

# EXHIBITOR MANUAL

## Springfield Motorcycle Show

### DIRECTORY

[Aisles and Passageways](#)

[Health Regulations](#)

[Badge Order Form](#)

[Hotel](#)

[Booth Dimensions & Bulk Areas](#)

[Internet Service](#)

[Booth Furnishings Form](#)

[Miscellaneous Information](#)

[Directions](#)

[Music](#)

[Display Vehicles Requirements](#)

[Noise Levels](#)

[Drayage](#)

[Parking for Exhibitors](#)

[Electricity for Booth](#)

[Pets & Animals](#)

[Exhibitor Move In Information](#)

[Retail Sales Tax Information](#)

[Exhibitor Take Down Information](#)

[RV Parking on Show Grounds](#)

[Fire Prevention Regulations](#)

[Security](#)

[Fire Safety Regulations](#)

[Show Hours](#)

[First Aid & Medical Emergencies](#)

[Telephone Request Form](#)

[Food Permit](#)

## **RETAIL SALES TAX INFORMATION**

All exhibitors who are selling retail products must have a Massachusetts sales tax identification number. After you receive your ID please mail us a copy for our files. We must have this information before you set up your display. You can reach the MA Dept of Revenue following ways:

Telephone: 1-413-784-1000 extension 20314.

Mail: MA Tax Dept  
436 Dwight Street  
Springfield MA 01103

Internet: Go to [www.mass.gov](http://www.mass.gov) and register as a new business. This can be done at the WebFile for Business page. Direct link shown below:  
<https://wfb.dor.state.ma.us/webfile/business/public/webforms/login/login.aspx>

**NEED HELP?** If you need help, you can call the following numbers:  
In-State: **800-392-6089** Out-of-State: **617-887-6367**

## **EXHIBITOR MOVE IN INFORMATION**

**Entrance:** Onto the grounds of Eastern States Exposition will be at Gate # 2 on Thursday and on Friday at Gate #2 and Gate # 8.

**Exhibitor Check-In:** is in the **Young Building** at the Show Office.

**MOVE IN DATE & TIME:** Move-in begins between 11am until 8pm Thursday and continues on Friday, between 9am until the show opens. All vehicles will be able to drive into the buildings until noon. All vehicles must be off the show floor by 1pm on Friday.

Snow and ice must be cleaned off vehicle before entrance into the building. This is for everyone's safety, as well keeping snow from entering other exhibitor's booths.

## **EXHIBITOR TAKE DOWN INFORMATION**

**TAKEDOWN:** No display is to be dismantled or removed from the show floor until the show closes at 5pm on Sunday. At the end of the show exhibitors may hand carry their booth out of the building. At 5:30 the overhead doors will be opened for vehicles to enter the building. Take down will continue until 10pm.

# EXHIBITOR MANUAL Springfield Motorcycle Show

Manual  
Directory

On Monday take-down will continue at 9AM until noon. At this time all vehicles must be out of the building. No display is to be disassembled or removed off the show floor prior to the show closing on Sunday night. No display is to be dismantled or removed from the show floor until the show closes at 5pm on Sunday. At the end of the show exhibitors may hand carry their booth out of the building. At 5:30 the overhead doors will be opened for vehicles to enter the building. Take down will continue until 10pm. On Monday take-down will continue at 9AM until noon. At this time all vehicles must be out of the building.

**No display is to be disassembled or removed off the show floor prior to the show closing on Sunday night.**

We recommend that all small and portable items be removed immediately after the show closes on Sunday. There is no security coverage after the show closes on Sunday.

## 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.

## SHOW HOURS

Friday 5pm to 9pm  
Saturday 10am to 7pm  
Sunday 10am to 5pm

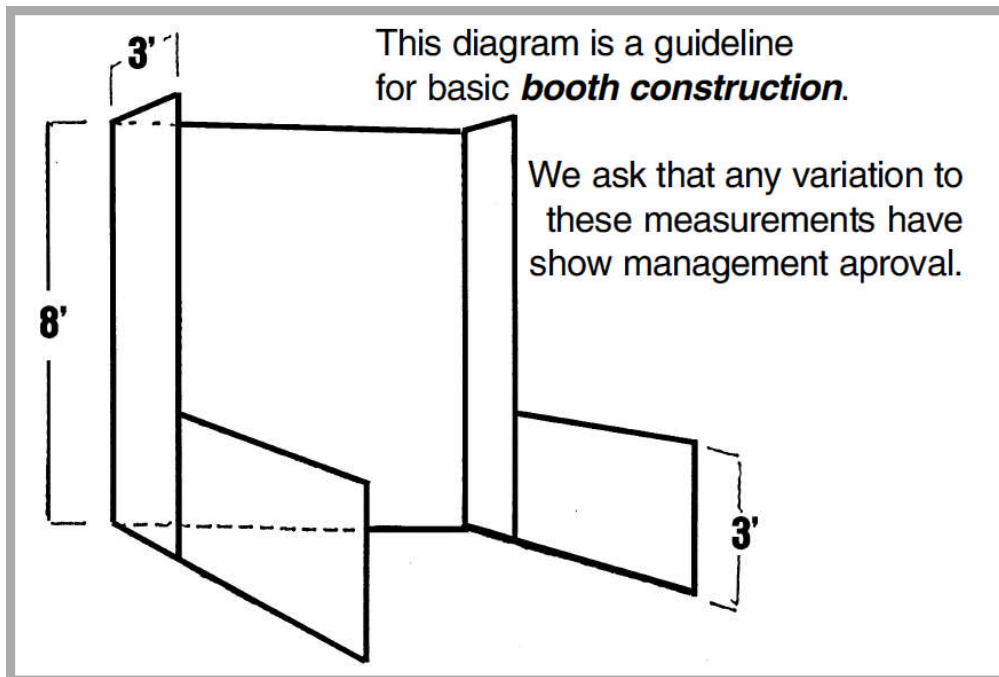
Exhibitors will be allowed into the building 1 hour before the show opens each day. There will be a limited amount of doors open before the show. In the Stroh building the main entrance. In the Young Building Door # 7. For any other doors open check with the door people.

## **BOOTH DISPLAY AND BULK AREA**

This information is for a basic 10 x10' booth:

8' high draped back wall the back wall isn't strong enough to hang anything on it  
32" high draped sidewalls your booth can not block another booths side view  
Exhibitor sign (if ordered by Decorator's deadline)

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



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

## **EXHIBITOR PARKING**

There is a \$5. a day parking fee. You may park in any designated space. 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.

## **RV SELF-CONTAINED VEHICLES**

There is a parking area with electrical hook-ups only. There is no septic or water hook-ups available. Please call Eastern States Exposition for costs and general information. Tel. 413-737-2443

**EXHIBITOR MANUAL  
Springfield Motorcycle Show**

**Manual  
Directory**

**BOOTH FURNISHINGS ORDER FORM**

PACKAGE A: 10 X 10 booth

- 1 8' draped table 30"
- 2 folding chairs
- 1 9 x 10 rug Cost \$125

PACKAGE B: 10 x 20 booth

- 2 8' draped tables 30"
- 4 folding chairs
- 1 9 x 20 rug Cost \$170

PACKAGE C: 10 x 30 booth

- 3 8' draped tables 30"
- 5 folding chairs
- 1 9 x 30 rug Cost \$235

**PRICING FOR ADDITIONAL ITEMS**

- 4', 6', or 8', 30" high bare table @ \$40. each
- 4', 6', or 8', 40" high bare table @ \$50. each
- 4', 6', or 8', 30" high skirted table @ \$60. each
- 4', 6', or 8', 40" high skirted table @ \$60. each

Upholstered bar stool \$45., Upholstered side chair \$45., Folding chair \$5.

9 x 10 Rug \$85. 9 x 20 Rug \$160. 9 x 30 Rug \$225.

Stanchion with cord at \$25.00 per set

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

I would like the following items: \_\_\_\_\_  
@ the cost of \_\_\_\_\_

CREDIT CARD# \_\_\_\_\_ exp \_\_\_\_\_

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Tel. # \_\_\_\_\_

All orders must be accompanied with either a credit card or check made payable

To: OSEG  
PO Box 207  
Granby, MA 01033

**EXHIBITOR MANUAL  
Springfield Motorcycle Show**

**Manual  
Directory**

**EXHIBITOR BADGE FORM**

COMPANY NAME \_\_\_\_\_  
(company name at it appears on contract)

Please print the names of all workers who will be working your booth during the Show. **Each Exhibitor will receive 4 badges.** Exhibitors with more than one booth will receive two more badges for each additional booth. If you need more badges they may be purchased below at a discounted fee. Badges are for booth workers only. They are not guest passes.

**SPRINGFIELD, MA. SHOW**

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

**ORDER FORM FOR ADDITIONAL BADGES AND CUSTOMER TICKETS**

Each additional badge or ticket is being offered to you at a cost of \$12. and will be good for any day of the show. Please send your check to OSEG with your order.

I would like \_\_\_\_\_ (tickets or badges) at the cost of \$12.00 each.

Mailing address for tickets:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **SECURITY**

There will be security during all days of the show with security ending Sunday at 5pm. However exhibitors are responsible for their own products. If you notice any unauthorized personal in any booth please contact the show office.

## **FIRST AID & MEDICAL EMERGENCIES**

The First Aid station is located in the Better Living Center by Door #6. In the event of a medical emergency requiring immediate attention at the scene, contact a show employee or Security Guard for assistance.

## **ELECTRICITY**

At the show one 110v, 20 amp 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.

## **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.

## **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. No open flame is allowed.

## **PETS & ANIMALS**

**Pets and animals (with the exception of guide dogs) are not permitted in the buildings.** The only animal allowed in the show buildings are if they are part of an exhibit or participating in a demonstration. All 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.**

## **FOOD EXHIBITORS**

All exhibitors who have been approved to sell or sample food must be in compliance with all local and state codes. All health permits and regulations must be adhered to.

***All food vendor must get a food permit from the Board of Health, West Springfield, MA in order to participate at the show. A copy of this permit must be forwarded to our office.***

Please read this letter from the [West Springfield Health Department](#)

***You must contact the Board of Health a minimum of **30 Days** before the show.***

In order to set up your booth at the show OSEG needs to have a copy of your health permit on file at our office at least **2 weeks before** the show. We have to have enough time to send a copy to Eastern States Exposition. They will not allow you to set up at the show without a copy of your permit.

## **INTERNET CONNECTION**

Wireless Internet Service is provided by SkyTech. For wireless connection go online and SkyTech will open and you can follow the directions for obtaining service.



## **NOISE LEVELS**

Exhibitors are requested to observe common courtesy regarding the level of noise which any exhibit or display may make. The use of sound devices, sideshow tactics or similar methods of attracting attention is prohibited without consent from Show Management. Show management reserves the right to decide what will be allowed.

## **AISLES**

The aisles and passageways are to remain free and clear. Exhibitors and their personnel must remain within the confines of their own spaces. No exhibitor will be permitted to erect signs or display products outside of their space. Show management reserves the right to remove any and all violations.

## **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.

## **CONTACT INFO**

### **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](mailto:dougoseg@gogtt.net)  
or [reneoseg@gogtt.net](mailto:reneoseg@gogtt.net)  
WEB: [www.osegshows.com](http://www.osegshows.com)

### **SHOW LOCATION**

Eastern States Exposition  
1305 Memorial Ave.  
West Springfield, MA 01089  
Tel. (413) 737-2443  
[www.thebig.com](http://www.thebig.com)

### **SHOW OFFICE**

(413) 205-5061  
Location: Better Living Center  
Door # 7

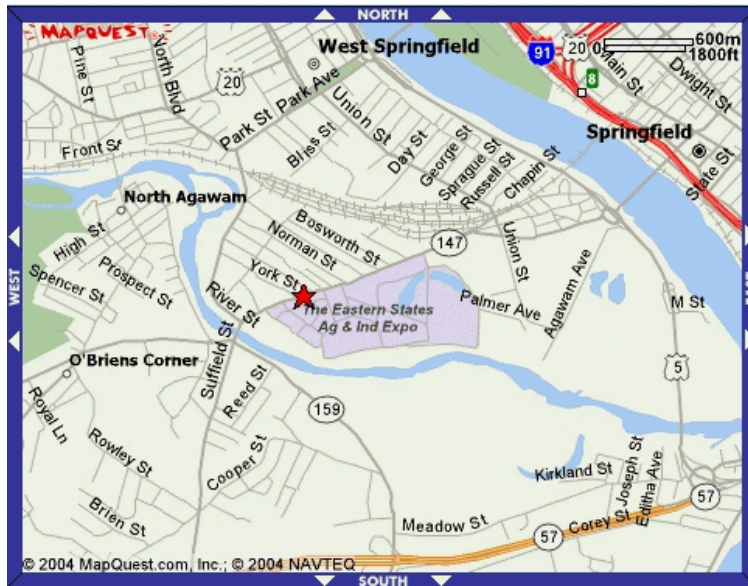
### **DRAYAGE**

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

All shipments to the show will be handled by Special Event Rentals.

For information and rates please call 1-800-527-2175.

**DIRECTIONS TO THE SHOW**



**I-91 Traveling South**

Take Exit 7 off the highway and take a right at the light and go over the bridge and pick up Route 147 west at the rotary (Memorial Avenue) and travel approximately 2 miles and the Eastern States Exposition will be on your left.

**I-91 Traveling North**

Take I-91 North from Route 2, I-84, I-95 or the Merritt Parkway -- Follow I-91 North to Mass. Exit 6 (Springfield Center). Follow East Columbus Avenue to Boland Way (Springfield Sheraton). Go left at the light, continue over the Memorial Bridge and follow Route 147 West, Memorial Avenue approximately 3/4 mile to Eastern States Exposition's Gate 9 parking lot.

**I-90, MA Turnpike, East or West**

Take Exit 4 and pick up Route 5 South after the tollbooth. Travel route 5 South to route 147 west at the rotary. Travel approximately 2 miles and the Eastern States Exposition will be on your left.