

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	STATE VENDOR LICENSE	Department of Taxation	_____
JAN 6	CARPET	I-X Center	_____
JAN 6	CLEANING	I-X Center	_____
JAN 6	ELECTRICAL	I-X Center	_____
JAN 6	FURNITURE	I-X Center	_____
JAN 6	LABOR	I-X Center	_____
JAN 6	PARKING PASS	I-X Center	_____
JAN 6	TELEPHONE SERVICE	I-X Center	_____
JAN 6	VEHICLE DRIVE-IN PASS	I-X Center	_____
JAN 13	BADGES (Registration)	UBM / Show Management	_____
JAN 25	SHIPPING TO WAREHOUSE	I-X Center	_____
JAN 27	SHIPPING TO SHOW SITE	I-X Center (delivery no earlier than 1-25-17)	_____

*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

I-X Center Services
One I-X Center Drive
Cleveland, OH 44135
800-492-3683 or 216-265-2500
216-265-7300 FAX

CATERING

I-X Center Food Services
One I-X Center Drive
Cleveland, OH 44135
216-265-2624
216-267-7876 FAX

CLEANING

I-X Center Services
One I-X Center Drive
Cleveland, OH 44135
800-492-3683 or 216-265-2500
216-265-7300 FAX

COMPUTER RENTALS

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

DECORATOR

I-X Center Services
One I-X Center Drive
Cleveland, OH 44135
800-492-3683 or 216-265-2500
216-265-7300 FAX

ELECTRICAL

I-X Center Services
One I-X Center Drive
Cleveland, OH 44135
800-492-3683 or 216-265-2500
216-265-7300 FAX

FIRE DEPARTMENT

Cleveland Fire Department
1645 Superior Avenue
Cleveland, OH 44114
216-664-6664

MATERIAL HANDLING (Drayage)

I-X Center Services
One I-X Center Drive
Cleveland, OH 44135
800-492-3683 or 216-265-2500
216-265-7300 FAX

FURNITURE

I-X Center Services
One I-X Center Drive
Cleveland, OH 44135
800-492-3683 or 216-265-2500
216-265-7300 FAX

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

LABOR (Installation/Dismantle)

I-X Center Services
One I-X Center Drive
Cleveland, OH 44135
800-492-3683 or 216-265-2500
216-265-7300 FAX

SHIPPING & HANDLING

(Please refer to Material Handling)

SHUTTLE SERVICE

Cleveland Airport Marriott
216-252-5333

Sheraton Cleveland Airport Hotel
216-267-1500

SIGNS

I-X Center Services
One I-X Center Drive
Cleveland, OH 44135
800-492-3683 or 216-265-2500
216-265-7300 FAX

TELEPHONE SERVICE

I-X Center Services
One I-X Center Drive
Cleveland, OH 44135
800-492-3683 or 216-265-2500
216-265-7300 FAX

TRAVEL AGENCY

OnPeak
381 Park Avenue South
New York, NY 10016
866-281-4637 or 312-527-7300
212-779-6128 FAX
Hours: Mon-Fri 9am-7pm (EST)

HOST HOTELS

(See Travel Agency for reservations)

Cleveland Airport Marriott
4277 West 150th Street
Cleveland, OH 44135
216-252-5333

Sheraton Cleveland Airport Hotel
5300 Riverside Drive
Cleveland, OH 44135
216-267-1500

AIRLINES / CAR RENTAL

(See Travel Agency for reservations)

OnPeak
866-281-4637 or 312-527-7300

VENDOR LICENSE (State)

Department of Taxation
PO Box 182215
Columbus, OH 43218
888-405-4089
614-387-1851 FAX

SHOW INFORMATION

FACILITY INFORMATION

MOVE-IN HOURS

*Wednesday	Jan. 25, 2017	10:00am - 5:00pm
Thursday	Jan. 26, 2017	8:00am - 6:00pm
Friday	Jan. 27, 2017	8:00am - 2:00pm

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

SHOW HOURS

Friday	Jan. 27, 2017	3:00pm - 8:00pm
Saturday	Jan. 28, 2017	9:30am - 9:00pm
Sunday	Jan. 29, 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	Jan. 29, 2017	5:00pm - 10:00pm
Monday	Jan. 30, 2017	8:00am - Noon
*Monday	Jan. 30, 2017	8:00am - 3:00pm

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

EXHIBITOR REGISTRATION

Thursday	Jan. 26, 2017	11:00am - 6:00pm
Friday	Jan. 27, 2017	8:00am - 9:00pm
Saturday	Jan. 28, 2017	8:30am - 8:00pm
Sunday	Jan. 29, 2017	9:00am - 4:00pm

Exhibitor Registration is located in the main lobby.

SALES TAX RATE

The sales tax rate is 8%

VENDOR LICENSE

Every exhibitor who will have on-site sales at the show must have a Transient Vendor's License. This fee is \$25.00. Please fill out the application and send with payment to the Ohio Department of Taxation.

Vendor's License Application - <http://bit.ly/2hNp9LK>

You can also submit your application electronically on the Ohio.gov website by visiting <http://bit.ly/2htTfY8>

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: 216-265-7005
Fax: 310-943-2550

(Numbers subject to change)

I-X CENTER (INTERNATIONAL EXPOSITION CENTER)

West & East High Bay
One I-X Center Drive
Cleveland, OH 44135
216-676-6000
www.ixcenter.com

DIRECTIONS

Directions to the venue can be found on the I-X Center website at <http://www.ixcenter.com/Visitors/Directions.aspx>

Dock Location: Docks are located on the north and west sides of the building.

CATERING

I-X Center Food Services is the exclusive provider of food and beverage at the I-X Center. Exhibitors desiring to give away or serve any food or beverage from their booth must order the product from the I-X Center.

For further information, please call 216-265-2624

FIRE & SAFETY

Vehicles remaining in the building as part of a display must have less than 1/8 tank of fuel, the battery disconnected, battery cables taped and the gas cap sealed or locked. All keys must be kept on show site. A Vehicle Display Pass is required and can be obtained from the Service Center.

Cleveland Fire Department 216-664-6664

HELIUM BALLOONS

Helium balloons are not permitted without prior approval from Show Management and the facility.

PARKING

Exhibitor parking permits allow in/out privileges during show hours. They are not required for move-in or move-out. They must be purchased for the entire show days and picked up during move-in at the Service Center. A 3-day pass is \$30.00.

NEED HELP?

**For more information, please call:
Powersports Operations Department
800-854-3112**

CONTRACTOR INFORMATION

OFFICIAL CONTRACTOR / DECORATOR

I-X Center Services

One I-X Center Drive
Cleveland, OH 44135
800-492-3683 or 216-265-2500
216-265-7300 FAX

DISPLAY LABOR RATES

Orders received after January 6th
Refer to order form for Show Site Rates

1 Hour Minimum Per Man

Straight Time\$81.30/hr
Monday - Friday: 8:00am - 4:30pm

Overtime\$121.95/hr
Monday - Friday: 4:30pm - Midnight
Saturday 8:00am - 4:30pm

Double Time\$162.60/hr
Monday - Friday: Midnight - 8:00am
After 4:30pm Saturday, All Day Sunday & Holidays

ELECTRICAL RATES

Outlets

1200 watts or less \$124.30/ea
Order received by January 6

1200 watts or less \$161.60/ea
Order received after January 6

2400 watts \$194.30/ea
Order received by January 6

2400 watts \$252.60/ea
Order received after January 6

ELECTRICAL LABOR

1 Hour Minimum Per Man (including install & dismantle)

Straight Time\$93.40/hr
Monday - Friday: 8:00am - 4:30pm

Overtime\$140.10/hr
Monday - Friday: 4:30pm - Midnight
Saturday: 8:00am - 4:30pm

Double Time\$186.80/hr
Midnight - 8:00am Monday - Friday
Saturday after 4:30pm, Sunday & Holidays: All Hours

SHIPPING INFORMATION

TO: Exhibiting Company Name & Booth #
FOR: Ohio Progressive International Motorcycle Show
C/O I-X Center
One I-X Center Drive
Cleveland, OH 44135

Advance Warehouse Shipments

Freight must arrive prior to 1-25-17 to avoid additional surcharges.

Rate: \$43.30 (crated) for every 100 lbs (cwt) or fraction of 100 lbs handled by the I-X Center. (200 lb minimum per shipment)

Show Site Shipments

*Freight must be delivered no earlier than 1-25-17.
Rate: \$28.30 for every 100 lbs (cwt) or fraction of 100 lbs handled by the I-X Center. (200 lb minimum per shipment)
Shipments and/or equipment requiring special handling may have additional charges.*

SPECIAL FREIGHT SERVICES

Drive-In Privileges

To drive onto the floor and unload or load a vehicle, please check in at the Service Desk to obtain a pass (subject to size limitations). Shipments and/or equipment requiring special handling may have additional charges.

Round-trip (per vehicle): \$50.00

One Way: \$35.00

Motorcycle Rolling Rate: \$32.25
To move the motorcycles and all-terrain vehicles from the unloading area to your booth and return (round-trip).

Spotting Fee: (round trip) \$50.00
Large trucks and vehicles.

Display material transported into or out of the building via a "Display Trailer" is subject to prevailing labor rates for unloading/loading, in addition to the spotting fee (Display Trailer pass).

