LAKELAND BOAT SHOW

Exhibitor Guidelines & Information

JULY 14-16, 2017

RP FUNDING CENTER

formerly The Lakeland Center

701 West Lime Street • Lakeland, Florida 33815

HOURS

Friday, July 14 ..... 10am-6 pm
Saturday, July 15 ..... 10am-6pm
Sunday, July 16 ..... 10am-5pm

SETUP

Thursday, July 13 from 8 a.m. – 8 p.m.

You will be assigned an exact time for your specific move-in. Please be prepared to move in at that time.

Exhibitors may pre-stage boats in the designated parking lot all day on Tuesday, July 11 and all day on Wednesday, July 12. We will have overnight security for the boats pre-staged in lot the nights of Tuesday, July 11 and Wednesday, July 12 only.

NO "DOUBLE PARKING" OF BOATS IN PARKING LOT DURING PRE-STAGE

When you pre-stage your boat in the parking lot prior to move in, be sure you are not blocking access to another dealer's boat. The owner of that boat may well be moving in a time earlier than you and will not be able to move their boat when they need to There is plenty of room int he parking lot, so please - no "double parking."

TEAR DOWN

Sunday, July 16 from 5 p.m. -8 p.m
Monday, July 17 from 8 p.m.-12 p.m.

Exhibitors may leave boats in Exhibition Hall overnight on Sunday or pre-stage them in the parking lot for their return home. We would like to move all boats in Jennings Arena out to the parking lot Sunday night if possible as renovation work in the Arena will resume on Monday. We have overnight security outside Sunday night. **The exhibit halls MUST be cleared no later than noon on Monday, July 17.** Boats may be staged in the parking lot on Monday for their return. Overnight security is scheduled for Monday night as well. **But, all boats MUST be off property by 5 p.m. on Tuesday, July 18!**

FORKLIFT

Exhibitors who wish to make use of The Lakeland Center forklift MUST follow the following directions:

- The forklift must be operated by Lakeland Center staff.
- You need to provide personnel to stand alongside the forklift operator at all times to give him direction.
- Use of the forklift MUST be scheduled with Jim Scilligo in advance.
- There is only one forklift with a ball hitch. This can be used to maneuver boats on trailers. We do not have the equipment to remove boats from trailers.

EXHIBITOR PARKING

Parking is free for exhibitors and attendees.

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 direct 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.

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SMOKING

Smoking is prohibited inside the building.

SECURITY

Exhibitors are not permitted onto the show floor before 8 a.m. on Thursday, Friday and Saturday, and before 9 a.m. on Sunday. No overnight admission is allowed. You must have an exhibitor badge to be admitted into the show on Friday, Saturday and Sunday.

LIABILITY

The Lakeland Boat Show, sponsors, the The Lakeland 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 shoe 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 Lakeland 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 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

Table and chair rental is available from show management. The cost is $30 for a skirted table and two chairs. Payment must be made in advance. Please use the provided Table & Chair rental form.

ELECTRICAL SERVICE

Electric service is available from show management. The one-time charge is $95 for a basic 120 volts, 500 watt, 5 amp basic connection. Additional voltage and watts cost more. Call for rates. Payment must be made in advance. Please use the provided Electric Service form.

EARLY DEPARTURES

No booth may be dismantled or equipment removed from the building or outside exhibit areas prior to 5 p.m. Sunday, July 18, unless prior arrangements have been made with show management.

EMERGENCY PHONE

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

ACCOMMODATIONS

The Hyatt Place Lakeland Center is located next door to the exhibit halls. Please call 1-800-933-4751 and ask for the Lakeland Boat Show Group Rate.

FREIGHT HANDLING

The Lakeland Center will accept freight shipments for the show on Thursday, July 13 ONLY. Exhibitors must make their own arrangements for return freight shipments. The Lakeland Center does not insure any freight, and all items MUST be out of the building by noon on Monday, July 17. Any packages arriving early will result in a $25.00 per package handling charge.

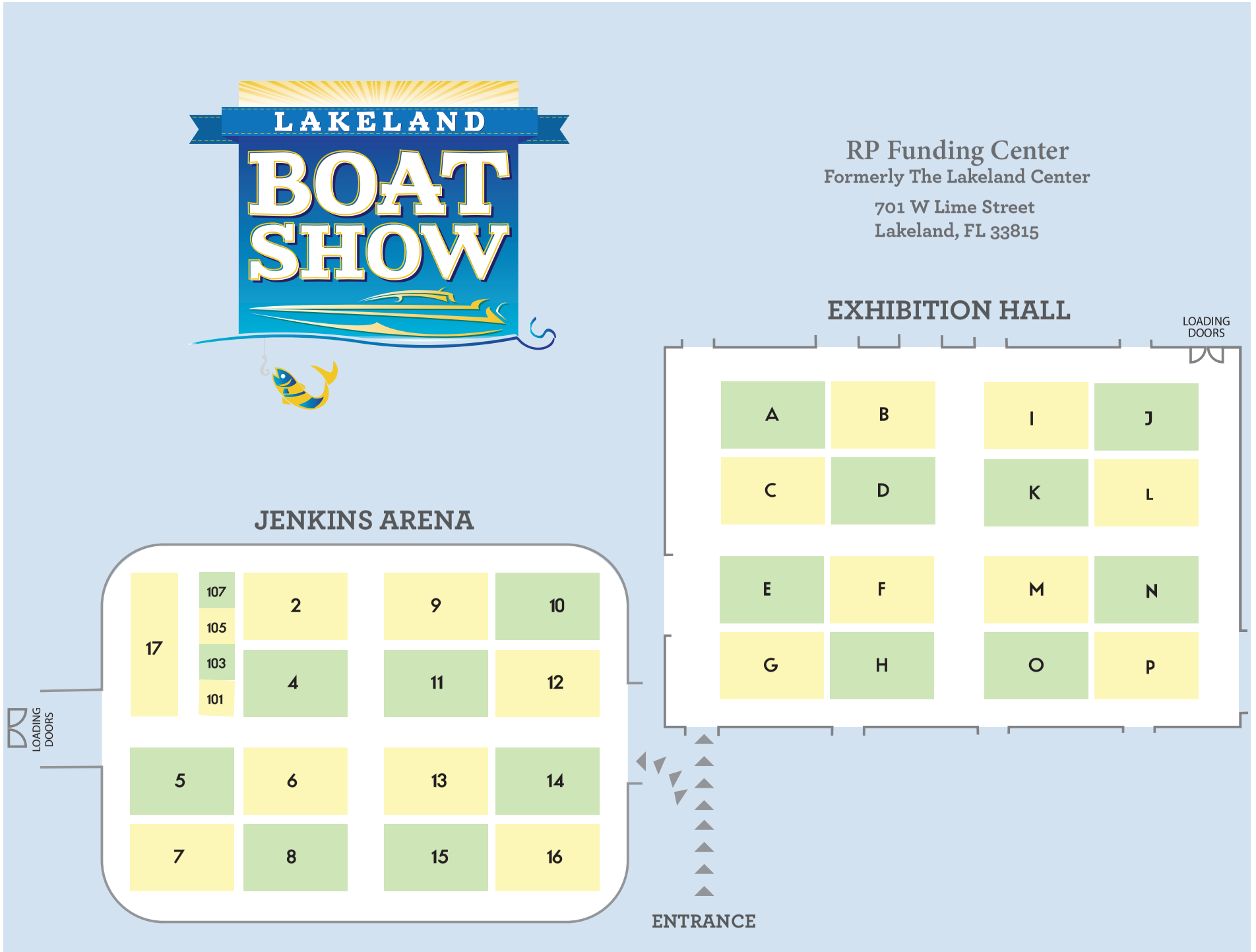
SPECIAL ARRANGEMENTS/DETAILS

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.

LAKELAND BOAT SHOW

RP Funding Center
Formerly The Lakeland Center

701 W Lime Street
Lakeland, FL 33815



Exhibitor Guidelines & Information

DRIVING DIRECTIONS

701 West Lime Street • Lakeland, Florida 33815

From the west

Tampa, St. Petersburg area...

Take I-275 East to I-4 East to exit 31 (Kathleen Road). Turn right on Kathleen Road and continue to (Stay Straight) Sikes Boulevard. Turn right at Lime Street. The Lakeland Center will be on your right.

Naples, Fort Myers and Sarasota area...

Take I-75 North to I-4 East to exit 31 (Kathleen Road). Turn right on Kathleen Road and continue to (Stay Straight) Sikes Boulevard. Turn right at Lime Street. The Lakeland Center will be on your right.

From the East:

I-4 West to exit 31 (Kathleen Road). At the traffic light at the end of the off ramp turn left on Kathleen Road. Continue on Kathleen Road to Sikes Boulevard. Turn Right at Lime Street traffic light and the The Lakeland Center will be on your right.

From the North:

Head south to I-4 West to exit 31 (Kathleen Road). At the traffic light at the end of the off ramp turn left on Kathleen Road. Continue on Kathleen Road to Sikes Boulevard. When you come to Lime Street then take a right and The Lakeland Center will be on your right.

From the South:

Take the Florida Turnpike to Route 192 West to I-4 West to exit 31 (Kathleen Road). At the traffic light at the end of the off ramp turn left on Kathleen Road. Continue on Kathleen Road to Sikes Boulevard. When you come to Lime Street then take a right and The Lakeland Center will be on your right.

Accomodations:

Hyatt Place Lakeland Center
525 West Orange Stree
Lakeland, Florida 33815
Tel: 863.413.1122

To see more area accomodations, please visit
www.visitcentralflorida.org

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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 Polk 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 Lakeland Office at (863) 499-2260.

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

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