

EVENT INFORMATION

MOVE-IN HOURS

*Wednesday Oct. 13, 2021 1:00pm - 5:00pm
Thursday Oct. 14, 2021 8:00am - 6:00pm
Friday Oct. 15, 2021 8:00am - Noon
**Wednesday is targeted move-in only*

EVENT HOURS

Friday Oct. 15, 2021 1:00pm - 5:30pm
Saturday Oct. 16, 2021 9:00am - 5:30pm
Sunday Oct. 17, 2021 10:00am - 5:00pm

Exhibitors will have access to the venue one hour prior to the event opening and one half hour after closing.

MOVE-OUT HOURS

Sunday Oct. 17, 2021 5:00pm - 10:00pm
Monday Oct. 18, 2021 8:00am - Noon
*Monday Oct. 18, 2021 8:00am - 5:00pm
**Monday is targeted move-out only*

EXHIBITOR REGISTRATION

Thursday Oct. 14, 2021 12:00pm - 6:00pm
Friday Oct. 15, 2021 8:00am - 6:00pm
Saturday Oct. 16, 2021 8:00am - 4:30pm
Sunday Oct. 17, 2021 9:00am - 4:00pm

BUSINESS LICENSE

Exhibitors do not need a City Business License in order to conduct business and write orders during the event.

SALES TAX PERMIT

Out-of-state sellers must collect tax on all sales of tangible personal property made at a convention or trade show in this state. Additionally, these sellers must collect the tax on all sales made as the result of orders taken at a convention or trade show attended in this state. For more information, please visit Florida Department of Revenue at <https://floridarevenue.com/taxes/Pages/consumer.aspx>

SALES TAX RATE

The sales tax rate is 6.50%

IMS OUTDOORS EVENT OFFICE HOURS

The office will be open during all move-in hours, event hours and move-out hours. If you have any questions while on-site, please contact the event staff immediately.

Event Office Phone: (415) 715-4900
(Number subject to change)

FACILITY INFORMATION

Sun 'n Fun Expo Campus

4175 Medulla Rd. Lakeland, FL 33811
Lakeland, FL 33811
(862) 644-2431
<https://flysnf.org/>

DIRECTIONS

Directions to the venue and guest information can be found on the Sun 'n Fun website at:
<https://flysnf.org/aerospace-expo/plan-your-trip/>

For more information, please call (862) 644-2431

FIRE & SAFETY

Gas caps must be locked or taped shut. All keys must be kept on event site.

City of Lakeland Fire Department (863) 834-6900.

PARKING

Parking is Free at Sun 'n Fun Expo Campus.

We will make every effort to place vendor parking close to the exhibit areas. Accommodations will be made to allow exhibitors to load / unload product prior to event opening daily.

TENT / CANOPY GUIDELINES

Standard 10'x10' inline booths utilizing a canopy or tent must be a minimum of 8' high with a maximum height at peak of 12'. The entry point of your tent should be a minimum of 7'.

All tents and canopies must be tethered to the ground. Staking will not be permitted. Use of weighted barrels or cinder blocks is recommended to properly tether the canopy or tent to the ground.

Anything used to secure your tent can be no more than 2' outside the footprint of your tent.

CAMPING / RV INFORMATION

Camping is available at Sun 'n Fun Expo Campus.

WIFI

WIFI is unavailable at Sun 'n Fun Expo Campus.

PETS

Only service animals are allowed on the grounds based on state and national ADA laws. They must always remain on a leash and owners are required to clean up after their pet.

Anyone bringing an animal will be responsible and liable for any damage or injury caused by the animal.



CENTRAL FLORIDA

THIRD PARTY SERVICES

DISPLAY LABOR

There is no on-site labor available. If you require additional labor to assist with your booth set-up and tear down, you will need to order labor in advance from a Third Party Vendor.

ELECTRICAL INFORMATION

Power is available at the venue but is limited. We cannot guarantee your exhibit will be located close to a permanent power source. Power will be turned on at least 30 minutes prior to event opening and will remain on for a limited time after closing.

We recommend considering a generator for your power needs. All generators must be turned off at close of each day.

FREIGHT / MATERIAL HANDLING (DRAYAGE)

We encourage all exhibitors to ship items to the Advance Warehouse. Using this method is most cost effective and will save money.

There will be a charge to handle and deliver shipments from the Advance Warehouse and on Event Site.

By using the Advance Warehouse services, you are eligible for outbound shipping. A Material Handling Form must be completed for all freight shipped to the Advance Warehouse and for outbound shipments.

Details about rates can be found on the Material Handling Form.

Advance Warehouse Shipments

Exhibiting Company Name / Booth #
2021 Progressive IMS Outdoors - Central Florida
Attn: Matt Gename
Hildrup
1750 Cypress Lake Dr. Ste 200
Orlando, FL 32837

All advance warehouse freight must arrive by 10-11-21 to avoid additional surcharges.

Event Site Shipments

Exhibiting Company Name / Booth #
2021 Progressive IMS Outdoors - Central Florida
Sun 'n Fun Expo Campus
4175 Medulla Rd.
Lakeland, FL 33811

Freight will be accepted beginning 10-13-21. To avoid additional surcharges, event site shipments must arrive prior to event opening.

HOTEL INFORMATION

HOTEL RESERVATIONS

HotelMap is the official housing agency for all hotels. To receive discounted event rates, you must make your reservations with HotelMap.

If you need assistance booking your hotel, HotelMap is available 24/7 to help. They can be reached via Live Chat or by email at Ashaki@HotelMap.com

A complete list of hotel options can be found at: <https://motorcycleshows.com/content/hoteltravel-information>

For more information, email: Operations@motorcycleshows.com

CONTACT INFORMATION

EXHIBITOR CREDENTIALS INFORMATION

Visit [Exhibitor Registration Information](#)

For registration questions, please email
Operations@motorcycleshows.com

Electrical

Sun 'n Fun Expo Campus

4175 Medulla Rd. Lakeland, FL 33811
Lakeland, FL 33811
(862) 644-2431
<https://flysnf.org/>

FIRE DEPARTMENT

Lakeland Fire Dept.
3150 Drane Field Rd.
Lakeland, FL 33811
(863) 834-6900
<https://www.lakelandgov.net/LFD>

HOUSING AGENCY

If you need assistance booking your hotel, HotelMap is available 24/7 to help. They can be reached via Livechat or by email:
Ashaki@HotelMap.com

MATERIAL HANDLING (Drayage)

Inbound/Outbound
Show Management
Operations@motorcycleshows.com

CATERING

Catering Oasis

104 W. Central Ave.
Winter Haven, FL 33880
Michelle Holley (863) 969-2423
michelle@cateringoasis.com

Frescos

132 S. Kentucky Ave.
Lakeland, FL 33801
Tina Calhoun (863) 608-1347
catering@frescoslakeland.com

SALES TAX PERMIT

Florida Department of Revenue
P.O. Box 6500
Tallahassee, FL 32314
(850) 488-6800
https://floridarevenue.com/taxes/taxesfees/Pages/sales_tax.aspx

SHIPPING & HANDLING

(Please refer to Material Handling)

Below is a helpful list of vendors to assist with your event needs. These vendors are not contracted by Event Management.

FURNITURE / TENTS

Premier Parties

553 W. Brandon Rd.
Lakeland, FL 33813
863-644-3000
<https://premierpartyonline.com/>

GENERATORS

Sunbelt Rentals

Brad Olive
813-478-4168
Brad.Olive@sunbeltrentals.com