



PROMOTERS HANDBOOK

Thank you for choosing Richmond Raceway Complex for your event! In order to serve you better we have set up the following guidelines and policies. If at any time you have a question, please do not hesitate to call us.

Contracts, Cancellations, Payments & Insurance

All due dates for required information are listed on your contract. These due dates must be met or Richmond Raceway Complex has the right to cancel the event. Cancellation policies are outlined in your contract. All checks and money orders must be made payable to Richmond International Raceway. On your certificates of insurance in the section that is titled "Description of Operations/Vehicles/Exclusions Added by Endorsement/Special Provisions" make sure that the proper language, as stated below, is being used.

Richmond International Raceway & International Speedway Corporation and their shareholders, officers, directors, agents, employees, related or affiliated companies, subsidiaries, trustees, receivers, successors and assigns.

Amenity Orders

At least 30 days prior to your event, it is your responsibility to contact the Complex Assistant, at 804-228-3181 to place your amenity order. At that time, items to be discussed will consist of, but are not limited to, table & chair rentals, set-up plans and teardown plans, show times, security, parkers, additional staffing needs, clean up plans, electrical orders, telephone orders, marquee information, simultaneous events, floor plans, etc. It is very important that all orders (i.e. telephone lines, electrical information, marquee information, staffing needs and floor plans) are turned in at this time. **Payment for all amenity orders must be paid in full prior to the start of your event. Additional amenities requested during the event will be billed to the promoter and due in full within 30 days of the conclusion of the event.** Invoices not paid within thirty days of invoice date will be charged a 5% late payment fee. An additional 1.5% late payment fee will be charged for each 30 day period following if the invoice is not paid in full. If you have any questions about your invoice, please do not hesitate to contact Event Operations at 804-228-7512 or your Sales Executive, Megan Copeland at 804-228-7506.

Meeting Rooms

There are five (5) meeting rooms located in the upstairs of the Exhibition Hall. If you have rented the Exhibition Hall and need extra space, these rooms are available for a fee per room, per day (based on availability). Please contact us to confirm availability of these additional meeting rooms.

Permits & Taxes

As your contract states, you are required to obtain any and all permits needed to conduct your event. Richmond Raceway Complex complies with all Henrico County Fire Regulations as well as all other laws for the County of Henrico and the Commonwealth of Virginia. The Henrico County Fire Marshall must approve all floor plans prior to set-up. On your floor plan, do not block any fire exits, entrance doors or restrooms. Do not park in the fire lanes while on site. It is the responsibility of the promoter to contact the Henrico County Fire Marshall's office at 804-501-4910, at least 14 days prior to your event, to have your floor plans approved. It is also the promoter's responsibility to make all exhibitors aware of the emergency fire exits and safety equipment locations on site. There is a 5% sales tax in the County of Henrico. A Henrico County representative will contact you in regards to taxes.

Set-Up & Teardown Days

Set-up and teardown days are designed to give you days for your exhibitors to move in and move out. The cost of these days is half of a one-day rental fee. Building hours on set-up and teardown days are 7am to 10pm. RRC security will be locking the gates at 10pm. These days do not include heating, air conditioning or full lighting. These are available upon request for a fee of \$200.00 per hour per building used.

Show Days

Building hours on your show days are from 7am until 10pm. If you need these hours extended, you will need to let Richmond Raceway Complex know when you place your amenity order. The fee for extending the building hours is \$200.00 per hour per building. A representative from the Richmond Raceway Complex will be on site each day of your show as well as set-up and teardown days and curtain days. While on site, you will be issued a radio and can obtain contact with a representative when needed.

Advertising

In advertising your event, always refer to our facility as Richmond Raceway Complex. False or incorrect advertising is strictly forbidden for any event at Richmond Raceway Complex. If you need our logo for print advertising, please let us know in what format you need it.

Show Offices

There are show offices located in designated areas inside the Exhibition Hall and the Colonial Building. These are complimentary with your rental agreement and based on availability.

Shipment of Materials

You are welcome to have materials shipped to us one day prior to your show. They must be sent to the attention of Event Operations Manager at Richmond Raceway Complex, 600 East Laburnum Avenue, Richmond, VA 23222 with the name of your show on it as well. Any early arrivals will be sent back. Under no circumstances, will COD orders be accepted at the Richmond Raceway Complex.

Lobby Area

Richmond Raceway Complex has provided a show office in the lobby of the Exhibit Hall for promoters to use. We do not allow offices or exhibit booths to be set up anywhere else in the lobby unless rented for an additional amount. **Do not load or unload any items through the lobby doors of the Exhibition Hall. This is to include promoters as well as exhibitors. All loading and unloading of materials in the Exhibition Hall must be done in the rear or side entrances of the building.** No pushing or pulling materials across the lobby floor; carts and dollies are prohibited on the lobby floor as well. It is the promoter's responsibility to see that this and all other rules and regulations are adhered to by all exhibitors in your show.

Decorations & Signs

Decorations, signs, banners and streamers may not be attached, taped, nailed stapled, screwed, pinned or otherwise fastened to any ceiling, painted surface or walls of any building at the Richmond Raceway Complex. The Richmond Raceway Complex management must approve any special decorations or signs as to the location and the method of installation. Under no circumstances are adhesive backed decals to be given away or permitted to be used in the facilities. No tape, stickers or staples are to be used on tables and floors unless it is pulled off prior to your departure. If you do not remove tape, stickers or staples from tables or floors it will be done and charged to you. Also, there is to be nothing hung on the outside perimeter fencing surrounding the complex.

Pets

No pets are allowed in the buildings unless assisting the visually impaired, if the event is an animal/pet show, or you have written permission from Richmond Raceway Complex management. Exhibitors are not allowed to have pets in the building during show hours.

Keys

Keys to Richmond Raceway Complex buildings are available by special request. Keys will only be issued to the Promoter and will be signed out and in upon return. For any keys that are unreturned, there will be a \$200.00 charge.

Security

Richmond Raceway Complex offers three (3) types of security for your event. Security Officers (unarmed) are available for \$21.50 per hour. Security Officers (armed) are available for \$24.50 per hour and uniformed Police Officers are available for \$28.50. Please let us know if you would like security for your event at least ten (10) days prior to your event.

Catering

Americrown Service Corporation is proud to be the preferred caterer and concessionaire of the Richmond Raceway Complex. Please contact Americrown directly at the Richmond Raceway Complex at 804-228-7685 to make all of your catering arrangements. If you have any questions regarding concessions please contact the Director of Concessions 804-228-7677.

Smoking

Richmond Raceway Complex is a smoke free environment. There is no smoking in any of the buildings, including the restrooms, at any time. This includes set-up and teardown.

Trash Removal

In order for trash to be removed from individual booths, it is the exhibitors' responsibility to place the trash cans in the aisle outside the booths. Under no circumstances will Richmond Raceway Complex staff enter a booth to collect trash.

Dumpster Charge

If your show requires more than one dumpster load of trash or debris, there will be a charge of no less than \$350 per extra dumpster load.

RV/Camping On Site

Richmond Raceway Complex has 263 RV/Camping spaces on site. 190 of these spaces have electrical, water and sewer hook ups. 73 of these spaces have electrical and water hook ups. *(Water hook ups are not available November – February, but water access is available.)* The charge is \$25 per night for one space. The event promoter is responsible for payment to Richmond Raceway Complex for camping. Campers are not permitted to pay Richmond Raceway Complex directly nor arrive early or stay later than approved for the event. Camping charges will be added to your amenity bill and must be paid in full at the conclusion of your event. A camper count will be conducted daily and reported to the promoter. Residents of the RV/Camping area need to stay within the limits of the camping area each night. Richmond Raceway Complex strongly encourages promoters to issue RV/Camping passes to ensure proper charging.

Radio & Television Stations on Site

If you are having any radio or television stations on site during your event, Richmond Raceway Complex requires that you submit a schedule of which station will be on site, times that they will be on site and if they plan to bring a remote broadcast vehicle. Also, please include any needs that they will have while on site.

Outdoor Display Space

Outdoor display space is available at Richmond Raceway Complex for your events. The prices of outdoor display spaces are as follows:

\$ 0.20 per square foot

Please submit a diagram of outdoor display space with your floorplans.

Motorized Equipment

Only authorized building personnel will operate all Richmond Raceway Complex equipment. The promoter is required to ensure that all of the equipment operated in the Richmond Raceway Complex facilities by service contractors does not drip oil or any other staining solution. Any vehicle that drips oil, hazardous substances or staining solutions will be removed immediately. The promoter will be charged for any cleaning costs that are incurred.

Vehicles in Facilities

Vehicles are not permitted in Richmond Raceway Complex facilities for loading/unloading without the authorization of Richmond Raceway Complex management. All equipment and freight will be loaded and unloaded at the designated loading docks and entrances. Vehicles are permitted in the exhibit areas as a part of the display. All exhibit vehicles must comply with all Henrico County Fire Regulations.

Damages - Losses

Any and all damages made to Richmond Raceway Complex will be assessed by the staff of Richmond Raceway Complex and billed to the promoter directly. Also any items that come up missing such as tables, chairs, extension cords and etc. will be billed to the promoter. It is the promoter's responsibility to make payment to Richmond Raceway Complex for any and all damages and losses within thirty (30) days. Invoices not paid within thirty (30) days of invoice date will be charged a 5% late payment fee. An additional 1.5% late payment fee will be charged for each thirty (30) day period following if the invoice is not paid in full.

Richmond Raceway Complex has the right to change these policies and procedures at any time without notice.