



# PENNSYLVANIA

## EVENT INFORMATION

### MOVE-IN HOURS

\*Wednesday Sept. 8, 2021 1:00pm - 5:00pm  
Thursday Sept. 9, 2021 8:00am - 6:00pm  
Friday Sept. 10, 2021 8:00am - Noon  
*\*Wednesday is targeted move-in only*

### EVENT HOURS

Friday Sept. 10, 2021 1:00pm - 7:00pm  
Saturday Sept. 11, 2021 9:00am - 7:00pm  
Sunday Sept. 12, 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 Sept. 12, 2021 5:00pm - 10:00pm  
Monday Sept. 13, 2021 8:00am - Noon  
\*Monday Sept. 13, 2021 8:00am - 5:00pm  
*\*Monday is targeted move-out only*

### EXHIBITOR REGISTRATION

Thursday Sept. 9, 2021 12:00pm - 6:00pm  
Friday Sept. 10, 2021 8:00am - 7:00pm  
Saturday Sept. 11, 2021 8:00am - 6:00pm  
Sunday Sept. 12, 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

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 visit The [PA Department of Revenue](#).

### SALES TAX RATE

The sales tax rate is 6%

### 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

### CARLISLE FAIRGROUNDS

1000 Bryn Mawr Rd  
Carlisle, PA 17013  
(717) 243-7855  
<https://www.carlisleevents.com/>

### DIRECTIONS

Directions to the venue and guest information can be found on the Carlisle Fairgrounds website at:  
<https://www.carlisleevents.com/events/directions>

For more information, please call (717) 243-7855

### FIRE & SAFETY

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

Carlisle Fire and Rescue Services: (717) 243-2125

### PARKING

Parking is Free at Carlisle Fairgrounds.

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, location TBA.

### WIFI

WIFI is available at Carlisle Fairgrounds.

### 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.



# PENNSYLVANIA

## 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 - Pennsylvania  
Attn: Matt Gename  
Schroeder Moving & Storage  
15700 W. Lincoln Ave  
New Berlin, WI 53151

*All advance warehouse freight must arrive by 9-2-21 to avoid additional surcharges.*

### Event Site Shipments

Exhibiting Company Name / Booth #  
2021 Progressive IMS Outdoors - Pennsylvania  
Carlisle Fairgrounds  
1000 Bryn Mawr Rd  
Carlisle, PA 17013

*Freight will be accepted beginning 9-8-21. 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

#### Carlisle Fairgrounds

1000 Bryn Mawr Rd  
Carlisle, PA 17013  
(717) 243-7855  
<https://www.carlisleevents.com/>

### FIRE DEPARTMENT

#### Carlisle Fire and Rescue Services

177 Carlisle Spring Road  
Carlisle, Pa 17013  
(717) 243-2125  
<http://www.cfrs45.com/>

### 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

#### Carlisle Fairgrounds

1000 Bryn Mawr Rd  
Carlisle, PA 17013  
Jodi Morrison  
717-243-7855 ext 113  
<https://www.carlisleevents.com/>

### SALES TAX PERMIT

Pennsylvania Department of Revenue  
(717) 787-1064  
<https://www.pa.gov/>

### SHIPPING & HANDLING

(Please refer to Material Handling)

### WIFI

#### Carlisle Fairgrounds

1000 Bryn Mawr Rd  
Carlisle, PA 17013  
(717) 243-7855  
<https://www.carlisleevents.com/>

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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

#### High Peak Tent Rental

8 Mooredale Rd.  
Carlisle, PA 17013  
(717) 258-8006  
<https://www.highpeakrentals.com/>

### FURNITURE / TENTS

#### Tents for Rent

110 Wood Corner Road  
Lititz, PA 17543  
Louise Landis  
(717) 733-9700  
<https://tentsforrent.net/>

### GENERATORS

#### Sunbelt Rentals

4417 Valley Rd  
Enola, PA 17025  
Ron Towers  
(717) 887-1787  
<https://www.sunbeltrentals.com/>

### GENERATORS

#### Tents for Rent

110 Wood Corner Road  
Lititz, PA 17543  
Louise Landis  
(717) 733-9700  
<https://tentsforrent.net/>