



CONVENTION & SHOW SERVICES

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

Metro Detroit Chevy Dealers Health and Fitness Expo

Cobo Center
October 19 - 20, 2018



Dear Exhibitor,

Convention & Show Services, Inc. (CSS) is pleased to be the Official Services Contractor for the **2018 Metro Detroit Chevy Dealers Health & Fitness Expo** to be held at Cobo Center in Detroit, MI.

EVENT SCHEDULE				
Install:	Thursday	October 18, 2018	TBD	Scheduled Exhibitors Only
	Friday	October 19, 2018	6:00 am - 11:00 am	Exhibitors
	Saturday	October 20, 2018	7:00 am - 11:00 am	Final orders/receiving
Open:	Friday	October 19, 2018	1:00 pm - 8:00 pm	
	Saturday	October 20, 2018	10:00 am - 7:00 pm	
Dismantle:	Saturday	October 20, 2018	7:00 pm - 11:00 pm	Exhibitors

Each 10' x 10' Booth will include the following items:

8' High Blue and Red Back Wall Drape

3' High Blue Side Rail Drape

One (1) 8' Table Skirted Alternating in Blue or Red

Two (2) Black Plastic Chairs

One (1) Wastebasket

One (1) 7"x44" Exhibit I.D. Sign w/ Company Name and Booth #

All Show Site Drayage Services.

As Services Contractor, for the 2018 Health and Fitness 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 **Monday, October 15, 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

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