

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	Minnesota Department Of Revenue	_____
JAN 5	NON-OFFICIAL EAC	UBM / Show Management	_____
JAN 18	CLEANING	Minneapolis Convention Center	_____
JAN 18	ELECTRICAL	Minneapolis Convention Center	_____
JAN 19	SIGNS	Fern Exposition & Event Services	_____
JAN 19	CARPET	Fern Exposition & Event Services	_____
JAN 19	FURNITURE	Fern Exposition & Event Services	_____
JAN 20	BADGES (Registration)	UBM / Show Management	_____
JAN 20	TELEPHONE SERVICE	Smart City	_____
JAN 31	SHIPPING TO WAREHOUSE	Fern Exposition & Event Services	_____
FEB 3	SHIPPING TO SHOW SITE	Fern Exposition & Event Services (delivery no earlier than 2-1-17)	_____

*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

Fern Exposition & Event Services
125 Fernco Drive
Nashville, TN 37207
615-256-0357
615-256-0490 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

COMPUTER RENTALS

NMR Computer Rentals
28 Abeel Road
Monroe Township, NJ 08831
800-637-2496
609-395-7142 FAX

DECORATOR / CONTRACTOR

Fern Exposition & Event Services
125 Fernco Drive
Nashville, TN 37207
615-256-0357
615-256-0490 FAX

ELECTRICAL

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

FIRE DEPARTMENT

Minneapolis Fire Prevention
250 South Fourth Street, Room 300
Minneapolis, MN 55415
612-673-2546
612-673-2828 FAX

MATERIAL HANDLING (Drayage)

Fern Exposition & Event Services
125 Fernco Drive
Nashville, TN 37207
615-256-0357
615-256-0490 FAX

FURNITURE

Fern Exposition & Event Services
125 Fernco Drive
Nashville, TN 37207
615-256-0357
615-256-0490 FAX

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

LABOR

(Installation/Dismantle)
Fern Exposition & Event Services
125 Fernco Drive
Nashville, TN 37207
615-256-0357
615-256-0490 FAX

SALES TAX PERMIT

Minnesota Department of Revenue
651-296-6181
www.taxes.state.mn.us

SHIPPING & HANDLING

(Please refer to Material Handling)

SIGNS

Fern Exposition & Event Services
125 Fernco Drive
Nashville, TN 37207
615-256-0357
615-256-0490 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

OnPeak
381 Park Avenue South
New York, NY 10016
855-992-3353 or 312-527-7300
212-779-6128 FAX
Hours: Mon-Fri 9am-7pm (EST)

HOST HOTEL

(See Travel Agency for reservations)

Hilton Minneapolis

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

AIRLINES / CAR RENTAL

(See Travel Agency for reservations)

OnPeak

866-281-4637 or 312-527-7300

SHOW INFORMATION

FACILITY INFORMATION

MOVE-IN HOURS

*Wednesday Feb. 1, 2017 10:00am - 5:00pm
Thursday Feb. 2, 2017 8:00am - 6:00pm
Friday Feb. 3, 2017 8:00am - 2:00pm

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

SHOW HOURS

Friday Feb. 3, 2017 3:00pm - 8:00pm
Saturday Feb. 4, 2017 10:00am - 8:00pm
Sunday Feb. 5, 2017 10:00am - 4:00pm

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. 5, 2017 4:00pm - 10:00pm
Monday Feb. 6, 2017 8:00am - Noon
*Monday Feb. 7, 2017 8:00am - 5:00pm

****Targeted move-out only.***

EXHIBITOR REGISTRATION

Thursday Feb. 2, 2017 11:00am - 6:00pm
Friday Feb. 3, 2017 8:00am - 8:00pm
Saturday Feb. 4, 2017 9:00am - 7:00pm
Sunday Feb. 5, 2017 9:00am - 3:00pm

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.

SALES TAX RATE

The sales tax rate is 7.775%. 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: 612-330-3001

Fax: 310-943-2550

(Numbers subject to change)

MINNEAPOLIS CONVENTION CENTER

Exhibit Halls B - C

1301 Second Avenue South

Minneapolis, MN 55403

612-335-6000

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 612-673-2546

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

Fern Exposition & Event Services
125 Fernco Drive
Nashville, TN 37207
615-256-0357
615-256-0490 FAX

COLUMN DRAPING

Per column \$63.20

If columns need to be draped you may order this service through Fern Exposition & Event Services.

DISPLAY LABOR RATES

1 Hour Minimum Per Man

Straight Time

Monday-Friday: 8:00am - 4:30pm. \$87.25

Overtime \$130.85

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

Saturday-Sunday: 6:00am - Midnight

Double Time \$174.55

All Day Sunday and Holidays

Monday - Saturday: Midnight-6am

ELECTRICAL RATES

Outlets

Up to 1100 watts \$107.00/ea
Order received before January 18

Up to 1100 watts \$133.00/ea
Order received after January 18

ELECTRICAL LABOR

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

Straight Time \$118.00/hr
Monday - Friday: 8:00am - 4:30pm

Overtime \$177.00/hr
Monday - Friday 4:30pm - 6:30pm

Doubletime \$236.00/hr
Monday - Friday: 6:30pm - 7:00am
All Hours 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 Fern Exposition & Event Services
YRC
12400 Dupont Ave. South
Burnsville, MN 55337
2017 Minneapolis Progressive International Motorcycle Show (Booth #)

All advance warehouse freight must arrive by 1-3-17 to avoid additional surcharges.

Rate: \$88.90 (crated) for every 100 lbs (cwt) or fraction of 100 lbs handled by Fern Exposition & Event Services (200 lb minimum per shipment).

Show Site Shipments

Exhibiting Company Name
C/O Fern Exposition & Event Services
Minneapolis Convention Center
1301 Second Avenue South
Minneapolis, MN 55403
2017 Minneapolis Progressive International Motorcycle Show (Booth #)

Freight will be accepted beginning 2-1-17. All show site shipments must arrive prior to show opening to avoid additional surcharges.

Rate: \$82.15 (crated) for every 100 lbs (cwt) or fraction of 100 lbs handled by Fern Exposition & Event Services (200 lb minimum per shipment).

SPECIAL FREIGHT SERVICES

Motorcycle Rolling Rate: (round trip) \$39.35
To move motorcycles and all-terrain vehicles from the unloading area to your booth and return.

Cart Load: (round trip) \$112.20
Fern Exposition & Event Services 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) \$146.05
Large trucks and vehicles.

