



Convention & Show Services, Inc. (CSS) is pleased to be the Official Contractor for the 2024 Progressive Detroit Boat Show to be held at Huntington Place in Detroit, Michigan on January 27 – February 4, 2024. As General Contractor for the 2024 Detroit Boat Show we have enclosed the information and the forms you will require to have a successful show. Please read this manual carefully to ensure that you meet the deadline dates for the various services you will require. Please return each form via fax to 313-386-2048 or you can email info@convshow.com. Phone orders will not be accommodated. Thank you for your continuing support and cooperation. If you have any questions or if we can be of further assistance, please contact our office. We look forward to seeing you at Huntington Place for the 2024 Detroit Boat Show.

Thank you,
Convention & Show Services, Inc.

Visit us at www.convshow.com for fast and easy online order processing.



EVENT INFORMATION

Progressive Detroit Boat Show

Huntington Place
January 27 – February 4, 2024

General Contractor

Convention & Show Services, Inc. (CSS)
1250 John A. Papalas Dr.
Lincoln Park, MI 48146

Phone: 313.386.5555
Fax: 313.386.2048
Email: info@convshow.com

Service Information

CSS is proud to be your Exposition Management Team. The following are important dates and information to keep at hand:

Booth Information

Each 10' x 10' booth space will be set with 8' high blue/white/blue backwall drape, 3' high blue sidewall drape, and one 7" x 44" exhibit ID sign to include company name and booth number.

Carpet

Your exhibit area is not carpeted, however, if you would like it to be please see page 13 to order it. The aisleways will be Blue-Jay carpeting.

Order Deadline Dates

Order deadlines are clearly marked on all necessary forms in this manual. All orders must also include the following required forms:

- Payment Policy
- Limitations of Liability
- Third-Party Billing Form (where applicable).

EAC Form due to CSS office by end of day

Friday	December 22, 2023	4:30 pm
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Deadline to receive advance pricing on Standard Rentals

Friday	January 19, 2024	4:30 pm
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Advanced Warehouse Dates

Friday	December 15 - January 19, 2024	All advanced warehouse freight must be received by 4:00 p.m. on this date.
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Exhibitor Move-In

Monday - Friday	January 22 - 26, 2024	8:00 am – 4:15 pm
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Event Hours

January 27 - February 4, 2024	Saturdays: 11:00 am – 8:00 pm Sundays & Monday: 11:00 am – 6:00 pm Tuesday - Friday: 3:00 pm – 9:00 pm
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Exhibitor Move-Out

Sunday	February 4, 2024	6:01 pm Initial load-out begins.
Monday	February 5, 2024	8:00 am – 4:30 pm
Tuesday	February 6, 2024	8:00 am – 4:30 pm
Wednesday	February 7, 2024	8:00 am – 12:00 pm

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EVENT INFORMATION (CONTINUED)

CSS Show Services

- Rental Furnishings & Accessories
- Graphics Production
- Material Handling Services
- Installation and Dismantle Services

As Service Contractor for the Progressive Detroit Boat Show, we have enclosed the necessary forms for ordering additional furniture, material handling services, and other requirements. Many exhibitors are unaware of the depth and breadth of products and services that we offer. Because having insight into the control of the entire show process, we can generally save you time and money by assisting in your pre-show planning. CSS will be on-site during the move-in and move-out of your show in order to assist you in coordinating any last-minute services and to answer any questions you may have. **Visit us at www.convshow.com for fast and easy online order processing.**

CSS Service Desk Hours

<u>Date</u>		<u>Hours</u>	
January 22 - 26, 2024	Move-In	7:30 a.m. - 5:00 p.m.	The Service Desk will be located at the rear of the exhibit hall.
January 27, 2024	Move-In	7:00 a.m. - 11:30 a.m.	
February 4, 2024	Move-Out	5:00 p.m. - 9:45 p.m.	Contact information will be posted at the Service Desk should you require anything after hours.
February 5 - 7, 2024	Move-Out	7:30 a.m. - 5:00 p.m.	

Visit us at www.convshow.com for fast and easy online order processing.



IMPORTANT CONTACTS

Official Services Contractor:

Convention & Show Services

www.convshow.com

Bobby Whiting

Director of Sales / Operations

bobbyw@convshow.com

Direct - (313)657-5435

Exhibitor Show Services

info@convshow.com

Office - (313)386-5555

Fax - (313)386-2048

Facility:

Huntington Place

www.huntingtonplacedetroit.com

Kendra Cook

Event Manager

kcook@huntingtonplacedetroit.com

Direct - (313)877-8292

Internet Service Provider:

Huntington Place

orders@huntingtonplacedetroit.com

Office - (313)877-8277

Fax - (313)877-8800

Exclusive Cleaning Service Provider:

Huntington Place Housekeeping

Manager: Debra Gutierrez

dgutierrez@huntingtonplacedetroit.com

Direct - (313)877-7960

Exclusive Electrical Service Provider:

Freeman Electrical

Office - (313)327-2283

Detroit.Electrical@freemanco.com

Audio Visual Service Providers:

Premiere Event Technology

Keith Oliver

keith.oliver@premierav.net

Office - (248)461-6343

Fax - (248)673-6696



PAYMENT POLICY

Exhibitor Name:	Booth/Room #:	
Address:		
City:	State:	ZIP:
Print Name:		
Authorized Signature:		
E-Mail Address:	Phone:	

Convention & Show Services, Inc. requires pre-payments from all exhibitors. You will receive a deposit schedule prior to the installation. If you have not received a deposit schedule within 2 weeks of your scheduled installation date, please contact CSS to obtain one. Orders for labor and services will not be honored if the required deposit payments are not made timely and in whole unless prior arrangements have been requested and approved by CSS. Otherwise, this may result in a delay of your move-in. We require your complete credit card information even if you are paying by check or bank transfer.

Exhibitors requesting third parties to pay their invoice must complete and submit the Authorization for Third Party Billing form enclosed in this section. Payment for all labor and services ordered by the exhibitor, its display house, or other third parties are the responsibility of the exhibitor.

Final invoices will be completed approximately three weeks after the move-out of this event. Payment is due fourteen (14) days after receipt of invoice. Monthly finance charges of 1.5% will be applied to all accounts that are delinquent thirty (30) days or more.

METHOD OF PAYMENT: Please indicate your preferred method of payment:

☐ **COMPANY CHECK**

Please make checks payable to Convention & Show Services, Inc. and reference your company name, exhibit and/or meeting room/press conference. Checks must be made payable in U.S. Funds and received 2 weeks in advance of scheduled installation day.

☐ **BANK TRANSFER**

Please reference your company name, exhibit and/or meeting room/press conference. Any wire processing or transaction fees incurred will be the responsibility of the exhibitor.

Bank transfer to: Comerica Bank, Detroit, MI 48226 | ABA#: 072000096
Account # / Name: 1840263857 | Convention & Show Services, Inc.

For International Wire Transfer: Swift Code: MNBDUS33
Account # / Name: 1840263857 | Convention & Show Services, Inc.

☐ **CREDIT CARD**

For your convenience we accept Visa, MasterCard and American Express. **Charges more than \$30,000.00 must be approved by CSS in advance.** By completing the information below you are authorizing Convention & Show Services, Inc. to charge the amount of your advance orders, deposit amount, and any additional charges that may be incurred on show-site by you or a representative acting on your behalf. Convention & Show Services, Inc. requires this form to be completed and returned to our office prior to installation. Any balance that remains unpaid after 14 days will be applied to the credit card account below where applicable.

Your signature below indicates acceptance of all terms and conditions outlined in the Service Manual.

Account Number:	Expiration Date:
CVV:	
Cardholder Name (Print):	
Signature:	
Cardholder Billing Address:	City/State/Zip:

THIS FORM MUST BE RETURNED TO CONVENTION & SHOW SERVICES FOR YOUR ORDERS TO BE PROCESSED

Visit us at www.convshow.com for fast and easy online order processing.

LIMITATIONS OF LIABILITY

This form must be signed and returned no later than 10 days prior to the first move-in day of the event, regardless of whether you will be using our services or not. Complying with this will help expedite move-in.

LIMITATIONS OF CONVENTION & SHOW SERVICES, INC. LIABILITY AND RESPONSIBILITY

Convention & Show Services, Inc. shall be referred to as CSS below.

- A. CSS shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- B. CSS shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth and left unattended.
- C. CSS shall not be responsible for loss, damage, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after show. Bills of lading covering outgoing shipments, which are furnished to CSS by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
- D. CSS shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind, or for any cause beyond its control.
- E. CSS' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged and in any event CSS' maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item and \$1,000.00 per shipment, whichever is less.
- F. CSS shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral cost, which may result from any loss or damage to an exhibitor's material which may make it impossible or impractical to exhibit same.
- G. The consignment or delivery of a shipment to CSS by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.

ORDER FOR DRAYAGE SERVICES

We hereby authorize Convention & Show Services, Inc. to handle our shipment(s) in accordance with the information set forth above in the "Limits of Liability" section of this form and we further agree to the following:

- a. We accept the responsibility for the payment of CSS' charges in connection with the handling of our shipments as set forth above and we guarantee payment to CSS in the event that any third party who acts in our behalf shall fail to pay such charges within 30 days after the close of the show.
- b. We agree to the "Limitations of Convention & Show Services' Liability and Responsibility" set forth above.
- c. We agree that CSS' liability shall be limited to any loss or damage which results solely from CSS' negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.



- d. With particular reference to subparagraphs b and c of the above, we agree, in connection with the receipts, handling, storage, and re-loading of our materials at the convention site (as distinct from CSS' warehouse) that CSS will provide its services as our agent, and not as bailee or shipper. If any employee of CSS shall sign a delivery receipt, bill of lading, or other documents, we agree that CSS will do so as our agent and we accept the responsibility therefore.
- e. Relative to outgoing shipments after the show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading onto a carrier, and that during such time our shipment will be left unattended in our booth. We agree that CSS shall not be responsible for any loss or damage during such period, and we authorize CSS to adjust the quantities of items on any bill of lading left by us with CSS to conform to the actual count of such items in the booth at the time of pickup.
- f. We agree, in the event of a dispute with CSS relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to CSS for drayage or any other services provided by CSS as an offset against the amount of the alleged loss or damage. Instead, we agree to pay CSS within 30 days from the close of the event for all such charges, and we further agree that any claim we may have against CSS shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.
- g. In order to expedite removal of materials, CSS shall have authority to change designated carriers if such do not pick up on time. Where no disposition is made, materials will be taken to CSS' warehouse awaiting exhibitor's shipping instructions, and exhibitor will be charged accordingly.
- h. CSS is not liable for exhibitor freight left on the show floor after the show closing deadline. It is exhibitor's responsibility to complete accurate paperwork for shipping and to ensure exhibitor's freight is properly labeled. If exhibitor freight remains on the floor after the end of dismantle, CSS has the right to remove the exhibitor's freight. CSS is authorized by the exhibitor to proceed in the manner chosen by the exhibitor on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship exhibitor freight at the discretion of CSS and at the exhibitor's expense. CSS shall incur no liability for such shipment. CSS retains the right to dispose of customer goods without liability if they are left on the show floor unattended without labels, or are not correctly labeled.

Please keep a copy for your records

Exhibitor Name:		Booth/Room #:	
Address:			
City:		State:	ZIP:
Email Address:		Phone:	
Authorized Signature:			
Print Name:			

THIS FORM IS REQUIRED TO BE SUBMITTED



THIRD PARTY BILLING

RETURN THIS FORM WHEN A THIRD PARTY (ANY PARTY OTHER THAN EXHIBITING COMPANY) WILL BE BILLED FOR SERVICES

THIS AGREEMENT is made on _____
(Date)

between EXHIBITING FIRM:

Name: _____

Address: _____

Phone: _____ Fax: _____
("Exhibitor Name")

and DISPLAY HOUSE:

Name: _____

Address: _____

Phone: _____ Fax: _____
("Display House")

and CONVENTION & SHOW SERVICES, INC.
1250 John A. Papalas Drive
Lincoln Park, MI 48146
("CSS")

To handle the display for: _____
("Exhibitor Name")

at **2024 Progressive Detroit Boat Show**
(Show Name)

Now therefore, in consideration of the mutual covenants set forth herein, the parties agree as follows:

Exhibiting Firm has authorized and accepted Display House as its agent to handle Exhibiting Firm's display for the Show and to receive and pay CSS' invoices for services. This Agreement must be completed, signed, and returned to CSS no later than two (2) weeks prior to the first move-in day in order for third party billing to be accepted. All parties must sign this Agreement indicating acceptance or request for third party billing will be denied. This Agreement includes CSS' invoices for all services rendered in conjunction with Exhibiting Firm's participation in the Show, including but not limited to rental furniture, booth cleaning, drayage, labor, carpet, and signs whether ordered by Exhibiting Firm, Display House, or other third parties.

CSS shall issue the invoices to Display House. Payment shall be made by Display House within 14 days after each invoice is issued. In the event that for any reason Display House does not remit payment of CSS' invoices by the date required, such invoice(s) shall be submitted to Exhibiting Firm for immediate payment. Payments must be made in U.S. Funds. Invoices may be paid by cash, certified, company or traveler's check, VISA, MasterCard or American Express. Payment by Exhibiting Firm to Display House shall not discharge Exhibiting Firm's obligations under this Agreement

SIGNATURES ARE REQUIRED ON THE NEXT PAGE OF THIS DOCUMENT.



THIRD PARTY BILLING CONTINUED

In consideration of the services to be rendered by CSS pursuant to this Agreement, Exhibiting Firm absolutely, unconditionally, and irrevocably guarantees prompt payment when due as required by CSS' invoices for all services rendered in conjunction with Exhibiting Firm's participation in the Show (collectively the "Indebtedness"). Exhibiting Firm shall reimburse CSS for all costs, attorney fees incurred, and other expenses at any time expended or incurred by CSS in collecting or attempting to collect the Indebtedness or in enforcing this Guaranty. Unless and until the Indebtedness is paid in full, Exhibiting Firm waives any and all claims and rights of subrogation, contribution, indemnity, and exoneration against Display House or any other person liable for payment of all or any part of the Indebtedness. Exhibiting Firm waives notice of the acceptance of this Guaranty; presentment, protest, notice, demand, or action with respect to any default in payment of the Indebtedness and with respect to any default by Exhibiting Firm in its obligation under this Guaranty; and any right to require CSS to sue Display House or any other person obligated with respect to the Indebtedness. The validity and enforceability of this Guaranty shall not be impaired or affected by any act or omission by CSS with respect to the Indebtedness. Exhibiting Firm waives any and all defenses, claims, and discharges that Display House may have with respect to the Indebtedness, except the defense of payment in full by Display House to CSS.

This agreement shall be governed by and interpreted according to the laws of the State of Michigan. Any litigation commenced based upon this Agreement shall be commenced in the Circuit Court for the County of Oakland, State of Michigan, or in the appropriate lower District Court in said county, or in the U.S. District Court for the Eastern District of Michigan, and the parties hereby consent to such personal jurisdiction.

This Agreement contains the complete agreement of the parties as to the subject matter hereof, and supersedes all previous understanding, negotiations, and proposals with respect to such subject matter. This Agreement may not be altered, amended, or modified except in writing signed by a duly authorized representative of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first above written.

_____ Exhibitor Name	_____ Display House
By: _____ Authorized Signature	By: _____ Authorized Signature
_____ Print Name and Title	_____ Print Name and Title

Convention and Show Services, Inc.

By: _____ Authorized Signature
_____ Print Name and Title



INBOUND SHIPPING INFORMATION

Advance Warehouse:

Huntington Place has no facilities for receiving exhibit materials prior to a specified move in date; therefore, advance warehousing is available. CSS will receive and store freight at our warehouse up to thirty (30) days in advance of scheduled show load in. Freight will be transported to show site on the first scheduled day of move in. Service includes delivery of freight to booth space, on-site storage of empties, and loading out outbound freight.

Mark and consign all shipments as follows: *COMPANY NAME & BOOTH NUMBER*
Progressive Detroit Boat Show
c/o Convention & Show Services, Inc.
1250 John A Papalas Drive
Lincoln Park, MI 48146

This service is provided @ **\$45.00** per CWT (100 lbs.) with a **200 lb. minimum** charge per shipment. All shipment weights are rounded up to the next 100 CWT. All shipments must be prepaid, collect shipments will not be accepted. The phone number for the advance warehouse is (313) 386-5555.

Description	Weight		CWT		Estimated Due
		Divided by 100 =		x \$45.00 =	

Direct (Show Site) Shipping:

Service includes delivery of freight to booth space, removal/on-site storage/return of empties, and loading out outbound freight at end of show. **During standard move-in & move-out hours all inbound drayage services at show site are covered by show management.**

Mark and consign all shipments as follows: *COMPANY NAME & BOOTH NUMBER*
Progressive Detroit Boat Show c/o CSS
Huntington Place – Halls A-C
1 Washington Blvd.
Detroit, MI 48226

CSS will receive freight at show site during the scheduled exhibitor move in date and times. Freight that arrives prior to the specified move in date could be refused by the facility and causing you to be charged a redirect fee by your freight carrier.

SHIPPER (NAME) _____ CARRIER _____

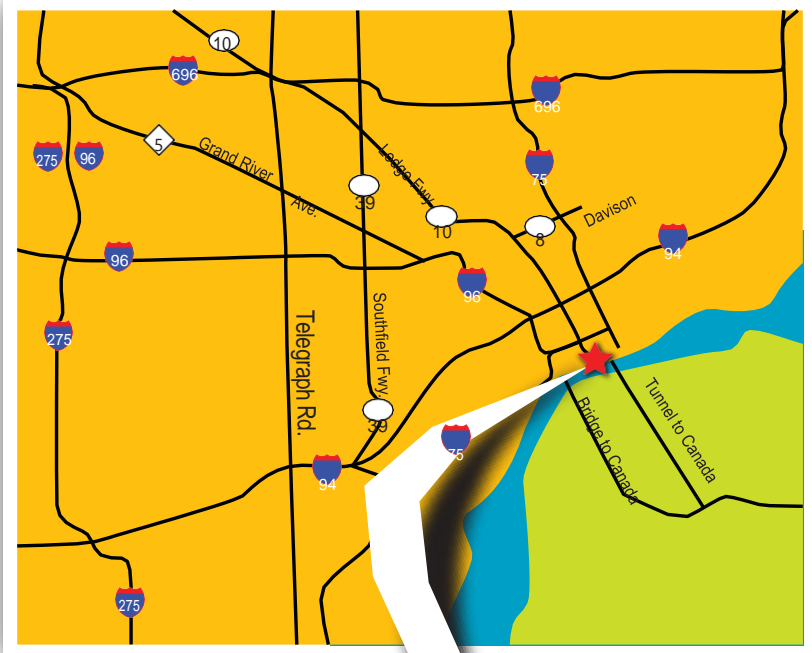
SHIPPING TO (CIRCLE ONE) **ADVANCE WAREHOUSE** OR **DIRECT (SHOW SITE)**

EST. # OF SHIPMENTS _____ EST. TOTAL WEIGHT OF ALL _____

All shipments should be insured by the exhibitor from the time they leave their firm until they are returned from the show. This can be done by adding a "rider" to an existing policy. We are not responsible for shipments left in the booth by the exhibitor. We will count and ship pieces as we remove them from the exhibit hall. CSS shall not be responsible for damage to uncrated materials improperly packed, for any concealed damage, for loss or theft of materials after they have been delivered to the booth, or before we have picked them up for loading out of the exhibit hall. At the close of the show, where carriers fail to pick up or refuse to accept shipments, CSS reserves the right to re-route such shipments where no destination is provided, or material may be hauled to a warehouse pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling. The foregoing rates do not include any erection, uncrating, unskidding, dismantling, crating, skidding to booth or blocking or bracing cars. Convention & Show Services, Inc. serves as a contractor only and abides by the hours scheduled by the Exhibit Facility and sponsoring association.

Exhibitor Name:	Booth/Room #:	
Address:		
City:	State:	Zip:
Phone:	Fax:	
Email Address:		
Signature:	Print Name:	

Visit us at www.convshow.com for fast and easy online order processing.



DIRECTIONS TO HUNTINGTON PLACE

LOADING DOCKS

- From I-94 East- and West-bound
Take I-94 to M-10 south, the Lodge Freeway (exit #215A). For Huntington Place loading docks, stay on M-10 south and exit at Howard Street (#1C).
- From I-75 North-bound
Take I-75 to M-10 south, the Lodge Freeway (exit #49, Rosa Parks/Civic Center). For Huntington Place, stay on M-10 south and exit at Howard Street (#1C).
- From I-75 South-bound
Take I-75 to I-94 west (exit #53B toward Chicago). Take M-10 south, the Lodge Freeway (exit #215A). For Huntington Place loading docks, stay on M-10 south and exit at Howard Street (#1C).
- From I-96 East-bound
Take I-96 to the I-75 North/M-10 exit. Stay in the right lane. Follow signs to M-10 south/Huntington Place-Civic Center. For Huntington Place loading docks, stay on M-10 south and exit at Howard Street (#1C).
- From Lodge Freeway
Take M-10 south and exit at Howard Street (#1C).



From M-10/Howard Street exit to Halls A, B, C, and D Loading Docks

Exit at Howard Street and stay straight on Fifth Street to Fort Street, turn left. Continue on Fort Street to Second Street, turn right. Take Second Street straight into loading docks crossing Congress.



From M-10/Howard Street exit to Hall E Loading Dock

Exit at Howard Street and stay straight on Fifth Street to Fort Street, turn right. Continue on Fort Street to Cabacier Street, turn left. Take Cabacier St. to Jefferson Avenue, turn left. Continue on Jefferson to Steve Yzerman Drive, turn right before the freeway entry. Follow the road around the truck loading entrance which will be to your left before approaching Huntington Place.



From M-10/Howard Street exit to Grand Ballroom Loading Dock

Exit at Howard Street and stay straight on Fifth Street to Fort Street, turn right. Continue on Fort Street to Cabacier Street, turn left. Take Cabacier St. to Jefferson Avenue, turn left. Continue on Jefferson to Steve Yzerman Drive, turn right before the freeway entry. Follow the road around the where it turns into Atwater Street. Turn left on Civic Center Drive, into the loading dock area, east of the building.



OUTBOUND SHIPPING INSTRUCTIONS

Convention & Show Services will have an Exhibitor Service Desk located on site to assist with all your outbound shipping needs. Your representative on site will be required to fill out a blank bill of lading for each destination of outbound freight. Please complete and submit this form to CSS to help expedite the outbound shipping process. By submitting this form, you are guaranteeing that all outbound shipping information is on file with CSS.

Consigned to:		
Address:		
City:	State:	Zip:
Phone:	Attn:	
Piece Count:	Total Weight:	Carrier:

Shipping freight from show site:

All freight will be shipped common carrier, collect at the close of the show. If you want to ship your freight by any other means, it will be your responsibility to make ALL arrangements. Freight being handled by an outside carrier **MUST BE** picked up during the specified move-out times.

Whether you are shipping common carrier or other means, you must fill out an outgoing Bill of Lading for all outgoing freight. Labels will be available at the service desk. You will return the completed Bill of Lading to the Service Desk when you are all packed up and ready to leave. Please fill out shipping labels and attach to **every** piece of freight (remove any old labels). **Please do not leave freight in your booth without filling out an outgoing Bill of Lading.**

You are shipping from:
Progressive Detroit Boat Show
Huntington Place – Halls A-C
1 Washington Blvd.
Detroit, MI 48226

Please provide your carrier with as much information as possible. Include the show name, your booth number, address of the facility, driver check in time, and number of pieces to pick up. CSS will provide loading assistance to carriers at Huntington Place; carriers will not be allowed to load out freight directly from the show floor.

In the event your selected carrier fails to show up during the scheduled move-out, please circle one of the following options:

Reroute via CSS's common carrier

Return to Warehouse

- **Reroute**—Shipments that are rerouted will be invoiced by the common carrier (ICAT)
- **Return to Warehouse**—Shipments returned to the warehouse for holding or re-forwarding will be charged **\$63.00** per day and **\$63.00** per 100 lbs., with a **100 lb. minimum charge**.
- **Return to Warehouse**—You are responsible for providing your own labels and for scheduling a pick-up from the advance warehouse address no earlier than the next business day following the dismantle/move-out.

Shipping freight via Fed Ex or UPS:

The CSS Service Desk will not have blank shipping labels for these carriers. You are responsible for providing your own labels and for scheduling a pick up. FedEx and UPS will not typically adhere to a specific call time for outbound freight pick-up.

FED EX: (800)463-3339

UPS: (800)742-5877

All carriers must check in by **10:00 am on Wednesday, February 7, 2024**, or your freight will be rerouted.

(Shipper) Exhibitor Name:	Booth/Room #:
Phone:	Email:
Signature:	Print:

UNION REGULATIONS

All exhibit and display work is done by union personnel. There are six unions working exhibit events: Teamsters, Riggers, Carpenters, Electricians, Plumbers, and Stagehands. The following guidelines will help you in preparing your exhibit to conform to union jurisdictions. Adherence to these guidelines can save you a substantial amount of money.

CSS Service Contractors:

TEAMSTER/RIGGER:	Handle all freight, rental furniture, and machinery installation and dismantle.
CARPENTER:	Handle all carpeting and the install/dismantle of exhibit booths.

Huntington Place Inside Service Contractors:

ELECTRICIAN:	Handle all electrical work which includes supplying power lines to your booth, making connections when "hard" wiring and/or electrical harnesses are required, and installing lighting that is not a built-in integral part of the exhibit booth other than two single bulb individual fixtures.
PLUMBER:	Handle all plumbing work such as compressed air, water or drain, or natural gas.
STAGEHAND:	Handle stage and lighting, set-up work on stage-type productions, operate follow spots and install and operate projectors when needed.

If you encounter any difficulty with labor, or if you are not satisfied with the work performed, please report this to the CSS Service Center or Show Management rather than communicating directly with the labor.



EXHIBITOR APPOINTED CONTRACTOR'S AGREEMENT

If an exhibitor plans to use a company other than Convention & Show Services, Inc., for their carpenter labor the **EXHIBITOR ONLY** must complete and submit copies of this form to Show Management and Convention & Show Services, Inc. by **December 22, 2023**. Use of an outside drayage contracting service, electrician or plumber is not permitted.

The exhibitor-appointed contractors are also required to provide Show Management and Convention & Show Services, Inc. notice in letter form by **December 22, 2023**. Exhibitor-appointed contractors must provide a General Liability Insurance Certificate of coverage in the amount of \$1,000,000.00 to include single limit of liability for each occurrence and subject to a deductible of \$250.00 per claim for Bodily Injury, and Broad Form Property Damage.

THESE REQUIREMENTS WILL BE STRICTLY ENFORCED.

If the exhibitor and/or exhibitor appointed contractor fails to supply these forms by the date indicated above, the exhibitor-appointed contractor will not be permitted access to the exhibit floor to service the exhibit; and the work will be performed and/or supervised by Convention & Show Services, Inc.

It is the responsibility of the exhibitor to provide their appointed contractor with information pertinent to the installation and servicing of the exhibit, ie: utilities, service order forms, installation and dismantling dates, shipping instructions and labels, display regulations, etc. Exhibitor Service Manuals will be shipped to the exhibitor-appointed contractor only if requested in writing by the exhibitor.

Exhibitor Name:	Booth/Room #:		
Exhibitor Contact:	Telephone:		
Signature:	Date:		
Type of Work to be Performed:			
Exhibitor Appointed Contractor:			
Address:			
Email Address:			
Phone Number:		Fax Number:	
City:		State:	Zip:
Contractor Contact Name:			
Telephone:			

CSS will only accept this form if it is signed by the exposition contact (the Exhibitor)

PLEASE FORWARD A COPY TO YOUR APPOINTED CONTRACTOR AND KEEP ONE FOR YOUR RECORDS.

Visit us at www.convshow.com for fast and easy online order processing.



CARPENTER LABOR ORDER

Convention & Show Services can provide skilled carpenter labor for the installation and dismantle of your display. The minimum charge is one (1) hour, per laborer, labor thereafter is charged in half (1/2) hour increments. Depending on the requested date and time, you could be responsible for up to a four (4) hour minimum charge per laborer. Start times cannot be guaranteed, however, every effort is made to meet all requests. CSS reserves the right to dispatch all labor calls based upon availability of labor and the order that the requests are confirmed. No work shall be started until you check in at the service desk on show site to confirm the labor order unless you have ordered supervision services. Upon completion of work an exhibitor representative must return to the CSS Service Desk to sign the completed work order. There will be no exceptions unless other arrangements are made with CSS. Once the work order is signed, no adjustments will be made.

Install/Dismantle Rates	S.T.	O.T.	P.T.
Carpenter	\$ 99.00	\$155.00	\$175.00

CSS offers Supervision Services for the install/dismantle of your exhibit. CSS will supervise labor to unpack and install your exhibit before exhibitor arrival at show site. At the close of the show the labor will dismantle, pack, and arrange to ship display per exhibitor instructions. Supervised jobs will be completed at CSS' discretion prior to show opening and before the hall must be cleared. The charge for this service is **35%** of the total labor bill, with a minimum of **\$65.00**.

Circle **YES** or **NO** if CSS Supervision is required.

Install

Date: _____ Time: _____ # of Carpenters: _____ # of Hours: _____

Dismantle

Date: _____ Time: _____ # of Carpenters: _____ # of Hours: _____

Please estimate the number of workers and hours per worker needed for install and dismantle above. Invoice will be calculated according to actual hours worked.

Total Est. Hrs.		Hourly Rate		TOTAL
_____	X	_____	=	_____

Any and all claims against CSS or its personnel for any and all damage must be reported to CSS' office/administrative staff immediately. Any claims not reported within twenty-four (24) hours of occurrence will not be accepted. Further, any claim for damaged material(s) must be inspected by CSS office/administrative staff and a report filed prior to the material(s) leaving the facility or changing hands or the claim will not be accepted. When a claim is filed, you will receive a copy of the report. If a report is not provided, please see a customer service representative at the service center to ensure a report is filed. CSS will not accept any claims for damage if there is not a report on file.

Exhibitor Name: _____

Booth/Room #: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Phone: _____

Authorized Signature: _____ Print Name: _____

Show Site Contact Authorized to Sign for Labor: _____

Show Site Contact Phone Number and Email: _____

PAYMENT POLICY MUST BE SUBMITTED WITH ALL ORDERS

Visit us at www.convshow.com for fast and easy online order processing.

OPERATION OF EQUIPMENT

Convention & Show Services is the sole provider for all equipment and labor to operate equipment.

The operation or use of all motorized lifting equipment for installation/dismantle of booth structures or signs is not permitted by exhibitors or their appointed contractors. This includes scissor lifts, boom lifts and man lifts.



The operation or use of motorized or mechanical material handling equipment is not permitted by exhibitors or their appointed contractors. This includes forklifts, pallet jacks, mechanical scooters, and carts.



All lifts, scooters, pallet jacks, dollies, and labor to operate must be provided by the official service provider, Convention & Show Services. Scooters and carts may only be used by the individuals to whom the scooters and carts were issued. CSS equipment is for use by CSS employees only. Please do not take it for your own use.

Thank you for your complete cooperation.



TEAMSTER CREW LABOR ORDER

Convention & Show Services can provide skilled labor for the install and dismantle of your display. The minimum charge for labor is one (1) hour, per worker. Labor after the hour minimum is charged in half (1/2) hour increments. Depending on the requested date and time, you could be responsible for up to a four (4) hour minimum charge per laborer. Start times cannot be guaranteed, however, every effort is made to meet all requests. CSS reserves the right to dispatch all labor calls based upon availability of labor and the order that the requests are confirmed. No work shall be started until you check in at the service desk on show site to confirm the labor order, unless you have ordered supervision services. Upon completion of work an exhibitor representative must return to the CSS Service Desk to sign the completed work order. There will be no exceptions unless other arrangements are made with CSS. Once the work order is signed, no adjustments will be made.

Teamster Crew Labor Rates	S.T.	O.T.	P.T.
Teamster Crew	\$216.00	\$328.00	\$368.00

**Steward and/or General Foreman will be billed additionally when work takes place outside of normal ST hours at these hourly rates.

CSS offers Supervision Services for the install/dismantle of your exhibit.

CSS will supervise labor to unpack and install your exhibit before exhibitor arrival at show site. At the close of the show the labor will dismantle, pack, and arrange to ship display per exhibitor instructions. Supervised jobs will be completed at CSS' discretion prior to show opening and before the hall must be cleared.

The charge for this service is **35%** of the total labor bill, with a minimum of **\$65.00**.

Circle **YES** or **NO** if CSS Supervision is required.

Install

Date: _____ Time: _____ # of Crews: _____ # of Hours: _____

Dismantle

Date: _____ Time: _____ # of Crews: _____ # of Hours: _____

Please estimate the number of crews and hours per crew needed for install and dismantle above. Invoice will be calculated according to actual hours worked.

Total Est. Hrs.		Hourly Rate		TOTAL
_____	X	_____	=	_____

Any and all claims against CSS or its personnel for any and all damage must be reported to CSS' office/administrative staff immediately. Any claims not reported within twenty four (24) hours of occurrence will not be accepted. Further, any claim for damaged material(s) must be inspected by CSS office/administrative staff and a report filed prior to the material(s) leaving the facility or changing hands or the claim will not be accepted. When a claim is filed, you will receive a copy of the report. If a report is not provided, please see a customer service representative at the service center to assure a report is filed. CSS will not accept any claims for damage if there is not a report on file.

Exhibitor Name:	Booth/Room #:
Phone:	Fax:
Email Address:	
Signature:	Print Name:
Show Site Contact Authorized to Sign for Labor:	
Show Site Contact Phone Number and Email:	

Visit us at www.convshow.com for fast and easy online order processing.



HANGING SIGN CREW ORDER

Convention & Show Services is responsible for assembly, installation, and removal of all hanging signs. A hanging sign crew consists of a minimum of two (2) Carpenters and one (1) lift. For safety reasons, at CSS' discretion, a third worker may be assigned to the crew. The minimum charge for a hanging sign is one (1) hour, per crew/worker for installation and one (1) hour, per crew/worker for removal. Labor and equipment after the hour minimum is charged in half (1/2) hour increments. Please check in with the service desk thirty (30) minutes prior to your requested start time to confirm your labor request. Start times cannot be guaranteed, however, every effort is made to meet all requests. CSS reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of work an exhibitor representative must return to the CSS Service Desk to sign the completed work order. There will be no exceptions, unless other arrangements are made with CSS. Once the work order is signed, no adjustments will be made.

Hanging Sign Labor Rates	S.T.	O.T.	P.T.
Hanging Sign Crew	\$323.00	\$435.00	\$475.00
Additional Carpenter (if needed)	\$ 99.00	\$155.00	\$175.00

Any materials to assist in hanging (cable, clamps, wire, etc.) will be at an additional charge.

**Steward and/or General Foreman will be billed additionally when work takes place outside of normal ST hours at these hourly rates.

Install

Date: _____ Time: _____ # of Crews: _____ # of Hours: _____

Dismantle

Date: _____ Time: _____ # of Crews: _____ # of Hours: _____

Please estimate the number of crews and hours per crew needed for install and dismantle above. Your invoice will be calculated according to actual hours worked.

Total	Est. Hrs.		Hourly Rate		TOTAL
_____	_____	X	_____	=	_____

All ceiling rigging must conform to Show Management rules and regulations and facility limitations. Structures weighing over 200 lbs. per point must have a rigging plot plan approved by the facility in advance. Hanging anchor points must be pre-fabricated and ready for use. If your sign requires assembly, please complete the install / dismantle labor order in this manual. If your sign requires electricity, please refer to the Electrical Service Provider forms in this manual.

Sign Description

Type: _____ Shape: _____ Dimensions: _____ Weight: _____

Any and all claims against CSS or its personnel for any and all damage must be reported to CSS' office/administrative staff immediately. Any claims not reported within twenty four (24) hours of occurrence will not be accepted. Further, any claim for damaged material(s) must be inspected by CSS office/administrative staff and a report filed prior to the material(s) leaving the facility or changing hands or the claim will not be accepted. When a claim is filed, you will receive a copy of the report. If a report is not provided, please see a customer service representative at the service center to assure a report is filed. CSS will not accept any claims for damage if there is not a report on file.

Exhibitor Name:	Booth/Room #:
Phone:	Email :
Signature:	Print Name:

Show Site Contact Authorized to Sign for Labor:

Show Site Contact Phone Number and Email:

Visit us at www.convshow.com for fast and easy online order processing.

Rental Furnishings and Accessories by:



Lounge Collections



TRADITIONAL

A) Traditional Chair
38"W 42"D 36"H

B) Traditional Love Seat
68"W 38"D 36"H

C) Traditional Sofa
85"W 38"D 36"H

CONTEMPORARY WHITE

D) Contemporary Sofa
87"W 42"D 37"H

E) Contemporary Love Seat
63"W 42"D 37"H

F) Contemporary Chair
36"W 42"D 37"H

MODERN

G) Modern Chair
29"W 27"D 28"H

H) Modern Sofa
84"W 37"D 30"H

Lounge Collections

A



B



C



D



E



F



G



H



I



J



K



L



DETROIT

A) Detroit Love Seat
56"W 32"D 29"H

B) Detroit Chair
33"W 31"D 29"H

ULTRAMODERN

C) Ultramodern 6-Piece Sectional with Ottoman
103"W 103"D 36"H

D) Ultramodern Love Seat
72"W 36"D 36"H

E) Ultramodern Armless Love Seat
62"W 36"D 36"H

F) Ultramodern Armless Lounger
31"W 66"D 36"H

G) Ultramodern Corner Chair
36"W 36"D 36"H

H) Ultramodern Armless Chair
31"W 36"D 36"H

I) Ultramodern Ottoman
30"W 30"D 17"H

CONTEMPORARY IVORY

J) Contemporary Sofa
85"W 36"D 38"H

K) Contemporary Love Seat
68"W 36"D 38"H

L) Contemporary Chair
42"W 36"D 38"H

Seating

A



B



A) Loff Brown Fabric Sofa
80"W 31"D 32"H

B) Nova Gray Fabric Sofa
91"W 35"D 32"H

C



D



E



F



C) White Leather Swan Chair
29"W 24"D 30-36"H

D) Blue Fabric Swan Chair
29"W 24"D 30-36"H

E) Red Fabric Swan Chair
29"W 24"D 30-36"H

F) Grey Fabric Swan Chair
29"W 24"D 30-36"H

G



H



I



J



K



G) Reggie Bar Stool
14"W 16"D 41"H

H) Vinyl Bar Stool
21"W 21"D 42"H

I) Gelato Bar Stool
16"W 13"D 21"-30"H

J) Leather Padded Bar Stool
14"W 14"D 29"H

K) Rustique Gunmetal Barstool
13"W 13"D 30"H

L



M



N



O



P



L) Plastic Chair
18"W 18"D 27"H

M) Black Fabric Chair
20"W 22"D 33"H

N) Black Fabric Arm Chair
21"W 22"D 33"H

O) Demi Armless Chair
20"W 22"D 32"H

P) Steno Chair
21"W 21"D 32"H

Q



R



S



T



Q) Innovate Mid-back White Conference Chair
18"W 21"D 33-37"H

R) Innovate High-back Black Conference Chair
26"W 26"D 45"H

S) Standard Executive Chair
27"W 29"D 45"H

T) Elite Executive Chair
27"W 30"D 43"H

Don't see what you're looking for? See more styles and sizes online at www.convshow.com or give us a call at (313) 386-5555!

Tables



COCKTAIL TABLES

A) Standard Cocktail Tables Available in:

30"W 30"D 18"H
30"W 30"D 30"H
30"W 30"D 42"H
36"W 36"D 42"H

B) Stainless Steel Table 24"W 24"D 26"-41"H

C) White Gelato Table 24"W 24"D 27"-40"H



ACCENT TABLES

D) Modern End Table 18"W 18"D 25"H

E) Glass End Table 26"W 26"D 26"H

F) Glass Coffee Table 46"W 28"D 20"H

G) Gridiron Stainless Steel Table 60"W 15"D 17"H



CONFERENCE

H) 8' Coastal Gray Table Boat Shaped Conference Table 96"W 44"D 30"H

I) 10' Maple Table Boat Shaped Conference Table 120"W 48"D 30"H

J) 12' Espresso Table Boat Shaped Conference Table 144"W 48"D 30"H



SKIRTED TABLES

24" deep

Available in:

4', 6', & 8' lengths
30" & 42" heights
Plain or skirted

Skirt Colors: Black, White, Red, Hunter Green, Grey, Gold, Teal, Blue, Beige, and Burgundy

Don't see what you're looking for? See more styles and sizes online at www.convshow.com or give us a call at (313) 386-5555!

Accessories

A



B



C



A) Chrome Stanchion & 8' Velvet Rope
38"H

B) Stanchion w/ 8' Black Retractable Belt
38"H

C) Stanchion w/ 8' Red Retractable Belt
38"H

D



E



F



G



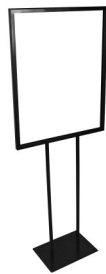
D) Chrome Bag Rack
15"W 12"D 50"-71"H

E) Black Bag Rack
15"W 12"D 48"-72"H

F) Literature Rack
10"W 11"D 57"H

G) Wastebasket
Disposable or plastic
11"W 9"D 16"H

H



I



J



H) 22" x 28" Sign Stand
Black or Silver
22"W 10"D 60"H

I) Easel
37"W 24"D 65"H

J) Tack Board
72"W 24"D 82"H

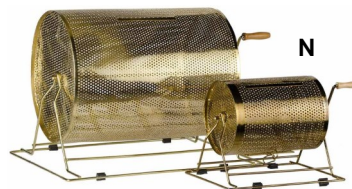
K



L



M



N

K) Coat Rack w/20 Hangers
60"W 14"D 60"H

L) Coat Tree
9"W 9"D 69"H

M) Large Raffle Drum
25"W 16"D 18"H

N) Small Raffle Drum
14"W 11"D 11"H

P



Q



R



O



O) Mini Refrigerator
21"W 19"D 33"H

P) Standard Refrigerator
31"W 28"D 61"H

Q) Modern Floor Lamp
18"W 16"D 60"H

R) Modern Table Lamp
12"W 12"D 22"H

Don't see what you're looking for? See more styles and sizes online at www.convshow.com or give us a call at (313) 386-5555!

RENTAL FURNISHINGS AND ACCESSORIES

Convention & Show Services is the sole provider of all rental furnishings and accessories. CSS offers the following standard furniture options to enhance the look of your space. If you require a special item that is not listed please contact a CSS representative. The rates listed below include delivery to booth, usage during the show and removal after the show. **To receive advance rate pricing your order must be received by January 19, 2024.** Orders received after the deadline will be charged floor rate. Items cancelled prior to January 19, 2024 will be refunded at 100%. Items cancelled after January 19, 2024, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are non-refundable and billed at 100%. All claims or discrepancies must be settled at the CSS Service Desk prior to the close of the show.

PAYMENT POLICY MUST ACCOMPANY ALL ORDERS.

QTY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL	QTY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL
Tables – Unskirted Display Tables					Tables – Accent				
	4' L x 30" H x 2' W	\$51.00	\$59.00			Modern End Table	\$146.00	\$199.00	
	6' L x 30" H x 2' W	\$55.00	\$65.00			Glass End Table	\$146.00	\$199.00	
	8' L x 30" H x 2' W	\$62.50	\$72.00			Glass Coffee Table	\$177.00	\$259.00	
						Gridiron Stainless Steel Table	\$205.00	\$270.00	
Tables – Skirted Display Tables					Tables – Conference				
						8' Coastal Gray Table	\$1260.00	\$1800.00	
	4' L x 30" H x 2' W	\$106.00	\$144.00			10' Maple Table	\$2181.00	\$2700.00	
	6' L x 30" H x 2' W	\$120.00	\$155.00			12' Espresso Table	\$2625.00	\$2900.00	
	8' L x 30" H x 2' W	\$135.00	\$175.00		Seating – Chairs				
	4th Side Skirting	\$47.00	\$57.00			Plastic Chair - Black	\$51.00	\$59.00	
Circle Color: Red Grey White Burgundy Black Blue Teal Gold Hunter Green Beige						Fabric Chair - Black	\$71.00	\$89.00	
						Fabric Chair w/ Arms - Black	\$75.00	\$99.00	
						Demi Armless Chair – White	\$95.00	\$105.00	
						Steno Chair – Black	\$53.00	\$65.00	
Tables – Unskirted Display Counters					Seating – Bar Stools				
						Reggie Bar Stool – White	\$225.00	\$285.00	
	4' L x 42" H x 2' W	\$66.00	\$79.00			Vinyl Bar Stool - Black	\$73.00	\$99.00	
	6' L x 42" H x 2' W	\$71.00	\$81.00			Leather Padded Bar Stool – Black	\$142.00	\$195.00	
	8' L x 42" H x 2' W	\$79.00	\$89.00			Gelato Bar Stool – White	\$144.00	\$195.00	
Tables – Skirted Display Counters						Rustique Barstool – Gunmetal	\$150.00	\$204.00	
	4' L x 42" H x 2' W	\$130.00	\$169.00		Seating – Office and Utilities				
	6' L x 42" H x 2' W	\$142.00	\$179.00			Innovate Mid-Back White Conference Chair	\$342.00	\$395.00	
	8' L x 42" H x 2' W	\$153.00	\$199.00			Innovate Mid-Back Black Conference Chair	\$342.00	\$395.00	
	4th Side Skirting	\$47.00	\$57.00			Standard Executive Chair	\$305.00	\$345.00	
Circle Color: Red Grey White Burgundy Black Blue Teal Gold Hunter Green Beige						Elite Executive Chair	\$375.00	\$395.00	
Tables – Cocktail					Seating – Soft				
	30" Round x 18" H	\$105.00	\$149.00			Loft Brown Fabric Sofa	\$1200.00	\$1500.00	
	30" Round x 30" H	\$105.00	\$149.00			Nova Gray Fabric Sofa	\$900.00	\$1200.00	
	30" Round x 42" H	\$118.00	\$169.00			Swan Chair – White	\$450.00	\$574.00	
	36" Round x 42" H	\$118.00	\$169.00			Swan Chair – Grey	\$450.00	\$574.00	
	Stainless Steel Table	\$165.00	\$199.00			Swan Chair – Blue	\$450.00	\$574.00	
	White Gelato Table	\$177.00	\$210.00			Swan Chair - Red	\$450.00	\$574.00	

Exhibitor Name:	Address:
Phone:	Fax:
Email Address:	Booth/Room #:
Signature:	Print Name:

Visit us at www.convshow.com for fast and easy online order processing.

STANDARD RENTAL FURNISHINGS AND ACCESSORIES (cont'd.)

PAYMENT POLICY MUST ACCOMPANY ALL ORDERS.

QTY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL	QTY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL
Seating – Lounge Collection					Seating – Lounge Collection				
	Traditional Leather Chair	\$425.00	\$525.00			Ultramodern 6pc. Sectional w/Ottoman	\$1600.00	\$2000.00	
	Traditional Leather Love Seat	\$473.00	\$574.00			Ultramodern Love Seat	\$500.00	\$600.00	
	Traditional Leather Sofa	\$692.00	\$792.00			Ultramodern Armless Love Seat	\$400.00	\$500.00	
	Contemporary White Sofa	\$568.00	\$670.00			Ultramodern Armless Lounger	\$400.00	\$500.00	
	Contemporary White Love Seat	\$511.00	\$611.00			Ultramodern Corner Chair	\$300.00	\$400.00	
	Contemporary White Chair	\$374.00	\$474.00			Ultramodern Armless Chair	\$275.00	\$375.00	
	Modern Chair	\$472.00	\$595.00			Ultramodern Ottoman	\$275.00	\$375.00	
	Modern Sofa	\$685.00	\$785.00						
	Detroit Love Seat	\$595.00	\$695.00						
	Detroit Chair	\$425.00	\$525.00						
	Contemporary Ivory Sofa	\$535.00	\$665.00						
	Contemporary Ivory Love Seat	\$450.00	\$567.00						
	Contemporary Ivory Chair	\$350.00	\$445.00						
Accessories									
	Wastebasket	\$22.00	\$28.00			Coat Tree - Chrome	\$71.00	\$81.00	
	Easel - Chrome	\$39.00	\$49.00			Coat Rack w/ 20 Hangers - Chrome	\$75.00	\$89.00	
	Sign Stand – 22" W x 28" H	\$69.00	\$79.00			Stanchion Post – Chrome	\$49.00	\$59.00	
	Bag Rack - Black	\$75.00	\$85.00			Stanchion Rope – Velvet / Black	\$49.00	\$59.00	
	Bag Rack – Chrome	\$75.00	\$85.00			Stanchion w/Retractable Belt-Black	\$89.00	\$99.00	
	Literature Rack - Black	\$135.00	\$155.00			Stanchion w/Retractable Belt-Red/Black	\$89.00	\$99.00	
	Small Raffle Drum – Brass	\$70.00	\$90.00			Modern Floor Lamp – Chrome/White	\$205.00	\$250.00	
	Large Raffle Drum – Brass	\$90.00	\$115.00			Table Lamp - White	\$40.00	\$55.00	
	Tack Board – 6' W x 4' H - Gray	\$155.00	\$185.00			Mini Refrigerator	\$450.00	\$550.00	
	Tack Board – 8' W x 4' H - Gray	\$210.00	\$225.00			Standard Refrigerator	\$1100.00	\$1400.00	

Exhibitor Name:	Address:
Phone:	Fax:
Email Address:	Booth/Room #:
Signature:	Print Name:

CARPET RENTAL ORDER FORM

The rates listed below include delivery to booth, usage during the show and removal after the show. Labor to install / remove carpet is included when the carpet is installed on a flat floor surface prior to the exhibit installation. Labor will be charged at the published rates when installing is required for stairs, platforms, risers, meeting rooms, or post exhibit installations. All claims or discrepancies must be settled at the CSS service desk prior to the close of the show. Full payment must accompany all orders. **To receive advance rate pricing your order must be received by January 19, 2024.** Orders received after the deadline will be charged floor rate. Items cancelled prior to January 19, 2024, will be refunded at 100%. Items cancelled after January 19, 2024, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are non-refundable and billed at 100%.

STANDARD CARPET

If your carpet requirements exceed 10' x 40', **CSS requires that you must order a custom size carpet.** This will ensure your entire space is carpeted and eliminate color differences due to different dye lots.

QTY	Description	Advanced Rate	Floor Rate	Total
	10' x 10' Carpet	\$195.00	\$295.00	
	10' x 20' Carpet	\$345.00	\$445.00	
	10' x 30' Carpet	\$495.00	\$595.00	
	10' x 40' Carpet	\$595.00	\$695.00	

CUSTOM-CUT CARPET

The rate for custom-cut carpet includes installation labor, taping, and wastage incident to cutting carpet for utility connections, around columns, etc. Rates are per square foot with a 100 sq. ft minimum per order.

Calculate Total Square Footage

WIDTH _____ X LENGTH _____ = _____ SQ. FT.

SQ. FT.	Description	Advanced Rate	Floor Rate	Total
	Carpet / SQ FT	\$2.65	\$3.25	

PADDING AND VISQUEEN

Carpet padding and Visqueen plastic covering for protection are available on an installed basis to overall dimensions specified. Rates are per square foot with a 100 sq. ft minimum per order.

Calculate Total Square Footage

WIDTH _____ X LENGTH _____ = _____ SQ. FT.

SQ. FT.	Description	Advanced Rate	Floor Rate	Total
	Padding / SQ FT	\$1.75	\$2.50	
	Poly Covering / SQ FT	\$1.25	\$1.65	

Please Indicate Carpet Color Choice:

☐ Blue ☐ Grey ☐ Blue Jay |
☐ Black ☐ Charcoal ☐ Tuxedo (Black/Grey Speckled)

Electrical or Utilities under Carpet?

☐ Yes ☐ No

Exhibitor Name:	Booth/Room #:
Phone:	Email:
Signature:	Print Name:



DRAPE ORDER FORM

Exhibitor Name:		Booth/Room #	
Address:			
City:	State:	Zip:	
Phone Number:		Fax Number:	
Email Address:			
Authorized Signature:			
Print Name:			

The rates listed below include installation and removal on straight time. Installations and removals that must occur on overtime or premium time will be charged an additional 30% per foot each way. **All drape requests must be approved by Show Management.**

Quantity	Description Total	Rate	Color Choice	
	3' High Cloth Drape	\$ 7.00 per foot	Black / Beige / Blue / Burgundy / Grey Hunter Green / Red / Teal / White	
	8' High Cloth Drape	\$ 9.00 per foot	Black / Beige / Blue / Burgundy / Grey Hunter Green / Red / Teal / White	
	10' High Cloth Drape	\$ 20.00 per foot	Black / Blue / Grey	
	12' High Cloth Drape	\$ 24.00 per foot	Black / Blue / Grey	
	16' High Cloth Drape	\$ 28.00 per foot	Black / Blue / Grey / White	
	18' High Cloth Drape	\$ 32.00 per foot	Black / Grey / White	
	30' High Cloth Drape	\$ 35.00 per foot	Beige / Black / Blue / Grey / White	

An accurate diagram of drape placement must accompany this order.

Installation Date & Time	
Removal Date & Time	
Drape Color Requested	

Visit us at www.convshow.com for fast and easy online order processing.

SIGNAGE AND GRAPHICS

Whether your message is large or small, the Convention & Show Services design team can assist you with communicating your message visually. This is achieved by using the latest technology, a high level of detail, and an in-depth knowledge of our environment.

The Convention & Show Services design team supports most digital artwork files allowing us to create signage of any size and on any medium. Please refer to the Digital File Preparation page for more detail and submission info.

Graphics are printed and mounted using high quality material to provide durable pieces that can be preserved for future use, allowing you to save cost and production time. Here is just a small selection of the products we offer:



Meterboard Signage



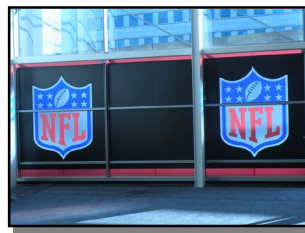
Pull-up Banners



Foamcore Signage



Vinyl & Fabric Banners



Window Clings




22 x 28 Signage

... and much more! Contact a CSS Sales Representative today to discuss the many possibilities and ideas to increase your brand's presence!



Company Name: _____ Booth Name/Number: _____
 Ordered By Name: _____ Contact Name: _____
 Ordered By Phone/Cell #: _____ Contact Cell Number: _____
 E-Mail Address: _____ Delivery Date: _____
 Billing Address: _____ Pick Up Date: _____
 Delivery Time: ☐ 6:00AM – 10:00AM ☐ 10:00AM – 2:00PM ☐ 2:00PM – 6:00PM

NOTE: A representative of your company should be present at the time of delivery for set-up instructions and delivery verification. Please note that equipment may not be left in an unattended booth.

*****ORDER BY January 12th, 2024 TO RECEIVE ADVANCE SHOW RATE*****


COMPUTERS & ASSESSORIES	QTY	Advance Show Rate	Standard Show Rate	Total	
Laptop Computer - 15" w/MSO		\$360.00	\$450.00		
MacBook Pro - 15"		\$720.00	\$900.00		
**Laser Printer (Black & White) Call for color pricing.		\$180.00	\$225.00		
Apple iPad		\$120.00	\$150.00		
Wireless keyboard/mouse kit		\$48.00	\$60.00		

Rental will incur additional \$.10 per copy billed at end of event.

MONITORS - DISPLAYS - PLAYBACK DEVICES	QTY	Advance Show Rate	Standard Show Rate	Total	
32" HD LCD Monitor - Select input method <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB		\$360.00	\$450.00		
42" HD LCD Monitor - Select input method <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB		\$600.00	\$750.00		
50" HD LCD Monitor - Select input method <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB		\$720.00	\$900.00		
60" HD LCD Monitor - Select input method <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB		\$840.00	\$1050.00		
65" HD LCD Monitor - Select input method <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB		\$960.00	\$1200.00		
LCD Monitor Floor Stand (Note: Floor stands only fit 42" – 70" monitors)		\$225.00	\$180.00		
LCD Monitor Wall Mounting Bracket		\$36.00	\$45.00		
Shelf for LCD Monitor Stand		\$36.00	\$45.00		
DVD or Media Player w/ Auto Repeat <input type="checkbox"/> DVD <input type="checkbox"/> MEDIA PLAYER		\$48.00	\$60.00		

All monitors come standard with a tabletop stand.

Please call or email to request larger monitors or LED wall.

MISCELLANEOUS AV EQUIPMENT	QTY	Advance Show Rate	Standard Show Rate	Total	
Wireless Microphone - <input type="checkbox"/> Lav <input type="checkbox"/> Handheld <input type="checkbox"/> Headset		\$360.00	\$450.00		
Small Exhibit Booth Audio System (2 – Speakers w/stands + mixer.)		\$360.00	\$450.00		
Tripod Screen w/ Skirt - <input type="checkbox"/> - 6' <input type="checkbox"/> - 8' larger screens available		\$120.00	\$150.00		
Meeting Room Projector w/ Stand & Skirt		\$720.00	\$900.00		
Projector Stand w/ Skirt		\$36.00	\$45.00		

Please call or email if you need any equipment not listed on form.

Equipment Total:

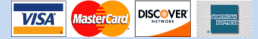
* Handling Charge includes delivery, set-up and take-down of AV Equipment. **There is a \$100.00 minimum handling charge.**

Additional labor may be required for client provided monitors and stands.

Electrical Services are not included in equipment rental pricing.

	Total
A. Equipment Total	
B. *30% Handling Charge (A x .3)	
E. Total Due (A + B)	

PAYMENT INFORMATION:



Premier accepts payments by Check, Credit Card or Electronic Funds Transfer (EFT). Payment is due in advance of equipment delivery. Please select payment method below:

- ☐ Check – (Please make check payable to **Premier Creative Group**) 1821 Northwood Dr., Troy, MI 48084
- ☐ EFT – (If EFT is selected, we will provide you with banking information)
- ☐ Credit Card – (if credit card is selected, we will email you your project reference number and secure link to complete payment process)

Signature: _____ Date: _____

TERMS & CONDITIONS:

RENTAL AGREEMENT - It is understood and agreed that RENTER is renting PREMIER CREATIVE GROUP (PREMIER) equipment for a specified period of time and is responsible for its safe return. RENTER hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PREMIER in the same condition as it was in at the time of delivery to RENTER, reasonable wear and tear excluded. RENTER will immediately notify PREMIER of any damage to the rental equipment, and RENTER hereby agrees to be billed (at replacement cost) for any damage to, or loss of, rental equipment damaged or lost while in RENTER'S care, custody and/or control. In no event shall RENTER permit any equipment to be used and/or possessed by other parties other than the named RENTER without prior consent of PREMIER in each instance. All materials and equipment are on a rental basis for the duration of the event or event and remain the property of PREMIER except where specifically identified as a sale.

CANCELLATIONS – Cancellation of equipment and services must be received at least 48 hours prior to installation date to avoid a 25% cancellation fee on equipment. This cancellation fee does not apply to labor except when Union Labor is required. When Union Labor is required and a Labor Call has been placed prior to cancellation, RENTER must pay the full amount when the Union will not allow PREMIER to cancel the Labor Call.

UNPAID BALANCES - Should there be any pre- approved unpaid balance after the close of the event, terms will be net, due and payable in Troy, MI upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by PREMIER shall be either applied to reduce the principal unpaid balance or refunded to the payer.

ORDER INSTRUCTIONS:

To place your order:

- Complete and sign this document:
 - E-mail it to AV@PremierAV.net
- We will send you a confirmation that we received your order. If you do not receive confirmation within 24 hours, please contact us directly at our Huntington Place Office number below.

Premier @ Huntington Place Detroit, Office: 313-540-4060 ~ AV@PremierAV.net



Viviano Flower Shop

32050 Harper Avenue, Saint Clair Shores, MI 48082

866-293-7436 events@viviano.com

(Please Print)

Company Name: _____ Attention: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: (_____) _____ Booth Contact: _____ Booth # _____

Set up Time: _____ Date: _____ Strike Time: _____ Date: _____

Order Form Directions: Please fill out order form completely. All rental plants will be delivered in decorative black pots – please call or email for availability on other color options. Plants are provided on a rental basis only and are the sole property of Viviano Flower Shop, Inc. If plants are missing from your display you will be charged for them. Orders placed within 2 weeks of delivery are subject to our availability on hand. For requests not listed on this form, please call or email – we are a full-service events company. For shows longer than 4 days, additional watering/maintenance fees might be assessed (no watering fee for auto show orders). Thank you in advance and have a great show!

	PRICE	QUANTITY	TOTAL DOLLARS
Green Plants			
1'	\$20		
2'-3'	\$47.50		
4'-5'	\$65		
6-7'	\$100		
8'- up	call/email		
Large Fern	\$25		
Flowering Plants		Quantity and Color	
Pot of Blooming Plants (10" wide by 1 foot tall)	\$55		
6" pot (1 foot tall)	\$32		
Cut Flower Arrangements		Quantity and Color	
Boutonnieres	\$14 and up		
Corsages	\$25 and up		
Bud Vases	\$20 and up		
Floral Arrangements	\$50 and up		
Subtotal Merchandise Amount			
Delivery and Pickup fees 12% (minimum \$15)			
Sales tax 6%			
Total			



HUNTINGTON PLACE ONLINE ORDERING

Dear Exhibitor,

Huntington Place Online Ordering is available for your convenience to order Huntington Place services using the link below:

[Exhibitor Services Online Ordering | Huntington Place \(huntingtonplacedetroit.com\)](http://huntingtonplacedetroit.com)

As part of an overall strategy to provide digital media resources to customers and reduce the facility's carbon footprint, Huntington Place has migrated to paperless event service ordering. Online Ordering provides greater efficiency in service delivery with order data now stored in a central data base.

Supporting sustainable Green Events is an ongoing effort, and we expect to divert tons of paper from the waste stream here at Huntington Place with our Online Ordering service.

Thanks for participating.

Huntington Place services available on-line

- Internet
- Booth Cleaning
- Plumbing/Compressed air
- Telephone Lines
- Stagehand Labor
- Electrical Services
- Booth Catering

Please take advantage of the advanced pricing by placing your orders at least two weeks prior to the first event date. If you have questions or need assistance, please contact us at:

orders@huntingtonplacedetroit.com

Thank you & looking forward to servicing you.



DIRECTIONS TO HUNTINGTON PLACE

• From North

Southbound on the Lodge M-10, exit Larned St. (on left); right on Washington Blvd.
Southbound on I-75 take I-375 to Jefferson Ave. west to Washington Blvd.

• From South

Northbound on I-75, exit Lodge M-10 to Larned St. (on left); right on Washington Blvd.

• From East

Westbound on I-94 to I-75 south; take I-375 to Jefferson Ave. west to Washington Blvd.

• From West

Eastbound on I-96 or I-94, take the Lodge M-10 south; exit Larned St. (on left); right on Washington Blvd.

• From Canada

Tunnel crossing: left on Jefferson Ave. west to Washington Blvd.

Ambassador Bridge crossing: take I-75 northbound to the Lodge MI-10 south; exit Larned St. (left side); right on Washington Blvd.

HUNTINGTON PLACE PARKING AND SHUTTLE DROP OFF

1 Huntington Place Rooftop Parking

From front of Huntington Place, go north to Congress St. Turn left, stay in right lane to circular ramp between Second and Third Streets. From the Lodge M-10 south, take the Howard St. exit to Fort St. Left on Fort one block and turn right on Third St. Proceed to circular ramp to roof parking.

2 Huntington Place Congress Street Garage

Huntington Place Congress Street Garage is located at Congress and First Streets under Huntington Place.

3 Huntington Place Washington Blvd. Garage

Huntington Place Garage is located at the intersection of Jefferson and Washington Blvd. in front of the main entrance to Huntington Place.

4 Shuttle Drop-off (Atwater Street)

From front of the Huntington Place, go east on Jefferson (left). Turn right on Bates and right again on Atwater. Take Atwater Street to the Huntington Center atrium entrance for visitor drop-off.

5 Huntington Place Atwater Garage

From front of the Huntington Place, go east on Jefferson (left). Turn right on Bates and right again on Atwater. Take Atwater Street to Civic Center Drive, turn right and drive to Atwater Garage.

HUNTINGTON PLACE FIRE REGULATIONS

Show Management, Contractors and Exhibitors must comply with all fire regulations of the City of Detroit. Particular rules governing use of compressed gases and other special circumstances will be made available upon request. Fire extinguishers are provided in a limited number by the Building. If Fire Marshal requires additional extinguishers on show floor, they may be signed for and obtained from the Building, if available, at nominal cost or must be provided by Show Management.

Show Management and Exhibitors will be required to comply at their own expense with all applicable Federal and State Laws; Municipal Ordinances; and Health, Safety and Fire Ordinances. In particular, attention is called to the more significant legal requirements which follow. These items are paraphrased and do not serve to relieve Show Management or Exhibitors of their obligation to inform themselves of the full content of the pertinent statutes.

Except as otherwise provided by special rulings from the Detroit Fire Marshal, regulations of the Detroit Fire Department will prevail as follows:

- A. The area in front of all buildings and all exits must be maintained free of parking or storage.
- B. All exits must be maintained readily accessible at all times.
- C. All aisle ways to exits shall be maintained free and clear at all times. Aisle ways to exits shall not be blocked at any time by tables, chairs, benches or other obstructions.
- D. All draperies, backdrops, bunting and other decorations must be flame proofed. All paper and other flimsy materials used for decorative purposes, including flame-proofed paper are prohibited. The use of a heavy cardboard shall be permitted in limited amounts.
- E. Cut trees, branches and shrubs are prohibited, unless maintained in soil in a natural state.
- F. The use of liquefied petroleum gases shall not be permitted unless approved by Fire Marshal.
- G. All vehicles and combustion operated machinery being exhibited shall contain a minimum amount of gasoline (approximately two (2) gallons maximum) and shall further be equipped with locking gas caps. After the vehicle/machinery is placed in its display position, batteries shall be disconnected, gas caps locked, and the keys to same retained in either the Show Management or Building Management Office.
- H. The use of open flame or the storage and handling of flammable liquids, chemicals or harmful hazardous substances are prohibited, unless approved by the Fire Marshal or applicable agency.
- I. Combustible crates and packing boxes must be removed after setup period to a proper storage area.
- J. Additional fire extinguishing equipment as determined by the Fire Marshal must be located throughout the area occupied by Permittee at the Permittee's expense.
- K. All fire extinguishing equipment must be unobstructed and accessible at all times.

Double-Deck Booths/Smoke Detectors

All double-deck booths or structures with closed solid ceiling booths must have hardwired electric powered smoke detectors. Electrically powered smoke detectors with a backup battery power source must be hardwired to a circuit that is powered 24 hours per day must be installed in the ceiling of all multi-level booths and all rooms or storage areas that have ceilings. *One (1) smoke detector must be installed for no more than 900 square feet of continuous ceiling.* The placement of smoke detectors must be 30 feet on center. Please be sure to advise Huntington's electrical contractor that you will need 24-hour circuits when placing your electrical order. In cases where a double-deck booth blocks building fire pull stations or strobe lights, additional approvals and measures to rectify such blockage of fire safety systems may be necessary.

Natural Gas Hook-ups

All requests for natural gas hook-ups must be submitted to the Huntington Place Event Services Department. Huntington Place will then forward these requests to the Fire Marshal for approval. *NOTE: Natural gas is not available in all of the Huntington Place exhibit areas.*

Toxic/Hazardous Materials

All toxic and hazardous materials, gases, liquids or solids, are and remain the property of the show or the exhibitor bringing such materials onto Huntington Place property. Use of these materials may require additional insurance coverage. At least 45 days in advance of event move-in, the Event Services Manager must be advised of toxic and hazardous materials being brought to the building. Information needed is: Chemical name of material, trade name of material, hazardous component, flammability, date of arrival, place of storage, how contained, size and number of containers, exhibitor name and booth number, description of use, date of removal, how and by whom to be removed, contact person at supplying company, contact person at Huntington Place. A data sheet is to be in each booth and given to Fire Marshal for each material.

Above information will be reviewed by building staff, the Fire Marshal, and other regulatory agencies. Any specific instructions on storage, use, disposal or removal must be followed. Toxic or hazardous materials are subject to immediate removal from premises if required information is not received or instructions are not followed. All costs associated with safe handling of these materials are to be borne by show management.

By end of the move-out period all toxic and hazardous material must be removed from the Huntington Place premises. Materials are not to be left behind after exhibitor(s), show management and contractor have left the premises. Responsibility for verifying actual removal of materials from the property rests with show management. Should any materials be left and Huntington Place therefore be



CONVENTION & SHOW SERVICES



forced to have the materials removed, costs for such removal including containers, material testing, transportation, disposal, and any other related costs, plus a twenty-five percent (25%) nonperformance penalty charge, will be billed to show management.



DAMAGE CLAIM REPORTING

Any and all claims against CSS or its personnel for any and all damage must be reported to CSS' office/administrative staff immediately. Any claims not reported within 24 hours of occurrence will not be accepted. Further, any claim for damaged material(s) must be inspected by CSS' office/administrative staff and a report filed prior to the material(s) leaving the facility or changing hands or the claim will not be accepted. When a claim is filed, you will receive a copy of the report. If a report is not provided, please see a customer service representative at the service center to ensure a report has been filed and obtain a copy for your records. CSS will not accept any claims for damage if there is not a report on file.