

SARASOTA BRADENTON HOME SHOW
April 12-14, 2024
EXHIBITOR KIT

1. Venue Location:

Robarts Arena at the Sarasota Fairgrounds: 3000 Ringling Blvd., Sarasota, FL 34237

2. Event Time Table:

A. Move-In:

Thursday, April 11, 2024	10:00 AM - 4:00 PM
Friday, April 12, 2024	8:00 AM - 9:00 AM *

* *Note: Light display material only. Forklift service will not be available.*

* *Note: Please ensure that your display is completely set up one hour prior to the show opening for inspection.*

B. Show Hours

Friday, April 12, 2024	10:00 AM - 7:00 PM
Saturday, April 13, 2024	10:00 AM - 7:00 PM
Sunday, April 14, 2024	10:00 AM - 5:00 PM

C. Move-Out

Sunday, April 14, 2024	5:00 PM - 8:00 PM *
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* *Note: Move-Out will not begin until 5:00 PM*

* *Note: All exhibits must be completely removed by 8:00 PM on Sunday, NO EXCEPTIONS*

Reminder: Exhibitors will be allowed in the exhibition hall one hour prior to the show opening each morning for preparation. For security purposes, at least one member of your company should be present at these times. American Consumer Shows personnel will be available during all show hours at the Information Booth.

3. Facility Details:

- **During show hours NO OUTSIDE food delivery is allowed - the concession makes a variety of fresh food daily. This applies to DELIVERIES ONLY - you may bring food in with you when you arrive at show site.**
- Load-In door dimensions are 13'10" wide x 17'5" high.
- The ceiling height is 30' high.
- This facility is not equipped with a loading dock.
- The facility flooring is concrete.
- Exhibitors that are cooking within or landscaping their booth(s) must protect the venue floor with a tarp or plastic covering. This is inclusive of exhibit space and staging of materials during set-up and breakdown. Please remember to bring additional tarp to protect the aisles from loose display material during set-up and breakdown.
- Exhibitors that are carpeting their own booth or covering the floor must use tape provided by Show Management - *****DO NOT USE DUCT TAPE ON THE FLOOR*****
- Trash removal of large construction items is your responsibility. Do not leave large items on the show floor, and do not put them in the dumpster.
- Cutting inside the facility is not permitted. Please cut all display materials, such as wood, brick and stone, outside of the facility.
- A 5 lb fire extinguisher and a smoke detector are required in all covered booths.

4. Service Providers:

□ Decorator Form(s)

PME Expo Services: 450 Maguire Road, Suite B, Ocoee, Florida 34761

P: 407.730.3886

F: 407.730.3887

Email: customerservice@my-pme.com

□ Electrical Form(s)

Robarts Arena at the Sarasota Fairgrounds: 3000 Ringling Blvd., Sarasota, FL 34237

P: 941.365.0818

F: 888.502.2505

Email: info@sarasotafair.com

All services should be ordered prior to the deadline dates listed on the order form to avoid a surcharge by the service contractors. Show Management suggests that you retain copies of all order forms for your show site team.

[Click here](#) to view and print additional copies of this exhibitor kit and Service Provider Forms.

5. Utilities:

A. Plumbing Services

The facility permits exhibitors to have water as part of their display. Kindly bring your own hose and pump (approximately 200 feet in length) to fill and pump out the water after the event. Please note, this is a self service venue, however, there is a charge for water. For additional details, please see the Electrical order form which also includes the water service fee.

B. Telephone and Internet Service

Telephone lines are not available within the facility, however cellular reception is good. Free wireless internet service is available if you have a laptop and a wireless card, however the number of available ports is limited. This can sometimes lead to inaccessibility.

6. Shipping and Handling:

Exhibitors may ship their contents to the decorator's warehouse prior to the Home Show. Any contents that are shipped will be stored and delivered directly to your booth during move-in. Please contact the decorator directly for instructions and costs associated with this service. Please note, advance shipping is time sensitive.

7. Hotels:

□ Hyatt Regency Sarasota: 1000 Boulevard of the Arts, Sarasota, FL 34236

P: 941.953.1234

Recommended Hotel

8. Optional Exhibitor Badges:

Exhibitor badges are optional. If you would like to print badges, please [click here](#) or visit acsshows.com > I Am An Exhibitor > Exhibitor Badges to download the badge template. Please fill out the form, print, and bring it with you to show site. ACS will have badge holders available at the info booth.

9. Pay Your Bill:

Exhibitors with a past due balance will not be allowed to exhibit until all such balances are paid in full, no exceptions. If you have an outstanding balance, please mail your payment or [click here](#) or visit acsshows.com > I Am An Exhibitor > Pay For Your Booth Online to make a payment online.

10. Oversized Display:

If your exhibit is an actual trailer, vehicle, sunroom, shed, multiple spas, or oversized display, you are required to contact the American Consumer Shows Operations Department. Please call 516.422.8100 or email ops@acsshows.com to make move-in arrangements. Please double check measurements to ensure that your display will fit through the door and within your booth space. Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please consult the move-out coordinator on-site regarding move-out procedures.

11. Tax Information:

Exhibitors and dealers who make taxable sales during a trade show or convention must collect sales tax, as well as any applicable discretionary sales surtax, from the purchaser at the time of sale. Sales tax must be separately stated on the sales slip or other evidence of sale. You can register to collect and remit sales and use tax by visiting the Department's website, www.myflorida.com/dor and clicking on e-Services. If you do not have internet access, you can complete a paper Application to Collect and/or Report Tax in Florida (Form DR-1). To speak with a Department of Revenue representative, call Taxpayer Services, Monday through Friday, 8 AM to 7 PM, ET at 800.352.3671.

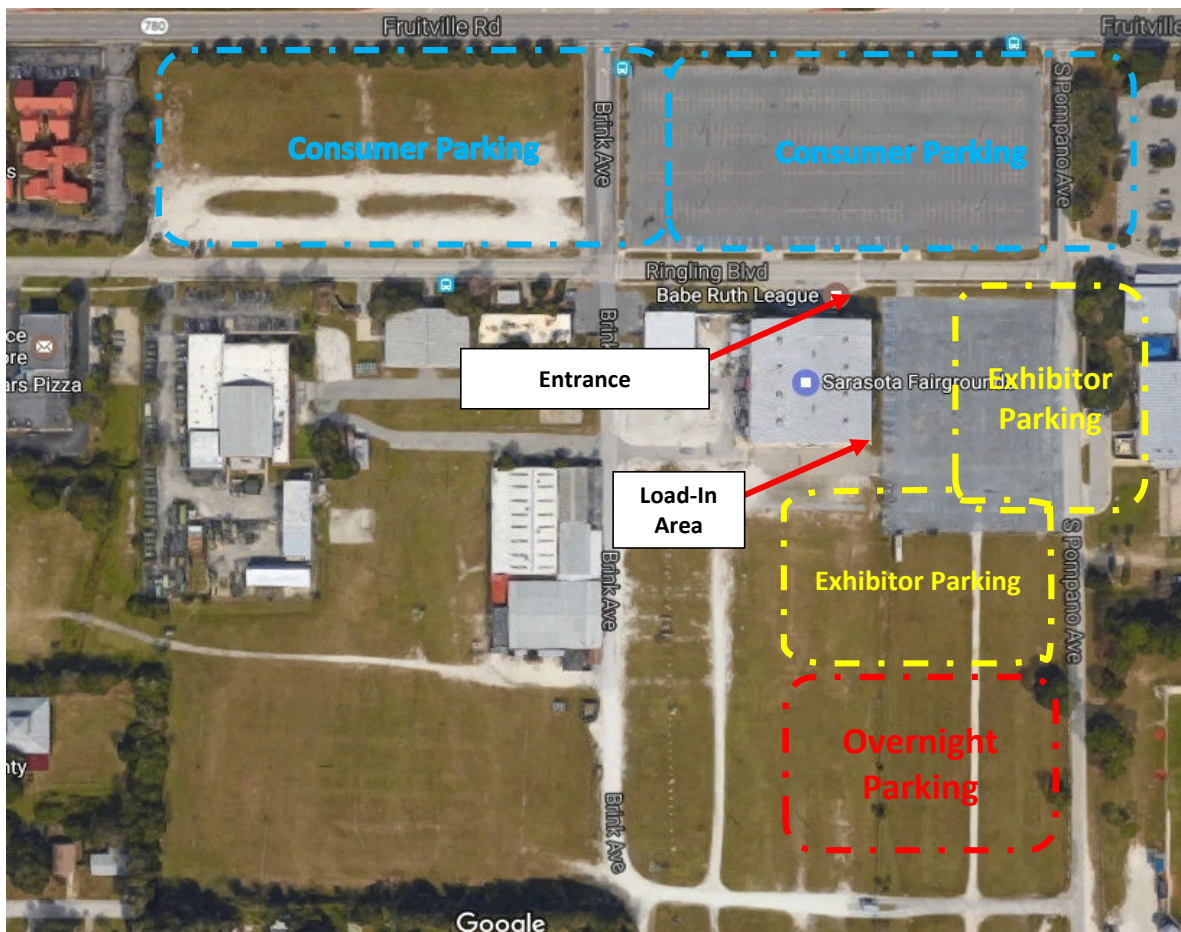
12. Local Agencies and/or Departments:

Exhibitors are required to conform to all local, state and federal laws concerning the legality of exhibiting their equipment, product or services; inclusive of obtaining proper licensing or permits for all companies and/or products. Exhibitor acknowledges that compliance with the foregoing requirements is an integral part of its contract. Failure to obtain or file the certificates or licenses or permits referred to above will be considered a breach of contract by the exhibitor, and the exhibitor shall be liable for any damages incurred by American Consumer Shows.

**Robarts Arena at the Sarasota Fairgrounds
3000 Ringling Blvd.
Sarasota, FL 34237**

Move-In Instructions

- Proceed to Load-in Area (see map below).
- Parking in the loading area is PROHIBITED. Vehicles parked in the loading area will be ticketed and towed at the owner's expense.
- Once your vehicle is fully unloaded, please remove it from the loading area and park it in the general parking lot (during set up hours only) prior to setting up your booth.
- Parking in any unauthorized location will result in fines and possible towing by local authorities.
- Overnight parking is permitted for exhibitor vehicles (including large trucks and trailers) in the south side of the lot (across from the loading area).
- Only the main entrance/exit will be used during show hours. All rear doors, side doors and emergency exits will not be accessible. Doors will be posted and alarms will sound if the emergency exit doors are opened.
- To all smokers: please smoke at least 20' away from the front entrance of the building.
- It is strongly suggested that you bring your own hand truck, push cart or dolly to facilitate move-in (and out). This will speed up the process.
- There is free and ample parking. During show hours exhibitors must park in the designated exhibitor parking areas, no exceptions. The lined spaces are reserved for attendee consumer parking only. Your cooperation will help in facilitating a smooth show.



HOME SHOW

Move-Out and Breakdown Instructions:

Important Note: Please share this document with your breakdown crew!

All exhibitor material needs to be claimed by 7:00 PM and completely removed by 8:00 PM on Sunday. NO EXCEPTIONS!

- Move-out starts at 5:00 PM.
- If you need a forklift, or if you need assistance in dismantling, packing, or loading your exhibit, please notify the Move-Out Coordinator at the loading area beginning at 5:00 PM.
- Oversized Display: Your booth is considered an oversized display if your exhibit is an actual trailer, vehicle, sunroom, shed, larger landscape display, or multiple spas. Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please note: first in and LAST OUT. It is imperative that you make arrangements to have your dismantle team arrive based on the above schedule to pick up your display. It is not possible to move-out oversized displays until smaller exhibits, displays and pipe/drape have been dismantled and removed.

FYI:

- Trash removal of construction material and landscaping material, such as pavers, stone, dirt, plants, etc., is your responsibility. Do not leave these items on the show floor; you must take them with you.
- You may ship your exhibit contents to the warehouse, where they can be shipped by a carrier of your choice. Please stop by the decorator's desk after 4:00 PM on Sunday to discuss the details with the service representative. Remember to label all outgoing shipments.
- Never leave your exhibit contents unattended during move-out. This is a difficult time to provide security.
- All exhibitor material needs to be claimed by 7:00 PM and completely removed by 8:00 PM on Sunday. NO EXCEPTIONS!

Please note: Your cooperation in following the process outlined above will help in facilitating a smooth move-out.