



**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