

DEADLINES & CHECKLIST

Please return the forms listed by the date shown to receive the lowest rates. Addresses and phone numbers are listed on the Show Vendors page.

DEADLINE	SERVICE	RETURN TO	COMPLETE
ASAP	HOTEL RESERVATIONS	Convention Housing Partners (CHP)	_____
ASAP	SALES TAX PERMIT	NY Department Of Revenue	_____
OCT 24	NON-OFFICIAL EAC	UBM LLC / Show Management	_____
NOV 14	CARPET	Fern Exposition & Event Services	_____
NOV 14	FURNITURE	Fern Exposition & Event Services	_____
NOV 14	SIGNS	Fern Exposition & Event Services	_____
NOV 15	CLEANING	Javits Center	_____
NOV 15	ELECTRICAL	Javits Center	_____
NOV 15	TELEPHONE SERVICE	Javits Center	_____
NOV 23	SHIPPING TO WAREHOUSE	Fern Exposition & Event Services	_____
NOV 30	SHIPPING TO SHOW SITE	Fern Exposition & Event Services (delivery no earlier than 11-27-18)	_____

*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 Show Vendors page.

SHOW VENDORS

BADGES (Registration)

For badge questions,
please email UBM LLC
exhibitor_reg@motorcyleshows.com

CARPET

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

CATERING

Centerplate
655 West 34th Street
New York, NY 10001
212-216-2400
212-216-2400 FAX

CLEANING

Exhibitor Services
Javits Center
655 West 34th Street
New York, NY 10001
877-452-8487
212-216-4169 FAX

DECORATOR

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

ELECTRICAL

Exhibitor Services
Javits Center
655 West 34th Street
New York, NY 10001
877-452-8487
212-216-4169 FAX

FIRE DEPARTMENT

New York City Fire Department
718-999-2117

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

MATERIAL HANDLING (Drayage)

Air/Ground Transportation
Inbound/Outbound
Fern Exposition & Event Services
615-256-0357
615-256-0490 FAX

SALES TAX PERMIT

New York Department of Revenue
518-485-6800

SHIPPING & HANDLING

(Please refer to Material Handling)

SHUTTLE SERVICE

Super Shuttle
800-258-3826
www.supershuttle.com/

SIGNS

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

TELEPHONE SERVICE

Exhibitor Services
Javits Center
655 West 34th Street
New York, NY 10001
877-452-8487
212-216-4169 FAX

TRAVEL AGENCY

Convention Housing Partners (CHP)
www.IMShotels.com
IMS@chphousing.com
866-588-7650
415-813-6088 option 17 (int'l)

HOST HOTELS

(See Travel Agency for reservations)

Doubletree Times Square South

341 West 36th Street
New York, NY 10018
212-542-8990
212-542-8999 FAX

Residence Inn Times Square

1033 Avenue of the Americas
New York, NY 10018
212-768-0007
212-938-0180 FAX

Sheraton Lincoln Harbor

500 Harbor Boulevard
Weehawken, NJ 07086
201-617-5600
201-617-5627 FAX

SHOW INFORMATION

FACILITY INFORMATION

MOVE-IN HOURS

*Tuesday	Nov. 27, 2018	1:00pm - 5:00pm
Wednesday	Nov. 28, 2018	8:00am - 6:00pm
Thursday	Nov. 29, 2018	8:00am - 6:00pm
Friday	Nov. 30, 2018	8:00am - 1:00pm

**Tuesday is targeted move-in only*

SHOW HOURS

Friday	Nov. 30, 2018	2:00pm - 8:00pm
Saturday	Dec. 1, 2018	9:30am - 8:00pm
Sunday	Dec. 2, 2018	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	Dec. 2, 2018	5:00pm - 10:00pm
Monday	Dec. 3, 2018	8:00am - Noon
*Monday	Dec. 3, 2018	8:00am - 5:00pm

**Monday is targeted move-out only*

EXHIBITOR REGISTRATION

Wednesday	Nov. 28, 2018	1:00pm - 5:00pm
Thursday	Nov. 29, 2018	8:00am - 6:00pm
Friday	Nov. 30, 2018	7:30am - 8:00pm
Saturday	Dec. 1, 2018	8:30am - 7:00pm
Sunday	Dec. 2, 2018	9:00am - 4:00pm

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 New York State Department of Taxation at 518-485-6800.

SALES TAX RATE

The sales tax rate is 8.875%

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: 415-715-4900
(Number subject to change)

JAVITS CENTER

Exhibit Halls 1A - 1C
655 West 34th Street
New York, NY 10001
212-216-2000
www.javitscenter.com

DIRECTIONS

Directions to the venue can be found on the Javits Center website at <https://bit.ly/2PHX1vd>

Dock Location: Docks are located at 40th Street and 12th Avenue.

CATERING

Centerplate is the exclusive provider of food and beverage at the Javits Center. Exhibitors desiring to give away or serve food or beverages from their booth must order the product from Centerplate.

For more information, please call 212-216-2400.

FIRE & SAFETY

Fuel tanks must be emptied to 1 gallon of gas and gas caps must be locked or taped shut. All keys must be kept on show site.

New York Fire Department: 718-999-2117

HELIUM BALLOONS

Helium balloons are not allowed in the Javits Center.

PARKING

There is no parking available at the Javits Center but parking lots are available nearby.

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

If column draping is needed, you may order this service 10-days prior to move-in through Fern Exposition & Event Services.

DISPLAY LABOR RATES

Orders received before November 14
Refer to Order Form for Show Site Rates

1 Hour Minimum Per Man

Straight Time Monday - Friday
First 8 hours of the worker's shift.

Overtime Monday - Friday
After first 8 hours of the worker's shift regardless of time.
All Day Saturday; over 7 hours on Sunday.

Double Time Less than 7 hours on Sunday and
Holidays.

Carpenter

Straight Time \$247.25/hr
Overtime \$312.95/hr
Double Time \$379.15/hr

ELECTRICAL RATES

Outlets

Up to 500 watts \$124.35/ea
Order received before November 15

Up to 500 watts \$182.20/ea
Order received after November 15

ELECTRICAL LABOR

Labor will be billed in 1/2 Hour increments (including install & dismantle)

Straight Time \$72.15 per 1/2 hr
Monday - Friday: 7:30am - 3:00pm

Overtime \$94.45 per 1/2 hr
Monday - Friday: All hours other than above and
Saturday, Sunday & Holidays.

Move-out Charge \$83.25 per 1/2 hr

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 c/o Mo Trucking
21 Picone Blvd.
Farmington, NY 11735
2018 New York Progressive International Motorcycle Show
(Booth #)

All advance warehouse freight must arrive by 11-23-18 to avoid additional surcharges.

Rate: \$212.05 (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
Jacob K. Javits Convention Center
655 W. 34th Street
New York, NY 10001
2018 New York Progressive International Motorcycle Show
(Booth #)

Freight will be accepted beginning 11-27-18. All show site shipments must arrive prior to show opening to avoid additional surcharges.

Rate: \$151.60 (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) \$136.55
To move motorcycles and all-terrain vehicles from the unloading area to your booth and return.

Cart Load: (round trip) \$236.15
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, refer to order form).

Spotting Fee: (round trip) \$341.60
Large trucks, trailers and vehicles being displayed in your booth.

