

FREDERICKSBURG
CONVENTION CENTER



January 5-7, 2024

www.FburgRVshow.com

Dear Exhibitor:

Thank you again for participating in the upcoming Fredericksburg RV Show.

Details on RV staging, set-up hours, Show hours, break down, credentials, VIP tickets, utility orders and decorator orders are below.

RV Staging: Starting Friday December 29, 2023. Daily hours for staging are 8am-6pm. See attached map.

RV Dealer Move-in Times: Tuesday, Wednesday and Thursday. **You will be emailed your specific day and move-in time frame based on your location in the Show.**

Booth Exhibitor Move-In Times: Thursday, January 4th, 11am-5pm.

Show Hours: Friday, January 5th, 11am-8pm. Saturday, January 6th, 10am-7pm, & Sunday, January 7th 11am-5pm.

Move-Out Times: All units and all booth displays must be out of the building Sunday night by 8 pm. Any RVs not being taken back to your dealership Sunday night can be left in the staging parking lot beside the building and picked up no later than 5 pm on Monday.

Exhibitor Credentials: All show representatives should report to the Show Office for credentials. The Show Office is located at the main Show Entrance. **No credentials are required during set-up or break-down.** We recommend you pick up credentials after your display is set up. Credentials will be available throughout the course of the Show, beginning at 9am each morning, at the Show Office.

Show Decorator Form and Utility Order Form: Please complete the attached forms if you need to rent any items for your display or require electric. **WI-FI is free.** Return forms to The Fredericksburg Convention Center. Please submit by deadline to receive discount.

We look forward to seeing and working with you. If you have any questions, please call us.

Sincerely,

Chris Grubbs & Anthony Tedesco

804-467-7038, 804-852-7310 Show Managers LLC

Show Managers LLC

9367 Hartford Oaks Dr., Mechanicsville, VA 23116 • inquire@vashows.com • 804-467-7038



January 5-7, 2024
fburgrvshow.com

STAGING LOT

**FREDERICKSBURG
CONVENTION CENTER**
2371 Carl D Silver Parkway
Fredericksburg, VA 22401

STAGING LOT

**SHOW
ENTRANCE**





DISTRIBUTION AUTHORIZED REQUEST

The Fredericksburg Convention Center is the authorized Food and Beverage Manager. Exposition sponsoring organization and/or their exhibitors may distribute food and / or beverage products **ONLY** upon written authorization. **FOR ALL NON-PACKAGED FOODS – THE CITY OF FREDERICKSBURG HEALTH DEPARTMENT REQUIRES YOU TO HAVE A PERMIT. IF YOUR BUSINESS FALLS UNDER**

IF YOU HAVE ANY QUESTIONS, PLEASE CALL THEM AT 540-899-4142

- No alcoholic beverages may be sampled / sold in the Fredericksburg Convention Center or on its property.
- Items dispensed are limited to products manufactured by or licensed for distribution by exhibiting firms and must be related to the purpose of the show.
 - a. Beverages limited to maximum 3 oz. container and 2 oz. product.
 - b. Food items limited to “bite size.”
- All items are limited to **SAMPLE SIZE**. If you do not comply with the above sample size, you may be asked to discontinue sampling.
- The company named below acknowledges that they have sole responsibility for the use, sale, servicing, or other disposition of such items in compliance with all applicable laws. Accordingly, the company agrees to indemnify and forever hold harmless the Fredericksburg Convention Center from all liability damages, losses, costs or expenses resulting directly or indirectly from their use, sale, serving or other disposition of such items. The company must also comply with all City of Fredericksburg Health Department rules and regulations.
- Food and / or beverage items used as traffic promoters (i.e., coffee, candy, popcorn, soda, etc.) must be purchased from the Fredericksburg Convention Center.

Show Name:	RV Show		Show Date(s):	January 5-7, 2023	
Company Name:					
Phone:			Fax:		
Address:					
City:		State:		Zip:	
Email:					
Contact Person:			Title:		
Signature:			Date:		
Product(s) you wish to dispense:					
Size of Portion to be dispensed:					
Proposed Method of Dispensing and Reason for Offering Samples:					

Approved: _____
Management, FCC

Not approved: _____
Management, FCC

*This form must be submitted a MINIMUM of (10) TEN days prior to the first show day.



FREDERICKSBURG CONVENTION CENTER

EXHIBITOR SERVICES ORDER FORM:

ELECTRICAL | WATER | BANNER HANGING | LABOR

Event: RV Show

Dates: January 5th - 7th, 2024

Company: _____

ADVANCED PAYMENT PRICE DEADLINE: Friday, December 29th, 2023

In order to grant the discount, the Fredericksburg Expo & Conference Center MUST receive the full payment and the order form no later the above date. All payments received after this date will be charged REGULAR PRICE.

ELECTRICAL & WATER:

ELECTRICAL OUTLETS Approx. 120V 208V A.C. 60 Cycle

—PRICES ARE FOR ENTIRE EVENT.

	QUANTITY		PRICE		COST
	For Show Hours Only	For 24 hrs/day	Advanced Payment	Regular	
120 VOLT					
501-1000 WATTS (10 AMPS)	_____	_____	95.00	110.00	_____
1001-1500 WATTS (15 AMPS)	_____	_____	153.00	230.00	_____
1501-2000 WATTS (20 AMPS)	_____	_____	176.00	264.00	_____
208 VOLT (SINGLE PHASE)					
10 AMPS	_____	_____	231.00	347.00	_____
15 AMPS	_____	_____	263.00	395.00	_____
20 AMPS	_____	_____	329.00	494.00	_____
30 AMPS	_____	_____	394.00	591.00	_____
208 VOLT (THREE PHASE)					
10 AMPS	_____	_____	307.00	461.00	_____
15 AMPS	_____	_____	353.00	530.00	_____
20 AMPS	_____	_____	441.00	662.00	_____
30 AMPS	_____	_____	529.00	794.00	_____

ELECTRICAL LABOR RATES: (Applies to 208v & Higher)

STANDARD TIMES = Mon - Fri 8:00am— 4:30pm (non-holidays) 225.00 per hour _____

LIGHTING EQUIPMENT (Labor Included) Include drawing showing light location

150 WATT POLE LIGHT 60.00 89.00 _____

MATERIAL (Electricity not included)

EXTENSION CORDS (15', 25', 50') 21.00 _____

MULTI OUTLET STRIP 21.00 _____

ETHERNET 150.00 _____

WATER (Labor Included)

Water Fill (up to 200 gallons) 115.00 _____

Water removal (up to 200 gallons) 115.00 _____

Ice (per 10lbs) 10.00 _____

BANNER HANGING:

- EXHIBITOR must provide all required hardware, such as chains, rope, braces, hooks, etc.
- If the sign is illuminated, you will need to order electric.
- If you wish to purchase material from us please check all that apply below:

BANNER/SIGN FEES:	PRICE:	QUALITY:
Banners (up to 8')	\$55.00	_____
Banners (8' and above)	\$75.00	_____
Signs	\$100.00	_____

MATERIAL:

Aluminum Pole & Tie Wraps	\$25.00/per banner	_____
Rope	\$10.00/per banner	_____

*PLEASE INDICATE BANNER/SIGN SIZE: _____

LABOR:

RATE = \$28/per hour

Dates and times needed (indicate AM or PM):

Date: _____ From: _____ To: _____

Date: _____ From: _____ To: _____

Date: _____ From: _____ To: _____

Date: _____ From: _____ To: _____

TOTAL PAYMENT:

Electric / Water Total	+	_____
Banner Hanging / Labor.....	+	_____
Add 5.3% VA Sales TAX (Lighting Equip. & Materials Only)	+	_____
3.5% Credit Card Processing Fee	+	_____
(ALL Card Payments)		_____
TOTAL PAYMENT.....	\$	_____

Payment by check: Payable to Fredericksburg Expo & Conference Center—mail to 2371 Carl D. Silver Parkway, Fredericksburg, VA 22401

Payment by credit card: Fill in all credit card information below, sign form and mail, or email to exhibitorservices@fred-center.com or fax to 540-548-5577

QUESTIONS? Contact Fredericksburg Expo & Conference Center at 540-548-5555 or exhibitorservices@fred-center.com

COMPANY NAME:		NAME ON CARD:	
ADDRESS:		PHONE:	
CITY:	STATE:	ZIP CODE:	
PAYMENT METHOD (CIRCLE): CHECK VISA MC AMX DISC		CARD #:	
EXPIRATION:	CVV CODE:	EMAIL:	
PRINT NAME:	SIGNATURE:		



FREDERICKSBURG CONVENTION CENTER

EXHIBITOR SERVICES ORDER FORM:

DRAYAGE | SHIPPING | MATERIAL HANDLING | FORKLIFT

Event: RV Show

Dates: January 5th - 7th, 2024

Company: _____

ADVANCED PAYMENT PRICE DEADLINE: Friday, December 29th, 2023

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DRAYAGE | SHIPPING | MATERIAL HANDLING:

FREIGHT HADLING FEES PER HUNDRED WEIGHT (CWT)

Shipments up to 100 lbs. _____	\$38.00 per 100 pounds
101—200 lbs. _____	\$35.00 per 100 pounds
201—300 lbs. _____	\$30.00 per 100 pounds
301—400 lbs. _____	\$25.00 per 100 pounds
401—500 lbs. _____	\$20.00 per 100 pounds

Amounts over 500 lbs. _____ Please call in advance to make receiving arrangements.

[Example: 450 lbs. divided by 100 = 4.5 x \$20.00 = \$90.00]

*Additional forklift & labor charges may apply for materials delivered on pallets, or for materials unable to be hand delivered. FedEx Letter or other carrier packages weighing 1 pound of less are received and sored free of charge.

SHIPPING ADDRESS:

Fredericksburg Expo & Conference Center
2371 Carl D. Silver Parkway
Fredericksburg, VA 22401

SHIPPING INFORMATION:

Show Name: RV Show Estimated Delivery Date: _____
Carrier: _____ Total # of Packages: _____ Total Cost (See Above): _____

INSTRUCTIONS:

- **Shipment Weight:** Each shipment weight is calculated by adding the weight of each package to obtain one total shipment weight. If multiple shipments are received, each shipment will be handled as a separate weight, and billed as separate charges. The Fredericksburg Expo & Conference Center does not take responsibility for Freight Handlers, such as UPS and FedEx, nor for splitting your shipments into multiple deliveries.
- **Insurance:** All shipments should be insured by the exhibitor. We will not be responsible for lost or stolen exhibits from the time received, while on show floor, or while being moved out.
- **Outbound Shipping:** The Fredericksburg Expo & Conference Center will NOT be responsible for shipping exhibitor's product from the Fredericksburg Expo & Conference Center. Items are NOT TO BE LEFT on the show floor for carrier pick-up. Any items left after show closing will be considered trash and disposed of.
- We will accept shipments from January 2nd, 2023
- You must arrange for pick up by January 8th, 2023

FORKLIFT:

RATE = \$110/per hour (Includes driver; 1 hour minimum for use) Dates and times the forklift is needed (indicate AM or PM):

Date: _____ From: _____ To: _____

Date: _____ From: _____ To: _____

Date: _____ From: _____ To: _____

Date: _____ From: _____ To: _____

TOTAL PAYMENT:

Subtotal of Decorating	+ _____
Add 5.3% VA Sales TAX.....	+ _____
Booth Cleaning.....	+ _____
3.5% Credit Card Processing Fee	
(ALL Card Payments)	+ _____
TOTAL PAYMENT.....	\$ _____

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COMPANY NAME:		NAME ON CARD:	
ADDRESS:		PHONE:	
CITY:	STATE:	ZIP CODE:	
PAYMENT METHOD (CIRCLE): CHECK VISA MC AMX DISC		CARD #:	
EXPIRATION:	CVV CODE:	EMAIL:	
PRINT NAME:	SIGNATURE:		



FREDERICKSBURG CONVENTION CENTER DECORATING & INSTALLATION | BOOTH CLEANING

EXHIBITOR SERVICES ORDER FORM:

Event: RV Show

Dates: January 5th - 7th, 2024

Company: _____

ADVANCED PAYMENT PRICE DEADLINE: Friday, December 29th, 2023

In order to grant the discount, the Fredericksburg Expo & Conference Center MUST receive the full payment and the order form no later the above date. All payments received after this date will be charged REGULAR PRICE.

We will stop accepting check payments December 22nd, 2023

DECORATING SERVICES:

QTY.	DESCRIPTION	ADVANCED PRICE	REGULAR PRICE	Total
	8' Table (topped and skirted)	\$65.00	\$75.00	
	6' Table (topped and skirted)	\$55.00	\$65.00	
	4' Table (topped and skirted)	\$30.00	\$41.00	
	Any Size Table (topped and skirted), 42" High	Add\$37.00	Add\$44.00	
	8' Table (Plain—no top or skirt)	\$30.00	\$34.00	
	6' Table (Plain—no top or skirt)	\$23.00	\$28.00	
	4' Table (Plain—no top or skirt)	\$20.00	\$22.00	
	Any size table (plain) 42' high	Add \$18.50	Add \$22	
	High Cocktail Table (Plain—no top or skirt)	\$14.00	\$18.00	
	Padded Chair(s)	\$14.00	\$17.00	
	Folding Chair(s)	\$7.00	\$9.00	
	Counter Stool(s)	\$18.00	\$21.00	
	Carpet 9' x 10'	\$75.00	\$85.00	
	Carpet 9' x 20'	\$115.00	\$140.00	
	Carpet 20x20 or larger	\$.50/ sq. ft.	\$.70/ sq. ft.	
	Carpet Padding per 9' x 10'	\$50.00	\$65.00	
	3' Drape per running foot (Additional)	\$3.50	\$3.50	
	8' Drape per running foot (Additional)	\$6.50	\$6.50	
	8' Upright with Base	\$10.00	\$14.00	
	3' Upright with Base	\$9.00	\$13.00	
	Cross Bar	\$5.75	\$9.75	

If you need an item that is not listed above, contact FEACC at 540-548-5555 or email exhibitorservices@fred-center.com

BOOTH CLEANING:

CLEANING SERVICES:

A: Nightly Cleaning Service—Carpet vacuumed, floor swept, wastebasket emptied. Service starts on the final night of move-in and is provided nightly after show closing. Service ends the night before closing.

Total Sq Ft.	Rate per Sq. Ft.	# of Show Days	Total:
_____	@0.20/sq. ft.	x _____	\$ _____

B: On-Time Cleaning Service—Carpet vacuumed, floor swept, wastebasket emptied. Service is provided ONLY the night before the show opens.

Total Sq Ft.	Rate per Sq. Ft.	# of Show Days	Total:
_____	@0.20/sq. ft.	x _____	\$ _____

C. Carpet Shampoo—Service is provided ONLY the night before show opening. Shampoo mechanically extracted with solution, overnight air dry. No guarantee on stain removal or on liability for damage. Service available ONLY with 14 days prior notice.

Total Sq Ft.	Rate per Sq. Ft.	# of Show Days	Total:
_____	@0.20/sq. ft.	x _____	\$ _____

TOTAL PAYMENT:

Subtotal of Decorating + _____

Add 5.3% VA Sales TAX..... + _____

Booth Cleaning..... + _____

3.5% Credit Card Processing Fee
(ALL Card Payments)..... + _____

TOTAL PAYMENT..... \$ _____

Payment by check: Payable to Fredericksburg Expo & Conference Center—mail to 2371 Carl D. Silver Parkway, Fredericksburg, VA 22401

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ADDRESS:		PHONE:	
CITY:	STATE:	ZIP CODE:	
PAYMENT METHOD (CIRCLE): CHECK VISA MC AMX DISC		CARD #:	
EXPIRATION:	CVV CODE:	EMAIL:	
PRINT NAME:	SIGNATURE:		



**FREDERICKSBURG
CONVENTION CENTER**

**EXHIBITOR SERVICES ORDER FORM:
BOXED LUNCH ORDERS**

**Event: RV Show
Dates: January 5th - 7th, 2024**

Company: _____

BOXED LUNCH ORDERS DEADLINE: Wednesday, December 27th, 2023

Payment by check: Payable to Fredericksburg Expo & Conference Center—2371 Carl D. Silver Parkway, Fredericksburg, VA 22401

Payment by credit card: Fill in all credit card information below, sign form and email to exhibitorservices@fred-center.com or fax to 540-548-5577

QUESTIONS? Contact Fredericksburg Expo & Conference Center at 540-548-5555 or exhibitorservices@fred-center.com

BOXED LUNCH - CONCESSIONS ITEMS	Friday, 1/5/24	Saturday, 1/6/24	Sunday, 1/7/24
Chef Salad	(Quantity)	(Quantity)	(Quantity)
Ranch x ____ Balsamic x ____ Raspberry Vinaigrette x ____	\$15.50 x ____	\$15.50 x ____	\$15.50 x ____
Beef Hot Dog w/ Fries Ketchup & Mustard included	\$13.50 x ____	\$13.50 x ____	\$13.50 x ____
Personal Cheese Pizza	\$13.50 x ____	\$13.50 x ____	\$13.50 x ____
Personal Pepperoni Pizza	\$14.50 x ____	\$14.50 x ____	\$14.50 x ____
Chicken Tenders w/Fries	\$14.50 x ____	\$14.50 x ____	\$14.50 x ____
Chicken Salad	\$12.50 x ____	\$12.50 x ____	\$12.50 x ____
Beverages: (Included - one per meal)	Water x ____ Pepsi x ____ Diet Pepsi x ____ Sierra Mist x ____	Water x ____ Pepsi x ____ Diet Pepsi x ____ Sierra Mist x ____	Water x ____ Pepsi x ____ Diet Pepsi x ____ Sierra Mist x ____
TOTAL:	\$ _____	\$ _____	\$ _____

Sauces:	Subtotal: _____
Friday: BBQ x ____ Honey Mustard x ____ Ranch x ____	+11.3% City Meals Tax: _____
Saturday: BBQ x ____ Honey Mustard x ____ Ranch x ____	+3.5% Credit Card Processing Fee: _____
Sunday: BBQ x ____ Honey Mustard x ____ Ranch x ____	(All Card Payments) TOTAL DUE: _____

COMPANY NAME:	NAME ON CARD:	
ADDRESS:	PHONE:	
CITY:	STATE:	ZIP CODE:
PAYMENT METHOD (CIRCLE): CHECK VISA MC AMX DISC	CARD #:	
EXPIRATION:	CVV CODE:	EMAIL:
PRINT NAME:	SIGNATURE:	