Inc. **WE CANNOT ISSUE NAME BADGES UNLESS WE HAVE RECEIVED THE FORMS IN ADVANCE!**
- Do I need electrical services? We have attached the proper order the form for the CT Convention Center. Please return the form **to the address or fax number on the electrical form at least 21 days prior to the event Move-In to avoid late charges. Northeast Productions, Inc. is not responsible for electrical orders or late orders. CLICK HERE FOR ONLINE ORDER FORMS FOR THE CT CONVENTION CENTER www.ctconventions.com** then click on exhibitors. This will bring you to the Services and Amenities page. See services listed on the right side of the page.
- Do I need tables, chairs, stools, etc. from show decorator? If yes, please return forms to Demers Expo Services today. **You should realize that late orders are nearly double the price.**
- Have I contacted my insurance agency for my certificate of insurance? If no, please see enclosed certificate sample and contact your agency immediately. Certificate must read **exactly** as sample and should be returned to Northeast Productions, Inc. a minimum of twenty-one (21) days prior to move-in day.

If you need further assistance or information please feel free to call us anytime. Thank you for joining us and we look forward to seeing you at the show.

**EXHIBITOR MANUAL
FOR THE NORTHEAST RV & CAMPING SHOW
JANUARY 23-25, 2015
CONNECTICUT CONVENTION CENTER, HARTFORD, CT**

SHOW OFFICE

Northeast Productions, Inc.
140 Edward St
Newington CT 06111
Telephone: (860) 529-2123
Fax: (860) 665-1582
E-mail: joe@northeastpromo.com
www.ctrvshow.com

SHOW LOCATION

Connecticut Convention Center
100 Columbus Blvd
PO Box 1864
Hartford, CT 06106
Telephone: (860) 249-6000
Fax: (860) 249-8181
Exhibitor Services (860)728-2635
Show Office (860)728-2591
www.ctconventions.com

Directions to facility are in enclosed manual.

This manual should be read by:

All personnel responsible for the staffing, delivery, set up, tear down and maintenance of your booth.

**Move in Times for all booths numbered from 1 to 73 will be Thursday January 22, 2015
From 2PM to 7PM**

All Dealers will receive a move in time by mail

Hours of Setup

Tuesday January 20, 2015	11 AM – 5 PM Dealers Only
Wednesday January 21, 2015	9 AM - 6 PM Dealers Only
Thursday January 22, 2015	9 AM - 7 PM
Friday January 23, 2015	8 AM - 10:30 AM

Move-Out Times

Sunday, January 25, 2015	5 PM - 9 PM
Monday, January 26, 2015	8 AM - 2PM

All products must be out of the building no later than 2PM Monday January 26, 2015

The Show will be open to the public:

Friday, January 23, 2015	12 Noon - 9 PM
Saturday, January 24, 2015	10 AM - 8 PM
Sunday, January 25, 2015	10 AM - 5 PM

Set up completion and Fire Marshal inspection will take place at 11:00 AM Friday,
January 23, 2015

SHOW OFFICE:

The show office will be located at the Connecticut Convention Centers exhibit hall main entrance. The office will be staffed beginning at 8:00 AM the first day of move-in through the last day of move-out.

SNOW:

You must clean off snow and ice to eliminate drippings before entering the exhibition hall. Snow creates walking hazard and our personnel will not allow any vehicles or equipment into the building unless they are reasonably FREE OF SNOW OR EXCESSIVE MOISTURE.

FIRE REGULATIONS:

UNDER NO CONDITIONS will gasoline, fuel oil, propane tanks or any other flammable material or gasses be stored in the exhibit hall. Any use of the above for demonstration and/or operation of an exhibitor's booth must be approved in writing by show management and the City Fire Marshal prior to the show. Show management will make all requests to the Fire Marshal. PLEASE DO NOT CALL HIM - CALL US AND WE WILL MAKE ALL REQUESTS. Rugs, curtains, crepe paper, etc. must be fire retardant. Two hours prior to the opening of the show it will be inspected by the Fire Marshal. Should you be using your own rug in your display it is essential that you have the manufacturer's certificate that indicates the rug is fireproof.

A. Gas Tanks On RV's

All fuel tanks openings shall be locked and sealed in an approved manner to prevent the escape of vapors, fuel tanks shall not contain in excess of one-half their capacity or contain in excess of 10 gal of fuel whichever is less.

B. Vehicle Electrical System

At least one battery cable shall be removed from the batteries used to start the vehicle engine and the disconnected battery cable shall then be taped.

SALES TAX:

ALL VENDORS SELLING PRODUCTS ON A CASH AND CARRY BASIS MUST HAVE A VALID CONNECTICUT SALES TAX NUMBER AND CERTIFICATE ON DISPLAY AT THE SHOW. FOR FURTHER INFORMATION, PLEASE CONTACT THE CONNECTICUT STATE TAX DEPARTMENT AT (860) 297-5880.

STAFFING OF EXHIBITS DURING SHOW HOURS:

Exhibit staff with show identification will be allowed to enter the facility one hour earlier than published show hours and allowed to remain one half hour after closing in order to tidy up booth area.

EXHIBITOR PARKING

Please see attached Parking information sheet.

CAUTION:

While moving out, please keep someone in your booth at all times. Please don't abandon your goods on move-out because 90% of all losses happen during move-out. Show management will not be responsible for any losses.

ALCOHOLIC BEVERAGES:

ALCOHOLIC BEVERAGES CAN NOT BE BROUGHT INTO THE BUILDINGS AT ANY TIME BY EXHIBITORS OR THE PUBLIC.

BALLOONS

Helium balloons are not prohibited in the CT Convention Center at all

2015 NORTHEAST RV & CAMPING SHOW

EXHIBITOR CREDENTIAL

DIRECTIONS: JUST TYPE YOUR COMPANY NAME AND EMAIL ADDRESS AND HIT SUBMIT AT THE BOTTOM OF THE PAGE.

YOUR NAME BADGE FORM WILL BE E-MAILED RIGHT TO US.

YOU ALL SO CAN PRINT IT OUT AND FAX IT TO US AT 860-665-1582

POICIES REGARDINF EXHIBITOR CREDENTIALS

1. Exhibitor credentials will not be issued unless exhibitor is paid in full. (No exceptions will be made.)
2. No one under the age of 16 will be issued an exhibitor credential.
3. Exhibitors can be picked up exhibitor credential during set up hours or during show hours at the Show Office.
4. Volunteer organizations will be allowed (4) exhibitor credential for (4) hour shifts.
They will issue for the following hours:
Fri. 12noon to 4PM and 4PM to 8PM
Sat. 10AM to 2 PM 12 noon to 4PM and 3 PM to 7PM
Sun. 10am to 2PM and 1PM to 5PM
There will be a \$7.00 charge for any addional volunteers.
5. Booth square footage determines the number of exhibitor credential that will be issued.A \$10.00 charge will be added for each additional credential issued.
 - A. 100 square feet to 200 square feet : 6 exhibitor credential for the weekend
 - B. 201 square feet to 999 square feet : 8 exhibitor credential for the weekend
 - C. 999 square feet and up 12 exhibitor credential for the weekend

2015 NORTHEAST RV & CAMPING SHOW EXHIBITOR CREDENTIAL FORM

Company Name and E- Mail must be complete or page cannot be submitted

Exhibiting Company's Name:

E-Mail Address:

Names of Employees Working Exhibit:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

DIRECTIONS to the CT Convention Center Parking Garage

Directions from 91 North or South

- Take the Capitol Area Exit (Exit 29A)
- Merge onto Whitehead Highway
- Take 1st Exit Columbus Blvd Exit
- Take right onto Columbus Blvd.
- CTCC Parking Garage will be on your right.

Directions from I 84 East

Take Exit 52 on to I 91 South and follow directions above

Directions from 84 West

- Follow I-84 West and take Exit 54 Downtown Hartford (Left Lane Exit)
- This will take you onto the Founders Bridge
- At the end of the bridge turn left onto Columbus Blvd .
- CTCC Garage will be on your left.

Directions from Route 2

- CT-11 N becomes Route 2 West
- Route 2 West becomes the Founders Bridge.
- At the end of the bridge turn left onto Columbus Blvd.
- CTCC Parking Garage will be on your left

DIRECTIONS to the CT Convention Center Loading Dock and to Exhibit Hall

Directions from 91 North or South and I 84 East Exit 52 on to I -91 South and follow directions below

- Take the Capitol Area Exit (Exit 29A)
- Merge onto Whitehead Highway
- Take 1st Exit Columbus Blvd
- Take left onto Columbus Blvd. Over Whitehead Hwy
- At first light take left on to Sheldon St
- At first light take left on to Tylor St back over White Head Hwy
- First right on to loading dock ramp.

Directions from 84 West

- Follow I-84 West and take Exit 54 the Downtown Hartford Exit (Left Lane Exit)
- This will take you onto the Founders Bridge
- At the end of the bridge turn left onto Columbus Blvd .
- Go past Convention Center over bridge over White Head Hwy.
- At first light after bridge left on to Sheldon St
- At first light take left on to Tylor St back over White Head Hwy
- First right on to loading dock ramp.

Directions from Route 2

- CT-11 N becomes Route 2 West
- Route 2 West becomes the Founders Bridge.
- At the end of the bridge turn left onto Columbus Blvd.
- Go past Convention Center over bridge over White Head Hwy.
- At first light after bridge left on to Sheldon St
- At first light take left on to Tylor St back over White Head Hwy
- First right on to loading dock ramp.

HOTELS AND LODGING

***** WHEN MAKING RESERVATIONS, PLEASE REFER TO THE NORTHEAST RV & CAMPING SHOW AT THE CT CONVENTION CENTER TO RECEIVE YOUR DISCOUNTED RATE*****

Hartford Hotels & Suits (Formally Holiday Inn Express)

185 Brainard Road

Hartford, CT 06114

Telephone: (860) 525-1000

\$ 109.00 Single/Double

FREE PARKING

FREE EXHIBITOR SHUTTLE TO AND FROM CT CONVENTION CENTER RUNNING 7:15 AM TO 9:00 PM

Rooms Must be booked By January 12, 2015

Click on link below to book your room

Marriott Hartford Downtown

200 Columbus Blvd.

Hartford CT, 06106

\$ 139.00 per night for Single or Double

Call 1-877-901-6632 or 860-760-2212

ALL ROOMS MOST BE BOOK ON OR BEFORE DECEMBER 20, 2013

Attached to the CT Convention Center Do not even have to go outside Please note if your staying at the Marriott. Parking will be billed to your room at post rates.

Click on link below to book your room

EXHIBITOR PARKING

\$ 7.00 ALL DAY PARKING
AT THE
FRONT ST. NORTH PARKING GARAGE
LOCATED JUST ACROSS THE ST FROM
THE CT CONVENTION CENTER
WE WILL HAVE YELLOW SIGNS WITH RED LETTERING
LEADING TO EXHIBITOR PARKING
SEE ATTACHED MAP (NO COUPON NEEDED)
OR
\$13.00 MAXIMUM FOR ALL DAY PARKING
AT THE
CT CONVENTION CENTER
PARKING GARAGE
MUST USE ATTACHED COUPON
PRINT AS MANY AS YOU NEED. COUPONS WILL ALSO BE
AVAILABLE AT THE SHOW OFFICE

MAP OF FRONT ST NORTH PARKING GARAGE



**\$ 7.00 ALL DAY PARKING AT THE
FRONT ST. NORTH
PARKING GARAGE
LOCATED JUST ACROSS THE ST FROM
THE CT CONVENTION CENTER
WE WILL HAVE YELLOW SIGNS WITH RED LETTERING
LEADING TO EXHIBITOR PARKING**

NORTHEAST RV AND CAMPING SHOW EXHIBITOR PARKING COUPON FOR CT CONVENTION CENTER GARAGE

PRESENT THIS COUPON TO THE PARKING ATTENDANT WITH THE ORIGINAL PARKING TICKET AND
PAY THE MAXIMUM OF **\$13.00**



ADRIAEN'S LANDING
DISTRICT™

VALID ONLY JANUARY 20,21,22,23,24AND 25, 2015 NO IN AND OUT PRIVILEGES AND
NOT VAILD FOR OVER NIGHT PAKING COUPON IS VALID FOR 1 ONE POST EVENTS
CONCLUSION. AFTER 1 HOUR POSTED RATES WILL APPLY

PARKING COUPON FOR CT CONVENTION CENTER GARAGE

PRESENT THIS COUPON TO THE PARKING ATTENDANT WITH THE ORIGINAL PARKING TICKET AND
PAY THE MAXIMUM OF **\$13.00**



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EXHIBITOR ADULT DISCOUNT TICKETS
EXHIBITOR ADULT DISCOUNT TICKET FORM
FOR THE 2015 NORTHEAST RV & CAMPING SHOW

Exhibitors may purchase adult discount tickets in advance or at the show office up until 6 PM on Saturday evening, January 23, 2015.

These tickets can be used by family, friends or customers that wish to visit the show.

Tickets must be surrendered at door and are good for admitting one adult.

Orders received 20 days in advance will be returned to you by certified mail. Orders received less than 20 days in advance of the show can be picked up at North East Promotions in Wethersfield, CT or at the show office from the first day of move-in.

Ticket purchases at show must be paid for in cash or company check. No personal checks will be accepted at the show.

No refunds or exchanges...no exceptions.

Please return the attached order form

2015 NORTHEAST RV & CAMPING SHOW
ADULT DISCOUNT TICKET FORM

Number of tickets _____ X \$7.00 ea. = Total \$ _____ Check # _____ Date: _____

No refunds or exchanges...no exceptions.

Please make checks payable and mail with your check or money order and this form to Northeast Productions, Inc., 140 Edward St Newington CT 06111 (860) 529-2123.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of person ordering tickets: _____ Phone: _____

Return to: Northeast Productions, Inc.
140 Edward St
Newington CT 06111
Tel: (860) 529-2123 Fax 860-665-1585