

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	DC Office of Tax & Revenue	_____
JAN 08	NON-OFFICIAL EAC NOTIFICATION	UBM LLC / Show Management	_____
JAN 15	INTERNET	Smart City	_____
JAN 21	CARPET	Freeman	_____
JAN 21	CLEANING	Freeman	_____
JAN 21	FURNITURE	Freeman	_____
JAN 21	SIGNS	Freeman	_____
JAN 23	ELECTRICAL	Hi-Tech Electric	_____
JAN 31	SHIPPING TO WAREHOUSE	Freeman	_____
FEB 08	SHIPPING TO SHOW SITE	Freeman (delivery no earlier than 2-6-19)	_____

*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

Freeman
9900 Business Parkway
Lanham, MD 20706
301-918-7975
469-621-5609 FAX

CATERING

Centerplate/NBSE
801 Mount Vernon Place, NW
Washington, DC 20001
202-249-3500

CLEANING

Freeman
9900 Business Parkway
Lanham, MD 20706
301-918-7975
469-621-5609 FAX

DECORATOR

Freeman
9900 Business Parkway
Lanham, MD 20706
301-918-7975
469-621-5609 FAX

ELECTRICAL

Hi-Tech Electric
24209 Clawiter Road
Hayward, CA 94545
510-293-6151
510-293-6155 FAX

FREIGHT HANDLING (Drayage)

Air/Ground Transportation
Inbound/Outbound
Freeman
9900 Business Parkway
Lanham, MD 20706
301-918-7975
469-621-5609 FAX

FURNITURE

Freeman
9900 Business Parkway
Lanham, MD 20706
301-918-7975
469-621-5609 FAX

MATERIAL HANDLING (Drayage)

Freeman
9900 Business Parkway
Lanham, MD 20706
301-918-7975
469-621-5609 FAX

SALES TAX PERMIT

DC Office of Tax & Revenue
202-727-4829

SHIPPING & HANDLING

(Please refer to Material Handling)

SIGNS

Freeman
9900 Business Parkway
Lanham, MD 20706
301-918-7975
469-621-5609 FAX

SHUTTLE SERVICE

Super Shuttle
800-258-3826

Metrorail

202-637-7000
www.wmata.com

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)

Embassy Suites DC Convention Center
900 10th Street, NW
Washington, DC 20001
202-739-2001

SHOW INFORMATION

FACILITY INFORMATION

MOVE-IN HOURS

*Wednesday Feb. 6, 2019 10:00am - 5:00pm
Thursday Feb. 7, 2019 8:00am - 6:00pm
Friday Feb. 8, 2019 8:00am - 2:00pm

**Wednesday is targeted move-in only*

SHOW HOURS

Friday Feb. 8, 2019 3:00pm - 7:00pm
Saturday Feb. 9, 2019 10:00am - 8:00pm
Sunday Feb. 10, 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. 10, 2019 5:00pm - 10:00pm
Monday Feb. 11, 2019 8:00am - Noon
*Monday Feb. 11, 2019 8:00am - 5:00pm

**Targeted move-out only*

EXHIBITOR REGISTRATION

Thursday Feb. 7, 2019 11:00am - 6:00pm
Friday Feb. 8, 2019 8:00am - 7:00pm
Saturday Feb. 9, 2019 9:00am - 7:00pm
Sunday Feb. 10, 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 202-727-4829.

SALES TAX RATE

The sales tax rate is 6%

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

WALTER E. WASHINGTON CONVENTION CENTER

Exhibit Hall D & E
801 Mount Vernon Place, NW
Washington, DC 20001
202-249-3000

<http://eventsdc.com/Venues/ConventionCenter.aspx>

DIRECTIONS

Directions to the venue can be found on the Walter E. Washington Convention Center at <https://bit.ly/1Ozm9QJ>

Dock Location: Take Mt. Vernon Place to 9th Street and turn right. At M Street, turn right. Turn into the 2nd driveaway on the left to access the loading docks for Halls D & E.

CATERING

Centerplate/NBSE is the premier catering partner for the Walter E. Washington Convention Center. Exhibitors who wish to give away or serve food or beverages from their booth must order the product from Centerplate.

For additional information, call 202-249-3500.

FIRE & SAFETY

Fuel tanks must not exceed one-quarter tank or 5 gallons of gas (whichever is least). Gas caps must be locked or taped shut. Batteries must be disconnected. All keys must be kept on show site.

HELIUM BALLOONS

Helium balloons are not permitted in the Washington Convention Center.

PARKING

There is no parking available at the Walter E. Washington Convention 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

Freeman
9900 Business Parkway
Lanham, MD 20706
301-918-7975
469-621-5609 FAX

COLUMN DRAPING

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

DISPLAY LABOR RATES

Orders received before January 21ST
Refer to order form for Show Site Rates

1 Hour Minimum Per Man

Straight Time\$103.50/hr
Monday - Friday 8:00am - 5:00pm

Overtime\$155.25/hr
Monday - Friday 5:00pm - 8:00am
All day Saturday & Sunday

Double Time\$207.00/hr
All recognized Holidays

ELECTRICAL RATES

Outlets

500 watts\$109.00/hr
Order received before January 23

500 watts\$133.00/hr
Order received after January 23

ELECTRICAL LABOR

Installation - One hour minimum per booth
Dismantle - Half the total time for dismantle

Straight Time\$104.00/hr
Monday - Friday: 8:00am - 4:30pm

Overtime\$198.00/hr
After 4:30pm M-F, Weekends and Holidays

Power will be turned on 30 minutes prior to the show opening and remain on 30 minutes after show closing.

OVERTIME/SURCHARGES

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

MATERIAL HANDLING (DRAYAGE)

Certified weights required for all shipments. Weight tickets must accompany all van lines shipments.

SHIPPING INFORMATION

Advance Warehouse Shipments

Exhibiting Company Name
C/O Freeman
FREEMAN
9900 BUSINESS PARKWAY
LANHAM, MD 20706
2019 Washington DC
Progressive International Motorcycle Show
(Booth #)

All advance warehouse freight must arrive by 1-31-19 to avoid additional surcharges.

Rate: \$118.50 (crated) for every 100 lbs (cwt) or fraction of 100 lbs handled by Freeman. (100lb minimum per shipment)

Show Site Shipments

Exhibiting Company Name
C/O Freeman
Walter E. Washington Convention Center
801 Mount Vernon Place, NW
Washington, DC 20001
2019 Washington DC
Progressive International Motorcycle Show
(Booth #)

Freight will be accepted beginning 2-6-19. To avoid additional surcharges show site shipments must arrive prior to show opening.

Rate: \$130.25 for every 100 lbs (cwt) or fraction of 100 lbs handled by Freeman. (100 lb minimum per shipment)

SPECIAL FREIGHT SERVICES

Motorcycle Rolling Rate: (round trip) \$58.85
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) 158.85
Large trucks and other vehicles.

TRAVEL RESERVATIONS

Convention Housing Partners (CHP) is the official travel agency for all host hotels. To receive the discounted show rates, you must make your reservations with CHP before the printed cut-off date. When calling, please mention the Progressive International Motorcycle Shows and the city for which you are making reservations.

Changes to your reservations can be made through CHP until your travel date.

Remember, it is extremely important that all event participants book their hotel rooms at the host hotel as this affects the assessed value of our event (economic impact) and our ability to secure future dates with the tour cities. By booking at the official host hotels, you receive great discounted rates and in some cities, you may also be entitled to shuttles to/from the convention centers, as well as free or discounted food and beverage from the hotel. Help support your event by booking at the host hotels.

Convention Housing Partners 866-588-7650
International callers **415-813-6088, option #17**

HOST HOTEL

All hotel reservations must be made through CHP in order to receive the discounted rate.

Embassy Suites DC CC. \$152 S/D, \$177 D/D
900 10th Street, NW
Washington, DC 20001
202-739-2001

(Rate includes complimentary breakfast)

Reservation Deadline: January 15th
Occupancy tax: 14.8%
Cancellation Policy: 48 hours prior to arrival

FOR ADDITIONAL DIRECTIONS/MAPS VISIT:

www.motorcycleshows.com