

DEADLINES & CHECKLIST

Please return the forms listed by the date shown to receive the lowest rates. Addresses and phone numbers are listed on the back page of this booklet.

DEADLINE	SERVICE	RETURN TO	COMPLETE
ASAP	AIRLINE / CAR RESERVATIONS	OnPeak	_____
ASAP	HOTEL RESERVATIONS	OnPeak	_____
ASAP	SALES TAX PERMIT	Illinois Department of Revenue	_____
JAN 12	NON-OFFICIAL EAC NOTIFICATION	UBM / Show Management	_____
JAN 23	CARPET	Rosemont Exposition Services	_____
JAN 23	CLEANING	Rosemont Exposition Services	_____
JAN 23	ELECTRICAL	Rosemont Exposition Services	_____
JAN 23	FURNITURE	Rosemont Exposition Services	_____
JAN 23	LABOR	Rosemont Exposition Services	_____
JAN 23	SIGNS	Rosemont Exposition Services	_____
JAN 23	TELEPHONE SERVICE	Rosemont Exposition Services	_____
JAN 27	BADGES (Registration)	UBM / Show Management	_____
FEB 3	SHIPPING TO WAREHOUSE	Rosemont Exposition Services	_____
FEB 10	SHIPPING TO SHOW SITE	Rosemont Exposition Services (delivery no earlier than 2-9-17)	_____

*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 back of this section.

SHOW VENDORS

BADGES (Registration)

UBM / Show Management
Attn: IMS Registration Department
131 West First Street
Duluth, MN 55802
310-943-2550 FAX

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

COMPUTER RENTALS

NMR Computer Rentals
28 Abeel Road
Monroe Township, NJ 08831
800-637-2496
469-621-5607 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

DoubleTree O'Hare
(Courtesy Shuttle)
847-292-9100

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

OnPeak
381 Park Avenue South
New York, NY 10016
866.281.4637 or 312-527-7300
Hours: Mon-Fri 9am-7pm (EST)

HOST HOTELS

(See Travel Agency for reservations)

DoubleTree O'Hare

5460 North River Road
Rosemont, IL 60018
847-292-9100

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

AIRLINES / CAR RENTAL

(See Travel Agency for reservations)

OnPeak

866.281.4637 or 312-527-7300

SHOW INFORMATION

MOVE-IN HOURS

*Wednesday	Feb. 8, 2017	10:00am - 5:00pm
Thursday	Feb. 9, 2017	8:00am - 6:00pm
Friday	Feb. 10, 2017	8:00am - Noon

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

SHOW HOURS

Friday	Feb. 10, 2017	1:00pm - 8:00pm
Saturday	Feb. 11, 2017	9:00am - 9:00pm
Sunday	Feb. 12, 2017	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. 12, 2017	5:00pm - 10:00pm
Monday	Feb. 13, 2017	8:00am - Noon
*Monday	Feb. 13, 2017	8:00am - 4:00pm

****Monday targeted move-out.***

EXHIBITOR REGISTRATION

Thursday	Feb. 9, 2017	11:00am - 6:00pm
Friday	Feb. 10, 2017	8:00am - 8:00pm
Saturday	Feb. 11, 2017	8:00am - 8:00pm
Sunday	Feb. 12, 2017	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 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. Please call 847-294-4475 to receive Form IDOR-6-SETR. For more information, please call the Illinois Department of Revenue 800-732-8866.

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: 847-653-2907
Fax: 310-943-2550

(Numbers subject to change)

FACILITY INFORMATION

DONALD E. STEPHENS CONVENTION CENTER

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

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

Per column starts at \$150.00

Please refer to the Furniture Order Form in the service kit for additional information.

DISPLAY LABOR RATES

Orders received before January 23, 2017
Refer to order form for Show Site Rates

1 Half Hour Minimum Per Man

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

Carpenter

Straight Time	\$112.50/hr
Overtime	\$168.75/hr
Doubletime	\$225.00/hr

Decorator

Straight Time	\$105.00/hr
Overtime	\$157.50/hr
Doubletime	\$210.00/hr

Teamster

Straight Time	\$80.00/hr
Overtime	\$120.00/hr
Doubletime	\$160.00/hr

ELECTRICAL RATES

Outlets

1000 watts or less \$190.00/ea
Order received before January 23

1000 watts or less \$270.00/ea
Order received after January 23

ELECTRICAL LABOR

1 hour minimum per man (including installation & dismantle)

Straight Time \$99.00/hr
Monday-Friday: 8:00am - 4:00pm

Overtime \$148.50/hr
Monday-Friday: 4:00pm - 8:00am
Saturday 8:00am - 4:00pm

Double Time \$198.00/hr
Saturday 4:00pm through Monday before 8:00am

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 River Road
Franklin Park, IL 60131

Shipments received at the RES warehouse by 1-30-17 will be weighed, inspected and charged at a rate of \$89.00 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 2-9-17. \$50.00 (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: \$46.00
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

TRAVEL INFORMATION

SHUTTLE

The DoubleTree O'Hare, the Embassy Suites and the Hilton Hotel Rosemont O'Hare hotels have a courtesy shuttle to get to and from the airport. Both shuttles run every 30 minutes; you can pick them up near the baggage claim area at O'Hare International Airport.

DoubleTree O'Hare 847-292-9100
Embassy Suites O'Hare. 847-678-4000
Hilton Hotel Rosemont O'Hare 847-678-4488

TRAVEL RESERVATIONS

OnPeak is the official travel agency for all host hotels. To receive the discounted show rates, you must make your reservations with OnPeak 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 OnPeak until your travel date.

Remember, it is extremely important that all event participants book their hotel rooms at the host hotels 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.

OnPeak 866.281.4637 or 312-527-7300

HOST HOTELS

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

DoubleTree O'Hare. \$114 S / D
5460 North River Road
Rosemont Il, 60018
847-292-9100

Reservation Deadline: January 16
Occupancy tax: 14%
Cancellation Policy: 48 hours prior to arrival
(Rate includes breakfast)

Embassy Suites O'Hare. \$114 S / D
5500 North River Road
Rosemont, IL 60018
847-678-4000
(Rate includes complimentary cook-to-order breakfast & evening reception, \$13 self-parking per day with in/out privledges)

Reservation Deadline: January 16
Occupancy tax: 14%
Cancellation Policy: 48 hours prior to arrival

Hilton Hotel Rosemont O'Hare \$114 S / \$119 D
5550 North River Road
Rosemont, IL 60018
847-678-4488

(Rate includes Chef Table complimentary continental breakfast buffet & 25% discount on parking each night.)

Reservation Deadline: January 16
Occupancy Tax: 14%
Cancellation Policy: 48 hours prior to arrival

NOTES

FOR ADDITIONAL DIRECTIONS/MAPS VISIT:

www.motorcycleshows.com