



*January 26-28, 2024*

# Richmond Boat Show

Richmond Convention Center  
403 N 3rd St, Richmond, VA 23219

## EXHIBITOR MANUAL

RULES, REGULATIONS, MOVE IN, MOVE OUT, DECORATOR, BADGES, PASSES,  
PARKING, HOTEL AND MORE

**LET'S HAVE FUN AND MAKE SOME SALES!!!**

Advanced Expo Inc.  
11020 Running Tide Ct. Indianapolis IN 46236  
P: 317.714.6734 F: 877.491.3743

ADVANCED EXPO INC (AES) WOULD LIKE TO WELCOME YOU TO THE RICHMOND BOAT SHOW OF 2024. THE ENCLOSED INFORMATION IS HERE TO HELP INSURE A SUCCESSFUL AND PROFESSIONAL EVENT FOR ALL EXHIBITING, ATTENDING AND SUPPORTING THE SHOW. LET’S ALL BE SURE TO MAKE A GREAT FIRST IMPRESSION TO OUR POTENTIAL CUSTOMERS, FELLOW EXHIBITORS, THE FACILITY, THE MEDIA AND ALL INVOLVED MAKING THIS A SUCCESSFUL EVENT FOR ALL ATTENDEES. THANK YOU FOR YOUR PARTICIPATION AND SUPPORT – LET’S HAVE A FUN SHOW!

**GENERAL INFORMATION**

**SHOW HOURS**

Friday, January 26th	Noon – 8:00 pm
Saturday, January 27th	10:00 am – 7:00 pm
Sunday, January 28th	10:00 am – 5:00 pm

(BOX OFFICE CLOSES 1 HOUR BEFORE SHOW CLOSE. ACCESS TO SHOW FLOOR GRANTED DAILY 1 HOUR PRIOR TO SHOW OPENING)

**NOTE FREE MARSHALLING YARD ACCESS PRE & POST SHOW –  
MAP ON WEBSITE**

**\*\*\* ALL FIRST IN (TUESDEAY & WEDNESDAY MORNING) DEALERS MUST TAKE TRAILERS OFF PROPERTY & BACK TO MARSHALLING YARD. ONLY LAST IN – FIRST OUT DEALERS CAN LEAVE TRAILERS ON DOCKS**

**SET-UP – 5 FORKLIFTS AVAILABLE FOR FREE USE**

Tuesday Jan 23rd	Noon – 5pm dealer #'s 220, 300, 305, 307, 330,100
Wednesday January 24th	8am-noon #310, 315, 320, 200, 205,120 1pm-5pm #115, 210, 215, 220, 230
Thursday January 25th	8:00 am – noon # 110, 112, 230. 1pm – 5pm: All booth vendors
Friday January 26th	8:00 am – 10:00 am – hand carry only

**MOVE OUT NOTE – MUST BE OUT BY MONDAY 3PM**

## TEAR DOWN

Sunday, January 28th	5:00 pm – 11pm & 8-3 on
	Monday

PLEASE DO NOT start tearing down until we have announced over the PA system that the show is officially closed. We cannot allow you to carry anything out of the building before said announcement.

BUY A BOAT PROMO – all customers who purchase a boat receive ½ dozen free oysters at show from Salty Bottom Oysters – details to follow. YES – piano man Michael is back!!

## CHECK-IN

Please check-in at the show office located in the lobby entrance of the exhibit hall. We will be open at noon on January 24th and will issue you your exhibitor credentials when you check-in at that office. All needed services such as badges, electric, decorator items, etc will be easily and quickly accessible on site at check in. NOTE – often premium prices are in place for some services not ordered in advance.

***Any Balance Due on your booth space agreement must be paid before you can set-up.***

## EXHIBITOR BADGES – PASSES

Upon check in at the show office, your badges will be distributed. Badges are limited to 2 per 10 x 10 space (multiple & bulk booths thus more badges) and for your employees working the booth only. Extra badges are \$5 each. Contact tracing info will need to be provided for all staff.

## Guest-VIP Passes

We encourage all exhibitors to invite as many guests, clients and potential customers as possible. Guest VIP passes will be made available for sale in advance for \$5 each. All will be handled at check in. At any time throughout the show, feel free to leave tickets for customers under their name at will-call and they will be accommodated. List of guests can also be accommodated there; just leave the corresponding number of VIP passes with the list.

## Facility – directions

Greater Richmond Convention Center  
403 N. Third St.  
Richmond, VA 23219  
<https://www.richmondcenter.com/directions>

## Show Site Team

AES staff will be onsite. Cell phone numbers for those that have been confirmed are:  
David Marquart – 317.714.6734 Texting is ALWAYS better than calling.  
Email: [advancedexposolutions@gmail.com](mailto:advancedexposolutions@gmail.com)

## Hotel

AES has made a *very special* rate and accommodation arrangements with the attached Marriott Hotel – recently remodeled. Full-service hotel with bars, restaurants, room service, business center, fitness room & more. Rate is \$179 per night – Jan 11th deadline for rate as normal rate is over \$250+ a night

**RICHMOND MARRIOTT DOWNTOWN** | 500 E BROAD ST. | RICHMOND, VA 23219

*BOOKING LINK ON SHOW WEBSITE – EXHIBITOR INFO PAGE*

## Parking – exhibitors

Passes handed out at checking

## Free with pre & post show staging

Marshaling Yard:

The Diamond - FREE starting Saturday Jan 17th. Green Lot (show banner on fence). [SEE MAP](#)

Post show all boats & trailers gone by Jan 30<sup>th</sup>.

## INSURANCE

All exhibitors must send us a *Certificate of Insurance*, with Advanced Expo Inc. listed as named insured. \$1 million in general liability is required. Call your agent; they can do this for you. Fax to 877.491.3753

## SHOW DECORATOR

Their price list and order forms are posted on the exhibitor info page of show website. They will be available during set-up. **Please submit forms in advance to take advantage of discount pricing from show website exhibitor section**

Advanced Expo Solutions  
11020 Running Tide Ct.  
Indianapolis IN 46236  
Phone: 317-714-6734  
Fax: (877) 491-3753  
Advancedexposhow@gmail.com

## Show Colors - Carpeting

All areas are concrete. 10 x 10 booths come with black side drape, back drape and free wifi. Bulk and island booths are not equipped with any booth dividers. Any drape needed must be rented a la carte from the decorator. We very much encourage floor covering for the best looking – feeling booth as possible. Carpet is available to rent from decorator and exhibitors are free to bring in their own – just remove the tape 100%!

## **UTILITIES ~ GAS, ELECTRICITY, WATER, TELEPHONE & INTERNET & BANNER HANGING**

Utility service is available for a moderate charge. Forms are available online with all exhibitor and decorator kit information. **To avoid extra costs, submit requests in advance of the show.**  
**ELECTRIC IS NOT INCLUDED**

## **TELEPHONE / INTERNET**

Telephone service & hardwire internet must be ordered onsite through the Richmond Convention Center. FREE Wireless internet service can be obtained from within your booth space once your computer is setup, turned on, and connected to a web browser

## **FREIGHT HANDLING AND STORAGE**

Please see Advanced Expo Solutions freight handling form for all shipping instructions. The facility address is:

Greater Richmond Convention Center  
Attn Advanced Expo Solutions  
303 E. Leigh St.  
Richmond, VA 23219

## **Exclusives**

Advanced Expo Solutions is the sole provider of tables, chairs, signage, forklift, carpet and other equipment rentals. Exhibitors are free to bring in their own materials, but no other vendor is allowed on the property. The Richmond Convention Center has its own in-house exclusive concession provider and reserves the right to not allow another food or drink into the building.

## **STAFFING OF EXHIBIT**

Every exhibitor is responsible for having his/her display staffed at all times.- We owe it to our paying customers and fellow exhibitors (and AES requires it) to have professionally manned booth during all show hours.

## **Vehicles on Display**

Vehicles are allowed as part of your display with the following requirements met:

- Must fit completely inside booth dimensions – including mirrors, door steps, bumpers, hitches etc.
- Keys must be left in the show office in case of emergency
- Gas tank level 1/8 of a tank or less
- Gas tank ‘lid’ taped – sealed (please bring duct tape)
- Battery disconnected (please bring tools)

## SECURITY

- It is your primary responsibility for guarding your merchandise.
- We do employ armed security for the show.
- The halls will be locked and alarmed from the inside when show is closed nightly.
- There are cameras in all halls, also for 24/7 security.
- Exhibitors may not have access to the facility beyond regular working hours without show management authorization.
- No drinking or selling alcoholic beverages while working in your booth, during show hours.

## CLEANING OF BOOTHS

Debris from your booth must be swept or placed in the aisles after closing each evening. We cannot clean inside your booth. You may hire janitor/vacuum service at your own expense, contract with the decorator. Daily restocking – cleaning access will be granted each show day 1 hour prior to opening.

## STATE REGULATIONS

This is a **No Smoking** facility; smoking will be allowed in designated areas only. Virginia State Fire Regulations & City Ordinances prohibits **ANYTHING** from protruding into the aisles.

## Additional information

- All food and beverages to be sampled must abide by the following standards:
  - Solid foods will be limited to bite size portions.
  - Liquids will be no larger than a four-ounce cup
  - Only companies who manufacture the sampled product, or use said product in the day-to-day process of doing business, are permitted to bring their own samples.
  - All other exhibitors will purchase said food from the building concessionaire at cost plus twenty percent (20%)
- It is the exhibitor's responsibility to comply with all health and safety requirements and to obtain all necessary permits required by the State of Virginia.
- All exhibit spaces are 10 feet by ten feet or increments thereof. Displays must be built and installed to comply with the enclosed guidelines of the International Association of Exhibitions & Events (IAEE).
- Exhibitor is responsible for collecting any sales or use taxes.
- Booths must be staffed at all times, during show hours.
- You are liable for any damages you may incur to the facility.
- Floors must be protected against any substance that can stain or damage floor.
- No photography allowed of any other booth space but your own.
- **No helium-inflated balloons are allowed except as a permanent part of your display.**
- Nothing may be fastened to building walls and/or floors without using approved tape or fastening materials.
- Do not leave anything in the aisles that you do not want thrown away.
- Any show-sponsored contest is for the sole purpose to draw patrons to the show, therefore no exhibitor, exhibitor family, show personnel and their families, or the media are eligible to win.

## **Notice**

The use in advertising or promotion of any likeness, or other representation, of Advanced Expo staff – or that of any exhibitor, celebrity, show décor, speaker, exhibit or patron without their express written permission, is illegal and may result in severe penalties. Representation of **The Greater Richmond Convention Center** is also prohibited without express permission of coliseum management.

**If you have any questions concerning your exhibitor information,  
please feel free to call our office or your sales representative.**

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