



OAK RIDGE ESTATE | ARRINGTON, VA | OCTOBER 6-8, 2023

EXHIBITOR ARRIVAL INFORMATION

THANK YOU FOR JOINING US AT OVERLAND EXPO EAST!

Our team at Overland Expo is thrilled for another year of making unforgettable memories with you! Please review our expectations and guidelines in the interest of meeting and exceeding our mutual goals. We are looking forward to seeing you soon-the event countdown has begun!

IMPORTANT INFO

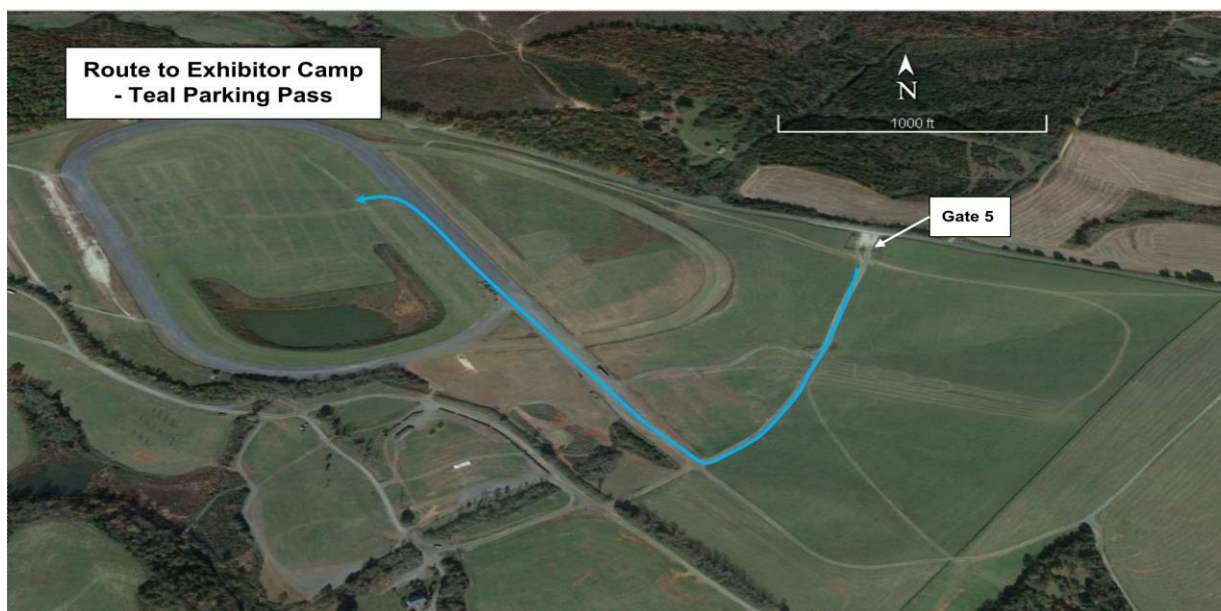
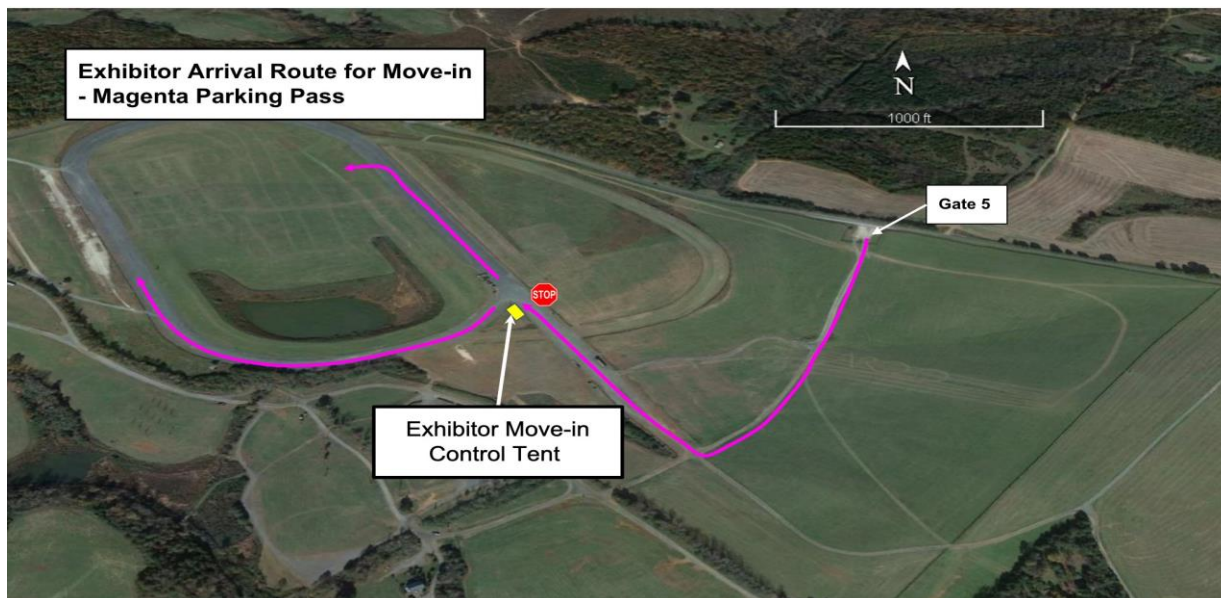
- **FOOD SAMPLING:** If you plan to hand out or sample food, you need Management approval. If you are sampling you are required to obtain a TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION, TO BE SUBMITTED A MINIMUM OF 10 DAYS PRIOR TO EVENT. Application is in the [FAQ](#)
- **SELLING AT EVENT:** The State of VA requires a Seller's permit to do so. This event is within Nelson County, and if you are selling you need to apply for a Nelson County Business License as well. Please bring proof of license to check in. We will have the opportunity to apply for the Nelson County Business license onsite. For more info on the State of VA sellers permit and Nelson County Business License please visit the [FAQ](#).
- **STAY UNTIL 3PM SUNDAY-** Companies that pack up and leave before Sunday at 3 pm will not be invited back to future events. We sell a great number of tickets for Sunday, and those attendees come to see you!
- **NO MOVING VEHICLES** in and out of Exhibitor/ Show area during show hours, and no ATVs or other motorized transport allowed in the Exhibitor area as a means of transport except for officially sanctioned reasons. This is for safety, dust, and noise control. All extra vehicles must be in the exhibitor parking lot. All display vehicles must be in the show before **7:00 AM** each day. Any vehicles that arrive after **7:00 AM** will not be allowed in the show.
- **Gate 5** - Exhibitor Access from Main Entrance off Oak Ridge Road during move in and show hours that leads to Exhibitor parking.
- **Gate 5** - 24 Hour gate.
- **ELECTRICITY:** Plan for NO electricity in your exhibit space—bring your own quiet generator or solar panels.
- **PREPARE** for any kind of weather—wind, sun, and/ or rain. This is an outdoor event!
- **STAKING** is allowed in the grass, but NO staking on the track. Please review with management to confirm your space.
- **Important Info ~ SHIPPING:** Do not ship any pallets to storage facility; they will not be accepted. Do not ship anything to Oak Ridge Estate prior to 10/2, IT WILL BE rejected. OUTBOUND shipping ALL Exhibitor Shipments MUST BE picked up Monday, October 9th, 8am-5pm. All packages left to be picked up after that are subject to a \$500 per day fee. Please share this address for Delivery and Pick up Oak Ridge Estates, [1265-1187 Oak Ridge Road, Arrington, VA 22922](#) GPS Coordinates: 37.712942. -78.887844. Please be sure to Review info in [EXHIBITOR FAQ](#)
- **REMINDER: Raffle** to benefit the **Overland Expo Foundation** has been moved to **Saturday** night, 7:00 - 8:00 pm and the **Moto Party Giveaway** is on Friday night, 7:00 – 9:00 pm. There's still time to donate, simply complete the form for our [Foundation Donation](#) or [Moto Party Donation](#).

ARRIVAL INSTRUCTIONS

EXHIBITOR MOVE-IN & SHOW DAYS

- Enter off of Oak Ridge Road
 - Exhibitors will Enter Gate 5 for move in and show days
 - Exhibitor Parking will be inside Gate 5 for shows days
 - Gate 5 will be the ONLY 24 hour gate if you need to leave or return after show hours. You MUST have your credentials and vehicle / camping hang tag to re-enter the grounds.

MAP FOR EXHIBITORS



EXHIBITOR MOVE-IN/SETUP HOURS:

Wednesday, October 4th: Noon-6:00pm

***SEMI RIGS** Need to arrive by 9am on Wednesday to get placed before we start Move-In at noon.

*If you have a **TRAILER** that is part of your booth display, we highly encourage you to arrive and place the trailer in your booth space on Wednesday.

Beat the rush-Move in on Wednesday!

Thursday, October 5th: 8:00 am – 6:00 pm *All exhibitors need to be moved in by 6:00 pm - (NO EXCEPTIONS!)

NO FRIDAY MOVE-IN - GATES OPEN TO PUBLIC AT 8 AM FRIDAY

*For all exhibitor questions and to pick up badges or materials, go to the **Show Office, located to the left of the Main Attendee Walk-Up Entrance next to the lookout tower.***

On Wednesday and Thursday, **you will be greeted at the Exhibitor Move-In Control Tent.** Our team will direct you to your booth space.

Once parked in your booth space and during check-in hours, **walk over to the Show Office for Exhibitor Check-in** and pick up your badges, parking passes, and other materials. You must pick up these materials after being shown your booth space, before Show Office closes Thursday at 6pm, or else you will not be let in at the gate on show days without your exhibitor credentials.

Show Office HOURS:

Wednesday	October 4 th - Noon - 6:00 pm
Thursday	October 5 th - 8:00 am – 6:00 pm
Friday	October 6 th - 7:00 am – 5:00 pm
Saturday	October 7 th - 7:00 am – 5:00 pm
Sunday	October 8 th - 7:00 am – 3:00 pm

Park all spare non-booth staff vehicles in the exhibitor parking lot. You will be shown where to park spare trailers and box trucks. Make sure all your staff knows where to park. **Illegally parked vehicles will be towed.**

EXHIBITOR PARKING: When you pick up your credentials, you will receive two (2) complimentary parking passes for vehicles that will be in Exhibitor parking. Additional Exhibitor parking permits are available for \$20 each.

Display Vehicles will enter the event the same way as Exhibitor move-in/Entrance, (in picture above), before 7:00 AM each day of show.

EXHIBITOR CAMPING: The Exhibitor Campgrounds is available to all exhibitors that wish to camp on site, but that will not fit within the dimensions of their booth space. All camping within the booth space is complimentary. Any additional camping space needed will be \$75 per camping vehicle, not per individual exhibitor. You may purchase your Exhibitor Camping Pass with the Show Office upon check-in.

- Exhibitor campgrounds will be open Wednesday through Monday 11am.
- Campers may leave and return from the Exhibitor Campgrounds at any time, as long as the camping hang tag and credentials are visible.

DISPLAY VEHICLES

- Display vehicles are vehicles that are part of a booth display, that fit into the booth dimensions and have been designated with a “Display” hang tag.
- If the display vehicle is NOT moving out of the booth space for the entire weekend, then it does NOT need a display vehicle hang tag. The hang tag will be for those vehicles in need of leaving and returning to and from their booth space each day.
- **If the vehicle does not go into your display space, it does not come into the show area.** All other exhibitor vehicles must be parked in the designated exhibitor parking lot.
- Display Vehicles will be allowed to enter the show area for booth space placement from 6 a.m. – 7 a.m. on event days. No other vehicles are permitted to enter the show gate / area on event days.
- **No vehicles will be permitted to enter the show area after 7 a.m. on any event day. No exceptions.** Any display

vehicles arriving after 7 a.m. on an event day will only be permitted to park in the designated exhibitor parking lot.

- Display vehicles are not permitted to leave the show area until an hour AFTER the event has closed to the public.
- **It is highly encouraged to leave any display vehicle in your booth all weekend (instead of driving this vehicle back and forth into town/hotel) in order to avoid any issues with getting your display vehicle back in your booth space.**

DOWNLOAD THE OVERLAND EXPO APP

- The new Overland Expo smartphone app is ready for [download](#). Choose the 2023 Overland Expo EAST Event. Log in with your unique email address. The app will provide a venue map that will guide you to exhibitors, food vendors, and the class schedule. Create your account PRIOR to arriving at the event.

FAQS & PLANNING INFO

- Review the Exhibitor [FAQ: East](#)
- Visit the [Show Updates](#) web page for the latest map, schedules and exhibitor lists; and read any last minute announcements.
- Find answers to general questions about kids, dogs, vehicle restrictions, and media usage at our [FAQ](#).
- Find answers to venue and camping questions at our [East FAQ](#).
- Review the [campground amenities and rules](#).

EVENT HOURS:

Friday (October 6th) – 8am-5pm	<i>*Display vehicles MUST be in by 7am</i>
Saturday (October 7th) – 8am-5pm	<i>*Display vehicles MUST be in by 7am</i>
Sunday (October 8th) – 8am-3pm	<i>*Display vehicles MUST be in by 7am</i>

Exhibitors must be in their booths and ready to go before the event opens. We suggest you arrive no later than 30 minutes before opening but if you have a display vehicle, it must arrive between 6 am - 7 am each day. Gates will be open to exhibitors (with credentials) at 6:00am, two hours before the event opens at 8:00am.

QUESTIONS?

Most of the answers to your questions are on our [Exhibitor FAQ](#). If you have questions not covered on that page, please reach out to your sales representative below.

Contact our sales team with any questions:

Anthony E. Sicola

(619) 609-6927 Cell

anthony.sicola@emeraldx.com

Jacqueline L. Parral-Akins

(818) 470-9201 Cell

jacquie.parral@emeraldx.com

Heather Scheiffele

Client Relations

714-880-9406

heather.scheiffele@emeraldx.com

Shawn Parker

Director of Sales – Consumer Events Division

(310) 408-3119 Cell

shawn.parker@emeraldx.com