

SALEM RECREATIONAL VEHICLE SHOW

OCTOBER 10, 11, 12, 13, 2024

PRODUCED BY WESTLAKE PROMOTION INC.

Exhibitor Information

October 10, 10-7pm

October 11, 10-7pm

October 12, 10-7pm

October 13, 10-5pm

Oregon State Fair & Expo Center 2330 17th N.E. Salem Oregon 97301



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

RV exhibitors must send "PROOF OF INSURANCE"

Send to: Westlake Promotion- bbwestlake@seanet.com or fax to 206-708-7406 naming both below as additional insured.

- Oregon State Fair and Expo Center
 - 2330 17th Street NE
 - Salem OR 97301
- Westlake Promotion Inc.
 - 758 Arrowhead Road
 - Camano Island WA 98282

Questions?

BILL BRADLEY

Westlake Promotion Inc.

Phone 206-669-7375

Email bbwestlake@seanet.com Web: www.westlakepromo.com

Show Schedule

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Monday October 7

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

All RV exhibitors may enter the fairgrounds off Sunnyview Blvd. and park rigs in main lot.
Do not move any rigs into show position at this time.

Tuesday October 8

7:30 am **RV Move-in per individual schedules**

8pm

Wednesday October 9 BOOTH EXHIBITORS NOT DISPLAYING VEHICLES MOVE- IN 9AM

8am Facility opens

9am Booth exhibitors move in. All exhibitors please check in at show office prior to set up.

8pm Facility closes

Thursday October 10

8am Show office opens

10am Show opens to the public

7pm Show closes

Friday October 11

8am Show office opens

10am Show opens to the public

7pm Show closes

Saturday October 12

9am Show office opens

10am Show opens to the public

7pm Show closes

Sunday October 13

9am Show office opens

10am Show opens to the public

5pm Show closes

5pm Booth move-out

Monday October 14

7:30am Buildings open. Move out continues.

4pm All rigs must be clear of buildings and fairgrounds.

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Exhibitor Quick Info

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All Exhibitors

Show Office	Located in the Jackman-Long Building adjacent to the main show entrance. The office will be open 9am booth exhibitor move-in day and remain open through move out. The show office opens each morning one hour prior to show opening.
Parking	Each company will receive 2 free parking passes for staff. Additional parking beyond 2, will be at a cost of \$2 per day for each employee. Passes can be purchased at the Oregon State Fair office during move in. Westlake Promotion is not involved in any of the Parking charges to Vendors.
Insurance	All Exhibitors are required to provide Westlake Promotion Inc. with an insurance certificate. This certificate must list as names insured: Oregon State Fair & Expo Center and Westlake Promotion Inc. If you have not already done so email a copy of your insurance to Bill Bradley bbwestlake@seanet.com or fax at 206-708-7406. Specific Insurance Certificate Info is also on the front page of this Guide.
Curtains, Tables, etc.	FERN Decorating Services is the decorator for the Salem RV Show. If you need curtains, drapes, or dressed tables, counters, chairs, stools, rugs, lights, etc. Pre-order and Pre-payment is required. Contact FERN Decorators. (503) 228-6800.
Wi-Fi	Free Wi-Fi is available at Oregon State Fairgrounds. Password can be obtained from Show Office at Move-in. However, as always with any wi-fi, the facility cannot guarantee strong 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. Locations on site where that can be done are very limited. Contact Bill Bradley at least 4 weeks before Show and we will let you know if that is possible in your location and what the cost will be. Keep it in mind. It is getting more and more difficult to get temporary Internet hardlines installed. All Dealers currently use the in-house Wi-Fi System.
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 \$9, Seniors (65+) \$8, Children 16 & under free if accompanied by an adult

Booth Exhibit Information

Move In	Wednesday October 9th 9am-5pm All exhibitors must check-in at show office before setting-up
Booth	Exhibit booth includes: 8 ft high backwall drapes, 3 ft high siderail drapes, ID sign, 500-watt power service.

RV Exhibit Information

BE-BACK Passes	In past years we have honored dealer business cards for customers returning to the show and billed dealers after the show. We have not had any problems with this system except for the extra office work of billings. To streamline the process, instead of honoring business cards at the ticket gate there will be special passes available at the show office that can be purchased by the dealers for 1/ 2 price of \$3.50 each. These will be the only passes honored at all ticket gates
Cleaning	For those without self-contained washing stations, 4 cleaning areas and running water will be available at the Fairgrounds during move in on Tuesday and Wednesday. Please do not tie up a any washing stations by trying to wash each rig as you move in. Wash rigs first, clear the washing station, and then move into show position. Bring a hose and cleaning supplies. NOTE: SOAP MAY ONLY BE USED AROUND THE FRIENDSHIP SQUARE AREA OF THE SHOW.
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. For more information contact: RV Inspector, (503) 373-1235.
RV Electrical Hookup	Power will be supplied to inside units only . The Fairgrounds no longer supplies power to any Outside Units. However, you are welcome to bring portable generator if you wish to have power to any outside units. For Inside 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 ***

Questions?
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Exhibitor Badges

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PLEASE RETURN THIS COMPLETED FORM TO RECEIVE EXHIBITOR BADGES

ADDITIONAL BADGES CAN BE MADE ON SHOW SITE AS WELL

EMAIL OR FAX:

WESTLAKE PROMOTION bbwestlake@seanet.com

Fax: 206-708-7406

Important Note: Badges are for people working in your display.

YOUR COMPANY NAME

BADGE NAMES REQUESTED

Booth exhibitors can pick up badges in the show office and we can also make additional badges on site if needed.

EMAIL OR FAX:

WESTLAKE PROMOTION bbwestlake@seanet.com
Fax: 206-708-7406

Salem Area Lodging

Phoenix Inn (north)
888-239-9593

Phoenix Inn (south)
800-445-4498

Best Western Mill Creek Inn
800-346-9659

Salem Inn
888-305-0515

Comfort Suites
800-228-5150

Shilo Inn
503-581-4001

Best Western Pacific Highway Inn
800-832-8905

Best Western New Kings Inn
800-528-1234

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Fire Marshal Information

370 Trade St. SE, Salem, OR 97301

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 gasoline internal combustion engines inside shall require the following:
 - All gasoline must be drained from the tank allowing only enough gasoline to enable vehicle to drive in and out of the building.
 - 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.