

## 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	Illinois Department of Revenue	_____
JAN 17	NON-OFFICIAL EAC	UBM LLC / Show Management	_____
JAN 25	CARPET	Rosemont Exposition Services	_____
JAN 25	CLEANING	Rosemont Exposition Services	_____
JAN 25	ELECTRICAL	Rosemont Exposition Services	_____
JAN 25	FURNITURE	Rosemont Exposition Services	_____
JAN 25	LABOR	Rosemont Exposition Services	_____
JAN 25	SIGNS	Rosemont Exposition Services	_____
JAN 25	INTERNET	Rosemont Exposition Services	_____
FEB 1	SHIPPING TO WAREHOUSE	Rosemont Exposition Services	_____
FEB 15	SHIPPING TO SHOW SITE	Rosemont Exposition Services (delivery no earlier than 2-14-19)	_____

\*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@motorcycleshows.com

## **CARPET**

Rosemont Exposition Services  
9291 West Bryn Mawr  
Rosemont, IL 60018  
847-696-2208  
847-696-9797 FAX

## **CATERING**

Rosemont Catering by Aramark  
9301 Bryn Mawr  
Rosemont, IL 60018  
847-692-6415  
847-696-9790 FAX

## **CLEANING**

Rosemont Exposition Services  
9291 West Bryn Mawr  
Rosemont, IL 60018  
847-696-2208  
847-696-9797 FAX

## **DECORATOR**

Rosemont Exposition Services  
9291 West Bryn Mawr  
Rosemont, IL 60018  
847-696-2208  
847-696-9797 FAX

## **ELECTRICAL**

Rosemont Exposition Services  
9291 West Bryn Mawr  
Rosemont, IL 60018  
847-696-2208  
847-696-9797 FAX

## **FIRE DEPARTMENT**

Rosemont Public Safety  
Fire Prevention Bureau  
9501 West Devon Avenue  
Rosemont, IL 60018  
847-823-1134  
847-825-4415 FAX

## **MATERIAL HANDLING (Drayage)**

Air/Ground Transportation  
Inbound/Outbound  
Rosemont Exposition Services  
847-696-2208  
847-696-9797 FAX

## **FURNITURE**

Rosemont Exposition Services  
9291 West Bryn Mawr  
Rosemont, IL 60018  
847-696-2208  
847-696-9797 FAX

## **International Motorcycle Shows®**

Operations Department  
(For Questions) 800-854-3112

## **LABOR (Installation/Dismantle)**

Rosemont Exposition Services  
9291 West Bryn Mawr  
Rosemont, IL 60018  
847-696-2208  
847-696-9797 FAX

## **SALES TAX PERMIT**

Illinois Department of Revenue  
Region Office 913  
380 Northwest Highway  
Des Plaines, IL 60016  
847-294-4475 (Forms)  
800-732-8866 (Questions)

## **SHIPPING & HANDLING**

(Please refer to Material Handling)

## **SHUTTLE SERVICE**

**Embassy Suites O'Hare**  
(Courtesy Shuttle)  
847-678-4000

## **Hilton Hotel Rosemont O'Hare**

(Courtesy Shuttle)  
847-678-4488

## **SIGNS**

Rosemont Exposition Services  
9291 West Bryn Mawr  
Rosemont, IL 60018  
847-696-2208  
847-696-9797 FAX

## **TELEPHONE SERVICE**

Rosemont Exposition Services  
9291 West Bryn Mawr  
Rosemont, IL 60018  
847-696-2208  
847-696-9797 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)

## **Embassy Suites O'Hare**

5500 North River Road  
Rosemont, IL 60018  
847-678-4000

## **Hilton Hotel Rosemont O'Hare**

5550 North River Road  
Rosemont, IL 60018  
847-678-4488

# SHOW INFORMATION

## MOVE-IN HOURS

\*Wednesday Feb. 13, 2019 10:00am - 5:00pm  
Thursday Feb. 14, 2019 8:00am - 6:00pm  
Friday Feb. 15, 2019 8:00am - Noon

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

## SHOW HOURS

Friday Feb. 15, 2019 1:00pm - 8:00pm  
Saturday Feb. 16, 2019 9:00am - 8:00pm  
Sunday Feb. 17, 2019 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 Feb. 17, 2019 5:00pm - 10:00pm  
Monday Feb. 18, 2019 8:00am - Noon  
\*Monday Feb. 18, 2019 8:00am - 4:00pm

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

## EXHIBITOR REGISTRATION

Thursday Feb. 14, 2019 11:00am - 6:00pm  
Friday Feb. 15, 2019 8:00am - 8:00pm  
Saturday Feb. 16, 2019 8:00am - 7:00pm  
Sunday Feb. 17, 2019 9:00am - 4:00pm

Exhibitor Registration is located near the entrance of the show.

## BUSINESS LICENSE

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

## SALES TAX

When a vendor sells general merchandise to the public at events, Illinois sales tax and use taxes are due. Every exhibitor is required to complete the Special Event Tax Collection Report and Payment Coupon.

Please visit <https://bit.ly/2SXHEYIN> to request a copy of Form IDOR-6-SETR or call 800-732-8866. For more information, please call the Illinois Department of Revenue at 847-294-4475.

## SALES TAX RATE

The sales tax rate is 10.25%

## 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: 415-715-4900**

# FACILITY INFORMATION

## DONALD E. STEPHENS CONVENTION CENTER

Exhibit Halls A-C  
5555 North River Road  
Rosemont, IL 60018  
847-692-2220

<https://www.rosemont.com/desconvention/>

## DIRECTIONS

Directions to the venue can be found on the Donald E. Stephens Convention Center website at <http://bit.ly/2hYDDd6>

**Dock Location:** From the expressway, take River Road south and turn left on Bryn Mawr to access the A-Overhead door.

## CATERING

Rosemont Catering by Aramark is the exclusive provider of food and beverage at the Donald E. Stephens Convention Center. Exhibitors who wish to give away or serve food or beverages from their booth must order the product from Rosemont Catering by Aramark.

For further information, please call 847-692-6415

## FIRE & SAFETY

Fuel tanks must be emptied before entering the Exhibit Hall. Fuel tank caps must be locked and battery cables disconnected. All keys must be on show site. Fire Inspectors will be on-site during move-in to inspect all vehicles.

**Rosemont Public Safety:** 847-823-1134

## HELIUM BALLOONS

Helium balloons are not permitted without prior approval from Show Management and the Facility.

## PARKING

Parking is available at the Donald E. Stephens Convention Center for \$15.00 per day. A three day parking pass is available for \$40.00 (with in/out privileges).

# NEED HELP?

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

# CONTRACTOR INFORMATION

## OFFICIAL CONTRACTOR / DECORATOR

### Rosemont Exposition Services, Inc. (RES)

9291 W. Bryn Mawr  
Rosemont, IL 60018  
847-696-2208  
847-696-9797 FAX

## COLUMN DRAPING

If column draping is needed, you may order this service 10 days prior to move-in through RES.

## DISPLAY LABOR RATES

Orders received before January 25, 2019  
Refer to order form for Show Site Rates

1 Half Hour Minimum Per Man

<b>Straight Time</b>	Monday - Friday	8:00am - 4:30pm
<b>Overtime</b>	Monday - Friday	4:30pm - 8:00am
	Saturday	8:00am - 4:00pm
<b>Double Time</b>	Saturday	4:00pm - Midnight
	Sunday & Holidays	All Day

### Carpenter

Straight Time	.....	.\$115.00/hr
Overtime	.....	.\$172.50/hr
Doubletime	.....	.\$230.00/hr

### Decorator

Straight Time	.....	.\$107.50/hr
Overtime	.....	.\$161.25/hr
Doubletime	.....	.\$215.00/hr

### Teamster

Straight Time	.....	.\$82.50/hr
Overtime	.....	.\$123.75/hr
Doubletime	.....	.\$165.00/hr

## ELECTRICAL RATES

### Outlets

**1000 watts or less** ..... \$190.00/ea  
Order received before January 25

**1000 watts or less** ..... \$270.00/ea  
Order received after January 25

## ELECTRICAL LABOR

1 hour minimum per man (including installation & dismantle)

**Straight Time** ..... \$115.00/hr  
Monday-Friday: 8:00am - 4:00pm

**Overtime** ..... \$172.50/hr  
Monday-Friday: 4:00pm - 8:00am  
Saturday 8:00am - 4:00pm

**Double Time** ..... \$230.00/hr  
After Saturday 4:00pm and before 8:00am Monday

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

## FREIGHT HANDLING (DRAYAGE)

### Freight Check-In

All commercial lines must check in at the Marshaling Area. POV's can go directly to A-Overhead door to check-in.

All vehicles will be unloaded on a first-come, first-serve basis, unless otherwise dictated by booth location. Certified weights are required for each shipment.

## OVERTIME/SURCHARGES

Straight time rates for Drayage, Electrical and Labor will vary. Please see forms for the exact cut-off times.

## SHIPPING INFORMATION

### Advance Warehouse Shipments

Exhibiting Company Name  
Booth Number \_\_\_\_\_  
Chicago Progressive International Motorcycle Show  
c/o Rosemont Exposition Services, Inc.  
3412 N. River Road  
Franklin Park, IL 60131

*Shipments received at the RES warehouse by 2-1-19 will be weighed, inspected and charged at a rate of \$93.00 per cwt for every 100 lbs (cwt) or fraction of 100 lbs handled by RES (100 lb minimum per shipment).*

### Show Site Shipments

Exhibiting Company Name  
Booth Number \_\_\_\_\_  
Chicago Progressive International Motorcycle Show  
c/o Rosemont Exposition Services, Inc.  
Donald E. Stephens Convention Center  
9300 Williams Street  
Rosemont, IL 60018

*Freight must be delivered no earlier than 2-14-19. \$52.00 (crated) for every 100 lbs (cwt) or fraction of 100 lbs handled by RES (100 lb minimum per shipment) There are surcharges for vanlines, loose loads or uncrated exhibits.*

## MOBILE UNITS

**Motorcycle Rolling Rate:** ..... \$47.00  
To move motorcycles and all-terrain vehicles from the unloading area to your booth and return

**Spotting Fee:** ..... \$75.00  
To move motor vehicles and 2-wheeled, pop-up trailers to your booth

**Spotting Fee:** (Detachable Trailers/RV's) ..... \$150.00

