

## 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	DC Office of Tax & Revenue	_____
DEC 10	EAC	UBM / Show Management	_____
JAN 15	INTERNET	Smart City	_____
DEC 18	CARPET	Freeman	_____
DEC 18	CLEANING	Freeman	_____
DEC 18	FURNITURE	Freeman	_____
DEC 18	SIGNS	Freeman	_____
DEC 27	ELECTRICAL	Hi-Tech Electric	_____
DEC 9	SHIPPING TO WAREHOUSE	Freeman	_____
JAN 10	SHIPPING TO SHOW SITE	Freeman (delivery no earlier than 1-10-20)	_____

\*Note: For additional services not included in this kit, please contact the vendor directly. For your convenience we have listed their telephone numbers on the Show Vendors page.

# SHOW VENDORS

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## **BADGES (Registration)**

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

## **CARPET**

Freeman  
9900 Business Parkway  
Lanham, MD 20706  
301-918-7975  
469-621-5609 FAX

## **CATERING**

Aramark, Food & Beverage  
801 Mount Vernon Place, NW  
Washington, DC 20001  
202-249-3500

## **CLEANING**

Freeman  
9900 Business Parkway  
Lanham, MD 20706  
301-918-7975  
469-621-5609 FAX

## **DECORATOR**

Freeman  
9900 Business Parkway  
Lanham, MD 20706  
301-918-7975  
469-621-5609 FAX

## **ELECTRICAL**

Hi-Tech Electric  
801 Mountain Vernon Place NW  
Washington, DC 20001  
202-249-3600  
202-249-3601 FAX

## **FREIGHT HANDLING (Drayage)**

Air/Ground Transportation  
Inbound/Outbound  
Freeman  
9900 Business Parkway  
Lanham, MD 20706  
301-918-7975  
469-621-5609 FAX

## **FURNITURE**

Freeman  
9900 Business Parkway  
Lanham, MD 20706  
301-918-7975  
469-621-5609 FAX

## **MATERIAL HANDLING (Drayage)**

Freeman  
9900 Business Parkway  
Lanham, MD 20706  
301-918-7975  
469-621-5609 FAX

## **SALES TAX PERMIT**

DC Office of Tax & Revenue  
202-727-4829

## **SHIPPING & HANDLING**

(Please refer to Material Handling)

## **SIGNS**

Freeman  
9900 Business Parkway  
Lanham, MD 20706  
301-918-7975  
469-621-5609 FAX

## **SHUTTLE SERVICE**

Super Shuttle  
800-258-3826

## **Metrorail**

202-637-7000  
[www.wmata.com](http://www.wmata.com)

## **TELEPHONE SERVICE**

Smart City  
5795 West Badura Avenue  
Suite 110  
Las Vegas, NV 89118  
888-446-6911  
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)

Embassy Suites DC Convention Center  
900 10th Street, NW  
Washington, DC 20001  
202-739-2000

# SHOW INFORMATION

# FACILITY INFORMATION

## MOVE-IN HOURS

\*Wednesday Jan. 8, 2020 10:00am - 5:00pm  
Thursday Jan. 9, 2020 8:00am - 6:00pm  
Friday Jan. 10, 2020 8:00am - 2:00pm

*\*Wednesday is targeted move-in only*

## SHOW HOURS

Friday Jan. 10, 2020 3:00pm - 7:00pm  
Saturday Jan. 11, 2020 10:00am - 7:00pm  
Sunday Jan. 12, 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. 12, 2020 5:00pm - 10:00pm  
Monday Jan. 13, 2020 8:00am - Noon  
\*Monday Jan. 14, 2020 8:00am - 5:00pm

*\*Targeted move-out only*

## EXHIBITOR REGISTRATION

Thursday Jan. 9, 2020 11:00am - 6:00pm  
Friday Jan. 10, 2020 8:00am - 7:00pm  
Saturday Jan. 11, 2020 9:00am - 7:00pm  
Sunday Jan. 12, 2020 9:00am - 4:00pm

Exhibitor Registration is located near the entrance of the show.

## 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 202-727-4829.

## SALES TAX RATE

The sales tax rate is 6%

## 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**

## WALTER E. WASHINGTON CONVENTION CENTER

Exhibit Hall B  
801 Mount Vernon Place, NW  
Washington, DC 20001  
202-249-3000

<http://eventsdc.com/Venues/ConventionCenter.aspx>

## DIRECTIONS

Directions to the venue can be found on the Walter E. Washington Convention Center at <https://bit.ly/1Ozm9QJ>

Dock Location: Trucks must enter the loading docks from M Street driving eastbound. The entrance to the Hall ABC docks is near the 7th Street corner of M Street.

## CATERING

Aramark Food & Beverage is the premier catering partner for the Walter E. Washington Convention Center. Exhibitors who wish to give away or serve food or beverages from their booth must order the product from Centerplate.

For additional information, call 202-249-3500.

## 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 Washington Convention Center.

## PARKING

There is no parking available at the Walter E. Washington Convention Center, but parking lots are available nearby.

# NEED HELP?

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

# CONTRACTOR INFORMATION

## OFFICIAL CONTRACTOR / DECORATOR

Freeman  
9900 Business Parkway  
Lanham, MD 20706  
301-918-7975  
469-621-5609 FAX

## COLUMN DRAPING

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

## DISPLAY LABOR RATES

Orders received before December 18th  
Refer to order form for Show Site Rates

1 Hour Minimum Per Man

**Straight Time** .....\$105.50/hr  
Monday - Friday 8:00am - 5:00pm

**Overtime** .....\$158.25/hr  
Monday - Friday 5:00pm - 8:00am  
All day Saturday & Sunday

**Double Time** .....\$211.00/hr  
All recognized Holidays

## ELECTRICAL RATES

### Outlets

**500 watts** .....\$110.00/hr  
Order received before December 27

**500 watts** .....\$134.00/hr  
Order received after December 27

## ELECTRICAL LABOR

Installation - One hour minimum per booth  
Dismantle - Half the total time for dismantle

**Straight Time** .....\$105.00/hr  
Monday - Friday: 8:00am - 4:30pm

**Overtime** .....\$200.00/hr  
After 4:30pm Monday - Friday, Weekends and Holidays

Power will be turned on 30 minutes prior to the show opening and remain on 30 minutes after show closing.

## OVERTIME/SURCHARGES

Straight time rates for Drayage, Electrical and Labor will vary. Please see forms for the exact cut-off times. There will be a surcharge for shipments requiring special handling.

## MATERIAL HANDLING (DRAYAGE)

Certified weights required for all shipments. Weight tickets must accompany all van lines shipments.

## SHIPPING INFORMATION

### Advance Warehouse Shipments

Exhibiting Company Name/Booth #  
WASHINGTON PROGRESSIVE INTL MOTORCYCLE SHOW  
C/O Freeman  
9900 BUSINESS PARKWAY  
LANHAM, MD 20706

*All advance warehouse freight must arrive by 12-31-19 to avoid additional surcharges.*

*Rate: \$126.40 (crated) for every 100 lbs (cwt) handled by Freeman (200lb minimum per shipment)*

### Show Site Shipments

Exhibiting Company Name/Booth #  
WASHINGTON PROGRESSIVE INTL MOTORCYCLE SHOW  
Walter E. Washington Convention Center  
C/O Freeman  
801 Mount Vernon Place, NW  
Washington, DC 20001

*Freight will be accepted beginning 1-8-20. To avoid additional surcharges show site shipments must arrive prior to show opening.*

*Rate: \$100.25 for every 100 lbs (cwt) handled by Freeman. (200 lb minimum per shipment)*

## SPECIAL FREIGHT SERVICES

**Motorcycle Rolling Rate: (round trip)** ..... \$60.50  
To move motorcycles and all-terrain vehicles from the unloading area to your booth and return.

**Cart Load: (round trip)** .....\$127.40  
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)** ..... 163.00  
Large trucks and other vehicles.

# TRAVEL INFORMATION

# NOTES

## TRAVEL RESERVATIONS

Convention Housing Partners (CHP) is the official travel agency for all host hotels. To receive the discounted show rates, you must make your reservations with CHP before the printed cut-off date. When calling, please mention the Progressive International Motorcycle Shows and the city for which you are making reservations.

Changes to your reservations can be made through CHP until your travel date.

*Remember, it is extremely important that all event participants book their hotel rooms at the host hotel 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.

**Embassy Suites DC CC. . . . . \$169 S/D, \$179 D/D**  
900 10th Street, NW  
Washington, DC 20001  
202-739-2000

*(Rate includes complimentary breakfast)*

**Reservation Deadline: December 18th**  
Occupancy tax: 14.95%  
Cancellation Policy: 48 hours prior to arrival

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