

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	Minnesota Department Of Revenue	_____
JAN 4	NON-OFFICIAL EAC	UBM LLC / Show Management	_____
JAN 9	SIGNS	Freeman	_____
JAN 9	CARPET	Freeman	_____
JAN 9	FURNITURE	Freeman	_____
JAN 17	CLEANING	Minneapolis Convention Center	_____
JAN 17	ELECTRICAL	Minneapolis Convention Center	_____
JAN 15	INTERNET	Smart City	_____
JAN 23	SHIPPING TO WAREHOUSE	Freeman	_____
JAN 30	SHIPPING TO SHOW SITE	Freeman (delivery no earlier than 1-30-20)	_____

*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

BADGES (Registration)

For badge questions,
please email UBM LLC
exhibitor_reg@motorcyleshows.com

CARPET

Freeman
2000 Easton Blvd
Des Moines, IA 50317
515-829-4444
469-621-5616 FAX

CATERING

Kelber Catering
1301 Second Avenue South
Minneapolis, MN 55403
Lisa Anderson
612-335-6045

CLEANING

Minneapolis Convention Center
1301 Second Avenue South
Minneapolis, MN 55403
612-335-6550
612-335-6600 FAX

DECORATOR / CONTRACTOR

Freeman
2000 Easton Blvd
Des Moines, IA 50317
515-829-4444
469-621-5616 FAX

ELECTRICAL

Minneapolis Convention Center
1301 Second Avenue South
Minneapolis, MN 55403
612-335-6550
612-335-6600 FAX

FIRE DEPARTMENT

Minneapolis Fire Prevention
612-673-2890

MATERIAL HANDLING (Drayage)

Freeman
2000 Easton Blvd
Des Moines, IA 50317
515-829-4444
469-621-5616 FAX

FURNITURE

Freeman
2000 Easton Blvd
Des Moines, IA 50317
515-829-4444
469-621-5616 FAX

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

LABOR

(Installation/Dismantle)
Freeman
2000 Easton Blvd
Des Moines, IA 50317
515-829-4444
469-621-5616 FAX

SALES TAX PERMIT

Minnesota Department of Revenue
651-556-3000
www.taxes.state.mn.us

SHIPPING & HANDLING

(Please refer to Material Handling)

SIGNS

Freeman
2000 Easton Blvd
Des Moines, IA 50317
515-829-4444
469-621-5616 FAX

SHUTTLE SERVICE

Super Shuttle
800-258-3826

TELEPHONE SERVICE

Smart City
5795 W. Badura Avenue, Suite 110
Las Vegas, NV 89118
866-281-4637
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 HOTEL

(See Travel Agency for reservations)

Hilton Minneapolis
1001 Marquette Avenue South
Minneapolis, MN 55403
612-376-1000

SHOW INFORMATION

FACILITY INFORMATION

MOVE-IN HOURS

*Wednesday Jan. 29, 2020 8:00am - 5:00pm
Thursday Jan. 30, 2020 8:00am - 6:00pm
Friday Jan. 31, 2020 8:00am - 2:00pm

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

SHOW HOURS

Friday Jan. 31, 2020 3:00pm - 7:00pm
Saturday Feb. 01, 2020 10:00am - 7:00pm
Sunday Feb. 02, 2020 10:00am - 3:00pm

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. 02, 2020 3:00pm - 10:00pm
Monday Feb. 03, 2020 8:00am - Noon(Hall C)
*Monday Feb. 03, 2020 8:00am - 5:00pm(Hall B)

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

EXHIBITOR REGISTRATION

Thursday Jan. 30, 2020 11:00am - 6:00pm
Friday Jan. 31, 2020 8:00am - 7:00pm
Saturday Feb. 01, 2020 9:00am - 6:00pm
Sunday Feb. 02, 2020 9:00am - 2:00pm

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 Minnesota Department of Revenue at 651-556-3000 or visit their website at <https://www.revenue.state.mn.us/sales-tax-permit-revocations>

SALES TAX RATE

The sales tax rate is 8.025%. Clothing is not taxed in this city.

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
MINNEAPOLIS CONVENTION CENTER**

Exhibit Hall B-C
1301 Second Avenue South
Minneapolis, MN 55403
612-335-6000
<https://www.minneapolis.org/minneapolis-convention-center/>

DIRECTIONS

For directions to the Minneapolis Convention Center, visit <http://www.minneapolis.org/minneapolis-convention-center/overview/directions-parking>

Dock Location: Docks are located on 16th Street..

CATERING

Kelber Catering is the premier catering partner for the Minneapolis Convention Center. Exhibitors who wish to give away or serve food or beverages from their booth must order the product from Kelber.

For additional information, call 612-335-6045.

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 Minneapolis Convention Center.

PARKING

There is no parking available at the facility, lots are available nearby.

For more information please visit:
<http://www.minneapolis.org/minneapolis-convention-center/overview/directions-parking>

NEED HELP?

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

CONTRACTOR INFORMATION

OFFICIAL CONTRACTOR / DECORATOR

Freeman
2000 Easton Blvd
Des Moines, IA 50317
515-829-4444
469-621-5616 FAX

COLUMN DRAPING

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

DISPLAY LABOR RATES

1 Hour Minimum Per Man

Straight Time

Monday-Friday: 8:00am - 4:30pm. \$99.50

Overtime. \$149.25

Monday-Friday: 6:00am - 8:00am & 4:30pm - Midnight.

Saturday-Sunday: 6:00am - Midnight

Double Time \$199.00

Monday - Saturday: Midnight - 6am and recognized holidays

ELECTRICAL RATES

Outlets

Up to 1100 watts. \$125/ea

Order received before January 17th

Up to 1100 watts. \$150/ea

Order received after January 17th

ELECTRICAL LABOR

1/2 Hour Minimum Per Man (including install & dismantle)

Straight Time \$128.00/hr

Monday - Friday: 8:00am - 4:30pm (except holidays)

Overtime \$192.00/hr

Monday - Friday 4:30pm - 6:30pm (except holidays)

Doubletime \$256.00/hr

Monday - Friday: 6:30pm - 7:30pm

All Day Saturday, Sunday & Holidays

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 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 Booth#
MINNEAPOLIS PROGRESSIVE INTERNATIONAL
MOTORCYCLE SHOW
C/O FREEMAN
UPS FREIGHT
8500 NAPLES ST NE
BLAINE, MN 55449

All advance warehouse freight must arrive by 1-22-20 to avoid additional surcharges.

Rate: \$101.50 (crated) for every 100 lbs (cwt) handled by Freeman (200 lb minimum per shipment).

Show Site Shipments

Exhibiting Company Name Booth#
MINNEAPOLIS PROGRESSIVE INTERNATIONAL
MOTORCYCLE SHOW
C/O FREEMAN
MINNEAPOLIS CONVENTION CENTER
1301 2ND AVE S
MINNEAPOLIS, MN 55403

Freight will be accepted beginning 1-30-20. All show site shipments must arrive prior to show opening to avoid additional surcharges.

Rate: \$93.80 (crated) for every 100 lbs (cwt) handled by Freeman (200 lb minimum per shipment).

SPECIAL FREIGHT SERVICES

Motorcycle Rolling Rate: (round trip). \$45.75

To move motorcycles and all-terrain vehicles from the unloading area to your booth and return.

Cart Load: (round trip) \$130.50

Freeman 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). \$169.75

Large trucks and vehicles.

