



**APT Detroit 2022
Huntington Place
November 9th – 11th, 2022**



Dear Exhibitor,

Convention & Show Services, Inc. (CSS) is pleased to be the Official Services Contractor for **APT Detroit 2022: Looking Back, Driving Forward Conference** to be held at Huntington Place in Detroit, MI.

EXHIBITOR EVENT SCHEDULE				
Install:	Wednesday	November 9 th , 2022	12:00 pm – 4:00 pm	Exhibitor Move-In
Open:	Wednesday	November 9 th , 2022	5:00 pm – 6:00 pm	Soft Opening – Mixer in Exhibit Hall
Open:	Wednesday	November 9 th , 2022	6:00 pm – 9:00 pm	Gala
Open:	Thursday	November 10 th , 2022	7:15 am – 8:15 am	Continental breakfast in Exhibit Hall
Open:	Thursday	November 10 th , 2022	10:00 am – 10:25 am	Break in Exhibit Hall
Open:	Thursday	November 10 th , 2022	12:15 pm – 2:15 pm	Lunch in Exhibit Hall
Open:	Thursday	November 10 th , 2022	4:00 pm – 5:30 pm	Wrap up design + refreshments in Exhibit Hall
Dismantle:	Thursday	November 10 th , 2022	5:30 pm – 8:00 pm	Exhibitor Move-out
Dismantle:	Friday	November 11 th , 2022	8:00 am – 12 noon	By Appointment only – Exhibitor Move-out

Each 10' x 10' Booth will include the following items:
8' High Back Wall Drape
3' High Side Rail Drape
One (1) 8'x30" Skirted Table
Two (2) Plastic Chairs
One (1) Wastebasket
One (1) 7"x44" Exhibit I.D. Sign w/ Company Name and Booth #

As Services Contractor, for the APT 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 regard 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, November 7th, 2022**. 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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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:	



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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
("CSS")

To handle the display for

(Exhibiting Firm)

at the **APT Detroit 2022**

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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THIRD PARTY BILLING AND GUARANTY AGREEMENT

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: Authorized Signature	By: Authorized Signature
Print Name and Title	Print Name and Title

Convention and Show Services, Inc.

By: _____
 Authorized Signature

 Print Name and Title



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INBOUND SHIPPING INFORMATION

Advance Warehouse Shipping:

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, October 3rd, 2022 through Tuesday, November 8th, 2022 by which all advanced freight must be received. 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 follow: *COMPANY NAME & BOOTH NUMBER*
 APT Detroit 2022
 c/o Convention & Show Services
 1250 John A Papalas Drive
 Lincoln Park, MI 48146

This service is provided @ **\$85.00** 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 \$85.00 =	

Direct (Show Site) Shipping: Wednesday, November 9, 2022, from 12:00 p.m. – 4:00 p.m.

CSS will receive freight during the posted above scheduled exhibitor move in date and times. Service includes delivery of freight to booth space, on-site storage of empties, and loading out outbound freight. Freight that arrives prior to the specified move in date and times could be refused by Huntington Place and causing you to be charged a redirect fee by your freight carrier.

Mark and consign all shipments as follow: *COMPANY NAME & BOOTH NUMBER*
 APT Detroit 2022
 Huntington Place – Hall E1
 1 Washington Blvd.
 Detroit, MI 48226

This service is provided @ **\$105.00** 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 \$105.00 =	

To Save on Shipping, consolidate shipments - when total weight is less than 200 lbs. For Example:

<u>3 Separate Shipments</u>	<u>1 Consolidated Shipment</u>
60 lbs. charged @ 200 lbs. \$ 210.00	3 pieces (1 shipment)
52 lbs. charged @ 200 lbs. \$ 210.00	177 lbs. charged @ 200 lbs. = \$210.00
65 lbs. charged @ 200 lbs. \$ 210.00 = \$630.00	

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:	



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OUTBOUND SHIPPING INSTRUCTIONS

Convention & Show Services will have a customer service representative available to assist with 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 from a customer service representative. Please leave this form and the completed Bill of Lading with your freight 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:
 APT Detroit 2022
 c/o Convention & Show Services
 Huntington Place – Exhibit Hall E1
 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 the Huntington Place loading dock; 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 pickup. 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 **7:00 pm on Friday, November 11, 2022**, or your freight will be forced.

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

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 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



A



B



C



D



E



F



G



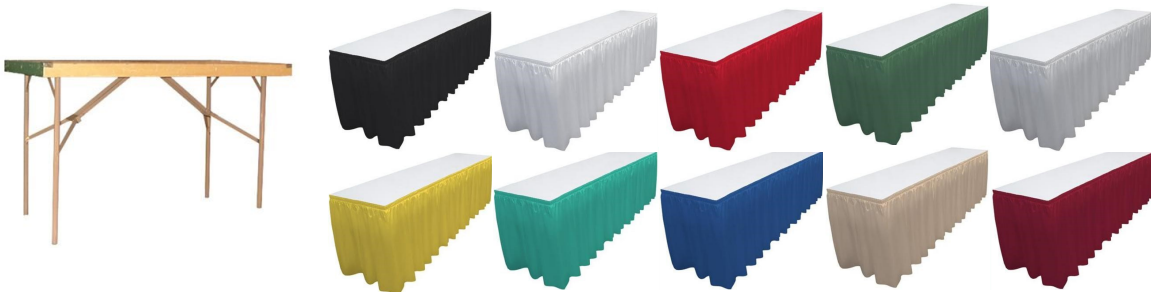
H



I



J



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

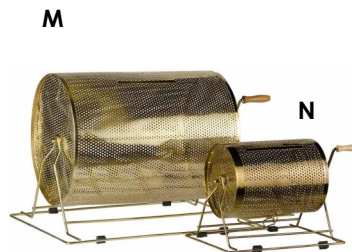
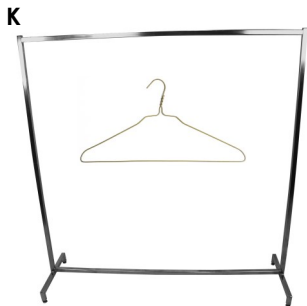
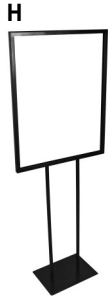
Available in:

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 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 or give us a call at (313) 386-5555!



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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 November 7, 2022.** Orders received after the deadline will be charged floor rate. Items cancelled prior to November 7, 2022 will be refunded at 100%. Items cancelled after November 7, 2022, 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 – Accent				
	4' L x 30" H x 2' W	\$45.00	\$60.00			Modern End Table	\$120.00	\$215.00	
	6' L x 30" H x 2' W	\$50.00	\$70.00			Glass End Table	\$120.00	\$215.00	
	8' L x 30" H x 2' W	\$55.00	\$75.00			Glass Coffee Table	\$175.00	\$265.00	
						Martini Bar	\$900.00	\$1700.00	
Tables – Skirted Display Tables					Tables – Conference				
						8' Coastal Gray Table	\$1295.00	\$1900.00	
	4' L x 30" H x 2' W	\$105.00	\$130.00			10' Maple Table	\$2150.00	\$2600.00	
	6' L x 30" H x 2' W	\$120.00	\$150.00			12' Espresso Table	\$2595.00	\$3000.00	
	8' L x 30" H x 2' W	\$130.00	\$175.00		Seating – Chairs				
	4th Side Skirting	\$45.00	\$55.00			Plastic Chair - Black	\$50.00	\$65.00	
Circle Color: Red Grey White Burgundy Black Blue Teal Gold Hunter Green Beige						Fabric Chair - Black	\$65.00	\$85.00	
						Fabric Chair w/ Arms - Black	\$75.00	\$95.00	
						Demi Armless Chair - White	\$95.00	\$115.00	
						Steno Chair - Black	\$55.00	\$65.00	
Tables – Unskirted Display Counters					Seating – Bar Stools				
						Reggie Bar Stool - White	\$225.00	\$285.00	
	4' L x 42" H x 2' W	\$60.00	\$80.00			Vinyl Bar Stool - Black	\$65.00	\$100.00	
	6' L x 42" H x 2' W	\$65.00	\$90.00			Leather Padded Bar Stool - Black	\$140.00	\$190.00	
	8' L x 42" H x 2' W	\$70.00	\$105.00			Gelato Bar Stool - White	\$140.00	\$190.00	
						Rustique Gunmetal Barstool	\$115.00	\$135.00	
Tables – Skirted Display Counters					Seating – Office and Utilities				
	4' L x 42" H x 2' W	\$120.00	\$170.00			Innovate White Conference Chair	\$330.00	\$385.00	
	6' L x 42" H x 2' W	\$130.00	\$175.00			Innovate Black Conference Chair	\$330.00	\$385.00	
	8' L x 42" H x 2' W	\$140.00	\$200.00			Standard Executive Chair	\$300.00	\$330.00	
	4th Side Skirting	\$45.00	\$55.00			Elite Executive Chair	\$355.00	\$395.00	
Circle Color: Red Grey White Burgundy Black Blue Teal Gold Hunter Green Beige					Seating – Soft				
						Loft Brown Fabric Sofa	\$1175.00	\$1600.00	
Tables – Cocktail						Nova Gray Fabric Sofa	\$960.00	\$1200.00	
	30" Round x 18" H	\$100.00	\$150.00			Swan Chair - White	\$429.00	\$590.00	
	30" Round x 30" H	\$100.00	\$150.00			Swan Chair - Grey	\$429.00	\$590.00	
	30" Round x 42" H	\$110.00	\$170.00			Swan Chair - Blue	\$429.00	\$590.00	
	36" Round x 42" H	\$110.00	\$170.00			Swan Chair - Red	\$429.00	\$590.00	
	Stainless Steel Table	\$165.00	\$205.00						
	White Gelato Table	\$165.00	\$205.00						

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

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RENTAL FURNISHINGS AND ACCESSORIES (cont'd.)

QTY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL	QTY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL
Seating – Lounge Collection					Seating – Lounge Collection				
	Traditional Leather Chair	\$425.00	\$525.00			Ultramodern Love Seat	\$500.00	\$600.00	
	Traditional Leather Love Seat	\$470.00	\$570.00			Ultramodern Armless Love Seat	\$400.00	\$500.00	
	Traditional Leather Sofa	\$650.00	\$750.00			Ultramodern Armless Lounger	\$400.00	\$500.00	
	Contemporary White Sofa	\$575.00	\$675.00			Ultramodern Corner Chair	\$300.00	\$400.00	
	Contemporary White Love Seat	\$500.00	\$700.00			Ultramodern Armless Chair	\$250.00	\$350.00	
	Contemporary White Chair	\$450.00	\$550.00			Ultramodern Ottoman	\$250.00	\$350.00	
	Modern Chair	\$550.00	\$650.00			Ultramodern 6pc. Sectional w/ ottoman	\$1600.00	\$2000.00	
	Modern Sofa	\$625.00	\$850.00						
	Detroit Chair	\$485.00	\$600.00						
	Detroit Love Seat	\$575.00	\$675.00						
	Contemporary Ivory Sofa	\$500.00	\$635.00						
	Contemporary Ivory Love Seat	\$400.00	\$550.00						
	Contemporary Ivory Chair	\$350.00	\$450.00						
Accessories					Accessories				
	Wastebasket – Plastic	\$20.00	\$35.00			Coat Tree – Chrome	\$75.00	\$85.00	
	Wastebasket – Disposable	\$20.00	\$35.00			Coat Rack w/ 20 Hangers – Chrome	\$80.00	\$95.00	
	Easel – Chrome	\$40.00	\$55.00			Stanchion Post – Chrome	\$45.00	\$60.00	
	Sign Stand – 22" W x 28" H - Black	\$65.00	\$85.00			Stanchion Rope – Velvet / Black	\$45.00	\$60.00	
	Sign Stand – 22" W x 28" H - Silver	\$65.00	\$85.00			Stanchion w/ Retractable Belt – Black	\$85.00	\$95.00	
	Bag Rack – Black	\$75.00	\$85.00			Stanchion w/ Retractable Belt – Red/Black	\$85.00	\$95.00	
	Bag Rack – Silver	\$75.00	\$85.00			Modern Floor Lamp – Chrome / White	\$205.00	\$255.00	
	Literature Rack – Black	\$135.00	\$175.00			Table Lamp – White	\$45.00	\$60.00	
	Small Raffle Drum – Brass	\$75.00	\$95.00			Mini Refrigerator	\$430.00	\$550.00	
	Large Raffle Drum – Brass	\$95.00	\$125.00			Standard Refrigerator	\$895.00	\$1200.00	
	Tack Board – 6' W x 4' H – Gray	\$165.00	\$300.00						
	Tack Board – 8' W x 4' H – Gray	\$195.00	\$325.00						

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

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CARPET RENTAL ORDER FORM

The rates listed below include delivery to booth, usage during the show and removal after the show. Labor to install / remove carpet is included when the carpet is installed on a flat floor surface prior to the exhibit installation. Labor will be charged at the published rates when installing is required for stairs, platforms, risers, meeting rooms, or post exhibit installations. All claims or discrepancies must be settled at the CSS service desk prior to the close of the show. Full payment must accompany all orders. **To receive advance rate pricing your order must be received by November 7, 2022.** Orders received after the deadline will be charged floor rate. Items cancelled prior to November 7, 2022 will be refunded at 100%. Items cancelled after November 7, 2022, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are non-refundable and billed at 100%.

STANDARD CARPET

QTY	Description	Advanced Rate	Floor Rate	Total
	10' x 10' Carpet	\$150.00	\$250.00	
	10' x 20' Carpet	\$300.00	\$400.00	
	10' x 30' Carpet	\$450.00	\$550.00	

PADDING AND VISQUEEN

Carpet padding and Visqueen plastic covering for protection are available on an installed basis to overall dimensions specified. Rates are per square foot with a 100 sq. ft minimum per order.

Calculate Total Square Footage				
WIDTH _____ X LENGTH _____ = _____ SQ. FT.				
SQ. FT.	Description	Advanced Rate	Floor Rate	Total
	Padding / SQ FT	\$0.80	\$0.90	
	Poly Covering / SQ FT	\$0.50	\$0.60	

Please Indicate Carpet Color Choice:

- | | | | |
|-------------------------------|-----------------------------------|-----------------------------------|---|
| <input type="checkbox"/> Red | <input type="checkbox"/> Grey | <input type="checkbox"/> Burgundy | <input type="checkbox"/> Black |
| <input type="checkbox"/> Blue | <input type="checkbox"/> Charcoal | <input type="checkbox"/> Blue-Jay | <input type="checkbox"/> Tuxedo (Black/Grey Speckled) |

Electrical or Utilities under Carpet? Yes No

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



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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	\$100.00	\$150.00	\$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.

Install

Date: _____ Time: _____ # of Carpenters: _____ # of Hours: _____

Dismantle

Date: _____ Time: _____ # of Carpenters: _____ # 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:

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:



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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.



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:

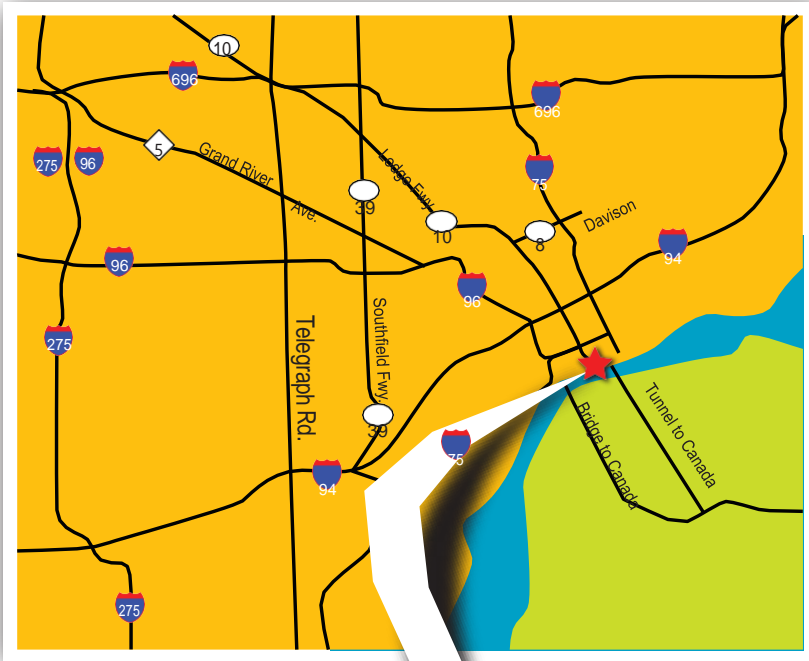
orders@huntingtonplacedetroit.com

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.



DIRECTIONS TO HUNTINGTON PLACE

- **From North**
Southbound on the Lodge M-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 M-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 M-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 MI-10 south; exit Larned St. (left side); right on Washington Blvd.

HUNTINGTON PLACE PARKING AND SHUTTLE DROP OFF

- 1 **Huntington Place Rooftop Parking**
From front of Huntington Place, go north to Congress St. Turn left, stay in right lane to circular ramp between Second and Third Streets. From the Lodge M-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 **Huntington Place Congress Street Garage**
Huntington Place Congress Street Garage is located at Congress and First Streets under Huntington Place.
- 3 **Huntington Place Washington Blvd. Garage**
Huntington Place Garage is located at the intersection of Jefferson and Washington Blvd. in front of the main entrance to Huntington Place.
- 4 **Shuttle Drop-off (Atwater Street)**
From front of the Huntington Place, go east on Jefferson (left). Turn right on Bates and right again on Atwater. Take Atwater Street to the Huntington Centeratrium entrance for visitor drop-off.
- 5 **Huntington Place Atwater Garage**
From front of the Huntington Place, go east on Jefferson (left). Turn right on Bates and right again on Atwater. Take Atwater Street to Civic Center Drive, turn right and drive to Atwater Garage.