



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

INSTRUCTOR / PRESENTER

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 stoked to see you soon-the event countdown has begun!

INSTRUCTOR/PRESENTER CHECK-IN HOURS:

- Thursday, October 6th (8:00 AM – 6:00 PM)
- Friday, October 7th (8:00 AM – 6:00 PM)
- Saturday, October 8th (8:00 AM – 5:00 PM)

YOU MUST ARRIVE WITHIN THE DESIGNATED CHECK-IN HOURS-NO EXCEPTIONS!

(If you arrival before or after these hours, then you will be staged in the lanes to camp overnight until check-in opens the following morning.)

ARRIVAL

- Your QR code is your ticket! All tickets from the same order are linked. Please have your QR code (print / digital) ready to ensure a smooth check-in process. State your check-in as a "Instructor/Presenter" so that you will be directed to the correct area.
- Please REVIEW and SIGN the general liability waiver located in your ticket confirmation email; this is required before your arrival onsite.
- Follow the set of directions below:
 - Enter the Main Entrance at **GATE 5** from **Oak Ridge Road** and follow signage / traffic personnel to the assigned entry gate & parking location
- Upon entering the venue, Overland Expo Staff will direct you to the Day Pass parking area for check-in.

- If camping on-site, you will temporarily park in this lot until you receive all of your credentials.
 - If staying off-site, you may remain parked in the day pass parking lot.
- Once you have parked, proceed to the check-in tent and your Instructor/Presenter ticket will be scanned.
 - You will receive swag bag, and show materials, such as our Overland Newsletter, an event map, and daily schedules.
- If camping on-site, follow signage to the Instructor / Presenter Campgrounds.
 - If you need to leave your campsite/venue to return at a later time, you **MUST** keep your Camping Hang Tag displayed at all times.
 - Your Instructor / Presenter Badge **MUST** be worn at all times for access to the campgrounds and event. We will not provide replacements.

REMINDERS

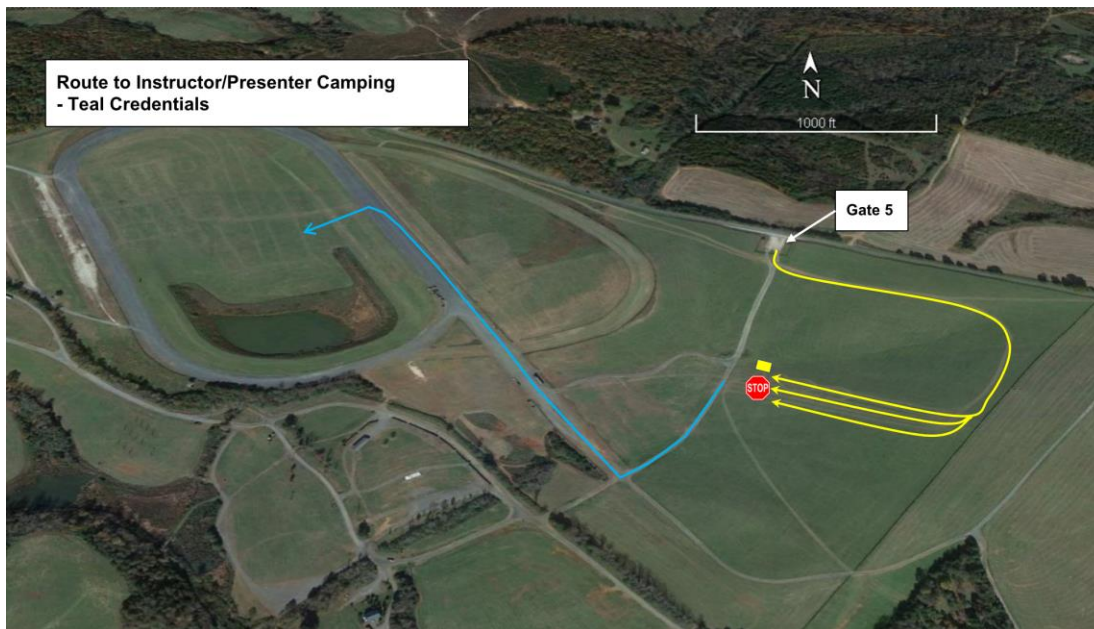
- All campsites are on a first-come, first-serve basis. NO saving space.
- Please be understanding during camping placement as Staff will assist all campers into the designated spaces. It is festival-style camping: you will be in close proximity to your neighbor.
- Only Overland style campers are allowed. If exceeding 13' please [CONTACT US](#).
- Geysers Shower Systems will be available for all onsite camping. Shower Hours are 6am - 10am & 5pm - 9pm
- Be sure to fill your water tanks prior to arrival, as potable water will be limited to filling water bottles **only**.
- If ADA camping accommodations have been requested, please present your ADA placard and a Camp Host will place you accordingly.
- Quiet Hours begin at 10PM, please be respectful of your neighbor
- Check out for the Instructor / Presenter Campgrounds is 11 AM on Monday, October 9, 2023.
- Forgot to add on merchandise, raffle tickets, or an additional guest to your order, please click [ADD ON NOW!](#)
- There will be no overnight parking permitted in the day pass parking lot.

PLAN AHEAD

- Download the [Overland Expo App](#). Choose the 2023 Overland Expo EAST Event. Log in with your unique email used within your ticket registration. 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.
- Review the [Instructor / Presenter Schedule Guide](#). Be prepared with all of your supplies needed for your presentation.
- Check out our general [FAQ](#) for more information on campground amenities, rules, kids, dogs, media usage, vehicle restrictions, and MORE!
- For event specifics, check out our [EAST FAQ](#).
- Please review our [SHOW UPDATES](#) for the newest map, schedules, exhibitor lists, and final announcements.

- Interested in upgrading your pass? In need of adding on additional passengers or merchandise to your order? [CONTACT US](#) for further assistance!

OVERLAND EXPO EAST INSTRUCTOR / PRESENTER ARRIVAL MAP



- **You MUST Login using the email you registered with** in order to see your schedule - each ticket needs a unique email address to access the app. If this is a different email than you usually use to correspond with Azure, **PLEASE LET HER KNOW** -again, so you are able to accurately access your schedule.
- Please download the app to your phone BEFORE arriving at the event.
- **REVIEW** your teaching schedule in the app and assigned times and class location. All times and locations are confirmed and cannot be changed.
- **MAKE note of your schedule, but do not select your classes or any other classes in the app** — space is limited.
- **REVIEW** the maps and class location in the app AND NOTE where your classes are held.

INSTRUCTOR / PRESENTER MANDATORY MEETING

Thursday at 4 pm // Friday at 8 am

Location: Around the World Pavilion

Plan your arrival so you can attend ONE of the TWO times offered. The meeting is about 1 hour and serves several purposes:

- It is an opportunity to connect names and faces - after exchanging emails, we're looking forward to meeting you!
- We will do a "walk-through" of the map, answer any site related questions, go over safety and security procedures, and share any last minute updates.
- Most importantly, it's our opportunity to show our gratitude for your participation in this event and we will be handing out your payment checks.

ADDITIONAL NOTES:

- At Check-in, you will receive your credentials (badge and parking / camping pass), a map, daily schedules and other weekend highlights in our printed Overland News along with a gift bag, Overland Sourcebook, and other materials from our exhibitors.
- DRIVING & SAFETY: Driving in the Training Areas is only permitted during supervised teaching sessions. No driving after show hours. At all times, safety is our primary concern—always drive slowly, watch for children. Never drink + drive.

ADDITIONAL INFORMATION

ACCESS TO TEACHING AREAS

If you need to bring your vehicle or motorcycle for use in your class, coordinate directly with Azure O'Neil.

Unless otherwise communicated or approved, all other teaching areas are inaccessible by vehicle or motorcycle during show hours. DO NOT drive through the Exhibitor Area.

CREDENTIALS

BADGE: Wear your badge at all times! When you are not teaching, you may audit available programs (see below).

PARKING PASS: Display your parking pass at all times—you may enter / leave at any time but PLEASE do not attempt to drive through the exhibitor midway for any reason. Minimize driving for safety purposes.

ATTENDEES IN YOUR SEMINAR, ROUNDTABLE, DEMO, OR SLIDESHOW: Everything that is NOT a Vehicle Expedition Skills Area class or seminar is open to all attendees.

OTHER

Attending PROGRAMS: You are welcome to AUDIT other classes and presentations, when space is available. This means you can attend the class, but—especially in the Vehicle Expedition Skills Area give participation priority to paying attendees. Participate in hands-on, driving sessions only if the class is not full and the instructor agrees. Please respect your fellow instructors when attending their classes. Your spouse / partner / friend may not attend classes.

MEDIA: There will be a lot of media at the event, and may pop in and out of your session to observe.

GENERAL MEDIA USE TERMS & CONDITIONS: All content of all classes / programs is copyright to the presenter and may not be used for generating revenue / building viewers online or in any other format without the owner's explicit permission in writing (short clips of 5 minutes or less or photographs are allowed).

CONTACT INFO

Azure O'Neil
azure.oneil@emeraldx.com
941-260-6670

EXPECTATIONS & COMPLIANCE GUIDELINES

- At all times during the event, all staff, instructors, presenters and volunteers working for Overland Expo are asked to maintain a professional-level of appearance and behavior.
- No illegal drugs are allowed at the event at any time. Consumption of alcohol during the event is allowed after show hours (5 pm) and should not lead to disorderly conduct. Illegal drug use or disorderly conduct will render any work contract void and no compensation provided.
- Safety of everyone at all times is our foremost concern. Every field class / hands-on instruction session will begin with safety reminders as outlined by our Training Director.
- Do not tolerate any unsafe behavior during any class, especially if it threatens the safety of anyone. If any registrant does not cease unsafe behavior or disruptions, summon security staff to escort the person off-site. Operating procedures for these situations will be provided in the Safety and Security Plan discussed at the Instructor and Staff meeting.
- Do not tolerate any disruptive behavior from registrants during any class. This includes heckling, “know-it-all” interruptions, and so forth. It may even include being rude to another participant (such as a wife). If this happens, please inform us or Azure immediately.
- If you have any questions or difficulties at any time, please contact Azure.
- Many of you have your own companies in the overland community. Please understand that courses run under the Overland Expo banner are not brand preferential and the opportunity to run a class is not an opportunity to make a 50-minute sales pitch. The exhibitor area is for that. You are welcome to mention your brands or companies, but please do not focus on them exclusively. In all cases consider Overland Expo to be a university where all brands and ideas can be discussed.
- Likewise, don't publicly make fun of others' lifestyles or buying decisions. Just because you like to camp or ride one way does not make that better. Making fun of others is rude, immature, and won't be tolerated. If we hear complaints, you won't be asked back. We're dead serious about this.
- Do not bring in outside helpers for ANY class without advance permission / clearance from Azure; contact her right away if you need an assistant for your class.

Azure O'Neil: azure.oneil@emeraldx.com / 941-260-6670