

Exhibitor Guidelines & Information

The Shops at Wiregrass

28211 Paseo Dr.

Wesley Chapel, FL

May 4-6, 2018

HOURS

Friday, May 4 10 a.m.-6 p.m.

Saturday, May 5 10 a.m.-6 p.m.

Sunday, May 6 10 a.m.-5 p.m.

SETUP

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

Tuesday, May 1 Noon - 6 p.m.

Please be sure to drop your boats in your designated space ONLY. Not sure? Ask Jim Scilligo

Wednesday, May 2 8 a.m.-6 p.m.

Please be sure to drop your boats in your designated space ONLY.

Thursday, May 3 8 a.m.-6 p.m.

Please be sure to drop your boats in your designated space ONLY.

OVERNIGHT SECURITY

Overnight security will be in place from 6 p.m. - 8 a.m. beginning on Tuesday night, May 1 and running through Monday night, May 7.

TEAR DOWN

Sunday, May 6 - 5 p.m. - 9 p.m.

Monday, May 7 - 8 a.m. - 6 p.m.

Tuesday, May 8 - 8 a.m.-5 p.m.

**ALL BOATS MUST BE OFF
PROPERTY NO LATER THAN
5 p.m. ON TUESDAY MAY 8.
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 forklift driver and **MUST** provide show management with an insurance certificate to use the forklift.

Insurance policy needs to be a minimum of \$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. This certificate **MUST** be received no later than Friday, April 27.

EXHIBITOR PARKING

Parking is free and plentiful in the lot surrounding the boat show site.

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.

EXHIBITOR BADGES *cont'd*

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 week-end are available at the show office at a cost of \$1.50 each. They can also be purchased at the registration desk at move in. General admission tickets may be left at Will Call Booth.

SMOKING

Smoking is prohibited in the exhibitor area.

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SECURITY

Exhibitors are not permitted into the exhibitor area prior to 8 a.m. Wednesday through Monday. No overnight admission is allowed. You must have an exhibitor badge to be admitted into the show on Friday, Saturday and Sunday.

LIABILITY

The Wesley Chapel Boat Show, sponsors, and Shops of Wiregrass, 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.

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 pre-staging lot prior to and during the Show will be left at the risk of the owners. Wesley Chapel Boat Show 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 exhibitor will be forwarded at least one week in advance of load-in. This does not affect booth exhibitors, only larger, open-space exhibitors.

EARLY DEPARTURES

No booth may be dismantled or equipment removed from the building or outside exhibit areas prior to 5 p.m. Sunday, April 8, unless prior arrangements have been made with show management.

EMERGENCY PHONE

Show Management emergency phone number is **727-515-5652**.

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.

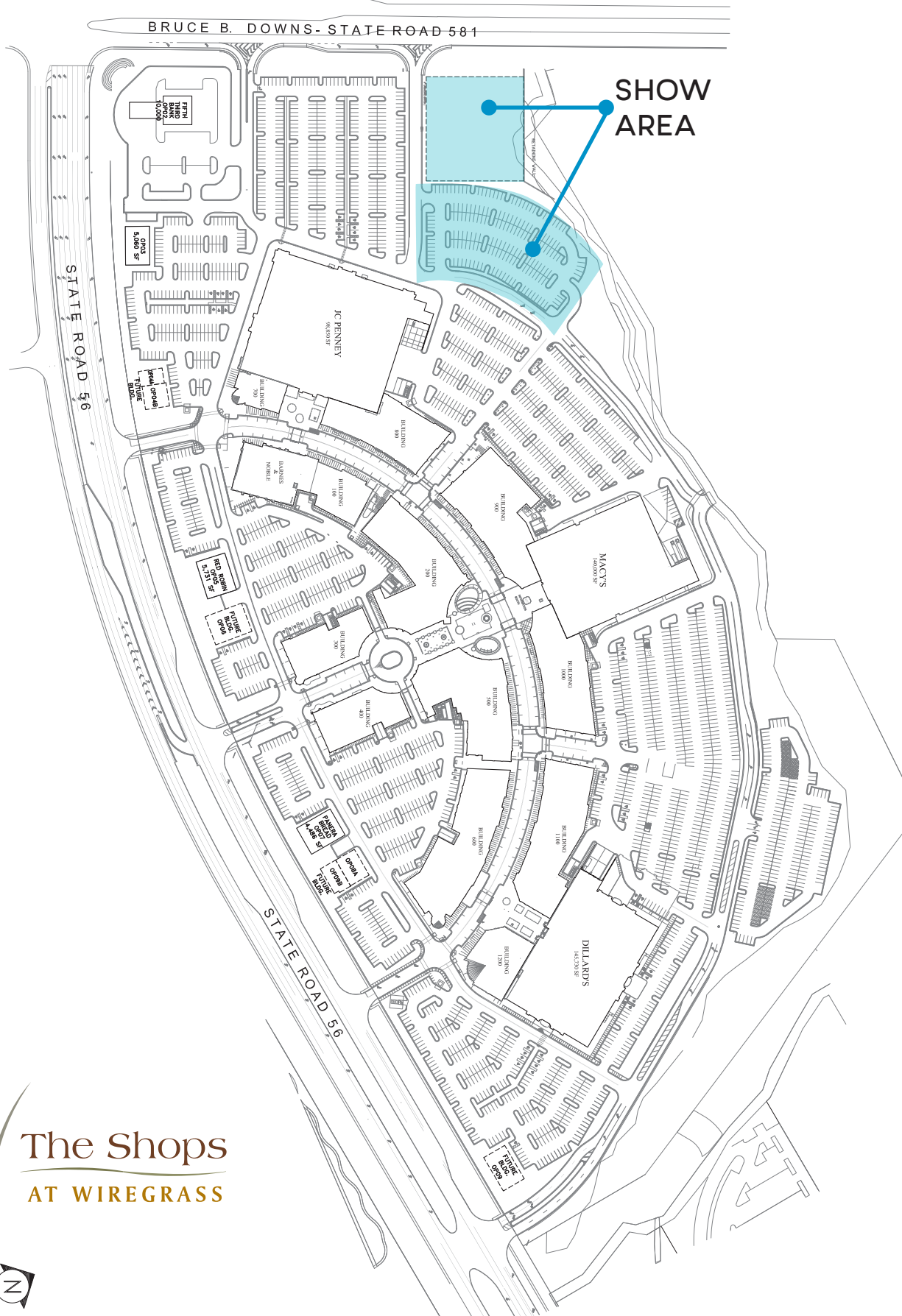
DRIVING DIRECTIONS FROM TAMPA



28211 Paseo Drive | WesleyChapel, FL 33543

- 1.) I-275 North to Ocala
- 2.) Take Exit 59 to merge onto FL-56E
- 3.) Use the 3rd from the left lane to turn left onto Bruce B Downs Blvd
- 4.) Turn right into The Shops at Wiregrass

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 The Shops
AT WIREGRASS



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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 Polk 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 Holiday Office at (727) 943-4880.

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

