

**MOTORTOPIA**



## Event Move In/Out Information

Thank you for participating in the Motortopia Street Trucks Showoff Series in Ocala, FL. These guidelines will walk you through all the items you will need to know to have a successful show.

### **Public Show Dates and Hours**

Saturday, November 19, 2022      9 a.m. to 9 p.m.

### **Show Location**

Don Garlits Museum of Drag Racing  
13700 SW 16<sup>th</sup> Ave  
Ocala, FL 34473  
(352) 245-8661

### **Onsite Contact**

Trevor Trumbo  
Cell: (949) 217-1965  
Email: [ttrumbo@engaged.media](mailto:ttrumbo@engaged.media)

### **Show Hotel**

Sleep Inn & Suites Ocala-Belleview  
13600 SW 17<sup>th</sup> Ct.  
Ocala, FL 34473  
(352) 347-8383

### **Food Truck Move-In**

Move-in begins at 8 a.m. on Saturday, November 19, 2022.  
Food trucks will enter via SW 17<sup>th</sup> Court.  
Food truck locations are in the parking lot/spaces in front of the museum.  
There is no water or power. Please bring your own generators for power.

### **Booth Vendor Move-In**

Move-in begins at 8 a.m. on Friday, November 18, 2022.  
Additional move-in is available starting at 7 a.m. on Saturday, November 19, 2022.

**NOTE: All booths must be set up and ready when gates open at 9 a.m.**

Vendors will enter via SW 16<sup>th</sup> Avenue.  
Shipments directly to the event site will not be accepted.

### **Move Out**

Move out begins on Saturday, November 19 at 9 p.m. All display items and product must be removed by 11:59 p.m. on Saturday.

## **Important Vendor Information**

According to Florida revenue statutes: exhibitors, sponsors and vendors must register with the state of Florida and collect/report sales tax on all sales made at the event. More information can be found at [www.floridarevenue.com](http://www.floridarevenue.com).

Canopies, pop-ups and tents can be used and must be weighed down with weights. Stakes into asphalt or concrete are NOT allowed.

Banners and signs can be displayed within your display space. They cannot be attached to any building on the property.

The show is providing the display space only. No tables, chairs, waste baskets or other items are provided.

Each vendor is entirely responsible for the space allotted to them through their contract. Engaged Media LLC, Street Trucks magazine, Motortopia and Don Garlits Museum of Drag Racing assume no liability or responsibility for any loss or theft. Therefore it is the vendor's responsibility to provide their own insurance coverage for vehicles, exhibits and materials.

## **Insurance Requirement**

All vendors must provide a Certificate of Insurance stating coverage while participating in the Showoff Series.

The vendor shall procure, at its sole cost and expense, and shall maintain in force at all times during the event (including move-

in and move-out) policies of insurance as herein set forth below, and shall deliver to show management evidence of such policies as set forth herein. Policies written on a “claims-made” basis are not acceptable.

1. A Commercial General Liability Policy (I.S.O. Form CG 00 01 or equivalent) in the Vendor’s name with Engaged Media LLC, Six Sails LLC and Global Growth Holdings, Inc.; Don Garlits; Don Garlits Museum of Drag Racing named as additional insured (I.S.O. form CG 20 10 or equivalent) with limits of liability in the amount of \$1,000,000 Occurance / \$1,000,000 Aggregate on a combined single limit basis for injuries to persons (including death), contractual liability and damage to property.
2. If a vehicle is to be displayed in your booth, Automobile and Truck Liability insurance policy in the Vendor’s name with Engaged Media LLC, Six Sails LLC and Global Growth Holdings, Inc.; Don Garlits; Don Garlits Museum of Drag Racing named as additional insured (I.S.O. form CG 20 10 or equivalent) with limits of liability in the amount of \$1,000,000 Occurance / \$1,000,000 Aggregate on a combined single limit basis for injuries to persons (including death), and for damage to property arising out of the ownership, maintenance or use of any owned, hired or non-owned motor vehicle.

Insurance polices must provide coverage from November 18, 2022 through November 20, 2022.

The certificate holder is Engaged Media, LLC, 2222 Sedwick Road, Durham, NC 27713.

Send insurance certificates to: Trevor Trumbo,  
[ttrumbo@engaged.media](mailto:ttrumbo@engaged.media) prior to November 14, 2022.