

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	Board of Equalization	_____
OCT 23	EAC	UBM LLC	_____
OCT 29	ELECTRICAL	Freeman	_____
OCT 29	CARPET	Freeman	_____
OCT 29	CLEANING	Freeman	_____
OCT 29	FURNITURE	Freeman	_____
OCT 29	SIGNS	Freeman	_____
NOV 4	INTERNET	Smart City	_____
NOV 12	SHIPPING TO WAREHOUSE	Freeman	_____
NOV 22	SHIPPING TO SHOW SITE	Freeman (delivery no earlier than 11-20-19)	_____

*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@motorcyleshows.com

CARPET

Freeman
2170 S. Towne Centre Place, Suite 100
Anaheim, CA 92806
714-254-3410
469-621-5602 FAX

CATERING

Premier
300 East Ocean Boulevard
Anaheim, CA
562-499-7565

CLEANING

Freeman
2170 S. Towne Centre Place, Suite 100
Anaheim, CA 92806
714-254-3410
469-621-5602 FAX

DECORATOR / CONTRACTOR

Freeman
2170 S. Towne Centre Place, Suite 100
Anaheim, CA 92806
714-254-3410
469-621-5602 FAX

ELECTRICAL

Freeman
2170 S. Towne Centre Place, Suite 100
Anaheim, CA 92806
714-254-3410
469-621-5602 FAX

FIRE DEPARTMENT

Long Beach Fire Department
3205 Lakewood Blvd.
Long Beach, CA 90808
562-570-2500

FURNITURE

Freeman
2170 S. Towne Centre Place, Suite 100
Anaheim, CA 92806
714-254-3410
469-621-5602 FAX

LABOR

(Installation/ Dismantle)
Freeman
2170 S. Towne Centre Place, Suite 100
Anaheim, CA 92806
714-254-3410
469-621-5602 FAX

MATERIAL HANDLING (Drayage)

Air/Ground Transportation
Inbound/Outbound
Freeman
714-254-3410
469-621-5616 FAX

SALES TAX PERMIT

California State Board of Equalization
12440 E. Imperial Highway, Suite 200
Norwalk, CA 90650
562-466-1694
800-400-7115
www.boe.ca.gov

SHIPPING & HANDLING

(Please refer to Material Handling)

SIGNS

Freeman
2170 S. Towne Centre Place, Suite 100
Anaheim, CA 92806
714-254-3410
469-621-5602 FAX

SHUTTLE SERVICE

Super Shuttle
800-258-3826

TELEPHONE SERVICE

Smart City
5795 W. 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 HOTELS

(See Travel Agency for reservations)

Hyatt Regency Long Beach

200 South Pine Avenue
Long Beach, CA 90802
562-491-1234
562-624-6115 FAX

Renaissance Long Beach

111 East Ocean Boulevard
Long Beach, CA 90802
562-437-5900
562-499-2509 FAX

SHOW INFORMATION

MOVE-IN HOURS

*Tuesday Nov. 19, 2019 1:00pm - 5:00pm
Wednesday Nov. 20, 2019 8:00am - 6:00pm
Thursday Nov. 21, 2019 8:00am - 6:00pm
Friday Nov. 22, 2019 8:00am - 2:00pm

**Tuesday is targeted move-in only*

SHOW HOURS

Friday Nov. 22, 2019 3:00pm - 8:00pm
Saturday Nov. 23, 2019 9:30am - 8:00pm
Sunday Nov. 24, 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 Nov. 24, 2019 5:00pm - 10:00pm
Monday Nov. 25, 2019 8:00am - Noon
*Monday Nov. 25, 2019 8:00am - 5:00pm

**Monday is targeted move-out only*

EXHIBITOR REGISTRATION

Wednesday Nov. 20, 2019 1:00pm - 5:00pm
Thursday Nov. 21, 2019 8:00am - 6:00pm
Friday Nov. 22, 2019 7:30am - 8:00pm
Saturday Nov. 23, 2019 8:30am - 7:00pm
Sunday Nov. 24, 2019 9:00am - 4:00pm

Exhibitor Registration is located in the Arena 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 California State Board of Equalization at 800-400-7115.

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: (415) 715-4900
(Number subject to change)

FACILITY INFORMATION

LONG BEACH CONVENTION CENTER

Exhibit Halls A-C
300 East Ocean Blvd.
Long Beach,, CA 90802
562-436-3636
www.longbeachcc.com

DIRECTIONS

Directions to the venue can be found on the Long Beach Convention Center website at <https://bit.ly/2MRs74W>

Dock Location: North Dock - take Pine Avenue to Seaside Way and make a left. The North Dock is the first entrance on your right.

South Dock - take Pine Avenue to Shoreline Dr. and make a left. Continue East on Shoreline Dr. to Linden Ave. Make a U-turn and head West for 1/2 block, then turn right at the Service Road. Continue straight on the Service Road to the South Loading Dock.

CATERING

Exhibitors desiring to give away or serve food or beverages from their booth must order the product from Premier.

For more information, please call 562-499-7565.

FIRE & SAFETY

Fuel tanks can have between 1/4 tank or 5 gallons, whichever is less. Gas caps must be locked or taped shut. All keys must be kept on show site.

Long Beach Fire Department: 562-570-2500

HELIUM BALLOONS

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

PARKING

Parking is available at the Long Beach Convention Center. A multi day exhibitor pass is available for \$15 per day. The multi day pass will allow in/out privileges.

NEED HELP?

**For more information, please call:
Powersports Operations Dept.
310-445-4200**

CONTRACTOR INFORMATION

OFFICIAL CONTRACTOR / DECORATOR

Freeman
2170 S. Towne Centre Place, Suite 100
Anaheim, CA 92806
714-254-3410
469-621-5602 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 October 29
Refer to order form for Show Site Rates

1 Hour Minimum Per Man

Straight Time \$122.00/hr
Monday-Friday: 8:00am - 4:30pm

Overtime \$219.25/hr
Monday-Friday: 4:30pm - 8:00am
Saturday-Sunday: All Day

Double Time \$243.50/hr
All Day on recognized Holidays

ELECTRICAL RATES

500 watts or less \$125.00/ea
Order received before October 29

500 watts or less \$187.50/ea
Order received after October 29

ELECTRICAL LABOR

1 Hour Minimum Per Man (including install & dismantle)

Straight Time \$126.00/hr
Monday - Friday: 8:00am - 4:30pm (Excluding Holidays)

Overtime \$252.00/hr
Monday - Friday: 4:30pm - 8:00am
Saturday, Sunday & Holidays: All Day

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 are required for each shipment.

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.

MATERIAL HANDLING INFORMATION

Advance Warehouse Shipments

Exhibiting Company Name / Booth #
2019 Long Beach Progressive International Motorcycle Show
c/o Freeman
3456 E. Miraloma Ave
Anaheim, CA 92806

All advance warehouse freight must arrive by 11-12-19 to avoid additional surcharges.

Rate: \$80.00 (crated) for every 100 lbs (cwt) handled by Freeman (200 lb minimum per shipment).

Show Site Shipments

Exhibiting Company Name / Booth #
2019 Long Beach Progressive International Motorcycle Show
c/o Freeman
Long Beach Convention Center
300 East Ocean Blvd.
Long Beach, CA 90802

Freight will be accepted beginning 11-20-19. To avoid additional surcharges show site shipments must arrive prior to show opening.

Rate: \$72.10 (crated) for every 100 lbs (cwt) handled by Freeman (200 lb minimum per shipment).

SPECIAL FREIGHT SERVICES

Motorcycle Rolling Rate: (round trip) \$43.95
To move motorcycles and all-terrain vehicles from the unloading area to your booth and return.

Cart Load: (round trip) \$127.65
Freeman will provide cart load service from your personal vehicle to your booth for move-in and move-out. (restrictions will apply, refer to order form.)

Spotting Fee: (round trip) \$158.55
Large trucks, trailers and vehicles being displayed in your booth.

TRAVEL INFORMATION

NOTES

TRAVEL RESERVATIONS

Convention Hotel Partners (CHP) is the official travel agency for all host hotels. To receive the discounted show rates, you must make your reservations before the 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 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.

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

HOST HOTELS

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

Hyatt Regency Long Beach \$189 S/D, D/D
200 South Pine Avenue
Long Beach CA 90802
562-491-1234
562-624-6115 FAX

Reservation Deadline: November 5
Occupancy tax: 15%
Tourism fee: \$0.39
Cancellation Policy: 72 hours prior to arrival

Renaissance Long Beach \$143 S/D, D/D
111 East Ocean Boulevard
Long Beach, CA 90802
562-437-5900
562-499-2509 FAX

Reservation Deadline: November 5
Occupancy tax: 15.5%
Tourism fee: \$0.39
Cancellation Policy: 48 hours prior to arrival

**FOR ADDITIONAL
INFORMATION PLEASE VISIT:**
www.motorcycleshows.com