



Exhibitor Guidelines & Information

November 3-5, 2023

**Robarts Arena
Sarasota Fairgrounds**

3000 RINGLING BLVD.,
SARASOTA, FL 34237

HOURS

Friday, Nov. 3 10 a.m.-6 p.m.

Saturday, Nov. 4 10 a.m.-6 p.m.

Sunday, Nov. 5 10 a.m.-5 p.m.

SETUP

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

Wednesday, Nov. 1 8 a.m.-6 p.m.

All boats should be pre-staged on the grassy area behind Robarts Arena for the Thursday move in to their assigned spaces in the arena and on the parking lot. **NO BOATS** are to be left anywhere but on the grassy area behind Robarts Arena until Thursday.

Thursday, Nov. 2 8 a.m.-6 p.m.

Boats are to be moved to their assigned spaces inside Robarts Arena and outside on the parking lot east of the arena. Boats should **ONLY** be staged in the assigned areas. If you have questions, please ask show management.

TEAR DOWN

Sunday, Nov. 5 5 p.m.-9 p.m.

ALL BOATS ON THE PARKING LOT MUST BE MOVED SUNDAY NIGHT. They can be pre-staged on the grassy area behind Robarts Arena for the return home. But, they **MUST** be removed from the parking lot Sunday night. Boats inside Robarts Arena can be moved Sunday night or Monday morning.

Monday, Nov. 6 8 a.m.-5 p.m.
Remaining boats to be moved out of Robarts Arena. All boats pre-staged on Sunday night and the boats moved out of Robarts Arena are to be off property no later than 5 p.m. **NO EXCEPTIONS.**

FORKLIFT

The show will provide forklifts with a ball hitch for exhibitors to maneuver boats into position. (These forklifts are **NOT** equipped to remove boats from trailers. **ONLY** to maneuver boats into position.) On Thursday only we will have one forklift for boats to be moved inside Robarts Arena and one for boats to be positioned in the parking lot east of the arena.

On Sunday night we will have one forklift to move boats off the parking lot to be pre-staged on the grassy area behind Robarts Arena. Outside exhibitors have preference for the one forklift on Sunday night.

On Monday morning we will have one forklift to move boats out of Robarts Arena and to the grassy area behind the arena for the return home. Inside exhibitor have preference for the one forklift on Monday morning.

Exhibitors must provide their own qualified forklift driver and **MUST** provide show management with an insurance certificate to use the forklift.

Insurance policy needs to be a minimum one million dollars per occurrence of General Liability. **Also insured should read:** The Outsourc

Media Group, Inc. **The certificate holder should read:** The Outsourc Media Group, Inc., 111 Second Ave NE, Ste. 360, St. Petersburg, FL 33701.

EXHIBITOR PARKING

On show days exhibitor should park in the lot in front of Robarts Arena – along with the 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) 515-5652

Exhibitor Guidelines & Information

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 in the building and in the outside exhibitor space.

SECURITY

We will have overnight security outside from 6 p.m. – 8 p.m. beginning Wednesday night, Nov. 1. Overnight security will continue through Sunday, Nov. 5. The building is locked down each night. Exhibitors are not permitted onto the show floor prior to 8 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 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 boat dealer will be forwarded at least one week in advance of load-in. This does not affect booth exhibitors.

TABLE & CHAIR RENTALS

As a convenience to our exhibitors, these items can be rented from the Sarasota Boat Expo. Please download the order form and return by Friday, October 27. 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 27.

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. 5, unless prior arrangements have been made with show management.

FREIGHT HANDLING

The Sarasota Fairgrounds will accept freight shipments for the show on Thursday, Nov. 2. Exhibitors must make their own arrangement for return freight shipments. The Sarasota Fairgrounds 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) 515-5652 so we can fulfill your request prior to the show. During the show, it will be much more difficult to accommodate such requests.



Exhibitor Guidelines & Information

DRIVING DIRECTIONS

Sarasota Fairgrounds

3000 RINGLING BLVD. • SARASOTA, FL 34237

FROM TAMPA

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

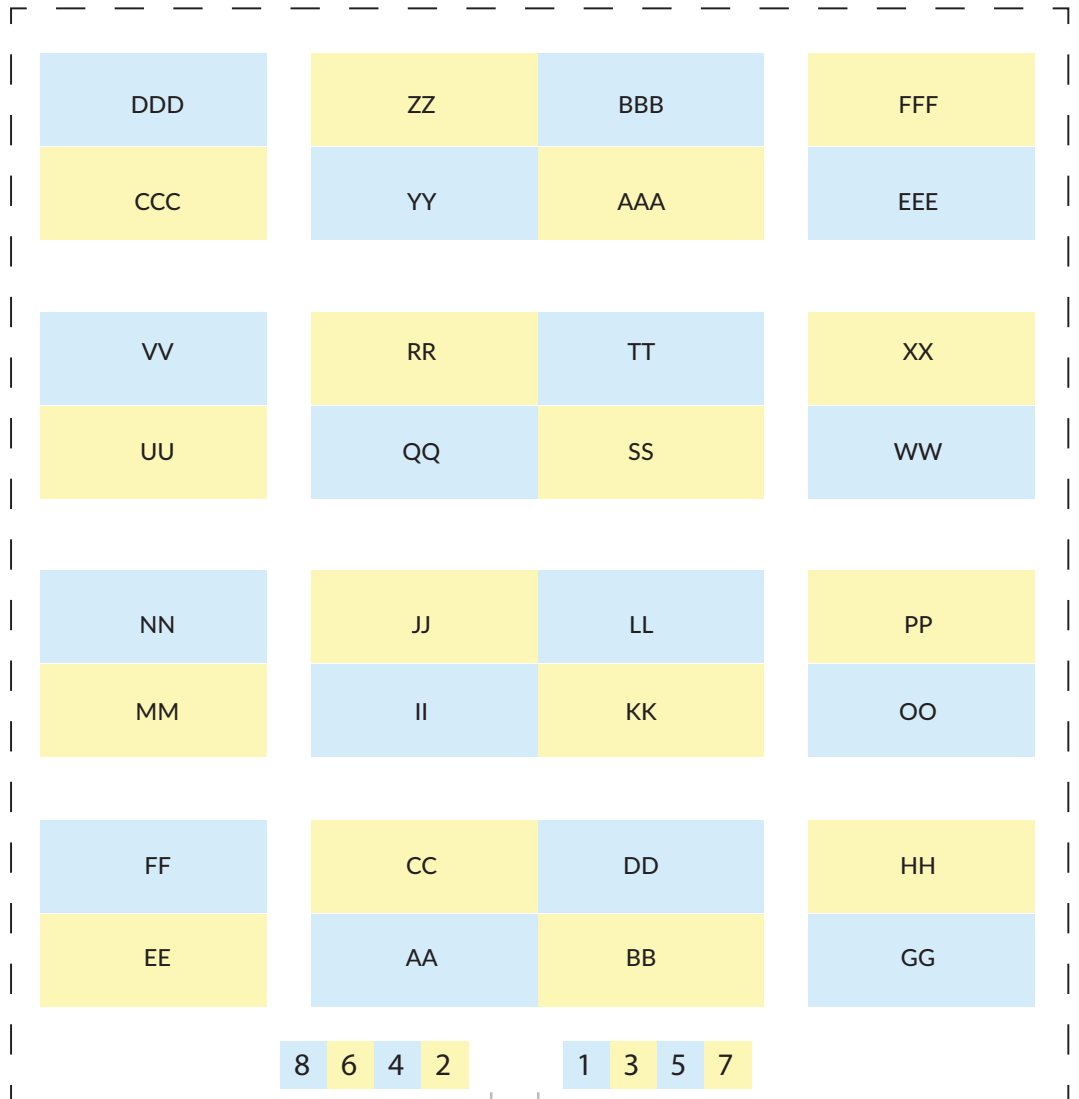
FROM ST. PETERSBURG

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

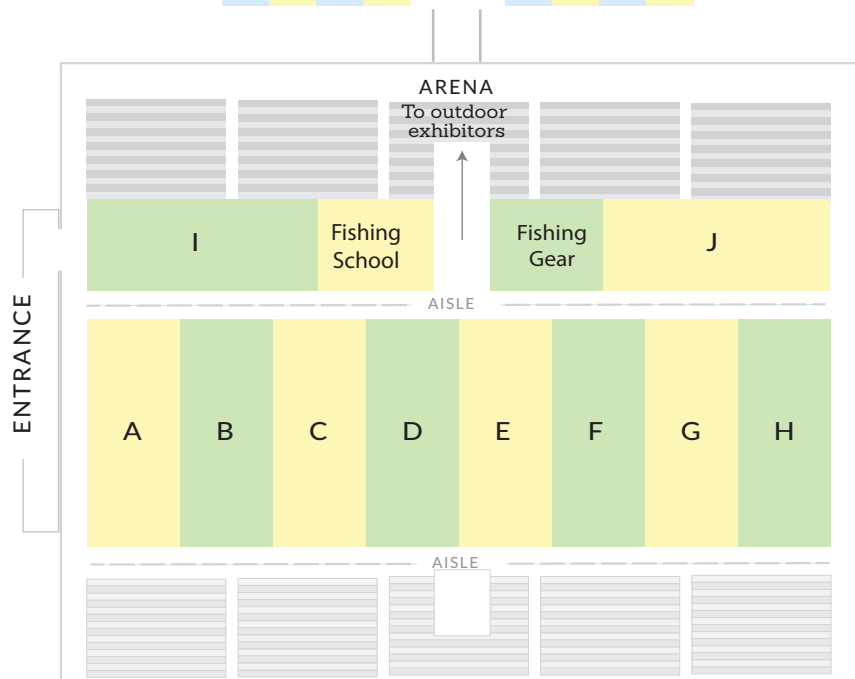




Robarts Arena
Sarasota
Fairgrounds
3000 Ringling Blvd.
Sarasota, FL 34237



← Fruitville Rd



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 Sarasota County (where the show is held) is 7 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.

