

2024 SEATTLE RV SHOW

February 15th - 18th, 2024

Rules and Information

RECREATIONAL VEHICLES

- > Staging - Detailed information will be sent by January end .
- > Move-In starts 6:00 am on Tuesday, February 13th (time and move in schedule to follow closer to the show).
- > Exhibitor aisle carpets, steps or doors must not extend into public aisles.
 - *Stairs, awnings and slide-outs must not protrude into the aisles per the Seattle Fire Marshall.**
- > New units must be new (previously untitled) unless otherwise approved by the MHRV Board of Directors.
- > Leave keys in ignition on all unattended vehicles in the building during move-in & out.
- > All units must be removed from the buildings Sunday, February 18th by 11:59 pm.

RV ELECTRICITY *Please review carefully!*

- > Electrical power for RV units will be supplied as follows:

Campers, Folding Trailers, Travel Trailers & Fifth Wheels 31 ft & 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 amps) outlet to a 3,000 watt (30 amp) outlet:

Ordered in advance \$225 + \$45* for an adapter = \$270

Ordered after service has already been laid is \$338 + \$45 adapter + \$133 additional labor** = \$516

* 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 206-718-2448. Contact Bri Poe. E-Mail: bpoe@edlen.com

SHOW HOURS

Thursday, February 15th and Friday, February 16th: 10:00 am - 6:00 pm, Saturday, February 17th:

10:00 am - 7:00 pm, and Sunday, February 18th: 10:00 am - 5:00 pm. 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. A limited number of Sponsor "Special Guest" tickets will be allotted with your space rent additional tickets will be available in the show office for \$1.00 each.

EXHIBITOR PASSES

Your Exhibitor passes are available in the show office. Passes are required to enter the building during the show. Show management reserves the right to limit the number of passes per exhibitor. Passes are for employees only. Please use "Special Guest" tickets for the public.

Note: In accordance with best NFL practices, set-up crews may need to present ID to gain access to the venue. Wristbands will be mailed to the dealers prior to the show for use during move-in and move-out, please distribute to all crew members. Additional wristbands will be available in the show office.

PARKING

Parking permits for the show days are available in the garage booth for \$80.00. Parking in the Lumen Garage is free during move-in. Parking permits are only valid in the North Stadium lot and Event Center parking garage. Parking is available in the North Stadium lot, Union Station Garage and in the Event Center parking 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>

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

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

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, motor freight or other common carrier can be received at the Lumen Field Event Center Tuesday, Feb. 13th and Wednesday, Feb. 15th 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**

Use this address for your sub agencies too.

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

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.

COLUMNS

To help you layout your display, please keep the following in mind:

West Hall: Columns measure slightly less than 4' x 4'

East Hall: Columns measure 3' north / south & 2' east / west

North Hall: Columns vary in size; please consult the dimensioned diagram of your space.

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 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, SEC 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 be properly licensed for the show by displaying a valid Dealer Sub agency and being registered with local tax authorities. A certificate of insurance is required from all exhibitors and a copy must be supplied with your contract.
- Remember to have your Insurance and Sales Tax licenses set for extended coverage.
- [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	Crowne Plaza	Silver Cloud Hotel
255 S. Knight St.	1113 6th Ave	1046 1st Ave. S
Seattle, WA 98104	Seattle, WA 98101	Seattle, WA 98134
(206) 859-4400	(800) 521-2762	(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 are 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 voluntarily 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. 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.
2. Only one gallon of gasoline is allowed in gas tanks. One gallon will be defined as: low fuel indicator lit 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.
3. Ignition keys are to be left in the glove compartment until the show opens.
4. Dead end aisles may not exceed 25' in length.
5. Public aisles must be a minimum of 44" wide.
6. The positive and negative side of the battery terminals must be pulled and taped during the run of the show.
7. The transfer of fuel is not allowed inside the building.
8. No prolonged idling of engines or running of generators in the building.

9. 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.
10. 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 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.

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.



Dealer Temporary Sub-Agency License Application

Dealers use this form to apply for a temporary sub-agency license. There is a **\$100** fee per event. Send this completed form and a check or money order payable to the Department of Licensing, to:

**Dealer/Manufacturer Services
Department of Licensing
PO Box 35001
Seattle, WA 98124-3401**

Phone: (360) 664-6466

For validation only

Submit your application **no less than ten days** and no more than two months before the event. Any application submitted less than ten days prior to the event will be denied.

We cannot issue more than six temporary sub-agency licenses in any twelve-month period and two of those are limited to events with three or fewer RV dealers participating in the event.

TYPE or PRINT Dealer business name		
(Area code) Phone number	(Area code) Fax number	Email
Business street address		
City		ZIP code
Temporary sub-agency street address		
City		ZIP code
<p>How many dealers are participating in the event? _____</p> <p>Dates of temporary sub-agency: _____ through _____ <i>(must not exceed 10 days)</i></p> <p>Issue a temporary sub-agency license under the following dealer numbers:</p> <p>Motor vehicle _____ Manufactured home/Travel trailer _____ Miscellaneous _____</p>		
<p>Answer the following</p> <p>Does the location meet zoning requirements at the temporary sub-agency address listed above?..... <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you submitted proof that the dealer bond covers the temporary sub-agency location?.. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>For recreational vehicles (RV) shows only:</p> <ul style="list-style-type: none"> • Is this event within 50 miles of your established place of business or within the factory designated sales territory for each brand offered for sale at the event?..... <input type="checkbox"/> Yes <input type="checkbox"/> No • Do you understand you may only offer used RVs for sale within 50 miles of your established place of business?..... <input type="checkbox"/> Yes <input type="checkbox"/> No • For new RVs offered for sale, have you enclosed a written approval from each manufacturer stating the brands offered, and the date and address of the event?..... <input type="checkbox"/> Yes <input type="checkbox"/> No 		

I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.

	TYPE or PRINT Dealer representative name
	Dealer representative title
	X
	Dealer representative signature
	X
	Licensing compliance auditor signature

Date and place signed

Date approved