



Leisurefest Guidelines

**IF YOU INTEND EXHIBITING AT THIS EVENT
YOU MUST ADHERE TO THE FOLLOWING GUIDELINES**

Dear Prospective Exhibitor,

The following guidelines are brought to your attention with regard to exhibiting at the 2011 Melbourne Leisurefest.

- **Booking Procedures. Site bookings from Caravan and Motorhome Exhibitors will ONLY BE ACCEPTED FROM THE MANUFACTURER.**
The purpose of this is to ensure that Manufacturers of RV Products take responsibility and confirm Dealer(s) representing their products. Due to the number of Dealers changing their brands it has become a logistical nightmare to resolve specific Dealer requests and in some cases Manufacturers have either reversed a Dealer's decision to exhibit or included another Dealer to participate on the stand. With most RV Manufacturers leaning towards two or more distribution outlets in Victoria, they are in the best position to liaise with the Association.
- **Second-hand goods.** Under no circumstances will second-hand or used products be displayed for retail or wholesale sale to the general public. Exhibitors who engage in restoration or repair work aligned with the Industry may promote their services, however are not permitted to sell any second-hand, repaired or restored products.
- **Site Allocation.** State Members of any Caravan Industry Association will be given preference to sites at the 2011 Melbourne Leisurefest.
- **Stand Presentation.** The Melbourne Leisurefest prides itself on ensuring the Shows they conduct are professional in every respect. We therefore request that Exhibitors also display their goods and services professionally with appropriate signage and layout. Under no circumstances will bare trestles, hand written signs etc. be accepted.
- **Public Liability Insurance.** It is the responsibility of all Exhibitors to provide \$10,000,000 Public Liability Cover for the 2011 Melbourne Leisurefest.
- **Duty of Care.** The Association has a Duty of Care to ensure that all products offered for sale to consumers at the exhibition are compliant with the relevant state and national authorities. With reference to Recreational Vehicles, including caravans, motorhomes, tent/camper trailers, and slide-ons, this also applies to LP gas certification (inclusive of appliances) and ADR's. Recreational Vehicles that are "not compliant" can only be displayed provided each unit carries a large notice advising the public that this is a **prototype or engineering model and is not offered for sale**. Exhibitors not conforming to this requirement will be requested to remove the product from the exhibition. **Assistance with RV compliance can be obtained by phoning and joining the Recreational Vehicle Manufacturers Association of Australia (RVMAA) on (03) 9329 3790.**

All other details relating to the 2011 Melbourne Leisurefest are detailed in the enclosed "Terms & Conditions".