

Kitchener RV Show & Sale Exhibitor Kit



Kitchener RV Show and Sale March 17-19, 2023 Kitchener Memorial Auditorium

Show Location:

Kitchener Memorial Auditorium
400 East Avenue
Kitchener, ON N2H 1Z6

March 17, 10am-8pm

\$8.00 Single – Online
\$9.00 Single – Box Office

March 18, 10am-7pm

\$8.00 Single – Online
\$9.00 Single – Box Office

March 19, 11am-5pm

\$8.00 Single – Online
\$9.00 Single – Box Office

- Children 16 & under FREE
- Cash, Debit, Visa, MasterCard
- Tickets available on-line for consumers at:
www.rvshowsontario.ca

Show Management:

Natalie Conway, Show Manager
Tel: 905-220-7885

Cori Hutton, Floor Manager
Tel: 289-442-1092

Office:
Tel: 905-659-8800 or 1-888-331-8885



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MOVE-IN SCHEDULE

Bulk Exhibitors – MOVE-IN DAY IS Wednesday, March 15, 2023:

A complete schedule of wash, move in & staging diagram will be sent to all exhibitors 1 week prior to the show.

Booth Exhibitors – MOVE-IN DAY IS Thursday, March 16, 2023:

- Move-In info will be forwarded 1 week prior to the show.

ORVDA staff will be monitoring the move-in process to ensure all booth exhibitors are guided to their designated booth.

*****Booths will be supplied with 3' sidewalls, and 8' back panels.*****

All exhibitors must be in place by 8:00pm, Thursday, March 16, 2023, for the aisle carpet to be laid and preparations to be made for the Show Opening at 10:00am, Friday, March 17, 2023.

MOVE-OUT SCHEDULE

Move-out will commence at the closing of the Show (no earlier) at 5:00pm, Sunday, March 19, 2023.

No exhibitor shall dismantle/move-out prior to the closing of the show.

ALL MERCHANDISE MUST BE CLEARED FROM THE BUILDING BY MIDNIGHT, MARCH 19, 2023. Extra charges may be billed to exhibitor for non-compliance.

IMPORTANT NOTE: ALL EXHIBITORS

Exhibitors are prohibited from applying tape to the posts or painted surfaces in the Kitchener Memorial Auditorium. During Move-out, Exhibitors must also ensure all tape and secured objects are removed from the area they occupied.

******If a post-show inspection reveals tape or other secured matter has not been removed, the exhibitor will be charged for the cost of removal.******

***No children under the age of 16 are permitted in the facility during move-in and move-out times for safety pre-cautions.* (NO EXCEPTIONS!)**

*****Children under the age of 16 are NOT permitted to be in vendor booths during show hours.*****

All booths must be staffed during show hours of operation!

****Violations will result in a suspension from securing future exhibit space.****

SECURITY

Security guards and electronic surveillance will be on a 24-hour basis from the commencement of move-in to the end of move-out.

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ELECTRICAL

Exhibitors must order electricity, if needed, from the ORVDA office. An order form is included in package.

****Please note; electrical drops must be ordered no later than, March 6, 2023.**

Electrical Safety Code, regulation rule 2-2022 require that all electrical equipment must be approved before it may lawfully be advertised, displayed, offered for sale, sold, or otherwise disposed of or used in the Province of Ontario. It is therefore the responsibility of each exhibitor to ensure that all electrical equipment in, on, or about their display complies with the above regulation. This includes electrical merchandise as well as lighting and display equipment.

BANNER HANGING – ALL EXHIBITORS – Should you require banner hanging, please contact Michelle Jackson/Kim Bryant by **March 6, 2023**, at 888-331-8885. It is recommended that vendors have their own cords, bungees or fastening hooks for banners.

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SHOW CONTRACTOR

Display material (other than what ORVDA provides) can be ordered from the exclusive show contractor, Stronco – Mon-Fri from 8am-5pm at **800-665-2621** or **via email at exhibitorservices@stronco.com.**

Advanced reduced price order deadline is February 22, 2023.

Online orders – www.stroncoonline.com – show code: **515385031**

INTERNET

There is free public Wi-Fi available throughout the facility. If you require a secured hardline installed, please contact Bell Canada. If you have your own data stick you may use those as well. Order form is included in package.

HOTEL INFORMATION

Radisson Hotel Kitchener Waterloo (Courtyard by Marriott)

2960 King Street East, Kitchener

Group Name: **KRV2023-ORVDA**

Room Rate: \$164.99 + taxes (1 King or 2 Queen Bed)

Parking Rate: Free

Cut-Off Date: **February 23, 2023**

Online Booking Link: [RVShow23](#)

Reservations: 519-894-9500 or 800-333-3333

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INSURANCE

Exhibitors will be liable for and will indemnify and hold harmless Management from any loss or damage whatsoever occurring to or suffered by any person or company. Including without limiting the generality of the foregoing, exhibitor, other exhibitors, show management, the owner of the building and their respective agents, servants and employees and members of the public attending the Show, either on the said space or elsewhere if said loss or damages arose from or were in any way connected with the exhibitor's occupancy of said space.

The Exhibitor is responsible for the placement and cost of insurance related to his/her participation in the Show. Exhibitors must furnish a certificate of insurance in the amount of \$2,000,000 to ORVDA, confirming that the exhibitor has inclusive coverage on his/her policy for public liability and property damage.

BOOTH INSURANCE from Premier Canada (TWIS o/a Mantha Insurance)

Liability insurance is required to exhibit at all ORVDA RV Shows. If you do not already have liability insurance, booth insurance from Premier Canada (TWIS o/a Mantha Insurance) can be purchased for the show. Order form included in package.

ENTRY BADGES

All exhibitors must wear an ORVDA provided exhibitor badge. Order form included in package.

Please only order amount required. Entry badges can be picked up at the show office during move-in.

All exhibitors must present their show badge to security upon arrival each show day. **Deadline Date: February 22, 2023**

ADMISSION TICKETS

Exhibitors can purchase discounted admission tickets to give to their consumers. Order form included in package. **Deadline Date: February 22, 2023**

10x8/6 Booth Décor Package

Booth Decor Package is available to 10x8/6 booth exhibitors only. Décor Package is ordered through ORVDA. Order form is included in package. **Deadline Date: February 22, 2023.**

ADDITIONAL REQUIRED INFORMATION

- Onsite Contact information (Office use only). Form included in package. **Deadline Date: February 22, 2023.**
- Website & Program Information (what you would like published). Form included in package. **Deadline Date: February 22, 2023**



Kitchener RV Show
Electrical Order Form
March 17-19, 2023

Electrical service requirements must be ordered and emailed to ORVDA by **March 6, 2023**

Bulk Exhibitors Only: Please indicate where you would like your electrical drop(s) placed and mark the spot(s) with an "X" on the floorplan provided.

Bulk Exhibits:

• Each electrical drop consists of 15 to 20 – 115 volt outlets for 15 AMP service
QTY _____ 15 AMP service 15-20 outlets \$100.00 + HST

QTY _____ 50 AMP service is available at \$125.00 + HST per breaker (plus parts)

Booth Exhibitors:

• 115 Volt 15 AMP service
QTY _____ 15 AMP service 115 volt outlet \$75.00 + HST

ALL ELECTRICAL ORDERS MUST BE PAID IN ADVANCE

Visa/ Mastercard Name _____

Card # _____ Expiry Date _____ CVV # _____

Signature _____

Cheque Total Order \$ _____

PLEASE FORWARD ALL ELECTRICAL ORDERS TO

ORVDA
kim@ontariorvda.ca or michelle@ontariorvda.ca

Exhibitor Name _____

Booth # _____ Contact (for installation) _____

Phone # _____ Cell # _____



Telecommunications Service for Special Events

<p>Voice services</p> <p>* Business line (fax, modem, terminal) _____ X 156.44 \$</p> <p>* Telephone set _____ X 10.35 \$</p> <p>* Call waiting _____ X 10.00 \$</p> <p>* Long distance plan YES <input type="checkbox"/> NO <input type="checkbox"/> if yes, 9.95\$ network charge</p> <p>* Toll restriction _____ X 5.00 \$</p> <p>* Voice mail _____ X 12.00 \$</p> <p>Connection charges: cable and labour \$240.00 per line Billing minimum one month</p> <p><small>Note: The return of the rental equipment is the responsibility of each exhibitor. A charge will be applied to your account if the equipment is not returned.</small></p>	<p>Business internet on copper</p> <p>* Speed</p> <table> <tr><td>10mbps/1mbps</td><td>_____</td><td>160.00 \$</td></tr> <tr><td>15mbps/10mbps</td><td>_____</td><td>206.00 \$</td></tr> <tr><td>25mbps/10mbps</td><td>_____</td><td>245.00 \$</td></tr> <tr><td>50mbps/10mbps</td><td>_____</td><td>305.00 \$</td></tr> </table> <p>* Static IP (only 1 access available) _____ 42.00 \$</p> <p>* Installation charge for dryloop line _____ 115.00 \$</p> <p>Connection charge for high speed internet: <input type="checkbox"/> 75.00 \$ per service - Full installation</p> <p>Billing minimum one month</p> <p>High speed line available where technology permits.</p> <p>Following installation, you will receive 2 invoices, 1 for Voice service and 1 for Internet service.</p>	10mbps/1mbps	_____	160.00 \$	15mbps/10mbps	_____	206.00 \$	25mbps/10mbps	_____	245.00 \$	50mbps/10mbps	_____	305.00 \$
10mbps/1mbps	_____	160.00 \$											
15mbps/10mbps	_____	206.00 \$											
25mbps/10mbps	_____	245.00 \$											
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<p>Internet Services with Fiber</p> <p>* Speed</p> <table> <tr><td>10mbps/10mbps</td><td>_____</td><td>160.00 \$</td></tr> <tr><td>15mbps/15mbps</td><td>_____</td><td>206.00 \$</td></tr> <tr><td>25mbps/25mbps</td><td>_____</td><td>245.00 \$</td></tr> <tr><td>50mbps/50mbps</td><td>_____</td><td>305.00 \$</td></tr> </table> <p>Minimum one month service. Long distance charges, GST and QST are additional. Pri Prices are subject to change without notice.</p>	10mbps/10mbps	_____	160.00 \$	15mbps/15mbps	_____	206.00 \$	25mbps/25mbps	_____	245.00 \$	50mbps/50mbps	_____	305.00 \$	<p>Internet Services with Fiber</p> <p>Internet installation charge \$75 per connection</p> <p>* Speed</p> <table> <tr><td>150mbps/150mbps</td><td>_____</td><td>164.95 \$</td></tr> <tr><td>300mbps/300mbps</td><td>_____</td><td>189.95 \$</td></tr> <tr><td>500mbps/500mbps</td><td>_____</td><td>199.95 \$</td></tr> <tr><td>940mbps/940mbps</td><td>_____</td><td>239.95 \$</td></tr> </table> <p>Static IP (only 1 access available) _____ 42.00 \$</p> <p><small>**A charge of \$10 will apply per internet connection without a phone line**</small></p>	150mbps/150mbps	_____	164.95 \$	300mbps/300mbps	_____	189.95 \$	500mbps/500mbps	_____	199.95 \$	940mbps/940mbps	_____	239.95 \$
10mbps/10mbps	_____	160.00 \$																							
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500mbps/500mbps	_____	199.95 \$																							
940mbps/940mbps	_____	239.95 \$																							

Credit card payment

If you want to make your payment by credit card please call our office at 1-800-472-5113

For all accelerated orders (5 days or less notice) a charge of \$225.00 will be added to your invoice

ORDER FORM (This request form should be completed and returned 15 days before the installation date)

Name of event: _____

Date of event: From _____ to _____ Installation date: _____

Address _____ Booth number or room _____

Plan: Attached To follow

Hotel contact: _____

Phone number: _____

The undersigned requests Bell to install a telephone service according to specifications indicated above and agrees to pay all long distance and other charges subject to the Company's Tariffs and General Regulations.

Billing name: _____

Address: _____

City: _____ Province or State _____ Postal Code: _____

By: _____ Title: _____

Head office tel. No: _____ Fax: _____

Name of person responsible for account: _____ Tel. No: _____

E-mail: tradeshow@bell.ca



APPLICANT DETAILS:

REQUEST TO BIND

Name of Applicant(s): _____

Postal Address: _____ City: _____ Province: _____ Postal Code: _____

Has insurance ever been cancelled or refused? Yes No

If yes, please provide details: _____

Any liability losses, insured or otherwise in the past 5 years? Yes No

If yes, please provide details: _____

EVENT DETAILS:

Name of Event: _____

Category of Event: Booth / Kiosk Private Function, Attendance by Invitation (max 1,000 guests) Public Event

Location of Event (PO Box not acceptable):

Address: _____ City: _____ Province: _____ Postal Code: _____

Are you conducting any demonstrations that could cause injury to attendees? Yes No

If yes, please provide details: _____

Are any products being sold from this booth? **Please note that this policy will not provide any coverage for products liability.** Yes No

Will your booth serve any liquor? Yes No

Duration of Event: Up to 7 days 8-14 days 15-30 days 31-90 days Other – please describe: _____

Limit of Liability: \$1 Million \$2 Million Other – please describe: _____

Effective Date: ____/____/____ (MM/DD/YYYY) Effective Time: ____:____ AM PM

Expiry Date: ____/____/____ (MM/DD/YYYY) Expiry Time: ____:____ AM PM

Additional Insured #1 (if applicable) Name & Address: _____

*** INSURANCE IS NOT IN EFFECT UNTIL PREMIER HAS ISSUED A BINDER NUMBER OR POLICY DOCUMENTS. ***

Limit of Liability: \$1,000,000

Limit of Liability: \$2,000,000

Table with 2 columns: Limit of Liability: \$1,000,000 and Limit of Liability: \$2,000,000. Rows include duration options (Up to 7 days, 8-14 days, 15-30 days, 31-90 days) and corresponding premium and policy fee amounts.

Premium: \$_____ + policy fee \$50

NOTE: Premiums are fully earned and retained once binder number issued by Premier Canada.

15% Broker Commission on Premium
The policy will be subject to a minimum \$1,000 deductible

DECLARATION / CONSENT

PLEASE READ BEFORE SIGNING: A claim will become invalid and the Insured's right of recovery is forfeited where (a) an Applicant for this contract gives false particulars to the prejudice of the insurer or knowingly misrepresents or fails to disclose any fact in any part of this application required to be stated therein; or (b) the insured fails to inform material changes to these facts during the term of the contract; (c) the insured contravenes a term of the contract or commits a fraud; or (d) the insured willfully makes a false statement in respect of a claim.

The Applicants have reviewed all parts and attachments of this application and acknowledge that all information is true and correct and understand that this application for insurance is based on the truth and completeness of this information.

The personal information provided in this document and in the future including, but not limited to, credit information and claims history may be collected, used and disclosed by the insured's representative or insurance company, subject to local legislation, for the purpose of communicating with the insured or their representative, assessing the application for insurance and underwriting any such policies, evaluating claims, detecting and preventing fraud, and analyzing business results. I confirm that all individuals whose personal information is contained in this document have authorized that I agree to the above on their behalf.

NOTE: Insurance is not in effect until Premier has issued a binder or policy documents.

Applicant's Signature: _____ Date: _____

Brokerage Firm: TWIS o/a Mantha Insurance AGT #: _____ Email: _____

Broker's Signature: (Print) _____ Date: _____

Premier Canada Assurance Managers Ltd. is one of Canada's largest Managing Underwriting Agents. The underwriting insurance carrier varies by line of business and region - please refer to specific quote for declaration of the underwriting insurance company(s).

** Email application and attachments to - kelly@manthaninsurance.com or kirk@manthainsurance.com**

P: 1-613-746-1450 x276 (Kirk), 1-613-746-1450 x274 (Kelly)

F: 1-613-746-9836



KITCHENER RV SHOW & SALE
March 17-19, 2023

Exhibitor admission badge order form

Company Information:

Company Name: _____

Phone: _____ Cell Phone: _____

of Badges Requested _____

Do you require lanyards with your badges: **Yes** **No**

Admission badges will be available at the show office during move-in.

Badges are to be worn during the entire show and shown to security when entering the facility.

****PLEASE DO NOT GIVE THESE BADGES TO CONSUMERS!****

Please send your request to the ORVDA office no later than **February 22, 2023**, via email to; michelle@ontariorvda.ca.

Thank you and have a great show!



KITCHENER RV SHOW & SALE
March 17-19, 2023

Exhibitor admission tickets order form

Available to **EXHIBITORS ONLY**

<u>TICKETS</u>	<u>QUANTITY</u>	<u>COST</u>
Single - \$7 (1 Person) (Kids 16 & under are free)	_____	_____
		Total = _____

Company Information:

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____

Total: = \$ _____

VISA/MC #: _____ Expiry Date: _____

CVV #: _____

Name on Card: _____

Signature: _____

Invoice: (Members Only)

Mail to Dealership:

Pick-up at Show Office:

****Ticket orders must be submitted before February 22, 2023, in order to receive by mail. After February 22, 2023, they will only be available for pick-up at the show office on move-in day.****

Please return to the ORVDA office via e-mail to; michelle@ontariorvda.ca

Kitchener RV Show & Sale

March 17-19, 2023

Booth Décor Package

\$325 each + HST

(45% discount when ordered directly with the show)

Décor Package Includes:

Carpet - Grey

1 – 6' draped table

2 – grey sided chairs

****package cannot be altered****

10x8 Booth (Rink Level)

10x6 Booth (Campgrounds Only Mezzanine Level)

Décor Package available until February 22nd after deadline must be order with Show Decorator (Stronco).

Company Name: _____

Contact Name: _____

Phone: _____ **E-Mail:** _____

Booth Number: _____

of Packages ____ **Subtotal \$** _____ **HST \$** _____ **Total \$** _____

Visa/MC # _____

Expiry Date: _____ **CVV #:** _____

Name on Card: _____

Signature: _____

Please email to ORVDA office: kim@ontariorvda.ca or michelle@ontariorvda.ca



KITCHENER RV SHOW & SALE
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Onsite Contact Information

For all exhibitors, please fill in the below information for your onsite contact. If you have more than one person fill out a second form. This information is for ORVDA show staff and office only.

Company Information:

Company Name: _____

Onsite Contact Person: _____

Email: _____ Phone: _____

Please submit no later than **February 22, 2023**. After this date we will use the information on your registration form.

Please send your completed form to the ORVDA office via email to; michelle@ontariorvda.ca.

Thank you and have a great show!



KITCHENER RV SHOW & SALE
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Website and Program Information

For all 10x8/10x6 booth exhibitors, please fill in the below with the information you would like published on the website and in the show program.

Company Information:

Company Name: _____

Website: _____ Email: _____

Phone: _____

Please submit no later than **February 22, 2023**. After this date we will use the information on your registration form.

Please send your completed form to the ORVDA office via email to;
michelle@ontariorvda.ca.

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