



# CHICAGO

## EVENT INFORMATION

### MOVE-IN HOURS

\*Wednesday Aug. 18, 2021 1:00pm - 6:00pm  
Thursday Aug. 19, 2021 8:00am - 6:00pm  
Friday Aug. 20, 2021 8:00am - Noon  
*\*Wednesday is targeted move-in only*

### EVENT HOURS

Friday Aug. 20, 2021 1:00pm - 7:00pm  
Saturday Aug. 21, 2021 9:00am - 7:00pm  
Sunday Aug. 22, 2021 9:00am - 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 Aug. 22, 2021 5:00pm - 10:00pm  
Monday Aug. 23, 2021 8:00am - Noon  
\*Monday Aug. 23, 2021 8:00am - 5:00pm  
*\*Monday is targeted move-out only*

### EXHIBITOR REGISTRATION

Thursday Aug. 19, 2021 12:00pm - 6:00pm  
Friday Aug. 20, 2021 8:00am - 7:00pm  
Saturday Aug. 21, 2021 8:00am - 6:00pm  
Sunday Aug. 22, 2021 8:00am - 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

When a vendor sells general merchandise to the public at events, Illinois sales tax and use taxes are due. Every exhibitor is required to complete the Special Event Tax Collection Report and Payment Coupon.

Please visit [Illinois Department of Revenue](http://Illinois Department of Revenue) to request a copy of Form IDOR-6-SETR or call 800-732-8866. For more information, please call the Illinois Department of Revenue at 847-294-4475.

### 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

### Goebbert's Farm

42W813 Reinking Road  
Pingree Grove, IL 60140  
(847) 464-5952  
<https://goebbertspumpkinfarm.com/>

### DIRECTIONS

Directions to the venue and guest information can be found on the Goebbert's Farm website at:  
<https://goebbertspumpkinpatch.com/maps-and-hours/>

For more information, please call 847-741-3151.

### FIRE & SAFETY

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

Pingree Grove Fire Protection District 3: (847) 741-3151

### PARKING

Parking is Free at the Goebbert's Farm.

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'.

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 Lehmans Lakeside RV Resort and is 10 miles from Goebbert's Farm. Pine Country RV & Camping Resort is 26 miles from Goebbert's Farm.

### WIFI

WIFI is unavailable at Goebbert's Farm.

### 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@motorcycleshow.com](mailto:Operations@motorcycleshow.com)**



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## 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. 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 #  
2021 Progressive IMS Outdoors - Chicago  
Attn: Matt Gename  
Schroeder Moving & Storage  
15700 W Lincoln Ave  
New Berlin, WI 53151

*All advance warehouse freight must arrive by 8-16-21 to avoid additional surcharges.*

### Event Site Shipments

Exhibiting Company Name / Booth #  
2021 Progressive IMS Outdoors - Chicago  
Goebbert's Farm  
42W813 Reinking Road  
Pingree Grove, IL 60140

*Freight will be accepted beginning 8-18-21. 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](mailto: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](mailto:Operations@motorcycleshows.com)**

## CONTACT INFORMATION

### EXHIBITOR CREDENTIALS INFORMATION

Visit [Exhibitor Registration Information](#)

For registration questions, please email  
[Operations@motorcycleshow.com](mailto:Operations@motorcycleshow.com)

### ELECTRICAL

#### Goebbert's Farm

42W813 Reinking Road  
Pingree Grove, IL 60140  
(847) 464-5952  
<https://goebbertspumpkinfarm.com/>

### FIRE DEPARTMENT

#### Pingree Grove Fire Protection District 3

39W160 Plank Rd  
Elgin, IL 60124  
(847) 741-3151

### 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](mailto:Ashaki@HotelMap.com)

### MATERIAL HANDLING (Drayage)

Inbound/Outbound  
Show Management  
[Operations@motorcycleshow.com](mailto:Operations@motorcycleshow.com)

### SALES TAX PERMIT

Illinois Department of Revenue  
Suburban North Regional Building  
9511 Harrison Street  
Des Plaines, Illinois 60016-1563  
(847) 294-4475 (Forms)  
(800) 732-8866 (Questions)

### SHIPPING & HANDLING

(Please refer to Material Handling)

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

### CATERING

#### Cafe Roma

2175 Pointe Boulevard  
Suite #120  
Elgin, IL 60123  
(847) 836-7662  
Lisa Lococo  
[TasteCafeRoma@gmail.com](mailto:TasteCafeRoma@gmail.com)

### FURNITURE / TENTS

#### Marquee Event Rentals

9480 W. 55th St.  
McCook, IL 60525  
(708) 603-8629  
Brandon Sprau  
[bsprau@marqueerents.com](mailto:bsprau@marqueerents.com)  
<https://marqueerents.com/>

### GENERATORS

#### Sunbelt Rentals

23322 S. Frontage Rd. W  
Channahon, IL 60410  
(815) 521-9895  
Jerrod Howard  
[Jerrod.Howard@sunbeltrentals.com](mailto:Jerrod.Howard@sunbeltrentals.com)