

## 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	NY Department Of Revenue	_____
NOV 6	EAC	Show Management	_____
NOV 13	CARPET	Freeman	_____
NOV 13	FURNITURE	Freeman	_____
NOV 13	SIGNS	Freeman	_____
NOV 21	CLEANING	Javits Center	_____
NOV 21	ELECTRICAL	Javits Center	_____
NOV 21	TELEPHONE SERVICE	Javits Center	_____
NOV 26	SHIPPING TO WAREHOUSE	Freeman	_____
DEC 06	SHIPPING TO SHOW SITE	Freeman (delivery no earlier than 12-04-19)	_____

\*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

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## **BADGES (Registration)**

For badge questions,  
please email UBM LLC  
exhibitor\_reg@motorcyleshows.com

## **CARPET**

Freeman  
909 Newark Turnpike  
Kearny, NJ 07032  
201-299-7575  
469-621-5618 FAX

## **CATERING**

Cultivated  
655 West 34th Street  
New York, NY 10001  
212-216-2373  
212-216-2000 FAX

## **CLEANING**

Exhibitor Services  
Javits Center  
655 West 34th Street  
New York, NY 10001  
877-452-8487  
212-216-4169 FAX

## **DECORATOR**

Freeman  
909 Newark Turnpike  
Kearny, NJ 07032  
201-299-7575  
469-621-5618 FAX

## **ELECTRICAL**

Exhibitor Services  
Javits Center  
655 West 34th Street  
New York, NY 10001  
877-452-8487  
212-216-4169 FAX

## **FIRE DEPARTMENT**

New York City Fire Department  
718-999-2117

## **FURNITURE**

Freeman  
909 Newark Turnpike  
Kearny, NJ 07032  
201-299-7575  
469-621-5618 FAX

## **LABOR (Installation/Dismantle)**

Freeman  
909 Newark Turnpike  
Kearny, NJ 07032  
201-299-7575  
469-621-5618 FAX

## **MATERIAL HANDLING (Drayage)**

Air/Ground Transportation  
Inbound/Outbound  
Freeman  
201-299-7575  
469-621-5618 FAX

## **SALES TAX PERMIT**

New York Department of Revenue  
518-485-6800

## **SHIPPING & HANDLING**

(Please refer to Material Handling)

## **SHUTTLE SERVICE**

Super Shuttle  
800-258-3826  
[www.supershuttle.com/](http://www.supershuttle.com/)

## **SIGNS**

Freeman  
909 Newark Turnpike  
Kearny, NJ 07032  
201-299-7575  
469-621-5618 FAX

## **TELEPHONE SERVICE**

Exhibitor Services  
Javits Center  
655 West 34th Street  
New York, NY 10001  
877-452-8487  
212-216-4169 FAX

## **TRAVEL AGENCY**

Convention Housing Partners (CHP)  
[www.IMShotels.com](http://www.IMShotels.com)  
[IMS@chphousing.com](mailto:IMS@chphousing.com)  
866-588-7650  
415-813-6088 option 17 (int'l)

## **HOST HOTELS**

(See Travel Agency for reservations)

### **Doubletree Times Square South**

341 West 36th Street  
New York, NY 10018  
212-542-8990  
212-542-8999 FAX

### **Residence Inn Times Square**

1033 Avenue of the Americas  
New York, NY 10018  
212-768-0007  
212-938-0180 FAX

### **Sheraton Lincoln Harbor**

500 Harbor Boulevard  
Weehawken, NJ 07086  
201-617-5600  
201-617-5627 FAX

# SHOW INFORMATION

# FACILITY INFORMATION

## MOVE-IN HOURS

*Tuesday	Dec. 3, 2019	1:00pm - 5:00pm
Wednesday	Dec. 4, 2019	8:00am - 6:00pm
Thursday	Dec. 5, 2019	8:00am - 6:00pm
Friday	Dec. 6, 2019	8:00am - 1:00pm

*\*Tuesday is targeted move-in only*

## SHOW HOURS

Friday	Dec. 6, 2019	2:00pm - 8:00pm
Saturday	Dec. 7, 2019	9:30am - 8:00pm
Sunday	Dec. 8, 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	Dec. 8, 2019	5:00pm - 10:00pm
Monday	Dec. 9, 2019	8:00am - Noon
*Monday	Dec. 9, 2019	8:00am - 5:00pm

*\*Monday is targeted move-out only*

## EXHIBITOR REGISTRATION

Wednesday	Dec. 4, 2019	1:00pm - 6:00pm
Thursday	Dec. 5, 2019	8:00am - 6:00pm
Friday	Dec. 6 2019	7:30am - 8:00pm
Saturday	Dec. 7, 2019	8:30am - 7:00pm
Sunday	Dec. 8, 2019	9:00am - 4:00pm

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 New York State Department of Taxation at 518-485-6800.

## SALES TAX RATE

The sales tax rate is 8.875%

## 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)

## JAVITS CENTER

Exhibit Halls 1A - 1C  
655 West 34th Street  
New York, NY 10001  
212-216-2000  
[www.javitscenter.com](http://www.javitscenter.com)

## DIRECTIONS

Directions to the venue can be found on the Javits Center website at <https://bit.ly/2PHX1vd>

**Dock Location:** Docks are located on 12th Ave between 39th and 40th Street.

## CATERING

Cultivated is the exclusive provider of food and beverage at the Javits Center. Exhibitors desiring to give away or serve food or beverages from their booth must order the product from Cultivated.

For more information, please call 212-216-5135.

## FIRE & SAFETY

Fuel tanks must be emptied to 1 gallon of gas and gas caps must be locked or taped shut. All keys must be kept on show site.

New York Fire Department: 718-999-2117

## HELIUM BALLOONS

Helium balloons are not allowed in the Javits Center.

## PARKING

There is no parking available at the Javits Center but parking lots are available nearby.

# NEED HELP?

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

# CONTRACTOR INFORMATION

## OFFICIAL CONTRACTOR / DECORATOR

Freeman  
909 Newark Turnpike  
Kearny, NJ 07032  
201-299-7575  
469-621-5618 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 November 13  
Refer to Order Form for Show Site Rates

1 Hour Minimum Per Man

**Straight Time** . . . . . Monday - Friday  
First 8 hours of the worker's shift, regardless of time of day.

**Overtime** . . . . . Monday - Friday  
After first 8 hours of the worker's shift regardless of time of day. All Day Saturday

**Double Time** . . . . . Sundays and Holidays

### Carpenter

**Straight Time** . . . . . \$259.75/hr

**Overtime** . . . . . \$328.75/hr

**Double Time** . . . . . \$398.25/hr

## ELECTRICAL RATES

### Outlets

**Up to 500 watts** . . . . . \$127.45/ea  
Order received before November 21

**Up to 500 watts** . . . . . \$186.75/ea  
Order received after November 21

## ELECTRICAL LABOR

Labor will be billed in 1/2 Hour increments (including install & dismantle)

**Straight Time** . . . . . \$74.25 per 1/2 hr  
Monday - Friday: 7:30am - 3:00pm

**Overtime** . . . . . \$97.30 per 1/2 hr  
Monday - Friday: All hours other than above and Saturday, Sunday & Holidays.

Power will be turned on one 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 Freeman  
909 Newark Turnpike  
Kearny, NJ 07032  
2019 New York Progressive International Motorcycle Show (Booth #)

*All advance warehouse freight must arrive by 11-26-19 to avoid additional surcharges.*

Rate: \$222.75 (crated) for every 100 lbs (cwt) handled by Freeman (200 lb minimum per shipment).

### Show Site Shipments

Exhibiting Company Name  
C/O Freeman  
Jacob K. Javits Convention Center  
369 12th Avenue  
New York, NY 10001  
2019 New York Progressive International Motorcycle Show (Booth #)

*Freight will be accepted beginning 12-4-19. All show site shipments must arrive prior to show opening to avoid additional surcharges.*

Rate: \$159.25 (crated) for every 100 lbs (cwt) handled by Freeman (200 lb minimum per shipment).

## SPECIAL FREIGHT SERVICES

**Motorcycle Rolling Rate: (round trip)** . . . . . \$143.40  
To move motorcycles and all-terrain vehicles from the unloading area to your booth and return.

**Cart Load: (round trip)** . . . . . \$248.00  
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)** . . . . . \$358.70  
Large trucks, trailers and vehicles being displayed in your booth.

## TRAVEL RESERVATIONS

Convention Housing Partners (CHP) is the official travel agency for all host hotels. To receive the discounted show rates, you must make your reservations with CHP 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 official 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 callers . . . . . 415-813-6088, option #17

## HOST HOTELS

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

**Doubletree Times Square South . . . . \$249 - \$329 S, D/D**  
341 West 36th Street  
New York, NY 10018  
212-542-8990  
212-542-8999 FAX

*(Rate includes full american buffet for \$10/pp plus tax & gratuity.)*

**Reservation Deadline: November 18**  
Occupancy Tax: 14.75% + \$3.50 per night  
Cancel Policy: 48 hours prior to arrival

**Residence Inn Times Square . . . . \$359 S/D / \$359 D/D**  
1033 Avenue of the Americas  
New York, NY 10018  
212-768-0007  
212-938-0180 FAX

*(Rate includes complimentary breakfast.)*

**Reservation Deadline: November 11**  
Occupancy Tax: 14.75% + \$5.50 per night  
Cancel Policy: 48 hours prior to arrival

**Sheraton Lincoln Harbor . . . . . \$199 S / \$214 D, D/D**  
500 Harbor Boulevard  
Weehawken, NJ 07086  
201-617-5600  
201-617-7223 FAX

*(Rate includes one round trip ferry ticket & parking each night)*

**Reservation Deadline: November 18**  
Occupancy Tax: 14.875%  
Cancel Policy: 48 hours prior to arrival

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**FOR ADDITIONAL INFORMATION PLEASE VISIT:**  
[www.motorcycleshows.com](http://www.motorcycleshows.com)