



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