



**Welcome to Campground Solutions Summit West**  
**at**  
**The Grand Sierra Resort**  
**2500 E 2<sup>nd</sup> St, Reno, NV 89595**

The partners of CSS West and I would like to personally welcome you to Campground Solutions Summit West!

Attached is your Exhibitors Kit. The kit contains information for the services and rental equipment you may need for a smooth exhibitor experience. Pay close attention to the order details and deadlines, as well as the rules and regulations. This could eliminate any frustrations when you arrive at the Summit!

Please read through the packet and should you have additional questions feel free to contact Dyana Kelley @ O (530) 885-1624 C (916) 847-6654. We are here to assist in your planning and travel to Reno. We hope to make this a positive show experience.

*Dyana Kelley*

Dyana Kelley  
President |CEO CalOHA.org  
dyana@caloha.org



## General Information / Rules & Regulations

### Move-In / Show Hours / Move out Information

#### Conference Days & Hours:

Tuesday, April 1 <sup>st</sup> , 2025	1:00pm – 6:30pm
<i>Welcome Reception</i>	6:30pm – 7:30pm
<i>VIP Dinner</i>	7:30pm
Wednesday, April 2 <sup>nd</sup> , 2025	8:30am – 5:00pm
<i>Exhibitor Reception</i>	5:00pm – 6:30pm
<i>Silver State Dinner</i>	6:30pm – 8:30pm
Thursday, April 3 <sup>rd</sup> , 2025	8:30am – 5:00pm

#### Dedicated Expo Days & Hours

Wednesday, April 2 <sup>nd</sup> , 2025	11:30pm – 3:00pm
Wednesday, April 2 <sup>nd</sup> , 2025	5:00pm – 6:30pm
Thursday, April 3 <sup>rd</sup> , 2025	10:15pm – 1:30pm

#### Registration & Move-in Hours:

Monday, March 31 <sup>st</sup> , 2025	12:00pm – 5:00pm
Tuesday, April 1 <sup>st</sup> , 2025	8:00am – 3:00pm
Wednesday, April 2 <sup>nd</sup> , 2025	8:00am – 10:30am

#### Move Out:

### **MOVE OUT PRIOR TO END OF SHOW IS PROHIBITED**

Thursday, April 3 <sup>rd</sup> , 2025	2:00pm to 5:00pm
Friday, April 4 <sup>th</sup> , 2025	8:00am to 1:00pm



## Show Site Shipping

GSR Business Center  
(775) 789-2478

Advanced Shipments can be sent directly to:

Grand Sierra Resort & Casino Business Center  
Name of Trade Show  
2500 E. Second St, Reno, NV, 89595

**DO NOT address to GSR Sales or it will go to the receiving dock**

**Include on your label: (Labels supplied in this kit)**

**Campground Solutions Summit West**

**Name and PHONE number of person who will be picking up the package(s)**

**Booth Number**

Inbound and outbound handling fees apply. Contact the business center for details on package handling.

## Hotel Reservations:

### Grand Sierra Resort

We have secured a special CSS West room rate of \$79 for a standard room plus \$20 resort fee that includes complimentary access to the 24-hour fitness center and pool, two bottles of water and in-room coffee. Free shuttle from Reno airport. Boarding pass printing service available at the bell desk. Valet and self-parking and virtual guest service assistance. Register by March 7<sup>th</sup>.

**RV Park Reservations are also available.**

## Airport Shuttle:

The GSR provides daily complimentary continuous airport shuttle transportation from 4:30am to 12:15am. Shuttle departs Hotel on "The 30" and "the Hour" and leaves airport on "The 15" and "The 45".



## **On Site Contacts:**

When at the Summit we want you to feel supported. There are several contacts at the Summit that can assist you when on site:

**Rachel Shamblin – Events Services Manager at GSR | C (925) 768-4217 Call or Text**

**Barb Jacobsen – Envy Events | (775) 781-5125**

**Dyana Kelley, CalOHA President / CEO | (916) 847-6654**

## **Booth Information:**

Each numbered booth includes:

8' high back wall draping in black

3' high side rail draping in black

1 ID sign with your company name and booth number

Standard booths have a depth of 10' and a width of 10'.

End cap booths have a depth of 10 feet and a width of 20 feet or a depth of 20 feet and a width of 20 feet.

Maximum height is 8 feet. This 8-foot height may be maintained on the sidewall of your booth up to 5 feet from the front aisle. The remaining length of the sidewall may be no higher than 4 feet.

## **Load-In/Load Out**

The Event Services Manager will give directives on the load-in & load-out entrances and locations and assign any applicable freight elevator access. No equipment or supplies are to travel through the Hotel casino or permitted in the guest room elevators.

Vehicles will not be permitted to remain on the loading docks when not being actively loaded or un-loaded.

If you need to drive a vehicle into the pavilion the carpet must be covered with plastic. This can be provided by facilities at a cost to the exhibitor or can be provided by the exhibitor.



## **Rules and Regulations**

### **Furniture and Fixtures:**

An 8-foot table, two chairs, and a wastebasket are provided. Electrical at 120 Volt / 5amps is provided. If additional power is necessary, please let us know and services can be arranged with our vendor for an additional fee. Additional furniture and fixtures can be ordered directly through the GSR Audio Visual Department with the included order form.

### **Accommodations Exhibitors:**

Inside exhibit space is available. The load in limitation is 14' however an outside venue will also be provided on the east side of the Silver State Pavilion.

### **Hanging Signs and Graphics:**

Hanging signs and graphics are permitted upon approval in all standard and Peninsula booths, with a maximum height of 8 feet to the top of the sign as measured from the floor. Whether suspended from above or supported from below, they should comply with all ordinary use-of-space requirements (for example, the highest point of any sign may not exceed the maximum allowable height for the booth type). All signs and graphics should be directly over contracted space only.

### **Property Damages:**

Exhibitors are liable for any damage to Hotel's property or public function space caused by the act or omission of the group, it's agents, directors, shareholders, employees, members, attendees, contractors, volunteer or performers. No exhibitor may drive nails, tacks, hooks, screws, or other items into any part of the hotel or meeting space or equipment.

### **Badges and Registration:**

All exhibitors and booth personnel must have an Exhibitor Badge to access the exhibit tent during move in, show days and move out.



### **Exhibitor Conduct:**

We respect the rights of all vendors to sell their products based upon the strengths of their company, products, and customer service. We therefore will strictly enforce a code of conduct that says that any complaints from attendees of Exhibitors "bad mouthing" will not be tolerated.

### **Insurance:**

Exhibitors are responsible for obtaining and keeping in your booth a mandatory certificate of General Liability Insurance.

### **Literature Distribution:**

Printed or product promotion materials may be included in the attendee swag bag. If you would like your collateral included in the bag please ship to the CalOHA office at 319 Nevada St, Auburn, CA 95603. Materials must arrive no later than March 23rd. Exhibitors may distribute additional materials or promotional items within the space they have contracted.

### **Flammable and Toxic Materials:**

All materials used in display construction or decoration should be made of fire-retardant materials and be certified as flame retardant.

### **Offensive Materials:**

Show Management reserves the right to require Exhibitors to remove from their exhibits any materials that we determine, in our discretion, to be inappropriate. Including, for example, materials that may be offensive, disparaging, or discriminatory.

### **Photography & Video Tapings:**

Unauthorized photography or video taping of exhibits is prohibited. Exhibitors may photograph their own exhibits only.



## **Product Demos:**

All demonstrations of your products must take place within your booth space, or in the case of scooters, bikes and the like, demos are permitted within reasonable proximity to your booth provided they do not block the aisles, or cause harm to any attendee or exhibitor.

## **Sound Level:**

Exhibitor's sound level shall not intrude or violate the rights of any adjacent exhibit areas. Exhibitors shall not be permitted to operate audio amplification systems at levels that are greater than the ambient noise level. This also applies to product demonstration if you are demonstrating a product that creates noise above the ambient noise level.

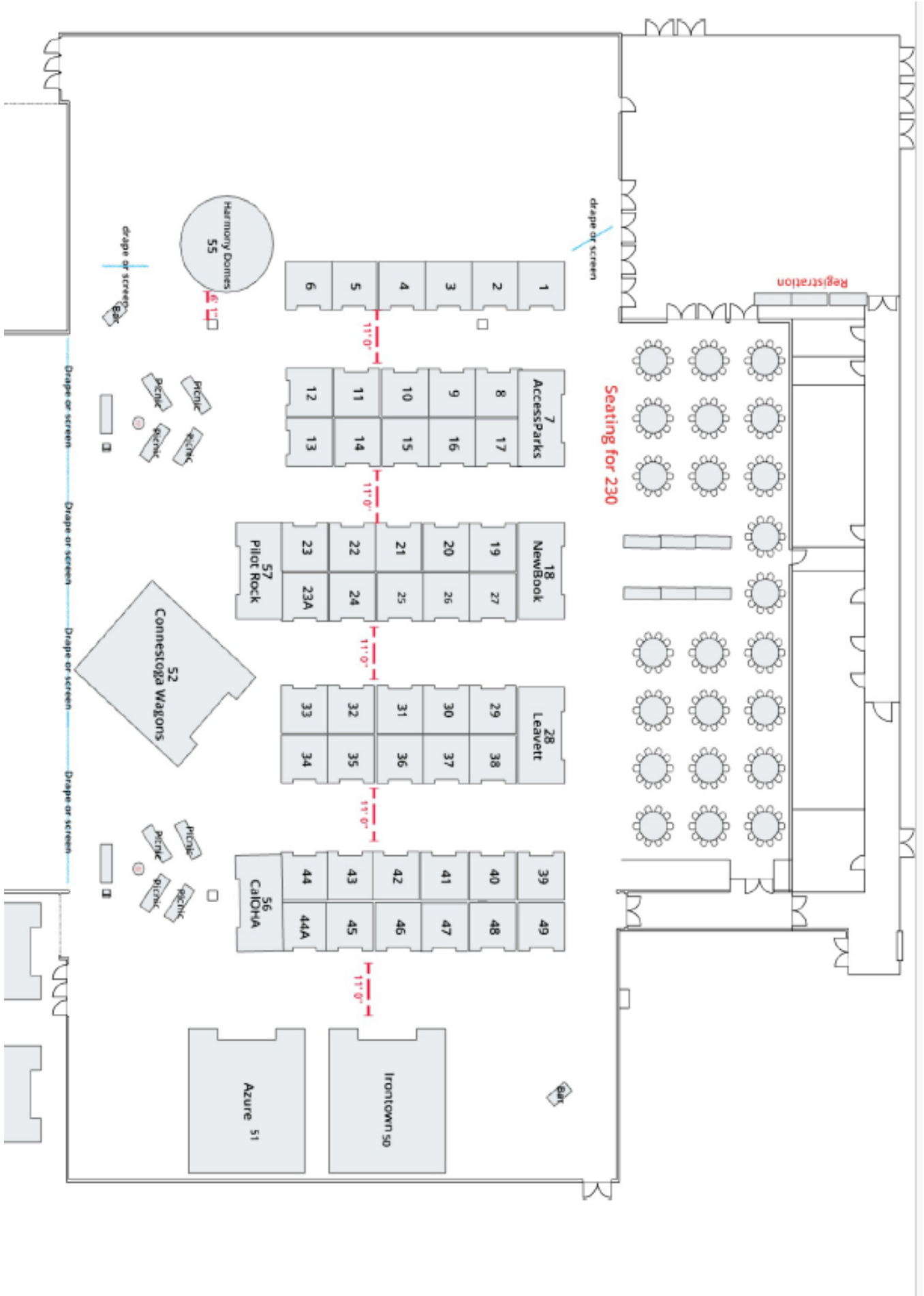
## **Traffic**

Show Management encourages promotional plans/demonstrations but asks that you do not interfere with normal traffic flow in the aisles or traffic into any neighboring exhibits. Demonstration areas must be organized within the exhibitor's space so as not to interfere with any aisle traffic.

**Show Site Shipping Labels**  
**MUST BE INCLUDED ON YOUR FREIGHT**

<p><b>Grand Sierra Resort &amp; Casino Business Center 2500 E. Second St Reno, NV 89595</b></p> <p><b>Campground Solutions Summit West</b></p> <p><b>EXHIBITOR</b></p> <hr/> <p><b>BOOTH #</b></p> <hr/>	<p><b>Grand Sierra Resort &amp; Casino Business Center 2500 E. Second St Reno, NV 89595</b></p> <p><b>Campground Solutions Summit West</b></p> <p><b>EXHIBITOR</b></p> <hr/> <p><b>BOOTH #</b></p> <hr/>
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Trade Show Electrical and AV Order Form  
**All Orders Must Be Submitted 72 Hours Prior To Vendor Load In or Will Be Charged A 25% Increase**  
 Rates subject to change. Exhibitors prices are per day with a two day maximum charge.

Audio Visual Department  
 2500 E. 2nd Street | Reno, NV 89595  
 Phone (775) 789-1605  
 Exhibits@GrandSierraResort.com

EQUIPMENT	QNTY	COST	Days	TOTAL	EQUIPMENT	QNTY	COST	Days	TOTAL	EQUIPMENT	QNTY	COST	Days	TOTAL
<b>Exhibit Booths Extras</b>														
30' Cocktail Table Tall w/ Linen		\$50.00			120 Volt 60Hz Single Phase					60" Flat Screen Monitor w/ Stand		\$600.00		
4' Round Table w/ Linen		\$60.00			5 Amps or Less		\$75.00			70" Flat Screen Monitor w/ Stand		\$750.00		
5' Round Table w/ Linen		\$60.00			10 Amps or Less		\$200.00			BluRay or CD Player		\$75.00		
30' Cocktail Table Short w/ Linen		\$50.00			20 Amps or Less		\$250.00			25' HDMI / Video Cable		\$50.00		
30' x 8' Skinned Table		\$80.00			30 Amps or Less		\$300.00			<b>AUDIO</b>				
30' x 6' Skinned Table		\$60.00			208 Volt 60Hz Single Phase					All Wired Mics		\$50.00		
Highback Chair		\$75.00			10 Amps or Less		\$200.00			All Wireless Mics or Lavs		\$150.00		
Banquet Chair		\$20.00			20 Amps or Less		\$250.00			Small Powered Speaker on Stand		\$150.00		
Essel for Sign		\$10.00			60 Amps or Less		\$500.00			8 Ch Mixer		\$150.00		
					100 Amps or Less		\$750.00			Audio Patch		\$50.00		
					208 Volt 60Hz Three Phase					<b>ACCESSORIES</b>				
<b>PODIUMS &amp; CARRIS</b>														
AV Cart w/ Mils Outlet Strip		\$100.00			20 Amps or Less		\$400.00			Flochart w/ "Post-It" Pad		\$75.00		
Standing Podium		\$50.00			100 Amps or Less		\$1,000.00			White Board w/ marker		\$50.00		
					200 Amps or Less		\$1,250.00			<b>INTERNET</b>				
					400 Amps or Less		\$2,000.00			Dedicate Wireless Internet		\$250.00		
<b>COMPUTER EQUIPMENT</b>														
PC Laptop Computer		\$250.00			Up-lighting (Each Fixture)		\$50.00			Added Custom SSID		\$500.00		
Computer Audio Interface		\$50.00			Booth or Sign Lighting		\$200.00			Hard Wired Internet		\$500.00		
Navigator (Power Point Remote)		\$50.00			<b>LABOR RATES</b>									
<b>LCD PROJECTORS</b>														
4,000 Lumens		\$600.00			25' Extension Cord		\$25.00			All Labor Per Hour		\$75.00		
6,000 Lumens		\$800.00			50' Extension Cord		\$50.00			OT Rate (after 8 hours)		\$112.50		
8' Tripod Screens		\$75.00			Multi Outlet Strip		\$25.00			Premium Labor Rates		\$90.00		
					10' Section Truss		\$150.00			OT Premium Labor Rates		\$135.00		
					Dead Hang Point (Each)		\$100.00			(Weekends, Holidays, or After 10pm or Before 6am)				
					Rigging Point for Chain Motor		\$100.00							
					1 Ton Chain Motor		\$250.00							
					COLUMN TOTAL									
					COLUMN TOTAL									

**CLIENT INFORMATION:**

Group Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**DELIVERY AND USE & TIMES:**

Deliver to: \_\_\_\_\_  
 Date In: \_\_\_\_\_  
 Date Out: \_\_\_\_\_  
 AV Signature: \_\_\_\_\_