

## DEADLINES & CHECKLIST

Please return the forms listed by the date shown to receive the lowest rates. Addresses and phone numbers are listed on the back page of this booklet.

DUE	SERVICE	RETURN TO	COMPLETE
ASAP	AIRLINE / CAR RESERVATIONS	OnPeak	_____
ASAP	HOTEL RESERVATIONS	OnPeak	_____
ASAP	SALES TAX PERMIT	State Controller	_____
DEC 13	NON-OFFICIAL EAC	UBM / Show Management	_____
DEC 13	ELECTRICAL	Kay Bailey Hutchison Convention Center Dallas	_____
DEC 22	TELEPHONE SERVICE	Smart City	_____
DEC 29	CARPET	Fern Exposition & Event Services	_____
DEC 29	CLEANING	Fern Exposition & Event Services	_____
DEC 29	FURNITURE	Fern Exposition & Event Services	_____
DEC 29	SIGNS	Fern Exposition & Event Services	_____
DEC 30	BADGES (Registration)	UBM / Show Management	_____
JAN 10	SHIPPING TO WAREHOUSE	Fern Exposition & Event Services	_____
JAN 13	SHIPPING TO SHOW SITE	Fern Exposition & Event Services (delivery no earlier than 1-11-17)	_____

\*Note: For additional services not included in this kit, please contact the vendor directly. For your convenience we have listed their telephone numbers on the back of this section.

# SHOW VENDORS

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## **BADGES (Registration)**

UBM / Show Management  
Attn: IMS Registration Department  
131 W. First Street  
Duluth, MN 55802  
218-740-7265 FAX

## **CARPET**

Fern Exposition & Event Services  
125 Fernco Drive  
Nashville, TN 37207  
615-256-0357  
615-256-0490 FAX

## **CATERING**

Centerplate Catering  
Kay Bailey Hutchison Convention  
Center Dallas  
650 South Griffin Street  
Dallas, TX 75202-5098  
214-743-2404

## **CLEANING**

Fern Exposition & Event Services  
125 Fernco Drive  
Nashville, TN 37207  
615-256-0357  
615-256-0490 FAX

## **COMPUTER RENTALS**

NMR Computer Rentals  
28 Abeel Road  
Monroe Township, NJ 08831  
800-637-2496  
609-395-7142 FAX

## **DECORATOR**

Fern Exposition & Event Services  
125 Fernco Drive  
Nashville, TN 37207  
615-256-0357  
615-256-0490 FAX

## **ELECTRICAL**

Kay Bailey Hutchison Convention Center Dallas  
Attn: Convention Services  
650 South Griffin Street  
Dallas, TX 75202  
214-939-2726  
214-939-2740 FAX

## **FIRE DEPARTMENT**

Fire Department Education  
1551 Baylor Street  
Dallas, TX 75202  
214-670-4319  
214-670-4324 FAX

## **MATERIAL HANDLING (Drayage)**

Air/Ground Transportation  
Inbound/Outbound  
Fern Exposition & Event Services  
125 Fernco Drive  
Nashville, TN 37207  
615-256-0357  
615-256-0490 FAX

## **FURNITURE**

Fern Exposition & Event Services  
125 Fernco Drive  
Nashville, TN 37207  
615-256-0357  
615-256-0490 FAX

## **LABOR**

(Installation/ Dismantle)  
Fern Exposition & Event Services  
125 Fernco Drive  
Nashville, TN 37207  
615-256-0357  
615-256-0490 FAX

## **SALES TAX PERMIT**

State Comptroller Tax Assistant  
111 East 17th Street  
Austin, TX 78774  
800-252-5555

## **SHIPPING & HANDLING**

(Please refer to Material Handling)

## **SHUTTLE SERVICE**

Yellow Checker Shuttle  
817-267-5150  
Super Shuttle  
800-258-3826

## **SIGNS**

Fern Exposition & Event Services  
125 Fernco Drive  
Nashville, TN 37207  
615-256-0357  
615-256-0490 FAX

## **TELEPHONE SERVICE**

Smart City  
5795 West Badura Avenue, Suite 110  
Las Vegas, NV 89118  
888-446-6911  
702-943-6001 FAX

## **TRAVEL AGENCY**

OnPeak  
381 Park Avenue South  
New York, NY 10016  
866-281-4637 or 312-527-7300  
Hours: Mon-Fri 9am-7pm (EST)

## **HOST HOTEL**

(See Travel Agency for reservations)

Aloft Dallas Downtown  
1033 Young St  
Dallas, TX 75202  
214-761-0000

Homewood Suites Dallas  
1025 Elm Street  
Dallas, TX 75202  
214-748-4000

## **AIRLINES / CAR RENTAL**

(See Travel Agency for reservations)

OnPeak  
866-281-4637 or 312-527-7300

# SHOW INFORMATION

## MOVE-IN HOURS

\*Wednesday Jan. 11, 2017 10:00am - 5:00pm  
Thursday Jan. 12, 2017 8:00am - 6:00pm  
Friday Jan. 13, 2017 8:00am - 3:00pm

**\*Wednesday is targeted move-in only for OEMs and by granted permission.**

## SHOW HOURS

Friday Jan. 13, 2017 4:00pm - 8:00pm  
Saturday Jan. 14, 2017 10:00am - 8:00pm  
Sunday Jan. 15, 2017 10:00am - 5:00pm

Exhibitors will have access to the hall one hour prior to the show opening and one half hour after show closing.

## MOVE-OUT HOURS

Sunday Jan. 15, 2017 5:00pm - 10:00pm  
Monday Jan. 16, 2017 8:00am - Noon  
\*Monday Jan. 16, 2017 8:00am - 5:00pm

**\*Targeted move-out only.**

## EXHIBITOR REGISTRATION

Thursday Jan. 12, 2017 11:00am - 6:00pm  
Friday Jan. 13, 2017 8:00am - 8:00pm  
Saturday Jan. 14, 2017 9:00am - 7:00pm  
Sunday Jan. 15, 2017 9:00am - 4:00pm

Exhibitor Registration is located near the entrance of the show.

## BUSINESS LICENSE

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

## SALES TAX PERMIT

Every exhibitor who will have on-site sales and/or delivery of goods or merchandise at the show must have a valid Seller's Permit.

For more information, please call the State Controller Tax Assistant at 800-252-5555.

## SALES TAX RATE

The sales tax rate is 8.25%

## POWERSPORTS GROUP SHOW OFFICE HOURS

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

**Show Office Phone: 214-853-8000**

**Fax: 310-943-2550**

(Numbers subject to change)

# FACILITY INFORMATION

## Kay Bailey Hutchison Convention Center Dallas

Exhibit Hall B & C  
650 South Griffin Street  
Dallas, TX 75202-5098  
214-939-2700  
www.dallasconventioncenter.com

## DIRECTIONS

Directions to the venue can be found on the Kay Bailey Hutchison Convention Center Dallas website at <http://www.dallasconventioncenter.com/getting-here/by-car>

**Dock Location:** Docks are located on S. Lamar Street between Memorial Drive and Canton Street.

**Parking:** The parking garage entrance for the Convention Center is at the corner of Griffin St. and Memorial Street.

## CATERING

For all catering requests, please call KBHCC at 214-743-2405.

## FIRE & SAFETY

Fuel tanks should have no more than 1/4 tank of fuel and gas caps must be locked or taped shut; batteries need to be disconnected. All keys must be kept on show site.

Dallas Fire Department: 214-670-4319

## HELIUM BALLOONS

Helium balloons are not permitted without prior approval from show management and the facility.

## PARKING

There are two parking garages at the Kay Bailey Hutchison Convention Center Dallas. The cost is \$15.00 per car.

Please call 214-939-2726 for more information.

5 day in/out parking permit . . . . . \$105.00  
Please complete the permit form found in the service kit.

# NEED HELP?

**For more information, please call:  
Powersports Operations Dept.  
800-854-3112**

# CONTRACTOR INFORMATION

## OFFICIAL CONTRACTOR / DECORATOR

Fern Exposition & Event Services  
125 Fernco Drive  
Nashville, TN 37207  
615-256-0357  
615-256-0490 FAX

## COLUMN DRAPING

**Per column** . . . . . \$65.10

If columns need to be draped you may order this service through Fern Exposition & Event Services.

## DISPLAY LABOR RATES

1 Hour Minimum Per Man

**Straight Time** . . . . . \$94.50/hr  
Monday-Friday: 8:00am - 4:30pm

**Overtime** . . . . . \$141.80/hr  
Monday-Friday: 4:30PM - 8:00AM  
Saturday-Sunday: All Hours

**Double Time** . . . . . \$189.05/hr  
Holidays

## ELECTRICAL RATES

### Outlets

**1500 watts or less** . . . . . \$100.00/ea  
Order received by December 13

**1500 watts or less** . . . . . \$125.00/ea  
Order received after December 13

## ELECTRICAL LABOR

1/2 Hour Minimum Per Man

**Straight Time** . . . . . \$60.00/hr  
Monday-Friday 8:00am to 4:30pm

**Over Time** . . . . . \$120.00/hr  
Monday-Friday 4:30pm to 8:00am  
Saturday, Sunday and Holidays

Power will be turned on one half hour prior to the show opening and remain on one half hour after show closing.

## MATERIAL HANDLING (DRAYAGE)

Certified weights are required for each shipment. Weight tickets must accompany all van line shipments.

## OVERTIME/SURCHARGES

Straight time rates for Drayage and Labor will vary. Please see forms for exact cut-off times. There will be a surcharge for shipments requiring special handling.

## MATERIAL HANDLING INFORMATION

### Advance Warehouse Shipments

Exhibiting Company Name  
C/O Fern Exposition & Event Services  
YRC  
12340 East Northwest Hwy.  
Dallas, TX 75228  
2017 Dallas Progressive  
International Motorcycle Show  
(Booth #)

*All advance warehouse freight must arrive by 1-10-17 to avoid additional surcharges.*

Rate: \$60.10 (crated) for every 100 lbs (cwt) or fraction of 100 lbs handled by Fern Exposition & Event Services (200 lb minimum per shipment)

### Show Site Shipments

Exhibiting Company Name  
c/o Fern Exposition & Event Services  
Kay Bailey Hutchison Convention Center  
650 South Griffin Street  
Dallas, TX 75202-5098  
2017 Dallas Progressive  
International Motorcycle show  
(Booth #)

*Freight will be accepted beginning 1-11-17 at the above address. All show site shipments must arrive prior to show opening to avoid additional surcharges.*

Rate: \$57.25 (crated) for every 100 lbs (cwt) or fraction of 100 lbs handled by Fern Exposition & Event Services (200 lb minimum per shipment)

## SPECIAL FREIGHT SERVICES

**Motorcycle Rolling Rate: (round trip)** . . . . . \$49.70  
To move motorcycles and all-terrain vehicles from the unloading area to your booth and return.

**Cart Load: (round-trip)** . . . . . \$114.45  
Fern Exposition & Event Services will provide cart load service from your personal vehicle to your booth for move-in and move-out (restrictions will apply).

**Spotting Fee: (round trip)** . . . . . \$134.35  
Large trucks and vehicles.

# TRAVEL INFORMATION

## SHUTTLE

Yellow Checker Shuttle runs from the Dallas/Fort Worth airport to the host hotels. The cost is \$19.00 one-way. Use the courtesy phone at baggage claim and dial #005 for faster pick-up service. For additional information, call 817-267-5150.

The Super Shuttle runs from Dallas/Fort Worth airport to the host hotels. The cost is \$18 one-way. For more information, call 800-258-3826.

Estimated taxi fare from DFW to the Aloft & Homewood Suites is \$50.

## TRAVEL RESERVATIONS

OnPeak is the official travel agency for all host hotels. To receive the discounted show rates, you must make your reservations with OnPeak before the printed cut-off date. When calling, please mention the Progressive International Motorcycle Shows and the city for which you are making reservations.

Changes to your reservations can be made through OnPeak until your travel date.

*Remember, it is extremely important that all event participants book their hotel rooms at the host hotel as this affects the assessed value of our event (economic impact) and our ability to secure future dates with the tour cities. By booking at the official host hotels, you receive great discounted rates and in some cities, you may also be entitled to shuttles to/from the convention centers, as well as free or discounted food and beverage from the hotel. Help support your event by booking at the host hotels.*

**OnPeak . . . . . 866-281-4637 or 312-527-7300**

## HOST HOTELS

All hotel reservations must be made through OnPeak in order to receive the discounted rate.

**Aloft Dallas Downtown . . . . . \$167 King**  
1033 Young St  
Dallas, TX 75202  
214-761-0000  
214-761-0001 FAX

**Reservation Deadline: December 29**  
Occupancy tax: 15%  
Cancellation Policy: 72 hours prior to arrival

**Homewood Suites Dallas . . . . . \$168 S/D**  
1025 Elm Street  
Dallas, TX 75202  
214-748-4000  
214-748-4001 FAX

*(Rate includes complimentary breakfast)*

**Reservation Deadline: December 29**  
Occupancy tax: 15.2%  
Cancellation Policy: 48 hours prior to arrival

## NOTES

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**FOR ADDITIONAL DIRECTIONS/  
MAPS VISIT:**

**[www.motorcycleshows.com](http://www.motorcycleshows.com)**