

## 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	DC Office of Tax & Revenue	_____
DEC 8	NON-OFFICIAL EAC NOTIFICATION	UBM	_____
DEC 16	ELECTRICAL	Hi-Tech Electric	_____
DEC 22	TELEPHONE SERVICE	Smart City	_____
DEC 22	CARPET	Fern Exposition & Event Services	_____
DEC 22	CLEANING	Fern Exposition & Event Services	_____
DEC 22	FURNITURE	Fern Exposition & Event Services	_____
DEC 22	SIGNS	Fern Exposition & Event Services	_____
DEC 23	BADGES (Registration)	UBM	_____
JAN 3	SHIPPING TO WAREHOUSE	Fern Exposition & Event Services	_____
JAN 6	SHIPPING TO SHOW SITE	Fern Exposition & Event Services (delivery no earlier than 1-4-17)	_____

\*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

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## **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**

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

## **CLEANING**

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

## **COMPUTER RENTALS**

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

## **DECORATOR**

Fern Exposition & Event Services  
125 Fernco Drive  
Nashville, TN 37207  
615-256-0357  
615-256-0490 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  
Fern Exposition & Event Services  
(Nationwide)  
800-774-1251  
469-621-5810 FAX

## **FURNITURE**

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

## **MATERIAL HANDLING (Drayage)**

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

## **SALES TAX PERMIT**

DC Office of Tax & Revenue  
202-727-4829

## **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

## **Metrorail**

202-637-7000  
[www.wmata.com](http://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**

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

## **HOST HOTEL**

(See Travel Agency for reservations)

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

## **AIRLINES / CAR RENTAL**

(See Travel Agency for reservations)

onPeak

866-281-4637 or 312-527-7300

# SHOW INFORMATION

# FACILITY INFORMATION

## MOVE-IN HOURS

\*Wednesday Jan. 4, 2017 10:00am - 5:00pm  
Thursday Jan. 5, 2017 8:00am - 6:00pm  
Friday Jan. 6, 2017 8:00am - 3:00pm

*\*Wednesday is targeted move-in only*

## SHOW HOURS

Friday Jan. 6, 2017 4:00pm - 8:00pm  
Saturday Jan. 7, 2017 10:00am - 8:00pm  
Sunday Jan. 8, 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. 8, 2017 5:00pm - 10:00pm  
Monday Jan. 9, 2017 8:00am - Noon  
\*Monday Jan. 9, 2017 8:00am - 5:00pm

*\*Targeted move-out only*

## EXHIBITOR REGISTRATION

Thursday Jan. 5, 2017 11:00am - 6:00pm  
Friday Jan. 6, 2017 8:00am - 8:00pm  
Saturday Jan. 7, 2017 9:00am - 7:00pm  
Sunday Jan. 8, 2017 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 5.75%

## 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: 202-249-4089**  
**Fax: 310-943-2550**

(Numbers subject to change)

## WALTER E. WASHINGTON CONVENTION CENTER

Exhibit Hall A  
801 Mount Vernon Place, NW  
Washington, DC 20001  
202-249-3000  
www.dccconvention.com

## DIRECTIONS

Directions to the venue can be found on the Walter E. Washington Convention Center at <http://www.dccconvention.com/Venues/ConventionCenter/DirectionsAndParking.aspx>

Dock Location: Trucks must enter the loading docks from M Street driving eastbound. The entrance to the Hall ABC docks is near the 7th Street corner of M Street.

## 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

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

## COLUMN DRAPING

**Per column** . . . . . \$65.10  
If columns need to be draped you may order this service through Fern Exposition & Event Services Decorating.

## DISPLAY LABOR RATES

Orders received before January 8th  
Refer to order form for Show Site Rates

1 Hour Minimum Per Man

**Straight Time** . . . . . \$95.55/hr  
Monday - Friday 8:00am - 5:00pm

**Overtime** . . . . . \$143.30/hr  
Monday - Friday 5:00pm - 8:00am  
Saturday & Sunday: All Hours

**Double Time** . . . . . \$191.10/hr  
Holidays

## ELECTRICAL RATES

### Outlets

**500 watts** . . . . . \$103.00/ea  
Order received before December 16

**500 watts** . . . . . \$125.00/ea  
Order received after December 16

## ELECTRICAL LABOR

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

**Straight Time** . . . . . \$99.00/hr  
Monday - Friday: 8:00am - 4:30pm

**Overtime** . . . . . \$188.00/hr  
Monday - Friday: 4:30pm - 8:00am  
Saturday, Sunday & Holidays: All Hours

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 Fern Exposition & Event Services  
YRC  
7600 Preston Dr.  
Landover, MD 20785  
2017 Washington DC  
Progressive International Motorcycle Show  
(Booth #)

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

*Rate: \$109.60 (crated) for every 100 lbs (cwt) or fraction of 100 lbs handled by Fern Exposition & Event Services. (100lb minimum per shipment)*

### Show Site Shipments

Exhibiting Company Name  
C/O Fern Exposition & Event Services  
Walter E. Washington Convention Center  
801 Mount Vernon Place, NW  
Washington, DC 20001  
2017 Washington DC  
Progressive International Motorcycle Show  
(Booth #)

*Freight will be accepted beginning 1-4-17. To avoid additional surcharges show site shipments must arrive prior to show opening.*

*Rate: \$90.40 for every 100 lbs (cwt) or fraction of 100 lbs handled by Fern Exposition & Event Services. (100 lb minimum per shipment)*

## SPECIAL FREIGHT SERVICES

**Motorcycle Rolling Rate: (round trip)** . . . . . \$54.45  
To move motorcycles and all-terrain vehicles from the unloading area to your booth and return.

**Cart Load: (round trip)** . . . . . \$114.45  
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)** . . . . . \$146.90  
Large trucks and other vehicles.

## TRANSPORTATION

Super Shuttle can provide service from the airport to the Host Hotel. The rate from the Ronald Reagan Washington National Airport is \$15.00 each way and the rate from Dulles Airport is \$29.00 each way.

For additional information, please call 800-258-3826.

The Metrorail has convenient stops at Ronald Reagan Washington National Airport and the Convention Center, (which is about 2 blocks from the Embassy Suites), and throughout the city. The cost ranges from \$1.95 to \$5.00 based on distance traveled.

For more information, please call 202-637-7000 or visit [www.wmata.com](http://www.wmata.com).

## 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 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.*

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

## HOST HOTEL

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

**Embassy Suites DC Convention Center** . . . . **\$145 S/D**  
900 10th Street, NW  
Washington, DC 20001  
202-739-2001

*(Rate includes complimentary breakfast & evening reception)*

**Reservation Deadline: December 15**

Occupancy tax: 14.5%  
Cancellation Policy: 48 hours prior to arrival

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**FOR ADDITIONAL DIRECTIONS/MAPS VISIT:**  
[www.motorcycleshows.com](http://www.motorcycleshows.com)