



# Exhibitor Guidelines & Information

## JAN 5-7, 2024

Bradenton Area Convention Center  
One Haben Blvd. • Palmetto, FL. 34221

## SHOW HOURS

Friday, Jan 5 • 10am-6pm

Saturday, Jan 6 • 10am-6pm

Sunday, Jan 7 • 10am-5pm

### SETUP

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

**Wednesday, Jan 3** ..... 8 a.m.- 6 p.m.

All boats to be pre-staged **outside** on designated area only. If you are unsure please do not drop your boat until speaking to a show representative. We will have overnight security

**Thursday, Jan 4** ..... 8 a.m.- 8 p.m.

All boats to be moved inside to be positioned in their designated inside spaces. Each boat dealer will be given a specific move-in time in advance. We will be loading in from the front of the hall to the back, so, dealers towards the front of the hall will be scheduled first.

### TEAR DOWN

**Sunday, Jan 7** – 5 p.m. – 9 p.m.

**Monday, Jan 8** – 8 a.m. – 5 p.m.

**IMPORTANT: All boats MUST be out of Center Hall by 5 p.m. on Monday at the latest. 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. 360, St. Petersburg, FL 33701.

### 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) 515-5612.

### 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 \$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.

### SMOKING

Smoking is prohibited inside the building.

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## SECURITY

The building is locked each night. Exhibitors are not permitted onto the show floor prior to 8 a.m. No over-night admission is allowed. You must have an exhibitor badge to be admitted into the show for pre-opening set up.

## LIABILITY

The Bradenton Boat Show, sponsors, and Bradenton Area Convention Center, 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 you use 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 pre-staging lot prior to and during the Show will be left at the risk of the owners. The Bradenton 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.

## TABLE & CHAIR RENTAL

As a convenience to our exhibitors, these items can be rented from the Bradenton Boat Show. Please download the order form and email it to [Jim.Scilligo@outsourcemediagroup.com](mailto:Jim.Scilligo@outsourcemediagroup.com). All rental costs must be paid in advance.

## ELECTRICAL SERVICE

Electrical services MUST be ordered directly from the Bradenton Area Convention Center. Please download the order form and return it directly to the contact at the Convention Center. PLEASE NOTE there is a 50% price increase if you order your power after December 29, 2023.

## EARLY DEPARTURES

No booth may be dismantled or equipment removed from the building or out-side exhibit areas prior to 5 p.m. Sunday, Jan 7, unless prior arrangements have been made with show management.

## EMERGENCY PHONE

Call Bradenton Area Convention Center at (941) 722-3244. Ask for the show office or leave a message and it will be delivered to the appropriate person.

## ACCOMMODATIONS

A list of area hotels is enclosed. A number of restaurants and fast food are available nearby. No food, beverage

or alcohol may be brought onto the Convention Center property. This policy will be strictly enforced.

## FREIGHT HANDLING

The Bradenton Area Convention Center will accept freight shipments for the show on Thursday, Jan 4. Exhibitors must make their own arrangements for return freight shipments. The Convention Center does not insure any freight, and all items MUST be out of the building on Monday, January 8.

## 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

## FROM SARASOTA

1. Take US-301 N/N Washington Blvd - Continue to follow US-301 N - go 13.5 mi
2. Turn right onto Haben Blvd -go 0.2 mi
3. Make a U-turn. Destination will be on the left -go 75 ft

## FROM TAMPA

1. Take I-75 S toward Naples -36.7 mi
2. Take exit 224 to merge onto FL-43 S/US-301 S - go 3.2 mi
3. Turn left onto Haben Blvd -go 0.4 mi
4. Take the 1st right to stay on Haben Blvd.
5. Destination will be on the left - go 0.5 mi

## From St. Petersburg

1. Head south on I-275 towards Sarasota.
2. Take exit 5 to merge onto FL-55 S/US-19 S toward Palmetto/Bradenton - go 3.5 m
3. Slight left onto FL-55 S/U.S. 41 S/S Tamiami Trail - go 3.5 mi
4. Turn left onto Haben Blvd -go 0.2 mi
5. Make a U-turn. Destination will be on the left - go 75 ft

## Preferred Hotels for the Bradenton Area Convention Center

### The Courtyard by Marriott

100 Riverfront Dr. W.  
Bradenton, FL 34205

Phone: 941-747-3727

### Hampton Inn Ellenton

5810 20th Ct. E.  
Ellenton, FL 34222

Phone: 941-721-4000

### Hampton Inn & Suites Downtown Bradenton

309 10th Street West  
Bradenton, FL 34205

Phone: 941-746-9400

To see more area accomodations, visit  
[www.BradentonGulfIslands.com](http://www.BradentonGulfIslands.com)



# Exhibitor Guidelines & Information



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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 Manatee 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.**

