



## SHOW INFORMATION

### 2022 AUTOMOBILI-D

North American International Detroit Auto Show  
Huntington Place  
September 14-15, 2022

### General Contractor

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

Phone: 313.386.5555  
Fax: 313.386.2048

### Order Deadline Dates

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

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

### Advanced Warehouse Deadline Date

Friday September 9, 2022 All advanced warehouse freight must be received by this date.

### Exhibitor Move-In

Monday September 12, 2022 7:00 am – 3:30 pm  
Tuesday September 13, 2022 7:00 am – 3:30 pm

### Show Hours

Wednesday September 14, 2022 8:00 am – 9:00 pm  
Thursday September 15, 2022 9:00 am – 9:00 pm

### Exhibitor Move-Out

Thursday September 15, 2022 9:01 pm Dismantle begins and will be performed in the following order:

- Vehicle removal
- Empty crate return
- Load freight/crates onto carriers/trucks

### Dismantle Continues

Friday September 16, 2022 12:01 am Dismantle Continues  
11:00 am All Carriers must be checked in or your freight could be forced.  
3:30 pm All exhibit spaces must be completely dismantled, and freight removed.

### CSS Show Services

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

As Services Contractor for AutoMobili-D, 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 we have 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](http://www.convshow.com) for fast and easy online order processing.**

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## PAYMENT POLICY

Company Name:		
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 a deposit schedule. 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. 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 in excess of \$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:
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](http://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.



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- 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**

Company Name:		
Address:		
City:	State:	ZIP:
Email Address:		Phone:
Authorized Signature:		
Print Name:		

**THIS FORM IS REQUIRED TO BE SUBMITTED**

**Visit us at [www.convshow.com](http://www.convshow.com) for fast and easy online order processing.**



### 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: \_\_\_\_\_  
("Exhibiting Firm")

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: \_\_\_\_\_  
("Exhibiting Firm")

at **AUTOMOBILI-D 2022 @ North American International Detroit Auto 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.

Exhibiting Firm	Display House
By: _____	By: _____
Authorized Signature	Authorized Signature
_____	_____
Print Name and Title	Print Name and Title

**Convention and Show Services, Inc.**

By: \_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Print Name and Title



## FURNISHING GUIDELINES

**Convention & Show Services, Inc. and CORT Trade Show Furnishings are the sole providers of all rental furnishings for the 2022 AUTOMOBILI-D**

On the following pages, you will find order forms for the rental of standard furnishings, accessories, and specialty rentals. Outside furniture distributors will not be allowed on the show floor. If there is a special item you are looking for to furnish your space that is not included in the offerings from CSS or CORT, please contact CSS. We understand the importance of your design space and we will work with you to make sure you get exactly what you are looking for. Many exhibitors are unaware of our vast knowledge of local and national rental suppliers. We look forward to working with you. Please read below for the rules and regulations regarding rentals.

**CSS Standard Furnishings and Accessories:**

The rates listed include delivery on straight time, usage during requested time frame, and removal on straight time. Items delivered or removed during overtime or double time hours will be charged an additional 40% per item. Items cancelled before delivery will be charged 50% of the original price and 100% of the original price once item has been delivered. All cancellations are subject to a 50% cancellation fee. All claims or discrepancies must be settled with a CSS representative on show site.

**CORT Trade Show Furnishings: CORT TRADE SHOW FURNISHINGS PRICES ARE ALL-INCLUSIVE AND WILL NOT INCUR ANY ADDITIONAL CHARGES FOR DELIVERY OR REMOVAL!!**

Exhibitors are responsible for the payment of custom furniture ordered through CORT Trade Show Furnishings. Please refer to the CORT order form in this manual and submit your order to CORT Trade Show Furnishings. There is a link on the CORT order form to download the brochure.

Convention & Show Services, Inc. will coordinate with CORT to finalize all delivery and removal dates and times. CSS will order and direct all Teamster/Ironworker Labor used for the delivery and removal of CORT Furniture allowing for a more efficient process.

Please sign and print below to acknowledge that you have read and agree to the above rules and regulations.

Company Name:

Signature:

Print Name:

# 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



## 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

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

# 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

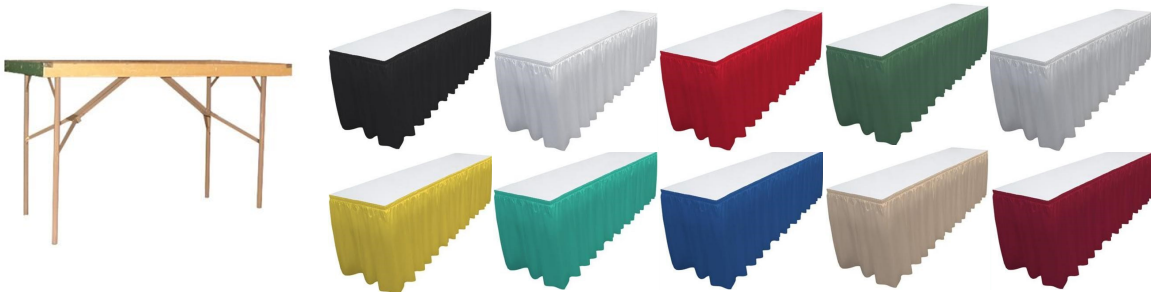
**R) Innovate High-back Black Conference Chair**  
26"W 26"D 45"H

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

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

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# 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

## CONFERENCE

### G) 8' Coastal Gray Table

Boat Shaped Conference Table  
96"W 44"D 30"H

### H) 10' Maple Table

Boat Shaped Conference Table  
120"W 48"D 30"H

### I) 12' Espresso Table

Boat Shaped Conference Table  
144"W 48"D 30"H

### J) Martini Bar

51"W 21"D 40"H

## SKIRTED TABLES

24" deep

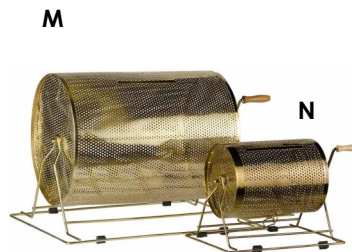
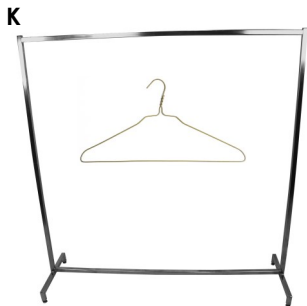
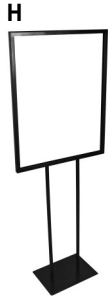
Available in:

- 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](http://www.convshow.com) or give us a call at (313) 386-5555!

# Accessories



**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) 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) 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) 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

**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](http://www.convshow.com) or give us a call at (313) 386-5555!



## AUTOMOBILI-D RENTAL FURNISHINGS AND ACCESSORIES ORDER FORM

**Convention & Show Services** is the sole provider of all rental furnishings and accessories. CSS offers the following furniture options to enhance the look of your booth space. If you require a special item that is not listed, please contact a CSS representative. The rates listed include delivery to booth, usage during the show and removal after the show. Items that need to be delivered or removed on overtime/premium time will be charged an additional 40% each way. Items cancelled after September 6, 2022 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. No phone orders will be taken.

**PAYMENT POLICY MUST ACCOMPANY ALL ORDERS.**

QTY	DESCRIPTION	RATE	TOTAL					QTY	DESCRIPTION	RATE	TOTAL				
<b>Tables – Unskirted Display Tables</b>															
	4' L x 30" H x 2' W	\$46.00							Modern End Table	\$150.00					
	6' L x 30" H x 2' W	\$51.00							Glass End Table	\$150.00					
	8' L x 30" H x 2' W	\$57.00							Glass Coffee Table	\$195.00					
									Martini Bar	\$1154.00					
<b>Tables – Skirted Display Tables</b>															
									<b>Tables – Conference</b>						
	4' L x 30" H x 2' W	\$86.00							8' Coastal Gray Table	\$1236.00					
	6' L x 30" H x 2' W	\$110.00							10' Maple Table	\$2139.00					
	8' L x 30" H x 2' W	\$133.00							12' Espresso Table	\$2575.00					
	4th Side Skirting	\$39.00							<b>Seating – Chairs</b>						
<b>Circle Color: Red Grey White Burgundy Black Blue Teal Gold Hunter Green Beige</b>															
<b>Tables – Unskirted Display Counters</b>															
									<b>Seating – Bar Stools</b>						
	4' L x 42" H x 2' W	\$59.00							Reggie Bar Stool – White	\$227.00					
	6' L x 42" H x 2' W	\$66.00							Vinyl Bar Stool - Black	\$76.00					
	8' L x 42" H x 2' W	\$73.00							Leather Padded Bar Stool – Black	\$127.00					
									Gelato Bar Stool – White	\$175.00					
									Rustique Barstool – Gunmetal	\$175.00					
<b>Tables – Skirted Display Counters</b>															
									<b>Seating – Office and Utilities</b>						
	4' L x 42" H x 2' W	\$105.00							Innovate Mid-back White Conference Chair	\$335.00					
	6' L x 42" H x 2' W	\$128.00							Innovate High-back Black Conference Chair	\$335.00					
	8' L x 42" H x 2' W	\$147.00							Standard Executive Chair	\$308.00					
	4th Side Skirting	\$39.00							Elite Executive Chair	\$351.00					
<b>Circle Color: Red Grey White Burgundy Black Blue Teal Gold Hunter Green Beige</b>															
<b>Tables - Cocktail</b>															
									<b>Seating – Soft</b>						
	30" Round x 18" H	\$98.00							Loft Brown Fabric Sofa	\$1150.00					
	30" Round x 30" H	\$120.00							Nova Gray Fabric Sofa	\$920.00					
	30" Round x 42" H	\$135.00							Swan Chair – White	\$450.00					
	36" Round x 42" H	\$140.00							Swan Chair – Grey	\$450.00					
	Stainless Steel Table	\$179.00							Swan Chair – Blue	\$450.00					
	White Gelato Table	\$170.00							Swan Chair - Red	\$450.00					

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PRESENTED BY MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

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## AUTOMOBILI-D RENTAL FURNISHINGS AND ACCESSORIES (cont'd.)

**PAYMENT POLICY MUST ACCOMPANY ALL ORDERS.**

QTY	DESCRIPTION	RATE	TOTAL	QTY	DESCRIPTION	RATE	TOTAL
<b>Seating - Lounge Collection</b>				<b>Seating - Lounge Collection</b>			
	Traditional Leather Chair	\$450.00			Ultramodern Love Seat	\$500.00	
	Traditional Leather Love Seat	\$490.00			Ultramodern Armless Love Seat	\$500.00	
	Traditional Leather Sofa	\$650.00			Ultramodern Armless Lounger	\$450.00	
	Contemporary White Sofa	\$675.00			Ultramodern Corner Chair	\$300.00	
	Contemporary White Love Seat	\$600.00			Ultramodern Armless Chair	\$275.00	
	Contemporary White Chair	\$454.00			Ultramodern Ottoman	\$275.00	
	Modern Chair	\$425.00			Ultramodern 6pc. Sectional w/ ottoman	\$1600.00	
	Modern Sofa	\$600.00					
	Detroit Chair	\$425.00					
	Detroit Love Seat	\$600.00					
	Contemporary Ivory Sofa	\$575.00					
	Contemporary Ivory Love Seat	\$475.00					
	Contemporary Ivory Chair	\$375.00					
<b>Accessories</b>				<b>Accessories</b>			
	Wastebasket - Plastic	\$17.00			Coat Tree - Chrome	\$64.00	
	Wastebasket - Disposable	\$17.00			Coat Rack w/ 20 Hangers - Chrome	\$80.00	
	Easel - Chrome	\$40.00			Stanchion Post - Chrome	\$32.00	
	Sign Stand - 22" W x 28" H - Black	\$63.00			Stanchion Rope - Velvet / Black	\$32.00	
	Sign Stand - 22" W x 28" H - Silver	\$63.00			Stanchion w/ Retractable Belt - Black	\$85.00	
	Bag Rack - Black	\$69.00			Stanchion w/ Retractable Belt - Red/Black	\$80.00	
	Bag Rack - Silver	\$69.00			Modern Floor Lamp - Chrome / White	\$206.00	
	Literature Rack - Black	\$123.00			Table Lamp - White	\$45.00	
	Small Raffle Drum - Brass	\$75.00			Mini Refrigerator	\$455.00	
	Large Raffle Drum - Brass	\$95.00			Standard Refrigerator	\$1050.00	
	Tack Board - 6' W x 4' H - Gray	\$155.00					
	Tack Board - 8' W x 4' H - Gray	\$165.00					

**Orders must be received by Tuesday, September 6, 2022. Orders placed after this deadline cannot be guaranteed.**

Exhibiting Firm:		Booth #:	
Address:			
City:		State:	Zip:
Phone:		Cell Number:	
Email Address:			
Print Name:		Authorized Signature:	
Show Site Contact Authorized to Sign:			
Show Site Contact Phone Number and Email:			

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DELIVERY INFORMATION				CHICAGO DISTRICT	
Show Name:				SERVICE AREA: IL, IN, MI, OH, WI, MN, MO, IA, NE, KS, SD, ND	
Contractor:				CORT Trade Show Furnishings 2141 Internationale Pkwy., Ste 300 Woodridge, IL 60517 630-972-0146 Please email all pages to: TSChicago@cort.com	
Booth Number(s):		Show Date:			
Venue:					

ORDER INFORMATION	
Exhibiting Co:	
Address:	
City, State, Zip:	
Phone:	
Fax:	
Contact:	
Email:	
Authorized By:	

PAYMENT INFORMATION	
Order Total:	
Ordering within 14 days of show open?	Late Order Fee:
State Tax: (excluding NV, CA & OR)	
TOTAL DUE:	
*To better protect your data, we no longer accept credit card information via email or fax. All credit card payments must be made through our secure online payment portal or over the phone.	
After your order has been processed, you will receive a confirmation PDF with a link and PIN to pay online. If you would like to pay over the phone, please call 1-844-855-0735 M-F between 7am - 5pm PST after you receive your confirmation.	

**PAYMENT:** In order to guarantee delivery, all orders must be received and full payment made no later than 14 days prior to the show. Payment may be made by credit card or a check drawn on a U.S. bank unless prior arrangements were made.

**LATE ORDERS:** Orders received within 14 days prior to show opening are subject to a 30% late order fee.

**CANCELLATIONS:** If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

**NEW 2022** Visit [www.cortevents.com/ts-kit](http://www.cortevents.com/ts-kit) to download the brochure for more product details and images.

CODE	QTY	ITEM	DESCRIPTION	2022	TOTAL
<b>POWERED</b>					
BKCT5P		5' Table, Powered	Black Top, Silver	\$ 552	
BKCT8P		8' Table, Powered	Black Top, Silver	\$ 1,101	
BKC10P		10' Table, Powered	Black Top, Silver	\$ 1,101	
P30BWH		30" Round Bar Table, Powered	White Top, Black	\$ 649	
P30CWH		30" Round Cafe Table, Powered	White Top, Black	\$ 649	
NPLCHP		Naples Chair, Powered	Black Vinyl	\$ 709	
NPLLOP		Naples Loveseat, Powered	Black Vinyl	\$ 1,055	
NPLSOP		Naples Sofa, Powered	Black Vinyl	\$ 1,153	
C1YP		Sydney Powered Cocktail Table	Black Top, Brushed Steel	\$ 411	
C1WP		Sydney Powered Cocktail Table	White Top, Brushed Steel	\$ 411	
VNTBLK		Ventura Communal Bar Table, Powered	Black Top, Silver	\$ 914	
VNTWHT		Ventura Communal Bar Table, Powered	White Top, Silver	\$ 914	
VNTCBK		Ventura Communal Cafe Table, Powered	Black Top, Silver	\$ 753	
VNTCWH		Ventura Communal Cafe Table, Powered	White Top, Silver	\$ 753	
CUBPOW		Wireless Charging Table, Powered	White, AC Plug In	\$ 495	
VILHUB		Village Charging Hub	Cream	\$ 264	
<b>SOFT SEATING COLLECTIONS</b>					
CHR002		Allegro Chair	Blue Fabric, Brushed Metal	\$ 565	
SFA002		Allegro Sofa	Blue Fabric, Brushed Metal	\$ 804	
BCHWHT		Baja Chair	White Vinyl	\$ 612	
BLVWHT		Baja Loveseat	White Vinyl	\$ 887	
BSFWHT		Baja Sofa	White Vinyl	\$ 1,018	
COCHTP		Cordoba Chair	Taupe Fabric, Black	\$ 506	
COLVTP		Cordoba Loveseat	Taupe Fabric, Black	\$ 724	
FAIRCW		Fairfax Chair	White Vinyl, Brushed Metal	\$ 392	
FAIRSW		Fairfax Sofa	White Vinyl, Brushed Metal	\$ 552	
KEYCHR		Key Largo Chair	Black Fabric, Wood	\$ 406	
KEYLOV		Key Largo Loveseat	Black Fabric, Wood	\$ 418	
KEYSOF		Key Largo Sofa	Black Fabric, Wood	\$ 552	
NPLCHR		Naples Chair	Black Vinyl	\$ 670	
NPLLOV		Naples Loveseat	Black Vinyl	\$ 771	
NPLSOF		Naples Sofa	Black Vinyl	\$ 964	
PALSOFA		Palm Beach Sofa	White Vinyl	\$ 780	
STECHA		Sterling Chair	Gray Fabric	\$ 798	
STESOF		Sterling Sofa	Gray Fabric	\$ 1,158	
VALCHA		Valencia Chair	Spice Orange Velvet	\$ 346	
VALSOF		Valencia Sofa	Coffee Brown Velvet	\$ 514	
<b>ACCENT CHAIRS</b>					
ATHCHA		Atherton Chair	Brown Leather, Black Metal	\$ 554	
BOWCHA		Bowery Chair	Ochre Fabric	\$ 521	
BNMCOV		Brooklyn Meeting Chair	White Vinyl, Oak	\$ 375	
BNMCSW		Brooklyn Meeting Chair, Swivel	White Vinyl, Black	\$ 375	
CNTCHR		Century Chair	Gray Velvet	\$ 515	
LABREA		La Brea Swivel Chair	Charcoal Gray Fabric, Chrome	\$ 476	
LENCHA		Lena Chair	Moss Green Leather, Bronze	\$ 470	
BCW		Madrid Chair	White Vinyl, Chrome	\$ 736	
OCMWH		Meeting Chair	White Vinyl, Wenge	\$ 315	

CODE	QTY	ITEM	DESCRIPTION	2022	TOTAL
<b>ACCENT CHAIRS (continued)</b>					
MONCHA		Montreal Chair	Blue, Black Metal	\$ 578	
MNCHCH		Munich Armless Chair	Gray Fabric, Black	\$ 503	
SWAN		Swanson Swivel Chair	White Vinyl, Chrome	\$ 411	
TCHP		Tech Chair, No Tablet	Gray Vinyl, Chrome Base	\$ 398	
TCHGRY		Tech Tablet Chair	Gray Vinyl, White Metal Tablet	\$ 398	
WENCHA		Wentworth Swivel Chair	Brown Vinyl	\$ 372	
<b>GROUP SEATING</b>					
BLDCRD		Blade Chair	Red	\$ 77	
BLDCSB		Blade Chair	Sky Blue	\$ 77	
SC3		Brewer Chair	Onyx, Chrome	\$ 192	
XCHR		Christopher Chair	White Vinyl, Chrome	\$ 127	
DUET		Duet Stack Chair	Black, Chrome	\$ 88	
LMCHR		Laguna Chair	Maple, Chrome	\$ 160	
LUCHCL		Lucent Chair	Frosted Acrylic, Chrome	\$ 206	
MALGRY		Malba Chair	Gray, Chrome	\$ 127	
MALGRN		Malba Chair	Green, Chrome	\$ 127	
MARCBK		Marina Chair	Black Vinyl, Brushed Metal	\$ 166	
MARCBR		Marina Chair	Brown Fabric, Brushed Metal	\$ 166	
MARCBE		Marina Chair	Ocean Blue Fabric, Brushed Metal	\$ 166	
MARCRD		Marina Chair	Red Fabric, Brushed Metal	\$ 166	
MARCWH		Marina Chair	White Vinyl, Brushed Metal	\$ 166	
PASCHR		Pasadena Chair	White Molded Plastic w/Chrome Tower Base	\$ 309	
SC10		Razor Armless Chair	White	\$ 102	
RSTDIN		Rustique Chair w/ Arms	Gunmetal	\$ 166	
CS4		Syntax Chair	Black, Chrome	\$ 232	
ZENCHR		Zenith Chair	White, Chrome	\$ 186	
<b>OTTOMANS</b>					
BVLYBK		Beverly Bench Ottoman	Black Vinyl	\$ 438	
BVLYBN		Beverly Bench Ottoman	Brown Fabric	\$ 438	
BVLYGR		Beverly Bench Ottoman	Gray Fabric	\$ 438	
BVLYLN		Beverly Bench Ottoman	Linen Fabric	\$ 438	
BVLYOB		Beverly Bench Ottoman	Ocean Blue Fabric	\$ 438	
BVLYRD		Beverly Bench Ottoman	Red Fabric	\$ 438	
BVLYWH		Beverly Bench Ottoman	White Vinyl	\$ 438	
BVSMBK		Beverly Small Bench Ottoman	Black Vinyl	\$ 289	
BVSMBL		Beverly Small Bench Ottoman	Ocean Blue Fabric	\$ 289	
BVSMBN		Beverly Small Bench Ottoman	Brown Fabric	\$ 289	
BVSMGN		Beverly Small Bench Ottoman	Olive Green Fabric	\$ 289	
BVSMGY		Beverly Small Bench Ottoman	Gray Fabric	\$ 289	
BVSMLN		Beverly Small Bench Ottoman	Linen Fabric	\$ 289	
BVSMLV		Beverly Small Bench Ottoman	Lavender Fabric	\$ 289	
BVSMOR		Beverly Small Bench Ottoman	Orange Fabric	\$ 289	
BVSMRD		Beverly Small Bench Ottoman	Red Fabric	\$ 289	
BVSMWH		Beverly Small Bench Ottoman	White Vinyl	\$ 289	
BVSMYL		Beverly Small Bench Ottoman	Yellow Fabric	\$ 289	
END01B		Endless Curved Ottoman	Black Vinyl, Chrome	\$ 477	

PAGE 1 TOTAL

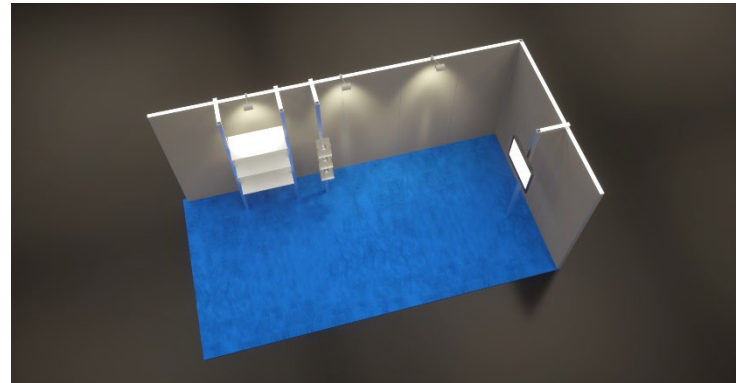
SHOW NAME:					BOOTH:						
CODE	QTY	ITEM	DESCRIPTION	2022	TOTAL	CODE	QTY	ITEM	DESCRIPTION	2022	TOTAL
<b>OTTOMANS (continued)</b>						<b>CAFÉ TABLES W/ STANDARD BLACK BASE</b>					
END01W		Endless Curved Ottoman	White Vinyl, Chrome	\$ 477		30BKSC		30" Round Café Table	Black Top	\$ 257	
END02B		Endless Square Ottoman	Black Vinyl, Chrome	\$ 411		30BEBC		30" Round Café Table	Blue Top	\$ 257	
END02W		Endless Square Ottoman	White Vinyl, Chrome	\$ 411		30AGBC		30" Round Café Table	Brushed Gunmetal Top	\$ 257	
MAR001		Marche Swivel Ottoman	White Vinyl	\$ 239		30YSBC		30" Round Café Table	Brushed Yellow Top	\$ 257	
MAR002		Marche Swivel Ottoman	Gray Fabric	\$ 239		ZTJ		30" Round Café Table	Graphite Nebula Top	\$ 257	
MAR003		Marche Swivel Ottoman	Linen Fabric	\$ 239		ZTA		30" Round Café Table	Gray Acajou Top	\$ 257	
MAR004		Marche Swivel Ottoman	Raspberry Fabric	\$ 239		30GSBC		30" Round Café Table	Green Top	\$ 257	
MAR005		Marche Swivel Ottoman	Red Fabric	\$ 239		ZTK		30" Round Café Table	Maple Top	\$ 257	
MAR006		Marche Swivel Ottoman	Rose Quartz Fabric	\$ 239		30OSBC		30" Round Café Table	Orange Top	\$ 257	
MAR007		Marche Swivel Ottoman	Plum Fabric	\$ 239		ZTB		30" Round Café Table	Red Top	\$ 257	
MAR008		Marche Swivel Ottoman	Meadow Green	\$ 239		30WH29		30" Round Café Table	White Top	\$ 257	
MAR009		Marche Swivel Ottoman	Pear Yellow Fabric	\$ 239		30WDBC		30" Round Café Table	Barnwood Top	\$ 257	
MAR010		Marche Swivel Ottoman	Blue Fabric	\$ 239		36BKSC		36" Round Café Table	Black Top	\$ 277	
MAR011		Marche Swivel Ottoman	Orange Fabric	\$ 239		ZTN		36" Round Café Table	Graphite Nebula Top	\$ 277	
MAR012		Marche Swivel Ottoman	Forest Green Vinyl	\$ 239		ZTP		36" Round Café Table	Maple Top	\$ 277	
MAR013		Marche Swivel Ottoman	Teal Velvet	\$ 239		ZTQ		36" Round Café Table	White Top	\$ 277	
MAR014		Marche Swivel Ottoman	Distressed Brown Vinyl	\$ 239		<b>CAFÉ TABLES W/ HYDRAULIC CHROME BASE</b>					
MAR015		Marche Swivel Ottoman	Black Vinyl	\$ 239		30MAHC		30" Round Café Table	Gray Acajou Top	\$ 354	
MAR016		Marche Swivel Ottoman	Ivory Faux Sheep Fur	\$ 239		30BRHC		30" Round Café Table	Red Top	\$ 354	
VIB01		Vibe Cube Ottoman	Green Vinyl	\$ 160		30WHHC		30" Round Café Table	White Top	\$ 354	
VIB02		Vibe Cube Ottoman	Blue Vinyl	\$ 160		30WDHC		30" Round Café Table	Barnwood Top	\$ 354	
VIB04		Vibe Cube Ottoman	Red Vinyl	\$ 160		30BKHC		30" Round Café Table	Black Top	\$ 354	
VIB05		Vibe Cube Ottoman	Bright Yellow Vinyl	\$ 160		30BEHC		30" Round Café Table	Blue Top	\$ 354	
VIB08		Vibe Cube Ottoman	Orange Vinyl	\$ 160		30AGHC		30" Round Café Table	Brushed Gunmetal Top	\$ 354	
VIB09		Vibe Cube Ottoman	White Vinyl	\$ 160		30YSHC		30" Round Café Table	Brushed Yellow Top	\$ 354	
VIB10		Vibe Cube Ottoman	Black Vinyl	\$ 160		30GRHC		30" Round Café Table	Graphite Nebula Top	\$ 354	
VIB11		Vibe Cube Ottoman	Steel Blue Vinyl	\$ 160		30GSHC		30" Round Café Table	Green Top	\$ 354	
VIB12		Vibe Cube Ottoman	Silver Vinyl	\$ 160		30MTHC		30" Round Café Table	Maple Top	\$ 354	
VIB13		Vibe Cube Ottoman	Purple Vinyl	\$ 160		30OSHC		30" Round Café Table	Orange Top	\$ 354	
VIB14		Vibe Cube Ottoman	Citrus Green Vinyl	\$ 160		36BKHC		36" Round Café Table	Black Top	\$ 398	
VIB15		Vibe Cube Ottoman	Taupe Vinyl	\$ 160		36GRHC		36" Round Café Table	Graphite Nebula Top	\$ 398	
VIB16		Vibe Cube Ottoman	Spice Orange Vinyl	\$ 160		36MTHC		36" Round Café Table	Maple Top	\$ 398	
VIB17		Vibe Cube Ottoman	Desert Rose Vinyl	\$ 160		36WTHC		36" Round Café Table	White Top	\$ 398	
<b>ACCENT TABLES</b>						<b>BAR TABLES W/ STANDARD BLACK BASE</b>					
ALC100		Alondra Cocktail Table	Glass Top, Chrome	\$ 380		30BKSB		30" Round Bar Table	Black Top	\$ 283	
ALC200		Alondra Cocktail Table	Brandy Maple Top, Chrome	\$ 380		30BEBB		30" Round Bar Table	Blue Top	\$ 283	
ALE100		Alondra End Table	Glass Top, Chrome	\$ 271		30AGBB		30" Round Bar Table	Brushed Gunmetal Top	\$ 283	
ALE200		Alondra End Table	Brandy Maple Top, Chrome	\$ 271		30YBBB		30" Round Bar Table	Brushed Yellow Top	\$ 283	
AURA		Aura Round Table	White Metal	\$ 166		VTJ		30" Round Bar Table	Graphite Nebula Top	\$ 283	
C1C		Geo Cocktail Table	Glass Top, Chrome	\$ 320		VTA		30" Round Bar Table	Gray Acajou Top	\$ 283	
C1FWB		Geo Cocktail Table	Brandy Maple Top, Black	\$ 320		30GSBB		30" Round Bar Table	Green Top	\$ 283	
E1C		Geo End Table	Glass Top, Chrome	\$ 283		VTK		30" Round Bar Table	Maple Top	\$ 283	
E1FWB		Geo End Table	Brandy Maple Top, Black	\$ 283		30OSBB		30" Round Bar Table	Orange Top	\$ 283	
MESCTB		Mesa Cocktail Table	Black Top, Bronze	\$ 225		VTB		30" Round Bar Table	Red Top	\$ 283	
MESCTW		Mesa Cocktail Table	Glass Top, Bronze	\$ 225		30WH42		30" Round Bar Table	White Top	\$ 283	
MESCTG		Mesa Cocktail Table	Barnwood Top, Bronze	\$ 225		30WDBB		30" Round Bar Table	Barnwood Top	\$ 283	
MESETB		Mesa End Table	Black Top, Bronze	\$ 147		36BKSB		36" Round Bar Table	Black Top	\$ 303	
MESETG		Mesa End Table	Glass Top, Bronze	\$ 147		VTN		36" Round Bar Table	Graphite Nebula Top	\$ 303	
MESETW		Mesa End Table	Barnwood Top, Bronze	\$ 147		VTP		36" Round Bar Table	Maple Top	\$ 303	
REGBEN		Regis Bench/Table	Brushed Metal	\$ 329		VTW		36" Round Bar Table	White Top	\$ 303	
REGOTT		Regis End Table	Brushed Metal	\$ 238		<b>BAR TABLES W/ HYDRAULIC CHROME BASE</b>					
SEDBBK		Sedona Side Table	Black Top, Bronze	\$ 147		30BKHB		30" Round Bar Table	Black Top	\$ 354	
SEDBWH		Sedona Side Table	White Top, Bronze	\$ 147		30BEHB		30" Round Bar Table	Blue Top	\$ 354	
SEDBWD		Sedona Side Table	Wood Top, Bronze	\$ 147		30AGHB		30" Round Bar Table	Brushed Gunmetal Top	\$ 354	
C1E		Silverado Cocktail Table	Glass Top, Chrome	\$ 322		30YSHB		30" Round Bar Table	Brushed Yellow Top	\$ 354	
E1E		Silverado End Table	Glass, Chrome	\$ 294		30GRHB		30" Round Bar Table	Graphite Nebula Top	\$ 354	
C1Y		Sydney Cocktail Table	Black Top, Brushed Steel	\$ 322		30GSHB		30" Round Bar Table	Green Top	\$ 354	
SYDBEC		Sydney Cocktail Table	Blue Top, Brushed Steel	\$ 322		30MTHB		30" Round Bar Table	Maple Top	\$ 354	
C1W		Sydney Cocktail Table	White Top, Brushed Steel	\$ 322		30OSHB		30" Round Bar Table	Orange Top	\$ 354	
SYDWDC		Sydney Cocktail Table	Barnwood Top, Brushed Steel	\$ 322		30BRHB		30" Round Bar Table	Red Top	\$ 354	
E1Y		Sydney End Table	Black Top, Brushed Steel	\$ 283		30WHHB		30" Round Bar Table	White Top	\$ 354	
SYDBEE		Sydney End Table	Blue Top, Brushed Steel	\$ 283		30WDHB		30" Round Bar Table	Barnwood Top	\$ 354	
E1W		Sydney End Table	White Top, Brushed Steel	\$ 283		30MAHB		30" Round Bar Table	Gray Acajou Top	\$ 354	
SYDWDE		Sydney End Table	Barnwood Top, Brushed Steel	\$ 283		36BKHB		36" Round Bar Table	Black Top	\$ 398	
TAOBBK		Taos Side Table	Black Top, Bronze	\$ 147		36GRHB		36" Round Bar Table	Graphite Nebula Top	\$ 398	
TAOBWH		Taos Side Table	White Top, Bronze	\$ 147		36MTHB		36" Round Bar Table	Maple Top	\$ 398	
TAOBWD		Taos Side Table	Wood Top, Bronze	\$ 147		36WTHB		36" Round Bar Table	White Top	\$ 398	
TMBTBL		Timber Table	Wood	\$ 200							

Page 2 TOTAL



SHOW NAME:						BOOTH:					
CODE	QTY	ITEM	DESCRIPTION	2022	TOTAL	CODE	QTY	ITEM	DESCRIPTION	2022	TOTAL
<b>BAR TABLE</b>						<b>EXECUTIVE CHAIRS</b>					
RSTSQT		Rustique Square Metal Bar Table	Gunmetal	\$ 297		TASKST		Task Stool	Black Fabric, Black	\$ 166	
<b>BARSTOOLS</b>						<b>OFFICE &amp; PRODUCT DISPLAY</b>					
BSS		Banana Barstool	Black, Chrome	\$ 283		TECH3		3 Drawer File Cabinet on Castors	Black Top, Black Metal	\$ 186	
BST		Banana Barstool	White, Chrome	\$ 283		JD8		Madison Executive Desk	Gray Acajou, Chrome	\$ 656	
BLDBRD		Blade Barstool	Red	\$ 142		TECH		Tech Desk, Powered	Black Metal, Black Laminate	\$ 526	
BLDBSB		Blade Barstool	Sky Blue	\$ 142		TECH3B		Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Black Laminate	\$ 643	
XBAR		Christopher Barstool	White Vinyl, Chrome	\$ 218		BC8		Madison Bookcase	Gray Acajou, Chrome	\$ 483	
LMBAR		Laguna Barstool	Maple, Chrome	\$ 199		PSHCCS		Posh Shelving	Chrome, Acrylic	\$ 554	
ROLLBL		Lift Barstool	Black Vinyl, Chrome	\$ 245		PDL36B		Powered Locking Pedestal, 36"	Black	\$ 578	
ROLLGY		Lift Barstool	Gray Vinyl, Chrome	\$ 245		PDL36W		Powered Locking Pedestal, 36"	White	\$ 578	
ROLLRD		Lift Barstool	Red Vinyl, Chrome	\$ 245		PDL42B		Powered Locking Pedestal, 42"	Black	\$ 683	
ROLLWH		Lift Barstool	White Vinyl, Chrome	\$ 245		PDL42W		Powered Locking Pedestal, 42"	White	\$ 683	
LUBSCL		Lucent Barstool	Frosted Acrylic, Chrome	\$ 289		<b>LAMPS</b>					
MARBBE		Marina Barstool	Ocean Blue Fabric, Brushed Metal	\$ 277		LA15		Mason Floor Lamp	Brushed Silver	\$ 250	
MARBBK		Marina Barstool	Black Vinyl, Brushed Metal	\$ 277		LA14		Mason Table Lamp	Brushed Silver	\$ 166	
MARBBR		Marina Barstool	Brown Fabric, Brushed Metal	\$ 277		<b>BARS &amp; COUNTERS</b>					
MARBRD		Marina Barstool	Red Fabric, Brushed Metal	\$ 277		MTBLPI		Midtown Bar, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$ 1,693	
MARBWH		Marina Barstool	White Vinyl, Brushed Metal	\$ 277		MTBUUL		Midtown Bar, Unlighted	Taupe Glass Top, Pewter	\$ 1,584	
RSTSTL		Rustique Barstool	Gunmetal	\$ 153		MTCLPI		Midtown Powered Counter, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$ 1,693	
BS001		Shark Barstool	White, Chrome	\$ 367		MTCPUL		Midtown Powered Counter, Unlighted	Taupe Glass Top, Pewter	\$ 1,597	
BSR		Syntax Barstool	Black, Chrome	\$ 250		<b>GREENERY</b>					
ZENBAR		Zenith Barstool	White, Chrome	\$ 206		HDG4FT		Boxwood Hedge, 4'	Green, Black	\$ 503	
BS002		Zoey Barstool	White, Chrome	\$ 341		HDG7FT		Boxwood Hedge, 7'	Green, Black	\$ 823	
<b>COMMUNAL TABLES W/ SOLID TOPS &amp; SILVER FRAME</b>						<b>DIVIDERS</b>					
VNTBNP		Ventura Communal Bar Table	Black Top, Silver	\$ 721		DIVBAR		Clear Divider, Bar/Counter	Clear, Black	\$ 174	
VNTMNP		Ventura Communal Bar Table	Maple Top, Silver	\$ 721		DIVFRE		Clear Divider, Freestanding	Silver, Clear	\$ 346	
VNTWNP		Ventura Communal Bar Table	White Top, Silver	\$ 721		DIVFCR		Clear Divider, Freestanding Corner	Silver, Clear	\$ 694	
VNTCBN		Ventura Communal Cafe Table	Black Top, Silver	\$ 580		DIVFWL		Clear Divider, Freestanding Wall	Silver, Clear	\$ 346	
VNTCMN		Ventura Communal Cafe Table	Maple Top, Silver	\$ 580		DIVFST		Clear Divider, Sofa/Table	Silver, Clear	\$ 309	
VNTCWN		Ventura Communal Cafe Table	White Top, Silver	\$ 580		DIVFWB		Divider, Freestanding Whiteboard	Silver, White	\$ 432	
<b>COMMUNAL TABLES W/ GROMMET HOLES &amp; SILVER FRAME</b>						<b>MIRWHT</b>					
VNTBMW		Ventura Communal Bar Table w/ Grommet Holes	Maple Top, Silver	\$ 721		STNSGN		Stanchion Sign Holder	Chrome	\$ 51	
VNTBWW		Ventura Communal Bar Table w/ Grommet Holes	White Top, Silver	\$ 721		STNCH1		Stanchion w/ Retractable Belt	Black, Chrome	\$ 102	
VNTCMW		Ventura Communal Cafe Table w/ Grommet Holes	Maple Top, Silver	\$ 580		<b>Page 3 TOTAL</b>					
VNTCWW		Ventura Communal Cafe Table w/ Grommet Holes	White Top, Silver	\$ 580							
<b>CONFERENCE TABLES</b>											
36ATO		Atomic 36" Round Table	Glass Top, Chrome	\$ 354							
42ATO		Atomic 42" Round Table	Glass Top, Chrome	\$ 354							
WD3		Work Table	White Top, White	\$ 380							
CB8		42" Round Madison Table	Gray Acajou, Black	\$ 438							
CONF42		42" Round Table	White Top	\$ 438							
42BKCT		42" Round Table	Black Top, Black	\$ 438							
BKCT5N		5' Table	Black Top, Silver	\$ 526							
BKCT8N		8' Table	Black Top, Silver	\$ 1,041							
BKCT10N		10' Table	Black Top, Silver	\$ 1,041							
CF2		Geo Table, Rectangle	Glass Top, Black	\$ 515							
CE2		Geo Table, Rectangle	Glass Top, Chrome	\$ 515							
CF1		Geo Table, Rounded Square	Glass Top, Black	\$ 372							
CE1		Geo Table, Rounded Square	Glass Top, Chrome	\$ 372							
MADC05		Madison 5' Table	Gray Acajou, Chrome	\$ 526							
MADC08		Madison 8' Table	Gray Acajou, Chrome	\$ 1,041							
MADC10		Madison 10' Table	Gray Acajou, Chrome	\$ 1,041							

## ADDITIONAL OCTAWALL SYSTEM – ACCESSORIES



**Shelf Support**

Framing w/ 3 shelves

Cost: \$995.00 QTY \_\_\_\_\_

**Literature Rack Post**

Framing w/ 3 Lit Rack Pockets

Cost: \$500.00 QTY \_\_\_\_\_

**Monitor Support**

Framing + Monitor Bracket  
 \*20"-32" Monitor accepted  
 \*VESA compatible  
 \*Monitor not included

Cost: \$500.00 QTY \_\_\_\_\_

**Monitor**

32" Flatscreen Monitor  
 \*May not support all types of video streaming  
 \*Client to provide adapters & or programming

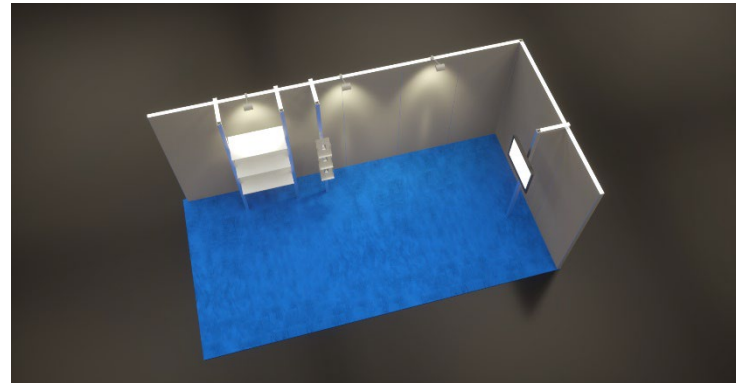
Cost: \$425.00 QTY \_\_\_\_\_

**An additional 40% will be added for any units installed or dismantled on overtime/ premium time.**

**PAYMENT POLICY MUST ACCOMPANY ALL ORDERS.** Orders must be received by **Wednesday, August 24, 2022**. Orders placed after this deadline cannot be guaranteed. Items cancelled after August 24, 2022 will be charged 50% of the original price. Items cancelled after delivery will be charged 100% of the original price.

<b>Company Name:</b>		
Exhibitor Name:		
Address:		
City:	State:	Zip:
Email Address:		Phone:
Authorized Signature:		
Print Name:		

## ADDITIONAL OCTAWALL SYSTEM - FRAMES & DOORS



### OCTAWALL FRAME SYSTEM

PANEL SIZE 38 13/16" x 96"  
 FRAME SIZE 38.98" x 96.22"

Cost: \$730.00 Per Frame QTY \_\_\_\_\_

### DOOR

Swing Right/Left \_\_\_\_\_

Cost: \$1,595.00 Per Door QTY \_\_\_\_\_

An additional 30% will be added for any frames/doors installed or dismantled on overtime/premium time.

**PAYMENT POLICY MUST ACCOMPANY ALL ORDERS.** Orders must be received by **Wednesday, August 24, 2022**. Orders placed after this deadline cannot be guaranteed. Items cancelled after August 24, 2022 will be charged 50% of the original price. Items cancelled after delivery will be charged 100% of the original price.

Company Name: \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

## 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**



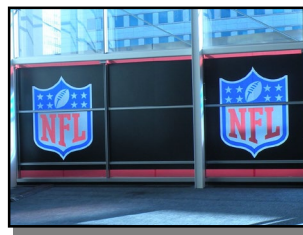
**Pull-up Banners**



**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!**

# DIGITAL FILE PREPERATION

## AVOIDING ADDITIONAL COSTS:

Files obtained from the Internet (JPG, GIF, PNG) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and require additional hourly charges. Artwork should be created at actual size; however for larger files, such as banner art work, files can be scaled down to accommodate the limits of the software. Scan should be no smaller than 300dpi at half size. To avoid additional costs associated with these file types, please supply files as defined herein.

## File Types We Accept



For Best results please provide a PDF, but will also accept EPS, AI, INDD, TIFF and JPG

## Raster vs Vector



If you are submitting vector files (please use .eps, .ai or .pdf) then there should be fewer issues.

If you are submitting Raster Files (please use .tiff or .jpg) then submit files with at least 150 DPI at Size to reduce quality issues, we would prefer files at 300 DPI at size.

## File Size



Make sure your file is the correct size before sending it to be printed. Files can be submitted at scale (please identify scale in file name). Include bleeds and crop marks if file is edge to edge.

## Graphic Elements & Color



Graphic elements should be created using CMYK rather than RGB if possible. As the equipment prints in CMYK, this will allow greater control of color and density. Pantone colors will also be recognized by the equipment and rendered in the closest CMYK match.

## Fonts

**THIS TEXT IS NOT OUTLINED**  
**THIS TEXT IS OUTLINED**

To avoid accidental substitution of fonts used in customer provided artwork,

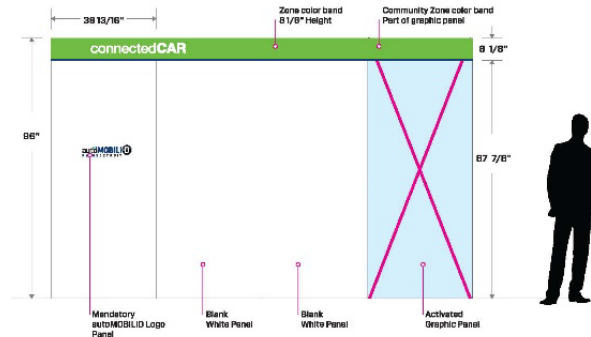
**ALL TEXT MUST BE CONVERTED TO OUTLINES.**

## Images



In Illustrator, Indesign or any other program, be sure to embed any linked images or content before sending. If using indesign please use the package function for text and images.

### ADDITIONAL BACK WALL GRAPHIC PANELS



Graphic area on each back-wall panel is 87 7/8" tall by 38 13/16" wide

Cost: \$375.00 each QTY \_\_\_\_\_

**PAYMENT POLICY MUST ACCOMPANY ALL ORDERS.** Orders must be received by **Wednesday, August 31, 2022**. Orders placed after this deadline cannot be guaranteed. Items cancelled after panels have been produced/delivered will be charged 100% of the original price.

<b>Company Name:</b>		
Exhibitor Name:		
Address:		
City:	State:	Zip:
Email Address:		Phone:
Authorized Signature:		
Print Name:		

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**GRAPHIC FOR INFO/RECEPTION COUNTER**



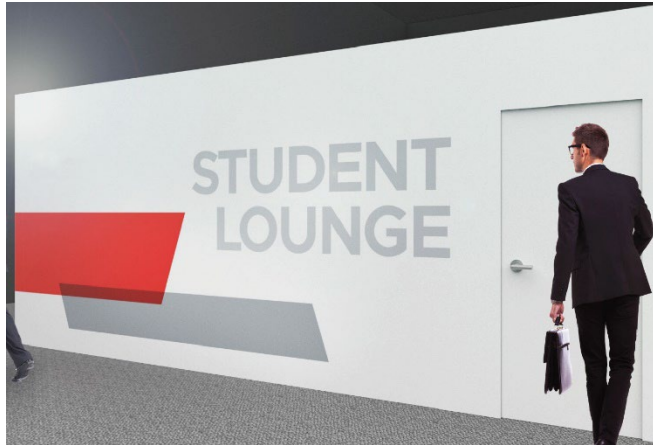
**Dimensions of the counter to be 40”h X 49”w X 24”d  
The size of the graphic to cover the full front side should be 44 1/4” x 35 5/8”**

**Cost: \$395.00 each QTY\_\_\_\_\_**

**PAYMENT POLICY MUST ACCOMPANY ALL ORDERS. Orders must be received by Wednesday, August 31, 2022.** Orders placed after this deadline cannot be guaranteed. Items cancelled after panels have been produced/delivered will be charged 100% of the original price.

<b>Company Name:</b>		
Exhibitor Name:		
Address:		
City:	State:	Zip:
Email Address:	Phone:	
Authorized Signature:		
Print Name:		

### HOSPITALITY ROOM GRAPHIC PANELS



Graphic area for each back-wall panel is 96" tall by 38 13/16" wide

Cost: \$375.00 each QTY \_\_\_\_\_

**PAYMENT POLICY MUST ACCOMPANY ALL ORDERS.** Orders must be received by Wednesday, August 31, 2022. Orders placed after this deadline cannot be guaranteed. Items cancelled after panels have been produced/delivered will be charged 100% of the original price.

Company Name:

Exhibitor Name:

Address:

City:

State:

Zip:

Email Address:

Phone:

Authorized Signature:

Print Name:

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## 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 beginning Monday, August 1, 2022 through Friday, September 9, 2022 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 follow:

COMPANY NAME & BOOTH #  
AUTOMOBILI-D  
c/o Convention & Show Services  
1250 John A Papalas Drive  
Lincoln Park, MI 48146

This service is provided @ **\$40.00** 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 \$40.00 =	

### Direct (Show Site) Shipping:

Service includes delivery of freight to booth space, removal/on-site storage/return of empties, and loading of outbound freight at end of show. **All inbound drayage services at show site are covered by show management during the Move-In Schedule.**

Mark and consign all shipments as follow:

COMPANY NAME & BOOTH #  
AUTOMOBILI-D  
Huntington Place – Hall A  
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 you may incur a redirect fee from 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. 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. 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. 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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## 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:** AUTOMOBILI-D  
Huntington Place – Hall A  
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 (YRC)
- **Return to Warehouse**—Shipments returned to the warehouse for holding or re-forwarding will be charged **\$62.00** per day and **\$62.00** per 100 lbs., with a **200 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 **11:00 am on Friday, September 16, 2022** or your freight will be forced.

(Shipper) Company Name:	Booth #:
Phone:	Email:
Signature:	Print:

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## CARPENTER LABOR ORDER

Convention & Show Services can provide skilled carpenter labor for the install 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	\$103.00	\$155.00	\$180.00

**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.

<b>Install</b>			
Date:	Time:	# of Carpenters:	# of Hours:
<hr/>			
<b>Dismantle</b>			
Date:	Time:	# of Carpenters:	# of Hours:
<hr/>			

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.

<b>Total Est. Hrs.</b>	X	<b>Hourly Rate</b>	=	<b>TOTAL</b>
<hr/>		<hr/>		<hr/>

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.

<b>Company Name:</b>		
Exhibitor Name:		
Address:		
City:	State:	Zip:
Email Address:	Phone:	
Authorized Signature:	Print Name:	
<b>Show Site Contact Authorized to Sign for Labor:</b>		
<b>Show Site Contact Phone Number and Email:</b>		

**PAYMENT POLICY MUST BE SUBMITTED WITH ALL ORDERS**

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## IN-BOOTH FORKLIFT & TEAMSTER/IRONWORKERCREW LABOR ORDER

Convention & Show Services can provide skilled labor for the install and dismantle of your display. The minimum charge is one (1) hour, per crew. 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 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.

Teamster/Ironworker Crew Rates	S.T.	O.T.	P.T.
Forklift Crew (2 Person) w/power	\$270.00	\$372.00	\$430.00

**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 Crews: \_\_\_\_\_ # of Hours: \_\_\_\_\_

**Dismantle**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ # of Crews: \_\_\_\_\_ # 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.

<b>Total Est. Hrs.</b>	X	<b>Hourly Rate</b>	=	<b>TOTAL</b>

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:** \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_

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**

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### EXHIBITOR APPOINTED CONTRACTOR

If an exhibitor plans to use a company other than Convention & Show Services, Inc., for their carpenter labor the **EXHIBITOR ONLY** must complete and mail copies of this form to Show Management and Convention & Show Services, Inc. by **Monday, August 8, 2022**. Use of outside drayage contracting service or electrician is not permitted.

The exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper insurance by submitting a certificate of insurance prepared by the Exhibitor Appointed Contractor's insurance agent with a minimum of coverage and limits as described below:

- Commercial General Liability with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
- Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence.
- Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident. \$1,000,000 disease – each employee and \$1,000,000 disease – policy limit.
- Automobile Liability with a limit of not less than \$1,000,000 combined single limit – each accident.
- The Commercial General Liability Policy shall name Convention & Show Services, Inc., the Official Service Provider, as additional insured on a primary and non-contributory basis. See attached sample certificate of insurance.
- Waiver of subrogation applies to the General Liability/Automobile and Workers Compensation as per the written contract.

**THESE REQUIREMENTS WILL BE STRICTLY ENFORCED.** Therefore, 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, i.e: 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. Show Management will only accept this form if it is signed by the exposition contact (the Exhibitor).

Exhibiting Firm:		
Exhibitor Contact:	Phone:	
Signature:	Date:	
Type of Work to be Performed:		
EXHIBITOR APPOINTED CONTRACTOR:		
Address:		
City:	State:	Zip:
Email Address:		
Phone:	Fax:	
Contractor Contact Name:		

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




## **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.


Company Name: \_\_\_\_\_ Room/Booth# \_\_\_\_\_ HALL A / Booth #: \_\_\_\_\_  
 Ordered By Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Ordered By Phone/Cell #: \_\_\_\_\_ Contact Cell #: \_\_\_\_\_  
 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 FRIDAY 8/19/22 TO RECEIVE ADVANCE SHOW RATE\*\*\***

COMPUTERS & ASSESSORIES	QTY	Advance Show Rate	Standard Show Rate	Total	
Laptop Computer - 15" w/MSO		\$300.00	\$390.00		
MacBook Pro - 15"		\$600.00	\$780.00		
**Laser Printer (Black & White) Call for color pricing.		\$150.00	\$195.00		
Apple iPad		\$100.00	\$130.00		
Wireless keyboard/mouse kit		\$40.00	\$52.00		

\*\*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		\$300.00	\$390.00		
42" HD LCD Monitor - Select input method <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB		\$500.00	\$650.00		
50" HD LCD Monitor - Select input method <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB		\$600.00	\$780.00		
60" HD LCD Monitor - Select input method <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB		\$700.00	\$910.00		
65" HD LCD Monitor - Select input method <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB		\$800.00	\$1040.00		
LCD Monitor Floor Stand (Note: Floor stands only fit 42" – 70" monitors)		\$150.00	\$195.00		
LCD Monitor Wall Mounting Bracket		\$30.00	\$39.00		
Shelf for LCD Monitor Stand		\$30.00	\$39.00		
DVD or Media Player w/ Auto Repeat <input type="checkbox"/> DVD <input type="checkbox"/> MEDIA PLAYER		\$40.00	\$52.00		

**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		\$300.00	\$390.00		
Small Exhibit Booth Audio System (2-Speakers w/stands & mixer.)		\$300.00	\$390.00		
Tripod Screen w/ Skirt - <input type="checkbox"/> - 6' <input type="checkbox"/> - 8' larger screens available		\$100.00	\$130.00		
Meeting Room Projector w/ Stand & Skirt		\$600.00	\$780.00		
Projector Stand w/ Skirt		\$30.00	\$39.00		
<b>Please call or email if you need any equipment not listed on form.</b>				Equipment Total:	

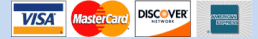
\* Handling Charge includes delivery, set-up and take-down of AV Equipment. **There is a \$100.00 minimum handling charge.**

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**) 1324 Rankin Rd., Troy, MI 48083
- 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](mailto: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](mailto:AV@PremierAV.net)*





# HUNTINGTON PLACE

## 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:

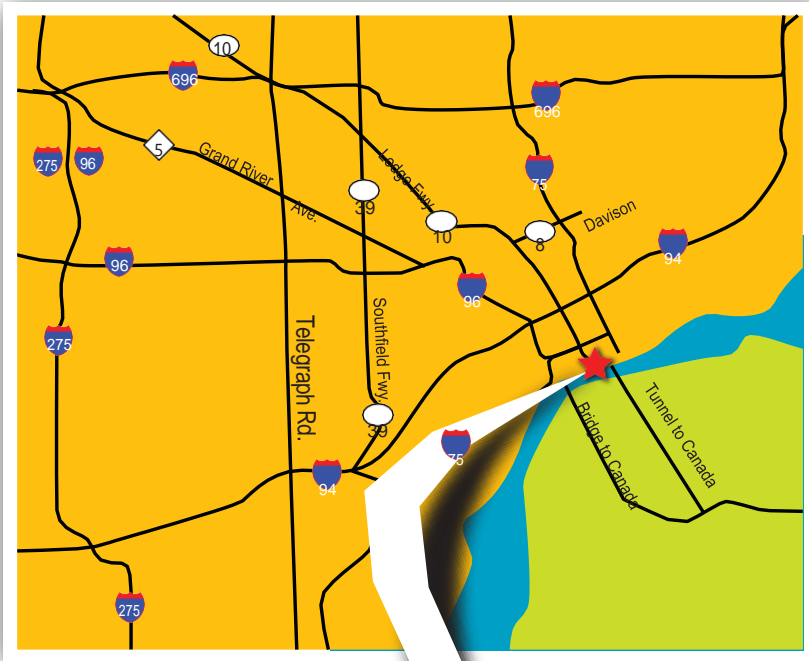
[orders@huntingtonplacedetroit.com](mailto:orders@huntingtonplacedetroit.com)

Thank you & looking forward to servicing you.

## 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.