

The **Springfield Motorcycle Show**

2010 SPRINGFIELD MOTORCYCLE SHOW
January 15 – 17, 2010

Dear Exhibitor,

Welcome to your 2010 Springfield Motorcycle Show. First please accept our invitation to contact us if there is any information or assistance that we can provide to you to make this show more profitable and enjoyable.

This manual covers information that is geared to making your entrance, participation and exit from the show as efficient as possible.

That manual does call for your cooperation in following the guidelines and deadline. Exhibitors are required to contact OSEG for special booth services and special electrical needs.

Please keep a copy of the contract and this manual with you at the show for your referral.

RETAIL SALES TAX INFORMATION

The State of Massachusetts requires all exhibitors who sell a retail product at the show to have a MA sales tax ID number. For your MA please contact the MA Department of Revenue on the internet; go to **mass.gov** and register as a new business. The form to fill out is a TA 1 form. After completing the form, print a copy of the temporary application and fax to 413-784-1117. To reach them by phone: 413-784-1000, extension 20314 or write the tax dept at 436 Dwight St., Springfield, MA 01101.

SHIPMENTS TO THE SHOW

All shipments to the show will be handled by Special Event Rentals. For information and shipping rate please call 800-527-2175. You must pay your shipping bill before your exhibitor material is delivered to your booth.

SECURITY

Security for the show will be 24 hours a day starting move-in through Sunday night. You will be responsible for your merchandise during set up, during the show and during take down.

SHOW INFORMATION

EASTERN STATES EXPOSITION
BETTER LIVING CENTER
1305 MEMORIAL AVE
W. SPRINGFIELD, MA 01089
Tel. 1-413-737-2443 web address www.thebige.com
Wireless Internet Access 800-556-0037

SHOW HOURS

JAN. 15, FRIDAY 5PM – 9 PM

JAN. 16, SATURDAY 10AM - 7 PM

JAN 17, SUNDAY 10 AM – 5 PM

MOVE-IN AND TAKE-DOWN

During move-in only gate **Gate 2** will be open. During the show the main entrance will be open. Upon arriving at the show please check in at the show office. Exhibitor check-in is at door 1 in the Young Building. You will receive your booth assignment, exhibitor badges and drive in pass.

All outstanding balances must be paid prior to set up. At the time of setup only money orders, cash or credit cards will be accepted. Please note that there is a daily parking fee charged by Eastern States Exposition.

SHOW PHONE 413-205-5081

Thursday JAN. 14

Move in time 11AM – 8PM Check-in
at the show office for your show
location.

Friday JAN. 15 Move in 10AM - 2PM All
Move-in vehicles must be out of the building
by noon.

Sunday JAN. 16, Take down will begin at 5:30PM and
Take-down continue until 11PM. No exhibitor can
begin to dismantle their booth before the
show closes.

Monday JAN. 18,

All displays must be out of the building
By noon time. Or the building charges a
Storage fee to the exhibitor.

The Springfield Motorcycle Show

SHOW MANAGEMENT

Outdoor Sports Expo Group Inc
P.O. Box 207
Granby, MA 01033
Tel. (413) 467-2171
Fax. (413) 467-2174
E-mail: dougoseg@gogtt.net or reneoseg@gogtt.net
www.osegshows.com

SHOW LOCATION

Eastern States Exposition
1305 Memorial Ave.
West Springfield, MA 01089
Tel. (413) 737-2443
www.thebigex.com

SHOW OFFICE

(413) 205-5081

DRAYAGE

Special Events Rentals
1060 Millbury St.
Worcester, MA 01607
Tel. 1-800-527-2175

PHONE INSTALLATION

Line service is provided by the Eastern States Exposition. Please see the attached form.

INTERNET SERVICE

Wireless Internet Service is provided on the grounds by SkyTech. For more information regarding SkyTech see the attached sheet

GENERAL SHOW INFORMATION

The following is a general guide of rules and regulations pertaining to the shows. For more details or information please call OSEG at 413-467-2171. Thank You!

MUSIC, COPYRIGHTED: Music will not be permitted by exhibitors unless it is in compliance with all copyright and/or other laws applicable to the playing of such music. Exhibitors are solely liable for any music played regardless of whether such music is contained on a video/audio tape, compact disc or electronically transmitted by radio or television or by any other means.

PARKING: Parking will not be permitted in fire lanes, against buildings, grassy areas or any other NO PARKING designated areas. Vehicles not parked in designated areas will be ticketed and/or towed.

FIRE SAFETY REGULATIONS: All electrical extension cords, lights, wiring and hook-ups must meet UL and National Code (1993 edition) requirements as well as state and local ordinances. All decorative materials, banners, cloth, skirting and carpeting must be flame retardant. The use of untreated materials is prohibited. Propane tanks are not permitted in buildings. Also flammable liquids are only allowed if approved by the Fire Marshall prior to the show.

DISPLAY VEHICLES IN BUILDING DURING SHOW: All gasoline tanks must be sealed with a locking gasoline cap or taped shut. All gas tanks must contain less than 1/8 of a tank of fuel. Battery connections must be disconnected from the battery and taped. This is per order of the Fire Marshal.

PETS & ANIMALS: Pets and animals (with the exception of guide dogs) are not permitted in the buildings unless they are part of an exhibit or participating in a demonstration. The pets and animals that are part of the show must be restrained at all times. Owners of pets and animals are solely and completely responsible and liable for the behavior of their animals. Owners are also responsible for any cleanups or damage done to buildings and booths. **OSEG has the right to refuse any and all animals into the buildings.**

FIREARMS AND AMMUNITION RULES: All exhibitors displaying or selling firearms and ammunitions must have the required federal permits with them. All federal and state and local regulations must be complied with. Handguns must be secured at all times. The display and/or sale of military style weapons are strictly prohibited.

MISCELLANEOUS: All aisles shall be clear of displays and equipment. No exhibitor is allowed to place literature, banners or signs outside of the booth area. No nails, tacks, tape, stickers or other material will be allowed on any part of the building. Signs and banners are not allowed on the sprinkler systems.

All exits and emergency equipment must remain accessible at all times.
Smoking is not permitted in any of the buildings

GENERAL SHOW INFORMATION

Information for each show will be in its own section of the manual. Please refer to these sections for booth furnishings, shipping, lodging and travel directions. Also included in these sections will be information on move-in and take-down times and procedures. Please don't forget to fill in the Exhibitor Badge Form and return the form to our office.

SECURITY

There will be security during all days of the show. However we will have a security room available for items that you don't want to leave in your booth. Please make management aware of your needs prior to the show.

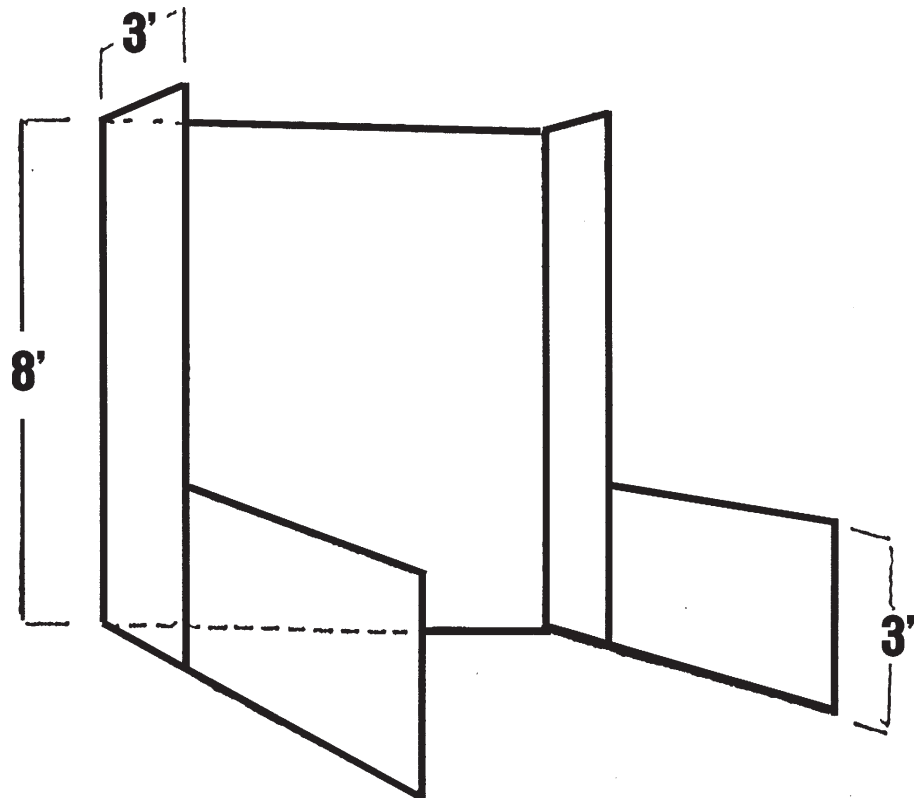
ELECTRICITY

At both shows one 110v electrical outlet will be provided for your booth at no additional cost. **You will need to bring extension cords and electrical adapters**, as outlets may not be directly behind your booth. Additional electrical needs must be requested in advance and will be charged according to the electricians' rates. Please turn off all electricity at your booth when you leave for the night.

BOOTH DISPLAY DIMENSIONS

The following are included in
Your 10 x 10' booth:

- 8' high draped backwall
- 32" high draped sidewalls
- Exhibitor sign (if ordered by Decorator's deadline)



The front and sides of your booth can not block the view of other vendors.

* Bulk area is floor space only. You will have to provide your own pipe and drape.

GENERAL SHOW INFORMATION

MOTORIZED VEHICLES- FUEL:

All motorized vehicles must have 1/8th of a tank of fuel or less.

All fuel caps must be taped or locked.

All battery cables have to be disconnected.

The fire marshal will be checking all vehicles prior to the show opening and he will not allow the show to open unless all vehicles comply with West Springfield town laws.

TRAILER HITCHES

It is mandatory that all trailer hitches must be covered and there will be no exceptions.

Hampton Inn

1011 Riverdale Street
West Springfield MA 01089
Tel: (413) 732-1300
FAX:(413) 731-9883



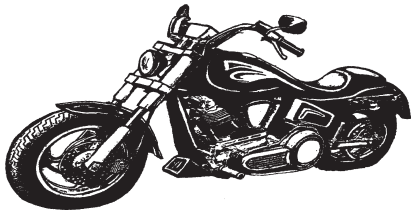
- Free breakfast buffet serving a hot item daily.
- Free Parking
- Free Local Phone Calls
- Free In-Room Movies
- Non-Smoking Rooms
- Free High Speed Wireless Internet
- Only 5 Miles to Sportsmen's Show "Big E"

Only

***\$79 Single/Double
2009 Springfield
M/C Show Special**

Link for hotel can be found
on Springfield Motorcycle
Show website:
www.osegshows.com

*Call before December 15, 2010 to receive the SPECIAL
\$79 RATE! Please mention that you are with the Springfield
Sportsmen's Show to get this rate.



The **Springfield Motorcycle Show**

OSEG/Outdoor Sports Expo Group, Inc.

P.O. Box 207 • Granby, MA 01033

Phone: (413) 467-2171* FAX (413) 467-2174

E-Mail: dougoseg@gogtt.net

Website: www.osegshows.com

2010

EXHIBITOR BADGE FORM

COMPANY NAME: _____

(SAME AS ON CONTRACT)

All exhibitors will receive six badges each. Additional badges can be purchased at a discounted price. Please print the names of all workers who will be working your booth during the show. Exhibitor badges are only for booth workers. Show tickets for customers may be purchased at a discounted price. Call for more details.

SPRINGFIELD, MA. SHOW

_____	_____
_____	_____

Please fax or mail this form to the above address as soon as possible to ensure that your workers will receive their badges upon entrance to the show.

BOOTH FURNISHINGS ORDER FORM

PACKAGE A 1 8' draped table 30"
10 X 10 booth 2 folding chairs
 1 9 x 10 rugCost \$140.

PACKAGE B 2 8' draped tables 30"
10 x 20 booth 4 folding chairs
 1 9 x 20 rug Cost \$200.

PACKAGE C 3 8' draped tables 30"
10 x 30 booth 5 folding chairs
 1 9 x 30 rug Cost \$260.

ORDERS MUST BE PLACED BY JANUARY 10, 2010

PRICING FOR ADDITIONAL ITEMS

4', 6', or 8', 30" high bare table @ \$45. each
4', 6', or 8', 40" high bare table @ \$55. each
4', 6', or 8', 30" high skirted table @ \$65. each
4', 6', or 8', 40" high skirted table @ \$75. each

Upholstered bar stool \$35.00, Upholstered chair \$35., Folding chair \$5.
9 x10 Rug \$85. 9 x 20 Rug \$145. 9 x 30 Rug \$205.

Exhibitors may bring their own furnishings for their booth(s).

I would like the following items: _____ @ a cost of _____

CREDIT CARD# _____ exp _____ code _____

Company Name _____

Contact Person _____ Tel. # _____

MOTORCYCLE SHOW

All orders must be accompanied with either a credit card or check made payable to;
OSEG.

PO Box 207
Granby, MA 01033