

## 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	_____
ASAP	STATE VENDOR LICENSE	Department of Taxation	_____
JAN 8	CARPET	I-X Center	_____
JAN 8	CLEANING	I-X Center	_____
JAN 8	ELECTRICAL	I-X Center	_____
JAN 8	FURNITURE	I-X Center	_____
JAN 8	LABOR	I-X Center	_____
JAN 8	PARKING PASS	I-X Center	_____
JAN 8	TELEPHONE SERVICE	I-X Center	_____
JAN 8	VEHICLE DRIVE-IN PASS	I-X Center	_____
JAN 22	SHIPPING TO WAREHOUSE	I-X Center	_____
JAN 24	SHIPPING TO SHOW SITE	I-X Center (delivery no earlier than 1-22-20)	_____

\*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@motorcycleshow.com

## **CARPET**

I-X Center Services  
One I-X Center Drive  
Cleveland, OH 44135  
800-492-3683 or 216-265-2500  
216-265-7300 FAX

## **CATERING**

I-X Center Food Services  
One I-X Center Drive  
Cleveland, OH 44135  
216-265-2624  
216-267-7876 FAX

## **CLEANING**

I-X Center Services  
One I-X Center Drive  
Cleveland, OH 44135  
800-492-3683 or 216-265-2500  
216-265-7300 FAX

## **DECORATOR**

I-X Center Services  
One I-X Center Drive  
Cleveland, OH 44135  
800-492-3683 or 216-265-2500  
216-265-7300 FAX

## **ELECTRICAL**

I-X Center Services  
One I-X Center Drive  
Cleveland, OH 44135  
800-492-3683 or 216-265-2500  
216-265-7300 FAX

## **FIRE DEPARTMENT**

Cleveland Fire Department  
1645 Superior Avenue  
Cleveland, OH 44114  
216-664-6800

## **MATERIAL HANDLING (Drayage)**

I-X Center Services  
One I-X Center Drive  
Cleveland, OH 44135  
800-492-3683 or 216-265-2500  
216-265-7300 FAX

## **FURNITURE**

I-X Center Services  
One I-X Center Drive  
Cleveland, OH 44135  
800-492-3683 or 216-265-2500  
216-265-7300 FAX

## **International Motorcycle Shows®**

Operations Department  
(For Questions) 800-854-3112

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

I-X Center Services  
One I-X Center Drive  
Cleveland, OH 44135  
800-492-3683 or 216-265-2500  
216-265-7300 FAX

## **SHIPPING & HANDLING**

(Please refer to Material Handling)

## **SHUTTLE SERVICE**

Cleveland Airport Marriott  
216-252-5333

Sheraton Cleveland Airport Hotel  
216-267-1500

## **SIGNS**

I-X Center Services  
One I-X Center Drive  
Cleveland, OH 44135  
800-492-3683 or 216-265-2500  
216-265-7300 FAX

## **TELEPHONE SERVICE**

I-X Center Services  
One I-X Center Drive  
Cleveland, OH 44135  
800-492-3683 or 216-265-2500  
216-265-7300 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)

Cleveland Airport Marriott  
4277 West 150th Street  
Cleveland, OH 44135  
216-252-5333

Sheraton Cleveland Airport Hotel  
5300 Riverside Drive  
Cleveland, OH 44135  
216-267-1500

## **VENDOR LICENSE (State)**

Department of Taxation  
PO Box 182215  
Columbus, OH 43218  
888-405-4089  
614-387-1851 FAX

# SHOW INFORMATION

# FACILITY INFORMATION

## MOVE-IN HOURS

*Wednesday	Jan. 22, 2020	10:00am - 5:00pm
Thursday	Jan. 23, 2020	8:00am - 6:00pm
Friday	Jan. 24, 2020	8:00am - 2:00pm

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

## SHOW HOURS

Friday	Jan. 24, 2020	3:00pm - 8:00pm
Saturday	Jan. 25, 2020	9:30am - 8:00pm
Sunday	Jan. 26, 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	Jan. 26, 2020	5:00pm - 10:00pm
Monday	Jan. 27, 2020	8:00am - Noon
*Monday	Jan. 27, 2020	8:00am - 3:00pm

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

## EXHIBITOR REGISTRATION

Thursday	Jan. 23, 2020	11:00am - 6:00pm
Friday	Jan. 24, 2020	8:00am - 8:00pm
Saturday	Jan. 25, 2020	8:30am - 7:00pm
Sunday	Jan. 26, 2020	9:00am - 4:00pm

Exhibitor Registration is located in the main lobby.

## SALES TAX RATE

The sales tax rate is 8%

## VENDOR LICENSE

Every exhibitor who will have on-site sales at the show must have a Transient Vendor's License. This fee is \$25.00. Please fill out the application and send with payment to the Ohio Department of Taxation.

Vendor's License Application - <http://bit.ly/2hNp9LK>

You can also submit your application electronically on the Ohio.gov website by visiting <http://bit.ly/2htTfY8>

## 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**

## I-X CENTER (INTERNATIONAL EXPOSITION CENTER)

West & East High Bay  
One I-X Center Drive  
Cleveland, OH 44135  
216-676-6000  
[www.ixcenter.com](http://www.ixcenter.com)

## DIRECTIONS

Directions to the venue can be found on the I-X Center website at <http://www.ixcenter.com/directions/>

**Dock Location:** Docks are located on the north and west sides of the building.

## CATERING

I-X Center Food Services is the exclusive provider of food and beverage at the I-X Center. Exhibitors desiring to give away or serve any food or beverage from their booth must order the product from the I-X Center.

For further information, please call 216-265-2624

## FIRE & SAFETY

Vehicles remaining in the building as part of a display must have less than 1/8 tank of fuel, the battery disconnected, battery cables taped and the gas cap sealed or locked. All keys must be kept on show site. A Vehicle Display Pass is required and can be obtained from the Service Center.

Cleveland Fire Department 216-664-6800

## HELIUM BALLOONS

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

## PARKING

Exhibitor parking permits allow in/out privileges during show hours. They are not required for move-in or move-out. They must be purchased for the entire show days and picked up during move-in at the Service Center. A 3-day pass is \$30.00.

# NEED HELP?

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

# CONTRACTOR INFORMATION

## OFFICIAL CONTRACTOR / DECORATOR

### I-X Center Services

One I-X Center Drive  
Cleveland, OH 44135  
800-492-3683 or 216-265-2500  
216-265-7300 FAX

## DISPLAY LABOR RATES

Orders received after January 8th  
*Refer to order form for Show Site Rates*

1 Hour Minimum Per Man

**Straight Time** . . . . . \$88.80/hr  
Monday - Friday: 8:00am - 4:30pm

**Overtime** . . . . . \$133.20/hr  
Monday - Friday: After 4:30pm  
Saturday 8:00am - 4:30pm

**Double Time** . . . . . \$177.60/hr  
Monday - Friday: Midnight - 8:00am  
After 4:30pm Saturday, All Day Sunday & Holidays

## ELECTRICAL RATES

### Outlets

**1200 watts or less** . . . . . \$135.80/ea  
Order received by January 8

**1200 watts or less** . . . . . \$176.50/ea  
Order received after January 8

**2400 watts** . . . . . \$212.30/ea  
Order received by January 8

**2400 watts** . . . . . \$276.00/ea  
Order received after January 8

## ELECTRICAL LABOR

1 Hour Minimum Per Man (including install & dismantle)

**Straight Time** . . . . . \$102.10/hr  
Monday - Friday: 8:00am - 4:30pm

**Overtime** . . . . . \$153.15/hr  
Monday - Friday: After 4:30pm  
Saturday: 8:00am - 4:30pm

**Double Time** . . . . . \$204.20/hr  
Midnight - 8:00am Monday - Friday  
After 4:30pm Saturday, Sunday & Holidays: All Hours

## SHIPPING INFORMATION

TO: Exhibiting Company Name & Booth #  
FOR: Ohio Progressive International Motorcycle Show  
C/O I-X Center  
One I-X Center Drive  
Cleveland, OH 44135

### Advance Warehouse Shipments

*Freight must arrive prior to 1-22-20 to avoid additional surcharges.*

Rate: \$47.30 (crated) for every 100 lbs (cwt) handled by the I-X Center. (200 lb minimum per shipment)

### Show Site Shipments

*Freight must be delivered no earlier than 1-22-20.  
Rate: \$30.90 for every 100 lbs (cwt) handled by the I-X Center. (200 lb minimum per shipment)*

*Shipments and/or equipment requiring special handling may have additional charges.*

## SPECIAL FREIGHT SERVICES

### Drive-In Privileges

To drive onto the floor and unload or load a vehicle, please check in at the Service Desk to obtain a pass (subject to size limitations). Shipments and/or equipment requiring special handling may have additional charges.

**Round-trip (per vehicle):** . . . . . \$50.00

**One Way:** . . . . . \$35.00

**Motorcycle Rolling Rate:** . . . . . \$35.25  
To move the motorcycles and all-terrain vehicles from the unloading area to your booth and return (round-trip).

**Spotting Fee: (round trip)** . . . . . \$50.00  
Large trucks and vehicles.

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 spotting fee (Display Trailer pass).

## SHUTTLE

The Cleveland Airport Marriott and Sheraton Cleveland Airport Hotel shuttle bus runs to/from the airport and hotel 24 hours a day. Please use the courtesy phone located in the baggage claim area to request pick-up.

Cleveland Airport Marriott . . . . .216-252-5333  
Sheraton Cleveland Airport Hotel . . . . .216-267-1500

## TRAVEL RESERVATION

Convention Housing Partners (CHP) are 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 HOTEL

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

**Cleveland Airport Marriott. . . . . \$ 113 S/D, D/D**  
4277 West 150th Street  
Cleveland, OH 44135  
216-252-5333

*(Rate includes complimentary buffet breakfast)*

### Reservation Deadline: January 7

Occupancy tax: 16.5%  
Cancellation Policy: 48 hours prior to arrival

**Sheraton Cleveland Airport Hotel . . . . . \$113 S/D, D/D**  
5300 Riverside Drive  
Cleveland, OH 44135  
216-267-1500

*(Rate includes 50% off breakfast and overnight parking)*

### Reservation Deadline: January 7

Occupancy tax: 16.5% + \$5.00 airport fee  
Cancellation Policy: 48 hours prior to arrival

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**FOR ADDITIONAL  
DIRECTIONS/MAPS VISIT:  
[www.motorcycleshows.com](http://www.motorcycleshows.com)**