

## 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	Minnesota Department Of Revenue	_____
JAN 4	NON-OFFICIAL EAC	UBM LLC / Show Management	_____
JAN 10	SIGNS	Freeman	_____
JAN 10	CARPET	Freeman	_____
JAN 10	FURNITURE	Freeman	_____
JAN 14	CLEANING	Minneapolis Convention Center	_____
JAN 14	ELECTRICAL	Minneapolis Convention Center	_____
JAN 14	INTERNET	Smart City	_____
JAN 23	SHIPPING TO WAREHOUSE	Freeman	_____
FEB 2	SHIPPING TO SHOW SITE	Freeman (delivery no earlier than 1-31-19)	_____

\*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

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## **BADGES (Registration)**

For badge questions,  
please email UBM LLC  
exhibitor\_reg@motorcyleshows.com

## **CARPET**

Freeman  
2000 Easton Blvd  
Des Moines, IA 50317  
515-829-4444  
469-621-5616 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

## **DECORATOR / CONTRACTOR**

Freeman  
2000 Easton Blvd  
Des Moines, IA 50317  
515-829-4444  
469-621-5616 FAX

## **ELECTRICAL**

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

## **FIRE DEPARTMENT**

Minneapolis Fire Prevention  
612-673-2890

## **MATERIAL HANDLING (Drayage)**

Freeman  
2000 Easton Blvd  
Des Moines, IA 50317  
515-829-4444  
469-621-5616 FAX

## **FURNITURE**

Freeman  
2000 Easton Blvd  
Des Moines, IA 50317  
515-829-4444  
469-621-5616 FAX

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

## **LABOR**

(Installation/Dismantle)  
Freeman  
2000 Easton Blvd  
Des Moines, IA 50317  
515-829-4444  
469-621-5616 FAX

## **SALES TAX PERMIT**

Minnesota Department of Revenue  
651-556-3000  
[www.taxes.state.mn.us](http://www.taxes.state.mn.us)

## **SHIPPING & HANDLING**

(Please refer to Material Handling)

## **SIGNS**

Freeman  
2000 Easton Blvd  
Des Moines, IA 50317  
515-829-4444  
469-621-5616 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**

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

## **HOST HOTEL**

(See Travel Agency for reservations)

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

# SHOW INFORMATION

# FACILITY INFORMATION

## MOVE-IN HOURS

\*Wednesday Jan. 30, 2019 8:00am - 5:00pm  
Thursday Jan. 31, 2019 8:00am - 6:00pm  
Friday Feb. 01, 2019 8:00am - 2:00pm

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

## SHOW HOURS

Friday Feb. 01, 2019 3:00pm - 7:00pm  
Saturday Feb. 02, 2019 10:00am - 8:00pm  
Sunday Feb. 03, 2019 10:00am - 3:00pm

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. 03, 2019 3:00pm - 10:00pm  
Monday Feb. 04, 2019 8:00am - Noon  
\*Monday Feb. 04, 2019 8:00am - 5:00pm

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

## EXHIBITOR REGISTRATION

Thursday Jan. 31, 2019 8:00am - 6:00pm  
Friday Feb. 01, 2019 8:00am - 7:00pm  
Saturday Feb. 02, 2019 9:00am - 7:00pm  
Sunday Feb. 03, 2019 9:00am - 2:00pm

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 8.025%. 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: 415-715-4900**

## 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 . . . . . 612-673-2890

## 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

Freeman  
2000 Easton Blvd  
Des Moines, IA 50317  
515-829-4444  
469-621-5616 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

Monday-Friday: 8:00am - 4:30pm. . . . . \$97.00

**Overtime.** . . . . . \$145.50

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

Saturday-Sunday: 6:00am - Midnight

**Double Time** . . . . . \$194.00

Monday - Saturday: Midnight - 6am and recognized holidays

## ELECTRICAL RATES

### Outlets

**Up to 1100 watts.** . . . . . \$125/ea

Order received before January 14th

**Up to 1100 watts.** . . . . . \$150/ea

Order received after January 14th

## ELECTRICAL LABOR

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

**Straight Time** . . . . . \$125.00/hr

Monday - Friday: 8:00am - 4:30pm (except holidays)

**Overtime** . . . . . \$187.50/hr

Monday - Friday 4:30pm - 6:30pm (except holidays)

**Doubletime** . . . . . \$250.00/hr

Monday - Friday: 6:30pm - 7:00am

All Day 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 FREEMAN  
UPS FREIGHT  
8500 NAPLES ST NE  
BLAINE, MN 55449  
2019 Minneapolis Progressive International Motorcycle Show (Booth #)

*All advance warehouse freight must arrive by 1-23-19 to avoid additional surcharges.*

Rate: \$99.00 (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  
MINNEAPOLIS CONVENTION CENTER  
1301 2ND AVE S  
MINNEAPOLIS, MN 55403  
2019 Minneapolis Progressive International Motorcycle Show (Booth #)

*Freight will be accepted beginning 1-31-19. All show site shipments must arrive prior to show opening to avoid additional surcharges.*

Rate: \$91.50 (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)** . . . . . \$44.55

To move motorcycles and all-terrain vehicles from the unloading area to your booth and return.

**Cart Load: (round trip)** . . . . . \$127.10

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)** . . . . . \$165.45

Large trucks and vehicles.

