



1250 John A Papalas Dr., Lincoln Park, MI 48146
 p: (313)386-5555 f: (313)386-2048

WARDS AUTO Interiors Conference
Cobo Center
May 30, 2018



Dear Exhibitor,

Convention & Show Services, Inc. (CSS) is pleased to be the Official Services Contractor for the **WARDS AUTO Interiors Conference** to be held at Cobo Center in Detroit, MI.

EVENT SCHEDULE				
Install:	Tuesday	May 29, 2018	10:30 a.m. – 12 p.m.	10X10 & 20X20 Displays
			2:00 p.m. – 5:00 p.m.	Table Top Displays
Open:	Wednesday	May 30, 2018		
Dismantle:	Wednesday	May 30, 2018	6:15 p.m. – 8:15 p.m.	All Displays

As Services Contractor, for the WARDS AUTO Interiors Conference, we have enclosed the necessary forms for drayage services and other requirements. Many exhibitors are unaware of the depth and breadth of products and services offered by CSS. Because we have the insight into the control of the entire show process, we can generally save you time and money by assisting in your pre-show planning.

Please complete the forms for services required and submit by **Friday, May 25, 2018**. Payment in full must be received before you will be allowed to move in. Visa, MasterCard, and American Express are accepted for your convenience. Finance charges of 1.5% monthly will be applied to all delinquent accounts.

We would like to thank you for your cooperation. If you have any questions or we can be of any assistance, please feel free to contact our office.

Thank you,

Convention & Show Services, Inc.
 Customer Service Department



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PAYMENT POLICY

Convention & Show Services, Inc. requires pre-payments from all exhibitors. Failure to remit payment with your orders may result in a delay of your move-in, unless prior arrangements have been made. Exhibitors requesting third parties to pay their invoice must complete and submit the Authorization for Third Party Billing form. 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 one week after the move-out of this event. Payment is due upon receipt of the invoice. Monthly finance charges of 1.5% will be applied to all accounts that are fourteen (14) days or more delinquent.

Convention & Show Services, Inc. will accept the following methods of payment:

COMPANY CHECK

Please make checks payable to Convention & Show Services, Inc. Checks must be made payable in U.S. Funds.

BANK TRANSFER

Bank transfer to:

Comerica Bank, Detroit, MI 48226

ABA#: 072000096

Account # / Name: 1840263857 / Convention & Show Services, Inc

International Wire Transfer:

Swift Code: MNBDUS33

Account # / Name: 1840263857 / Convention & Show Services, Inc.

Please reference your company name and exhibit so that we can properly credit your account. Any wire processing or transaction fees incurred will be the responsibility of the exhibitor.

CREDIT CARD

For your convenience we accept Visa, MasterCard and American Express. 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 fourteen (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:	
Name as it appears on the card:			
Signature:			
Company Name:			
Address:			
City:		State:	Zip:
Phone:		Fax:	
Email Address:			
Signature:			
Print Name:			



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SILVER SPONSOR (TABLETOP)
INBOUND SHIPPING INFORMATION

Advance Warehouse:

Cobo Center 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
 WARDS Auto Interiors Conference
 1250 John A Papalas Drive
 Lincoln Park, MI 48146

This service is provided @ **\$79.00** 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. Advance freight must be received at the warehouse no later than **Monday, May 28th, 2018**. The phone number for the advance warehouse is (313) 386-5555.

Description	Weight		CWT		Estimated Due
		Divided by 100 =		x \$79.00 =	

Direct (Show Site) Shipping:

CSS will receive freight at show site during the scheduled exhibitor move in date and times between **2:00 p.m. – 5:00 p.m. Tuesday, May 29th, 2018**. 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. 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
 WARDS Auto Interiors Conference c/o CSS
 Cobo Center – Ballroom Loading Dock
 One Washington Blvd.
 Detroit, MI 48226

This service is provided @ **\$82.00** 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.

Description	Weight		CWT		Estimated Due
		Divided by 100 =		x \$82.00 =	

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.

Company Name:		Booth Number:	
Address:			
City:	State:	Zip:	
Phone:	Fax:		
Email Address:			
Signature:		Print Name:	

PAYMENT POLICY MUST ACCOMPANY ALL ORDERS

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



1250 John A Papalas Dr., Lincoln Park, MI 481
p: (313)386-5555 f: (313)386-2048

**WARDS AUTO Interiors Conference
Cobo Center
May 30, 2018**



**PLATINUM & GOLD SPONSORSHIP
INBOUND SHIPPING INFORMATION**

Advance Warehouse:

Cobo Center 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 beginning Monday, April 16th, 2018 through Monday, May 28th, 2018 by which all advanced freight must be received. Freight will be transported to show site on the first scheduled day of move in.

Mark and consign all shipments as follows:

COMPANY NAME & BOOTH NUMBER
WARDS Auto Interiors Conference
c/o Convention & Show Services
1250 John A Papalas Drive
Lincoln Park, MI 48146

This service is provided @ **\$38.75** 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 \$38.75 =	

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. **All inbound drayage services at show site are covered by show management during the Move-In Schedule between 10:30 a.m. – 12 p.m., Tuesday, May 29th, 2018.**

Mark and consign all shipments as follows:

COMPANY NAME & BOOTH NUMBER
WARDS Auto Interiors Conference
Cobo Center – Ballroom Loading Dock)
One 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.

Company Name:		Booth Number:	
Address:			
City:	State:	Zip:	
Phone:	Fax:		
Email Address:			
Signature:		Print Name:	

PAYMENT POLICY MUST ACCOMPANY ALL ORDERS

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Event Furniture

by: **CSS**
CONVENTION & SHOW SERVICES

Display Tables



Plain Tables
4', 6', & 8' lengths available



Skirted Tables



Skirted Counters

Cocktail Tables



Cocktail Tables

30" w x 18" h
30" w x 30" h
30" w x 42" h



Stainless Steel Bistro Table



White Gelato Table

Specialty Tables



Maple Conference Table

End and Coffee Tables



Modern End Table



Glass End Table



Glass Coffee Table



Martini Bar

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!

Chairs



Plastic Chair



Black Fabric Chair



Black Fabric Arm Chair

Office and Utility Seating



Standard Executive



Elite Executive Chair



Steno Chair

Bar Stools



Bar Stool



Leather Padded Bar Stool



Leather Gelato Bar Stool



Contemporary Bar Stool

Club Chairs



Traditional Chair



Modern Chair



Contemporary White Chair



Contemporary Ivory Chair



Detroit Chair



Blue Swan Chair



Red Swan Chair



Grey Swan Chair

Sofas and Love Seats



Traditional Sofa



Traditional Love Seat



Modern Sofa



Contemporary White Sofa



Contemporary White Love Seat



Contemporary Ivory Sofa



Contemporary Ivory Love Seat

Sofas and Love Seats



Detroit Love Seat



Nova Sofa



Loft Sofa

Ultramodern Lounge



6-piece Sectional with Ottoman



Loveseat (2 Corner Chairs)



Armless Loveseat (2 Armless Chairs)



Armless Lounger (Armless Chair & Ottoman)



Corner Chair



Armless Chair



Ottoman

Accessories



Chrome Stanchion
8' Stanchion Rope



Stanchion w/Black
Retractable Belt



Stanchion w/Red
Retractable Belt



Sign Stand
22" x 28"
(Black or Silver)



Wastebasket
(Disposable or plastic)



Easel



Chrome Bag Rack



Black Bag Rack



Literature Rack



Coat Tree



Coat Rack w/20 hangers



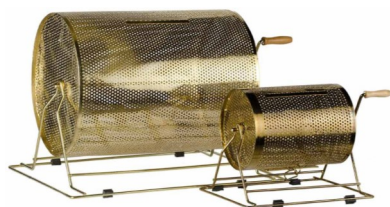
Tack Board



Mini Refrigerator



Standard Refrigerator



Large & Small Raffle Drum



Modern Floor Lamp



Table Lamp



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CONVENTION & SHOW SERVICES

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INSTALL/DISMANTLE 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. Dependent on requested install/dismantle date and time there could be a possibility of 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 Labor Rates	S.T.	O.T.	P.T.
Carpenter	\$91.00	\$136.00	\$160.00

**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 **\$45.00**.

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

Install

Date: _____ Time: _____ # of Workers: _____ # of Hours: _____

Dismantle

Date: _____ Time: _____ # of Workers: _____ # 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. _____ X _____ **Hourly Rate** _____ = _____ **TOTAL**

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.

Company Name:		Booth #:
Phone:	Fax:	
Email Address:		
Signature:	Print Name:	
Show Site Rep Authorized to Sign for Labor:		

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STANDARD 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 May 25, 2018.** Orders received after the deadline will be charged floor rate. Items cancelled prior to May 25, 2018 will be refunded at 100%. Items cancelled after May 25, 2018, 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.

QTY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL	QTY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL
Tables – Unskirted Display Tables					Tables – End and Coffee Tables				
	4' L x 30" H x 2' W	\$ 47.90	\$ 53.05			Modern Glass End Table	\$134.25	\$198.40	
	6' L x 30" H x 2' W	\$ 53.05	\$ 63.70			Glass End Table – Chrome Legs	\$122.05	\$180.40	
	8' L x 30" H x 2' W	\$ 58.35	\$ 69.00			Glass Coffee Table – Chrome Legs	\$164.45	\$244.05	
Tables – Skirted Display Tables					Tables - Specialty				
	4' L x 30" H x 2' W	\$100.80	\$122.05			10' Maple Conference Table	\$2018.80	\$2549.25	
	6' L x 30" H x 2' W	\$111.40	\$143.25			Martini Bar	\$1055.75	\$1457.45	
	8' L x 30" H x 2' W	\$127.35	\$164.45		Seating - Chairs				
	4th Side Skirting	\$ 42.45	\$ 47.75			Plastic Chair - Black	\$ 47.90	\$ 58.35	
Circle Color: Red Grey White Burgundy Black Blue Teal Gold Hunter Green Beige						Fabric Chair - Black	\$ 69.00	\$ 79.60	
Tables – Unskirted Display Counters						Fabric Chair w/ Arms - Black	\$ 69.00	\$ 95.50	
	4' L x 42" H x 2' W	\$ 63.70	\$ 74.30		Seating – Bar Stools				
	6' L x 42" H x 2' W	\$ 69.00	\$ 79.60			Bar Stool w/ Back - Black	\$ 69.00	\$ 95.50	
	8' L x 42" H x 2' W	\$ 74.30	\$ 95.50			Black Leather Padded Seat Bar Stool	\$132.65	\$180.40	
Tables – Skirted Display Counters						White Leather Gelato Bar Stool	\$132.65	\$180.40	
	4' L x 42" H x 2' W	\$122.05	\$159.15			Contemporary White Bar Stool	\$145.90	\$198.40	
	6' L x 42" H x 2' W	\$132.65	\$164.45		Seating – Office and Utilities				
	8' L x 42" H x 2' W	\$143.25	\$191.00			Standard Executive Chair	\$286.45	\$302.35	
	4th Side Skirting	\$ 42.45	\$ 47.75			Elite Executive Chair	\$360.75	\$371.35	
Circle Color: Red Grey White Burgundy Black Blue Teal Gold Hunter Green Beige						Steno Chair - Black	\$ 47.90	\$ 63.70	
Tables - Cocktail					Seating – Club Chairs				
	30" Round x 18" H	\$100.80	\$137.95			Traditional Leather Arm Chair - Black	\$392.55	\$482.80	
	30" Round x 30" H	\$100.80	\$137.95			Modern Leather Cube Chair – Black	\$440.28	\$541.10	
	30" Round x 42" H	\$111.40	\$159.15			Contemporary White Club Chair	\$344.80	\$408.45	
	36" Round x 42" H	\$111.40	\$159.15			Swan Club Chair – Grey	\$408.45	\$557.00	
	Gelato Bar Table - White	\$153.85	\$185.70			Swan Club Chair – Blue	\$408.45	\$557.00	
	Stainless Steel Adj Bistro	\$164.45	\$196.30			Swan Club Chair - Red	\$408.45	\$557.00	

Company Name:	Address:
Phone:	Fax:
Email Address:	Booth #:
Signature:	Print Name:

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STANDARD RENTAL FURNISHINGS AND ACCESSORIES (cont'd.)

QTY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL	QTY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL
Seating – Sofas and Love Seats					Seating - Sectionals				
	Traditional Leather Sofa – Black	\$641.85	\$737.35			Ultramodern 6pc. Sectional w/Ottoman	\$1639.10	\$2052.85	
	Traditional Leather Love Seat - Black	\$440.30	\$539.00			Ultramodern Corner Chair	\$355.45	\$456.20	
	Modern Leather Love Seat – Black	\$636.55	\$737.35			Ultramodern Armless Chair	\$275.85	\$371.35	
	Contemporary White Sofa	\$525.15	\$631.25			Ultramodern Square Ottoman	\$265.25	\$371.35	
	Contemporary White Love Seat	\$472.10	\$567.60						
	Nova Sofa - Grey	\$843.45	\$1071.55						
	Loft Sofa - Oatmeal	\$1055.75	\$1457.45						
Accessories									
	Wastebasket	\$ 21.25	\$ 26.55			Coat Tree - Chrome	\$ 69.00	\$ 79.60	
	Easel - Chrome	\$ 37.15	\$ 42.45			Coat Rack w/ 20 Hangers - Chrome	\$ 69.00	\$ 79.60	
	Sign Stand – 22” W x 28” H	\$ 69.00	\$ 79.60			Stanchion Post – Chrome	\$ 42.45	\$ 53.05	
	Bag Rack - Black	\$ 63.70	\$ 79.60			Stanchion Rope – Velvet / Black	\$ 42.45	\$ 53.05	
	Literature Rack - Black	\$122.05	\$137.95			Stanchion w/Retractable Belt-Black	\$ 79.60	\$ 90.20	
	Small Raffle Drum – Brass	\$ 69.00	\$ 90.20			Stanchion w/Retractable Belt-Red/Black	\$ 79.60	\$ 90.20	
	Large Raffle Drum – Brass	\$ 84.90	\$111.40			Modern Floor Lamp – Chrome/White	\$189.95	\$243.00	
	Tack Board – 6’ W x 4’ H - Gray	\$144.15	\$169.75			Table Lamp - White	\$37.15	\$53.05	
	Tack Board – 8’ W x 4’ H - Gray	\$164.45	\$196.30			Mini Refrigerator	\$408.45	\$525.15	
						Standard Refrigerator	\$806.30	\$1045.00	

Company Name:	Address:
Phone:	Fax:
Email Address:	Booth #:
Signature:	Print Name:

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CONVENTION & SHOW SERVICES

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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 crew. Labor after the hour minimum is charged in half (1/2) hour increments. Dependent on requested install/dismantle date and time there could be a possibility of up to a four (4) hour minimum charge per crew. 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 Labor Rates	S.T.	O.T.	P.T.
Teamster Crew	\$230.00	\$318.00	\$369.00

**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. Invoice will be calculated according to actual hours worked.

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

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.

Company Name:		Booth #:
Phone:	Fax:	
Email Address:		
Signature:	Print Name:	
Show Site Rep Authorized to Sign for Labor:		



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LIMITATIONS OF LIABILITY

This form must be signed and returned no later than ten (10) days prior to the first move in day of the event. Regardless if you will be using our services or not. Complying with this will help expedite move in. Convention & Show Services, Inc. shall be referred to as CSS below.

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

- 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 to 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 thirty (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. 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.
- e. 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 thirty (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.
- f. 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 exhibitors shipping instructions, and charged accordingly.

Company Name:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
Email Address:		
Signature:	Print Name:	



1250 John A Papalas Dr., Lincoln Park, MI 48146
p: (313)386-5555 f: (313)386-2048

WARDS AUTO Interiors Conference
Cobo Center
May 30, 2018



THIRD PARTY BILLING AND GUARANTY AGREEMENT

THIS AGREEMENT is made on _____
(Date)

between EXHIBITING FIRM:

Name: _____

Address: _____

Phone: _____ Fax: _____

and DISPLAY HOUSE:

Name: _____

Address: _____

Phone: _____ Fax: _____

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

To handle the display for

(Exhibiting Firm)

at the **WARDS AUTO Interiors Conference.**
(Show Name)

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

Exhibiting Firm has authorized and appointed Display House as its agents 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 thirty (30) 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.



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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 **Friday, May 25, 2018**. Use of 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 **May 25, 2018**. 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:	Booth Number:		
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.



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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 assure 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.



A NEW CENTER RISING

COBO CENTER ON-LINE ORDERING

Dear Exhibitor,

Cobo Center on-line is now available for your convenience to order all Cobo Center Services using the link below.

As part of an overall strategy to provide digital media resources to customers and reduce the facility's carbon footprint, Cobo Center 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 Cobo with our online ordering service. Thanks for participating.

Link: http://www.cobocenter.com/exhibitors/exhibitor_services_online_ordering

Cobo Center Services available on-line include:

- Internet
- Electrical
- Custom Booth Cleaning
- Plumbing/Compressed Air
- Telephone Lines
- Booth Catering
- Stagehand Labor

Please take advantage of the early order discounts available on most services. Once order is placed you will receive a confirmation. If you have questions or need assistance, please contact:

Rajiv Chopra
313-877-8201
r Chopra@cobocenter.com

Thank you & looking forward to servicing you.



DIRECTIONS TO COBO CENTER COBO CENTER PARKING AND SHUTTLE DROP OFF

• From North

Southbound on the Lodge US-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 US-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 US-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 US-10 south; exit Larned St. (left side); right on Washington Blvd.

1 Cobo Rooftop Parking

From front of Cobo Center, go north to Congress St. Turn left, stay in right lane to circular ramp between Second and Third Streets.

From the Lodge US-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 Cobo Center Congress Street Garage

Cobo Center Congress Street Garage is located at Congress and First Streets under Cobo Center.

3 Cobo Center Washington Blvd. Garage

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

4 Shuttle Drop-off (Atwater Street)

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

DIRECTIONS TO COBO CONFERENCE/EXHIBITION CENTER LOADING DOCKS



• **From I-94 East- and West-bound**

Take I-94 to M-10 south, the Lodge Freeway (exit #215A). For Cobo Center 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 Cobo Center, 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 Cobo Center 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/Cobo Center-Civic Center. For Cobo Center 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 Detroit, Wayne, Oakland and Macomb Hall 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 Michigan Hall Loading Docks**
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 Street to Jefferson Avenue, turn left. Continue on Jefferson to Steve Yzerman Dr. just before Joe Louis Arena, turn right. Follow the road around the Joe Louis Arena to the Truck Loading Entrance between Cobo Center and the Joe Louis Arena.

➤ **From M-10/Howard Street exit to 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 Street to Jefferson Avenue, turn left. Continue on Jefferson to Steve Yzerman Dr. just before Joe Louis Arena, turn right. Follow the road around Joe Louis Arena which turns into Atwater Street. Turn left into the loading dock in front of the Grand Ballroom.



Green Facility Statement

The Cobo Center commitment to environmental stewardship in our community is demonstrated by our continuous efforts to investigate, validate and implement new and innovative Green initiatives throughout the facility, and by our programs designed to educate our employees, vendors, customers, partners and visitors in the importance of the sustainability of our environment.

Current Cobo Center Green Practices

- The Cobo Center Green Committee meets several times monthly to promote sustainability practices and Green initiatives, and has members from every department and in-house contracting company.
- The glass-enclosed Concourse area on the main level and the third floor corridor glass ceiling provide enough natural light during daytime hours to minimize main hallway daytime lighting throughout Cobo Center.
- Induction lighting is currently being installed in the Cobo Center with an expected 40% reduction in electric usage for lighting.
- Cobo Center is air conditioned by pumping grey water from the Detroit River through chillers that then send the cool water to various air handlers, providing cooling to zoned areas in the Center. This system uses considerably less electricity than conventional air conditioning units.
- All main hall lighting and heat/cool settings are computer programmed and managed.
- Paper, aluminum can and plastic bottle recycling containers are placed in all office areas and high traffic meeting areas throughout the Center for aggressive recycling.
- Escalators in the building are being replaced with energy efficient, Kone EcoMod units. All escalators run based on occupancy and event needs.
- All in-house contractors participate in Center recycling and Green initiatives.
- The current Cobo Center \$299 million facility upgrade scheduled for completion in 2014 plans to incorporate numerous green building components.
- The Cobo Center housekeeping staff uses products that are environmentally safe and non-toxic.
- All pallets are recycled to a local area vendor.
- Centerplate, the Cobo Center exclusive food and beverage contractor collects prepared food that has not been served for pick up by Forgotten Harvest, a local company that delivers the food to pantries, soup kitchens and shelters throughout Southeastern Michigan.