

SALEM RECREATIONAL VEHICLE SHOW

OCTOBER 12, 13, 14, 15, 2017

PRODUCED BY WESTLAKE PROMOTION INC.

Exhibitor Information

Balance of all contracts due before move-in

October 12, 10-7pm

October 13, 10-7pm

October 14, 10-7pm

October 15, 10-5pm

Oregon State Fair & Expo Center 2330 17th N.E. Salem Oregon 97303



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RV exhibitors must send
"PROOF OF INSURANCE"

To Westlake Promotion at 360-568-8881 naming Oregon State Fair &
Expo Center and Westlake Promotion as additional insured

Questions?

BILL BRADLEY

Westlake Promotion Inc.

Phone 206-669-7375

Email bbwestlake@seanet.com Web: www.westlakepromo.com

Show Schedule

Salem, Oregon RV Show
October 12, 13, 14, 15, 2017

Monday October 9

7:30-6pm **RV Staging**

All RV exhibitors may enter the fairgrounds off Sunnyview Blvd. and park rigs in main lot.
Do not move any rigs into show position at this time.

Tuesday October 10

7:30 am **RV Move-in per individual schedules**

8pm

Wednesday October 11 BOOTH EXHIBITORS NOT DISPLAYING VEHICLES MOVE- IN 9AM

8am Facility opens

9am Booth exhibitors move in. All exhibitors please check in at show office prior to set up.

8pm Facility closes

Thursday October 12

8am Show office opens

10am Show opens to the public

11:15 Exhibitor luncheon

7pm Show closes

Friday October 13

8am Show office opens

10am Show opens to the public

11:15 Exhibitor luncheon

7pm Show closes

Saturday October 14

9am Show office opens

10am Show opens to the public

11:15 Exhibitor luncheon

7pm Show closes

Sunday October 15

9am Show office opens

10am Show opens to the public

11:15 Exhibitor luncheon

5pm Show closes

5pm Booth move-out

Monday October 16

7:30am Buildings open. Move out continues.

4pm All rigs must be clear of buildings and fairgrounds.

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Exhibitor Quick Info

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All Exhibitors

Show Office	Located in the Jackman-Long Building adjacent to the main show entrance. The office will be open 9am booth exhibitor move-in day and remain open through move out. The show office opens each morning one hour prior to show opening.
Parking	Parking is free.
Insurance	All exhibitors are required to provide Westlake Promotion Inc. with an insurance certificate. This certificate must list as names insured: Oregon State Fair & Expo Center and Westlake Promotion Inc. If you have not already done so fax a copy of your insurance certificate to Westlake Promotion 206-708-7406.
Decorator & Drayage Services	D.W.A. Decorating Services is the decorator for the Salem RV Show. If you need drayage or dressed tables, counters, chairs, stools, rugs, lights, etc. Pre-order and Pre-payment is required. Contact D.W.A. (503) 228-6800.
Telephone Hook Up	The only way to guarantee phone service is for you to personally make sure you have a processed order complete with tracking number . With a minimum of 10 days advance notice----- Call Qwest/Century Link at 877-744-4416 BE SURE TO LET THEM KNOW THIS IS FOR TEMPORARY SERVICE ONLY Since Westlake cannot place your phone orders we cannot be responsible for any of the follow up so make sure you receive confirmation on all phone line orders.
Luncheon	An exhibitor luncheon is provided courtesy of Westlake Promotion 11:15 to 12:00 on show days.
Speakers	No loudspeakers or microphones are permitted in your exhibit space. Exhibits that depend on sound systems must be approved by Westlake Promotion in writing.
Music Policy	Absolutely no music of any kind is allowed without A.S.C.A.P. or B.M.I. written approval. That includes playing radios, stereos, CD's, etc. at any time during the show.
Admission	Adults \$7, Seniors (65+) \$6.50, Children 16 & under free if accompanied by an adult

Booth Exhibits Only

- Move In** | Wednesday October 11th, 9am-5pm
All exhibitors must check-in at show office before setting-up
- Booth** | Exhibit booth includes: 8 ft high backwall drape, 3 ft high siderail drapes, ID sign, 500 watt power service. If you need help setting up your display, please contact the decorator, D.W.A, in advance to schedule these services, (503) 228-6800.

RV Exhibits Only

- BE-BACK Passes** | In past years we have honored dealer business cards for customers returning to the show and billed dealers after the show. We have not had any problems with this system except for the extra office work of billings. To streamline the process, instead of honoring business cards at the ticket gate there will be special passes available at the show office that can be purchased by the dealers for 1/ 2 price of \$3.50 each. These will be the only passes honored at all ticket gates
- Cleaning** | For those without self contained washing stations, 4 cleaning areas and running water will be available at the Fairgrounds during move in on Tuesday and Wednesday. Please do not tie up a any washing stations by trying to wash each rig as you move in. **Wash rigs first, clear the washing station, and then move into show position.** Bring a hose and cleaning supplies.
NOTE: SOAP MAY ONLY BE USED AROUND THE FRIENDSHIP SQUARE AREA OF THE SHOW.
- Used RVs** | Used RVs will be classified as those having a verifiable processed registration showing new owners (not just a temporary permit or warranty start).
- Oregon Inspection Tags** | All rigs must have Green Oregon Inspection Tags. For more information contact: RV Inspector, (503) 373-1235.
- RV Electrical Hookup**
*** | Power will be supplied to each of your units. Make sure you have correct adapters for standard plug in. Make sure you bring a few 25 ft extension cords in case you need a little extra line to reach the power distribution boxes. ***** There is not enough power to support halogen lights, electric heaters, microwaves or other major accessories – use running lights only *****

Questions?

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Westlake Promotion, Inc.

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Exhibitor Badges

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YOU MUST RETURN THIS COMPLETED FORM TO RECEIVE EXHIBITOR WORKING PASSES

ADDITIONAL BADGES CAN BE MADE ON SHOW SITE AS WELL

FAX TO
WESTLAKE PROMOTION 360-568-8881

Important Note: Passes are for people working in your booth. Exhibitors must be prepared to identify themselves to security. Limit 6 badges per exhibit.

Your Company Name	_____	Your Space #	_____
Badges Ordered By	_____	Your Phone #	_____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Booth exhibitors can pick up badges in the show office.

FAX TO
WESTLAKE PROMOTION 360-568-8881
Or
E-mail this form
sswestlake@seanet.com

Salem Area Lodging

Phoenix Inn (north)
888-239-9593

Phoenix Inn (south)
800-445-4498

Best Western Mill Creek Inn
800-346-9659

Salem Inn
888-305-0515

Comfort Suites
800-228-5150

Shilo Inn
503-581-4001

Best Western Pacific Highway Inn
800-832-8905

Best Western New Kings Inn
800-528-1234

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Fire Marshal Information

370 Trade St. SE, Salem, OR 97301

1. No display or exhibit shall be installed or operated that will interfere in any way with access to any exit or any exit sign. No display shall block access to fire fighting equipment such as fire extinguisher stations, fire hose cabinets and fire hydrants.
2. Any displays, exhibit booth or temporary construction in connection therewith shall not be built of highly combustible material. The use of any combustible construction material shall be approved by the Fire Marshal prior to use.
3. Any paper or fabrics used in construction of displays or exhibits shall be fire resistive or treated with an approved fire retardant solution prior to use in displays.
4. All electrical extension cords must be of the three-wire #14 grounded, hard usage type. No two-wire extension wiring will be allowed. All extension wiring shall be protected from physical damage.
5. Electrical equipment and installation shall be inspected and approved by the State Electrical Division.
6. The use, storage and handling of all flammable and combustible liquids shall be subject to written approval from the Fire Marshal.
7. The use and storage of Liquefied Petroleum Gas portable containers inside buildings or tents is prohibited.
8. All liquefied Petroleum Gas tanks located on the exterior of building or tents shall be secured in an approved manner, rigidly supported by brackets or secured to an upright member with chains.
9. Commercial cooking will only be allowed in approved locations and with approved equipment. Prior approval by the Fire Marshal is required.
10. The use or exhibiting of motorized vehicles powered by gasoline internal combustion engines inside shall require the following:
 - All gasoline must be drained from the tank allowing only enough gasoline to enable vehicle to drive in and out of the building.
 - The battery or batteries must be disconnected and taped with electrical tape.
 - Vehicles must be inspected by the Fire Marshal.
11. Trash receptacles used in displays and exhibits shall be constructed of a non-combustible material.
12. Any display or exhibit requiring use of any type of open flame heating device is prohibited in any building or tent. All units are required to be inspected prior to use. Any other open flame equipment must be used in an approved outside location. All such locations shall be provided with a minimum of 2A, 10 BC rated fire extinguisher, mounted in a location accessible to occupants.
13. By order of the Fire Marshal, NO SMOKING will be allowed in the booths or inside the buildings.