

EVENT INFORMATION

MOVE-IN HOURS

*Wednesday Nov. 17, 2021 1:00pm - 5:00pm
Thursday Nov. 18, 2021 8:00am - 6:00pm
Friday Nov. 19, 2021 8:00am - 10:30am
**Wednesday is targeted move-in only*

EVENT HOURS

Friday Nov. 19, 2021 11:30am - 4:30pm
Saturday Nov. 20, 2021 9:00am - 4:30pm
Sunday Nov. 21, 2021 10:00am - 4:30pm

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

MOVE-OUT HOURS

Sunday Nov. 21, 2021 4:30pm - 10:00pm
Monday Nov. 22, 2021 8:00am - Noon
*Monday Nov. 22, 2021 8:00am - 5:00pm
**Monday is targeted move-out only*

EXHIBITOR REGISTRATION

Thursday Nov. 18, 2021 12:00pm - 6:00pm
Friday Nov. 19, 2021 8:00am - 4:30pm
Saturday Nov. 20, 2021 8:00am - 3:30pm
Sunday Nov. 21, 2021 9:00am - 3:30pm

BUSINESS LICENSE

Exhibitors will need a City Business License in order to conduct business and write orders during the event. Please apply at <https://businesslicense.costamesaca.gov/Apply/GettingStarted/BusinessLicense>

SALES TAX PERMIT

If you participate in California conventions and trade shows and make sales or take orders for sales at or during the conventions or trade shows, you will generally be required to hold either an ongoing or temporary seller's permit. For more information, please visit the California State Board of Equalization at <https://www.costamesaca.gov/home/showpublisheddocument/41789/637200335292900000>

SALES TAX RATE

The sales tax rate is 7.75%

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

OC Fair & Event Center

88 Fair Dr.
Costa Mesa, CA 92626
(714) 708-1500
<https://ocfair.com/>

DIRECTIONS

Directions to the venue and guest information can be found on the OC Fair & Event Center website at:

<https://ocfair.com/about-us/maps-directions/>

FIRE & SAFETY

Gas caps must be locked or taped shut and fuel should be less than 1/4 tank full. Batteries must be disconnected. All keys must be kept on event site.

Costa Mesa Fire & Rescue Department (714) 754-5106.

PARKING

Parking is available at the OC Fair & Event Center.

Hang Tags, must be purchased in advance for \$15 (\$5 per event day). See order form for further information.

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

Tents are not allowed inside the buildings. 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 20'x20' 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 TBD

WIFI

WIFI is available at the OC Fair & Event Center, but is limited in certain areas throughout the venue

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.

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
Legacy
2021 Progressive IMS Outdoors - Southern California
6931 Hermosa Circle
Buena Park, CA 90620

All advance warehouse freight must arrive by 11-12-21 to avoid additional surcharges.

Event Site Shipments

Exhibiting Company Name / Booth #
2021 Progressive IMS Outdoors - Southern California
OC Fair & Events Center Gate 5/Maintenance Yard
88 Fair Drive
Costa Mesa, CA 92626

Freight will be accepted beginning 11-15-21. 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>

CONTACT INFORMATION

EXHIBITOR CREDENTIALS INFORMATION

Visit [Exhibitor Registration Information](#)

For registration questions, please email
Operations@motorcycleshows.com

Electrical OC Fair & Event Center

88 Fair Dr.
Costa Mesa, CA 92626
(714) 708-1500
<https://ocfair.com/>

WIFI OC Fair & Event Center

88 Fair Dr.
Costa Mesa, CA 92626
(714) 708-1500
internet@ocfair.com

FIRE DEPARTMENT

Costa Mesa Fire & Rescue Dept.
77 Fair Drive
Costa Mesa, CA 92626
(714) 754-5106

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@motorcycleshows.com

CATERING

Spectra
88 Fair Dr.
Costa Mesa, CA 92626
(714) 708-1500
<https://ocfair.com/venue-rentals/food-beverage-spectra/concessions/>

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

FURNITURE / TENTS

Bright Event Rentals
1640 West 190th Street
Los Angeles, CA 90501
310-202-0011
<https://bright.com/#>

A1 Party Rentals

251 E. Front St.
Covina, CA 91723
Rene Martinez
626-649-3640
rene@a1partyrental.com

OTHER EQUIPMENT

Sunbelt Rentals
Daniel Ruiz
408-310-9450
Daniel.Ruiz@sunbeltrentals.com

GENERATORS

Sunbelt Rentals
Greg Garcia
714-932-1006
Greg.Garcia@sunbeltrentals.com