

THE SHOW RULES & REGULATIONS

ADVANCE TICKETS

Advance Tickets are available upon request until August 11th. Please contact carolyn@prvca.org or call 888-303-2887 or visit largestRVshow.com to purchase tickets.

ANIMAL POLICY

Service animals are welcome at America's Largest RV Show. The Americans with Disabilities Act (ADA) 2010 Regulations define a service animal as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained, or untrained, are not service animals for the purposes of this definition. In compliance with the provisions of the ADA that address miniature horses, the PRVCA will modify its policies to permit miniature horses where reasonable. C.F.R., Section 13.104 and section 36.104 (2010).

BADGE IDENTIFICATION

All badge requests are handled through KleeTech, an online service allowing you to request and edit badge names online as well as register for any education event. An email will be sent to all exhibitors with step-by-step instructions. All badges will be printed at the show by either scanning a barcode emailed to you or simply typing your name into the kiosks at registration.

Exhibitors

Exhibitors must wear I.D. badges, as NO ONE IS ALLOWED IN THE GIANT CENTER OR IN THE OUTSIDE DISPLAY AREA WITHOUT AN AMERICA'S LARGEST RV SHOW BADGE. **America's Largest RV Show badges determine entry time through security checkpoints.** Badges feature a watermark indicating the current show year. An email with badge request instructions will be sent to show contacts.

Exhibiting companies may print their badges at the Registration Tent on Sunday, September 10 through Sunday, September 17. While a company representative may pick up all badges, we recommend each person pick up their own badge to avoid the loss/misplacement of any badges.

Duplicate Badges There will be a \$5 charge for any badges that need to be reprinted due to being misplaced or forgotten. This policy was implemented to maintain security by discouraging misuse of exhibitor credentials to secure free entry into the show and exhibitor parking.

Non-Exhibitors

Manufacturers, suppliers, lenders, transport, and insurance company representatives who are not exhibiting in the show and desire attendance during Industry Day will be required to pay \$50 per person. Exhibitors are prohibited from allowing a non-exhibiting company to display or demonstrate in their exhibit. Non-Exhibitors are prohibited from soliciting on GIANT Center property. Please report any offense to the show office.

CANCELLATION POLICY

Exhibitor cancellations must be submitted, in writing, via email or USPS, to the attention of [Daniel Jusko](#). To receive a refund, all cancellation requests must follow the refund schedule as outlined below.

All final payments for Exhibitor Booth space are due by July 21st. Any assigned booth space(s) not paid in full will be in Breach of Exhibitor Agreement and considered forfeited and will be reassigned at PRVCA's discretion. Eligibility for a refund will remain as dictated by the following schedule:

20% Deposit/Early Bird Deposit due with the show application to hold requested space.

- 20% Deposit/Early Bird Deposit is non-refundable.
- If any exhibitor withdraws after submitting the 20%, but prior to the 50% deposit deadline, they do not get a refund on the 20% deposit even if the space is resold.
- If they paid in full, they may receive 80% back if the space is resold.

50% Deposit Due 90 days prior to Labor Day

- If an exhibitor withdraws after the 50% deposit deadline, but before the total balance is due, the 50% is not refunded.
- If they paid in full, they may receive 50% back if the space is resold.

100% Balance due 45 days prior to Labor Day

- If an exhibitor withdraws once the 100% balance is due, they do not get a refund of any deposits.

What happens if an exhibitor withdraws after a deposit deadline but hasn't paid the amount due?

- If they want to exhibit the following year, they will need to pay the amount owed before they can exhibit again, or they will be placed on the waiting list of potential exhibitors.

Extenuating Circumstance

If someone has a special circumstance (death, injury, etc.), the refund request must be submitted in writing, via email or USPS, to the attention of [Daniel Jusko](#) describing the special circumstance. It will be addressed by the Show Committee at their next meeting (typically in December) to determine the outcome of the request.

CARPETING

Carpet is available through Hershey Expo, Inc. [Click here for the outside carpeting order form](#). Carpet IS NOT included in space rental.

IMPORTANT NOTICE: VILLAGE/OUTSIDE EXHIBITORS ARE NOT PERMITTED TO COVER DRAIN OPENINGS WITH CARPET. **ADDITIONALLY, CARPET MAY NOT EXTEND PAST DISPLAY BOUNDARIES INCLUDING AISLE WAYS.** Please note that aisle ways in your display **MUST** be at least 6 feet wide (step to step) so that emergency vehicles can access your display.

CHARACTER OF EXHIBITS

Please recognize the rights of other exhibitors. The total show appearance takes precedence of individual exhibits. Assigned space is subject to change, if Show Management feels the move is in the best interest of the show.

Adhesive backed items – NO stickers or adhesive backed items will be distributed under any circumstances.

Alterations, improvements, and attachments of any kind to the freehold (property), without the prior written approval of the GIANT Center are prohibited.

No screws into the asphalt. To protect the asphalt, hitches and jacks must be supported by wooden blocks at all times. The GIANT Center monitors all activity via security cameras. Any display with screws, spikes, nails, hitches, etc. found protruding into the asphalt will result in the **exhibitor being fined \$500 per unit and/or damages assessed by the GIANT Center.**

Aisles – Aisle ways in exhibitor displays must be at least 6 feet wide, from front of step to front of step, so that emergency vehicles can access your display.

Balloons – NO helium balloons are allowed inside without written permission from GIANT Center management.

Booth Dimensions - No booth (includes signs & canopies) may exceed 10' height for the rear 4' of the booth or exceed 3' height for the front 6' of the booth. An exception is made when a canopy is supported at the corners by support no larger than the size of exhibit tubular frame, if the area between 3' and 7' height allows an unobstructed view of neighbors. Exhibits exceeding 3' front measurement must allow a 4' open area on each side of the display to allow ample line-of-sight for adjoining booths. An exception is made for a side falling on a corner or wall. Exhibits over 10' rear height must provide a backdrop to conceal display from the adjacent displays.

Literature and Novelties – **Distribution of literature and novelty items is limited to the confines of your contracted exhibit space.** No materials are to be handed out or placed in information, registration, public or lobby areas. Exhibitors are not permitted to infringe upon show aisles or the exhibit space of others. Samples of novelty items must be submitted to Show Management for approval.

Raffles, drawings and contests – NO exhibitor will be permitted to operate a lottery, game of chance, or in any way conduct a drawing of names or numbers for the purpose of awarding a prize or the giveaway of free merchandise without a license to do so by the Commonwealth of Pennsylvania &/or Dauphin County if required. Contact Janis Creason at the Dauphin County Treasurer's Office, 717/780-6550 for more details or visit <https://www.dauphincounty.gov/government/publicly-elected-officials/treasurer/small-games-of-chance-license>

Signs – All exhibitors shall, at every entrance to each of exhibitor's display(s), place a sign with lettering at least two inches high and two inches wide, listing exhibitor's name, city and state. Industry exhibitors may feature a uniform lettered display board on an easel in front of RVs with facts the manufacturer deems of interest to attendees. Exhibitors may also display Retail FOB factory price, less accessories. No sign, poster or literature will reveal wholesale prices. Retail exhibitors must have a retail sign (12" x 12") with the size, make and retail price. Neon dealer type signs are permitted. Signs must be at least 3' from the aisles, not to exceed 8' in height. CSA exhibitors must have a sign which clearly states the CSA units are not for sale. Manufacturer exhibitors without dealer representation may post a sign indicating the location of their retail outlet(s) or dealer(s).

Sound – Exhibitors should take reasonable precautions to minimize the noise level of their exhibits. Show Management will exercise control over objectionable noise. The playing of radios, CDs, Mp3s, use of microphones or other audio/visual devices as part of the show is not approved. Exhibitors using music in their booth, either live or mechanical, must provide PRVCA with a copy of the Exhibitors Licensing Agreement with ASCAP, BMI or other such licensing organizations. Further, should Exhibitor play music, Exhibitor agrees to indemnify and hold PRVCA harmless from any action brought against PRVCA by ASCAP, BMI, or other such licensing organizations for the playing of such music. The Show Committee reserves the right to close a display until the issue has been resolved to the satisfaction of the Show Committee.

Wire and String used in the displays **MUST** be removed by the exhibitor at teardown. This also applies to telephone lines. Violators face removal charges.

CHILDREN	<u>NO</u> children under the age of 16 are permitted on the premises during move-in or move-out as a safety precaution.		
CLEANING	<p>Booth Cleaning – Cleaning of carpets, waste baskets, etc. can be contracted via Hershey Expo. An email will be sent, by Hershey Expo, to all exhibitors with order information. If you have not received information from Hershey Expo, please call 717-508-5926.</p> <p>RV Cleaning – Manufacturers will need to contract with a wash company on their own if washing on Giant Center property. See below for Authorized Wash companies.</p> <p>Authorized Wash and Detailing Companies (Inside & Exterior) CMack: 315/415.2430 (Click here for the CMack form) All-Brite RV Cleaning: 800/253.2678</p> <p>If you work with a wash company not listed above, they will need to provide a certificate of insurance to daniel@prvca.org</p> <p>PRVCA will allow wash companies to wash on Giant Center property/parking lots for their appointed arrival time.</p> <p>Motorized units will be staged on Lot H.</p> <p>Tire Dressing – Exhibitors must use plastic to protect asphalt and floors when using tire dressing products. Violators face damage and/or labor charges.</p>		
COPY SERVICE	<p>Copy service is available in the PRVCA Show Office at thirty cents per copy. For high volume copies visit:</p> <table> <tr> <td> THE UPS Store 1152 Mae St. Hummelstown, PA 17036 Phone: 717/534.6245 </td><td> Staples 710 W Chocolate Ave. Hershey, PA 17033 717/533.3670 </td></tr> </table>	THE UPS Store 1152 Mae St. Hummelstown, PA 17036 Phone: 717/534.6245	Staples 710 W Chocolate Ave. Hershey, PA 17033 717/533.3670
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COURTESY PASS	<p>Courtesy passes are not offered; however, signed business cards, with return potential buyers listed, are honored on the second day of retail. Simply sign your business card with the number of returning customers and give it to the customer for re-admittance. Please remind the customer they must show their ticket from the day they attended for re-entry. Cards are collected for monitoring. Exhibitors abusing this privilege may lose it.</p>		
CRANE SERVICE	<p>Call Greiner Industries Inc.; Harrisburg Phone: 717/233.8040</p>		
DEALER INVITATION	<p>Use https://www.largestrvshow.com/industry-dealers/registration/ to invite your dealers to the show. Industry Day provides a way for your dealer partners, and potential partners, to become educated on your products, and see the latest in accessories and services.</p>		
DEMOS	<p>Demo units (Booth Vendor Rideable Units) Booth Vendors (inside and outside) may NOT demonstrate or allow a consumer to operate any motorized or rideable unit outside their booth.</p>		

Demo units (RVs)

Motorized RV demos are permissible under specified guidelines for road demonstrations. The cost per demo is \$500. Demo units are permitted to be new 2023 units. [Click here for the Demo Lot Request Form.](#)

DRONES

Drone usage is permitted only with approval from the Giant Center. A copy of the pilot's FAA license, drone registration card, pilot's mobile number and date of flight(s) must be provided to the Giant Center Security. Please contact elizabeth@prvca.org to make arrangements.

ELECTRIC

Inside Electric – The GIANT Center charges \$122.00 for each 15-amp outlet, and electric must be ordered in advance. [Click here for the Inside Electric Form. Inside electric can be called any time prior to the start of the show for a full refund unless a special electric setup was requested.](#)

Outside Electric – Filmwerks, Inc. is contracted to provide outside electric via generators. **No personal generators are permitted.** Outside electric is only available during show hours and a half hour before and an hour after the close of the show each day (It will be turned off by 5:30 pm on Sunday due to move-out). Exhibitors will make payments directly to Filmwerks: \$468 (plus sales tax) per display unit for 50-amp service outlets, \$399 (plus sales tax) per display unit for 30-amp service outlets, and \$270 (plus sales tax) for 20-amp service outlets.

Outdoor Office Electric: If you need electric for your offices, you will need to request 20-amp service available at \$270 per outlet (plus sales tax).

NO ADAPTERS ARE PERMITTED, SO ORDER ACCORDINGLY. [Click here for the Outside Electric Form.](#)

DISCLAIMER: Filmwerks is not responsible for voltage fluctuation or power failure due to temporary conditions. For protection, you should install a surge protector on your equipment. All electrical installations and connections to all electrical service must be made by a Filmwerks Electrician. Filmwerks will not be responsible for any damage or loss to any equipment, component, computer hardware or software and/or any damage or injury to any person caused by the installation connection or plugging in of any electrical outlet by person(s) other than a Filmwerks Electrician. No refunds on electric will be permitted.

EXHIBITOR SPONSORED FUNCTIONS

In providing for a quality Show and the certainty that all Exhibitors are focused on the needs of the entire industry, the Association must make and impose certain obligations upon all exhibitors. Exhibitor-sponsored functions within a fifty-mile radius of the show, including but not limited to seminars, shows, exhibitions, off-premises sales, rallies, and meetings (with or without meals), are prohibited during all regularly scheduled hours of the show which include hours scheduled for staging, set up, industry and retail sales and/or tear-down.

Exhibitor-sponsored functions are permitted at the show, when such functions are scheduled to end no later than the opening of the show and / or are approved in writing, in advance, by Show Management at its sole discretion. Qualifying events may be placed in a "Special Events" section of the Show Program at no charge. Exhibitors who wish to hold a function at the Show facility must obtain prior approval from Show Management. When a function held on-site requires additional registration, security or other show service/personnel, the cost for additional services will be borne by the exhibitor. On-site,

before or after-hour exhibitor functions are only considered prior to industry day or public days. Distribution of alcohol is not permitted during or after show hours.

Exhibitors agree not to sponsor said functions or conduct any activities that would cause RV dealers, parts and accessory store owners, warehouse distributors and/or contractors to leave the show during regularly scheduled hours except as provided herein. Any breach of obligation under "EXHIBITOR SPONSORED FUNCTIONS" will result in suspension of privileges for one year.

FILMING POLICY

Filming on show grounds requires permission from the Giant Center. Please contact elizabeth@prvca.org to make the proper arrangements.

FIRE REGULATIONS

Fire Regulations are strictly enforced:

1. No gasoline or inflammable material in any form will be permitted in the GIANT Center. If on display in the Giant Center, no motorized vehicles may contain more than $\frac{1}{4}$ tank of fuel; pressured fuel tanks must be drained; and fuel fills must be locked and all fuel caps must be taped closed with duct tape.
2. All exits and emergency exits must be kept clear. No partial blocking is permitted.
3. All fire alarm pull stations must be kept clear.
4. Fire extinguishers may not be covered by drapes or hidden by displays.
5. Living trees/shrubs are acceptable if they are individually bagged and bailed.
6. Artificial trees/shrubs must be treated with flameproof material. Certification of flame proofing may be requested by the Fire Marshal.
7. Mulching materials must be treated with a flameproofing material or watered daily. If treated with flame proofing material, certification may be requested.
8. Each RV shall have a 2 $\frac{1}{2}$ lb. ABC-type fire extinguisher mounted in or on the unit and the fire extinguisher must be accessible.
9. Smoking is prohibited in the GIANT Center.
10. No open flames (no matter how large), fires, burning or any kind will be permitted in the GIANT Center. No exterior burning is allowed unless permission is granted by the Department of Environmental Protection and the Bureau of Fire.

FIRST AID/EMERGENCY

In an EMERGENCY, proceed to a radio location for assistance:

- Show Office 717/303.0295 or 717/350.4440
- Registration Tent
- Information Booth

GIANT Center EMTs are available on the Lower Level (Ice Level), adjacent to the GIANT Center Security Office and on the Concourse Level by Section 111 during Show hours.

FOOD, BEVERAGE

The GIANT Center reserves all rights on concessions including food, beverage, and all catering functions. Catering orders must be placed two weeks in advance by calling Erika Cruver at 717/508.1720 or email to gccatering@hersheypa.com. [Click here for the GIANT Center Catering form.](#)

FORKLIFT

Outdoor: Forklift service is available by Hershey Exposition. An email will be sent, by Hershey Expo, to all exhibitors with order information. If you have not received information from Hershey Expo, please call 717-508-5926. Click here for the [Labor & Banner Hanging Form](#).

Indoor: Forklift service is available by Hershey Entertainment and Resorts. The hourly rate is \$68.25 an hour. Contact daniel@prvca.org to reserve an indoor forklift.

GOLF CARTS

The GIANT Center allows golf carts on the premises. **All golf carts must display a permit at \$25 per golf cart. You may register and pay for a golf cart permit when registering for your badges.** [Click here for your golf cart permit.](#)

If you rent your golf cart, permits can be picked up with your cart. If you bring your own golf cart, permits will be at the Registration tent. Please note that during times of heavy attendance, please keep golf cart usage to a minimum. They should be used for taking guests to the parking lot or traveling to the demo lot. Golf carts are available for rental from Hershey Expo. [Click here for the golf cart rental form.](#) PRVCA's primary concern is the safety of exhibitors, attendees, employees, and GIANT Center employees. **Any violation of the rules for golf cart use will result in immediate removal of cart and driver from the show by Giant Center officials. Violations may be subject to additional PRVCA contract penalties and/or township fines.** In the interest of safety, all persons or companies using golf carts must be familiar with the rules governing the safe operation of golf carts on show grounds:

1. NO electric cars and/or street-legal vehicles are permitted.
2. Golf carts exiting the GIANT Center exhibit areas to the main or handicap parking lots must use the Golf Cart Lane leading from Northern Ticket Gate to those parking areas Monday – Sunday. Saturday and Sunday, the Golf Cart Lane will be closed until Hersheypark traffic subsides. PRVCA golf cart drivers will be stationed in the parking lot to take manufacturers and customers to demo lot and to help customers from their cars to the walking bridge.
3. Golf carts are not permitted on the municipal roadways surrounding the GIANT Center.
4. **Golf carts may be driven only during daylight hours unless they have lights.**
5. Golf carts may not be driven on the sidewalk.
6. Golf carts may not be driven in the GIANT Center.
7. Drivers must have a valid driver's license.
8. Golf carts are to be operated at reasonable speeds considering the heavy pedestrian traffic at the show.
9. Golf carts are to carry no more than the number of passengers they are designed to carry.
10. Golf carts are to be driven only by persons who have been given written authorization to do so by the firm or individual renting the cart.
11. The lessee of the golf cart agrees (by signing the rental form) to be responsible for any physical damage or bodily injury that results from the use of the car by themselves, their employee or agent.
12. The lessee further agrees to hold PRVCA, the GIANT Center and Hershey Exposition Services free from any liability to property or persons resulting from the use of the cart by himself, his employee or agent.
13. **Golf carts may not park on the concrete in front of the GIANT Center main entrance doorways or in any show aisles.**

HOTELS, MOTELS & CGs

The Hershey Lodge is the official host hotel. Rates start at \$194. Reserve your room by using the following link:

<https://reservations.hersheypa.com/HRSApp/HRSHome?groupCode=PRVCA2023L&venue=hersheyLodge>

You may also call the Hershey Lodge Reservation office at 855-729-3108 and ask for the room block for the PRVCA group, September 10-17, 2023.

For a complete list of hotels, motels, and campgrounds in the Hershey area, visit largestRVshow.com/accommodations.

HOURS OF OPERATION (*subject to change*)

September 4 (Monday – Labor Day Holiday - PRVCA Camp Hill Office Closed – Call 717/350.4440 for assistance.)

8:00 am Operations on site for scheduled arrivals;
CMack (APC) and All Bright RV Cleaning arrive for washes;

September 5 –7 (Tuesday – Thursday)

8:00 am Wash rack continues;
Filmwerks arrives to facilitate outside electrical service
Show Landscaper arrives Wednesday;
5:00 pm PRVCA wash-rack closes.
8:00 pm Village set-up concludes for day.

September 8 (Friday)

7:45 am GIANT Center Security opens front lobby doors.
8:00 am Inside chassis and/or large booth display move-in begins;
PRVCA wash rack opens;
Noon GIANT Center move-in begins;
Exhibitor on-site overnight parking begins.
5:00 pm PRVCA wash-rack closes.
8:00 pm GIANT Center move-in and Village set-up conclude for the day.

September 9 (Saturday)

7:45 am GIANT Center Security opens front lobby doors.
8:00 am Village set-up and washing continues;
GIANT Center move-in continues;
Show Office opens.
Noon PRVCA forklift service and wash concludes.
5:00 pm Show Office closes.
8:00 pm GIANT Center move-in and Village set-up conclude.

September 10 (Sunday)

7:45 am GIANT Center Security opens front lobby doors.
8:00 am Village prep; GIANT Center move-in continues;
Show Office opens.
2:00 pm Registration Tent with full registration services opens.
4:00 pm Registration Tent closes.
5:00 pm Show Office closes.
8:00 pm GIANT Center move-in and Village set-up conclude.

September 11 (Education Day – Monday)

7:45 am GIANT Center Security opens front lobby doors.
8:00 am Registration Tent, Show Office open;
Village prep;
Golf Cart Taxi service operational;

8:30 am	Filmwerks turns on generators.
9:00 am	Education events begin.
4:00 pm	Education events close.
5:00 pm	Filmwerks turns Village generators off; Registration Tent and Information Booth close.
5:00 pm	Golf Cart service ends.

September 12 (Dealer Day – Tuesday)

7:00 am	Registration Tent Opens; Hersheypark Camping Resort Shuttle Bus service begins; Golf Cart Taxi service begins; Shuttle from Overnight Parking begins
7:30 am	GIANT Center Security opens front lobby doors.
8:00 am	Show Office opens
8:30 am	Filmwerks turns on generators.
9:00 am	Trade Show and Information Booth open
10:00 am	Education Events begin
4:00 pm	Industry Day close; Registration Tent closes.
4:30 pm	Industry Day tear-down begins in GIANT Center; Dealer display set-up begins in Village; Village electric turned off.
5:00 pm	Hersheypark Camping Resort Shuttle Bus service ends; Shuttle from Overnight Parking ends; Golf Cart Taxi Service Ends; Show office closes.
5:00 pm	Public booth set-up begins.
9:00 pm	Dealer and Booth set-up complete; GIANT Center closes.

September 13– September 15 (2nd Public Day – Thurs.; Veterans Day & Senior Day: \$5 off regular priced admission tickets)

6:45 am	GIANT Center Security opens front lobby doors.
7:00 am	Registration Tent and Ticket Office open; Public Day Booth set-up continues (Wednesday only).
7:30 am	Show Office and Information Booth open; Golf Cart Taxi service begins
8:00 am	Shuttle Bus to/from Hersheypark Camping Resort begins; Shuttle from Overnight Parking begins.
8:30 am	Filmwerks turns on generators; Public Booth set-up complete (Wednesday only)
8:45 am	Ticket sales begin
9:00 am	Show open and public allowed to enter.
3:00 pm	\$7 Twilight Pass on sale (no coupons)
8:00 pm	Show closes
9:00 pm	Filmwerks turns off generators
9:00 pm	Golf Cart Taxi service and Hersheypark Camping Shuttle Bus ends; Shuttle from Overnight Parking ends

September 16 Saturday

6:45 am	GIANT Center Security opens front lobby doors.
7:00 am	Registration Tent and Ticket Office open
7:30 am	Show Office and Information Booth open
8:00 am	Shuttle Bus to/from Hersheypark Camping Resort begins;

	Golf Cart Taxi service begins;
	Shuttle from Overnight Parking begins.
	Filmwerks turns on generators;
8:30 am	Show open and public allowed to enter to help alleviate long lines.
3:00 pm	\$7 Twilight Pass on sale (no coupons)
8:00 pm	Show closes
9:00 pm	Filmwerks turns off generators
9:00 pm	Golf Cart Taxi service and Hersheypark Camping Shuttle Bus ends; Shuttle from Overnight Parking ends
September 17 Sunday	
7:45 am	GIANT Center Security opens front lobby doors.
8:00 am	Registration Tent Opens;
	Shuttle Bus service to Hersheypark Camping Resort begins;
	Golf Cart service begins;
	Shuttle to Overnight Parking begins
8:30 am	Filmwerks turns on generators
8:45 am	Ticket sales begin
9:00 am	Show open and public allowed to enter
5:00 pm	Show closes; Information Booth, Registration Tent and Show Office closes;
5:00 pm	GIANT Center Booth Vendor vehicles permitted in via Suite Parking Entrance; form line; and gain admittance to rear of Giant center for load-out.
5:30 pm	Filmwerks turns off generators; GIANT Center turns off Registration Tent electric
6:00 pm	Golf Cart taxi & Hersheypark Camping Resort Shuttle Bus end; Shuttle to Overnight Parking ends; Estimated time for gates to open for motorized exit
6:30 pm	Estimated time for trucks and utility trailers permitted entry process to begin
Midnight	Deadline for booth vendor removal of inside displays
September 18 Monday	
Midnight	Hershey Expo tear-down complete in GIANT Center;
	ALL UNITS (RVs and vehicles) must be moved to Auxiliary Lot "M";
	Deadline for outside booth vendor display removal
September 19 Tear-down (Tuesday)	
7:00 am	Unit removal continues on Auxiliary Lot "M";
September 20 Tear-down (Wednesday)	
7:00 am	Unit removal continues on Auxiliary Lot "M";
Midnight	Unit removal complete

INDEMNIFICATION Exhibitors shall indemnify, defend and hold harmless PRVCA, its subsidiaries or affiliates under its control, their directors, officers, employees and agents, against any and all losses, liabilities, judgments, awards and costs (including legal fees and expenses) arising out of or related to any claim that the exhibitor's participation in or actions at the PRVCA trade/consumer show, infringes or violates the patent, copyright trademark or any rights of a third party. We shall defend and settle at our sole expense all suits or proceedings arising out of the foregoing.

INSURANCE Due to exhibitor requests, Comprehensive General Liability Insurance will be included with your display for a \$74 fee. The coverage, through RainProtection, will include \$1,000,000 minimum protection and PRVCA will be listed as additionally insured in relation to show

participation. Coverage will begin during setup and end at teardown. You do not need to contact your insurance company as you will receive a certificate from RainProtection insurance. Not only will this save you time and frustration for providing the correct insurance information, but if there is a claim, it will no longer affect your primary insurance premiums.

With deposit, proof of Automobile Insurance is also required for any company or personal vehicle on the Hershey property. If a rental vehicle is used, a statement to that fact will satisfy this requirement.

INTERNET ACCESS

Wired Internet – Wired Internet services are available **ONLY** inside Giant Center at a cost. For wired Internet service, indoor exhibitors must fill out the [Telephone & Internet Line Order Form](#) and send to Hershey IT Department in advance.

Wireless Internet – Hershey Entertainment and Resorts has recently invested in a dedicated cellular system around GIANT Center to better meet vendors' data service demand. The new system supports large-scale capacity and provides high-speed internet connectivity to meet the needs of most businesses. To provide the best experience for your business, HE&R recommends using cellular data service for your outdoor Internet needs at GIANT Center. Cellular data services and devices can be obtained from your cellular provider of choice prior to arriving at the show. HE&R will no longer offer wired connections for the GIANT Center outdoor areas and parking lots.

LANDSCAPING

Rainforest Design, Margate, FL, is providing landscaping services [Click here for landscape service form.](#)

LAWS of PA SHOWS

OUT-OF-STATE DEALER PARTICIPATION - An RV dealer licensed in another state may participate in a vehicle show or exhibit which has, when it opens to the public, at least a total of 50 dealers from both PA and outside PA manning RV manufacturer displays, if the show or exhibit is trade-oriented and is predominantly funded by RV manufacturers. When the show has less than a total of 50 recreational vehicle dealers, a minimum of ten recreational vehicle dealers at the show are licensed in PA and more than 50% of the participating dealers must be licensed in PA. Participating dealers who are not from a state licensed by PA, must be from a state contiguous to PA which permits PA-licensed RV dealers to participate in vehicle shows in that state under conditions substantially equivalent to the conditions which are imposed upon dealers from that state who participate in RV shows in PA and are duly licensed and authorized by their state of residence to sell RVs. The states of Delaware, New York and West Virginia comply. RV dealers are permitted to consummate final sales contracts at Sunday shows in PA.

An out-of-state recreational vehicle dealer may not participate in a recreational vehicle show unless the out-of-state dealer satisfies at least four of the listed activities at its facility in the contiguous state in which it is licensed or domiciled that does not require licensure:

- 1) Accepting delivery of new recreational vehicles from the recreational vehicle dealer's manufacturer for which the dealer possesses an agreement with the manufacturer to sell its recreational vehicles.

- 2) Maintaining inventory and offering recreation vehicles for sale to the public.
- 3) Consummating and finalizing recreational vehicle sales.
- 4) Servicing or repairing recreational vehicles.

5) Delivering recreation vehicles to purchasers with RV titling, registrations issued, and taxes collected and paid to the dealer's appropriate home state agencies.

OFF SITE DELIVERY FOLLOWING SHOW - The Vehicle Licensing Board recognizes that on occasion, situations will occur near the close of the show, where there is not ample time to complete all the paperwork required to finalize the deal and deliver the vehicle. This is due to the time constraints of the show lease and the fact that dealers are under a deadline to evacuate their space at the show. Thus, there may be situations where contracts are not finalized or where they are finalized but delivery cannot be accomplished on time. Completion of the sale is permitted if no new contracts are initiated. Only administrative or ministerial matters that are related to a sale may be completed after the show. In no event shall they be initiated after the show because anything that is initiated after the show obviously is not under the show's purview or umbrella of permission to engage in activity at other than licensed location.

MAXIMUM LENGTH AND WIDTH - 45 feet for motor homes is the maximum length and 102 inches is the maximum width allowing for 6-inch appendages.

LICENSING & REGISTRATION

Manufacturer, Manufacturer Representative, PA Dealer and PA

Salespersons – PA requires all vehicle manufacturers/manufacture representatives doing business in PA to be licensed. PA dealers/salespersons must be licensed. Applications and instructions are available at [BPOA - Pennsylvania Licensing System \(pa.gov\)](http://www.bpoa-pa.gov). You will see links to apply or renew your license.

Applicable forms:

- Vehicle Salesperson Application - SPOA 2602
- Vehicle Representative Application - SPOA 2602A
- Dealership Application – SPOA 2602B
- Manufacturer/Distributor Application – 2602C
- Dealership Change Application – SPOA 2602E
- Vehicle Salesperson Change Application – SPOA 2606

For questions, contact the State Board of Vehicle Manufacturers, Dealers and Salespersons at 717-783-1697 or email ra-st-vehicle@pa.gov.

PRVCA suggests reading the Board of Vehicle Act, Act 84 of 1983 amended through Act 90 of 2014, by going to [1983 Act 84 - PA General Assembly \(state.pa.us\)](http://www.state.pa.us).

Campground Membership Salesperson – PA law requires campground membership salespersons to be licensed by the PA State Real Estate Commission. Some states provide for reciprocity between states. Visit

<http://www.dos.pa.gov/professionallicensing/Pages/default.aspx>. Type "Campground Membership Salesperson" in the search bar to apply for an initial license. Visit <http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/RealEstateCommission/Pages/Renewal-Forms.aspx> to renew your license. For questions, contact the State Real Estate Commission at 717-783-3658 or email ra-realestate@pa.gov.

Transient Vendor License – PRVCA is licensed with the PA Department of Revenue as a Licensed Show Promoter. Revenue requires PRVCA to maintain a listing of

1. Vendors selling taxable goods and
2. Exhibitors who display their products or services.

The Department of Revenue requires PRVCA to collect PA Sales & Use Tax numbers from those exhibitors selling and to supply transient vendors, who sell and have not registered an application. All transient vendors, who sell in Pennsylvania shows, are required to hold a Transient Vendor PA Sales and Use Tax License. To find out more information on how to receive your license, visit [How do I register for business taxes? \(custhelp.com\)](https://revenue-pa.custhelp.com/)

A transient Vendor Certificate is required for any non-Pennsylvania enterprise whose business structure is a sole proprietorship or a partnership that does not have a permanent, physical business location in Pennsylvania and is selling taxable, tangible personal property or performs taxable services in Pennsylvania. Review the [REV-717, Retailers Information Guide](#) for details on taxable goods and services.

PA Sales and Tax Use Form. Each exhibitor must complete a PA Sales and Tax Use Form Click here for the [PA Sales & Use Tax form](#). If you are not sure if you are selling taxable goods, visit <https://revenue-pa.custhelp.com/> for commonly asked questions and answers. If you cannot find the answer to your question, you can submit specific questions via the website. Transient vendors will receive follow up reporting forms from the Department of Revenue via e-mail or USPS.

EIN's or Social Security numbers are required to be submitted to PRVCA if you are a sole proprietorship and claim that you do not need to have a Transient Vendor Certificate or a Sales Tax License. If you can provide a Sales Tax License Number or Transient Vendor number, then you do not need to submit an EIN or Social Security number.

All **Retail Sales Tax Licenses** are to be renewed no less than every **5 years**. In addition, licenses will not be renewed if there are any outstanding taxes or returns due for any state tax. This review includes all state taxes, including taxes due to the Department of Labor and Industry.

LOGO USAGE

Use of the PRVCA or America's Largest RV Show logo requires permission from PRVCA. Please contact elizabeth@prvca.org for approval.

ARRIVAL: RV, CHASSIS UTILITY TRAILER, TRUCK, AUTO

Arrival – RVs, chassis, trucks and utility trailers included in displays must arrive at GIANT Center on their assigned arrival day. Move-in will be accomplished as close as possible to the arrival date (typically one day after the arrival date). PRVCA cannot be responsible for delays caused by circumstances beyond its control. *Refer to Date and Time listing.* An authorized company representative must be on-site to receive all units and remain throughout the set-up. Each manufacturer must submit the Manufacturer Arrival Form included in this manual. [Click here for the Manufacturer Arrival Form.](#) A copy of the Second Stage Manufacturer Certificate of Origin for each motorized unit must be provided upon check-in.

Advance Staging – Early arrivals are turned away unless advance staging arrangements are made and paid for in advance. Advance staging does not entitle manufacturers to an advance wash. [Click here for the Manufacturer Advance Staging form.](#)

Any exhibitor arriving at the Show with exhibits after their assigned date may be fined 25% of the space cost and if more than one day late, will lose rights to exhibit space. PRVCA reserves the right to reassign said space.

1. Units should arrive via Hersheypark Drive to Park Blvd.; bear to right. PRVCA Operations Support will check RVs for proper arrival date and for model year. Unauthorized early arrivals will be turned away, no exceptions. Exhibitors will display vehicles that are model year 2024 or newer (**only 20% of display may be new, untitled 2023 units**). All 2023 units must display a PRVCA 2023 Disclaimer Card. [Click here for the 2023 Model Year Unit Request Form.](#)
2. All drivers will be directed to the wash rack located at Pole #127 for a CMack wash or Pole #125 for an All Bright wash, if applicable. Drivers must stay with their units during the wash procedure. *Please note: Manufacturers must have adequate staff to move their product through the wash line and to display area. PRVCA forklifts will be able to assist but cannot set entire displays.*
3. Vehicles with *Advance Staging Authorization Identification Cards* will be directed to an assigned Pole area by PRVCA Operations. Advance staging does not entitle manufacturers to advance washing.
4. An authorized company representative must be on-site to check in units, direct delivery personnel, accept keys, and collect and sign paperwork. This individual must remain through set-up. PRVCA does not perform and/or assume the responsibility for these tasks. Companies with less than ten units may secure this service from PRVCA for a fee.
5. **BLOCKS ARE REQUIRED UNDER ALL RV LEVELERS AND HITCHES** to protect asphalt in a parked (drop) position or on display. All exhibitors must arrive prepared to place a minimum of 12"x12" 5/8 –inch plywood block under all RV levelers and hitches. Failure to comply will result in a \$500 fine per unit and damages assessed by the GIANT Center.
6. Diesel Coaches on display must have an approved wheel chock design on a minimum of one axel.

Washing –Manufacturers will need to contract on their own/or not. See below for wash company contact information:

Wash and Detailing (Inside & Exterior)

CMack: 315/415.2430

All-Brite RV Cleaning: 800/253.2678

If using a company not listed above, they must provide daniel@prvca.org with a Certificate of Insurance.

Washes:

PRVCA will allow wash companies to wash on Giant Center property/parking lots for their appointed move-in time.

Placement –Company representative must be present during their approved timeslot.

Please remember that it is the manufacturer's responsibility to have a representative and adequate staff on-site to position your display. PRVCA staff and forklifts will be available to assist but cannot set entire displays.

PRVCA is not liable for individual placement of units within the block. NOTE: If a forklift driver is asked to return to a display without a PRVCA spotter, PRVCA will not be responsible for damage.

Vehicle Identification Cards / 2023 Window Card – Final paperwork and payments are due by July 21, 2023. Upon receipt of the finalized paperwork and payment, PRVCA will mail the Vehicle Identification Cards and approved 2023 unit window cards to the official manufacturer Show Contact on file. The Vehicle Identification Cards must be placed in the

passenger side window or on the front of the vehicle to provide for instant identification. The Show Contact must forward identification cards to the transporter. Units will not be allowed on-site without proper identification.

Date & Time Exhibitor Schedule - Arrival date / time is on the Vehicle Identification Card. Vehicle Identification Cards are color coded by arrival day. Units arriving prior to scheduled day are not allowed on property unless they have an advance staging authorization. PRVCA forklift service is not available until September 5 (*PRVCA forklifts available to assist only. It is the manufacturer's responsibility to have adequate staff on-site to position the display*). Please note that all washes will be privately contracted. For a list of wash companies, see the "Washing" information.

NOTE: The arrival date indicates the date and time which units can be delivered to the Giant Center and washes can begin.

Company	Arrival Date	Block/Booth	Arrival Process Begins
Forest River	Monday, September 4 & Tuesday, September 5	B2, A1, A3	8am
Jayco/Starcraft/ Entegra/Highland Ridge	Monday, September 4	F6	8am
Winnebago	Monday, September 4	C2	10am
Grand Design	Tuesday, September 5	A11	8am
KZ	Tuesday, September 5	D1	8am
REV	Tuesday, September 5	A5	10am
Ember	Tuesday, September 5	A4	10am
Heartland	Tuesday, September 5 Wednesday, September 6	D2	10am
Thor Motor Coach	Wednesday, September 6	A10	8am
Keystone/Crossroads	Wednesday, September 6	E3	8am
Tiffin	Wednesday, September 6	F5	8am
Airstream	Wednesday, September 6	B1	10am
Grech	Wednesday, September 6	A13	10am
Gulfstream	Wednesday, September 6	A7	10am
Venture	Thursday, September 7	A12	8am
Intech	Thursday, September 7	C3	8 am
NuCamp	Thursday, September 7	E4	8 am
Alliance	Thursday, September 7	A8	8 am
Leisure Travel	Thursday, September 7	C1	10am
Cortes Campers	Thursday, September 7	F4	10am
Phoenix	Thursday, September 7	F1	10am
Newmar	Friday, September 8	A2	8am
Pleasureway	Friday, September 8	E1	8am
Aliner	Friday, September 8	F2	8am
Nexus	Friday, September 8	E1	10am

Northern Lite	Friday, September 8	A14	10am
Roadtrek	Friday, September 8	A6	10am
Showhauler	Saturday, September 9	F3	8am
New Horizons	Saturday, September 9	A9	8am

MOVE OUT RVs

RVs may remain in their exhibit space, until midnight Monday, September 18. If a staging area is needed Sunday, September 17th, units can be moved to Auxiliary Lot “M”. **All units must be removed from GIANT Center Auxiliary Lot “M” by midnight, September 20.** Exhibitors are responsible to secure and remove their units in an orderly fashion. Motorized units exit first, followed by towables approximately one hour later. Tow motor operators are available to assist with difficult units.

RVs not removed by midnight, September 20th are towed at the owner’s expense. **Exhibitors with units remaining on GIANT Center property after the September 20th deadline will be fined \$250 per day per unit by the GIANT Center, as well as be held responsible for other fines / charges incurred by PRVCA.**

Move Out for Change-Out of RVs – Each manufacturer is allowed to change out RVs for a fee of \$500 during the show. The unit must be taken out under PRVCA supervision in a PRVCA pre-approved time slot (after show hours) and replaced without disturbing any other display. PRVCA will not provide any equipment for the change out and the display must be ready before show opens.

MOVE IN BOOTHS

Industry Booth and Public Booth setup begins Friday, September 8 from 12 pm until 8 pm; Saturday, September 9 and Sunday, September 10 from 8 am – 8 pm; and Monday, September 11 from 8 am until 8pm. Exceptions: Displays with vehicles to include chassis, auto, trailer, and RV components have special move-in times. See the list below. Any variation to this schedule must be approved by management. **If contracted to exhibit during Industry Day, booths must be manned from the start of the show to the end each day, with no late arrivals or early tear downs, or exhibitor is subject to a fine of \$100 per day.**

Public Booth setup is Tuesday, September 12, from 5 pm until 9 pm and on Wednesday, September 13, from 7 am until 8:30 am. Displays with vehicles to include chassis, auto, trailer, truck and RV components have special move-in times prior to Industry Day. See the list below. **If contracted to exhibit during Public Days, booths must be manned from the start of the show to the end each day, with no late arrivals or early tear downs, or exhibitor is subject to a fine of \$100 per day.**

PLEASE NOTE: Any public day exhibitor that sets up his/her booth from Friday, September 8 – Monday, September 11, is responsible for securing booth and booth contents while the booth is unmanned during setup and during Industry Day on Tuesday, September 12.

Unless inside forklift service is booked in advance via PRVCA, displays must be moved by hand or cart in and out of the Giant Center.

Special arrival times have been arranged for the following companies:

Company	Arrival/Move-In Date	Block/Booth	Time
Delaware State Parks	Wednesday, September 6	501	8am
Spartan Chassis	Thursday, September 7	504	8am

Campers Inn Store	Friday, September 8	508 & 196	8am
Freightliner	Friday, September 9	506	8am
MORryde	Sunday, September 10	543- 546	11am
Pioneer Pole Building	Monday, September 11	576-578	7am

MOVE OUT BOOTHS

Booths shall not be dismantled during the show unless as specified or approved by Show Management at the time the contract is signed. **A fine of \$100 per day per booth will be implemented if an exhibitor does not man his/her booth.**

Industry Day Only Booths - Booths will be dismantled and removed from the floor between 5 pm and 7 pm on Tuesday, September 12. Those vendors requiring more time to dismantle their displays must contact PRVCA immediately.

Industry & Public or Public Only - Industry & Public and/or Public Day Exhibitors must remove their displays by midnight, Sunday, September 17. *NOTE:* Exhibitors electing to remain open during Public Days must do so or be subject to a fine of 25% of the exhibit space rental. PRVCA reserves the right to hold exhibits until fines for violations are satisfied.

PARKING

Demo Parking located at Lot M (when exiting the parking lot, it is the only lot on the left). Each motorized manufacturer may purchase demo parking passes at \$500 each. Demo units are permitted to be new 2023 units. [Click here for the Demo Lot Request Form.](#)

Exhibitor parking (Industry & Public Days) is located to the east of the GIANT Center across the Skywalk from the Registration Tent. Exhibitor parking and general admission parking are free of charge. Your badge is your authorization. Any exhibitor who shares his/her badge with an unauthorized individual is subject to a fine and loss of privileges as this is a security breach. **The only exhibitor RVs allowed on-site are vehicles in official display areas, Demo Units, and Transport Vehicles.**

Saturday Parking – For the convenience of your customers, the Giant Center asks that exhibitors park in the grass lot to the West of the Giant Center located off North Hockersville Road. Please follow the signage.

Accessible (Handicap) Parking – Booth Vendor Accessible Parking is to the immediate east of the GIANT Center, in the west parking lot and in the east general parking lot. [Click here for the Accessible Parking Pass form.](#) General admission handicap parking is to the North of poles #120 the entire show.

Industry Day/Education Day Attendee Parking is free and located in Lot E (east lot).

Public (General Admission) Parking is free. Lots A (West Lot), E & F (East Lots) are used for attendee parking. Lot F (lower East Parking lot) is used for Exhibitor Parking. The overflow parking area on the north side of Hersheypark Drive is used for most parking on Saturday and Sunday.

Exhibitors: NO PARKING in the West Lot unless you have accessible plates, as it is reserved for retail customers!

Show Trailer Rig Parking - Booth vendor utility trailers are permitted to park on the east side of the GIANT Center. Please note, that utility trailer parking cannot be used for golf cart parking or for vehicles that are used to transport vendors to the show. Once the trailer

is parked, it cannot move until the close of the show. Show Trailer Rigs / Set-up Vehicles (manufacturers and dealers) are stored on Lot M (tentatively). Parking permits are required for these areas and must be secured in advance. [Click here for the Show Trailer Rig Parking form.](#)

PARKING LOT SALES

Sales in the Parking Lot are not tolerated and are considered illegal in PA. The PA State Police are empowered to file criminal summary charges with the District Justice for unlicensed sales activity at shows. Per your contract with PRVCA, the word material shall include but not be limited to the following: activity which is illegal under federal, state, local law or the regulation of any government agency; conduct which jeopardizes the health, safety and welfare of others at the PRVCA Show; conduct which puts the ASSOCIATION or the SHOW COMMITTEE at risk; the permitting of unauthorized displays at the PRVCA Show; the failure to comply with the sections of the contract regarding the Character of Exhibits and/or Insurance and Care; the failure to immediately comply with a request from the ASSOCIATION or SHOW COMMITTEE to cure any breach of Contract, which it deems to be of an urgent and serious nature. In the event of a material breach of your PRVCA Contract, the Association may withhold and refuse the EXHIBITOR the right to exhibit at future shows sponsored by the ASSOCIATION.

SECURITY

Loss or Theft – The facility provides a measure of protection, such as perimeter security. However, exhibitors are responsible for protecting their products and displays from the time they leave the plant until they return. Exhibits should be insured. In case of theft, report the occurrence to PRVCA immediately. An Incident Report for your insurance company is supplied by the facility security. Exhibitors should lock all units when leaving the display. Exhibitors should cover products remaining in a booth overnight. Culprits can't tell where the most tempting items are and covering makes it harder to remove items.

Do not store excess supplies and merchandise under tables. PRVCA has a secure area for your portable equipment. Take items to be secured to the Show Office (each night) with a list of items to be stored, company name and signature.

Exhibit Release Passes - required during show hours, not applicable during move out. Stay with products while they are being crated and give a bill of lading to the general contractor. The bill of lading then goes to the trucking company.

SHIPPING/DRAYAGE

The GIANT Center lacks facilities for receiving exhibit materials prior to our arrival. Early shipments will be refused. If you require shipping and/or drayage services, [please click here for the drayage form.](#) Please make sure your company name is the same as the exhibitor name so your items are delivered to the correct booth location. An email will be sent, by Hershey Expo, to all exhibitors with order information. If you have not received information from Hershey Expo, please call 717-508-5926.

SHOW OFFICE

The Show Office is located in the GIANT Center to the right of the Information Desk. The Show Office opens Saturday, September 9 at 8 am. The show office phone number is 717/303.0295.

SILENT AUCTION

Silent Auction - Exhibitors are asked to supply a minimum of one gift item (\$100 value or greater) or a check for \$100 (made payable to PRVCA) for the online *Silent Auction*. The gift item may not include a "purchase required for discount". The auction will be held online and end Friday, September 15th at 11pm. Winners may pick up items in show office or pay to have items shipped. Suggested gift items: kitchen appliances, electronics (TV, tablet

computer, cell phone), tickets to theme parks, signed memorabilia, travel packages, grill accessories, etc. [Click here for the Silent Auction form to register.](#) All proceeds going to the PRV PAC.

SPONSORSHIP

For marketing opportunities, contact elizabeth@prvca.org or see the [Sponsorship](#) and [Advertising](#) Forms.

SUBLETTING

Subletting of space is prohibited.

TELEPHONE

Telephone service is available by completing and faxing the order form in this manual to GIANT Center Communications Service at 717/520.5785. Communications Services may be reached by telephone at 717/508.1515. [Click here for the Telephone & Internet Access Order Form.](#)

TRANSPORTATION

Air – [Harrisburg International Airport](#) (11 miles); [Baltimore Washington International Airport](#) (101 miles); [Philadelphia International Airport](#) (102 miles); [Dulles International Airport](#) (125 miles).

Car Rental - Avis Worldwide available at www.avis.com

Taxi – Capital City Cab 717.939.6363; Sweet Ride Transportation Services 717.805.2141

Uber – Uber is available in the Hershey/Harrisburg area. Pickup is located at the back of the Giant Center. Please download the app in the App Store, Google Play or Windows Phone Store.

Train – Middletown Station, 270 W. Emaus St
Elizabethtown Station, 50 S. Wilson Ave.
Amtrak.com