

## 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.

DEADLINE	SERVICE	RETURN TO	COMPLETE
ASAP	AIRLINE / CAR RESERVATIONS	OnPeak	_____
ASAP	HOTEL RESERVATIONS	OnPeak	_____
ASAP	SALES TAX PERMIT	Minnesota Department Of Revenue	_____
JAN 5	NON-OFFICIAL EAC	UBM / Show Management	_____
JAN 18	CLEANING	Minneapolis Convention Center	_____
JAN 18	ELECTRICAL	Minneapolis Convention Center	_____
JAN 19	SIGNS	Fern Exposition & Event Services	_____
JAN 19	CARPET	Fern Exposition & Event Services	_____
JAN 19	FURNITURE	Fern Exposition & Event Services	_____
JAN 20	BADGES (Registration)	UBM / Show Management	_____
JAN 20	TELEPHONE SERVICE	Smart City	_____
JAN 31	SHIPPING TO WAREHOUSE	Fern Exposition & Event Services	_____
FEB 3	SHIPPING TO SHOW SITE	Fern Exposition & Event Services (delivery no earlier than 2-1-17)	_____

\*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 West First Street  
Duluth, MN 55802  
310-943-2550 FAX

## **CARPET**

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

## **CATERING**

Kelber Catering  
1301 Second Avenue South  
Minneapolis, MN 55403  
Lisa Anderson  
612-335-6045

## **CLEANING**

Minneapolis Convention Center  
1301 Second Avenue South  
Minneapolis, MN 55403  
612-335-6550  
612-335-6600 FAX

## **COMPUTER RENTALS**

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

## **DECORATOR / CONTRACTOR**

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

## **ELECTRICAL**

Minneapolis Convention Center  
1301 Second Avenue South  
Minneapolis, MN 55403  
612-335-6550  
612-335-6600 FAX

## **FIRE DEPARTMENT**

Minneapolis Fire Prevention  
250 South Fourth Street, Room 300  
Minneapolis, MN 55415  
612-673-2546  
612-673-2828 FAX

## **MATERIAL HANDLING (Drayage)**

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

International Motorcycle Shows®  
Operations Department  
(For Questions) 800-854-3112

## **LABOR**

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

## **SALES TAX PERMIT**

Minnesota Department of Revenue  
651-296-6181  
[www.taxes.state.mn.us](http://www.taxes.state.mn.us)

## **SHIPPING & HANDLING**

(Please refer to Material Handling)

## **SIGNS**

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

## **SHUTTLE SERVICE**

Super Shuttle  
800-258-3826

## **TELEPHONE SERVICE**

Smart City  
5795 W. Badura Avenue, Suite 110  
Las Vegas, NV 89118  
866-281-4637  
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)

## **Hilton Minneapolis**

1001 Marquette Avenue South  
Minneapolis, MN 55403  
612-376-1000

## **AIRLINES / CAR RENTAL**

(See Travel Agency for reservations)

## **OnPeak**

866-281-4637 or 312-527-7300

# SHOW INFORMATION

# FACILITY INFORMATION

## MOVE-IN HOURS

\*Wednesday Feb. 1, 2017 10:00am - 5:00pm  
Thursday Feb. 2, 2017 8:00am - 6:00pm  
Friday Feb. 3, 2017 8:00am - 2:00pm

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

## SHOW HOURS

Friday Feb. 3, 2017 3:00pm - 8:00pm  
Saturday Feb. 4, 2017 10:00am - 8:00pm  
Sunday Feb. 5, 2017 10:00am - 4:00pm

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 Feb. 5, 2017 4:00pm - 10:00pm  
Monday Feb. 6, 2017 8:00am - Noon  
\*Monday Feb. 6, 2017 8:00am - 5:00pm

***\*Monday is targeted move-out only for OEMs and by granted permission.***

## EXHIBITOR REGISTRATION

Thursday Feb. 2, 2017 11:00am - 6:00pm  
Friday Feb. 3, 2017 8:00am - 8:00pm  
Saturday Feb. 4, 2017 9:00am - 7:00pm  
Sunday Feb. 5, 2017 9:00am - 3:00pm

Exhibitor Registration is located in the lobby.

## 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 Minnesota Department of Revenue at 651-556-3000 or visit their website at [www.taxes.state.mn.us](http://www.taxes.state.mn.us).

## SALES TAX RATE

The sales tax rate is 7.775%. Clothing is not taxed in this city.

## 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: 612-330-3001  
Fax: 310-943-2550

(Numbers subject to change)

## MINNEAPOLIS CONVENTION CENTER

Exhibit Halls B - C

1301 Second Avenue South

Minneapolis, MN 55403

612-335-6000

[www.minneapolis.org/minneapolis-convention-center](http://www.minneapolis.org/minneapolis-convention-center)

## DIRECTIONS

Directions to the venue can be found on the Minneapolis Convention Center website at <http://bit.ly/2hmzNMx>

**Dock Location:** Docks are located at 16th Street.

## CATERING

Kelber Catering is the exclusive provider of food and beverage at the Minneapolis Convention Center. Exhibitors wishing to give away or serve any food or beverages from their booth must order the product from Kelber Catering.

For further information, please call 612-335-6045.

## FIRE & SAFETY

All vehicles used for display inside the exhibit hall must have no less than 1/4 tank and no more than 3/4 tank of fuel with a preferred level of 1/2 tank. All keys must be kept on show site. All fuel tanks caps must be locked and battery cables disconnected.

Minneapolis Fire Prevention . . . . . 612-673-2546

## HELIUM BALLOONS

Helium balloons are not allowed in the Minneapolis Convention Center.

## PARKING

There is no parking available at the Minneapolis Convention Center but parking lots are available nearby. Across from the convention center is an underground ramp that is connected by a skyway system to the convention center.

# NEED HELP?

**For more information, please call:  
Powersports Operations Department  
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 . . . . . \$63.20

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

Monday-Friday: 8:00am - 4:30pm. . . . . \$87.25

### Overtime. . . . . \$130.85

Monday-Friday: 6:00am - 8:00am & 4:30pm - Midnight.

Saturday-Sunday: 6:00am - Midnight

### Double Time . . . . . \$174.55

All Day Sunday and Holidays

Monday - Saturday: Midnight-6am

## ELECTRICAL RATES

### Outlets

**Up to 1100 watts** . . . . . \$107.00/ea  
Order received before January 18

**Up to 1100 watts** . . . . . \$133.00/ea  
Order received after January 18

## ELECTRICAL LABOR

1/2 Hour Minimum Per Man (including install & dismantle)

**Straight Time** . . . . . \$118.00/hr  
Monday - Friday: 8:00am - 4:30pm

**Overtime** . . . . . \$177.00/hr  
Monday - Friday 4:30pm - 6:30pm

**Doubletime** . . . . . \$236.00/hr  
Monday - Friday: 6:30pm - 7:00am  
All Hours Saturday, Sunday & 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 required for all shipments. Weight tickets must accompany all van lines shipments.

## OVERTIME/SURCHARGES

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

## SHIPPING INFORMATION

### Advance Warehouse Shipments

Exhibiting Company Name  
C/O Fern Exposition & Event Services  
YRC  
12400 Dupont Ave. South  
Burnsville, MN 55337  
2017 Minneapolis Progressive International Motorcycle Show (Booth #)

*All advance warehouse freight must arrive by 1-3-17 to avoid additional surcharges.*

Rate: \$88.90 (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  
Minneapolis Convention Center  
1301 Second Avenue South  
Minneapolis, MN 55403  
2017 Minneapolis Progressive International Motorcycle Show (Booth #)

*Freight will be accepted beginning 2-1-17. All show site shipments must arrive prior to show opening to avoid additional surcharges.*

Rate: \$82.15 (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)** . . . . . \$39.35  
To move motorcycles and all-terrain vehicles from the unloading area to your booth and return.

**Cart Load: (round trip)** . . . . . \$112.20  
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)** . . . . . \$146.05  
Large trucks and vehicles.

