



Oak Ridge Estate | Arrington, VA | October 4-6, 2024

EXHIBITORS

THANK YOU FOR CHOOSING OVERLAND EXPO EAST AS YOUR NEXT ADVENTURE!

The entire Overland Expo Team cannot wait to celebrate another East event with you! Please familiarize yourself with these arrival instructions and other valuable information.

Oak Ridge Estate

1265-1187 Oak Ridge Road | Arrington, Virginia 22922

Use this address only-Do not rely on the Google Maps location

EXHIBITOR CHECK-IN HOURS:

Wednesday, October 2nd | Noon - 6:00 PM

Thursday, October 3rd | 8:00 AM – 6:00 PM

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

NEW SHOW HOURS:

Friday, October 4th | 9:00 AM – 5:00 PM

Saturday, October 5th | 9:00 AM – 5:00 PM

Sunday, October 6th | 9:00 AM – 3:00 PM

ARRIVAL INFO

- **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](#).
- **STAKING** is allowed in the grass, but NO staking on the track. Please review with management to confirm your space.
- **BADGES / CAMPING / PARKING:** Additional exhibitor badges, exhibitor camping, and exhibitor parking passes are available for purchase in the show office on-site.
- **DO NOT DISMANTLE BOOTH UNTIL 3PM ON SUNDAY.** All exhibitors must remain set up, open and engaging with customers until 3pm on Sunday. Companies that pack up and leave before Sunday at 3 pm will not be invited back to future events. Customers purchase tickets for Sunday to see you. Please represent your company and Overland Expo to your best ability.

- **NO MOVING VEHICLES** during show hours including but not limited to ATVs, electric bikes / scooters, or other motorized transport except for officially sanctioned reasons. This is for safety, dust, and noise control. All non-display vehicles must be parked in the exhibitor parking lot (see map). All display vehicles must be in the show before **8:00 AM** on Friday, Saturday, and Sunday. Any vehicles that arrive after this designated time frame will not be allowed in the show. Vehicle movement after show hours including SUNDAY must be approved by event management.
- **MOVE OUT INSTRUCTIONS** will be delivered to your booth on Sunday. Reminder, NO vehicle movement until after we receive the **ALL CLEAR** from security around 3:30 PM.
- **ELECTRICITY:** Plan for NO electricity in your exhibit space—bring your own **quiet** generator or solar panels.
- **WIFI:** Exhibitor Wifi is NOT available nor guaranteed. Please plan for your OWN backup device / alternative sales system for a smoother checkout plan.
- **NO SAMPLING ALLOWED: No exceptions!** If sampling food in your booth, then you will receive a county fine, your booth will be shut down, you will be asked to leave, and you will forfeit your opportunity to exhibit with us in the future. Sampling involves you handing out food to the general public. Cooking Demos are allowed within your booth, as long as the food is not being distributed to others.
- **SHIPPING:** If you plan to ship any pallets / crates to the show, we need to know what deliveries you will be expecting. It is mandatory to fill out this [SHIPPING FORM](#). There will be a \$300 fee imposed per pallet / crate for off-loading and transport needs performed by our staff while onsite for the event. This fee includes load in and load out. Do not ship pallets to the venue prior to Monday, September 30, 2024 (event week).
- **CAMPING:** As always you can camp for free in your booth space. If you need an additional camping space you will need to purchase an Exhibitor Camping Pass for \$75 at the show office. Exhibitor Camping Fee pertains to each vehicle / trailer, not per person (up to 4 exhibitors per campsite). If your camper is bigger than 15ft you will be placed in trailer parking.
- **PREPARE** for any kind of weather—wind, sun, and / or rain. This is an outdoor event! Please bring sandbags / tie downs / etc., if needed. Most days are sunny and cool, sometimes cold and rainy!
- **DONATE TO THE RAFFLE:** The **Overland Expo Foundation Raffle** takes place **Saturday** night, 7:00 - 8:00 pm. Complete the form for the Overland Expo [Foundation Donation](#).
- **PACK IT IN – PACK IT OUT!** In our efforts to reduce our garbage footprint, this is a friendly reminder to clean up after yourself throughout the entire event (setup, show days, and break down). Please Pack Out what you Packed In. Thank you!



ARRIVAL INSTRUCTIONS:

EXHIBITOR MOVE-IN / SETUP DAYS ONLY

EXHIBITOR MOVE-IN / SETUP HOURS:

Wednesday: Noon - 6:00pm - *Beat the rush-Move in on Wednesday!*

- Please note: **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 request you to arrive and place the trailer in your booth space on Wednesday.

Thursday: 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 9 AM FRIDAY

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

If you need to store Exhibitor Trailers, please place them in the designated trailer parking lot ONLY. Our team will show you where this is located at check in.

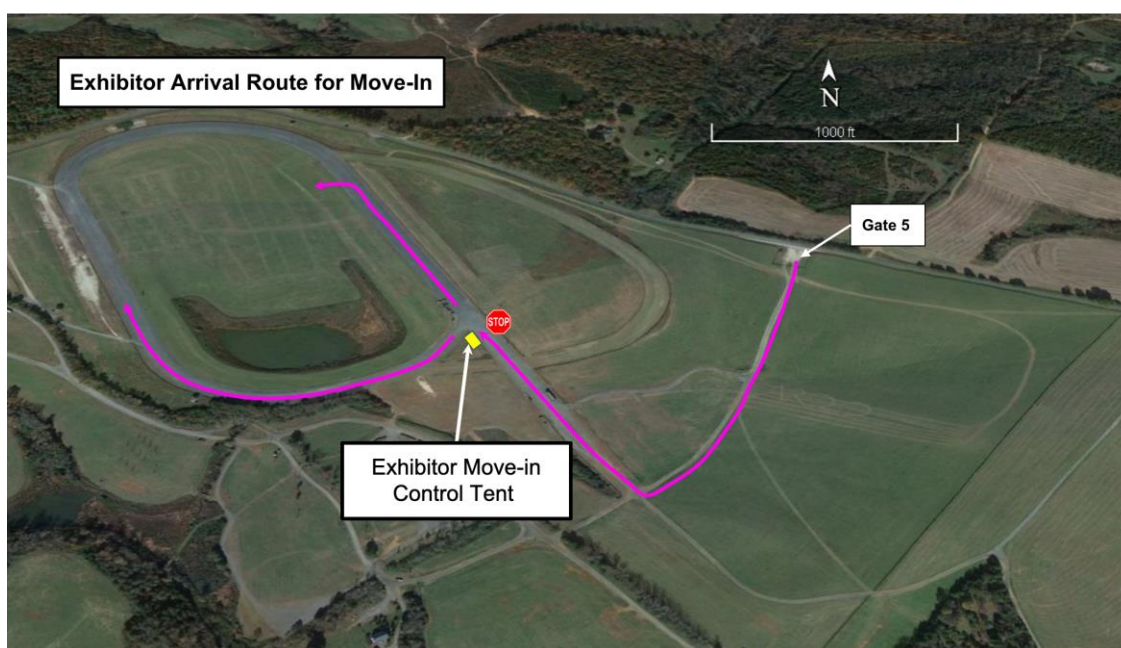
Once on-site head to the **Show Office** tent nearby the [Toyo Tires Oasis Bar & Food Court](#) to pick up badges, parking passes, and camping passes. All exhibitor questions can also be addressed in the show office. You can request your exhibitor freight to be delivered and pay your drayage fee at this time.

YOU MUST PICK UP YOUR BADGES, CAMPING, AND PARKING PASSES prior to FRIDAY MORNING!

BADGES AND PARKING PASSES ARE REQUIRED TO ACCESS THE EVENT!

DO NOT LEAVE THESE ITEMS IN YOUR BOOTH, HOTEL ROOM, ETC!!

EXHIBITOR ENTRANCE



Enter from 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.

Show Office HOURS:

Wednesday – Noon - 6:00pm

Thursday - 8:00 am – 6:00 pm

Friday - 8:00 am – 5:00 pm

Saturday - 8:00 am – 5:00 pm

Sunday - 8:00 am – 3:00 pm

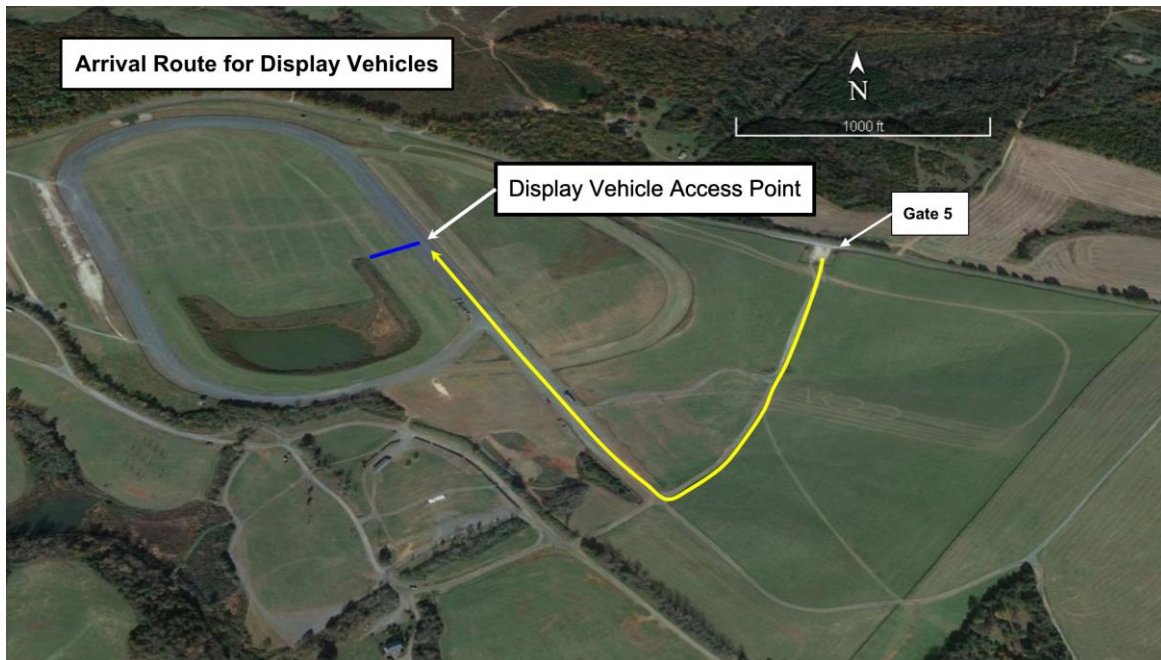
ARRIVAL INFO ON SHOW DAYS FOR EXHIBITOR PARKING

- Park all non-display staff vehicles in the exhibitor parking lot. Make sure all your staff know where to park. Each vehicle **MUST** have a parking pass. **Illegally parked vehicles will be towed.**

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. You will pick up your display hang tag at check-in, along with your other credentials.
- 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 with a parking pass.
- Display Vehicles will be allowed to enter the show area for booth space placement from 7 a.m. – 8 a.m. on Friday, Saturday, and Sunday. No other vehicles are permitted to enter the show on event days.
- Any display vehicles arriving after this deadline on an event day will only park in the designated exhibitor parking lot.
- Display vehicles are not permitted to leave the show area until one hour AFTER the event has closed to the public for safety reasons.
- **We encourage you to leave any display vehicles in your booth all weekend (instead of driving it back and forth into town/hotel) to avoid issues with getting your display vehicle back in your booth space.**

DISPLAY VEHICLES ARRIVAL ROUTE



Only Display vehicles will be allowed into the show area THROUGH the Exhibitor Entrance to their booth spaces between 7:00 AM - 8:00 AM (Friday - Sunday) of the show.

DOWNLOAD THE OVERLAND EXPO APP:

- ✎ The [Official 2024 Overland Expo East App](#) is ready for download. Click on the East event, then log in with your unique email address. The app is your guide to exhibitors, venue map, general admission schedule, and more.
- ✎ Download the app to your phone BEFORE arriving at the event for best results.

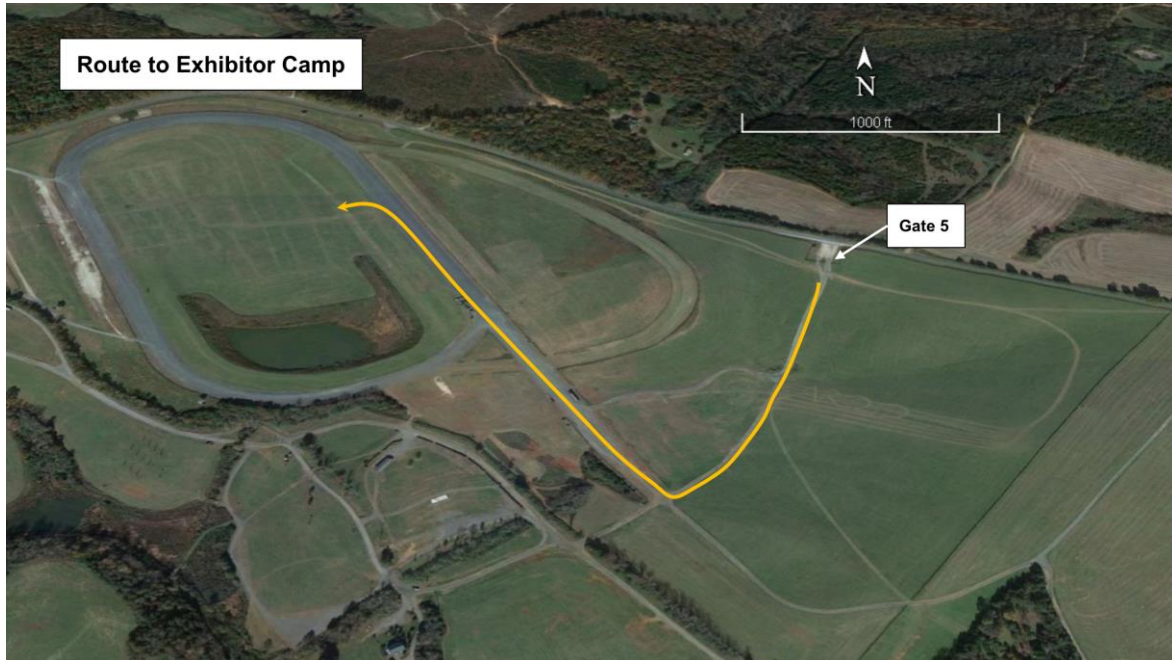
FAQS & PLANNING INFO

- 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](#).
- [Kakadu](#) will be our event shower provider, available for Camping passholders.

Kakadu Shower Hours: 6:30 AM - 9:30 AM and 6:00 PM – 9:00 PM

EXHIBITOR CAMPING ROUTE

Please pick up your exhibitor camping pass at the show office prior to setting up camp!



EVENT HOURS: *NEW HOURS*

*Friday, October 4 th 9am-5pm	*Display vehicles MUST be in by 8am
*Saturday, October 5 th 9am-5pm	*Display vehicles MUST be in by 8am
*Sunday, October 6 th 9am-3pm	*Display vehicles MUST be in by 8am

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 7 am - 8 am on Friday - Sunday. Gates will be open to exhibitors (with credentials) two hours before the event opens.

QUESTIONS?

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

Contact our Overland Expo Sales Team with any questions:

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THANK YOU AGAIN FOR JOINING US & CHEERS TO ANOTHER GREAT OVERLAND EXPO EAST!

~ THE OVERLAND EXPO TEAM ~