

Deadline: June 18, 2021

EXHIBITOR-APPOINTED CONTRACTOR (EAC) INFORMATION

An Exhibitor-Appointed Contractor (EAC) is defined as any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site.

EAC's must adhere to the following requirements below:

- Exhibitors must return this completed form to Show Management at least thirty (30) days prior to the show.
- EAC's must attach proof of adequate insurance, in the form of a policy rider, furnished by their broker to Show Management no later than thirty (30) days in advance of the actual move-in date. This must include a copy of your Worker's Compensation Insurance.
- All personnel must have credentials validated on show site. Credentials can be picked up on-site at Exhibitor Registration.

Failure to comply with any or all of the above will result in refusal of the EAC to service your exhibit.

Insurance Requirements:

All non-official contractors (EAC's) must secure and maintain the following insurance that extends over the move-in, show and move-out dates:

- Commercial general liability insurance with limits not less than \$1,000,000 per occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable).
- Medical Expenses for any one person of no less than ten thousand dollars (\$10,000).
- Automobile Liability Insurance (required if bringing automobiles into the Venue) with limits not less than \$500,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators.
- Umbrella Liability Insurance not less than one million dollars (\$1,000,000) per occurrence and one million dollars (\$1,000,000) aggregate.
- Workers' Compensation Insurance in full compliance with all laws covering the contractor's employee in the state for which this event is being held, or for where the work is being performed, or of the state in which vendor is obligated to pay compensation to employees engaged in the performance of the work. Employer's Liability Limits of not less than one million dollars (\$1,000,000) each accident.

For additional insureds and the certificate holder, please refer to the Insurance Information located on our website at motorcycleshows.com.



NORTHERN CALIFORNIA

Deadline: June 18, 2021

NOTICE OF INTENT

TO USE AN EXHIBITOR-APPOINTED CONTRACTOR (EAC) FORM

If your company plans to use any contractor, you must complete this form and return it to Show Management at least thirty (30) days prior to the show. **Failure to do so will result in the inability of the contractor to service your exhibit.**

In addition, your selected contractor must furnish Show Management with an original Certificate of Insurance showing General Liability Coverage and Worker's Compensation and with the required limits and additional insureds, as outlined in the EAC Information Sheet.

NON-OFFICIAL CONTRACTOR (EAC): _____

ADDRESS: _____

PHONE #: _____ ON-SITE CONTACT: _____

EMAIL: _____ ON-SITE PHONE #: _____

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____

PHONE: _____ FAX: _____

ADDRESS: _____

CITY/STATE: _____ ZIP: _____

PLEASE RETURN THIS FORM TO THE EMAIL ADDRESS BELOW

Operations@motorcycleshows.com



2021 IMS Outdoors - Northern California

July 16 - 18, 2021

Sonoma Raceway, Sonoma, CA

Email: Operations@motorcycleshows.com

Deadline to Return this Form:
June 25, 2021

MATERIAL HANDLING:

Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading. Additional charges may apply if your shipment does not arrive/depart during the designated move-in/out times.

SHIPMENT RATES

Description	Advance Warehouse		Showsite	
Small Package Shipments Up to 2 packages	\$	FREE	\$	FREE
Small Package Shipments 3 - 6 packages	\$	200.00	\$	275.00
Skid / Pallet - 1 unit	\$	350.00	\$	475.00
Skid / Pallet - 2 units	\$	470.00	\$	650.00
Skid / Pallet - 3 units	\$	585.00	\$	800.00
Skid / Pallet - 4 units	\$	700.00	\$	950.00
Skid / Pallet - 5 units	\$	825.00	\$	1,125.00

Small packages are defined as any package not shipped on a skid or pallet that can be hand carried or handled using a hand cart. Shipments of 7 or more packages should be on a skid or pallet. Skids or Pallets are defined as shipments that are 48"x48"x60" or 4'x4'x5', that are handled with a pallet jack or forklift. All Skids / Pallets must be shrink wrapped.

Shipments of 6 or more Skids / Pallets should contact Operations for a quote Operations@motorcycleshows.com. Anything bigger than a Skid / Pallet must be quoted by the Operations Team.

Shipments to the Advance Warehouse must arrive by 3pm on the Monday prior to the first move-in day.

Shipments received at the Advance Warehouse after 3pm on the Tuesday prior to the first move-in day will be subject to an additional charge to have the freight brought to show site. Charges will vary depending on the location of the Advance Warehouse to Show Site.

Payment for all Material Handling services must be made by credit card in advance. Freight will not be delivered to the exhibitors booth until payment is rendered.

STRAIGHT TIME: 8:00 A.M. to 3:00 P.M. Monday through Friday.

OVERTIME: 3:00 P.M. to 8:00 A.M. Monday through Friday. Open Saturday, Sunday, and Holidays by appointment only. (Overtime will be applied to all freight received at the warehouse during above listed times.)

PLEASE COMPLETE THE ESTIMATED MATERIAL HANDLING CALCULATION BELOW AND SUBMIT BY DEADLINE DATE.

Description	Number of Units	Price per UNIT	Estimated Total Cost
Tax			N/A
Total			

Exhibiting Company Name: _____ Booth # _____



RECEIVING DATE BEGINS: JUNE 14, 2021

RECEIVING DATE BEGINS: JUNE 14, 2021

DEADLINE DATE IS: JULY 12, 2021

DEADLINE DATE IS: JULY 12, 2021

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

C/O: EARL FARNSWORTH EXPRESS / MAYFLOWER
1001 CANAL BLVD, EAST SUITE E
RICHMOND, CA 94804

C/O: EARL FARNSWORTH EXPRESS / MAYFLOWER
1001 CANAL BLVD, EAST SUITE E
RICHMOND, CA 94804

ADVANCE WAREHOUSE

ADVANCE WAREHOUSE

EVENT: _____
*Progressive IMS Outdoors
Northern California*

EVENT: _____
*Progressive IMS Outdoors
Northern California*

BOOTH NO: _____ NO. _____ OF _____ PCS

BOOTH NO: _____ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.



CANNOT DELIVER BEFORE JULY 14, 2021

CANNOT DELIVER BEFORE JULY 14, 2021

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

C/O: IMS OUTDOORS / SHOW MANAGEMENT
SONOMA RACEWAY
29355 ARNOLD DRIVE
SONOMA, CA 95476

C/O: IMS OUTDOORS / SHOW MANAGEMENT
SONOMA RACEWAY
29355 ARNOLD DRIVE
SONOMA, CA 95476

SHOW SITE

SHOW SITE

EVENT: Progressive IMS Outdoors
Northern California

EVENT: Progressive IMS Outdoors
Northern California

BOOTH NO: _____ NO. _____ OF _____ PCS

BOOTH NO: _____ NO. _____ OF _____ PCS

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