

SHOW INFORMATION AT A GLANCE

SHOW: Red River Valley Boat & Marine Products Show

LOCATION: Fargodome | Fargo, ND 58102

DATES: January 24 – 26, 2020

SHOW HOURS:

January 24th	Noon – 9:00 PM
January 25th	10 AM – 8:00 PM
January 26th	10 AM – 5:00 PM

PROMOTER: Cenaiko Productions, Inc. | www.cenaiko.com | (763) 755-8111

DECORATOR: Cenaiko Expo, Inc. | www.cenaikoexpo.com | (763) 755-8111

MOVE-IN: Begins Thursday, January 23rd (see page 3 in packet for specific times)

BULK DEALERS WILL BE CONTACTED WITH EXACT MOVE-IN TIMES.

MOVE-OUT: No later than Midnight, Sunday, January 26th

HOTEL: Information on page 7 of the packet

FREIGHT: Advance freight warehousing arrangements can be made through Cenaiko Expo, Inc. (See page 5 for specific details)

PARKING: Parking is available right at the Fargodome. Cost is \$5.00 per day or you may pay a \$15.00 flat fee for the entire weekend.

ND TAX: **PLEASE NOTE:** If you are going to be making retail sales at this show you MUST have a ND Sales Tax Permit. You can obtain the application forms on the web site at www.nd.gov/tax/tap or by calling [701-328-1241](tel:701-328-1241). You must have this Permit prior to setting up at the show.

More specific and detailed information is included in the exhibitor packet. If there is any other way we may assist you in show preparation, please call our office at (763) 755-8111.

CENAIKO PRODUCTIONS, INC.

Trade Show Productions for the Sporting and Marine Industry

9697 EAST RIVER RD. • MINNEAPOLIS, MN 55433 • (763) 755-8111 • FAX (763) 755-8124

Welcome

to the

28th Annual

RED RIVER VALLEY

**Boat & Marine
Products
Show**

January 24-26, 2020

We are excited to have you participating in the 28th Annual BOAT SHOW at the **FargoDome** and wish you much success during the Show.

This Exhibitor Information Kit has been prepared for your benefit. We have attempted to answer any questions you, as an exhibitor, may have regarding the show. We ask that you or the individual in charge of your booth review all of the enclosed information. If you should have any questions, please feel free to contact one of our staff at 763-755-8111.

presented by - CENAIKO PRODUCTIONS, INC.

763-755-8111

www.cenaiko.com

RED RIVER VALLEY BOAT & MARINE PRODUCTS SHOW

JANUARY 24 – 26, 2020

SHOW LOCATION:

Fargodome
1800 North University Drive
Fargo, North Dakota 58102
<http://www.fargodome.com/>

SHOW OFFICE:

The Show Office is located on the Field Level in the NW corner.

PLEASE NOTE: Exhibitor check-in is required and booth space must be paid in full prior to booth set-up.

SHOW DATES:

Friday	January 24 th	12 Noon - 9:00 PM
Saturday	January 25 th	10:00 AM - 8:00 PM
Sunday	January 26 th	10:00 AM - 5:00 PM

***REMINDER TO EXHIBITORS: ALL BOOTHS MUST BE STAFFED DURING THE ABOVE HOURS THE ENTIRE DURATION OF THE SHOW. ***

PARKING:

Parking is available right at the Fargodome. Cost is \$5.00 per vehicle, per day (one time entry). You may pay the parking attendant daily, or, if more convenient, a \$15.00 show-specific parking pass is available for purchase at the Fargodome utility desk which is located in the northwest corner of the field level during move-in hours. You may also pre-order your \$15.00 pass on the Fargodome's utility order website and pick it up at the utility desk during load-in.

**EXHIBITOR PARKING IS ON THE WEST SIDE OF THE BUILDING.
LOTS ARE LABELED "E, F, OR G."**

ND TAX: **PLEASE NOTE:** If you are going to be making retail sales at this show you MUST have a ND Sales Tax Permit. You can obtain the application forms for the permit on the web site at www.nd.gov/tax/tap or by calling [701-328-1241](tel:701-328-1241). You must have this permit prior to setting up at the show.

EXHIBITOR MOVE-IN:

Following is a schedule of exhibitor move-in times for the show. Please adhere to this schedule.

**** ALL BULK DEALERS WILL BE NOTIFIED WITH EXACT MOVE-IN TIMES ****

Thursday	January 23 th	8:00 AM - 8:00 PM
Friday	January 24 th	8:00 AM - 10:00 AM

ALL EXHIBITS MUST BE COMPLETED WITH SETUP BY 10:00 AM ON FRIDAY, JANUARY 24TH SO THAT THE AISLES CAN BE CARPETED.

DOORS OPEN TO THE GENERAL PUBLIC AT 12:00 NOON ON FRIDAY, JANUARY 24TH.

PLEASE NOTE: Double sided tape is **strictly against FARGODOME policy.** This also includes tape used to hold down the edges of large pieces of carpeting. No duct tape, packing tape, carpet tape, etc. is allowed. The **only** type of tape that is permitted is wrestling mat tape (available at sporting goods stores). This policy will be strictly enforced. A minimum charge of \$300.00 for clean up will be enforced if proper tape is not used.

EXHIBITOR MOVE-OUT:

REMOVAL OF EXHIBITS MAY NOT BEGIN BEFORE 5:00 PM, ON CLOSING SUNDAY.

As a courtesy to our customers who have paid to see the Show late Sunday afternoon, we feel they are entitled to see the entire show. Therefore, we must insist that no literature or exhibit material be removed from your booth or that you start dismantling your booth prior to the closing of the Show, Sunday at 5:00 PM. Failure to comply with this policy will result in cancellation of any future contracts.

ALL EXHIBITS MUST BE COMPLETELY REMOVED BY MIDNIGHT, SUNDAY, JANUARY 26TH.

BOOTH CONSTRUCTION:

Cenaiko Productions will provide 8-foot high backwall curtains (except Bulk Dealers), 3-foot high sidewall curtains and an exhibitor identification sign, at no extra cost to the exhibitor. The exhibit may extend 4 feet from the rear wall at the 8-foot height but further extension must be limited to a 3-foot height. Exhibitors must drape the back of any unsightly structures at their own expense.

Booth specification rules **must** be followed. If your booth does not comply with these specifications, please re-design your booth before coming to the show to avoid problems. No obstructions will be allowed past the 3-foot height. Please be courteous to your neighbor.

DECORATIONS:

All decorations including draping, skirting, etc. must be flameproof to comply with the fire department regulations. The Fire Marshal will be checking all booths. All tables must be professionally skirted. Equipment ordered through Cenaiko *Expo*, Inc. complies with all regulations.

Signs, banners, etc. may not be fastened in any way to our pipe and drape or any Fargodome property including doors, walls, glass, columns, painted surfaces, or fabric walls.

PLEASE NOTE: THE FARGODOME IS BY LAW A NON-SMOKING FACILITY.
THIS POLICY WILL BE STRICTLY ENFORCED.

BOOTH EQUIPMENT & DISPLAY MATERIALS:

Tables, chairs, skirting, carpeting, etc. may be obtained through Cenaiko *Expo*, Inc. An order form has been included. Please note the considerable savings to you by ordering in advance rather than at the show site. Mail order forms and payment directly to Cenaiko *Expo*, Inc. forms without payment will not be accepted. Be sure to add 7.5% Sales tax for the State of ND.

DEADLINE FOR ADVANCED PRICING IS JANUARY 14, 2020.

Please visit the show office (located in the Northwest corner, on the Field Level) with any questions or last minute details you may have.

GASOLINE AND PROPANE TANKS:

Remove propane tanks from all units to be exhibited. Permanently installed propane tanks on vehicles must be completely empty. Locked gas caps must be on all gas tanks and battery cables must be disconnected. The Fire Marshal will be checking on these.

NOTICE TO ALL MARINE AND RECREATIONAL VEHICLE DEALERS:

The **2020** Red River Valley Boat & Marine Products Show is one of the Midwest's finest showcases for boating products. Therefore, we request that all dealers show **NEW 2019 and 2020 YEAR** models only. Non-Franchise products are prohibited from sales or display. Advertising or promotion of such products is also prohibited.

FREIGHT-DRAYAGE/ HANDLING:

There is limited storage at the Fargodome. Shipments to the facility should arrive no sooner than two days prior to show opening. Advance freight warehousing arrangements can be made through *Cenaiko Expo, Inc.* They may be reached at 763-755-8111. Also, should you need help moving your freight to and from the show floor, please see the enclosed Material Handling form to arrange for those service(s).

THE ADDRESS AND SHIPPING ADDRESS FOR THE FARGODOME IS:
1800 NORTH UNIVERSITY DR. - FARGO, ND 58102.

***Please label "Attn: Cenaiko Productions, Inc." And Your Company Name and Booth Number(S).**

Exhibitors are required to set up and tear down their own booth. However, *Cenaiko Expo, Inc.* does offer set up & tear down service. If labor service is needed, please call our office at (763)-755-8111 to make arrangements.

INSURANCE:

It is the sole responsibility of the exhibitor to have your own insurance (SEE CONTRACT). We have special watchmen on duty at all times, but due to increased theft at shows around the country, we cannot guarantee against loss. We suggest you provide a trunk or box equipped with a lock where small or valuable items may be kept safely when you leave the building. Do not leave TV's, phones, computers, or DVD players unattended.

SHOW RESTRICTIONS:

Exhibitors may not give away or sell helium-filled balloons, bumper stickers or any self-sticking advertising or promotional material.

No microphones will be permitted without the permission of Cenaiko Productions. Audio-visual equipment may not be operated in a manner that will disturb other exhibitors. Any disagreements regarding this matter will be dealt with at the sole discretion of Cenaiko Productions.

Literature and other promotional items may only be distributed from the confines of the exhibit booth. Cenaiko Productions specially prohibits the distribution of any publications or periodical in the Fargodome or registration areas without written consent.

ELECTRICAL SERVICE & TELEPHONE SERVICE:

****NEW:** The Fargodome has changed the way exhibitors order facility services such as electrical, telephone, water, drain, etc. All exhibitors will need to order services using the new online ordering system, which can be found on the Fargodome website at www.fargodome.com.

**** SEE GUIDELINE/ DIRECTIONAL INFORMATION PAGE ENCLOSED IN YOUR PACKET. ****

HOTEL ACCOMMODATIONS:

The following hotel will be offering discounted accommodations to Exhibitors:

BILTMORE ON MAIN

3800 Main Avenue
Fargo, ND 58103
701-281-9700

\$82.00 All Rooms

Reservation Deadline
December 24, 2020

CANDLEWOOD SUITES

1831 NDSU Research Park Drive N.
Fargo, ND 58102
701-235-8200

\$94.00 Studio Suite

\$99.00 Double Studio

\$104.00 Double Queen

\$109.00 1 Bedroom Suite

Reservation Deadline
December 24, 2020

In order to receive the Boat Show discounted rates when calling for reservations, you must identify your affiliation with Red River Valley Boat Show. Rates cannot be changed at check-in or checkout times for guests who fail to identify their affiliation with the Show when making their reservation.

Reservation requests received after the reservation dates listed above, will be accepted on a space and rate availability basis. Guests arriving after 6:00 PM will require a guarantee by credit card.

EXHIBITOR CREDENTIALS:

Exhibitor credentials and passes will be available for pick up at the Show Office in the Fargodome when exhibitors check in prior to set-up.

NO EXHIBITOR CREDENTIALS AND/OR PASSES WILL BE RELEASED TO ANY EXHIBITOR UNLESS BOOTH SPACE HAS BEEN PAID IN FULL.

Exhibitor Passes will be distributed as follows:

- | | | |
|---|--------------|--|
| 1 | Booth | 4 Exhibitor Passes |
| 2 | Booths | 6 Exhibitor Passes |
| | Bulk Dealers | Passes will be allocated on booth size |

The Exhibitor Pass is presented to the ticket taker upon entering the Show each day. The ticket taker will punch the pass and return the pass to the exhibitor. The pass can only be punched once per day so if you wish to leave the premises and return the same day, it will be necessary to have your hand stamped as you leave. Each booth attendant will be required to have his or her own Exhibitor Pass for admission to the Show. Exhibitor Passes will allow exhibitors to enter the Show one-hour before general admission.

It is the responsibility of the exhibitor to distribute Exhibitor Passes to booth attendants or make arrangements to have tickets left at the Will Call desk. If attendants forget or lose their passes, they must enter the Show at the public gate and pay the regular admission price.

ABSOLUTLEY NO REFUNDS.

THE "WILL CALL/ PASS GATE" DESK WILL BE LOCATED IN THE FRONT ENTRANCE FOR EXHIBITOR CONVENIENCE.

ADVANCE ADMISSION OR ONE DAY EXHIBITOR ADMISSION:

Regular \$10.00 tickets or exhibitor one-day tickets may be purchased in the Show Office for \$7.00 per ticket. One-day exhibitor tickets allow your workers to enter the premises one-hour prior to the opening of the Show. In case you have more booth attendants than your allotted exhibitor passes, your one-day exhibitor tickets will provide a one-time admission.

Also advanced admission tickets may be purchased for \$7.00 per ticket. These tickets are good any day of the Show. Use these for your preferred customers, associates, prospects, friends and family members. GOOD FOR SHOW HOURS ONLY.

MAKE YOUR ADVERTISING DOLLARS WORK FOR YOU!

Limited advertising space will be available for this show program. If you have questions, please contact Barry Cenaiko at 763-755-8111 or Barry@cenaiko.com to learn more.

(Free copy available for every attendee at the Sportsmen's Show)

\$1.00 off Discount Coupon is available at: www.fargoboatshow.com