

EUGENE RECREATIONAL VEHICLE SHOW

FEBRUARY 28, 29, MARCH 1, 2020

PRODUCED BY WESTLAKE PROMOTION INC.

Exhibitor Information

**ALL FUEL IN VEHICLES PLACED INSIDE BUILDINGS
MUST BE LESS THAN 1/4 TANK OR FIRE MARSHAL WILL
NOT ALLOW SHOW TO OPEN**

(Additional Fire regulations are posted on last page)

FEBRUARY 28, 10-7pm

FEBRUARY 29, 10-7pm

MARCH 1, 10-5pm

LANE EVENTS CENTER 796 W. 13th Ave Eugene OR 97402



1. Show Schedule
2. Exhibitor Quick Info
3. Exhibitor Quick Info
4. Exhibitor Badges
5. Fire Regulations

**RV exhibitors must send
“PROOF OF INSURANCE”**

**To Westlake Promotion at 206-708-7406 naming Westlake Promotion
and Lane Events Center as additional insured**

Questions?
BILL BRADLEY
Westlake Promotion Inc.
Phone 206-669-7375 Fax 206-708-7406
Email bbwestlake@seanet.com

Show Schedule

EUGENE MULTI-DEALER RECREATIONAL VEHICLE SHOW

February 28, 29, March 1, 2020

Monday February 24

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

All RV exhibitors may stage rigs in designated areas. **Do not move any rigs into show position at this time.**

Tuesday February 25

7:30 am **RV Staging**

8pm All RV exhibitors may stage rigs in designated areas. **Do not move any rigs into show position at this time.**

Wednesday February 26

7:30 am **RV Move-in**

8pm

Thursday February 27 BOOTH EXHIBITORS NOT DISPLAYING VEHICLES MOVE- IN 9am-6pm

8am-7pm Show office opens

Friday February 28

8am Show office opens

10am Show opens to the public

7pm Show closes

Saturday February 29

9am Show office opens

10am Show opens to the public

7pm Show closes

Sunday March 1

9am Show office opens

10am Show opens to the public

5pm Show closes

5pm Booth move-out

Monday March 2

7:30am Buildings open. Move out continues.

3pm All rigs must be clear of buildings and fairgrounds.

Questions?

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Exhibitor Quick Info

EUGENE MULTI-DEALER RECREATIONAL VEHICLE SHOW

February 28, 29, March 1, 2020

All Exhibitors

Show Office	The office will be open 8am 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: Westlake Promotion Inc. and Lane Events Center. If you have not already done so fax a copy of your insurance certificate to Westlake Promotion 206-708-7406 or e-mail to Bill Bradley at bbwestlake@seanet.com
Decorator & Drayage Services	Eyebeam Event Services is the decorator for the Eugene RV Show. Each 9 x 10 booth comes with (1) 8 foot skirted table and 2 chairs. Any RV Dealer or Booth Space Exhibitor needing special drape or additional tables, please contact Allen at Eyebeam Event Services. 541-953-9446.
Telephone & Internet	Free Wi-Fi is available at Lane Events Center for The Show. Password can be obtained from Show Office at Move-in. However, as always with any wi-fi, Lane Events Center cannot guarantee signal strength in outside areas of the Fairgrounds.
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+) \$6.00, Children 16 & under free if accompanied by an adult

Booth Exhibits Only

- Move In** Thursday February 27th, 9am-6pm
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. One 8 foot skirted table and 2 chairs. Contact Allen at Eyebeam Event Services, 541-953-9446, If you need additional drapes, tables, etc.

RV Exhibits Only

- Cleaning** Washing of RV's is not allowed on the grounds of Lane Events Center due to storm drain regulations.
- 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.
- RV Electrical Hookup** In the case of INSIDE Units, Power will be available for 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 *****
- INSIDE DISPLAYS**
- RV Electrical Hookup** Power will not be available for Outside Units as the Event Center does not have large enough outdoor distribution panels
If you need power supplied to more units, you may bring your own generator.
- OUTSIDE DISPLAYS** **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

EUGENE MULTI-DEALER RECREATIONAL VEHICLE SHOW
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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

E-MAIL TO:
bbwestlake@seanet.com
or Fax 206-708-7406

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

Badges
Ordered By

Your
Phone #

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

All Exhibitors can pick up badges in the show office at move in.

E-MAIL TO:
bbwestlake@seanet.com
or Fax 206-708-7406

Fire Marshal Information

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 retardate 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 Marshall.
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 internal combustion engines inside shall require the following:**
 - **ALL FUEL IN VEHICLES PLACED INSIDE BUILDINGS MUST BE LESS THAN 1/4 TANK.**
 - **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.