

# SALEM RECREATIONAL VEHICLE SHOW

FEBRUARY 1, 2, 3, 4, 2024

PRODUCED BY WESTLAKE PROMOTION INC.

## Exhibitor Information

February 1, 10-7pm

February 2, 10-7pm

February 3, 10-7pm

February 4, 10-5pm

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



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

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

- Oregon State Fair and Expo Center
  - 2330 17<sup>th</sup> 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](mailto:bbwestlake@seanet.com) Web: [www.westlakepromo.com](http://www.westlakepromo.com)

# Show Schedule

Salem, Oregon RV Show  
February 1, 2, 3, 4, 2024

## **Monday January 29**

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 January 30**

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

8pm

## **Wednesday February 31 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 February 1**

8am Show office opens

10am Show opens to the public

7pm Show closes

## **Friday February 2**

8am Show office opens

10am Show opens to the public

7pm Show closes

## **Saturday February 3**

9am Show office opens

10am Show opens to the public

7pm Show closes

## **Sunday February 4**

9am Show office opens

10am Show opens to the public

5pm Show closes

5pm Booth move-out

## **Monday February 5**

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

<b>Show Office</b>	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.
<b>Parking</b>	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.
<b>Insurance</b>	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 <a href="mailto:bbwestlake@seanet.com">bbwestlake@seanet.com</a> or fax at 206-708-7406.
<b>Curtains, Tables, etc.</b>	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. <b>Pre-order and Pre-payment is required. Contact FERN Decorators. (503) 228-6800.</b>
<b>W-Fi</b>	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. <b>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 in mind. It is getting more and more difficult to get temporary Internet hard lines installed.</b>
<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 \$9, Seniors (65+) \$8, Children 16 & under free if accompanied by an adult

## Booth Exhibit Information

<b>Move In</b>	Wednesday January 31st 9am-5pm 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.

## RV Exhibit Information

<b>BE-BACK Passes</b>	<b>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</b>
<b>Cleaning</b>	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. <b>Wash rigs first, clear the washing station, and then move into show position.</b> Bring a hose and cleaning supplies. <b>NOTE: SOAP MAY ONLY BE USED AROUND THE FRIENDSHIP SQUARE AREA OF THE SHOW.</b>
<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. For more information contact: RV Inspector, (503) 373-1235.
<b>RV Electrical Hookup ***</b>	Power will be supplied to <b>inside units only</b> . 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>

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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**

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**BADGE NAMES REQUESTED**

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*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.