

## 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.

DUE	SERVICE	RETURN TO	COMPLETE
ASAP	HOTEL RESERVATIONS	Convention Housing Partners (CHP)	_____
ASAP	SALES TAX PERMIT	State Controller	_____
DEC 3	ELECTRICAL	Kay Bailey Hutchison Convention Center Dallas	_____
DEC 4	EAC	UBM / Show Management	_____
DEC 13	CARPET	Freeman	_____
DEC 13	CLEANING	Freeman	_____
DEC 13	FURNITURE	Freeman	_____
DEC 13	SIGNS	Freeman	_____
DEC 16	TELEPHONE SERVICE	Smart City	_____
DEC 26	SHIPPING TO WAREHOUSE	Freeman	_____
JAN 3	SHIPPING TO SHOW SITE	Freeman (delivery no earlier than (1-2-20))	_____

\*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@motorcyleshows.com

## **CARPET**

Freeman  
3801 Adler Dr, Ste 100  
Dallas, TX 75211  
214-634-1463  
469-621-5601 FAX

## **CATERING**

Centerplate Catering  
Kay Bailey Hutchison Convention  
Center Dallas  
650 South Griffin Street  
Dallas, TX 75202-5098  
214-743-2404

## **CLEANING**

Freeman  
3801 Adler Dr, Ste 100  
Dallas, TX 75211  
214-634-1463  
469-621-5601 FAX

## **DECORATOR**

Freeman  
3801 Adler Dr, Ste 100  
Dallas, TX 75211  
214-634-1463  
469-621-5601 FAX

## **ELECTRICAL**

Kay Bailey Hutchison Convention Center Dallas  
Attn: Convention Services  
650 South Griffin Street  
Dallas, TX 75202  
214-939-2726  
214-939-2740 FAX

## **FIRE DEPARTMENT**

Fire Department Education  
1551 Baylor Street  
Dallas, TX 75226  
214-670-4319  
214-670-4324 FAX

## **MATERIAL HANDLING (Drayage)**

Air/Ground Transportation  
Inbound/Outbound  
Freeman  
3801 Adler Dr, Ste 100  
Dallas, TX 75211  
214-634-1463  
469-621-5601 FAX

## **FURNITURE**

Freeman  
3801 Adler Dr, Ste 100  
Dallas, TX 75211  
214-634-1463  
469-621-5601 FAX

## **LABOR**

(Installation/ Dismantle)  
Freeman  
3801 Adler Dr, Ste 100  
Dallas, TX 75211  
214-634-1463  
469-621-5601 FAX

## **SALES TAX PERMIT**

State Comptroller Tax Assistant  
111 East 17th Street  
Austin, TX 78774  
800-252-5555

## **SHIPPING & HANDLING**

(Please refer to Material Handling)

## **SHUTTLE SERVICE**

Yellow Checker Shuttle  
817-267-5150  
Super Shuttle  
800-258-3826

## **SIGNS**

Freeman  
3801 Adler Dr, Ste 100  
Dallas, TX 75211  
214-634-1463  
469-621-5601 FAX

## **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)

### **Aloft**

1033 Young Street  
Dallas, TX 75202  
214-761-0000

### **Homewood Suites**

1025 Elm Street  
Dallas, TX 75202  
214-748-4000

# SHOW INFORMATION

## MOVE-IN HOURS

\*Tuesday Dec. 31, 2019 11:00am - 5:00pm  
Wednesday Jan 1, 2020 **DARK DAY**  
Thursday Jan. 2, 2020 8:00am - 6:00pm  
Friday Jan. 3, 2020 8:00am - 2:00pm

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

## SHOW HOURS

Friday Jan. 3, 2020 3:00pm - 7:00pm  
Saturday Jan. 4, 2020 10:00am - 7:00pm  
Sunday Jan. 5, 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. 5, 2020 5:00pm - 10:00pm  
\*Monday Jan. 6, 2020 Midnight - 4:00am

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

## EXHIBITOR REGISTRATION

Thursday Jan. 2, 2020 11:00am - 6:00pm  
Friday Jan. 3, 2020 8:00am - 7:00pm  
Saturday Jan. 4, 2020 9:00am - 6:00pm  
Sunday Jan. 5, 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 the State Controller Tax Assistant at 800-252-5555.

## SALES TAX RATE

The sales tax rate is 8.25%

## POWERSPORTS GROUP SHOW OFFICE HOURS

The show office will be open during all move-in hours, show hours and move-out hours. If you have any questions while on show site, please contact the show staff immediately.

**Show Office Phone: 714-715-4900**

# FACILITY INFORMATION

## Kay Bailey Hutchison Convention Center Dallas

Exhibit Hall A & B  
650 South Griffin Street  
Dallas, TX 75202-5098  
214-939-2700  
www.dallasconventioncenter.com

## DIRECTIONS

Directions to the venue can be found on the Kay Bailey Hutchison Convention Center Dallas website at <http://www.dallasconventioncenter.com/>

**Dock Location:** Docks are located on S. Lamar Street between Memorial Drive and Canton Street.

**Parking:** The parking garage entrance for the Convention Center is at the corner of Griffin St. and Memorial Street.

## CATERING

For all catering requests, please call KBHCC at 214-743-2404.

## FIRE & SAFETY

Fuel tanks should have no more than 1/4 tank of fuel and gas caps must be locked or taped shut; batteries need to be disconnected. All keys must be kept on show site.

Dallas Fire Department: 214-670-4319

## HELIUM BALLOONS

Helium balloons are not permitted without prior approval from show management and the facility.

## PARKING

There are two parking garages at the Kay Bailey Hutchison Convention Center Dallas. The cost is \$15.00 per car.

Please call 214-670-4255 for more information.

5 day in/out parking permit . . . . . \$90.00  
Please complete the permit form found in the service kit.

# NEED HELP?

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

# CONTRACTOR INFORMATION

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## OFFICIAL CONTRACTOR / DECORATOR

Freeman  
3801 Adler Dr, Ste 100  
Dallas, TX 75211  
214-634-1463  
469-621-5601 FAX

## COLUMN DRAPING

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

## DISPLAY LABOR RATES

1 Hour Minimum Per Man

**Straight Time** . . . . . \$104.50/hr  
Monday-Friday: 8:00am - 4:30pm

**Overtime** . . . . . \$156.75/hr  
Monday-Friday: 6:00am - 8:00am and 4:30pm to Midnight  
Saturday-Sunday: 6:00am - Midnight

**Double Time** . . . . . \$209.00/hr  
12:00 Midnight to 6:00am and recognized holidays

## ELECTRICAL RATES

### Outlets

**1500 watts or less** . . . . . \$100.00/ea  
Order received by December 3

**1500 watts or less** . . . . . \$125.00/ea  
Order received after December 3

## ELECTRICAL LABOR

1/2 Hour Minimum Per Man

**Straight Time** . . . . . \$60.00/hr  
Monday-Friday 8:00am to 4:30pm

**Over Time** . . . . . \$120.00/hr  
Monday-Friday 4:30pm to 8:00am  
Saturday, Sunday and Holidays

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

## MATERIAL HANDLING (DRAYAGE)

Certified weights are required for each shipment.  
Weight tickets must accompany all van line shipments.

## OVERTIME/SURCHARGES

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

## MATERIAL HANDLING INFORMATION

### Advance Warehouse Shipments

Exhibiting Company Name / Booth #  
2020 Dallas Progressive International Motorcycle Show  
C/O Freeman  
5130 Cash Rd  
Dallas, TX 75247

*All advance warehouse freight must arrive by 12-26-19 to avoid additional surcharges.*

Rate: \$66.75 (crated) for every 100 lbs (cwt) or fraction of 100 lbs handled by Freeman (200 lb minimum per shipment)

### Show Site Shipments

Exhibiting Company Name / Booth #  
2020 Dallas Progressive International Motorcycle show  
Kay Bailey Hutchison Convention Center  
c/o Freeman  
650 South Griffin Street  
Dallas, TX 75202-5098  
2020 Dallas Progressive International Motorcycle show

*Freight will be accepted beginning 1-2-2020 at the above address. All show site shipments must arrive prior to show opening to avoid additional surcharges.*

Rate: \$63.60 (crated) for every 100 lbs (cwt) or fraction of 100 lbs handled by Freeman (200 lb minimum per shipment)

## SPECIAL FREIGHT SERVICES

**Motorcycle Rolling Rate: (round trip)** . . . . . \$55.25  
To move motorcycles and all-terrain vehicles from the unloading area to your booth and return.

**Cart Load: (round-trip)** . . . . . \$127.00  
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)** . . . . . \$149.00  
Large trucks and 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 HOTELS

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

**Homewood Suites Dallas . . . . . \$169 S, S/D**  
1025 Elm Street  
Dallas, TX 75202  
214-748-4000  
214-748-4001 FAX

*(Rate includes complimentary breakfast)*

**Reservation Deadline: December 17th**  
Occupancy tax: 15.2%  
Cancellation Policy: 48 hours prior to arrival

**Aloft . . . . . \$139 S/D, \$149 D/D**  
1033 Young Street  
Dallas, TX 75202  
214-761-0000

**Reservation Deadline: December 17th**  
Occupancy tax: 15.2%  
Cancellation Policy: 72 hours prior to arrival

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