

# EUGENE RECREATIONAL VEHICLE SHOW

MARCH 3, 4, 5, 2023

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)**

MARCH 3, 10-7pm

MARCH 4, 10-7pm

MARCH 5, 10-5pm

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



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**RV exhibitors must send  
"PROOF OF INSURANCE"**

**Email to [bbwestlake@seanet.com](mailto:bbwestlake@seanet.com) or Fax to 206-708-7406 naming Westlake  
Promotion Inc. 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](mailto:bbwestlake@seanet.com)

# Show Schedule

EUGENE MULTI-DEALER RECREATIONAL VEHICLE SHOW

March 3, 4, 5, 2023

## **Tuesday February 28**

7:30 am **RV Staging depending on Dealer Show location.**

8pm The size of the Show has become much larger the past few years so we will need to do a staggered staging schedule. Contact Bill Bradley in advance to discuss staging times.

## **Wednesday March 1**

7:30 am **RV Staging depending on Dealer Show location.**

8pm The size of the Show has become much larger the past few years so we will need to do a staggered staging schedule. Contact Bill Bradley in advance to discuss staging times.

## **Thursday March 2 BOOTH EXHIBITORS NOT DISPLAYING VEHICLES MOVE- IN 9am-6pm**

8am-7pm Show office opens

## **Friday March 3**

8am Show office opens

10am Show opens to the public

7pm Show closes

## **Saturday March 4**

9am Show office opens

10am Show opens to the public

7pm Show closes

## **Sunday March 5**

9am Show office opens

10am Show opens to the public

5pm Show closes

5pm Booth move-out

## **Monday March 6**

7:30am Buildings open. Move out continues.

6pm All rigs must be clear of buildings and fairgrounds by 6pm Monday

Questions?

BILL BRADLEY

Westlake Promotion Inc.

Phone 206-669-7375 Fax 206-708-7406

Email [bbwestlake@seanet.com](mailto:bbwestlake@seanet.com)

# Exhibitor Quick Info

EUGENE MULTI-DEALER RECREATIONAL VEHICLE SHOW

March 3, 4, 5, 2023

## All Exhibitors

<b>Show Office</b>	The office will be open 8am booth exhibitor move-in day Thursday March 2nd, and remain open all hours of Show. The show office opens each morning one hour prior to show opening.
<b>Parking</b>	Parking is free.
<b>Insurance</b>	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 email a copy of your insurance certificate to Bill Bradley: <a href="mailto:bbwestlake@seanet.com">bbwestlake@seanet.com</a> or fax to Westlake Promotion 206-708-7406.
<b>Decorator &amp; Drayage Services</b>	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.
<b>Wi/Fi Internet</b>	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. Since most all facilities have switched to Wi-Fi Only. Internet hard lines, may or may not be available. If you would like to get an Internet hard line installed. It can take up to 4 weeks in advance to get that done. Contact Bill Bradley at least 4 weeks before Show and we will put you in touch with whatever provider may be able to get that done. Keep in mind. It is getting more and more difficult to get temporary Internet hard lines installed.
<b>Speakers</b>	No loudspeakers or microphones are permitted in your exhibit space. Exhibits that depend on sound systems must be approved by Westlake Promotion in writing.
<b>Music Policy</b>	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.
<b>Admission</b>	Adults \$7, Seniors (65+) \$6.00, Children 16 & under free if accompanied by an adult

## Booth Exhibits Only

<b>Move In</b>	Thursday March 2nd, 9am-6pm All exhibitors must check-in at show office before setting-up
<b>Booth</b>	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. beyond what is provided.

## RV Exhibits Only

<b>Cleaning</b>	Washing of RV's is not allowed on the grounds of Lane Events Center due to storm drain regulations.
<b>Used RVs</b>	Used RVs will be classified as those having a verifiable processed registration showing new owners (not just a temporary permit or warranty start).
<b>Oregon Inspection Tags</b>	All rigs must have Green Oregon Inspection Tags.
<b>RV Electrical Hookup</b>	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. <b>*** There is not enough power to support halogen lights, electric heaters, microwaves or other major accessories – use running lights only ***</b>
<b>INSIDE DISPLAYS</b>	
<b>OUTSIDE DISPLAYS</b>	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 your RV's, you may bring your own generator.

Questions?  
BILL BRADLEY  
Westlake Promotion, Inc.  
Phone 206-669-7375 Fax 206-708-7406  
Email [bbwestlake@seanet.com](mailto:bbwestlake@seanet.com)

# Exhibitor Badges

EUGENE MULTI-DEALER RECREATIONAL VEHICLE SHOW

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PLEASE 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 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 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.