

# Kitchener RV Show & Sale Exhibitor Kit



## Kitchener RV Show and Sale March 15-17, 2024 Kitchener Memorial Auditorium

### Show Location:

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

### March 15, 10am-8pm

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

### March 16, 10am-7pm

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

### March 17, 10am-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](http://www.rvshowsontario.ca)

### Show Management:

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

**Cori , 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 13, 2024:

A complete schedule of wash, move in & staging diagram will be sent to all exhibitors 2 weeks prior to the show.

### Booth Exhibitors – MOVE-IN DAY IS Thursday, March 14, 2024:

- Move-In info will be forwarded 2 weeks 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 14, 2024, for the aisle carpet to be laid and preparations to be made for the Show Opening at 10:00am, Friday, March 15, 2024.**

## MOVE-OUT SCHEDULE

Move-out will commence at the closing of the Show (no earlier) at 5:00pm, Sunday, March 17, 2024.

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

**ALL MERCHANDISE MUST BE CLEARED FROM THE BUILDING BY MIDNIGHT, MARCH 17, 2024.** 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 will be on a 24-hour basis from the commencement of move-in to the end of move-out.

# Kitchener RV Show & Sale Exhibitor Kit

## ELECTRICAL

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

**\*\*Please note; electrical drops must be ordered no later than, March 4, 2024.**

*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 4, 2024**, at 888-331-8885. It is recommended that vendors have their own cords, bungees or fastening hooks for banners.

## DECOR

Display material (other than what ORVDA provides) can be ordered from the exclusive show contractor, Stronco – Mon-Fri from 8:30am-5pm at **800-665-2621** or via email at [exhibitorservices@stronco.com](mailto:exhibitorservices@stronco.com).

**Advanced reduced price order deadline is February 20, 2024.**

Online orders – [www.stronconline.com](http://www.stronconline.com) – show code: **520085445**

## 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

### **Courtyard by Marriott Kitchener**

2960 King Street East, Kitchener

Group Name: **KRVSHOW**

Room Rate: \$159.99 + taxes (1 King or 2 Queen Bed)

Parking Rate: \$12/day

Cut-Off Date: **February 21, 2024**

Reservations: 519-894-9500

### **Crowne Plaza Kitchener-Waterloo**

105 King Street East, Kitchener

Group Name: **KRVSHOW**

Room Rate: \$149.00 + taxes (1 King or 2 Queen Bed)

(Click date at top of page to select dates for stay)

Parking Rate: \$12/day

Cut-Off Date: **February 23, 2024**

Online Booking Link: [KRV](#)

Reservations: 519-744-4141

### **Additional Hotels in area (no room block)**

#### **The Walper Hotel**

20 Queen Street South,  
Kitchener

519-745-4321

#### **The DoubleTree by Hilton Kitchener**

30 Fairway Rd S, Kitchener  
519-893-1211

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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, 2024**

## ADMISSION TICKETS

Exhibitors can purchase discounted admission tickets to give to their consumers. Order form included in package. **Deadline Date: February 22, 2024**

## 10x8 Booth Décor Package

Booth Decor Package is available to 10x8 booth exhibitors only. Décor Package is ordered through ORVDA. Order form is included in package. **Deadline Date: February 22, 2024.**

## ADDITIONAL REQUIRED INFORMATION

- Onsite Contact information (Office use only). Form included in package. **Deadline Date: February 22, 2024.**
- Website & Program Information (what you would like published). Form included in package. **Deadline Date: February 22, 2024**



**Kitchener RV Show**  
**Electrical Order Form**  
**March 15-17, 2024**

**Electrical service requirements must be ordered and emailed to ORVDA by March 6, 2024**

**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 1 panel with 15 to 20 – 115-volt outlets for 15 AMP service.

QTY \_\_\_\_\_ 15 AMP service 15-20 outlets \$105.00 + HST

QTY \_\_\_\_\_ 50 AMP service is available at \$130.00 + HST per breaker (plus parts)  
– **Park Models Only**

**Booth Exhibitors:**

- 115 Volt 15 AMP service

QTY \_\_\_\_\_ 15 AMP service 115-volt outlet \$80.00 + 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](mailto:kim@ontariorvda.ca) or [michelle@ontariorvda.ca](mailto:michelle@ontariorvda.ca)

Exhibitor Name \_\_\_\_\_

Booth # \_\_\_\_\_ Contact (for installation) \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_



# Telecommunications Service for Special Events

<p><b>Voice services</b></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><b>Connection charges:</b> cable and labour <b>\$240.00 per line</b> <b>Billing minimum one month</b></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><b>Business internet on copper</b></p> <p>* <b>Speed</b></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>* <b>Static IP (only 1 access available)</b> _____ 42.00 \$</p> <p>* <b>Installation charge</b> for dryloop line _____ 115.00 \$</p> <p><b>Connection charge for high speed internet:</b> <input type="checkbox"/> 75.00 \$ per service - Full installation</p> <p><b>Billing minimum one month</b></p> <p><b>High speed line available where technology permits.</b></p> <p><b>Following installation, you will receive 2 invoices, 1 for Voice service and 1 for Internet service.</b></p>	10mbps/1mbps	_____	160.00 \$	15mbps/10mbps	_____	206.00 \$	25mbps/10mbps	_____	245.00 \$	50mbps/10mbps	_____	305.00 \$
10mbps/1mbps	_____	160.00 \$											
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<p><b>Internet Services with Fiber</b></p> <p>* <b>Speed</b></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><b>Minimum one month service. Long distance charges, GST and QST are additional. Pri</b> 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><b>Internet Services with Fiber</b></p> <p>Internet installation charge \$75 per connection</p> <p>* <b>Speed</b></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><b>Static IP (only 1 access available)</b> _____ 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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## 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](mailto: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 15-17, 2024**

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, 2024**, via email to; [michelle@ontariorvda.ca](mailto:michelle@ontariorvda.ca).

**Thank you and have a great show!**





ONTARIO RV DEALERS ASSOCIATION

**KITCHENER RV SHOW & SALE**  
**“NEW THIS YEAR”**  
**E-TICKETS ONLY**

**ADMISSION TICKETS ORDER FORM**

**March 15-17, 2024**

Available to **EXHIBITORS ONLY**

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

**Company Information:**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Order Email: \_\_\_\_\_

Delivery Email (to send tickets to): \_\_\_\_\_

Total: = \$ \_\_\_\_\_

VISA/MC #: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ CVV #: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

Invoice:

Cheque:

***\*Ticket orders must be submitted before February 22, 2024. All e-tickets will be Emailed to the delivery email provided above.\****

***\*\*Additional e-tickets will be available for purchase at the show office during show operating hours. You must have capabilities to print them off or email pdf to consumer at the show.\*\****

Please return to the ORVDA office via e-mail to; [michelle@ontariorvda.ca](mailto:michelle@ontariorvda.ca)

**Kitchener RV Show & Sale**

**March 15-17, 2024**

**Booth Décor Package**

**\$335 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)**

**Décor Package available until February 22<sup>nd</sup> after deadline must be ordered 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](mailto:kim@ontariorvda.ca) or [michelle@ontariorvda.ca](mailto:michelle@ontariorvda.ca)



**KITCHENER RV SHOW & SALE**  
**March 15-17, 2024**

**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, 2024**. 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](mailto:michelle@ontariorvda.ca).

**Thank you and have a great show!**



**KITCHENER RV SHOW & SALE**  
**March 15-17, 2024**

**Website and Program Information**

For all 10x8 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, 2024***. 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](mailto:michelle@ontariorvda.ca).

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