



Prescheduled Service Appointment Request Form

Service is considered very important to attendees. All RV manufacturers and component suppliers who exhibit are invited to provide service for their products and to provide the necessary trained personnel to perform the work.

Per the recommendation of the FRVA Commercial Council, the Service Center procedures for FRVA's Gillette, Wyoming, International Convention & RV Expo allow family attendees to make service appointments **in advance**.

Registered attendees can contact your company in the weeks leading up to the event to preschedule service appointments. By prescheduling service appointments, your company can ensure it will have the necessary personnel, parts, and tools to complete the work on-site during the event.

If you want to offer prescheduled service appointments, please complete this form and send it to conventionexhibitor@fmca.com. The deadline is Wednesday, June 4, 2025.

Company Name

Contact Person

Phone Number of Contact

Email address or Link

Type of Service Offered



Service Center Request Form

A limited-Service Center will be available on Wednesday, July 16, from 8 a.m. to 12 p.m. for companies who want to schedule appointments on-site. A representative from your company must be present at your assigned table to assist attendees during these hours. One table and one chair will be provided.

If you want to participate in the Service Center, please complete this form and send it to conventionexhibitor@fmca.com. The deadline is Wednesday, June 4, 2025.

Commercial #: _____

Company Name: _____

Type of Service Provided: _____

WE WILL NEED A PARKING SPACE FOR OUR SERVICE TRAILER(S)

of service trailer(s) _____ Length of service trailer(s) _____

WE WILL NEED NAME BADGES AND SERVICE VEHICLE PASSES FOR THE FOLLOWING:

NAME	SERVICE VEHICLE PASS ✓	NAME	SERVICE VEHICLE PASS ✓
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

NOTE: Photocopy this form if requesting more than 10 service personnel.



Emergency Service Request Form

Our company would like to be listed in the program and Event App as an EMERGENCY Service provider.

We understand that emergency service is defined as an emergency on a component that impacts **health and safety issues**.

We also understand attendees may contact our company to schedule emergency service before the event/service hours officially begin.

If you want to offer emergency services during the 111th International Convention & RV Expo, please complete this form and send it to conventionexhibitor@fmca.com. The deadline is Wednesday, June 4, 2025.

Commercial Membership #

Company Name

Contact Person

Cell Phone #

Arrival Date:



Chapter/Manufacturer Rally Incomplete Services Form

If you are an exhibitor participating at a chapter/manufacturer rally before the official Convention & Expo begins and need more time to complete your prescheduled appointments or perform emergency services, your company must fill out the following form and return it to FRVA immediately.

All exhibitors must display their rally credentials while performing services and must provide FRVA with an emergency phone number so event attendees can reach you if needed.

You must provide FRVA with an emergency phone number where you may be reached by the attendees of this event.

Commercial Membership #

Company Name

Service Manager Name

Emergency Cell Phone #

WE WILL PERFORM THE FOLLOWING TYPE OF PRESOLD INSTALLATIONS:

WE WILL NEED NAME BADGES AND SERVICE VEHICLE PASSES FOR THE FOLLOWING:

NAME	SERVICE VEHICLE PASS ✓	NAME	SERVICE VEHICLE PASS ✓
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

NOTE: Photocopy this form if requesting more than 10 service personnel.



Local Service Firms Request Form

We would like to recommend the following firm(s) in the Gillette, Wyoming, area to perform early off-grounds service on RV components prior to Wednesday, July 16, 2025.

(If you recommend a firm for service, please be sure to inform that firm that you have recommended them for early off-grounds service.)

Commercial Membership #

Company Name

Contact Person

Address

City

State

Zip

Phone

E-mail

NOTE: Companies MUST be Commercial members of FRVA

Brand Name of Components Serviced
