

2008 TOM RAPER RVs RALLY VENDOR RESERVATION FORM

Event Dates: August 21-24, 2008

Vendor Check-In/Set-Up: Wednesday, August 20

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: HOME () _____ CELL () _____

Email address: _____

Type of Product: _____

Please indicate your booth preference: Outside___ Inside___

Do you extra tables? (1 incl. in pkg.) Yes___ No ___ Addtl. tables may be rented for \$10 each.

Do you need a campsite? Yes ___ No ___ Do you need handicapped parking? Yes___No___

If yes, please provide handicap documentation, such as a copy of your state parking permit.

2008 VENDOR RALLY PACKAGES

OPTION A: \$199

■ 3 DAYS/4 NIGHTS CAMPING*

*VENDORS MAY STAY WED. NIGHT AND SUN. NIGHT AT NO EXTRA CHARGE.

■ ADMISSION TO ALL CATERED MEALS (6) AND ALL NIGHTLY ENTERTAINMENT

■ 1 - 10' X 10' BOOTH WITH ONE 8' TABLE

■ 1/3 PAGE AD IN THE RALLY HANDBOOK**

**VENDORS MUST SUPPLY THEIR OWN CAMERA-READY ART. IF NO AD IS RECEIVED, YOU WILL NOT APPEAR IN THE HANDBOOK.

OPTION B: \$125

■ 3 DAYS/4 NIGHTS CAMPING*

*VENDORS MAY STAY WED. NIGHT AND SUN. NIGHT AT NO EXTRA CHARGE.

■ 1 - 10' X 10' BOOTH WITH ONE 8' TABLE

■ 1/3 PAGE AD IN THE RALLY HANDBOOK**

**VENDORS MUST SUPPLY THEIR OWN CAMERA-READY ART. IF NO AD IS RECEIVED, YOU WILL NOT APPEAR IN THE HANDBOOK.

OPTION C: \$50

■ 1 - 10' X 10' BOOTH WITH ONE 8' TABLE

■ 1/3 PAGE AD IN THE RALLY HANDBOOK*

*VENDORS MUST SUPPLY THEIR OWN CAMERA-READY ART. IF NO AD IS RECEIVED, YOU WILL NOT APPEAR IN THE HANDBOOK.

Indicate Package Choice: A B C

Vendors who require extra booth space may add Option B onto Option A for each extra booth needed.

PAYMENT METHOD CASH CHECK VISA MASTERCARD DISCOVER AM. EXPRESS
ACCOUNT #: _____ EXP. DATE: ___/___

Make checks payable to: Tom Raper Inc., Attn. RALLY
Mail to: 2250 Williamsburg Pike
Richmond, IN 47374

I will be participating in: Goody Bags ___ Door Prizes ___ Seminars___
(see descriptions below)

Please keep this page for future reference.

RALLY LOCATION/DIRECTIONS

The Rally is held at the Wayne County Fairgrounds, located a short distance from Tom Raper RVs. Take Exit 149A off of I-70 and go south to Rich Road, the entrance to Tom Raper RVs. Turn right onto Rich Road and travel west until Rich Road ends in a t-intersection with Salisbury Road. Turn left and travel to the fairgrounds. You will enter off of Salisbury Road at a gate located by the Tom Raper Center. It will be clearly marked—you can't miss it!

CHECK-IN/SET-UP

Vendors are strongly encouraged to check-in and set-up the day before the rally starts. Vendors with campsites are required to check-in on Wednesday. This is for your benefit, as the rally guests will be entering and checking in starting at 8:00 a.m. Thursday. Thursday is a great day to start selling, so be prepared!

CANCELLATION POLICY

No refunds will be issued on cancellations made 30 days or less from the first day of the event. After the cut-off date, payments will be applied to the cost of next year's same event.

THREE ADVERTISING OPPORTUNITIES!

Rally Handbook: A 1/3 pg. ad is included in your package. The size is 2.5" high x 5" wide and is black/white. Please email camera-ready art in a high resolution jpg or pdf file (300 dpi) to: graphicdesign@tomraper.com. Please do not download photos or logos from the internet as they are very low resolution and will not reproduce clearly. *Your ad will be printed as received.*

Ads must be received by July 15, 2008.

Goody Bags: One per RV is distributed at check-in and they contain ad specialty items, flyers, coupons, etc. Anything you would like to donate to promote your company and your booth. We request one per site, for a total of 600 in 2008. In the event attendance does not reach 600, any unused items will be returned to you at the rally *at your request*. **Goody bag items must be received by August 1, 2008.** Please ship to Tom Raper RVs, attn. Rally Goody Bags.

Door Prizes: Door prize tickets (one per guest) are given at check-in for guests to use all weekend. We draw winners at every meal—a total of 12 times (6 meals and 2 eating groups).

Your company name and your booth location, plus a mention of seminar times if applicable, will be mentioned at the time of the drawing. You may bring the prize(s) to give to the Vendor Coordinator when you check-in, but please notify us of your prize donation in advance. We need to have a typed list available to the Rally Coordinators.

AT YOUR BOOTH

Make it your space! We encourage you to “dress up” your space with backdrops, a canopy, signage, table coverings, clothing racks—anything that will show off and better spotlight your products. Your booth space is just that—space—so get creative! One 8' table is included in your package. Additional 8' tables are available to rent for \$10, or you may bring your own. You may conduct registrations and drawings at your booth during the rally. If you do so, please promote this in your handbook ad.

ADDITIONAL BOOTH SPACE

Vendors needing more than one 10 x10 booth may add additional space to their package at the rate of \$50 per booth. This must be done at the time of registration, as we will be assigning booth spaces on a first come, first served basis.

VENDOR BUILDING: LOCATION AND HOURS

Vendor booths are located in the Vendor Building east of the Tom Raper Center. The building is enclosed, but is not air conditioned. Overhead and side doors remain open for ventilation, but vendors are welcome to bring personal fans, too. **The building is locked at night and re-opens from 8:30 a.m. – 5:00 p.m. Thursday. – Saturday and from 8:00 – Noon Sunday.**

Please keep this page for future reference.

SEMINARS

We have two locations for seminars. Both are set up with chairs, media equipment and sound. Seminars should be kept to a *maximum of 45 minutes*, plus 15 minutes total is allotted for set up/tear down. Seminars are booked *one per hour*, so please be considerate of the time allotment described. Seminars begin Thursday afternoon and run through the day on Friday and Saturday. Please complete the attached form and include a brief overview of your seminar for promotional purposes. We will do our best to accommodate multiple seminar requests, but can not guarantee it. A seminar schedule will be distributed to Rally guests. Additional promotion of your seminar may be done at your booth with flyers and/or signs and in your handbook ad. We have a lot of requests so it is critical that everyone abide by their ONE HOUR TOTAL TIME to include tear down, set-up and seminar. DO NOT enter a seminar room until the speaker before you has completed their presentation.

RALLY CONTACT NUMBERS

Please contact the dealership at 765-966-8361. Your primary contact, Judi Miller, may be reached Monday – Friday 9:00 a.m. – 6:00 p.m. at extension 1223 or emailed at graphicdesign@tomraper.com. As a backup, Cheryl Burkett may be contacted at extension 1402 or emailed at cdc@tomraper.com. Closer to rally time, you will be provided with cell phone numbers you may use as contact numbers during the rally.

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PARKING

Vendors who are not camping will be given one parking pass for their personal vehicle. If you need additional passes for other booth workers, please contact the Vendor Coordinator. Vendor parking will be located near the Vendor Building and will be marked with signs.

COMPETITIVE PRODUCTS

Tom Raper RVs strictly prohibits vendors from selling products that are in direct competition to our own Parts Suppliers. Tom Raper's Parts Store will have a designated booth area in the Vendor Building large enough for all Tom Raper parts suppliers who are participating in the Rally. We attempt to give vendors exclusivity in their product or service category, but can not guarantee it. In fairness to other vendors, we respectfully request that all vendors provide complete information regarding the products and services they are selling and/or promoting at their booth and/or during their seminar. Tom Raper RVs reserves the right to ask a vendor not to promote certain product lines.

NEW VENDORS

Many of our new vendors come to the Rally after being referred. If you have a vendor that you would like to recommend, please submit the referral form(s) attached. We will send them information and an invitation to participate. Thank you!

SEMINAR REQUEST FORM

COMPANY NAME: _____

SEMINAR PRESENTER: _____

TOPIC: _____

NUMBER OF SEMINARS REQUESTED: _____

OVERVIEW: _____

VENDOR REFERRAL

Company Name: _____

Contact: _____

Phone Number: _____ Email: _____

Address: _____

Referred by: _____

VENDOR REFERRAL

Company Name: _____

Contact: _____

Phone Number: _____ Email: _____

Address: _____

Referred by: _____

VENDOR REFERRAL

Company Name: _____

Contact: _____

Phone Number: _____ Email: _____

Address: _____

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