



Exhibitor Guidelines & Information

November 2-4, 2018

**Robarts Arena
Sarasota Fairgrounds**

3000 Ringling Blvd. Sarasota, FL 34237

HOURS

Friday, November 2..... 10am-6 pm

Saturday, November 3... 10am-6pm

Sunday, November 4..... 10am-5pm

SETUP

We have arranged for plenty of extra move in and move out time. Move in times are as follows:

Tuesday, Oct. 30 – Noon – 6 p.m.
(For pre-staging boats **OUTSIDE ONLY**. Outdoors exhibitors should drop their boats in the designated space pre-stage **ONLY**. Inside exhibitors who are pre-staging boats **MUST** get instructions from Jim Scilligo before leaving any boats outside.)

Wednesday, Oct. 31 – 8 a.m. – 6 p.m.
(For staging boats **OUTSIDE ONLY**. Outdoors exhibitors should drop their boats in their designated space **ONLY**. Inside exhibitors who are pre-staging boats **MUST** get instructions from Jim Scilligo before leaving any boats outside.)

Thursday, Nov. 1 – 8 a.m. – 6 p.m.
Indoors boat dealers can stage all day. Outdoor booth exhibitors can set up between 3 p.m. and 6 p.m. Outdoors exhibitors should set up in their designated spaces **ONLY**.

TEAR DOWN

Sunday, Nov. 4 – 5 p.m. – 9 p.m.

Monday, Nov 5 – 8 a.m. – 6 p.m.

All exhibitors MUST be off of the Robarts Arena/Sarasota Fairgrounds property by 5 p.m. on Monday, November 5 – both inside and outside. NO EXCEPTIONS.

FORKLIFT

The show will provide a single forklift with a ball hitch for exhibitors to maneuver boats into position. Exhibitors must provide their own qualified fork lift driver and **MUST** provide show management with an insurance certificate to use the fork lift.

Insurance policy needs to be a minimum \$1 Million dollars per occurrence of General Liability. Also insured should read: The Outsource Media Group, Inc. The certificate holder should read: The Outsource Media Group, Inc., 111 Second Ave NE, Ste. 530, St. Petersburg, FL 33701

Priority for use of the forklift is given to inside exhibitors on Thursday, November 1.

EXHIBITOR PARKING

On show days exhibitors should park in the lot in front of Robarts Arena – along with attendees. Parking is free.

EXHIBITOR BADGES

You will receive your exhibitor badges when you check in at the registration desk at move in.

Exhibitor badges must be worn for admittance into the entrances without charge or for admittance during non-show hours. Exhibitors are entitled to a specific number of badges in relation to the total number of square feet occupied by the exhibitor.

10x10 booth

4 badges

Multiple booth exhibitors

2 badges for every booth after the first, up to a maximum of 12.

OPEN SPACE

1,000 Sq Ft

6 badges

2,000 sq ft

12 badges

Questions pertaining to the badge procedure should be directed to Jim Scilligo (727) 894-3644.

GENERAL ADMISSION PASSES

As a courtesy to exhibitors, general admission passes good for all weekend are available at the show office at a cost of \$2.50 each. They can also be purchased at the registration desk at move in. General admission tickets may be left at the "will call" window at the ticket office. A valid ID must be shown to pick up these passes.

SMOKING

Smoking is prohibited inside the building and in the outside exhibitor space.

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SECURITY

We will have overnight security outside from 6 p.m. - 8 a.m. beginning Tuesday night, Oct. 30. Overnight security will continue through Sunday night, Nov. 5. The building is locked down each night. Exhibitors are not permitted onto the show floor prior to 7 a.m. No overnight admission is allowed. You must have a badge to be admitted into the show for pre-opening set up.

LIABILITY

Sarasota Boat Expo, sponsors, the Sarasota Fairgrounds, or any other agency, organization or individual associated with the show assumes no responsibility, nor will they be responsible for loss, theft or damage to any equipment, merchandise or other items at the show.

If you plan to use your own carpet, please consult with show management before using any tape on the floor. The removal of said tape will be your responsibility at the conclusion of the Show.

EQUIPMENT, MOTOR VEHICLES, ETC.

The operation of any vehicle or machinery is prohibited without the permission of the show producer. Also prohibited is the use of helium balloons, oils burning fluid, kerosene, naphtha, propane or gasoline for mechanical or other purposes.

BOAT DELIVERY

Boats, trailers, etc, parked in the parking lot prior to and during the Show will be left at the risk of the owners. The Sarasota Boat Expo or any other agency associated with the Show shall not be liable for lost damaged or missing property. A move-in schedule with assigned times for each inside open-space exhibitor will be forwarded at least one week in advance of load-in. This does not affect booth exhibitors, only larger, inside open-space exhibitors.

TABLE & CHAIR RENTAL

As a convenience to our exhibitors, these items can be rented from the Sarasota Boat Expo. Please download the order form and fax it to 727-894-3654.

All rental costs must be paid in advance.

ELECTRICAL SERVICE

Electrical service MUST be ordered in advance from show management. Please download the form and return to show management no later than Friday, October 26.

PLEASE NOTE power drops are available inside. Outside power MAY be available depending on where you are located. If you are interested in a power drop outside, please contact show management for availability and cost.

EARLY DEPARTURES

No booth may be dismantled or equipment removed from the building or outside exhibit areas prior to 5 p.m. Sunday, Nov. 4, unless prior arrangements have been made with show management.

FREIGHT HANDLING

The Sarasota Fairgrounds will accept freight shipments for the show on Thursday, Nov. 1. Exhibitors must make their own arrangements for return freight shipments. The Sarasota Fairground does not insure any freight, and all items MUST be out of the building on Monday, Nov. 6.

SPECIAL ARRANGEMENTS/DETAILS

If there are any special arrangements or specific details that we should be aware of, please contact Jim Scilligo at (727) 894-3644 so we can fulfill your request prior to the show. During the show, it will be much more difficult to accommodate such requests.



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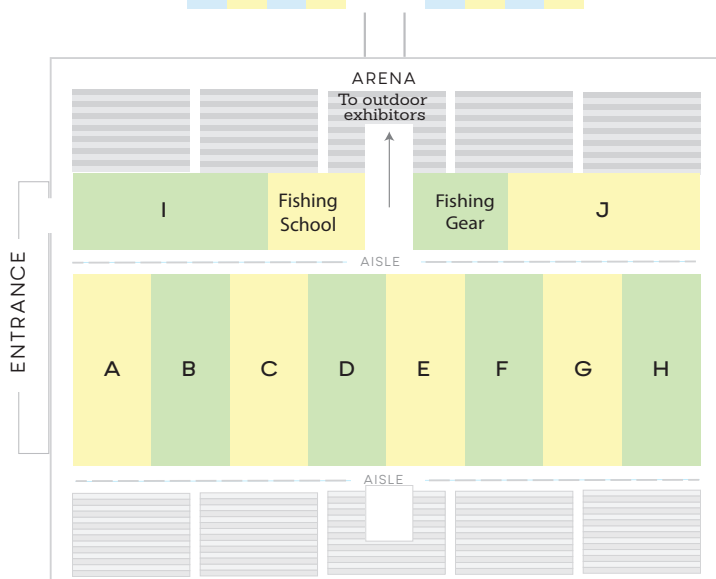
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8 6 4 2

1 3 5 7



← Fruitville Rd



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DRIVING DIRECTIONS

Sarasota Fairgrounds

3000 Ringling Blvd. Sarasota, FL 34237

FROM TAMPA

1. Take I-275 S and I-75 S to FL-780 W/
Fruitville in Fruitville. Take Exit 210 from
I-75 S Take Exit 210 from I-75 S
2. Follow FL-780 Fruitville Road to Ringling
Blvd in Sarasota

FROM St. PETERSBURG

1. Get on I-275 S from 22nd Ave SE
2. Follow I-275 S and I-75 S to FL-780 W/
Fruitville in Fruitville. Take Exit 210 from
I-75 S
3. Follow FL-780 Fruitville Road to Ringling
Blvd in Sarasota



Exhibitor Guidelines & Information

TO: ALL EXHIBITORS

FROM: SHOW MANAGEMENT

SUBJECT: TAX OBLIGATIONS

In compliance with Florida Department of Revenue regulations, we are responsible for notifying the Department of Revenue of vendors and exhibitors for the show. (It's no secret, as we publish the list online anyway.) We are asking for your cooperation in the following manner:

When you mail the balance of your payment, those of you have a current Department of Revenue tax certificate number, please list it on the invoice. We'll turn a list of vendors into the department with these names and numbers shortly after the show. It will then be your responsibility to report the amount of sales and taxes collected. Write the certificate number of the invoice in the space provided.

The state sales tax for Manatee County (where the show is held) is 6-1/2 percent. You are responsible for the collection of this amount on your sales. You can include sales tax in your pricing or collect it on top of your prices. There is no sales tax on service-related items. To find out if you fall into that category, please contact that department at the number below.

For those of you coming from out of state who may make this your only Florida appearance, don't worry. The Department of Revenue usually provides one of its temporary kits. You pay the annual fee on the spot (\$5), then report your sales and collections on a form provided in the kit. Again, this is the responsibility of the exhibitor to file and complete all paperwork.

If you have any questions, contact the Department's Sarasota Office at (941) 361-6001.

BRING A COPY OF YOUR CERTIFICATE TO THE SHOW IN CASE THE DEPARTMENT PAYS A VISIT TO THE SHOW.

