



Harrisburg RV & Camping Show

August 25 - 28, 2022

**Pennsylvania Farm Show
Complex & Expo Center
Harrisburg, PA**

**EXHIBITOR
KIT**

Exhibitor information

Please note that we have a new format for Exhibitor Information. On our website, simply click on the appropriate tab to order services online or find helpful information. Be sure to order services or book your hotel now to take advantage of special rates. Included are links for:

- Move-In/Out Schedule
- Electric Order Form
- Floorplan
- Show Decorator Services Kit
- Required Forms
- Phone/Internet Order Form
- Hotel Information

Show information

Show dates: August 25-28, 2022

Show hours:

Thursday:	9am - 9pm
Friday:	9am – 9pm
Saturday:	9am – 9pm
Sunday:	9am – 6pm

Show location: PA Farm Show Complex & Expo Center
2300 N. Cameron St.
Harrisburg, PA 17110

Exhibitor Fast Facts:

When is final payment due for exhibit space?

Final payment is due 60 days prior to show opening. All balances on accounts must be paid in full before exhibitors will be allowed to enter or set up in the exhibit hall – **NO EXCEPTIONS.**

Am I allowed to share a booth with another exhibitor?

No. Booth sharing is absolutely not allowed.

Is parking free?

No – the facility charges for parking.

What comes with my exhibit space?

Each space is designated with pipe/drape (4' high side rails, 8' high backdrop). Tables, chairs, etc. are available through the show decorator for an additional charge.

Can I bring my own tables and chairs?

Yes. No additional charge will apply.

Do I need to charge sales tax on purchases made at the show?

Yes. Appropriate sales tax must be charged on items sold during the show. Exhibitors are responsible for obtaining any required sales permits/forms.

Dealers:

You must obtain any Dealer Off-Site Sale Permits required by the State.

Insurance:

You **MUST** update your risk, comprehensive and general liability insurance to cover your vehicles and employees during move-in, the show and move-out. GS Events and PA Farm Show Complex & Expo Center **WILL NOT BE** responsible for loss or damage of any property. Fax Certificate of Insurance to 270-438-4723.

Electric Service:

Electrical is handled by the facility but **must be ordered through GS Events**. Click the Electrical tab to for the order form. The completed form and full payment must be faxed to 270-438-4723 no later than August 12, 2022. After that date, there is a \$50 late fee.

Show Decorator/Equipment Rentals:

General Exposition Services is the official supplier of draped and undraped tables, carpet, etc. Each booth is supplied with an 8' fabric backdrop and 4' side rails at no charge. Please click on the Decorator Kit tab to order services on our website.

Freight:

There are no facilities at PA Farm Show Complex for the hauling or storage of freight prior to the show. Arrangements must be made through General Exposition Services (GES).

GUIDELINES FOR VEHICLES DISPLAYED AT SHOW:

Each vehicle fuel tank must have a locking cap, locking compartment door, or must be taped.

Batteries in all motorized RVs must be disconnected during show hours. Fuel tanks shall be filled to no more than 1/8 of capacity. No engine can be run during the show. All LP gas tanks must be removed from RVs. Any built-in tanks that cannot be removed must be empty. These will be inspected by the Fire Marshal. All decorative material is to be flame retardant in a manner satisfactory to the Fire Marshal. The Fire Marshal will inspect the exhibits prior to the opening and at other times during the show.