



**January 31 - February 2, 2025**

[www.RichmondsRVshow.com](http://www.RichmondsRVshow.com)

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Dear RV Show Exhibitor:

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

Details regarding staging, Show set-up, Show hours, break down, name badges, utility orders and decorator orders are below.

**Staging:** Starting Saturday, January 25th through Wednesday, January 29th, 8a-6p (please see attached map).

**RV Dealer Move-in Times:** Tuesday 9a-5p, Wednesday, 9a-5p, Thursday, 9a-6p. **You will be emailed your specific day and move-in time frame based on your location in the Show.**

**Booth Move-in Times:** Thursday, January 30th, 11a-6p

**Show Hours:** Friday, January 31st, 11a-8p, Saturday, February 1st, 10a-7p, Sunday, February 2nd, 11a-5p.

**Move-Out Times: All units must be out of the buildings Monday, February 3rd by Noon.** Any units not being taken back to your dealership Sunday night and can be left in the Midway (see attached) and be picked up Monday. All units must be off the premises by Monday.

**Credentials:** Can be picked up at the Show Office. 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.

**Utility Order Form:** Please complete the attached Order Form(s) and send it back to [office@vashows.com](mailto:office@vashows.com) by January 10th. **PLEASE BE TIMELY ON SENDING IT TO AVOID PREMIUM FEE CHARGES CHARGED BY THE FACILITY.**

**Show Decorator info:** The Show Decorator is Premier Exhibits & Events, order forms and contact information are enclosed. Please abide by the deadlines on each form to avoid having to pay an "at show" premium price.

We look forward to seeing and working with you. If you have any questions, please call 804-852-7310 or 804-467-7038.

Sincerely,  
Chris Grubbs  
Anthony Tedesco  
Show Managers LLC

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Show Managers LLC

9367 Hartford Oaks Dr., Mechanicsville, VA 23116 • [inquire@vashows.com](mailto:inquire@vashows.com) • 804-467-7038

# RICHMOND RV SHOW

January 31 - February 2, 2025

**RICHMOND  
RACEWAY  
COMPLEX**

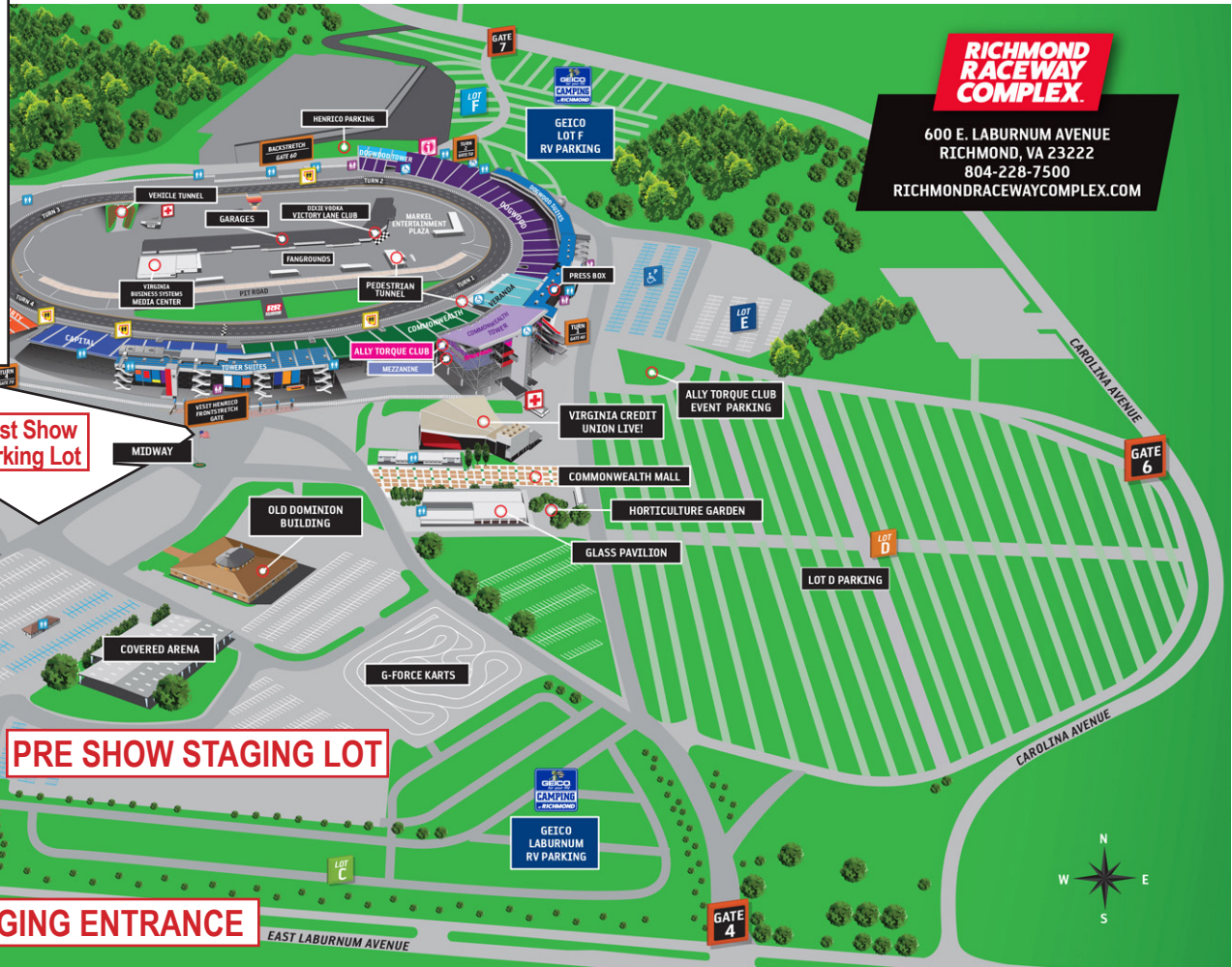


**PLEASE DO NOT ENTER WITH ANY RVS THROUGH THE MAIN GATE AT THE INTERSECTION OF LABURNUM & RICHMOND-HENRICO TRPK.**

**GATE 2 ONLY: 8a – 6p each day  
STAGING: Sat. Jan. 25th – Wed., Jan. 29th**

**SECURITY IF NEEDED: 804-370-3022**

**GPS ADDRESS: 800 East Laburnum Avenue  
Richmond, VA 23222**



**RICHMOND  
RACEWAY  
COMPLEX**

600 E. LABURNUM AVENUE  
RICHMOND, VA 23222  
804-228-7500  
RICHMONDRACEWAYCOMPLEX.COM

**Anthony Tedesco**  
**804-852-7310**  
sales@vashows.com



**Chris Grubbs**  
**804-467-7038**  
inquire@vashows.com



# Richmond RV Show BOOTH



## VENDOR ELECTRIC ORDER FORM

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

Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

	QTY	SERVICE	ADVANCE RATE	AT-SHOW RATE	TOTAL PRICE
<b>Electrical Service</b>		110 V - 20 Amp – Standard Outlet	\$60.00	\$115.00	
		1 Phase 208 V - 30 Amps & Under	\$100.00	\$200.00	
		1 phase 208 V - 50 Amps	\$125.00	\$250.00	
		3 Phase - 100 Amp			
Electrical Service will be available behind booth. Please be prepared with power strips and/or extension cords to move electrical connection around in your display. A limited supply of extension cords are available for a \$15.00 refundable deposit in show office.					

<b>Water Service</b>	Type	SERVICE	SERVICE RATE	TOTAL PRICE
	Fill	Water - \$4.00 per 100 gallons		
Show will make all attempts to have complimentary water service available during move-in hours to clean trailers but cannot guarantee service in the event of adverse weather conditions.				

	Type	SERVICE INSTRUCTIONS
<b>WI-FI</b>	Internet	Wireless internet connection is available free of charge. Access information will be provided during move-in.

Order Form Total \_\_\_\_\_

**To receive advance rate, payment must be received before January 10, 2025.**

Please email this form to [office@vashows.com](mailto:office@vashows.com) or call with your credit card number. \*ALL CREDIT CARD TRANSACTIONS INCLUDE A 3.5% SERVICE FEE.

\_\_\_ MasterCard \_\_\_ Visa \_\_\_ American Express \_\_\_ Discover

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

Card number \_\_\_\_\_ CSV # \_\_\_\_\_ Expiration (MM/YY) \_\_\_\_\_

Show Managers LLC

9357 Hartford Oaks Dr., Mechanicsville, VA 23116 [inquire@vashows.com](mailto:inquire@vashows.com) 804-467-7038



# Richmond RV Show

## RV DEALER **OUTSIDE** ELECTRIC ORDER FORM



RV Dealer Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

	QTY	SERVICE	ADVANCE RATE	AT-SHOW RATE	TOTAL PRICE
<b>Electrical Service</b>		110 V - 20 Amp – Standard Outlet	\$75.00	\$150.00	
		1 Phase 208 V - 30 Amps & Under	\$100.00	\$200.00	
		1 phase 208 V - 50 Amps	\$125.00	\$250.00	
		3 Phase - 100 Amp			
Electrical Service will be available behind booth. Please be prepared with power strips and/or extension cords to move electrical connection around in your display. A limited supply of extension cords are available for a \$15.00 refundable deposit in show office.					

<b>Water Service</b>	Type	SERVICE	SERVICE RATE	TOTAL PRICE
	Fill	Water - \$4.00 per 100 gallons		
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<b>WI-FI</b>	Internet	Wireless internet connection is available free of charge. Access information will be provided during move-in.

Order Form Total \_\_\_\_\_

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 Please email this form to [office@vashows.com](mailto:office@vashows.com) or call with your credit card number. \*ALL CREDIT CARD TRANSACTIONS INCLUDE A 3.5% SERVICE FEE.

MasterCard   
  Visa   
  American Express   
  Discover

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

Card number \_\_\_\_\_ CSV # \_\_\_\_\_ Expiration (MM/YY) \_\_\_\_\_

\* All credit card transactions include a 3.5% service fee.



# Richmond RV Show

## RV DEALER **INSIDE** ELECTRIC ORDER FORM



RV Dealer Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

	QTY	SERVICE	ADVANCE RATE	AT-SHOW RATE	TOTAL PRICE
<b>Electrical Service</b>		110 V - 20 Amp – Standard Outlet	N/C	N/C	
		1 Phase 208 V - 30 Amps & Under	\$100.00	\$200.00	
		1 phase 208 V - 50 Amps	\$125.00	\$250.00	
		3 Phase - 100 Amp			
Electrical Service will be available behind booth. Please be prepared with power strips and/or extension cords to move electrical connection around in your display. A limited supply of extension cords are available for a \$15.00 refundable deposit in show office.					

<b>Water Service</b>	Type	SERVICE	SERVICE RATE	TOTAL PRICE
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	Type	SERVICE INSTRUCTIONS
<b>WI-FI</b>	Internet	Wireless internet connection is available free of charge. Access information will be provided during move-in.

**Order Form Total** \_\_\_\_\_

**To receive advance rate, payment must be received before January 10, 2025.**  
 Please email this form to office@vashows.com or call with your credit card number. \*ALL CREDIT CARD TRANSACTIONS INCLUDE A 3.5% SERVICE FEE.

MasterCard   
  Visa   
  American Express   
  Discover

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

Card number \_\_\_\_\_ CSV # \_\_\_\_\_ Expiration (MM/YY) \_\_\_\_\_

\* All credit card transactions include a 3.5% service fee.



**JAN. 31 - FEB. 2. 2025**

## EXHIBITOR CHECK LIST

The forms in this packet enable you to order various services that will be helpful and important to the success of your exhibit. For your convenience, the following check list is provided to help ensure you return all the proper forms to the proper location to order the supplies and services you require.

The following information sheets/order forms in this packet are listed in alphabetical order for easy reference.

<b>INFORMATION SHEET/ORDER FORMS:</b>	<b>Pg.#</b>	<b>VENDOR:</b>	<b>ACTION:</b>	<b>DEADLINE:</b>
Booth Furnishings Form (Rental Order Form)	4	Premier Exhibit	1/17/25 for Advance pricing	1/23/25
Booth Cleaning	13	Premier Exhibit	Form to Premier Exhibit	1/23/25
Drayage Information	5-10	Premier Exhibit	Adv./Direct Shipping	1/23/25
Electrical / Internet Service Order	NA	RRC	On-line order RRC	1/5/25
General Information	1		Information	
Labor (Exhibit & Temporary) Order Form	12	Premier Exhibit	Form to Premier Exhibit	1/23/25
Outbound Shipping	11	Premier Exhibit	Form to Premier Exhibit	1/23/25
Payment – Premier Exhibit Policy Form	3	Premier Exhibit	Form to Premier Exhibit	1/23/25
Shipping Labels (Advance)	9	Premier Exhibit	Form to Premier Exhibit	1/23/25
Shipping Labels (Direct)	10	Premier Exhibit	Form to Premier Exhibit	1/23/25
Signs & Graphics	14	Premier Exhibit	Form to Premier Exhibit	1/10/25

**THANK YOU FOR YOUR COOPERATION. OUR BEST WISHES FOR A SUCCESSFUL  
2025 Richmond RV Show**

# PAYMENT POLICY FORM

PLEASE COMPLETE AND RETURN TO PREMIER EXHIBIT



**PLEASE FAMILIARIZE YOURSELF WITH THIS POLICY BEFORE ORDERING ANY SERVICES!**  
★★ **NO SERVICES WILL BE RENDERED WITHOUT FULL PAYMENT IN ADVANCE** ★★



**JAN. 31 - FEB. 2. 2025**

### TERMS

DISCOUNT PRICES only apply to advance orders with payment IN FULL that are received by Deadline Date, after which Standard Rates will be charged. ALL CHARGES FOR SERVICE AND/OR EQUIPMENT MUST BE PAID IN ADVANCE. On site orders must be paid by either CASH, CHECK, or for your convenience, VISA, MASTERCARD or AMERICAN EXPRESS.

*We have read, understand and agree to all terms as described above and have advised our show site representative accordingly.*

EXHIBITOR SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE NOTE: ELECTRICAL ORDERS SHOULD BE PLACED DIRECTLY WITH THE RACEWAY.

### PAYMENT BY CHECK, PLEASE COMPLETE THE FOLLOWING:

YOUR CHECK NUMBER: \_\_\_\_\_ DATED: \_\_\_\_\_ CHECK TOTAL: \$ \_\_\_\_\_

### PAYMENT BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

CHARGE (CHECK ONE)  MasterCard  Visa  American Express

**EXPIRATION DATE**

**ACCOUNT NUMBER:**

**CVC 3 (or) 4 DIGIT CODE**

\_\_\_\_\_/\_\_\_\_\_  
MONTH YEAR

**SIGNATURE:** \_\_\_\_\_

PLEASE PRINT CLEARLY: **Cardholders Name:** \_\_\_\_\_

**Cardholders Billing Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Company: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Street City State Zip



# RENTAL ORDER FORM



**ALL ORDERS MUST BE PAID FOR IN ADVANCE  
PLEASE COMPLETE THE ENCLOSED PAYMENT POLICY  
FORM AND RETURN WITH YOUR ORDER !!**



**JAN. 31 - FEB. 2, 2025**

Orders must be received by **Friday January 17, 2025**  
in order to receive the advance price.

Rental of booth furnishings listed below are for use during the show and include delivery and removal from the booth.

### SEATING

Qty.		Advance Price	Show Price	Amount
	Upholstered Chair	\$45.00	\$55.00	
	Molded Plastic Folding Chair	\$25.00	\$30.00	
	Bar Stool	\$30.00	\$40.00	
	Upholstered High Back Stool	\$50.00	\$75.00	
	Office Chair	\$175.00	NA	

### TABLE WITH SKIRT

Qty.		Advance Price	Show Price	Amount
	4'x 2' Standard 30" High	\$75.00	\$90.00	
	6'x 2' Standard 30" High	\$85.00	\$100.00	
	8'x 2' Standard 30" High	\$95.00	\$105.00	
	4'x 2' Raised 42" High	\$90.00	\$110.00	
	6'x 2' Raised 42" High	\$100.00	\$120.00	
	8'x 2' Raised 42" High	\$115.00	\$135.00	

Skirted tables include vinyl top & pleated skirt on three sides.

#### Skirt Colors

White  Blue  Black  Red

### ACCESSORIES

	Waste Basket with Liner	\$15.00	\$20.00	
	Floor Easel	\$25.00	\$30.00	
	Bag Rack	\$65.00	\$75.00	
	Literature Rack	\$105.00	\$125.00	
	22"x 28" Chrome Sign Holder	\$55.00	\$65.00	

### FOURTH SIDE TABLE SKIRT

	30" High Table	\$18.00	\$28.00	
	42" High Table	\$24.00	\$34.00	

### TABLE TOP RISERS & DRAPING

	6'x 1'x 12" Riser / Draped	\$55.00	\$65.00	
	8'x 1'x 12" Riser / Draped	\$65.00	\$75.00	

### ROUND TABLES & LINENS

	3' Round Table (30" High)	\$75.00	\$85.00	
	5' Round Table	\$95.00	\$115.00	
	36"R Pedestal Table (42" H)	\$85.00	\$100.00	

### CARPET

	10' X 10' Carpet	\$140.00	\$160.00	
	10' x 20' Carpet	\$250.00	\$275.00	
	10' x 30' Carpet	\$375.00	\$415.00	

#### Carpet Colors

Cayenne  Blue  Black  Tuxedo

**PLEASE RETURN ONE COPY TO PREMIER EXHIBIT & EVENT SERVICES AND RETAIN A COPY FOR YOUR FILES.**

#### CANCELLATION POLICY:

**Items cancelled after move-in begins  
will be charged at 50% of original price.**

#### TOTAL YOUR ORDER HERE

Sub-Total ..... \$ .....  
..... \$ .....  
**TOTAL DUE** ..... \$ .....

Please print or type below:

Your Company \_\_\_\_\_

Address \_\_\_\_\_

Authorized By (Print Name) \_\_\_\_\_

Signature \_\_\_\_\_

Name of Event **Richmond RV Show**

**Richmond Raceway Complex, Richmond, VA**

**January 31 - February 2, 2025**

Telephone No. \_\_\_\_\_

Email \_\_\_\_\_

Title \_\_\_\_\_



# DRAYAGE SERVICE ORDER FORM



ALL ORDERS MUST BE PAID FOR IN ADVANCE  
PLEASE COMPLETE ENCLOSED PAYMENT POLICY  
FORM AND RETURN WITH YOUR ORDER !!

If you are shipping in freight for the event, this form must be completed and mailed or faxed to the address above.

**SHIPMENTS MUST BE PREPAID - COLLECT SHIPMENTS WILL NOT BE ACCEPTED**

**SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE:**

Shipments of common freight and crated materials received at the warehouse, stored up to 30 days prior to the show. Delivered to your booth at show site, removal and return of empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock.

*ALL WEIGHTS WILL BE ROUNDED TO THE NEXT HIGHER HUNDRED WEIGHT (CWT)*

**RATES:** \$70.00 PER CWT (100 lbs.) per shipment. (minimum 200 lbs)  
Small Box Rate \$30.00 per box (Must be less than 30 lbs)

**Advance Shipments will be received**

Between Jan 15 through Jan 27, 2025

Advance Warehouse Receiving Hours: Monday - Friday, 8:00am - 4:00pm

**SERVICE B - DIRECT SHIPMENT TO SHOW SITE:**

Shipments will be received at show site during SCHEDULED installation period ONLY! Bills of Lading stipulating weight or a certified weight certificate must accompany all shipments! Unload from exhibitor or common carrier vehicles at show site. Delivered to your booth, removal and return of empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock.

*ALL WEIGHTS WILL BE ROUNDED TO THE NEXT HIGHER HUNDRED WEIGHT (CWT)*

**RATES:** \$68.00 PER CWT (100 lbs.) per shipment.  
Small Box Rate \$25.00 per box (Must be less than 30 lbs)

**Direct Shipments will ONLY be received during the following dates & times**



January 28 - 30, 2025. 8:00 am - 4:00 pm

NOTE: Billed weight is based on incoming weight only. The weight is taken from the INBOUND bill of lading" and/or the "certified weight ticket". Shipments arriving without a specified weight on the "bill of lading" will be assigned an approximate weight by Premier Exhibit. This weight estimate will prevail. There will be a handling charge of 25% for uncrated displays, machinery.

**EXHIBITOR MUST MARK AND CONSIGN ALL SHIPMENTS AS FOLLOWS:**

ADVANCE SHIPMENTS	DIRECT SHIPMENTS
Your Company Name Richmond RV Show c/o Premier Exhibit & Event 8411 Sanford Dr Henrico, VA 23228	Your Company Name Richmond RV Show c/o Richmond Raceway 600 E Laburnum Richmond, VA 23222

**SPECIAL SERVICES:**

- Banding is charged as labor (1 hour minimum) See labor order form.
- Shrink-wrap is \$55.00 per pallet.

Your Company \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 Street Address \_\_\_\_\_ Fax No. \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Authorized By (Print name) \_\_\_\_\_ Signature \_\_\_\_\_  
 Weight \_\_\_\_\_ No. of pieces \_\_\_\_\_ Estimated Arrival \_\_\_\_\_

(# of CWT's) x \$ _____ (Rate)	TOTAL AMOUNT DUE FOR DRAYAGE: \$ _____ TOTAL AMOUNT SPECIAL SERVICES: \$ _____ GRAND TOTAL DUE THIS ORDER: \$ _____
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Name of Event Richmond RV Show  
Richmond Raceway Complex  
January 31 – February 2, 2025

ALL ORDERS MUST BE PAID FOR IN ADVANCE PLEASE COMPLETE THE PAYMENT POLICY FORM AND RETURN WITH YOUR ORDER

## **LIMITATIONS OF PREMIER EXHIBIT LIABILITY & RESPONSIBILITY**

- A. Premier shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- B. Premier shall not be responsible for loss, theft, or disappearance of materials after delivery to exhibitors booth.
- C. Premier shall not be responsible for loss, theft, or disappearance before materials are picked up from the exhibitors booth for reloading after the show. Bills of lading covering outgoing shipments which are furnished to Premier by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
- D. Premier shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.
- E. Premier liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Premier maximum liability shall be limited to \$0.30 per pound per article, with a maximum liability of \$50.00 per item and \$1,000.00 per shipment.
- F. Premier shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profit or revenues, or for any collateral cost, which may result from any loss or damage to an exhibitors material which may make it impossible or impractical to exhibit same.
- G. **COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**  
All outbound shipping charges are guaranteed by the Exhibitor.
- H. **All shipping charges are the responsibility of the exhibitor.**
- I. **NOTE:** Shipments left in booth for which no disposition is provided, or if requested carrier fails to pick up shipment by move out time or refuses to accept shipment, Premier reserves the right to re-route such shipments or return materials to our warehouse. Exhibitor will be charged accordingly for this service. Premier will not be responsible for any additional charges caused by this re-routing. There are no facilities at the Hotel to facilitate the storage of exhibitor materials.
- J. Labor and service ordered on behalf of exhibitors by display builders or other parties should be so authorized in a letter from exhibitors. Payment for all labor and service will be the responsibility of the exhibitor.

## **SHIPPING INSTRUCTIONS AND DRAYAGE INFORMATION**

### **SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE**

Common carrier shipment consigned to advance warehouse should arrive between January 15<sup>th</sup> through January 27<sup>th</sup>, 2025. Shipments will be charged an additional delivery fee if after January 27<sup>th</sup>. The exhibit materials are delivered to your booth prior to installation time or during installation time depending upon show schedule. Empty crates and cartons are removed and stored for the duration of the event and returned at the show closing. Exhibit materials are then picked up at your booth and shipped directly from the show loading dock.

**NOTE:** Plan A does not apply to uncontainerized exhibit materials such as, but not limited to, displays, models, machinery, etc...

***ALL SHIPMENTS MUST BE PREPAID!!! COLLECT SHIPMENTS WILL NOT BE ACCEPTED!! UNSKIDDED OR UNCRATED MATERIALS WILL NOT BE ACCEPTED AT THE WAREHOUSE!***

Materials to arrive prior to set-up days must be shipped to Premier (Service A). Failure to do so may result in the return of goods to the shipper or the payment of re-consignment charges.

### **SERVICE B - EXHIBIT SITE MATERIAL HANDLING (DIRECT SHIPMENT)**

**Only arrive on January 28 - 30, 2025. 8 am – 4 pm.**

***CORRECT WEIGHTS SHOULD BE PROVIDED OTHERWISE RECEIVERS ESTIMATED WEIGHTS MUST PREVAIL.***

Certified weights may be requested on shipments containing pieces, weighing over 1000 lbs., received at warehouse or show site, and on shipments of machinery or uncrated materials received at show site. Weights of crated and uncrated materials or machinery should be listed separately on freight bills, otherwise the uncrated materials rate will apply to entire shipment.

### **ALL SHIPMENTS SHOULD BE INSURED BY THE EXHIBITOR,**

from the time it leaves his firm until its return from the show. Shipments received without receipts or freight bill will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments.

### **AT THE CLOSE OF THE EVENT EACH EXHIBITOR WILL BE EXPECTED TO LABEL THEIR OWN FREIGHT.**

Completed bill of lading must be made for each shipment, signed, and returned to the Premier service desk. Shipments being handled by UPS, Federal Express, and air freight companies, inbound and outbound, must have shipping arrangements made in advance. Premier can not make these arrangements.

The consignment or delivery of a shipment to PREMIER by an exhibitor, or by any shipper to, or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or shipper) of the terms and conditions set forth in this bulletin.

**AIR FREIGHT SHIPMENT** arrangements should be made for the shipments to be picked up at the event site. If Premier is requested to return freight to our facility for pick-up by an air freight carrier, that carrier must have proper documents to prove that carrier is acting as an agent for designated company and is authorized to pick-up the shipment. If in the event the designated air freight carrier walks off for any reason and leaves any freight, Premier reserves the right to reassign shipments to another air freight company.

**PREMIER RESERVES THE RIGHT TO ROUTE ALL L.T.L. COMMON CARRIER SHIPMENTS FROM SHOW SITE.** If special carriers are desired the material will be returned to our warehouse for shipment, extra charges will be made for this service (Please see Rate Sheet).

**EQUIPMENT OF THE SIZE OR NATURE MAKING IT IMPOSSIBLE TO EFFECT DELIVERY TO BOOTH** location will be moved as far as practical thereafter becoming the exhibitors responsibility.

**AFTER MATERIALS ARE PLACED AT THE EXHIBIT SPACE, PREMIER WILL NOT BE RESPONSIBLE** for the condition, count or contents until such time as the actual pick-up of the materials at the exhibit space after the close of the event. This applies even though the exhibitor is not present when the goods are delivered or picked up. All orders received by Premier prior to the removal of materials are subject to final count and correction made at the time of actual removal.

**THE HANDLING OF LOOSE EXHIBIT MATERIAL, INADEQUATELY PACKED, OR UNSKIDDED MATERIALS** will be done at the exhibitors risk. Premier is not responsible for damages to such materials or for concealed damages of materials arriving or departing in crates, cases, cartons or packages.

**ALL SERVICES CONTINGENT ON STRIKES OR ANY CONDITIONS BEYOND OUR CONTROL.**

All rates as quoted are based upon prevailing rates and are subject to change without notice.

**MATERIALS NOT REMOVED FROM THE EXHIBIT AREA UPON CLOSE OF THE SHOW** will be removed to a warehouse by the contractor. Items placed in warehouse will be at an additional charge to the exhibitor. After 30 days, items may be discarded.

**ALL PAYMENTS FOR DRAYAGE AND MATERIAL HANDLING SERVICES MUST BE MADE IN ADVANCE.**

If the exhibitor is uncertain of how to figure charges, please call. If weights are unknown a completed credit card form must be forwarded for drayage and material handling services.

**PREMIER RESERVES THE RIGHT TO WITHHOLD THE PERFORMANCE OF ANY PART OF THIS SERVICE OR OTHER SERVICES IF PROPER ARRANGEMENTS FOR PAYMENT ARE NOT MADE PRIOR TO SHOW OPENING.**

# ADVANCE WAREHOUSE

Premier Exhibit  
& Event Services  
*A Red Carpet Experience Every Time*



SHIP TO:

PREMIER EXHIBIT  
8411 Sanford Dr.  
Henrico, VA 23228



**JAN. 31 - FEB. 2. 2025**

Exhibiting Company Name \_\_\_\_\_

Booth # \_\_\_\_\_

Must arrive between **Jan 15 - Jan 27, 2025**

Please make sure that each piece shipped contains a label for proper receiving & placement within your booth  
Duplicates are acceptable, if needed

# ADVANCE WAREHOUSE

Premier Exhibit  
& Event Services  
*A Red Carpet Experience Every Time*



SHIP TO:

PREMIER EXHIBIT  
8411 Sanford Dr.  
Henrico, VA 23228



**JAN. 31 - FEB. 2. 2025**

Exhibiting Company Name \_\_\_\_\_

Booth # \_\_\_\_\_

Must arrive between **Jan 15 - Jan 27, 2025**

# Direct Shipment

Premier Exhibit  
& Event Services  
*A Red Carpet Experience Every Time*



SHIP TO Richmond Raceway  
c/o PREMIER EXHIBIT  
600 E Laburnum Ave  
Richmond, VA 23222



Exhibiting Company Name \_\_\_\_\_

Booth # \_\_\_\_\_

Only arrive- **Jan 28 - Jan 30, 2025**. 8 am - 4 pm.

Please make sure that each piece shipped contains a label for proper receiving & placement within your booth  
Duplicates are acceptable, if needed

# Direct Shipment

Premier Exhibit  
& Event Services  
*A Red Carpet Experience Every Time*



SHIP TO: Richmond Raceway  
c/o PREMIER EXHIBIT  
600 E Laburnum Ave  
Richmond, VA 23222



Exhibiting Company Name \_\_\_\_\_

Booth # \_\_\_\_\_

Only arrive- **Jan 28 - Jan 30, 2025**. 8 am - 4 pm.



P.O. Box 9986  
 Richmond, VA  
 Phone 804-338-5329  
 Fax 804-237-0458  
 Email—info@premierEEservices.com  
 www.premierEEservices.com

## OUT BOUND SHIPPING

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**PLEASE READ IMPORTANT INFORMATION BELOW REGARDING OUTBOUND SHIPPING**

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**FedEx or UPS** - Packages shipping out must have a new pre-printed label attached to each item. Items must be packed and ready to ship with label. Out bound service is included with in bound material handling fees. Those who have not paid in bound material handling cost will be charged for outbound service. Contact service desk for help or questions.

**LTL Outgoing Freight** – Please arrange with carrier of your choice to pick up your freight. Freight must be picked up by 10 pm on Sunday 2/2/25. Complete BOL or shipping labels that pertain to your carrier's specifications must accompany each shipment. All BOLs must be turned into the Premier Exhibit service booth prior to departure.

Please see the Premier Exhibit service desk to complete a bill of lading or turn in a completed bill of lading.

### Do not leave bill of lading in your booth!

Failure to complete and submit a completed bill of lading to the Premier Service Desk will result in additional fees for completing paperwork. Should your freight be held for any reason, additional handling and storage fees will be added to your charges/cost.

All materials **MUST** contain a shipping address for your next destination to prevent shipment separation.

When shipping to different destinations, a separate bill of lading is required for each destination.

All outbound shipments should be addressed/labeled as follows:

<b>FROM:</b>	SHIPPER NAME:	Your Company Name
	SHOW NAME:	Richmond RV Show
	FACILITY:	Richmond Raceway Complex
	ADDRESS:	600 E. Laburnum Avenue
	CITY, STATE, ZIP:	Richmond, VA 23222

<b>TO:</b>	CONSIGNEE NAME:	Receiving Company Name
	CONTACT NAME:	Name of Person Receiving Freight
	DESTINATION ADDRESS:	Street Address Where Shipment is Going
	CITY, STATE, ZIP:	Where Shipment is Going
	PHONE #:	Contact Person's Phone Number at Destination

5. **YOU ARE RESPONSIBLE FOR SCHEDULING YOUR OWN PICK-UP!!**

**IT IS YOUR RESPONSIBILITY TO HAVE ALL FREIGHT & EQUIPMENT CLEARED  
 FROM the Richmond Raceway Complex  
 BY 11:00 pm Sunday February 2, 2025**

ANY FREIGHT LEFT ON THE SHOW FLOOR THAT HAS NOT BEEN PICKED-UP BY THE ABOVE TIMES, WILL INCUR ADDITIONAL SHIPPING AND HANDLING CHARGES.

**Premier Exhibit & Event Services**  
A Red Carpet Experience Every Time

P.O. Box 9986  
Richmond, VA  
Phone 804-338-5329  
Fax 804-237-0458  
Email—info@premierEEservices.com  
www.premierEEservices.com

**EXHIBIT & TEMPORARY LABOR ORDER FORM**



ALL ORDERS MUST BE PAID FOR IN ADVANCE  
PLEASE COMPLETE ENCLOSED PAYMENT POLICY  
FORM AND RETURN WITH YOUR ORDER !!



**JAN. 31 - FEB. 2, 2025**

All work will be done on straight time when possible. If workers are requested for the start of the day, it is most likely they can be picked up at the service desk at 8:00 A.M., if they are needed at other times, their pick-up time for their assignment will be approximate as it is difficult to estimate the exact time of completion of previous jobs. If exhibit labor is requested, the provision of photos, blue prints, or instructions will greatly help reduce the amount of labor needed. Your supervision will also minimize your labor cost for exhibit and/or temporary labor requests.

Straight time rate of \$75.00 per hour prevails from 8:00 AM to Midnight, Monday through Friday. After 8 hours the time and a half rate will apply

Overtime rate of \$112.50.00 per hour is in effect all other times including Saturdays, Sundays and holidays.

A service charge of 25% (\$40.00 minimum) will be applied to the above rates when exhibitor supervision is not present during installation and dismantling.

THERE IS A MINIMUM CHARGE OF 1 HOUR FOR ALL SERVICES. FRACTIONS OF HOURS WILL BE BILLED TO THE NEXT HOUR.

NOTE: Supervision is required for all exhibit installation and dismantling and temporary labor. Please indicate on the form below if exhibitor will furnish supervision or if Premier is to supply. If exhibit is to be erected and/or dismantled without exhibitor's supervision, Premier cannot be responsible for resulting damage, loss, improper installation, improper packing, theft, or any other cause.

Exhibitor's supervisor must pick-up men at starting time and return to sign for labor at completion of job.

LABOR SERVICES - PLEASE ESTIMATE YOUR NEEDS - ONE HOUR MINIMUM							
DESCRIPTION	DATE(s)	# OF MEN	TIME IN	TIME OUT	TOTAL HOURS	RATE	TOTAL
INSTALLATION LABOR							
DISMANTLING LABOR							
						<b>SUB-TOTAL</b>	
						<b>SUPERVISION CHARGE</b>	
						<b>GRAND TOTAL</b>	

Exhibitor will furnish supervision for  Installation  Dismantling  
Premier Exhibit to furnish supervision for  Installation  Dismantling

Exhibitor supervisor: His/Her name is: \_\_\_\_\_ Telephone No. \_\_\_\_\_

NOTE: IF EXHIBITOR FAILS TO PICK UP LABOR AT TIME ORDERED, A ONE HOUR PER MAN NO SHOW CHARGE WILL BE APPLIED.

PLEASE RETURN ONE COPY TO PREMIER AND RETAIN A COPY FOR YOUR FILES.

Your Company \_\_\_\_\_ Telephone No. \_\_\_\_\_

Street Address \_\_\_\_\_ Fax No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Authorized By: \_\_\_\_\_ Signature \_\_\_\_\_  
(Print Name)

Name of event \_\_\_\_\_ Booth No. \_\_\_\_\_

**Richmond RV Show**  
**Richmond Raceway Complex**  
**January 31 - February 2, 2025**



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**JAN. 31 - FEB. 2. 2025**

**BOOTH CLEANING ORDER FORM**



**ALL ORDERS MUST BE PAID FOR IN ADVANCE  
PLEASE COMPLETE THE ENCLOSED PAYMENT POLICY  
FORM AND RETURN WITH YOUR ORDER**

**CLEANING OF YOUR BOOTH SPACE IS NOT INCLUDED, IF YOU REQUIRE CLEANING, THIS FORM MUST BE COMPLETED !!**

Booth cleaning service will consist of vacuuming/sweeping of booths and the emptying of waste baskets (Only those furnished by Premier Exhibit) before the initial opening of the event and/or daily there after.

- DAILY - Before initial opening of event and daily there after**
- ONCE - Before initial opening of event ONLY**

Please compute cost below:

**ADVANCE PRICE \$ .65 PER SQUARE FOOT**

**SHOW PRICE \$ .75 PER SQUARE FOOT**

**NOTE: MINIMUM 100 SQUARE FEET PER DAY**

\_\_\_\_\_ SQ.FT. x \$ \_\_\_\_\_ PER SQ.FT. DAILY = \_\_\_\_\_ /COST PER DAY x \_\_\_\_\_ # OF DAYS = \$ \_\_\_\_\_

**TOTAL  
AMOUNT  
DUE**

*Please return one copy to Premier Exhibit & Event Services and retain a copy for your files*

**Please print or type below:**

Your Company \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax # \_\_\_\_\_  
 Authorized By (Print Name ) \_\_\_\_\_ Title \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Name of Event **Richmond RV Show**

**Richmond Raceway Complex  
January 31 - February 2, 2025**



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## CUSTOM SIGNS AND GRAPHICS



To order custom signs/graphics, email this completed form, your Payment Policy Form, and a copy of your electronic artwork file to: [wes@premierEEServices.com](mailto:wes@premierEEServices.com) Orders must be received by due date listed below. Please note: All orders are subject to a 100% cancellation charge. Please retain a copy for your files.

**Deadline Date for Advance Pricing: Friday 1/10/2025 No orders accepted after: Tuesday 1/14/2025**

### STANDARD SIZE SIGNS

Please note: all standard signs are printed on 3/16" thick foamcore. UV Coat. Call for price quote if another print material is required/preferred.

Choose Your Size:

QTY	DESCRIPTION	ADV. PRICE	AFTER 1/10/25	TOTAL
	22" X 28" VERTICAL	\$50.00/ea.	\$65.00/ea.	
	22" X 28" HORIZONTAL	\$50.00/ea.	\$65.00/ea.	
	24" X 36" VERTICAL	\$70.00/ea.	\$85.00/ea.	
	24" X 36" HORIZONTAL	\$70.00/ea.	\$85.00/ea.	

### VINYL BANNERS & BANNERSTANDS with Digital Printing

QTY	DESCRIPTION	ADV. PRICE	AFTER 1/10/25	TOTAL
<small>SQFT</small>	VINYL BANNER (HORIZONTAL W/ GROMMETS) _____ FT. X _____ FT.	\$6.50/SQFT	\$7.50/SQFT	
	BANNERSTAND/"POP UP" SIGN (33.5" x 78" viewable area)	\$210.00	ADV. ORDER ONLY	

### SIGN ACCESSORIES & GRAPHIC DESIGN

QTY	DESCRIPTION	ADV. PRICE	AFTER 1/10/25	TOTAL
	FOAMCORE ARROW (to fit 22" x 28" & 24" x 36")	\$8.00/ea.	\$10.00/ea.	
	VELCRO (for arrow)	\$5.00/ea.	\$6.50/ea.	
	GRAPHIC DESIGN FEE (1HR MIN.)	\$120.00/HR	NA	

#### SUBMITTING ORDERS & ARTWORK:

(PLEASE READ ALL INSTRUCTIONS LISTED BELOW PRIOR TO SUBMITTING YOUR ORDER)

All graphic files should be emailed in a high resolution pdf file type at 200 dpi at final size.

Email all orders & graphic files to: [wes@premierEEServices.com](mailto:wes@premierEEServices.com)

Please note: additional charges may be incurred if artwork requires file conversion, color adjustments, retouching, etc. Files may be sent by a DropBox link or other FTP site if required due to a large file size. Please contact [wes@premierEEServices.com](mailto:wes@premierEEServices.com) for questions.

*Please print or type below:*

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

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fax #: \_\_\_\_\_

Authorized By (Print name): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

E-mail: \_\_\_\_\_

Event: **Richmond RV Show**  
**Richmond Raceway Complex**  
**January 31 - February 2, 2025**