

2024 SEATTLE RV SHOW

February 15th - 18th, 2024

Rules and Information

CONTRACTS

Sign and return white copy with payment within ten days. After 10 days unpaid spaces will be resold.

BOOTHS

- > Move in begins Wednesday, February 14 starting at 8:00 am. Larger displays on Feb 13 with approval.
- > The color of the booth drape is red and white. (8ft back with 3ft sides).
- > Each booth will have one exhibitor identification sign. (this will read the same business name as your contract)
- > One 500 watt electrical outlet per exhibitor is included. Only approved multi-plug extension cords with breakers allowed in booths.
- > Booths **must** be vacated by 10:00 pm Sunday, February 18th.
- > The attached order form needs to be completed if you need tables, chairs, and carpet by **January 31st**. This includes a credit card payment form. Anything afterwards will be an increase in fees. Email the completed form to Susan Scheid - susan@otshows.com
- > Each exhibiting business will receive one parking permit at no charge with their paid exhibit space, an \$80 value..

SHOW HOURS

Thursday, February 15th and Friday, February 16th: 10:00am - 6:00pm, Saturday, February 17th: 10:00am - 7:00pm, and Sunday, February 18th: 10:00am - 5:00pm. Note: The Box Office 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

Adults \$15.00, Seniors \$13.00, Students/Children 17 and under Free. Sponsor "Special Guest" Tickets are available to all exhibitors for \$1.00 each in the show office.

EXHIBITOR PASSES

Please go to the show office to pick up your passes when you arrive at the show to set up. Passes are required to enter the building during the show **and set up**. Each single booth is allowed four passes. If you require additional passes please contact show management.

PARKING

Each exhibiting business will receive one parking permit at no charge with their paid exhibit booth. Additional parking permits are available in the garage booth for \$80. Parking is available in the North Stadium lot, Union Station Garage and in the Lumen Field Event Center parking garage. Parking permits are only valid in the North Stadium lot and Lumen Field Event Center garage.

SPECIAL SERVICES

Telephone, fax and internet service can be obtained from the building by ordering online @

<https://secureform.seahawks.com/seattlefootball/qb6vf9dnhn/index.html>

Be sure to order well in advance as some wires must be placed **before** move-in.

Wi-Fi is available for free. It is Lumen Field and there is no password needed.

Tables, chairs, etc. may be rented from GES through MHRV. Please e-mail your requests to

ShowDirector@mhrvshows.com

PHONE NUMBERS

Show Office (206) 381-8000 (starting 2/13 9:00 am)

Bill O'Loughlin, Show Director (503) 308-3583 cell or Susie O'Brien Borer 206-849-7284 cell
E-Mail: ShowDirector@mhrvshows.com

SEMINARS

If your company is interested in producing a seminar during the show, please contact Susie O'Brien Borer at (206)-849-7284.

SHIPPING

Show materials delivered by UPS, motorfreight or other common carrier can be received at the Lumen Field Event Center Tuesday, Feb. 13th and Wednesday, Feb. 14th between 9:00am and 5:00pm. Shipping address:

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

TAX NUMBERS

MHRV Show Association, Inc. is a Washington State Corporation. Federal Tax ID #91-0821143
Required: Please provide MHRV with your UBI number.

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".

If you have a current City of Seattle Business License, please email a copy to showdirector@mhrvshows.com

BOOTH MOVE IN

Booth set up will commence at 8:00 am Wednesday, February 14th. Concourse level exhibitors with vehicles under 8'-0" should enter the parking garage from Royal Brougham (South side of bldg.) and proceed to the second floor (Note: The elevated section of Royal Brougham provides direct access to the second level of the garage). There are three entry points from the second floor of the parking garage to the concourse level of the Lumen Field Event Center where the booths are located. They are as follows: The roll up door at the north end of the parking garage, the fire exit north of the concession and the public entrance. Display vehicles may drive directly to their exhibit space by driving through the North roll up door. Exhibitors with vehicles over 8'-0" and under 9'-6" or those needing extra time to set up please call 206-849-7284 to arrange an earlier set up time.

VEHICLE CLEARANCE

There is a height restriction of **9 ft at the roll door** to enter the concourse level. The stated clearance from the garage entry to the second level is 8' 3". If you plan to bring anything above that height to access that door, you'll need to contact show management to make special arrangements as there is a work around. Exhibitors accept all responsibility for damage caused by over-height vehicles.

The concourse display area has a ceiling height of 15 ft. MHRV recommends exhibitors with over height vehicles to box their display materials and transport them by hand cart via the elevators. Please note: The drag bars at the entrance to the garage are set at 8' 9". Vehicles between 8' 9" and 9' 6" will require a spotter to help the driver navigate low clearances in the garage.

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.

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.

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.

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 and MHRV Show Association from any claims, disputes or legal expenses resulting from performance of copyrighted music either recorded or performed live.

CONTESTS

MHRV Show Association requires all Exhibitors register the details of any contest or giveaway with the Show Office prior to Show Opening. The winners of each contest must be reported to the Show Office.

GENERAL

- ☐ Remember to have your Insurance and Sales Tax licenses set for extended coverage. A certificate of insurance is required from all exhibitors and a copy must be supplied with your contract.
- ☐ Food handlers must have necessary permits. The MHRV will provide a list of vendors selling food so proper permission is granted.
- ☐ There is to be **NO** food that has been purchased from restaurants / concessions outside of the venue brought into the Event Center by patrons or exhibitors. Brown bag lunches are permitted.
- ☐ All display RVs must display Approved Washington State Tags.
- ☐ No helium inflated devices in the building without approval. No animals (except service) in the building.
- ☐ There are to be no hand carts in the building while the show is open to the public.
- ☐ Washington State Law prohibits smoking in public places. No vaping in buildings.
- ☐ Landscape displays requiring watering during the course of the show must have plastic underneath them to protect the flooring.
- ☐ Lumen Field Event Center requires the use of residue-resistant tape (not 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 253-872-4634

* AV Cord Tape (Just like 2" wide black duct tape). Call Bron Tape of Kent 253-872-4634

* Gaffer Tape or AV Cord Tape in a multitude of colors can also be ordered online from www.findtape.com

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.

HOTELS

Embassy Suites
255 S. Knight St.
Seattle, WA 98104
(206) 859-4400

Crowne Plaza
1113 6th Ave
Seattle, WA 98101
(800) 521-2762

Silver Cloud Hotel
1046 1st Ave. S
Seattle, WA 98134
(800) 497-1261
(Directly across from Show)

ADDITIONAL PHONE NUMBERS:

LFEC 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

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

ADA American Disabilities Act

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

MHRV encourages exhibitors to provide at least a minimal level of access to model homes and RVs to potential buyers with disabilities along with their service animals. 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.

STATE AND FIRE DEPARTMENT REGULATIONS

1. Display vehicles are only allowed one gallon of gasoline in gas tanks. One gallon will be defined as: low fuel indicator lit or fuel gauge at the top of "E" or below. Lock or tape gas caps securely.
2. Ignition keys are to be left in the glove compartment until the show opens.
3. The positive and negative side of the battery terminals must be removed and taped during the run of the show.
4. The transfer of fuel is not allowed inside the building.
5. Washington State Law prohibits smoking in public places. No vaping in buildings.

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 attendant 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.

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 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 LFEC (Lumen 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

Security Operations (PRIMARY EMERGENCY #): (206) 381-7510
From an internal LFEC 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 LFEC staff will receive a message on their radio. All event participants and venue guests are to follow the direction of Security Operations and LFEC staff for the evacuation procedures.

1. Follow the Emergency Evacuation Procedures.
2. Follow all instructions from Security Operations, LFEC 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. LFEC 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 LFEC Event Staff for re-entering the facility.