

## 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	Illinois Department of Revenue	_____
JAN 8	NON-OFFICIAL EAC	UBM LLC / Show Management	_____
JAN 17	CARPET	Rosemont Exposition Services	_____
JAN 17	CLEANING	Rosemont Exposition Services	_____
JAN 17	ELECTRICAL	Rosemont Exposition Services	_____
JAN 17	FURNITURE	Rosemont Exposition Services	_____
JAN 17	LABOR	Rosemont Exposition Services	_____
JAN 17	SIGNS	Rosemont Exposition Services	_____
JAN 17	INTERNET	Rosemont Exposition Services	_____
JAN 30	SHIPPING TO WAREHOUSE	Rosemont Exposition Services	_____
FEB 7	SHIPPING TO SHOW SITE	Rosemont Exposition Services (delivery no earlier than 2-6-20)	_____

\*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@motorcycleshows.com

## **CARPET**

Rosemont Exposition Services  
9291 West Bryn Mawr  
Rosemont, IL 60018  
847-696-2208  
847-696-9797 FAX

## **CATERING**

Rosemont Catering by Aramark  
9301 Bryn Mawr  
Rosemont, IL 60018  
847-692-6415  
847-696-9790 FAX

## **CLEANING**

Rosemont Exposition Services  
9291 West Bryn Mawr  
Rosemont, IL 60018  
847-696-2208  
847-696-9797 FAX

## **DECORATOR**

Rosemont Exposition Services  
9291 West Bryn Mawr  
Rosemont, IL 60018  
847-696-2208  
847-696-9797 FAX

## **ELECTRICAL**

Rosemont Exposition Services  
9291 West Bryn Mawr  
Rosemont, IL 60018  
847-696-2208  
847-696-9797 FAX

## **FIRE DEPARTMENT**

Rosemont Public Safety  
Fire Prevention Bureau  
9501 West Devon Avenue  
Rosemont, IL 60018  
847-823-1134  
847-825-4415 FAX

## **MATERIAL HANDLING (Drayage)**

Air/Ground Transportation  
Inbound/Outbound  
Rosemont Exposition Services  
847-696-2208  
847-696-9797 FAX

## **FURNITURE**

Rosemont Exposition Services  
9291 West Bryn Mawr  
Rosemont, IL 60018  
847-696-2208  
847-696-9797 FAX

## **International Motorcycle Shows®**

Operations Department  
(For Questions) 800-854-3112

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

Rosemont Exposition Services  
9291 West Bryn Mawr  
Rosemont, IL 60018  
847-696-2208  
847-696-9797 FAX

## **SALES TAX PERMIT**

Illinois Department of Revenue  
Region Office 913  
380 Northwest Highway  
Des Plaines, IL 60016  
847-294-4475 (Forms)  
800-732-8866 (Questions)

## **SHIPPING & HANDLING**

(Please refer to Material Handling)

## **SHUTTLE SERVICE**

**Embassy Suites O'Hare**  
(Courtesy Shuttle)  
847-678-4000

## **Hilton Hotel Rosemont O'Hare**

(Courtesy Shuttle)  
847-678-4488

## **SIGNS**

Rosemont Exposition Services  
9291 West Bryn Mawr  
Rosemont, IL 60018  
847-696-2208  
847-696-9797 FAX

## **TELEPHONE SERVICE**

Rosemont Exposition Services  
9291 West Bryn Mawr  
Rosemont, IL 60018  
847-696-2208  
847-696-9797 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)

## **Embassy Suites O'Hare**

5500 North River Road  
Rosemont, IL 60018  
847-678-4000

## **Hilton Hotel Rosemont O'Hare**

5550 North River Road  
Rosemont, IL 60018  
847-678-4488

# SHOW INFORMATION

## MOVE-IN HOURS

*Wednesday	Feb. 5, 2020	10:00am - 5:00pm
Thursday	Feb. 6, 2020	8:00am - 6:00pm
Friday	Feb. 7, 2020	8:00am - Noon

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

## SHOW HOURS

Friday	Feb. 7, 2020	1:00pm - 8:00pm
Saturday	Feb. 8, 2020	9:00am - 8:00pm
Sunday	Feb. 9, 2020	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	Feb. 9, 2020	5:00pm - 10:00pm
Monday	Feb. 10, 2020	8:00am - Noon
*Monday	Feb. 10, 2020	8:00am - 4:00pm

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

## EXHIBITOR REGISTRATION

Thursday	Feb. 6, 2020	11:00am - 6:00pm
Friday	Feb. 7, 2020	8:00am - 8:00pm
Saturday	Feb. 8, 2020	8:00am - 7:00pm
Sunday	Feb. 9, 2020	9:00am - 4:00pm

Exhibitor Registration is located near the entrance of the show.

## BUSINESS LICENSE

Exhibitors do not need a Business License in order to conduct business and write orders during the show.

## SALES TAX

When a vendor sells general merchandise to the public at events, Illinois sales tax and use taxes are due. Every exhibitor is required to complete the Special Event Tax Collection Report and Payment Coupon.

Please visit <https://bit.ly/2SXHEYIN> to request a copy of Form IDOR-6-SETR or call 800-732-8866. For more information, please call the Illinois Department of Revenue at 847-294-4475.

## 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**

# FACILITY INFORMATION

## DONALD E. STEPHENS CONVENTION CENTER

Exhibit Halls A-C  
5555 North River Road  
Rosemont, IL 60018  
847-692-2220

<https://www.rosemont.com/desconvention/>

## DIRECTIONS

Directions to the venue can be found on the Donald E. Stephens Convention Center website at <http://bit.ly/2hYDDd6>

**Dock Location:** From the expressway, take River Road south and turn left on Bryn Mawr to access the A-Overhead door.

## CATERING

Rosemont Catering by Aramark is the exclusive provider of food and beverage at the Donald E. Stephens Convention Center. Exhibitors who wish to give away or serve food or beverages from their booth must order the product from Rosemont Catering by Aramark.

For further information, please call 847-692-6415

## FIRE & SAFETY

Fuel tanks must be emptied before entering the Exhibit Hall. Fuel tank caps must be locked and battery cables disconnected. All keys must be on show site. Fire Inspectors will be on-site during move-in to inspect all vehicles.

**Rosemont Public Safety:** 847-823-1134

## HELIUM BALLOONS

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

## PARKING

Parking is available at the Donald E. Stephens Convention Center for \$15.00 per day. A three day parking pass is available for \$40.00 (with in/out privileges).

## NEED HELP?

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

# CONTRACTOR INFORMATION

## OFFICIAL CONTRACTOR / DECORATOR

### Rosemont Exposition Services, Inc. (RES)

9291 W. Bryn Mawr  
Rosemont, IL 60018  
847-696-2208  
847-696-9797 FAX

## COLUMN DRAPING

If column draping is needed, you may order this service 10 days prior to move-in through RES.

## DISPLAY LABOR RATES

Orders received before January 17, 2020  
Refer to order form for Show Site Rates

1 Half Hour Minimum Per Man

**Straight Time** Monday - Friday 8:00am - 4:30pm  
**Overtime** Contact RES or visit the Service Center for Overtime Schedule.

**Double Time** Contact RES or visit the Service Center for Double Time Schedule.

### Carpenter

Straight Time . . . . . \$115.00/hr  
Overtime . . . . . \$172.50/hr  
Doubletime . . . . . \$230.00/hr

### Decorator

Straight Time . . . . . \$107.50/hr  
Overtime . . . . . \$161.25/hr  
Doubletime . . . . . \$215.00/hr

### Teamster

Straight Time . . . . . \$82.50/hr  
Overtime . . . . . \$123.75/hr  
Doubletime . . . . . \$165.00/hr

## ELECTRICAL RATES

### Outlets

**1000 watts or less** . . . . . \$190.00/ea  
Order received before January 17

**1000 watts or less** . . . . . \$270.00/ea  
Order received after January 17

## ELECTRICAL LABOR

1 hour minimum per man (including installation & dismantle)

**Straight Time** . . . . . \$115.00/hr  
Monday-Friday: 8:00am - 4:00pm

**Overtime** . . . . . \$172.50/hr  
Monday-Friday: 4:00pm - 8:00am  
Saturday 8:00am - 4:00pm

**Double Time** . . . . . \$230.00/hr  
After Saturday 4:00pm and before 8:00am Monday

Power will be turned on one hour prior to the show opening and remain on one hour after show closing.

## FREIGHT HANDLING (DRAYAGE)

### Freight Check-In

All commercial lines must check in at the Marshaling Area. POV's can go directly to A-Overhead door to check-in.

All vehicles will be unloaded on a first-come, first-serve basis, unless otherwise dictated by booth location. Certified weights are required for each shipment.

## OVERTIME/SURCHARGES

Straight time rates for Drayage, Electrical and Labor will vary. Please see forms for the exact cut-off times.

## SHIPPING INFORMATION

### Advance Warehouse Shipments

Exhibiting Company Name  
Booth Number \_\_\_\_\_  
Chicago Progressive International Motorcycle Show  
c/o Rosemont Exposition Services, Inc.  
3412 N. River Road  
Franklin Park, IL 60131

*Shipments received at the RES warehouse by 1-24-20 will be weighed, inspected and charged at a rate of \$94.00 per cwt for every 100 lbs (cwt) handled by RES (100 lb minimum per shipment).*

### Show Site Shipments

Exhibiting Company Name  
Booth Number \_\_\_\_\_  
Chicago Progressive International Motorcycle Show  
c/o Rosemont Exposition Services, Inc.  
Donald E. Stephens Convention Center  
9300 Williams Street  
Rosemont, IL 60018

*Freight must be delivered no earlier than 2-6-20. \$52.00 (crated) for every 100 lbs (cwt) handled by RES (100 lb minimum per shipment). There are surcharges for vanlines, loose loads or uncrated exhibits.*

## MOBILE UNITS

**Motorcycle Rolling Rate:** . . . . . \$50.00  
To move motorcycles and all-terrain vehicles from the unloading area to your booth and return

**Spotting Fee:** . . . . . \$75.00  
To move motor vehicles and 2-wheeled, pop-up trailers to your booth

**Spotting Fee:** (Detachable Trailers/RV's). . . . . \$150.00

# TRAVEL INFORMATION

## SHUTTLE

The Embassy Suites and the Hilton Hotel Rosemont O'Hare hotels have a courtesy shuttle to get to and from the airport. Both shuttles run every 30 minutes; you can pick them up near the baggage claim area at O'Hare International Airport.

Embassy Suites O'Hare. . . . .847-678-4000  
Hilton Hotel Rosemont O'Hare . . . . .847-678-4488

## 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 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 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 callers . . . . .415-813-6088, option 17

## HOST HOTELS

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

**Embassy Suites O'Hare. . . . . \$120 S/D / \$130 D/D**  
5500 North River Road  
Rosemont, IL 60018  
847-678-4000

*(Rate includes complimentary cook-to-order breakfast, \$15 self-parking per day with in/out privileges)*

**Reservation Deadline: January 20**

Occupancy tax: 14%  
Cancellation Policy: 48 hours prior to arrival

**Hilton Hotel Rosemont O'Hare . . . . \$127 S / \$152 D, D/D**  
5550 North River Road  
Rosemont, IL 60018  
847-678-4488

*(Rate includes complimentary Full Chef's Table Buffet in Liberty Town Restaurant and 25% discount on parking each night.)*

**Reservation Deadline: January 20**

Occupancy Tax: 14%  
Cancellation Policy: 48 hours prior to arrival

## NOTES

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**FOR ADDITIONAL  
DIRECTIONS/MAPS VISIT:**

[\*\*www.motorcycleshows.com\*\*](http://www.motorcycleshows.com)