



# NASHVILLE

## EVENT INFORMATION

### MOVE-IN HOURS

\*Wednesday Oct. 6, 2021 1:00pm - 5:00pm  
Thursday Oct. 7, 2021 8:00am - 6:00pm  
Friday Oct. 8, 2021 8:00am - Noon  
*\*Wednesday is targeted move-in only*

### EVENT HOURS

Friday Oct. 8, 2021 1:00pm - 5:30pm  
Saturday Oct. 9, 2021 9:00am - 5:30pm  
Sunday Oct. 10, 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. 10, 2021 5:00pm - 10:00pm  
Monday Oct. 11, 2021 8:00am - Noon  
\*Monday Oct. 11, 2021 8:00am - 5:00pm  
*\*Monday is targeted move-out only*

### EXHIBITOR REGISTRATION

Thursday Oct. 7, 2021 12:00pm - 6:00pm  
Friday Oct. 8, 2021 8:00am - 5:30pm  
Saturday Oct. 9, 2021 8:00am - 4:30pm  
Sunday Oct. 10, 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

Every exhibitor who will have on-site sales and/or delivery of goods or merchandise at the show must have a valid Sales Tax License (Seller's Permit). For more information, please call Tennessee Department of Revenue at (800) 342-1003 or visit <https://www.tn.gov/revenue.html>

### SALES TAX RATE

The sales tax rate is 8.25%

### 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

### James E. Ward AG Center

945 E Baddour Pkwy  
Lebanon, TN 37087  
(615) 449-9077  
<https://wilsoncountyfairgrounds.com/>

### DIRECTIONS

Directions to the venue and guest information can be found on the James E. Ward AG Center website at:  
<https://wilsoncountyfairgrounds.com/contact/>

For more information, please call (615) 449-9077

### FIRE & SAFETY

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

Lebanon Fire Department Administration: (615) 443-2903.

### PARKING

Parking is Free at James E. Ward AG Center.

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 James E. Ward AG Center, location TBA.

### WIFI

WIFI is unavailable at James E. Ward AG Center.

### 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](mailto:Operations@motorcycleshows.com)



# NASHVILLE

## 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 - Nashville  
Attn: Matt Gename  
Guardian Moving/Mayflower  
1421 Gould Blvd  
La Vergne, TN 37086

*All advance warehouse freight must arrive by 10-4-21 to avoid additional surcharges.*

### Event Site Shipments

Exhibiting Company Name / Booth #  
2021 Progressive IMS Outdoors - Nashville  
James E. Ward AG Center  
945 E Baddour Pkwy  
Lebanon, TN 37087

*Freight will be accepted beginning 10-6-21. 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

#### James E. Ward AG Center

945 E Baddour Pkwy  
Lebanon, TN 37087  
(615) 449-9077

<https://wilsoncountyfairgrounds.com/>

### FIRE DEPARTMENT

#### Lebanon Fire Department - Admin

520 Coles Ferry Pike  
Lebanon, TN 37087  
(817) 392-6800

<http://www.lebanontn.org/232/Fire-Department>

### 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)

### CATERING

#### Jordan's Catering

1701 Brian Street  
Lebanon, TN 37087  
(615) 444 - 7651

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

### SALES TAX PERMIT

Tennessee Department of Revenue  
500 Deaderick Street  
Nashville, TN 37242  
(800) 342-1003

<https://www.tn.gov/revenue.html>

### 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.***

### FURNITURE / TENTS

#### Premier Event Rental

902 Hutchinson Pl  
Lebanon, TN 37090  
(615) 443-3325

<https://www.premiereventrentalstn.com/contact>

### FURNITURE / TENTS

#### Mid-State Tent Rental

163 Mall Circle Dr  
Murfreesboro, TN 37129  
(615) 371-8368

<https://midstatetent.com/>

### GENERATORS

#### Sunbelt Rentals

1025 Tennessee Blvd  
Lebanon, TN 37087 4902  
Shane Blissard  
615-585-3167

[shane.blissard@sunbeltrentals.com](mailto:shane.blissard@sunbeltrentals.com)

#### Premier Event Rental

902 Hutchinson Pl  
Lebanon, TN 37090  
(615) 443-3325

<https://www.premiereventrentalstn.com/contact>