



CONVENTION & SHOW SERVICES

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

Radio One Women’s
Empowerment Expo

Cobo Center
August 25, 2018



Dear Exhibitor,

Convention & Show Services, Inc. (CSS) is pleased to be the Official Services Contractor for the **Radio One Women’s Empowerment Expo** to be held at Cobo Center in Detroit, MI.

EVENT SCHEDULE				
Install:	Friday	August 24, 2018	11:00 a.m. – 4:15 p.m.	Exhibitor Move-In
Open:	Saturday	August 25, 2018	10:00 a.m. – 7:00 p.m.	Open
Dismantle:	Saturday	August 25, 2018	6:00 p.m. – 8:00 p.m.	Exhibitor Move-Out

As Services Contractor, for the Radio One Women’s Empowerment Expo, we have enclosed the necessary forms for ordering additional furniture, 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 be sure to **READ THIS MANUAL**. The Exhibitor Manual contains important information in regards to your exhibit. Everyone who will be involved in making your show experience a success should take time to read the manual. Reading the manual will help you save money and help ensure that you reach your show objectives. If you don't take the time to read the manual now you may encounter higher costs, frustrating delays, and you may not be able to obtain the services and supplies that you will need.

Please complete the forms for services required and submit by **Tuesday, August 21, 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