



ATLANTA

EVENT INFORMATION

MOVE-IN HOURS

*Wednesday Oct. 27, 2021 1:00pm - 5:00pm
Thursday Oct. 28, 2021 8:00am - 6:00pm
Friday Oct. 29, 2021 8:00am - Noon
**Wednesday is targeted move-in only*

EVENT HOURS

Friday Oct. 29, 2021 1:00pm - 5:30pm
Saturday Oct. 30, 2021 9:00am - 5:30pm
Sunday Oct. 31, 2021 10:00am - 5:00pm

Exhibitors will have access to the venue one hour prior to the event opening and one half hour after closing.

MOVE-OUT HOURS

Sunday Oct. 31, 2021 5:00pm - 10:00pm
Monday Nov. 1, 2021 8:00am - Noon
*Monday Nov. 1, 2021 8:00am - 5:00pm
**Monday is targeted move-out only*

EXHIBITOR REGISTRATION

Thursday Oct. 28, 2021 12:00pm - 6:00pm
Friday Oct. 29, 2021 8:00am - 5:30pm
Saturday Oct. 30, 2021 8:00am - 4:30pm
Sunday Oct. 31, 2021 9:00am - 4:00pm

BUSINESS LICENSE

Exhibitors do not need a City Business License in order to conduct business and write orders during the event.

SALES TAX PERMIT

Out-of-state sellers must collect tax on all sales of tangible personal property made at a convention or trade show in this state. Additionally, these sellers must collect the tax on all sales made as the result of orders taken at a convention or trade show attended in this state. For more information, please visit Georgia Department of Revenue at <https://dor.georgia.gov/taxes/business-taxes/sales-use-tax/out-state-sellers>

SALES TAX RATE

The sales tax rate is 7%

IMS OUTDOORS EVENT OFFICE HOURS

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

Event Office Phone: (415) 715-4900
(Number subject to change)

FACILITY INFORMATION

Georgia International Horse Park

1996 Centennial Olympic Pkwy NE
Conyers, GA 30013
(770) 860-4190

<https://www.georgiahorsepark.com/>

DIRECTIONS

Directions to the venue and guest information can be found on the Georgia International Horse Park website at:

<https://www.georgiahorsepark.com/directions.aspx>

For more information, please call (770) 860-4190

FIRE & SAFETY

Gas caps must be locked or taped shut. All keys must be kept on event site.

Rockdale County Fire & Rescue Department (770) 278-8401.

PARKING

Parking is Free at Georgia International Horse Park.

We will make every effort to place vendor parking close to the exhibit areas. Accommodations will be made to allow exhibitors to load / unload product prior to event opening daily.

TENT / CANOPY GUIDELINES

Standard 10'x10' inline booths utilizing a canopy or tent must be a minimum of 8' high with a maximum height at peak of 12'. The entry point of your tent should be a minimum of 7'.

Any tent larger than a 20x20 will need Fire Marshal approval and will require a fire extinguisher.

All tents and canopies must be tethered to the ground. Staking will not be permitted. Use of weighted barrels or cinder blocks is recommended to properly tether the canopy or tent to the ground.

Anything used to secure your tent can be no more than 2' outside the footprint of your tent.

CAMPING / RV INFORMATION

Camping is available at Georgia International Horse Park in the Main Lot. Please see Camping Form for pricing and further information.

WIFI

WIFI is available at the Georgia International Horsepark.

PETS

Only service animals are allowed on the grounds based on state and national ADA laws. They must always remain on a leash and owners are required to clean up after their pet.

Anyone bringing an animal will be responsible and liable for any damage or injury caused by the animal.

For more information, email: Operations@motorcycleshows.com



ATLANTA

THIRD PARTY SERVICES

DISPLAY LABOR

There is no on-site labor available. If you require additional labor to assist with your booth set-up and tear down, you will need to order labor in advance from a Third Party Vendor.

ELECTRICAL INFORMATION

Power is available at the venue but is limited. We cannot guarantee your exhibit will be located close to a permanent power source. If you require power, an Electrical Order Form will need to be submitted. Power will be turned on at least 30 minutes prior to event opening and will remain on for a limited time after closing.

We recommend considering a generator for your power needs. All generators must be turned off at close of each day.

FREIGHT / MATERIAL HANDLING (DRAYAGE)

We encourage all exhibitors to ship items to the Advance Warehouse. Using this method is most cost effective and will save money.

There will be a charge to handle and deliver shipments from the Advance Warehouse and on Event Site.

By using the Advance Warehouse services, you are eligible for outbound shipping. A Material Handling Form must be completed for all freight shipped to the Advance Warehouse and for outbound shipments.

Details about rates can be found on the Material Handling Form.

Advance Warehouse Shipments

Exhibiting Company Name / Booth #
Attn: Matt Gename
Guardian Moving/Mayflower
2021 Progressive IMS Outdoors - Atlanta
2600 Pinemeadow Ct.
Duluth, GA 30096

All advance warehouse freight must arrive by 10-25-21 to avoid additional surcharges.

Event Site Shipments

Exhibiting Company Name / Booth #
2021 Progressive IMS Outdoors - Atlanta
Georgia International Horse Park
1996 Centennial Olympic Pkwy NE
Conyers, GA 30013

Freight will be accepted beginning 10-27-21. To avoid additional surcharges, event site shipments must arrive prior to event opening.

HOTEL INFORMATION

HOTEL RESERVATIONS

HotelMap is the official housing agency for all hotels. To receive discounted event rates, you must make your reservations with HotelMap.

If you need assistance booking your hotel, HotelMap is available 24/7 to help. They can be reached via Live Chat or by email at Ashaki@HotelMap.com

A complete list of hotel options can be found at: <https://motorcycleshows.com/content/hoteltravel-information>

For more information, email: Operations@motorcycleshows.com

CONTACT INFORMATION

EXHIBITOR CREDENTIALS INFORMATION

Visit [Exhibitor Registration Information](#)

For registration questions, please email
Operations@motorcycleshow.com

Electrical

Georgia International Horse Park

1996 Centennial Olympic Pkwy NE
Conyers, GA 30013
(770) 860-4190
<https://www.georgiahorsepark.com/>

FIRE DEPARTMENT

Rockdale County Fire & Rescue Dept.
1496 Rockbridge Road NW
Conyers, GA 30012
(770) 278-8401
<https://rockdalecountyga.gov/>

HOUSING AGENCY

If you need assistance booking your hotel, HotelMap is available 24/7 to help. They can be reached via Livechat or by email:
Ashaki@HotelMap.com

MATERIAL HANDLING (Drayage)

Inbound/Outbound
Show Management
Operations@motorcycleshow.com

CATERING

Proof of the Pudding
1996 Centennial Olympic Pkwy NE
Conyers, GA 30013
(770) 860-4190
<https://www.georgiahorsepark.com/>

SALES TAX PERMIT

Georgia Department of Revenue
1800 Century Blvd NE,
Atlanta, GA 30345
(877) 423-6711
<https://dor.georgia.gov/>

SHIPPING & HANDLING

(Please refer to Material Handling)

Below is a helpful list of vendors to assist with your event needs. These vendors are not contracted by Event Management.

FURNITURE / TENTS

Classic Tents & Events

6380 Best Friend Rd
Norcross, GA 30071
770-449-1010
<https://classic-tents.com/sales@classic-tents.com>

FURNITURE / TENTS

Covington Rental Center

7101 Turner Lake Circle SW
Covington, GA 30014
(770) 786-9938
<http://www.covingtonrental.com/>

GENERATORS

Sunbelt Rentals

Nicholas Perez
404-597-7835
Nicholas.Perez@sunbeltrentals.com

Classic Tents & Events

6380 Best Friend Rd
Norcross, GA 30071
770-449-1010
<https://classic-tents.com/sales@classic-tents.com>