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Department of Taxation

P.O. Box 182215
Columbus, OH 43218-2215
(888) 405-4089



07100100

ST 1T Rev. 12/09

Application for Transient Vendor's License

Vendor's license no. [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
(For department use only)

[ ] [ ]

Federal employer identification no.

[ ] [ ]

Social Security no. / ITIN

[ ] [ ]

Ohio corporate charter no. / certificate no.

1. Check type of ownership: (10) Sole owner [ ] (20) Partnership [ ] (30) Corporation [ ] (150) Nonprofit [ ]
(50) LLC [ ] (70) LLP [ ] (80) LTD [ ] Other (please specify) \_\_\_\_\_

2. When did you or will you begin making taxable sales in Ohio? (MM/DD/YY) \_\_\_\_\_

3. Are you obtaining this license to make sales at a temporary place of business in a county in which you have no fixed place of business? Yes [ ] No [ ]

4. Provide NAICS code and state nature of business activity \_\_\_\_\_ (For the most current listings, search NAICS on our Web site at tax.ohio.gov.)

5. Legal name \_\_\_\_\_
(Corporation, sole owner, partnership, etc.)

6. Trade name or DBA \_\_\_\_\_

7. Primary address \_\_\_\_\_
Address of corporation, sole owner, partnership, etc. City State ZIP code

Business phone no.

Fax no.

Secondary phone no.

8. Mailing address \_\_\_\_\_
(If different from above) City State ZIP code

9. How much sales tax do you expect to collect each month? Less than \$200 [ ] \$200 or greater [ ]

10. If you operate as a corporation or partnership, list appropriate names, addresses and identification numbers below.

Title Name Street City State ZIP code

[ ] [ ]

SSN / ITIN / FEIN

Title Name Street City State ZIP code

[ ] [ ]

SSN / ITIN / FEIN

Title Name Street City State ZIP code

[ ] [ ]

SSN / ITIN / FEIN

11. Name, phone number, fax number and e-mail address of individual the department should contact regarding this account

Name

Phone no.

Fax no.

E-mail address

Date

Signature of applicant

Fee for this license - \$25 (made payable to Ohio Treasurer of State). Send the original application and \$25 fee to the address above.

### **Federal Privacy Act Notice**

Because we require you to provide us with a Social Security number, the *Federal Privacy Act of 1974* requires us to inform you that providing us with your Social Security number is mandatory. Ohio Revised Code sections 5703.05, 5703.057 and 5747.08 authorize us to request this information. We need your Social Security number in order to administer this tax.



**INTERNATIONAL EXPOSITION CENTER**

**I-X SERVICE CENTER**

One I-X Center Drive • Cleveland, Ohio 44135

Phone: 216.265.2500 or 800.492.3683

Fax: 216.265.7300 or Email: [services@ixcenter.com](mailto:services@ixcenter.com)

**OHIO PROGRESSIVE INTERNATIONAL**

**MOTORCYCLE SHOW**

**JANUARY 24 - 26, 2020**

### Highlights of Building Rules

- Smoking is prohibited in the I-X Center.
- The I-X Center operates with Teamsters Local 507 labor union. Our personnel place a high priority on maximum customer service and will assist you in any way possible. **Offering tips and gratuities to I-X Center employees is strictly prohibited.**
- Use or possession of firearms and/or illegal or controlled substances of any kind is prohibited.
- Helium balloons, "glitter", decals and/or stickers may not be distributed inside the facility without prior written approval from I-X Center management. Mylar balloons are strictly prohibited.
- I-X Center permanent graphics, signs or displays may not be visibly blocked in any manner. Temporary signs or decorations may not be attached to ceilings, walls, painted surfaces, decorative fabric or permanent building graphics.
- Vehicles remaining in the building as part of display require a Vehicle Display Pass obtained from the I-X Service Center. These vehicles must have less than 1/8 tank of gasoline and the exhibitor must disconnect the battery, tape the battery cables and seal or lock the gas cap. Vehicles are subject to inspection by the Cleveland Fire Marshal.
- Exit doors may not be blocked at any time. Overhead doors may only be opened and closed by I-X Center personnel.
- The I-X Center retains the exclusive right to furnish services including but not limited to labor, decorating (i.e. carpet, tables, chairs, etc.), electrical, plumbing (i.e. compressed air) food, material handling. All materials and equipment furnished by the I-X Center shall remain the property of the I-X Center and shall be removed only by I-X Center personnel at the close of the show.
- Food and drink concession rights are retained and reserved exclusively by the I-X Center. Exhibitors are prohibited from bringing food and beverages into the facility.
- You are required to use whatever labor is necessary to restore your exhibit space to its original condition. You may be charged if any extra clean up is required around your exhibit area or if leftover literature requires disposal.
- To comply with the fire codes, empty crates, boxes and packing materials must be removed from your booth and stored during the show.
- The I-X Center reserves the right to redirect shipments of exhibit materials left in the facility after the close of show.

**These are highlights of our facility rules and regulations. For a complete copy, please contact the I-X Service Center at 800.492.3683 (800-IXCENTER).**

### Building Details

<b>Location:</b>	International Exposition Center One I-X Center Drive Cleveland, Ohio 44135
<b>Freight Doors:</b>	10 on Main Floor
<b>Ceiling Height:</b>	45' minimum; 77' maximum
<b>Lighting:</b>	Metal halide show lights Mercury vapor work lights
<b>Electrical:</b>	120v, 208v, 480v (single and three phase)
<b>Floor Boxes -</b>	88 Columns with 5 wire, 208v, 100a
<b>Other -</b>	88 Columns with at least 100a, 4 wire 30 Floor Boxes with 200a, 480v, 4 wire 371 Floor Boxes with 100a, 480v, 5 wire and 100a, 208v, 5 wire
<b>Compressed Air:</b>	Services up to 800a, 208v 100 p.s.i.
<b>Water and Drain:</b>	Water available in all locations Drains available in perimeter locations Portable tanks available for interior areas
<b>Natural Gas:</b>	Available in limited locations
<b>Telephone Service &amp; Equipment:</b>	Single & multi-line service available through out exhibit area Internet service available with 4 to 6 weeks advance notice



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**MOTORCYCLE SHOW**

**JANUARY 24 - 26, 2020**

**City of Cleveland**

Division of Fire – Fire Prevention Bureau

1645 Superior Avenue • Cleveland, Ohio 44114 • 216.664.6664

*Standard Operating Procedure 18*

Cleveland Fire Prevention

Fire Safety Regulations

for

**Displays in Public Exhibitions & Trade Shows**

**Flameproofing of Materials**

1. The following or similar combustible materials shall be flame-proofed if used for display or decorative purposes:  
Artificial flowers and foliage  
Plastic materials  
Split wood and bamboo fibers  
Ruscus  
Styrofoam  
Textiles  
Paper (cardboard or compressed paperboard less than one-eighth of an inch in thickness is considered to be paper.)
2. New exhibit or display structures having wood of one-half inch thickness or less as a basic component shall be coated on the exterior with two applications of approved fire retardant paint of an intumescent type. Crating used to support exhibitions shall also be subject to these requirements.  
Exceptions to these requirements are materials previously impregnated with flame-proofing chemicals at the time of manufacture, and materials such as “masonite” or “marlite.” Standard heavy-duty showcases and counters are also exempt when used in sales booth areas.  
Wallpaper is permissible if pasted securely to non-combustible backing.  
Municipal Code, Section 385.77
3. The use of the following materials shall be prohibited unless approved by the Cleveland Fire Prevention Bureau:  
Acetate fabrics  
Corrugated paper box board  
Paper backed foil, unless glued securely to suitable backing  
Combustible fibers (example: hay, straw, etc.)

**Testing Materials**

1. The match flame test consists of the application of a flame from a common paper match, held in a horizontal position, one-half inch underneath the material to be tested, and at a constant location for a minimum of fifteen seconds. This test procedure shall be made on three different samples of the material obtained at random and the flame shall be applied at the point or location which, in the judgment of the Fire Official, appears to be most susceptible to ignition.  
Ohio Revised Code
2. If there is any doubt as to the flame resistance of any decorative display material or if it is proposed to use an open flame in your demonstration, full particulars shall be sent to: Cleveland Fire Prevention Bureau, 1645 Superior Avenue, Cleveland, Ohio 44102. Telephone: 216.664.6664.
3. Displays shall not encroach on exit doorways or exit passageways.
4. No portion of a display shall project into any aisle as designated for the particular show.
5. All exhibits with operating cooking appliances shall have a dry chemical or all purpose extinguisher of not less than ten pound capacity in the display area.
6. In areas where seating is provided for 100 or more persons, such seats shall be fastened together in rows not exceeding seven seats to an aisle. Aisles shall be of an approved width.
7. If a fire hose standpipe outlet is located in the exhibit space, it shall be the responsibility of the show management or exhibitor (as the case may be) to provide access to such equipment and, if the view to such equipment is obstructed, to provide signs designating the location of the standpipe outlet.
8. Shredded paper and excelsior packing shall be removed from the building unless it can be returned to tightly closed packing containers.
9. Boxes, crates and cartons from which merchandise has been removed shall be neatly piled in storage areas designated by show management and the Cleveland Fire Prevention Bureau.
10. There shall be no storage of cartons, boxes or other combustible materials behind individual displays unless approved by the Fire Prevention Bureau Inspector.
11. The display of automobiles, trucks and operating equipment shall be in conformity with the regulations contained in the Cleveland Fire Prevention’s Standard Operating Procedure #17, “Fire Safety Regulations for Displaying of Automobiles, Trucks & Operating Equipment.”



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**OHIO PROGRESSIVE INTERNATIONAL**

**MOTORCYCLE SHOW**

**JANUARY 24 - 26, 2020**

12. There shall be a maximum of 150 feet distance between cross aisles. Main aisles in Trade Shows shall be not less than ten feet in width and cross aisles shall be a minimum of eight feet in width. Main aisles in Public Shows shall be not less than twelve feet in width and cross aisles a minimum of ten feet in width. Any deviations from the above measurements shall be made only with approval of the Fire Prevention Bureau Inspector.
13. All displays with open flame or other operations which may be hazardous to the public shall be properly shielded to protect the public.  
National Fire Protection Association 51
14. All flammable liquid containers in displays shall be empty unless approved by the Fire Official.  
Municipal Code, Section 383.14(a)

**Gases – Shows Open to the General Public**

A maximum of five pounds of liquefied petroleum gas is permitted on the premises. This must be approved by the Cleveland Fire Prevention Bureau and the I-X Center. Proper permits shall be obtained from the Cleveland Fire Prevention Bureau.

**Gases – Trade Shows**

1. Installation and operation of welding, cutting and related equipment shall be done by or under the supervision of a competent operator to insure the personal protection of viewers and demonstrators from fire, as well as the protection of materials in and around the demonstration area and the building itself.
2. Cylinders containing compressed gases when furnished for use in public demonstrations conducted in connection with exhibitions, conventions and displays shall not be charged in excess of one-half their maximum permissible content. (Cylinders of non-liquefied gases and acetylene shall be charged to not more than one-half their maximum permissible pressure in pounds per square inch. Cylinders of liquefied gases shall be charged to not more than one-half the permissible capacity in pounds.)
3. Cylinders located at the demonstration site shall be connected for use, except that enough additional cylinders may be stored at the demonstration site to furnish approximately one day's consumption of each gas used. Other cylinders shall be stored in an approved storage area, preferably out-of-doors, but in no case shall this storage area be located adjacent to an exit intended for the safe egress of people.
4. Cylinders in excess of 40 pounds total weight, being transported to or from a demonstration site, shall be carried on a hand or motorized truck.
5. Exhibitors are permitted to have only one day's fuel supply in the exhibit area. No fuel delivery will be permitted to individual exhibits during show hours.
6. The demonstration site shall be constructed, equipped and operated in such a manner that the demonstration may be carried on without injury to the viewers, who may not be familiar with the safe practices involved.
7. Demonstration sites using compressed gases shall not be located so as to interfere with the egress of people during an emergency.
8. The Fire Prevention Bureau shall be notified in advance of such public demonstrations. The use of gases are subject to the approval of the Cleveland Fire Prevention Bureau, and if approved, proper permits shall be obtained for such use.
9. In addition to permanent fire protection equipment, each demonstration site involving oxygen or a flame from a compressed gas, shall be equipped with a dry powder or ABC fire extinguisher of adequate capacity for the risk involved.
10. Non-combustible guards shall be provided to the extent necessary to collect and confine sparks and molten metal from welding and cutting operations to protect viewers' eyes, skin and clothing as well as nearby combustible materials.
11. Hoses shall be located and protected so that they will not be physically damaged.
12. Flames from welding, cutting and heating operations shall not be directed in a manner which would expose any viewer to injury from the flame.
13. To preclude unauthorized operation of equipment, cylinder valves shall be closed when the equipment is unattended.
14. Cylinders should be located, secured or chained to avoid being knocked over.
15. Exhibits in trade shows requiring venting shall be located where it will be serviced by a direct vent.
16. Boiler installations shall be made only under a permit obtained from the Commissioner of Buildings.
17. All floor plans shall be submitted to the Fire Prevention Bureau for approval at least ninety days in advance of the opening date for the show or exhibition.

*Standard Operating Procedure 17*

Cleveland Fire Prevention

Fire Safety Regulations for

**Displaying of Automobiles, Trucks & Operating Equipment**

With the permission of the Chief of the Division of Fire or his authorized representative, automobiles, trucks and operating equipment may be displayed in buildings under the following conditions:



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***OHIO PROGRESSIVE INTERNATIONAL***

***MOTORCYCLE SHOW***

***JANUARY 24 - 26, 2020***

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1. The specific area and method of displaying automobiles, trucks and operative equipment shall be subject to the approval of the inspecting Fire Official. No automobile, truck or operating equipment shall be displayed in front of, or on any means of egress, or obstruct access to or visibility of, any exit door.
  2. Separate displays of non-operating engine blocks, running gear or chassis shall not be limited in number. The display of operative mechanical equipment shall be subject to the approval of the inspecting Fire Official prior to the installation.
  3. No vehicle shall be driven into the display area under its own power, except with the permission of the inspecting Fire Official.
  4. Vehicles shall be limited to one-eighth of a tank of fuel before being brought into the public halls. The vehicles will be inspected by personnel from the Cleveland Fire Prevention Bureau. Any vehicle found to contain more than one-eighth of a tank will be required to be removed from the halls.  
Diesel-fueled vehicles or equipment need not be drained.
  5. The fuel filler cap shall be locked or taped in place.
  6. All batteries shall be disconnected and the battery cable clamps taped.
  7. The Fire Prevention Bureau shall be notified of the date on which the vehicle(s) or equipment arrives and leaves, as well as the time, location and number of vehicle(s) and/or equipment which will be displayed.
  8. Gasoline, diesel or liquefied petroleum operating equipment or vehicles may be permitted only with the approval of the inspecting Fire Official. If permitted, the vehicle(s) or equipment shall contain a maximum of one day's fuel supply.
  9. Auxiliary equipment or accessories operated by the electrical system of the main equipment may be permitted with the approval of the Inspector, provided all other pertinent requirements are met. (A person familiar with the use and operation of hand operated fire extinguishing equipment shall be present at the time the equipment is being operated.)
  10. Approved hand fire extinguishers (10# ABC) shall be in the immediate vicinity as directed by the inspecting Fire Official, and no storage of fuel shall be made in the area.  
Exceptions to the above Standard Operating Procedure shall be made only by the Chief of the Fire Prevention Bureau or his representative.





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**MOTORCYCLE SHOW**

**JANUARY 24 - 26, 2020**

### **Payment Policies**

**Payment in full is required for all service orders.** To qualify for advance rates, full payment (including tax) must be submitted with service orders and received by **January 8, 2020**. Please allow at least 5 business days for mailing. Standard rates will apply to all orders received after **January 8, 2020**. **Service orders will be processed upon receipt of complete information and full payment.**

Unit prices do not include state and local tax. A tax exemption certificate must accompany service orders if exempt from Ohio state sales tax.

If arrangements have been made for a third party (Exhibitor Appointed Contractor) to manage exhibitor's display and be responsible for payment of charges, the AUTHORIZATION FOR THIRD PARTY BILLING form must be completed and accompany Service Order Forms. The exhibiting firm and the third party (collectively "Responsible Parties") shall be jointly and severally obligated to pay the I-X Center for all charges related to services rendered to the third party. All charges are due and payable upon receipt, in accordance with the I-X Center Payment Policies. By executing the AUTHORIZATION FOR THIRD PARTY BILLING form, both of the Responsible Parties covenant with the I-X Center that the Responsible Parties will be bound by and will comply with the provisions set forth in the AUTHORIZATION FOR THIRD PARTY form.

Please contact the I-X Service Center before the close of show regarding any billing discrepancies. Adjustments will only be considered prior to the close of show. Credit balances will be refunded via I-X Center corporate check or applied to the charge card on file before final invoicing. A 2% monthly interest charge will be added to any unpaid balance.

**PAYMENT OPTIONS** –The I-X Service Center accepts the following forms of payment:

- **Charge Card**...MasterCard, VISA, American Express or Discover. Please complete the CHARGE CARD AUTHORIZATION form included in this Exhibitor Manual.
- **Company Check**...Attach with Service Order Forms. The CHARGE CARD AUTHORIZATION form may also be submitted for any additional charges incurred at show site. Make checks payable to the I-X Service Center. A \$30.00 fee will be charged and another form of payment will be required if a check is returned.
- **Cash, Money Orders or Travelers Checks**
- **Wire Transfers**...Call the I-X Service Center for instructions.

**All payments must be in U. S. funds and drawn on a U. S. bank.**

Should you have questions or need additional assistance, please call the I-X Service Center at 800.IXCENTER or 216.265.2500.

**PLEASE ADVISE YOUR BOOTH REPRESENTATIVE OF I-X CENTER PAYMENT POLICIES.**

### **Ordering Instructions**

1. Complete the necessary forms and calculate the total of each service. Use the information on the **SERVICE ORDER FORMS** and the **ADVANCE RATE DEADLINE** or **DATE DUE** as a guide.
2. Review the **PAYMENT POLICIES** form. Service orders will be processed upon receipt of complete information and full payment. Complete the **CHARGE CARD AUTHORIZATION** form with an authorized signature to permit charges of advance and on-site service orders.
3. Complete the **AUTHORIZATION FOR THIRD PARTY BILLING** form when using a third party (Exhibitor Appointed Contractor).
4. Complete the **ORDER RECAP** form.
5. Mail, fax or email the original forms and the **ORDER RECAP** form with full payment to:

**I-X Center Corporation**

Attn.: I-X Service Center

One I-X Center Drive

Cleveland, Ohio 44135

Phone: 800.492.3683

Fax: 216.265.7300

Email: [services@ixcenter.com](mailto:services@ixcenter.com)

6. Retain a copy of all **SERVICE ORDER FORMS** for your files.

All orders received **AFTER JANUARY 8, 2020** will be invoiced at "standard" rates, including those placed on-site at the I-X Service Center.





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**OHIO PROGRESSIVE INTERNATIONAL**

**MOTORCYCLE SHOW**

**JANUARY 24 - 26, 2020**

**Date Due: 01/08/20**

**Order Recap**

Company Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

**Authorized Signature (First, MI, Last):** \_\_\_\_\_

Print Name of Authorized Signer: \_\_\_\_\_

Print Title of Authorized Signer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

On-Site Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**All services performed will be subject to the terms and conditions set forth under "Limits of Liability and Responsibility" contained in this Exhibitor Manual. Completion of this form authorizes the I-X Center to provide services ordered and confirms acceptance of the terms and conditions as outlined in this Exhibitor Manual.**

**TOTALS FROM ALL I-X SERVICE ORDER FORMS**

SHIPPING & MATERIAL HANDLING	\$ _____
RIGGING LABOR	\$ _____
INSTALLATION & DISMANTLING LABOR	\$ _____
STANDARD FURNISHINGS, ACCESSORIES & DRAPE	\$ _____
CARPET	\$ _____
ELECTRICAL	\$ _____
ELECTRICAL LABOR	\$ _____
INTERNET	\$ _____
PARKING	\$ _____
DRIVE-IN PRIVILEGE	\$ _____
CLEANING	\$ _____

\$ _____
<b>Amount Due &amp; Enclosed</b>

**Include this form with CHARGE CARD AUTHORIZATION and Service Order Forms**



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**JANUARY 24 - 26, 2020**

**Date Due: 01/08/20**

**Charge Card Authorization**

**If paying by charge card, please complete:**

<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA	<input type="checkbox"/> American Express	<input type="checkbox"/> Discover
Account Number:	Expiration Date:	*Code:	
Cardholder's Name (as appears on card): <i>(Please print clearly)</i>			
Authorized Signature: _____ All services performed will be subject to the terms and conditions set forth under "Limitation of Liability and Responsibility for I-X Center Services" contained in this I-X Exhibitor Manual. By completing this form as directed, we authorize the I-X Center to provide services ordered and accept the terms and conditions outlined in this I-X Exhibitor Manual.			
Cardholder's Billing Address:			
City:	State:	Zip Code:	
Exhibiting Company's Name:		Booth Number:	
Ordered By:			
Phone Number:			
Email:			
Fax Number:			

\*The code appearing on the signature panel of your charge card is required to process payment for services.

Charges incurred for services delivered at show site for the above exhibiting company will automatically be charged to the above charge card.

**Include this form with ORDER RECAP and Service Order Forms**



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**JANUARY 24 - 26, 2020**

**Date Due: 01/08/20**

**Authorization for Third Party Billing**

If arrangements have been made for a third party (**Exhibitor Appointed Contractor**) to manage exhibitor's display and be responsible for payment of charges, **BOTH FIRMS MUST COMPLETE AND SIGN THIS FORM**, and return with Service Order Forms by **January 8, 2020**. The exhibiting firm and the third party (collectively "Responsible Parties") shall be jointly and severally obligated to pay the I-X Center for all charges related to services rendered to the third party. All charges are due and payable upon receipt, in accordance with the I-X Center **Payment Policies**. By executing this form, both of the Responsible Parties covenant with the I-X Center that the Responsible Parties will be bound by and will comply with the provisions set forth in this form.

**Exhibiting Firm**

**Third Party (EAC)**

Name of Exhibiting Firm			Booth Number	Name of Third Party (EAC)		
Address				Address		
City	State	Zip Code		City	State	Zip Code
Phone		Fax		Phone		Fax
Authorized Signature				Authorized Signature		
Print Name of Authorized Signer				Print Name of Authorized Signer		
Print Title of Authorized Signer				Print Title of Authorized Signer		

**Exhibiting Firm:**

<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA	<input type="checkbox"/> American Express	<input type="checkbox"/> Discover
Account Number:		Expiration Date:	*Code:
Cardholder's Name (Print):			
Cardholder's Billing Address (Print):			
Authorized Signature:			

**Third Party (EAC):**

<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA	<input type="checkbox"/> American Express	<input type="checkbox"/> Discover
Account Number:		Expiration Date:	*Code:
Cardholder's Name (Print):			
Cardholder's Billing Address (Print):			
Authorized Signature:			

**\*The code appearing on the signature panel of your charge card is required to process payment for services. Charges incurred for services delivered at show site for the above exhibiting company will automatically be charged to the above charge card.**

**Include this form with ORDER RECAP and Service Order Forms**



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**JANUARY 24 - 26, 2020**

**Date Due: 01/08/20**

**Shipping & Material Handling Service Order Form**

**When recording weight, round up to the nearest 100 pounds, minimum 200 pounds per shipment.**

**Advance to Warehouse – Crated & Palletized** (maximum 5,000 lbs. per piece)

We will ship \_\_\_\_\_ pieces @ \_\_\_\_\_ lbs.

Rate per cwt. **\$47.30** x \_\_\_\_\_ cwt. (minimum 2 cwt.) =

Sub Total: \$ \_\_\_\_\_

**Advance to Warehouse – Uncrated & Unpalletized** (maximum 5,000 lbs. per piece)

We will ship \_\_\_\_\_ pieces @ \_\_\_\_\_ lbs.

Rate per cwt. **\$59.10** x \_\_\_\_\_ cwt. (minimum 2 cwt.) =

Sub Total: \$ \_\_\_\_\_

**Direct to Show Site Display Material - Crated & Palletized**

We will ship \_\_\_\_\_ pieces @ \_\_\_\_\_ lbs.

Rate per cwt. **\$30.90** x \_\_\_\_\_ cwt. (minimum 2 cwt.) =

Sub Total: \$ \_\_\_\_\_

**Direct to Show Site Display Material - Uncrated & Unpalletized**

We will ship \_\_\_\_\_ pieces @ \_\_\_\_\_ lbs.

Rate per cwt. **\$38.80** x \_\_\_\_\_ cwt. (minimum 2 cwt.) =

Sub Total: \$ \_\_\_\_\_

**Overtime Shipments**

We will ship \_\_\_\_\_ pieces @ \_\_\_\_\_ lbs.

Plus **25%** of drayage rate x \_\_\_\_\_ cwt. (minimum 2 cwt.) =

Sub Total: \$ \_\_\_\_\_

**Shipments Requiring Special Handling**

We will ship \_\_\_\_\_ pieces @ \_\_\_\_\_ lbs.

Plus **25%** of drayage rate x \_\_\_\_\_ cwt. (minimum 2 cwt.) =

Sub Total: \$ \_\_\_\_\_

**Small Package** (maximum 5 lbs.)

We will ship \_\_\_\_\_ small packages.

Rate per piece **\$24.60** x \_\_\_\_\_ pieces =

Sub Total: \$ \_\_\_\_\_

**Rolling Stock (motorcycles, all terrain vehicles)**

We will ship \_\_\_\_\_ pieces.

Rate per piece **\$35.25** x \_\_\_\_\_ pieces =

Sub Total: \$ \_\_\_\_\_

**Display Trailer – Refer to the Drive-In Privilege Service Order Form**

**Material Handling Rates:**

**MATERIAL HANDLING RATES FOR ADVANCE SHIPMENTS TO WAREHOUSE**

- Advance rates apply to freight received prior to Wednesday, January 22.

**MATERIAL HANDLING RATES FOR DIRECT TO SHOW SITE DISPLAY MATERIAL**

- Direct to site rates apply to freight received on Wednesday, January 22 and throughout event.

**MATERIAL HANDLING RATES FOR OVERTIME SHIPMENTS**

- Overtime rates apply to all shipments received before 8:00 a.m. and after 2:00 p.m. Monday through Friday, and all day Saturday, Sunday and holidays.

**MATERIAL HANDLING RATES FOR SHIPMENTS REQUIRING SPECIAL HANDLING**

- Special handling rates apply to shipments that require additional handling such as ground unloading, side door unloading, constricted space unloading, designated piece unloading, stacked shipments and uncrated carpet.

**SMALL PACKAGE SHIPMENTS**

- Shipments received without receipts or freight bills, such as UPS, Federal Express, Express Mail, etc., will be delivered to booth without guarantee of piece count or condition. No liability will be assumed by the I-X Center for such shipments.

**IMPORTANT NOTE:**

- Material Handling rates are calculated on a round trip basis.
- Invoicing will be based on actual weight received as listed on I-X Center on-site scale weight ticket.
- A certified weight ticket, bill of lading or other documentation (i.e., spec sheet or invoice) must accompany all deliveries.
- When carrying multiple shipments driver must present individual weight tickets or bills of lading for each shipment.

All services performed will be subject to the terms and conditions set forth under "Limits of Liability and Responsibility" in this Exhibitor Manual.

Summary of Services (Total Cost)
<b>Total: \$</b> _____
<b>Please enter total on Order Recap Form.</b>

Sub Total:	_____
8% Sales Tax:	_____
<b>Total:</b>	_____

**Exhibiting Firm:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_



**INTERNATIONAL EXPOSITION CENTER**

**I-X SERVICE CENTER**

One I-X Center Drive • Cleveland, Ohio 44135

Phone: 216.265.2500 or 800.492.3683

Fax: 216.265.7300 or Email: [services@ixcenter.com](mailto:services@ixcenter.com)

**OHIO PROGRESSIVE INTERNATIONAL**

**MOTORCYCLE SHOW**

**JANUARY 24 - 26, 2020**

**Shipping/Material Handling Instructions  
& Limits of Liability and Responsibility**

*Shipping Instructions*

**ADVANCE SHIPMENTS TO THE WAREHOUSE**

- Shipments may be received at the I-X Center warehouse **up to 30 days prior to move-in with no additional storage fees. All freight received more than 30 days prior to move-in will be invoiced at an additional \$15.15 per cwt. per month.**
- Shipments must be sent PREPAID. Collect shipments will be refused.
- Shipments must arrive between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday. No shipments will be received at the warehouse on weekends or holidays.
- Maximum weight per piece accepted at the warehouse is 5,000 lbs.
- I-X Center must be notified 48 hours before arrival of advance shipment.
- Advance shipments that can be received at warehouse must be crated or palletized and able to be unloaded at dock with no additional handling required.
- Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills, will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by the I-X Center for such shipments.
- There is a 200-lb. minimum charge per shipment for advance shipments.
- Label each crate, package, etc., as follows:
  - TO: (Exhibiting Company's Name & Booth Number)
  - FOR: Ohio Progressive International Motorcycle Show
  - C/O: I-X Center
  - One I-X Center Drive
  - Cleveland, OH 44135
- Advance shipping rate includes all labor and equipment required to unload shipment, up to 30 days storage, delivery to booth, removal, storage and return of empty containers, and reloading on outbound carrier.

**DIRECT SHIPMENTS TO SHOW SITE**

- Shipments must be sent PREPAID. Collect shipments will be refused.
- It is exhibitor's responsibility to inform carrier of proper date for direct deliveries to show site.
- Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills, will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by I-X Center for such shipments.
- There is a 200-lb. minimum charge per shipment for direct to show site shipments.
- Label each crate, package, etc., as follows:
  - TO: (Exhibiting Company's Name & Booth Number)
  - FOR: Ohio Progressive International Motorcycle Show
  - C/O: I-X Center
  - One I-X Center Drive
  - Cleveland, OH 44135
- Direct to show site shipping rates include delivery to booth, removal, storage and return of empty containers, and reloading on designated vehicle at close of event.

**RIGGING LABOR AND EQUIPMENT**

See the RIGGING LABOR AND EQUIPMENT SERVICE ORDER FORM located in this Exhibitor Manual for rigging labor to unbolt, uncrate, unskid, assemble, position, level, bolt, crate and skid machinery and/or equipment.

**INBOUND BILL OF LADING OR DELIVERY RECEIPT**

- All shipments must have a bill of lading or delivery receipt showing number of pieces, weight and description of merchandise. Copies of bills of lading, including pro number, should be mailed to the I-X Service Center as soon as shipments are made.
- Send a copy of your bill of lading to the person in charge of installing your display for assistance in tracing shipments.

**EMPTY CONTAINER LABELS**

- Empty labels for storage of containers during the show will be available at the I-X Service Center and Freight Desk. Affixing the labels is the sole responsibility of the exhibitor or their representative. All previous labels should be removed. Empty crates or containers will not be accessible after removal from the booth unless prior arrangements are made for accessible storage at the I-X Service Center or Freight Desk. The I-X Center assumes no responsibility for: Exhibitor's disregard of procedures  
Removal of containers with old empty labels and without I-X Center labels  
Improper information on empty labels  
Materials stored in containers labeled "empty"



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**OHIO PROGRESSIVE INTERNATIONAL**

**MOTORCYCLE SHOW**

**JANUARY 24 - 26, 2020**

**SPECIAL RATES AND SERVICES**

- Steel banding, pallets and shrink wrap are available for purchase at the I-X Service Center.

**AGREEMENT OF TERMS**

- The exhibitor accepts the responsibility for the payment of charges in connection with handling of the shipment and guarantees payment to the I-X Center for the service provided.

**OUTBOUND SHIPPING**

- Each exhibitor or their representative will be expected to label his exhibit materials, notify carrier and furnish shipping information. Labels and I-X Bills of Lading are available at the Freight Desk. The I-X Center reserves the right to route, via an alternative carrier, freight not removed from the exhibit area after the final day of move-out. No liability will be assumed by the I-X Center as a result of such re-routing or handling.
- Any freight brought back to the warehouse for special pick up will incur additional charges.
- Note: Outbound shipping is not automatic. **The exhibitor must notify carrier, label freight and submit an I-X Bill of Lading to the Freight Desk to have any material moved from the booth space back to the dock for outbound loading.**

**INSURANCE**

- **To protect yourself from unexpected losses every exhibitor's property should be insured from the time it leaves their possession until the time it is returned to their possession. It is suggested that exhibitors arrange all risk coverage.**

**LIMITS OF LIABILITY AND RESPONSIBILITY – I-X CENTER SERVICES**

1. I-X Center Corporation shall not be responsible for damage to materials and equipment, including uncrated items, items improperly packed or concealed damage.
2. I-X Center Corporation shall not be responsible for loss, theft or disappearance of exhibitor's property.
3. I-X Center Corporation shall not be responsible for loss or damage to exhibit property related to delivery of I-X Center Services unless damages are the direct result of I-X Center's gross negligence.
4. I-X Center Corporation shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any cause beyond its control.
5. I-X Center Corporation's liability shall be limited to the physical loss or damage to the specific property which is lost or damaged, and in any event the I-X Center Corporation's maximum liability shall be limited to the following: Material Handling, \$0.30 per pound per article with a maximum liability of \$1,000.00 per shipment, whichever is less; for all I-X Center Services, actual damages or \$1,000.00, whichever is less.
6. I-X Center Corporation shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's property.
7. Claims for loss or damage must be submitted to I-X Center Corporation prior to the close of the show.
8. The consignment or delivery of property to I-X Center Corporation by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

**IMPORTANT: Refer to the SHIPPING AND MATERIAL HANDLING SERVICE ORDER FORM in this Exhibitor Manual for rate information.**



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***OHIO PROGRESSIVE INTERNATIONAL***

***MOTORCYCLE SHOW***

***JANUARY 24 - 26, 2020***

**From:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INTERNATIONAL EXPOSITION CENTER**

**I-X Services**

**ADVANCE TO WAREHOUSE**

**Rec'd before Jan. 22**

**Event:**

**OHIO PROGRESSIVE INTERNATIONAL  
MOTORCYCLE SHOW  
January 24 – 26, 2020**

**Exhibitor:** \_\_\_\_\_

**Booth Number:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**To: I-X Service Center  
Door 35A  
One I-X Center Drive  
Cleveland, Ohio 44135**

**From:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INTERNATIONAL EXPOSITION CENTER**

**I-X Services**

**ADVANCE TO WAREHOUSE**

**Rec'd before Jan. 22**

**Event:**

**OHIO PROGRESSIVE INTERNATIONAL  
MOTORCYCLE SHOW  
January 24 – 26, 2020**

**Exhibitor:** \_\_\_\_\_

**Booth Number:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**To: I-X Service Center  
Door 35A  
One I-X Center Drive  
Cleveland, Ohio 44135**

**From:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INTERNATIONAL EXPOSITION CENTER**

**I-X Services**

**DIRECT TO SHOW SITE**

**Rec'd on Jan. 22 and throughout Event**

**Event:**

**OHIO PROGRESSIVE INTERNATIONAL  
MOTORCYCLE SHOW  
January 24 – 26, 2020**

**Exhibitor:** \_\_\_\_\_

**Booth Number:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**To: I-X Service Center  
Door 35A  
One I-X Center Drive  
Cleveland, Ohio 44135**

**From:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INTERNATIONAL EXPOSITION CENTER**

**I-X Services**

**DIRECT TO SHOW SITE**

**Rec'd on Jan. 22 and throughout Event**

**Event:**

**OHIO PROGRESSIVE INTERNATIONAL  
MOTORCYCLE SHOW  
January 24 – 26, 2020**

**Exhibitor:** \_\_\_\_\_

**Booth Number:** \_\_\_\_\_

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**OHIO PROGRESSIVE INTERNATIONAL**

**MOTORCYCLE SHOW**

**JANUARY 24 - 26, 2020**

**Date Due: 01/08/20**

**Rigging Labor & Equipment Service Order Form**

*Please call the I-X Service Center for availability and pricing on equipment not listed.*

**RIGGING**

Description	Straight Time	Overtime	Double Time
Forklift 6K W/Operator	\$116.40/hr.	\$174.60/hr.	\$232.80/hr.
Forklift 8K W/Operator	\$139.60/hr.	\$209.40/hr.	\$279.20/hr.
Aerial Lift W/Crew	\$284.40/hr.	\$426.60/hr.	\$568.80/hr.
I-X Supervision* - (25% of Total Labor Work Order)			

Date Requested	Time Requested	No. of Men/Equip.	No. of Hours Each	Total Hours	Hourly Rate	Total Amount

*\*Booth layout and instructions must accompany order for I-X Supervision with estimated payment.*

**Rigging Labor and Equipment Service Information:**

- 1) Straight time labor rates will apply 8:00 a.m. to 4:30 p.m. Monday through Friday. Overtime labor rates will apply after 4:30 p.m. Monday through Friday, and Saturday 8:00 a.m. to 4:30 p.m. Double time labor rates will apply after 12:00 midnight to 8:00 a.m. Monday through Friday, after 4:30 p.m. Saturday, and all day Sunday and holidays
- 2) Forklift services must be requested at the Labor Desk and will be provided upon availability.
- 3) If exhibitor is not present in booth when scheduled crew arrives, a 1-hour charge per crew will result.
- 4) All equipment ordered except cranes (quoted upon request) is subject to a 1-hour minimum charge per unit.
- 5) All rates quoted are based on an hourly rate.
- 6) Labor and material charges will be based on actual time and materials used.
- 7) Labor is charged in hourly increments.
- 8) Labor cancelled without a 24-hour notice will be charged a 1-hour cancellation fee per worker.
- 9) All crews must be supervised by an exhibitor or his representative unless arrangements have been made in advance with the I-X Center.
- 10) The I-X Center reserves the right to adjust labor hours/crew size to meet safety and schedule requirements.
- 11) In exhibitor's absence, I-X Supervision is required for specific material and/or equipment placement. A supervision fee of 25% will be charged. Booth layout and instructions must accompany order for I-X Supervision.
- 12) When I-X Supervision is required for the dismantling of your booth, it is necessary to make arrangements with your carrier to pick up your freight on the last day of move-out.

All services performed will be subject to the terms and conditions set forth under "Limits of Liability and Responsibility" in this Exhibitor Manual.

Summary of Services (Total Cost)
<b>Total: \$</b> _____
<b>Please enter total on Order Recap Form.</b>

Sub Total:	_____
8% Sales Tax:	_____
<b>Total:</b>	_____

**Exhibiting Firm:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_



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**OHIO PROGRESSIVE INTERNATIONAL**

**MOTORCYCLE SHOW**

**JANUARY 24 - 26, 2020**

**Date Due: 01/08/20**

**Installation & Dismantling Labor Service Order Form**

**SUPERVISION BY I-X CENTER**

**SUPERVISION BY EXHIBITOR APPOINTED CONTRACTOR:** \_\_\_\_\_

EAC NAME (Third Party)

**LABOR**

Description	Straight Time	Overtime	Double Time
Display Technician	\$88.80/hr.	\$133.20/hr.	\$177.60/hr.
Display Technician – Foreman	\$93.10/hr.	\$139.65/hr.	\$186.20/hr.
I-X Supervision – (25% of Total Labor Work Order)			

Date Requested	Time Requested	No. of Technicians	No. of Hours Each	Total Hours	Hourly Rate	Total Amount

**Carpet Installation/Dismantle**     **Display Installation/Dismantle**

**Installation & Dismantling Labor Service Information:**

- 1) Straight time labor rates will apply 8:00 a.m. to 4:30 p.m. Monday through Friday. Overtime labor rates will apply after 4:30 p.m. Monday through Friday, and Saturday 8:00 a.m. to 4:30 p.m. Double time labor rates will apply after 12:00 midnight to 8:00 a.m. Monday through Friday, after 4:30 p.m. Saturday, and all day Sunday and holidays.
- 2) Exhibitors may use up to 3 of their own employees for booth set up/dismantling. If more than 3 exhibitor employees are used for a set up/dismantling crew, the 4th worker must be an I-X Center worker. If larger crews are needed the 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> worker may be exhibitor employees, however the 8<sup>th</sup> worker must be an I-X Center worker. Exhibitor employees are defined as those having been on the payroll for a minimum of 60 days prior to the event; otherwise, booth set up/dismantling must be performed by I-X Center personnel. Proof of employment (i.e., recent pay stub) must be provided upon request of I-X Center management.
- 3) You may employ the services of an Exhibitor Appointed Contractor (EAC) for SUPERVISION ONLY. All labor must be performed by I-X Center personnel. The I-X Center must approve the use of all Exhibitor Appointed Contractors (EACs).
- 4) When I-X Supervision is ordered, all work will be done on straight time when possible and a supervision fee of 25% will be charged. After arrival at the exhibit site and upon completion of inspection, exhibitor must return to the Labor Desk to approve work order. Should exhibitor fail to inspect and approve work order prior to close of show, credits will not be issued. Minimum labor charge: 2 workers, 1 hour each for installation, same minimum applies for dismantling.
- 5) When more than 4 I-X Center Display Technicians are ordered, the 5<sup>th</sup> must be a foreman.
- 6) Power-operated equipment may not be used by an exhibitor to set up or dismantle unless I-X labor is ordered. Battery operated hand tools are permitted.
- 7) One hour per worker will be charged for labor ordered but not used.
- 8) Only 8:00 a.m. labor calls will be guaranteed.
- 9) Labor and material charges will be based on actual time and materials used.
- 10) Labor is charged in hourly increments.
- 11) Labor cancelled without a 24-hour notice will be charged a 1-hour cancellation fee per worker.
- 12) The I-X Center reserves the right to adjust labor hours/crew size to meet safety and schedule requirements.
- 13) When I-X Supervision is required for the dismantling of your booth, it is necessary to make arrangements with the carrier to pick up freight on the last day of move-out.

All services performed will be subject to the terms and conditions set forth under "Limits of Liability and Responsibility" in this Exhibitor Manual.

Summary of Services (Total Cost)
<b>Total: \$</b> _____
<b>Please enter total on Order Recap Form.</b>

Sub Total:	_____
8% Sales Tax:	_____
<b>Total:</b>	_____

**Exhibiting Firm:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_



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**OHIO PROGRESSIVE INTERNATIONAL**

**MOTORCYCLE SHOW**

**JANUARY 24 - 26, 2020**

**Advance Rate Deadline: 01/08/20**

**Standard Furnishings, Accessories & Drape Service Order Form**

**SEATING/ACCESSORIES**

Qty.	Item	Adv. Rate	Std. Rate	Total Amount
	Side Chair	\$26.40	\$34.30	
	Stool	\$52.50	\$68.30	
	Wastebasket	\$10.40	\$13.50	

**DRAPED DISPLAY TABLES (Color: Black, Blue, Burgundy, Gold, Green, Plum, Red, Silver, Teal, White, Green 30" only)**

Qty.	Item	Color	Adv. Rate	Std. Rate	Total Amount
	4' Table (30"H x 24"W)		\$59.50	\$ 77.40	
	6' Table (30"H x 30"W)		\$78.80	\$102.40	
	8' Table (30"H x 30"W)		\$96.70	\$125.70	
	4 <sup>th</sup> Side Draped (30" Skirting)		\$27.60	\$ 35.90	

**DRAPED DISPLAY COUNTERS (Color: Black, Blue, Burgundy, Gold, Green, Plum, Red, Silver, Teal, White)**

Qty.	Item	Color	Adv. Rate	Std. Rate	Total Amount
	4' Counter (39"H x 24"W)		\$ 67.50	\$ 87.80	
	6' Counter (39"H x 30"W)		\$ 87.10	\$113.20	
	8' Counter (39"H x 30"W)		\$104.60	\$136.00	
	4 <sup>th</sup> Side Draped (39" Skirting)		\$ 34.30	\$ 44.60	

**BOOTH DRAPING – 4' Wide, 10' Minimum (Color: Black, Blue, Burgundy, Green, Plum (8' only), Red, Silver, Teal, White)**

Qty.	Item	Unit	Color	Adv. Rate	Std. Rate	Total Amount
	3' High Drape*	Ft.		\$ 10.00	\$13.00	
	8' High Drape*	Ft.		\$13.50	\$17.60	

\*10 foot minimum

**Standard Furnishings, Accessories & Drape Service Information:**

- 1) Price includes delivery to booth and removal at close of show.
- 2) Draped tables are draped on front and sides of table only.
- 3) All orders received without a color selection will automatically be assigned a color by our decorating department.
- 4) Minimum drape order is 10'.
- 5) Cancellations and/or changes are subject to a 30% cancellation fee.
- 6) All items are subject to availability. The I-X Center reserves the right to substitute.
- 7) Please call the I-X Service Center for pricing and availability of items not listed.

All services performed will be subject to the terms and conditions set forth under "Limits of Liability and Responsibility" in this Exhibitor Manual.

Summary of Services (Total Cost)
<b>Total: \$</b> _____
<b>Please enter total on Order Recap Form.</b>

Sub Total:	_____
8% Sales Tax:	_____
<b>Total:</b>	_____

**Exhibiting Firm:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_



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**OHIO PROGRESSIVE INTERNATIONAL**

**MOTORCYCLE SHOW**

**JANUARY 24 - 26, 2020**

**Advance Rate Deadline: 01/08/20**

**Carpet Service Order Form**

**STANDARD CARPET (Color: Black, Blue, Charcoal, Red, Silver)**

Qty.	Size	Unit	Color	Adv. Rate	Std. Rate	Total Amount
	10' x 10'	Each		\$125.10	\$162.60	
	10' x 20'	Each		\$250.40	\$325.50	
	10' x 30'	Each		\$375.10	\$487.60	

**STANDARD CUSTOM CUT CARPET (Color: Black, Blue, Charcoal, Red, Silver)**

Footage	Size	Unit	Color	Adv. Rate	Std. Rate	Total Amount
	x	Sq. Ft.		\$ 2.21	\$ 2.87	

**MISCELLANEOUS (Color, Carpet Tape: Black, Blue, Red, Silver)**

Footage	Item	Unit	Color	Adv. Rate	Std. Rate	Total Amount
	Padding	Sq. Ft.	N/A	\$ 1.02	\$ 1.32	
	Carpet Tape	L. Ft.		\$ 1.42	\$ 1.85	
	Visqueen	Sq. Ft.	N/A	\$ 0.89	\$ 1.15	

**Carpet Service Information:**

- 1) Standard carpet rate includes installation of carpet and taping of aisle edge(s) only. Standard carpet and standard custom cut carpet rates do not include visqueen.
- 2) Standard carpet is sold only in 10' widths. Standard custom cut or premium carpet must be ordered if required sizes are in other than 10' increments as listed on the reverse side of this form and/or for booths that exceed 300 square feet.
- 3) Color and seam match is not guaranteed for standard carpet ordered in multiples of 2 or more. Additional tape must be ordered to cover the seam(s) where carpets meet.
- 4) Please call for availability and pricing on premium carpet.
- 5) Standard custom cut carpet and premium carpet rates include installation of carpet, visqueen and taping of all seams.
- 6) All orders received without a color selection will automatically be assigned a color by our decorating department.
- 7) Cancellations and/or changes are subject to a 30% cancellation fee.
- 8) All items are subject to availability. The I-X Center reserves the right to substitute.

All services performed will be subject to the terms and conditions set forth under "Limits of Liability and Responsibility" in this Exhibitor Manual.

Summary of Services (Total Cost)
<b>Total: \$</b> _____
<b>Please enter total on Order Recap Form.</b>

Sub Total:	_____
8% Sales Tax:	_____
<b>Total:</b>	_____

**Exhibiting Firm:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_



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**OHIO PROGRESSIVE INTERNATIONAL**

**MOTORCYCLE SHOW**

**JANUARY 24 - 26, 2020**

**Advance Rate Deadline: 01/08/20**

A booth layout (or the completed UTILITY SERVICE LAYOUT form) and this form must be received with full payment by January 8 to qualify for ADVANCE RATES.

**Electrical Service Order Form**

**120-VOLT SERVICE\***

Qty.	Service	Phase	Adv. Rate	Std. Rate	Total Amount
	10 amp / 1200 watt	1	\$135.80	\$176.50	
	20 amp / 2400 watt	1	\$212.30	\$276.00	

**MISCELLANEOUS ELECTRICAL EQUIPMENT & SERVICES**

Qty.	Service	Adv. Rate	Std. Rate	Total Amount
	Extension Cord 25'	\$42.30	\$55.00	
	24 Hr. Service (100% line rate)	100 %	100 %	
	Power Strip – 6 plug	\$42.30	\$55.00	

**208-VOLT SERVICE\***

Qty.	Service	Phase	Adv. Rate	Std. Rate	Total Amount
	30 amp / 7200 watt	1	\$410.50	\$533.70	
	60 amp / 14400 watt	1	\$537.50	\$698.80	
	30 amp / 10800 watt	3	\$532.10	\$691.70	
	60 amp / 21600 watt	3	\$735.00	\$955.50	

**\*Should any of the following apply, electrical labor is required:**

- Power levels over 20 amp/120-volt
- Distribution from outlets to equipment
- Connections of electrical motors to controls, including wiring of machinery
- Electrical distribution under carpet
- Booth to booth cable runs
- Electrical equipment wiring or repairs
- Co-axial cables run within booth
- Multiple electrical lines with layout

**Electrical Service Information:**

- 1) For basic electrical service ordered, I-X Center electricians will install a 1-plug outlet(s) located at the rear of the booth for all in-line and peninsula booths. Power to island booths is brought to a perimeter location at our discretion. If special placement is required, attach a booth layout or the completed UTILITY SERVICE LAYOUT form and complete the ELECTRICAL LABOR SERVICE ORDER FORM. Electrical materials, including cables and/or extension cords, necessary to provide electrical service according to layout and/or special placement requests will be invoiced at prevailing rates.
- 2) All 208-volt and 480-volt electrical services require a minimum of 1 hour electrical labor for connection and 1 hour electrical labor for disconnection.
- 3) To ensure proper installation of your equipment, and to avoid additional charges, please do not underestimate your wattage requirements. If your total 120-volt requirements exceed 2400 watts, you will need to order multiple line services.
- 4) All electrical equipment used must be UL approved and comply with federal, state and local fire and safety codes. Electricians will refuse connections where exhibitor's wiring or equipment constitutes a safety hazard and/or code violation. All motors ¾ horsepower or larger must be equipped with fused safety switch and overload protection.
- 5) I-X Center electricians are authorized to cut floor coverings to gain access to utility floor ports, permitting the installation of electrical services.
- 6) Power will be turned on 1 hour before show and shut off 1 hour after. Twenty-four hour service is available and requires a minimum 20 amp, 120-volt connection. All dedicated computer lines also require a minimum 20 amp, 120-volt connection.
- 7) The I-X Center is not responsible for damage or inconvenience caused by voltage fluctuation or power failures.
- 8) Labor and material charges will be based on actual time and materials used.
- 9) Lines ordered, installed and not used are non-refundable.
- 10) Utility connections should be requested at the I-X Service Center; connections to machinery, equipment and/or display will be made in the order in which requests are received.

All services performed will be subject to the terms and conditions set forth under "Limits of Liability and Responsibility" in this Exhibitor Manual.

Summary of Services (Total Cost)
<b>Total: \$</b> _____
<b>Please enter total on Order Recap Form.</b>

Sub Total:	_____
8% Sales Tax:	_____
<b>Total:</b>	_____

**Exhibiting Firm:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_





**INTERNATIONAL EXPOSITION CENTER**

**I-X SERVICE CENTER**

One I-X Center Drive • Cleveland, Ohio 44135

Phone: 216.265.2500 or 800.492.3683

Fax: 216.265.7300 or Email: services@ixcenter.com

**OHIO PROGRESSIVE INTERNATIONAL**

**MOTORCYCLE SHOW**

**JANUARY 24 - 26, 2020**

**Date Due: 01/08/20**

**Electrical Labor Service Order Form**

**Please check all boxes that apply:**

- Power levels over 20 amp/120-volt
- Distribution from outlets to equipment
- Connections of electrical motors to controls, including wiring of machinery
- Electrical distribution under carpet
- Booth to booth cable runs
- Electrical equipment wiring or repairs
- Co-axial cables run within booth
- Multiple electrical lines with layout
- Other: \_\_\_\_\_

Labor will be charged in hourly increments per worker, 1 hour minimum per worker.

**ELECTRICAL LABOR**

Date Requested	No. of Electricians	No. of Hours Each	Total Hours	Hourly Rate*	Total Amount

Straight Time Rate: \$102.10 per hour, per worker

Overtime Rate: \$153.15 per hour, per worker

Double Time Rate: \$204.20 per hour, per worker

- Authorized to proceed without exhibitor supervision per enclosed booth layout. The I-X Center will proceed on straight time whenever possible.

**USE THE GRID ON THE UTILITY SERVICE LAYOUT FORM TO ILLUSTRATE ELECTRICAL REQUIREMENTS. A booth layout (or the completed UTILITY SERVICE LAYOUT form) and the ELECTRICAL SERVICE ORDER FORM must be received with full payment by January 9 to qualify for ADVANCE RATES on electrical services.**

**Electrical Labor Service Information:**

- 1) Straight time labor rates will apply 8:00 a.m. to 4:30 p.m. Monday through Friday. Overtime labor rates will apply after 4:30 p.m. Monday through Friday, and Saturday 8:00 a.m. to 4:30 p.m. Double time labor rates will apply after 12:00 midnight to 8:00 a.m. Monday through Friday, after 4:30 p.m. Saturday, and all day Sunday and holidays.
- 2) Electrical outlet(s) ordered will be installed at the rear of the booth for all in-line and peninsula booths. Power to island booths is brought to a perimeter location at our discretion. If special placement is required, attach a booth layout or the completed UTILITY SERVICE LAYOUT form and complete this form. Electrical materials, including cables and/or extension cord, necessary to provide electrical service according to layout and/or special placement requests will be invoiced at prevailing rates.
- 3) Electrical labor necessary to scale electrical to print, layout on floor and/or install under carpet prior to your arrival will be charged at prevailing hourly electrical labor rates. The I-X Center will proceed on straight time whenever possible.
- 4) Exhibitors must supply their own cable and connectors for co-axial and fiber optic cable runs within the booth. Exhibitors must supply special tools, parts or other incidentals required in the assembly, maintenance and dismantle of satellite dishes.
- 5) All 208-volt and 480-volt electrical services require a minimum of 1 hour electrical labor for connection and 1 hour electrical labor for disconnection.
- 6) Electrical labor will be required for jobs requiring tools to connect, splice or mount the apparatus or piece of equipment, distribution of power under carpet or for wire taped above the carpet and distribution of cable, speaker wire, co-axial, fiber optics, etc.
- 7) I-X Center electricians are authorized to cut floor coverings to gain access to utility floor ports, permitting the installation of electrical services.
- 8) Labor will be charged in hourly increments per worker, 1 hour minimum per worker.
- 9) Scheduled electrical labor will result in a 1-hour charge per worker if exhibitor is not present in booth when labor arrives.
- 10) Labor cancelled without a 24-hour notice will be charged a 1-hour cancellation fee per worker.
- 11) Labor and material charges will be based on actual time and materials used.

All services performed will be subject to the terms and conditions set forth under "Limits of Liability and Responsibility" in this Exhibitor Manual.

Summary of Services (Total Cost)
<b>Total: \$</b> _____
<b>Please enter total on Order Recap Form.</b>

Sub Total:	_____
8% Sales Tax:	_____
<b>Total:</b>	_____

**Exhibiting Firm:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_



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**MOTORCYCLE SHOW**

**JANUARY 24 - 26, 2020**

**Advance Rate Deadline: 01/08/20**

A booth layout (or the completed **UTILITY SERVICE LAYOUT** form) and this form must be received with full payment by **January 8** to qualify for **ADVANCE RATES**. Service will not be provided until payment has been received.

**Internet Service Order Form**

Qty.	Description of Service	Unit	Adv. Rate	Std. Rate	Total
<b>Internet Service</b>					
	Shared Ethernet Service (up to 1Mbps)/1 IP Address (wired)* ***( <i>recommended, most reliable</i> )	Each	\$ 731.60	\$ 787.80	
	Shared Ethernet Service (up to 3Mbps)/2 IP Address (wired)* ***( <i>recommended, most reliable</i> )	Each	\$1069.20	\$1125.50	
	Shared Ethernet Service (up to 5Mbps)/3 IP Address (wired)* ***( <i>recommended, most reliable</i> )	Each	\$1519.50	\$1631.90	
	Shared Ethernet Service (up to 10Mbps)/6 IP Address (wired)* ***( <i>recommended, most reliable</i> )	Each	\$2644.90	\$2813.90	
	Additional Connection/1 IP Address** ***( <i>must order Shared Ethernet Service to be eligible for this service</i> )	Each	\$ 168.80	\$ 197.00	
	Wireless Internet Service (up to 256Kbps)/1 IP***	Each	\$ 168.80	\$ 197.00	
	Wireless Internet Service (up to 512Kbps)/1 IP***	Each	\$ 225.20	\$ 253.40	
	Wireless Internet Service (up to 1Mbps)/1 IP***	Each	\$ 281.40	\$ 309.60	
<b>Equipment Rental</b>					
	Switch / Hub Rental (8 port) 10 / 100 Base T	Each	\$ 112.60	\$ 168.80	

Qty.	Description of Service	Unit	Straight	Overtime	Total
<b>Cabling and Configuration Fees</b>					
	Computer Cabling Fee	Hour	\$ 134.10	\$ 213.20	
	Computer / Internet Technician	Hour	\$ 231.50	\$ 329.00	
	Internet Networking Fee	Each	Call	Call	

**The I-X Center is not responsible for connectivity/troubleshooting legacy devices, i.e. Windows XP or later, OS X 10.7 or later.**

\*The purchase of at least 1 **Shared Ethernet Service** is required for wired internet access.

\*\***Additional Connection/1 IP Address.** A maximum of 6 connections/IP addresses per 1Mbps is permitted. For example, if an Exhibitor orders the Shared Ethernet Service (up to 5Mbps)/3 IP Address service, 3 IP addresses are included. The Exhibitor may order a maximum of 27 Additional Connection/1 IP Address services. Additional connections/IP addresses would require the order of a second Shared Ethernet Service. A connection/IP address is required for each computer (or printer) to connect to the internet. The Additional Connection/1 IP Address service is required for each additional computer (or printer) if an IP address is not ordered for each device.

\*\*\*All Internet Services are subject to the I-X Center's policies and I-X Information Systems Management may suspend service to any exhibitor or user if the use is determined to be in violation of the internet usage policies. The I-X Center is the sole provider of Wireless Internet Services within the facility. **Wireless Devices not authorized by The I-X Center are strictly prohibited.**

**This includes: Wireless Access Points, Wireless Routers, MiFi Devices, or any other device that provides shared Wifi internet access.**

*Please refer to reverse side of form for important ordering information.*

**USE THE GRID ON THE UTILITY SERVICE LAYOUT FORM TO ILLUSTRATE INTERNET LINE PLACEMENT.**

Summary of Services (Total Cost)
<b>Total: \$ _____</b>
<b>Please enter total on Order Recap Form.</b>

Sub Total:	_____
8% Sales Tax:	_____
<b>Total:</b>	_____

**Exhibiting Firm:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_





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**OHIO PROGRESSIVE INTERNATIONAL**

**MOTORCYCLE SHOW**

**JANUARY 24 - 26, 2020**

### **Internet Service Information:**

- 1) Straight time labor rates will apply from 8:00 a.m. to 4:30 p.m. Monday through Friday. Overtime labor rates will apply after 4:30 p.m. to 8:00 a.m. Monday through Friday all day Saturday, Sunday and holidays.
- 2) Four to 6 weeks advance notice is recommended.
- 3) Shared Ethernet Service. I-X will supply all communications equipment (hubs, switches, routers) and connect to the internet through I-X shared high bandwidth internet line. If computers and printers are supplied by the I-X or its preferred supplier, I-X will configure the computers and printers. If exhibitor supplies his/her own computers and printers, I-X will furnish the configuration information and exhibitor will configure the computers/printers. I-X will supply all network (category 5 with RJ 45 connectors) cabling within booth. Changes to this arrangement regarding configuration and cabling initiated by the exhibitor will be charged on a time and material basis.
- 4) Additional Connection/1 IP Address. *Prerequisite: must have already ordered Shared Ethernet Service.* A maximum of 6 connections/IP addresses per 1Mbps is permitted. A connection/IP address is required for each computer (or printer) to connect to the internet. Exhibitor may supply his/her own networking equipment and wiring in his/her booth, however the Additional Connection/1 IP Address service fee will still apply if an IP address is not ordered for each device.
- 5) Internet Networking Fee. Dedicated network utilizing I-X fiber optic lines to connect up to 75 computers and printers together into an integrated network, which may or may not have internet access depending upon exhibitor's requirements. The exhibitor will supply all equipment and cabling within networked areas. I-X will furnish (if requested by exhibitor) a connection to the internet through I-X shared high bandwidth internet line. I-X will supply configuration information to the exhibitor, who will be responsible for configuring all equipment. Changes to this arrangement regarding configuration and cabling initiated by the exhibitor will be charged on a time and material basis.
- 6) Internet Services are subject to The I-X Center's policies and I-X IS Management may suspend service to any exhibitor or user if the use is determined to be in violation of the internet usage policies. The I-X Center is the sole provider of Wireless Internet Services within the facility. Wireless Devices not authorized by The I-X Center are strictly prohibited. This includes: Wireless Access Points, Wireless Routers, MiFi Devices, or any other device that provides shared Wifi Internet Access.
- 7) Services ordered, installed/provided and not used are non-refundable.
- 8) Computer Cabling Fee. I-X will provide all category 5 cabling to the booth or exhibit area and within the booth to the individual computers. Any cabling changes initiated by the exhibitor will incur the computer cabling fee. Fees will be billed in 1 hour increments per technician.
- 9) Computer/Internet Technician. I-X will configure any exhibitor's computers and/or printers if rented from I-X or its preferred supplier. If exhibitor supplies his/her own computer equipment, I-X will supply the configuration information to the exhibitor who will be responsible for configuring the computers and/or printers. If exhibitor requires assistance with configuring exhibitor's own supplied equipment, the computer/internet technician fee will apply. After the configuration is established, any configuration changes initiated by the exhibitor will also incur the computer/internet technician fee. Fees will be billed in 1 hour increments per technician.

All services performed will be subject to the terms and conditions set forth under "Limits of Liability and Responsibility" in this Exhibitor Manual.

### **Internet Service – Frequently Asked Questions:**

1. Will the I-X Center set up my computer for me?  
If the I-X Center, or its preferred supplier, furnishes the computers/printers to the exhibitor the I-X Center will configure and set up the computers/printers. If the exhibitor elects to bring his/her own computer equipment, the I-X Center will furnish the configuration information to the exhibitor who will be responsible for doing his/her own configuration. I-X personnel will be available to configure exhibitor supplied computer equipment at the computer/internet technician prevailing rate.
2. May I use my own internet service provider (AOL, iPASS, MSN CompuServe etc.) through modem dial up or ISDN?  
No, the I-X Center is the exclusive Internet Service Provider within our facility. There is a distinct advantage to this system. Our Internet service is a high speed, high bandwidth system. However, you may use an ISDN or dial up modem to connect to other services such as your company's network as long as the connection is a direct connection and not through an Internet Service Provider. Radio stations often broadcast from the I-X Center via an ISDN circuit.
3. May I get my IP addresses and other configuration information in advance?  
Yes, if you place your order during the *Advance Rate* period, I-X will email or fax the configuration information to you. If you place your order during the *Standard Rate* period, the configuration information will be given to you on site when you arrive for move-in. Please understand that our IP addresses are internal only and not directly addressable from outside our facility. If you need an IP address that can be accessed from outside the I-X Center, arrangements must be made with the I-X Center during the *Advance Rate* period.
4. May I purchase 1 connection with 1 IP address and then use that single IP address to do IP address translation onto multiple computers to access the internet?  
Yes, but an Additional Connection/1 IP Address fee applies for each computer that is used to access the internet.



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**OHIO PROGRESSIVE INTERNATIONAL**

**MOTORCYCLE SHOW**

**JANUARY 24 - 26, 2020**

**Utility Service Layout**

Indicate Service:

Electrical

Internet

Indicate Placement:

Per Layout

Center Rear of Booth

Scale: 1 square = \_\_\_\_\_ sq. ft.

**NORTH**

Adjacent Booth Number/Aisle: # \_\_\_\_\_

<u>WEST</u>												Adjacent Booth Number/Aisle: # _____												<u>EAST</u>											
												Adjacent Booth Number/Aisle: # _____																							
<u>WEST</u>												Adjacent Booth Number/Aisle: # _____												<u>EAST</u>											
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<u>WEST</u>												Adjacent Booth Number/Aisle: # _____												<u>EAST</u>											
												Adjacent Booth Number/Aisle: # _____																							

**SOUTH**

**Type of Booth:**

Island

Peninsula

Line

Size of Booth: \_\_\_\_\_ X \_\_\_\_\_

Exhibiting Firm: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_



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**OHIO PROGRESSIVE INTERNATIONAL**

**MOTORCYCLE SHOW**

**JANUARY 24 - 26, 2020**

**Date Due: 01/08/20**

**Cleaning Service Order Form**

**VACUUMING**

Item	Rate/Sq. Ft.	Total Sq. Ft.	No. of Days	Total Amount
Vacuum Prior to Show Opening Only	\$0.35	x	x 1	
Vacuum Nightly*	\$0.30	x	x 3	

\*Vacuum nightly includes prior to show opening.

**PERIODIC PORTER SERVICE**

Item	Unit	No. of Days	Daily Rate	Total Amount
All Show Days	Daily	3 x	\$57.20	

**Cleaning Service Information:**

- 1) Cleaning of your exhibit area is not included in your exhibit space rental.
  - 2) All I-X Center rental carpets are installed clean. You may order cleaning services during set up and show hours.
  - 3) Visqueen must be removed before cleaning services can be provided.
  - 4) Vacuuming charges are based on the total square footage of your booth.
  - 5) Periodic Porter Service is available on a daily basis for refuse removal from your booth at 2-hour intervals (show hours only).
- All services performed will be subject to the terms and conditions set forth under "Limits of Liability and Responsibility" in this Exhibitor Manual.

Summary of Services (Total Cost)
<b>Total: \$</b> _____
<b>Please enter total on Order Recap Form.</b>

Sub Total:	_____
8% Sales Tax:	_____
<b>Total:</b>	_____

**Exhibiting Firm:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_



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**MOTORCYCLE SHOW**

**JANUARY 24 - 26, 2020**

**Date Due: 01/08/20**

**Parking Service Order Form**

- Parking for exhibitors during move-in and move-out of event is at no charge.
- Parking Permits are valid during all event days, provide in and out privileges, easily identify "exhibitor vehicles" and provide admittance to designated exhibitor parking areas.
- Without a Parking Permit, a parking fee is charged per vehicle per day beginning the first day of the event.
- Standard size vehicles are standard pick-up trucks, automobiles, vans, and vehicles that require 1 parking space.
- Oversize vehicles are recreational vehicles, vehicles pulling trailers and vehicles larger than standard size vehicles that require more than 1 parking space.

Qty.	Item	Unit	Event Rate	Total Amount
	Parking Permit Standard	Each	\$30.00	
	Parking Permit Oversize	Each	\$60.00	

**Parking Service Information:**

- 1) Exhibitor Parking Permits are valid during all event days, easily identify "exhibitor vehicles" and provide admittance to designated exhibitor parking area near the "exhibitor entrance."
- 2) Exhibitor Parking Permits may be ordered through this Exhibitor Manual or purchased on-site at the I-X Service Center.
- 3) Exhibitor Parking Permits must be purchased for the duration of the event.
- 4) Exhibitor Parking Permits cannot be mailed and are non-refundable.
- 5) It is recommended that Exhibitor Parking Permits be picked up from the I-X Service Center during move-in prior to the first day of the event.
- 6) There is no charge for parking during move-in or move-out, however, a parking fee is charged per day per vehicle for exhibitors beginning the first day of the event.
- 7) Parking fees paid at the gate may be applied as a credit toward the purchase of an Exhibitor Parking Permit only on the first day of the event. Parking adjustments will only be considered at the I-X Service Center during the first day of the event.
- 8) Exhibitor Parking Permits must be visibly displayed on vehicle's rearview mirror at all times while on I-X Center property.
- 9) Exhibitor Parking Permits are non-transferable, non-refundable and if lost or stolen, cannot be replaced without incurring an additional charge.

All services performed will be subject to the terms and conditions set forth under "Limits of Liability and Responsibility" in this Exhibitor Manual.

Summary of Services (Total Cost)
<b>Total: \$</b> _____
<b>Please enter total on Order Recap Form.</b>

**Exhibiting Firm:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_



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**MOTORCYCLE SHOW**

**JANUARY 24 - 26, 2020**

**Date Due: 01/08/20**

**Drive-In Privilege Service Order Form**

Quantity	Item	Unit	Event Rate	Total Amount
	Drive-In Pass – Round Trip	Each	\$50.00	
	Drive-In Pass – One Way	Each	\$35.00	
	Display Trailer – Round Trip*	Each	\$50.00	
	Rolling Stock – Refer to the Shipping & Material Handling Service Order Form			

\*Display material transported into or out of the building via a “Display Trailer” is subject to prevailing labor rates for unloading/loading, in addition to the Display Trailer pass.

**Exhibitor Drive-In Procedure**

- 1) Park in designated exhibitor parking area
- 2) Purchase Drive-In pass on-site or pick up prepaid Drive-In pass at the I-X Service Center
- 3) Report to assigned door and present receipt to I-X personnel at entrance door
- 4) I-X personnel will direct vehicle to booth
- 5) Unload vehicle (without I-X assistance) and immediately remove vehicle from building after unloading

**Drive-In Privilege Service Information:**

- Drive-In passes cannot be mailed and are non-refundable.
- Drive-in vehicles are limited to cars, sport utility vehicles, standard size passenger vans and standard, non-commercial pick-up trucks. Vehicles pulling a trailer require I-X labor to unload. Please refer to the INSTALLATION & DISMANTLING LABOR SERVICE ORDER FORM.

All services performed will be subject to the terms and conditions set forth under "Limits of Liability and Responsibility" in this Exhibitor Manual.

**VEHICLES PERMITTED TO DRIVE INTO UNLOADING/LOADING AREA:**

If driving a commercial vehicle, a vehicle larger than illustrated below, or if pulling a trailer, I-X labor is required to unload/load vehicle. Modified pick-up trucks, cube van trucks and box van trucks require I-X labor to unload/or or load exhibitor materials. Please refer to the INSTALLATION & DISMANTLING LABOR SERVICE ORDER FORM.

You may use your 2-wheel dolly/cart to unload/load your vehicle; however no other carts or dollies are permitted in the building.

<b>Summary of Services (Total Cost)</b>
<b>Total: \$</b> _____
<b>Please enter total on Order Recap Form.</b>

**Exhibiting Firm:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_