

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.

DUE	SERVICE	RETURN TO	COMPLETE
ASAP	HOTEL RESERVATIONS	Convention Housing Partners (CHP)	_____
ASAP	SALES TAX PERMIT	State Controller	_____
DEC 4	ELECTRICAL	Kay Bailey Hutchison Convention Center Dallas	_____
DEC 7	NON-OFFICIAL EAC	UBM / Show Management	_____
DEC 14	CARPET	Freeman	_____
DEC 14	CLEANING	Freeman	_____
DEC 14	FURNITURE	Freeman	_____
DEC 14	SIGNS	Freeman	_____
DEC 18	INTERNET	Smart City	_____
DEC 28	SHIPPING TO WAREHOUSE	Freeman	_____
JAN 4	SHIPPING TO SHOW SITE	Freeman (delivery no earlier than 1-3-19)	_____

*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@motorcyleshows.com

CARPET

Freeman
3801 Adler Dr, Ste 100
Dallas, TX 75211
214-634-1463
469-621-5601 FAX

CATERING

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

CLEANING

Freeman
3801 Adler Dr, Ste 100
Dallas, TX 75211
214-634-1463
469-621-5601 FAX

DECORATOR

Freeman
3801 Adler Dr, Ste 100
Dallas, TX 75211
214-634-1463
469-621-5601 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 75226
214-670-4319
214-670-4324 FAX

MATERIAL HANDLING (Drayage)

Air/Ground Transportation
Inbound/Outbound
Freeman
3801 Adler Dr, Ste 100
Dallas, TX 75211
214-634-1463
469-621-5601 FAX

FURNITURE

Freeman
3801 Adler Dr, Ste 100
Dallas, TX 75211
214-634-1463
469-621-5601 FAX

LABOR

(Installation/ Dismantle)
Freeman
3801 Adler Dr, Ste 100
Dallas, TX 75211
214-634-1463
469-621-5601 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

Freeman
3801 Adler Dr, Ste 100
Dallas, TX 75211
214-634-1463
469-621-5601 FAX

TELEPHONE SERVICE

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

TRAVEL AGENCY

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

HOST HOTEL

(See Travel Agency for reservations)

Aloft

1033 Young Street
Dallas, TX 75202
214-761-0000

Homewood Suites

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

SHOW INFORMATION

MOVE-IN HOURS

*Wednesday Jan. 2, 2019 10:00am - 5:00pm
Thursday Jan. 3, 2019 8:00am - 6:00pm
Friday Jan. 4, 2019 8:00am - 2:00pm

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

SHOW HOURS

Friday Jan. 4, 2019 3:00pm - 7:00pm
Saturday Jan. 5, 2019 10:00am - 8:00pm
Sunday Jan. 6, 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 Jan. 6, 2019 5:00pm - 10:00pm
Monday Jan. 7, 2019 8:00am - Noon
*Monday Jan. 7, 2019 8:00am - 5:00pm

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

EXHIBITOR REGISTRATION

Thursday Jan. 3, 2019 11:00am - 6:00pm
Friday Jan. 4, 2019 8:00am - 7:00pm
Saturday Jan. 5, 2019 9:00am - 7:00pm
Sunday Jan. 6, 2019 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: 415-715-4900
(Numbers subject to change)

FACILITY INFORMATION

Kay Bailey Hutchison Convention Center Dallas

Exhibit Hall A & B
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 <https://bit.ly/2zn7W77>

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 \$90.00
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

Freeman
3801 Adler Dr, Ste 100
Dallas, TX 75211
214-634-1463
469-621-5601 FAX

COLUMN DRAPING

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

DISPLAY LABOR RATES

1 Hour Minimum Per Man

Straight Time \$101.75/hr
Monday-Friday: 8:00am - 4:30pm

Overtime \$152.75/hr
Monday-Friday: 6:00am to 8:00am and 4:30pm to 12:00 Midnight
Saturday & Sunday: 6:00am -12:00 Midnight

Double Time \$203.50/hr
12:00 Midnight to 6:00am and recognized holidays

ELECTRICAL RATES

Outlets

1500 watts or less \$100.00/ea
Order received by December 4

1500 watts or less \$125.00/ea
Order received after December 4

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 Freeman
5130 Cash Rd
Dallas, TX 75247
2019 Dallas Progressive International Motorcycle Show
(Booth #)

All advance warehouse freight must arrive by 12-28-18 to avoid additional surcharges.

Rate: \$65.00 (crated) for every 100 lbs (cwt) or fraction of 100 lbs handled by Freeman (200 lb minimum per shipment)

Show Site Shipments

Exhibiting Company Name
c/o Freeman
Kay Bailey Hutchison Convention Center
650 South Griffin Street
Dallas, TX 75202-5098
2019 Dallas Progressive International Motorcycle show
(Booth #)

Freight will be accepted beginning 1-3-2019 at the above address. All show site shipments must arrive prior to show opening to avoid additional surcharges.

Rate: \$62.00 (crated) for every 100 lbs (cwt) or fraction of 100 lbs handled by Freeman (200 lb minimum per shipment)

SPECIAL FREIGHT SERVICES

Motorcycle Rolling Rate: (round trip) \$53.70
To move motorcycles and all-terrain vehicles from the unloading area to your booth and return.

Cart Load: (round-trip) \$123.70
Freeman 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) \$145.25
Large trucks and vehicles.

