

# Kitchener RV Show & Sale Exhibitor Kit



## Kitchener RV Show and Sale March 20-22, 2020 Kitchener Memorial Auditorium

### Show Location:

Kitchener Memorial Auditorium  
400 East Avenue  
Kitchener, ON N2H 1Z6

**March 20, 10am-8pm**  
\$6.50 Single (Box Office & Online)

**March 21, 10am-7pm**  
\$6.50 Single (Box Office & Online)

**March 22, 11am-5pm**  
\$6.50 Single (Box Office & Online)

- Children 16 & under FREE
- Cash, Debit, Visa, MasterCard
- Tickets available on-line for consumers at:  
[www.rvshowsontario.ca](http://www.rvshowsontario.ca)

### Show Management:

**Natalie Conway, Show Manager**

Tel: 905-220-7885

**Cori Hutton, Floor Manager**

Tel: 289-442-1092

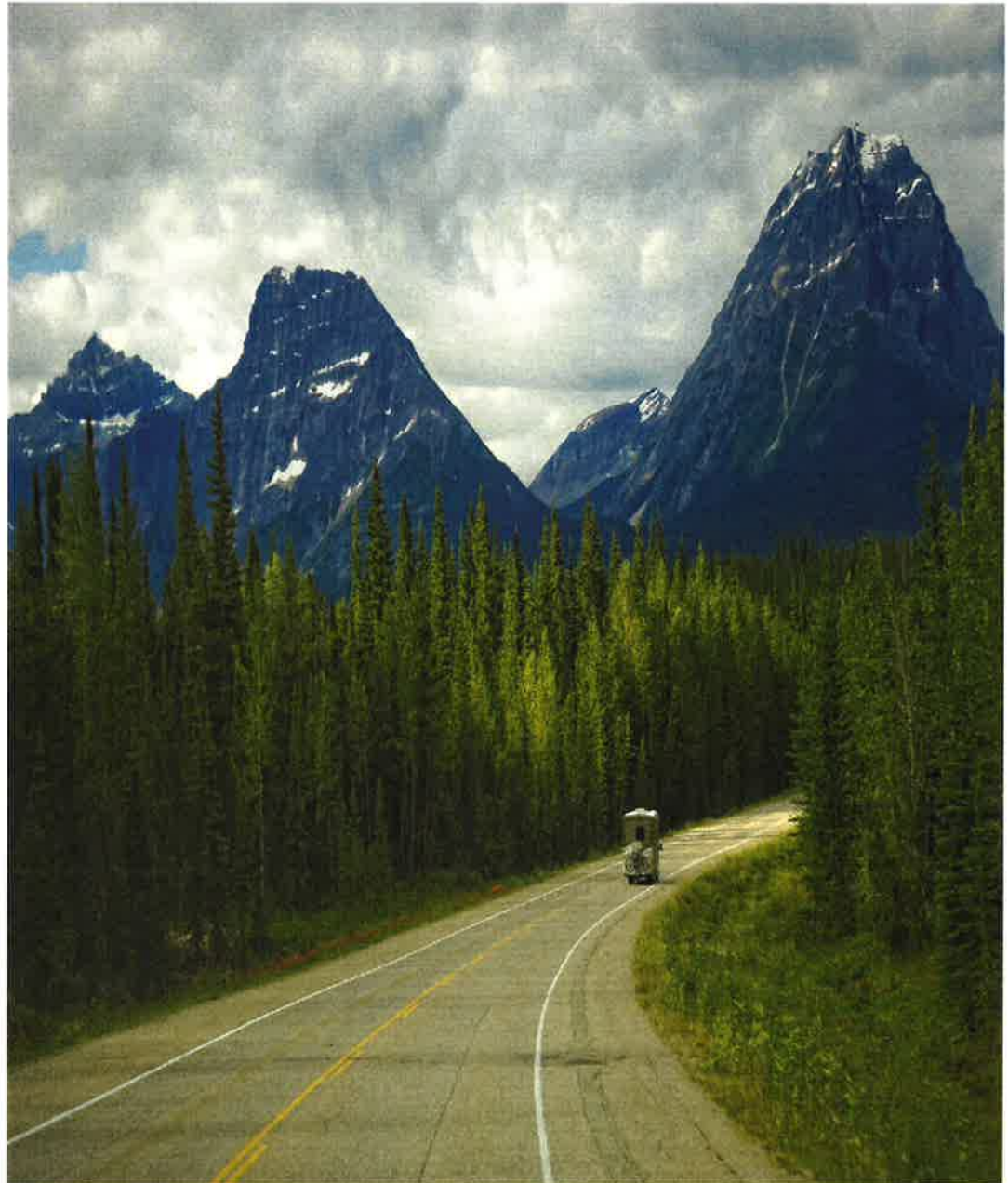
**Office:**

905-659-8800 or 1-888-331-8885

Fax: 905-659-9900

Questions, please contact the  
ORVDA office at 888-331-  
8885,  
905-659-8800 or  
[info@ontariorvda.ca](mailto:info@ontariorvda.ca)

Kitchener RV Show  
O/O by ORVDA  
110 Freulton Road, Freulton,  
ON L8B 0Z3



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## MOVE-IN SCHEDULE

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110 Freelton Road, Freelton,  
ON L8B 0Z3

### Bulk Exhibitors – MOVE-IN DAY IS Wednesday, March 18, 2020:

A complete schedule of wash, move in & staging diagram will be sent to all exhibitors 1 week prior to the show.

### Booth Exhibitors – MOVE-IN DAY IS Thursday, March 19, 2020:

- Move-In info will be forwarded 1 week prior to the show.

ORVDA staff will be monitoring the move-in process to ensure all booth exhibitors are guided to their designated booth.

**\*\*\*\*Booths will be supplied with 3' sidewalls, and 8' back panels.\*\*\*\***

**All exhibitors must be in place by 8:00pm, Thursday, March 19, 2020, for the aisle carpet to be laid and preparations to be made for the Show Opening at 10:00am, Friday, March 20, 2020.**

## MOVE-OUT SCHEDULE

Move-out will commence at the closing of the Show (no earlier) at 5:00pm, Sunday, March 24, 2019.

**\*No exhibitor shall dismantle/move-out prior to the closing of the show.\***

**ALL MERCHANDISE MUST BE CLEARED FROM THE BUILDING BY MIDNIGHT, MARCH 22, 2020.** Extra charges may be billed to exhibitor for non-compliance.

## IMPORTANT NOTE: ALL EXHIBITORS

**\*No children under the age of 16 are permitted on the show floor during move-in and move-out. For their safety and the safety of everyone, please do not bring any kids during this period.**

Exhibitors are prohibited from applying tape to the posts or painted surfaces in the Kitchener Memorial Auditorium. During Move-out, Exhibitors must also ensure all tape and secured objects are removed from the area they occupied. **\*\*\*\*If a post-show inspection reveals tape or other secured matter has not been removed, the exhibitor will be charged for the cost of removal.\*\*\*\***

## SECURITY

Security guards and electronic surveillance will be on a 24-hour basis from the commencement of move-in to the end of move-out.

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## INSURANCE

*Exhibitors will be liable for, and will indemnify and hold harmless Management from any loss or damage whatsoever occurring to or suffered by any person or company. Including without limiting the generality of the foregoing, Exhibitor, other exhibitors, Show Management, the owner of the building and their respective agents, servants and employees and members of the public attending the Show, either on the said space or elsewhere if said loss or damages arose from or were in any way connected with the Exhibitor's occupancy of said space.*

**The Exhibitor is responsible for the placement and cost of insurance related to his participation in the Show. Exhibitors must furnish a certificate of insurance in the amount of \$2,000,000 to ORVDA, confirming that the Exhibitor has inclusive coverage on his policy for public liability and property damage.**

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## BOOTH KIOSK INSURANCE

Liability insurance is required to exhibit at all ORVDA RV Shows. If you do not already have liability insurance, booth kiosk insurance can be purchased for the show. Order form included in package.

## ELECTRICAL

**Exhibitors must order electricity, if needed, from the ORVDA office.**  
An order form is included in package.

**\*\*Please note; electrical drops should be ordered prior to  
March 13, 2020**

*Electrical Safety Code, regulation rule 2-2022 require that all electrical equipment must be approved before it may lawfully be advertised, displayed, offered for sale, sold, or otherwise disposed of or used in the Province of Ontario. It is therefore the responsibility of each exhibitor to ensure that all electrical equipment in, on, or about their display complies with the above regulation. This includes electrical merchandise as well as lighting and display equipment.*

**IMPORTANT – ALL EXHIBITORS –** Exhibitors may hang banners on their own. A scissor lift may be ordered or \$55.00/hr (min 1 hr) contact Natalie Conway by March 2, 2020 at 888-331-8885. It is recommended that dealers have their own cord, bungees or fastening hooks for banners.

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## SHOW CONTRACTOR

Display material (other than what ORVDA provides) can be ordered from the exclusive show contractor, Stronco – **800-665-2621**.

Information and order forms are included in this package with special pre-show rates.

**Advanced reduced price order deadline is February 25, 2020.**

Online orders – [www.stroncoonline.com](http://www.stroncoonline.com) – showcode: **495913741**

## TELEPHONE

Exhibitors may have telephone and hard internet lines installed in their booths by contacting Bell Canada DIRECTLY. You can also fill out the included form and email to [tradeshow@bell.ca](mailto:tradeshow@bell.ca) for updated rates and information.

## HOTEL INFORMATION

### Radisson Hotel Kitchener Waterloo

2960 King Street East, Kitchener

Group Name: "ORVDA 2020"

Room Rate: \$130.99 + taxes

Parking Rate: Free

Cut-Off Date: February 20, 2020

Reservation #: 519-894-9500 or [www.radisson.com/kitchenerca](http://www.radisson.com/kitchenerca) (enter ORVDA2 in promotion code)

## INTERNET

There is free public WiFi available throughout the facility. If you require a hardline installed, please contact Bell Canada. Order form is included in package.

## ENTRY BADGES

All exhibitors must wear an ORVDA provided exhibitor badge. Order form included in package.

Please only order amount required. Entry badges can be picked up at the show office during move-in.

All exhibitors must present their show badge to security upon arrival each show day.

## ADMISSION TICKETS

Exhibitors can purchase admission tickets to give to their consumers. Order form included in package.

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Kitchener RV Show

O/O by ORVDA

110 Freelton Road, Freelton,

ON L8B 0Z3

**APPLICANT DETAILS:**

REQUEST TO BIND

Name of Applicant(s): \_\_\_\_\_

Postal Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Has insurance ever been cancelled or refused?  Yes  No

If yes, please provide details: \_\_\_\_\_

Any liability losses, insured or otherwise in the past 5 years?  Yes  No

If yes, please provide details: \_\_\_\_\_

**EVENT DETAILS:**

Name of Event: \_\_\_\_\_

Category of Event:  Booth / Kiosk  Private Function, Attendance by invitation (max 1,000 guests)  Public Event

Location of Event (PO Box not acceptable): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Are you conducting any demonstrations that could cause injury to attendees?  Yes  No

If yes, please provide details: \_\_\_\_\_

Are any products being sold from this booth? *Please note that this policy will not provide any coverage for products liability.*  Yes  No

Will your booth serve any food or non-alcoholic beverages?  Yes  No

Will your booth serve any liquor?  Yes  No

Duration of Event:  Up to 7 days  8-14 days  15-30 days  31-90 days  Other – please describe: \_\_\_\_\_

Limit of Liability:  \$1 Million  \$2 Million  Other – please describe: \_\_\_\_\_

Effective Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (MM/DD/YYYY) Effective Time: \_\_\_\_:\_\_\_\_  AM  PM

Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (MM/DD/YYYY) Expiry Time: \_\_\_\_:\_\_\_\_  AM  PM

Additional Insured #1 (if applicable) Name & Address: \_\_\_\_\_

Additional Insured #2 (if applicable) Name & Address: \_\_\_\_\_

**\*\*\* INSURANCE IS NOT IN EFFECT UNTIL PREMIER HAS ISSUED A BINDER NUMBER OR POLICY DOCUMENTS. \*\*\***

Limit of Liability: \$1,000,000		Limit of Liability: \$2,000,000	
Up to 7 days:	\$ 95 Premium + \$35 Policy Fee <input type="checkbox"/>	Up to 7 days:	\$105 Premium + \$35 Policy Fee <input type="checkbox"/>
8-14 days:	\$119 Premium + \$35 Policy Fee <input type="checkbox"/>	8-14 days:	\$132 Premium + \$35 Policy Fee <input type="checkbox"/>
15-30 days:	\$142 Premium + \$35 Policy Fee <input type="checkbox"/>	15-30 days:	\$158 Premium + \$35 Policy Fee <input type="checkbox"/>
31-90 days:	\$203 Premium + \$35 Policy Fee <input type="checkbox"/>	31-90 days:	\$225 Premium + \$35 Policy Fee <input type="checkbox"/>

Premium: \$ \_\_\_\_\_ + policy fee \$35

**NOTE: Premiums are fully earned and retained once binder number issued by Premier Marine.**

15% Broker Commission on Premium

Minimum Premium for booths/kiosks that serve food and/or beverages is \$200

For limits greater than \$2 million or longer booth durations, please submit to Premier Marine

The policy will be subject to a minimum \$1,000 deductible

**PLEASE READ BEFORE SIGNING APPLICATION:** This application will be incorporated in its entirety into any relevant policy of insurance where insurers have relied upon the information contained herein. Any misrepresentations or concealment in this application for insurance will render insurance coverage null and void at inception. Please therefore check to make sure all questions have been fully answered and that all facts material to your insurance have been disclosed, if necessary by a supplement to the application. The Applicants have reviewed all parts and attachments of this application and acknowledge that all information is true and correct and understand that this application for insurance is based on the truth and completeness of this information. I have provided personal information in this document and otherwise and I may in the future provide further personal information. Some of this personal information may include, but is not limited to, my credit information and claims history. I authorize my broker or insurance company to collect, use and disclose any of this personal information, subject to the law of and to my broker's or insurance company's policy regarding personal information, for the purposes of communicating with me, assessing my application for insurance and underwriting my policies, evaluating claims, detecting and preventing fraud, and analyzing business results. I can confirm that all individuals whose personal information is contained in this document have authorized that I agree to the above on their behalf. Signing of this form does not bind the Applicant to purchase the insurance or the insurer to accept the risk, but is agreed that this form shall be the basis of the contract should a policy be issued. For purposes of the Insurance Companies Act (Canada), any document would be issued in the course of Lloyd's Underwriters' insurance business in Canada.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AGT #: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_



Paula Blundell, RIBO  
Account Manager

- ☎ 705.432.2314
- ☎ 1.877.682.0022
- ☎ 1.888-333-4507
- ✉ paula@edwardsins.ca

WWW.EDWARDSINS.CA

11 CAMERON ST WEST, PO BOX 520, CANNINGTON ON, L0E 1E0

*largest Managing Underwriting Agents. The underwriting insurance carrier varies by the underwriting insurance company(s).*



**Kitchener RV Show  
Electrical Order Form  
March 20-22, 2020**

**Electrical service requirements must be ordered and faxed to ORVDA by  
March 13, 2020**

**Bulk Exhibitors Only:** Please indicate where you would like your electrical drop(s) placed and mark the spot(s) with an "X" on the floorplan provided.

**Bulk Exhibits:**

- Each electrical drop consists of 15 to 20 – 115 volt outlets for 15 AMP service  
QTY \_\_\_\_\_ 15 AMP service 15-20 outlets \$75.00 + HST
- QTY \_\_\_\_\_ 50 AMP service is available at \$100.00 + HST per breaker (plus parts)

**Booth Exhibitors:**

- 115 Volt 15 AMP service  
QTY \_\_\_\_\_ 15 AMP service 115 volt outlet \$50.00 + HST

**ALL ELECTRICAL ORDERS MUST BE PAID IN ADVANCE**

Visa/ Mastercard Name \_\_\_\_\_

Card # \_\_\_\_\_ Expiry Date \_\_\_\_\_ CVV # \_\_\_\_\_

Signature \_\_\_\_\_

Cheque Total Order \$ \_\_\_\_\_

**PLEASE FORWARD ALL ELECTRICAL ORDERS TO  
ORVDA**

[kim@ontariorvda.ca](mailto:kim@ontariorvda.ca)

Fax: 905-659-9900

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

Booth # \_\_\_\_\_ Contact (for installation) \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_



# Telecommunications Service for Special Events

## Voice services

- \* Business line (fax, modem, terminal)  X 121.84 \$
- \* Telephone set  X 10.35 \$
- \* Call waiting  X 10.00 \$
- \* Long distance plan  
if yes, 9.95\$ network charge YES  NO
- \* Toll restriction  X 5.00 \$
- \* Voice mail  X 12.00 \$

Connection charges: cable and labor 23: \$240.00 per line  
Minimum one month service.

Note: The return of the rental equipment is the responsibility of each exhibitor. A charge will be applied to your account if the equipment is not returned.

## Business Internet services (A La Carte)

- \* Business line if voice usage is required  X 121.84 \$
- \* Connection charge for business line  X 240.00 \$
- \* Dry loop line for internet usage only  X 10.00 \$
- \* Connection charge for Dryloop  X 115.00 \$
- \* Internet up to 6.0 MBPS  X 90.00 \$
- \* IP Static Address (1 access available only)  X 34.00 \$
- \* Wireless Modem M6520 with 4 Ports  X 15.00 \$

Connection charge for  60.00 \$ per service - Full installation  
high speed internet:  60.00 \$ per service - Self installation

Minimum one month service.

High speed line available where technology permits.

Following installation, you will receive 2 invoices,  
1 for Voice service and 1 for Internet service.

- \* ISDN ACCESS (2B + D)  X 491.19 \$  
2 Channels Voice and/or Data type B  
(64 kbps per Channel B)  
Equipment rental not available  
NATIONAL ISDN-1  
Network Termination 1 Unit (NT-1)  
available on request  X 31.55 \$

Information about service and applications are available to any customer by calling our supplier Center number **1 877 786-6615** (Canada only). Information such as required setups configuration equipments and ensuring basic operation of the line is available.

Connection charge: 271.05 \$ first access.  
Each additional: 225.70 \$

Minimum one month service. Long distance charges, GST and QST are additional. Prices are based on Montreal rates and are subjects to change without notice.

## Credit card payment

We accept:  Visa  Master Card  Amex Name: \_\_\_\_\_  
Card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

**For all accelerated orders (5 days or less notice) a charge of \$200.00 will be added to your invoice**

## ORDER FORM (This request form should be completed and returned 15 days before the installation date)

Name of event: \_\_\_\_\_

Date of event: From \_\_\_\_\_ to \_\_\_\_\_ Installation date: \_\_\_\_\_

Name and address of installation: \_\_\_\_\_ Booth number or room \_\_\_\_\_

Plan:  Attached  To follow

Hotel contact: \_\_\_\_\_

Phone number: \_\_\_\_\_

The undersigned requests Bell to install a telephone service according to specifications indicated above and agrees to pay all long distance and other charges subject to the Company's Tariffs and General Regulations.

Billing name: \_\_\_\_\_

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

City: \_\_\_\_\_ Province or State \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

Head office tel. No: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of person responsible for account: \_\_\_\_\_ Tel. No: \_\_\_\_\_

Return to: Bell Canada / Special Events  
1 Carrefour Alexander-Graham-Bell  
Aile B 3 étage  
Verdun Qc H3E 3B3

Telephone: 514-870 1870 or 1 800 472 5113  
Facsimile: 514-391 1322 or 1 800 473 7299  
E-mail: [tradeshaw@bell.ca](mailto:tradeshaw@bell.ca)



**THE RADISSON HOTEL KITCHENER WATERLOO  
WELCOMES PARTICIPANTS OF  
"ORVDA 2020"**

**Preferred Group Rate  
starting from \$130.99 +taxes**

- ✓ 2 Queen Beds or 1 King Bed
- ✓ \$25 additional for a One Bedroom Suite
- ✓ Fridge & Microwave in each room
- ✓ Indoor Heated Swimming Pool & Fitness Centre
- ✓ Free Indoor/Outdoor Parking with Nightly Security
- ✓ Complimentary Internet
- ✓ Pet Friendly - \$25 to \$35 per night
- ✓ Four Onsite Restaurants: The Lobby Café, Charcoal Steakhouse, dels Enoteca Pizzeria and Martini's
- ✓ Across the street from Miltons Family restaurant and close to many chain restaurants
- ✓ Five minutes to Fairview Park Mall
- ✓ Five minutes to TheAud
- ✓

**TO BOOK: CALL (519) 894-9500**

**Ask for the ORVDA rate**

**Book online:**

**[www.radisson.com/kitchenerca](http://www.radisson.com/kitchenerca)**

**Enter ORVDA2 in Promotion Code**

**\*\*discounted rate available until February 20, 2020\*\***



Radisson Hotel Kitchener Waterloo  
2960 King Street East | Kitchener, Ontario | N2A 1A9





## Kitchener RV Show & Sale

### **EXHIBITOR ADMISSION BADGES ORDER FORM**

March 20-22, 2020

**Company Information:**

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

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### **# of Admittance Badges Requested**

\_\_\_\_\_

**Do you require lanyards with your badges:**

**Yes \_\_\_\_\_ No \_\_\_\_\_**

Badges will be available at the show office during move-in.

Badges are to be worn during the entire show and shown to security when entering the facility.

***\*\*BADGES CAN NOT BE GIVEN TO CONSUMERS!\*\****

Please fax or email back to the ORVDA office – 905-659-9900 or  
[michelle@ontariorvda.ca](mailto:michelle@ontariorvda.ca)

Thank you and have a great show.



## KITCHENER RV SHOW

### ADMISSION TICKETS ORDER FORM March 20-22, 2020

<u>TICKETS</u>	<u>QUANTITY</u>
Single – 1-day pass = \$5.00 (kids 16 & under FREE)	_____
<b>Total Number of Tickets</b>	_____

#### Company Information:

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

Contact Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Total: = \$ \_\_\_\_\_

VISA/MC #: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ CVV #: \_\_\_\_\_

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

Invoice:

Cheque:

Mail to Dealership:

Pick-up at Show:

***\*Tickets ordered after March 6, 2020 will only be available for pick-up at the show office after move-in (not mailed).\****

Please return to the ORVDA office via fax at 905-659-9900 or e-mail to [michelle@ontariorvda.ca](mailto:michelle@ontariorvda.ca)