

2023 Exhibitor  
Information



# February 17 - 19, 2023

## Richmond Raceway Complex

### Richmond, Virginia

Southeast Productions, Inc is proud to announce the 2023 RVA Family Boat Show at the Richmond Raceway Complex. The Raceway Complex has a long tradition of playing host to the finest showcase of marine product in the region and the 2023 event will continue that tradition. We look forward to partnering with your team to make it the most successful sales event of the season.



# VABOATSHOWS.COM

Southeast Productions, Inc.

P.O. Box 7282 - Greensboro, NC 27417 - Office 336-855-0208 - [info@vaboatshows.com](mailto:info@vaboatshows.com)

For 50 years Southeast Productions has managed and hosted family boating & fishing events in North Carolina and Virginia. We are proud to continue that tradition at the Richmond Raceway Complex with the 2023 RVA Family Boat Show. With so many recreational waters within an hours drive, the Boat Show at the Richmond Raceway has always been "THE PLACE" for families to Discover Boating and see the best the industry has to offer. As a small family owned event management team, our goal is to bring you quality customers from around the region so you can show them just how....

## LIFE IS BETTER WITH A BOAT !

### Exhibit Rates

#### Booths

Indicated by numbers on layout

10 X 10 \$ 600.00

10 X 15 \$ 900.00

10 X 20 \$ 1100.00

Each Additional 10 x 10 \$500.00

No Additional Charge For Corner Booths



## February 17 - 19, 2023

Richmond Raceway Complex

Richmond, Virginia

### Marine Dealers

Bulk Floor Space

\$2.60 square foot

600 sq. ft minimum

### Show Hours

Friday 10 - 8

Saturday 9 - 7

Sunday 11 - 5

### Move-In Schedule

Sat - Tuesday

Parking Lot Staging

Wednesday 9am - 8pm

Thursday 9am - 8pm

Friday 8am - 10am

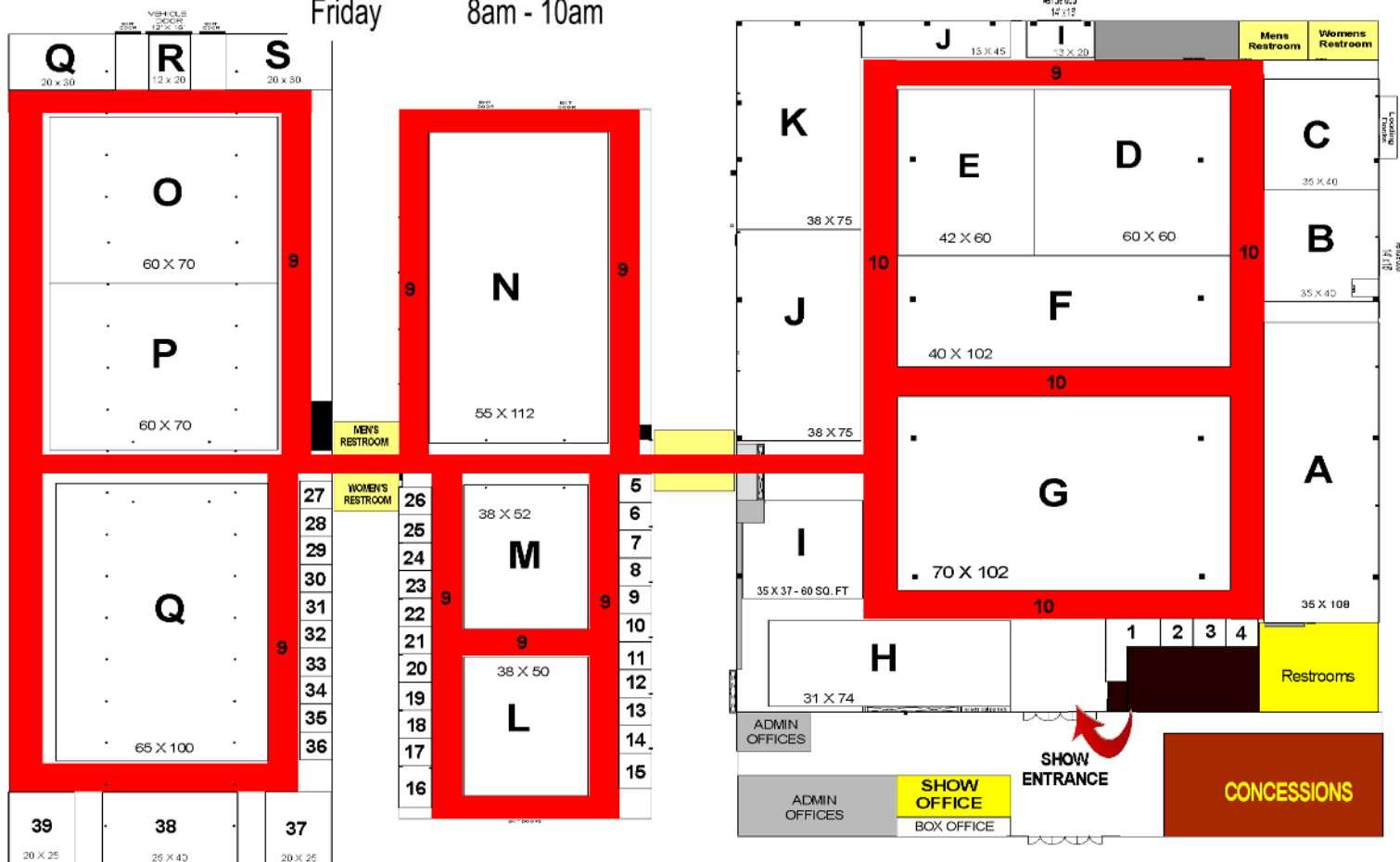
### Move-Out Schedule

Sunday 5 pm - 10 pm

Monday 8 am - 5pm

### Other Associated Costs

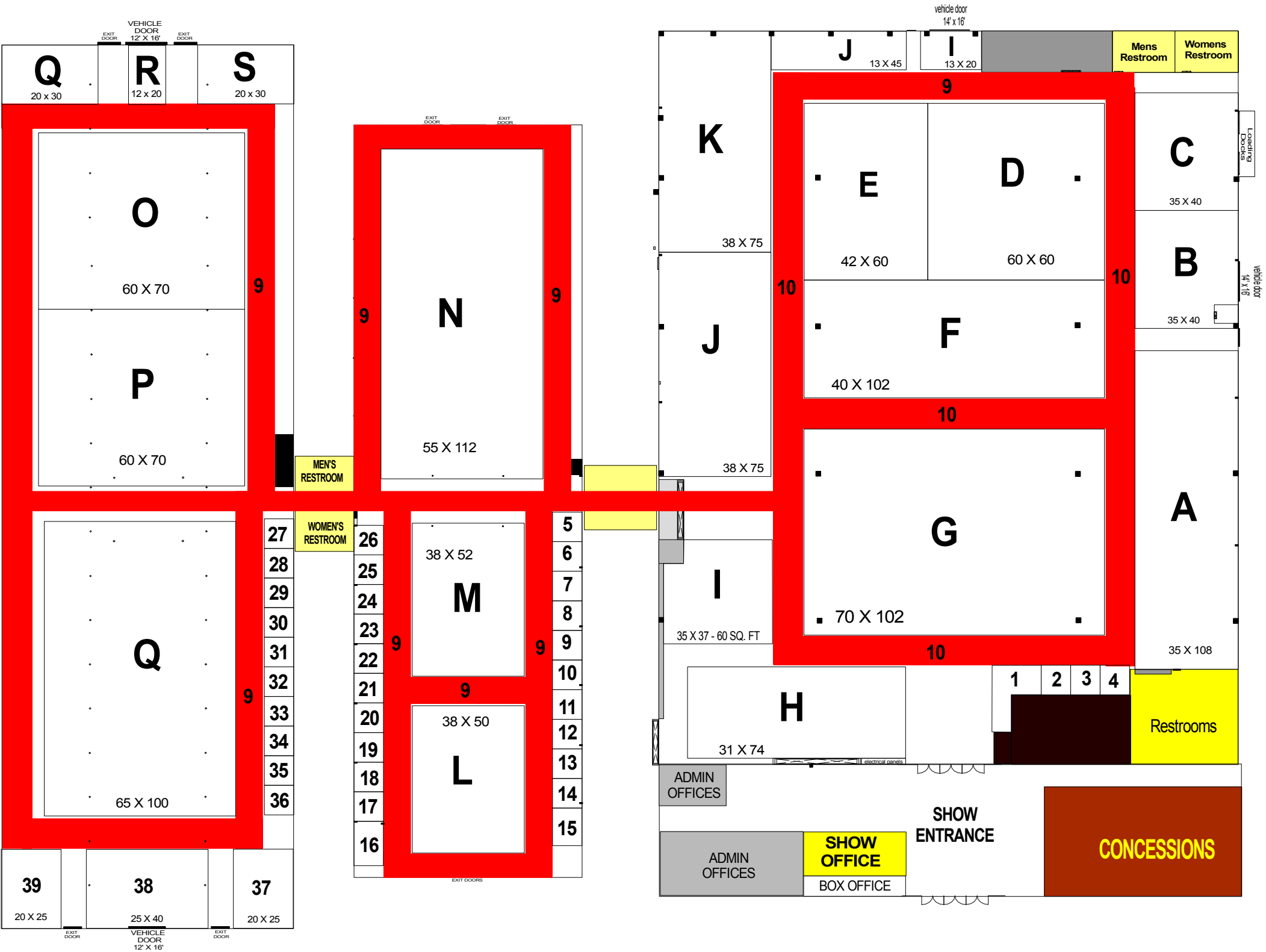
- Electricity - At current facility rates. Order form will be provided.
- Exhibitor Parking - Exhibitor Vehicle and Trailer Parking Free
- Wireless Internet - WiFi is free in facility
- Tables, Chairs, etc... - Available from Hollins Expo at current rates. (Order form will be provided)
- Camping - On-Site Camping available with Electrical only.
- Forklifts - Forklifts are available at no fee on a limited use basis.



For More Information [www.vaboatshows.com](http://www.vaboatshows.com)

[info@vaboatshows.com](mailto:info@vaboatshows.com)

336-855-0208



# RVA FAMILY BOAT SHOW

FEBRUARY 17 - 19, 2023 RICHMOND RACEWAY COMPLEX

Move-In - Feb 15, 16 Move-Out Feb 19, 20



## Application for Exhibit Space

EXHIBITOR #

**\*\*3 DAY EVENT\*\***

PLEASE PRINT CLEARLY - If any preprinted information is incorrect please strike through and correct

COMPANY

ATTN:

ADDRESS

CITY, STATE

ZIP

PHONE

CELL

EMAIL

PLEASE LIST PRODUCTS / SERVICES TO BE DISPLAYED

### THINGS TO KNOW

- All efforts will be made to place returning exhibitors in same location as the previous year unless requested otherwise. Show management does however reserve the right of final booth placement up to and including move-in. New exhibitors will be placed after returning exhibitors renewal deadline.
- Submission of application does not guarantee acceptance to show. Acceptance based on relevance of product to show and current inventory of booths.
- Booth is to be used for applying company only. Subletting or sharing of display is not allowed unless prior approval from show management.
- Tables & Chairs **are not provided** with booth rental. Order forms from show decorator will be sent out prior to show.
- Displays are expected to be occupied all hours of the show beginning opening hour on opening day unless approved by show management. If booth has not been installed by opening day show management reserves the right to exclude exhibitor and reassign booth.

**READ ADDITIONAL "RULES OF EXHIBITING" ON REVERSE OF APPLICATION**

**EXHIBIT RATES** - 2.60 Per Square Foot 1500 Sq Ft minimum

*If you are a new exhibitor please call to confirm availability of space*

A 50% deposit is required with returned application. Applications received without deposit will not be accepted and space location is subject to be released. Exhibitor information packets will be mailed approximately 60 days before show and will include invoice for final payment. Final payment will be due no less than 45 days of show opening.

**Special Comments / Request:**

**Exhibit Size Reserved**

X

X

TOTAL SQ FT

**Space Cost**

Adj If Applicable

**TOTAL COST**

**Make Checks Payable :**

Southeast Productions, Inc.

P O Box 7282

Greensboro, N C 27417

**Deposit Required**

**Remaining Balance**

**Balance Due No Later Than Dec 1, 2022**

Application With Deposit  
Must Be Returned By

**NOW DUE**

Or Booth Reservation  
Will Be Released.

It is mutually agreed that there is no other conditions of this agreement other than those printed on the front and reverse side of this application. As an acting authorized agent of the applying company I confirm that I have read all of the "Rules of Exhibiting" and agree to abide by said rules. I acknowledge that any violation of "Rules of Exhibiting" can cause closure of display without recourse or refund.

**Signature**

**Date**

RETURN WHITE COPY WITH PAYMENT

KEEP YELLOW COPY FOR YOUR RECORDS



## TERMS & RULES OF EXHIBITING

*In our effort to make this event successful for all parties, we present these Terms & Rules to each participating Exhibitor as our uniform policy and guidelines. Although, we recognize that all exhibitors are unique in their needs - we feel that these guidelines set a good frame work for the success of the exhibitor and show. It is Southeast Productions desire to assure every exhibitor large or small that they are the most important element to a successful event.*

- Submission of **Application for Exhibit Space** does not guarantee acceptance into event. Show management reserves the right to deny application based on relevance of product to show and/or current inventory of booths. Show management also reserves the right to limit or exclude categories at it's discretion.
- **All exhibiting companies are required to have and maintain general liability insurance coverage during the event...NO EXCEPTIONS. A Certificate of Insurance (COI) must be provided listing Southeast Productions, Inc. as additional insured before company's display can be set. Liability Coverage is available for the event as a very discounted rate. Please contact us at 336-855-0208 for information or any questions concerning this requirement.**
- Person signing this "**Application for Exhibit Space**" (**Agreement**) acknowledges he/she is an authorized agent of applying **Company (Exhibitor)** and is entering into a binding financial agreement with Southeast Productions, Inc. (**Show Management**). Terms of this agreement requires **Exhibitor** to pay a deposit to **Show Management** with submitted application to reserve exhibit space and becomes nonrefundable after **Nov 15th of the event year. (All cancellation requests must be made in writing and postmarked prior to Nov 15th. )** Unless canceled, agreement also requires and binds **Exhibitor** to submit **Payment In Full** of account balance to **Show Management** by indicated deadline. **Exhibitor** acknowledges if Payment in Full has not been satisfied prior to deadline Show Management reserves the right to access a late fee of 2% of remaining balance (\$50.00 minimum) or cancel Exhibit Space reservation and reissue booth without recourse or refund of deposit unless prior arrangements have been made with Show Management, **if, due to state and/or local mandates . the event should have to be rescheduled or cancelled. All exhibitors in good standing with their accounts will be given the option of either carrying the monies over to the rescheduled date or having a full refund issued**
- Once accepted, exhibit space is to be used for applying company only. If applying company is Parent Company to another business entity please indicate D/B/A on application . Subletting , sharing or re-assigning of exhibit space is not allowed unless prior approval from show management.
- State and local taxes are the responsibility of each exhibitor. State tax licenses are required.
- Exhibits must be maintained within the dimensions of the contracted space size and Booth Exhibits should not extend higher than 8 feet. Exhibits cannot be secured, hung or supported by facility walls, columns or rafters. Exhibits cannot extend or "Hang out" over the aisle or neighboring displays. If by the nature of your product your booth display structure extends higher than 8 feet or needs the support of a solid wall..... please notify Show Management prior to move in for approval.
- Tables & Chairs are not supplied with display. All decoration materials ( Curtains, carpet, tables, chairs, etc.) are owned , maintained and rented by the contracted Show Decorator - Not Show Management. Damage or removal of any of these materials can and will result in the Exhibitor being charged for replacement either directly from the show decorator or through show management. **Nothing can be attached directly to the display curtains...ie pins, staples, fabric hooks.** Please notify Show Management or Show Decorator staff if you have any questions about securing display material to Pipe & Drape.
- All business must be conducted within the dimensions of your display. Distributing brochures and/or pamphlets while standing outside your display, walking up and down aisles or placing in common areas of the show floor is prohibited. Disturbing noises or forms of attracting attention to your display which are objectionable to Show Management will not be allowed. Distributing helium balloons or adhesive backed promotional items are prohibited by Building Management.
- After hours security will be provided beginning on first move-in day. It is the responsibility of each exhibitor to secure items in their booth to deter theft. Covering tables at closing and lockable display cases (if possible) are recommended. This Event, its Sponsors, Show Management and Building Management shall not in any way be held liable for damage or loss to property or person of the Exhibitors. Unless staff is still working with a customer or prior arrangement are made, all exhibitors are required to exit the facility within 30 minutes of closing.
- Displays are to be installed and removed at the expense of the Exhibitor and shall remain in place until closing on the last day of event. Exhibitors leaving prior to closing without approval of show management will automatically lose renewal option for the next years event. Exhibits left beyond the official move-out dates will be removed by show management. Exhibitor will be billed for any labor and/or costs associated with the display removal.
- Show Management will make every effort to operate on scheduled hours in the event of inclement weather but cannot be held responsible for adjustments in show hours or days. Refunds and/or credits can not be offered to exhibitors unable to attend because of weather.

**Again, we recognize that each exhibitor is unique in needs and nature, so if you should have a concern or conflict with any of these Exhibitor Rules please contact us and we'll assist in anyway possible.**

**Southeast Productions, Inc.**  
**PO Box 7282**  
**Greensboro, NC 27417**  
**Office - 336-855-0208      Fax - 336-855-0249**  
**www.ncboatshows.com      info@ncboatshows.com**

**Signature Required** \_\_\_\_\_

**By indication of signature I have read and agree to rules set forth by show management for this event.**



**SHOW INFO**  
**EXHIBITORS**  
**PLEASE READ CAREFULLY**

- Show Dates:** **February 17 - 19, 2023 Friday - Sunday**
- Show Hours:**
- |          |                       |
|----------|-----------------------|
| Friday   | 10:00 Am Till 8:00 Pm |
| Saturday | 9:00 Am Till 7:00 Pm  |
| Sunday   | 11:00 Am Till 5:00 Pm |
- Staging Days** **Sat February 11th Thru Tuesday February 14th -- Boat Dealers Parking Lot Staging Only !**
- Move In Schedule:**
- |                     |                       |
|---------------------|-----------------------|
| Wednesday Feb 15th  | 9:00 Am Till 8:00 Pm  |
| Thursday , Feb 16th | 9:00 Am Till 8:00 Pm  |
| Friday, Feb 17th    | 8:00 Am Til 10: 00 Am |
- (Vehicle Doors Will Not Be Opened After Thursday Night )**
- Move Out Hours:**
- |                  |                     |
|------------------|---------------------|
| Sunday, Feb 19th | 5:00pm Till 10:00pm |
| Monday, Feb 20th | 8:00am Till 3:00pm  |
- Show Office Phone:** Show Office Number Will Be (804) 228-7540. Messages Will Be Taken And Delivered
- Electrical:** Use Enclosed Richmond Raceway Complex Electrical Form. Mail Or Fax To Form Address. **Order In Advance And Save \$\$\$**
- Wireless Internet:** Wireless Internet Service Will Be Complimentary .
- Tables & Chairs:** Hollins Exposition Services Is The Offical Show Decorator. See Enclosed Order Form For Any Additional Show Needs And Return To Address On Order Form. See Notice Concerning Hollins Exposition Services Materials. **Order In Advance And Save \$\$\$**
- Badges For Workers** Exhibitor Badges Will Be Issued For Show Workers Only. Order On Take 5 Order Form Enclosed.
- Parking:** Parking Will Be Free. Please Park Behind The Building Or Beside So That Customers Can Park In Front During The Event.
- Advance Tickets:** Advance Show Tickets Are Available For A Reduced Rate Of \$8.00. ( A \$2.00 Box Office Savings) None Can Be Sold After 10:00 Am Friday
- Preferred Customer Tickets:** Preferred Customer Tickets For Boat Dealers Only. See Attached Information On Tickets And If You Will Order Number Needed By February 4th So That We Can Print With Logo.
- Carpet Tape:** If You Install Your Own Carpet Only Richmond Raceway Complex Approved Tape Can Be Used On The Floor. Order Tape On Enclosed Take 5 Order Form For \$15.00 Per 75 Foot Roll. You Will Be Responsible For Removal Of Tape After Show.
- Customer Return Passes:** Courtesy Passes Will Be Available For Show Visitors Who Wish To Return To Show At No Charge. These Will Be Available At Show Exit
- Host Hotel:** Information On The Host Hotel Will Be Shared At A Later Date.

**Any Additional Questions Regarding This Show**  
**Call (336) 855-0208**



## Liability Insurance Requirements

Due to changes in event liability insurance requirements, **ALL** participating exhibitors are required to have business liability insurance coverage for the dates of the event including all move-in days. If you currently have business liability insurance, you will just need to request a Certificate of Insurance (COI) from your agent or agency to be emailed or mailed to us before the first move-in day of the event. **COI's must list Southeast Production, Inc and its agents as additional insured.**

If interested .... Temporary Exhibitor Event Liability Insurance will be available for a reduced premium of \$65. This is great value and will cover you and your business for the entire time while at the event. If you choose this coverage, you would not need to do anything beyond a simple sign-up online. Your COI will automatically be sent to us indicating required coverage. We will provide a link to the sign up portal as we get closer to the event. If you have any questions about this policy please let us know.

If providing a COI from your current liability policy, please include the following additional insured information on the COI

**Southeast Productions, Inc, its management, and agents.**

**3534 McCuiston Rd**

**Greensboro, NC, 27407**

Email required COI to [info@ncboatshows.com](mailto:info@ncboatshows.com),

Fax to **336-55-0249**

or mail to

**SEP**

**P.O. Box 7282**

**Greensboro, NC 27417**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/24/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> ABC Insurance Company, Inc Lic# 1234567 Address City, St Zip		<b>CONTACT INFORMATION</b> NAME: PHONE: FAX (A/C, No): MAIL ADDRESS: INSURER(S) / AFFILIATED COVERAGE NAIC #	
<b>INSURED</b> Your Business Name Address City, St Zip		INSURER A: INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER:GA08052021-097555

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		Active Policy #	Coverage Date		EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> DED RETENTION \$						EACH OCCURRENCE AGGREGATE
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The certificate holder, Southeast Productions, its officers, employees, agents & assigns are included as additional insured as event management. This coverage is with respect to the NAME OF EVENT being held on DATE OF EVENT, including setup & breakdown.

**CERTIFICATE HOLDER****CANCELLATION**

Southeast Productions  
3534 McCuiston Rd.  
Greensboro, NC 27407

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE