



Convention & Show Services, Inc. (CSS) is pleased to be the Official General Contractor for the Detroit Auto Show to be held at Huntington Place (formerly COBO Center) in Detroit, Michigan on September 14 – 25, 2022. This is our 39th year with the Detroit Auto Dealers Association (DADA) and we are grateful for your support.

As Official General Contractor for the 2022 Detroit Auto Show, we have enclosed the information and 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, run of show, and move-out to assist you in coordinating any last-minute services and to answer any questions you may have. Visit us at www.convshow.com for fast and easy online order processing.

Thank you for your continued support and cooperation. If you have any questions or we can be of further assistance, please contact our office. We look forward to seeing you at Huntington Place for the 2022 Detroit Auto Show.

Thank you,
Convention & Show Services, Inc.

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



DETROIT AUTO SHOW CONTRACTORS

General Contractor

Convention & Show Services, Inc.
Huntington Place Office:
Phone: 313.259.7632
Fax: 313.259.1263
Email: info@convshow.com
Lincoln Park Office:
Phone: 313.386.5555
Fax: 313.429.0902

Audio Visual

Premier Creative Group
Contact: Keith Oliver
Phone: 248.461.6343
Fax: 248.673.6696
Email: keith.oliver@premierav.net

Catering

Centerplate
Contact: Jennifer McDonnell
Phone: 313.877.7967
Email: jennifer.mcdonnell@centerplate.com

Car Detailing / Janitorial Services

Huntington Place Housekeeping
Contact: Deb Guterrez
Phone: 313.877.7960
Email: dgutierrez@huntingtonplacedetroit.com

Computer Rentals

Smart Source
Contact: Exhibitor Service Team
Phone: 800.955.5171
Email: ExhibitorSales@SmartSourceRentals.com

Custom Furniture

Convention & Show Services, Inc.
Contact: Bobby Whiting
Phone: 313.259.7632
Email: bobbyw@convshow.com

CORT Furniture
Phone: 630.972.0146
Fax: 630.972.0269
Email: DL-CORTseChicago@cort.com
www.cortevents.com/ts-kit.com

Custom Carpet

Convention & Show Services, Inc.
Contact: Bobby Whiting
Phone: 313.259.7632
Email: bobbyw@convshow.com

Custom Carpet – Continued

D.E. McNabb
Contact: Dave Hallman
Phone: 248.437.8146
Email: dhallman@demcnabb.com

Electrical

Freeman Electric
Phone: 313.327.2283
Email: Detroit.Electrical@freemanco.com

Fire Marshal

Contact: Captain Terrence T. Lane
Phone: 313.596.2932
Fax: 313.596.2978
Email: lanet@detroitmi.gov

Florist

Viviano Florist
Contact: events@viviano.com
Phone: 586.285.2231

Hart Plaza – Exhibits & Activations

Convention & Show Services, Inc.
Contact: Bobby Whiting
Phone: 313.259.7632
Email: bobbyw@convshow.com

Internet Services

Huntington Place
Phone: 313.877.8277
Email: orders@huntingtonplacedetroit.com

Meeting Rooms

Huntington Place
Phone: 313.877.8277
Email: orders@huntingtonplacedetroit.com

Convention & Show Services, Inc.
Contact: Shirley Ednie
Phone: 313.259.7632
Email: shirleye@convshow.com

Plumbing

Huntington Place
Phone: 313.877.8277
Email: orders@huntingtonplacedetroit.com

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DETROIT AUTO SHOW CONTRACTORS

Security

NAIAS Security Services
Contact: Carl Berry
Phone: [248.283.5116](tel:248.283.5116)
Email: cberry@dada.org

Telephone Services

Huntington Place
Phone: 313.877.8277
Email: orders@huntingtonplacedetroit.com

Tent Supplier

WAHL Tents
Contact : Stephanie King
Phone : 586.493.0563
Email : stephanie@wahl tents.com

Trucking / Warehousing

Convention & Show Services, Inc.
Contact: Bobby Whiting
Phone: 313.259.7632
Email: bobbyw@convshow.com

Automobili-D / Exhibitor Services

Convention & Show Services, Inc.
Contact: Andrew Stiles
Phone: 248.421.4267
Email: astiles@automobilid.com



Exhibitor Move-In & Move-Out Dates and Information

Exhibitor Move-In:

Monday	August 29, 2022	7:00 a.m. – Exhibit Work Begins w/ 24 hour access
Tuesday	August 30, 2022	7:00 a.m. – Exhibit Work Continues w/ 24 hour access
Wednesday	August 31, 2022	7:00 a.m. – Exhibit Work Continues w/ 24 hour access
Thursday	September 01, 2022	7:00 a.m. – Exhibit Work Continues w/ 24 hour access
Friday	September 02, 2022	7:00 a.m. – Exhibit Work Continues w/ 24 hour access
Saturday	September 03, 2022	7:00 a.m. – Exhibit Work Continues w/ 24 hour access
Sunday	September 04, 2022	7:00 a.m. – 9:00 p.m. End of Work Day
Monday	September 05, 2022	Labor Day – Exhibit Hall is Closed
Tuesday	September 06, 2022	7:00 a.m. – Work Resumes w/ 24 hour access
Wednesday	September 07, 2022	7:00 a.m. – Exhibit Work Continues w/ 24 hour access
Thursday	September 08, 2022	7:00 a.m. – Exhibit Work Continues w/ 24 hour access
Friday	September 09, 2022	7:00 a.m. – Exhibit Work Continues w/ 24 hour access
Saturday	September 10, 2022	7:00 a.m. – Exhibit Work Continues w/ 24 hour access
Sunday	September 11, 2022	7:00 a.m. – Exhibit Work Continues w/ 24 hour access
Monday	September 12, 2022	7:00 a.m. – 11:00 p.m. All Exhibits 100% Show Ready
Tuesday	September 13, 2022	7:00 a.m. – Aisle Carpet Installation/Docks Closed

Exhibit Completion, Aisle Carpet & Hall Cleaning:

All exhibits must be 100% show-ready by 11:00 p.m. on Monday, September 12th. CSS will begin installing the aisle carpet at 7:00 a.m. on Tuesday, September 13th. No vehicles or crates may be moved after this time, so that the aisle carpet can be installed, and all exhibit halls cleaned in time for the Wednesday, September 14th opening (at 9 a.m.) **If you need to move Vehicles in after 7:00 a.m. on Tuesday, please contact CSS to coordinate.**

Empty Storage for Crates & Containers:

There is no on-site storage space available outside of your exhibit space. Please contact CSS for assistance if you need short-term storage space during your construction process, 313.259.7632; bobbyw@convshow.com Otherwise, please make trucking arrangements for your crates and empty containers to be removed, stored, and returned after the show. Exhibitors and/or display houses will be charged accordingly to remove any materials left on the dock or within the facility.

Construction Floor Space Usage:

During installation and dismantle the floor space is limited, therefore all aisles are designated "No Freight/Fire Aisle". All crates, truss, etc. must be confined to your assigned booth space. Also, both table and circular saws, lathes, grinders, sanders, and other power equipment is not permitted to be set up and/or operated in the aisles or unprotected areas. Any exhibitor and/or display house that occupies unauthorized floor space (outside their assigned booth space) will be charged additional fees to remove their properties. Clear aisles are required for emergency access throughout the facility and are used to expedite freight. Please contact CSS for assistance if you need short-term storage space during your construction process, 313.259.7632; bobbyw@convshow.com

Keep Clear "No Freight/Fire Aisle":

All aisles will be designated "No Freight/Fire Aisle" and must be kept clear of crates and exhibit materials during move-in and move-out. These aisles are required for emergency access throughout the hall and are used to expedite freight and empty crate in motion.

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Exhibitor Move-In & Move-Out Dates and Information

Exhibitor Move-Out:

Sunday September 25, 2022 7:01 p.m. – Dismantle Begins w/ 24 hour access

* Aisle Carpet & Vehicle Removal:

Aisle carpet removal will begin at 7:01 p.m. Exhibitors may have Teamsters attach the battery cables at this time, but they may not begin full vehicle load out until the aisle carpet is removed and a CSS representative has made an announcement to begin vehicle move-out. All vehicles must be removed from the Exhibit Floor on Sunday evening. Empty crates will not be returned until all vehicles have been removed and a CSS representative has deemed the show floor ready to receive empty crates.

Monday September 26, 2022 7:00 a.m. – Dismantle Continues w/ 24 hour access

Tuesday September 27, 2022 7:00 a.m. – Dismantle Continues w/ 24 hour access

Wednesday September 28, 2022 7:00 a.m. – Dismantle Continues w/ 24 hour access

Thursday September 29, 2022 7:00 a.m. – Dismantle Continues w/ 24 hour access

Friday September 30, 2022 7:00 a.m. – 7:30 p.m.*

***All crates and display properties must be removed from the Huntington Place by 7:30 p.m.**

SEPTEMBER 2022

S	M	T	W	T	F	S
28	29 Move-In	30 Move-In	31 Move-In	1 Move-In	2 Move-In	3 Move-In
4 Move-In	5 LABOR DAY	6 Move-In	7 Move-In	8 Move-In	9 Move-In	10 Move-In
11 Move-In	12 Move-In	13 Move-In	14 MEDIA DAY 9:00-1:00 INDUSTRY/TECH AUTOMOBILI-D	15 INDUSTRY/TECH AUTOMOBILI-D	16 CHARITY PREVIEW	17 PUBLIC
18 PUBLIC	19 PUBLIC	20 PUBLIC	21 PUBLIC	22 PUBLIC	23 PUBLIC	24 PUBLIC
25 PUBLIC	26 Move-Out	27 Move-Out	28 Move-Out	29 Move-Out	30 Move-Out	



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 the **2022 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

RETURN THIS FORM WHEN A THIRD PARTY (ANY PARTY OTHER THAN EXHIBITING COMPANY) WILL BE BILLED FOR SERVICES

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



PAYMENT/CREDIT POLICY

THIS FORM MUST BE RETURNED TO CONVENTION & SHOW SERVICES FOR YOUR ORDERS TO BE PROCESSED

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:
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 for fast and easy online order processing.



LIMITATIONS OF LIABILITY
THIS FORM IS REQUIRED TO BE SUBMITTED

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.
- i.

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 for fast and easy online order processing.



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. Warehouse receiving hours are Monday through Friday, 8:30 a.m. to 4:00 p.m. EST. The cost for pre-show storage is \$40.00 per CWT with a 200-pound minimum per shipment to include receipt of freight at the warehouse, storage, and transportation to Huntington Place. There will be an additional charge for labor to unload your freight when it arrives at Huntington Place. It is the responsibility of the Exhibitor to order and pre-pay for the labor to unload the freight prior to delivery to Huntington Place. Refer to the Teamster/Ironworker Labor Order form for the associated costs and order form.

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 =

Mark and consign all shipments as follow: COMPANY NAME
 2022 DETROIT AUTO SHOW
 c/o Convention & Show Services
 1250 John A Papalas Drive
 Lincoln Park, MI 48146

Direct (Show Site) Shipping:

Direct shipments will not be accepted at Huntington Place if you have not placed and paid for a Teamster/Ironworker Labor Order for the unloading. Please complete the Teamster/Ironworker Labor Order form and payment policy and forward to CSS at least 3 days prior to your move-in. Mark and consign all shipments as follows:

Mark and consign all shipments as follow: COMPANY NAME
 2022 DETROIT AUTO SHOW
 Huntington Place
 1 Washington Blvd.
 Detroit, MI 48226

EMPTY CRATES & CONTAINERS:

There is no storage of any kind on the docks at any time. Please make arrangements for your crates and empty containers to be removed, stored, and returned after the show. Exhibitors and/or display houses will be charged accordingly for any materials left on the dock that CSS has to move.

Company Name:		Booth Number:	
Address:			
City:	State:	Zip:	
Phone:	Fax:		
Email Address:			
Signature:		Print Name:	

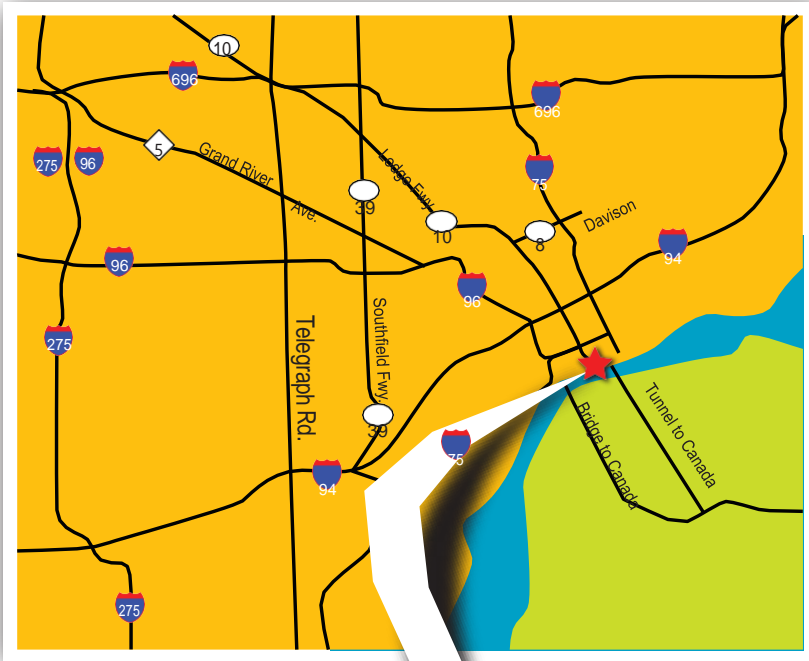
PAYMENT POLICY MUST ACCOMPANY ALL ORDERS

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DIRECTIONS TO HUNTINGTON PLACE

LOADING DOCKS

- From I-94 East- and West-bound
Take 1-94 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.



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 services and/or electricians are 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.

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER "Your Insurance Agent/Broker"	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A:	NAIC #
INSURED "Legal Name of Your Company"	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: Sample POLICY NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXPI (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					AMED EXP (Any one person) \$ 5,000
	GENL AGGREGATE LIMIT APPLIES PER:					PERSONAL & ADV INJURY \$ 1,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC					GENERAL AGGREGATE \$ 2,000,000
	AUTOMOBILE LIABILITY					PRODUCTS - COMP/OP AGG \$ 2,000,000
<input checked="" type="checkbox"/>	ANY AUTO					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per person) \$
	HIREO AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
<input checked="" type="checkbox"/>	UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR				EACH OCCURRENCE \$ 1,000,000
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$ 1,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH)	<input type="checkbox"/> Y <input type="checkbox"/> N				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Certificate holder is added as Additional Insured (General Liability/Automobile) on a primary and non-contributory basis with respect to work/services performed/product supplied by Named Insured as per written contract/agreement. Waiver of Subrogation applies to General Liability/Automobile and Workers Compensation as required by written contract/agreement.

CERTIFICATE HOLDER Convention & Show Services Inc. Attn: Angie Johnson 1250 John A Papalas Drive Lincoln Park, MI 48146	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

UNION REGULATIONS

All exhibit and display work is done by union personnel. There are six unions working exhibit events: Teamsters / Ironworkers, Carpenters, Electricians, Plumbers, and Stagehands. The following guidelines will help you in preparing your exhibit to conform to union jurisdictions. Adherence to these guidelines can save you a substantial amount of money.

CSS SERVICE CONTRACTORS:

Teamster/Ironworker:	Teamsters perform material handling of freight and the delivery, set-up, and tear-down of contractor rental furniture. Ironworkers perform machinery installations and the erection and dismantling of metal for multi-level displays. For the DAS, the Ironworkers will assist the Teamsters in the performance of freight material handling activities.
Carpenter:	Handle carpentry and the unpacking, erection and dismantling of exhibit booths consisting of the layout of fabrication. Assembling and erection of all displays made of wood, metal, plastic, composite board or any other substitute material, the covering of the same with any type of material, the installation of pipe and drapery, the handling of informational signage, and the framing, erecting, and prefabrication of all roofs, partitions, floor and ceiling applications.

HUNTINGTON PLACE INSIDE SERVICE CONTRACTORS:

Stagehand:	Handle stage and lighting set-up for, but not limited to, press events, shows, and theatrical style events. This shall include theatrical rigging, cued lighting, theatrical lighting, video lighting, projection, audio, electronic show equipment (i.e. audio, cameras, switches, etc.) props, and scenery.
Electrician:	Handle all electrical work which includes supplying power lines to your booth, making connections when "hard" wiring and/or electrical harnesses are required, and installing lighting that is not a built-in integral part of the exhibit booth other than two single bulb individual fixtures.
Plumber:	Handle all plumbing work such as compressed air, water or drain, or natural gas.

If you encounter any difficulty with labor, or if you are not satisfied with the work performed, please report this to the CSS Service Desk or Show Management. This is better than communicating directly with the labor.



LABOR RATE SCHEDULE

LABOR WORK RULES ARE SUBJECT TO CHANGE WITHOUT NOTICE

The following is a schedule of labor rates as well as a guideline for breaks for the Carpenter and the Teamster/Ironworkers Unions ONLY. This does not apply to shift work. Please refer to the 12-hour shift rules and regulations located in this service manual for further shift work information.

CSS will not allow labor to exceed 17 consecutive hours.

Carpenters		
Monday – Friday	Straight Time	7:00 AM – 3:30 PM
	Overtime	Before 7:00 AM After 3:30 PM (until shift ends)
Saturday	Overtime	All Day (until shift ends)
Sunday	Premium Time	All Day (until shift ends)
Holidays	Premium Time	All Day

The Carpenters must have a seven (7) hour break between shifts, otherwise they will return at the appropriate rate of pay.

Teamsters/Ironworkers		
Monday – Friday	Straight Time	7:00 AM – 3:30 PM
	Overtime	Before 7:00 AM After 3:30 PM (until shift ends)
Saturday	Overtime	All Day (until shift ends)
Sunday	Premium Time	All Day (until shift ends)
Holidays	Premium Time	All Day

The Teamsters/Ironworkers must have a seven (7) hour break between shifts, otherwise they will return at the appropriate rate of pay.

LABOR BREAK SCHEDULE

LABOR WORK RULES ARE SUBJECT TO CHANGE WITHOUT NOTICE

Breaks/Lunches/Dinners Carpenters/Teamsters & Ironworkers Only	
First Break (paid by exhibitor)	9:30 am - 9:45 am
Lunch Break (15 minutes paid by exhibitor)	11:45 am - 12:30 pm
Second Break (paid by exhibitor)	2:30 pm - 2:45 pm
8-hour end of work day (15-minute clean-up time paid by exhibitor)	3:15 pm
10-hour end of work day (15-minute clean-up time paid by the exhibitor)	5:15 pm
Dinner Break (45 minutes paid by exhibitor) (Applies for a work day greater than 10 hours)	5:15 pm – 6:00 pm
12-hour end of work day (15-minute clean-up time paid by the exhibitor)	7:15 pm

A paid 15-minute break is to be given every 2 hours once the work day exceeds 12 hours. If everyone in the exhibit agrees, all breaks can be taken earlier or later, however, the length of the break remains the same.

A paid 15-minute clean-up time will be honored at the end of the work day and will be paid by the exhibitor.

- 8-hour day – work day will end at 3:15 pm and will be paid until 3:30 pm
- 10-hour day – work day will end at 5:15 pm and will be paid until 5:30 pm
- 12-hour day – work day will end at 7:15 pm and will be paid until 7:30 pm

This does not apply to shift work. Please refer to the next page for 12 Hour Shift Work Rules and Regulations for the appropriate break, lunch and dinner schedule.



LABOR BREAK SCHEDULE – 12 HOUR SHIFT WORK

LABOR WORK RULES ARE SUBJECT TO CHANGE WITHOUT NOTICE

7:00 am – 7:00 pm shift Breaks/Lunches/Dinners (Carpenters/Teamsters & Ironworkers Only)	
First Break	9:30 am – 9:45 am
Lunch Break	11:45 am – 12:30 pm
Second Break	2:30 pm – 2:45 pm
Dinner Break	5:15 pm – 6:00 pm
End of Work Day	6:45 pm (15-minute clean-up time paid by the exhibitor)

7:00 pm – 7:00 am shift Breaks/Lunches/Dinners (Carpenters/Teamsters & Ironworkers Only)	
First Break	9:30 pm – 9:45 pm
Lunch Break	11:45 pm – 12:30 am
Second Break	2:30 am – 2:45 am
Dinner Break	5:15 am – 6:00 am
End of Work Day	6:45 am (15-minute clean-up time paid by the exhibitor)

All of the breaks, lunches, and dinners above will be charged to the exhibitor.

A paid 15-minute clean-up time will be honored at the end of shift and will be paid by the exhibitor.

- Labor will be paid until 7:00 pm and 7:00 am respectively

A paid 15-minute break is to be given every 2 hours once the shift exceeds 12 hours. If everyone in the exhibit agrees, all breaks can be taken earlier or later, however, the length of the break remains the same.

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



12 HOUR SHIFT WORK RULES/REGULATIONS

LABOR WORK RULES ARE SUBJECT TO CHANGE WITHOUT NOTICE

12 Hour Shift Work Rules and Regulations

These regulations apply to the Carpenters, Teamsters, and Ironworkers only.

- 12-hour shift work consists of two twelve-hour shifts. The day shift is 7:00 a.m. to 7:00 p.m. and the night shift is 7:00 p.m. to 7:00 a.m.
- CSS requires a two-day notice when shift work is needed to ensure that the labor will be available.
- CSS requires a two-day notice when shift work will be completed.
- You must guarantee a minimum of two (2) consecutive days of shift work unless prior arrangements have been made.
- Each shift receives two 15-minute breaks and two 45-minute meal breaks. The meal break consists of a 15-minute clean-up time and 30-minute meal. All of these breaks and meals will be charged to the exhibitor.

Straight Time: Monday through Friday, the first 8 hours worked

Overtime: Monday through Friday, after the first 8 hours, all day Saturday

Premium Time: Sundays and Holidays

- Please contact a CSS representative for the rates.

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



CARPENTER LABOR ORDER FORM

LABOR WORK RULES ARE SUBJECT TO CHANGE WITHOUT NOTICE

Carpenter Rates	S.T.	O.T.	P.T.
Carpenter	\$ 103.00	\$ 155.00	\$ 180.00
Foreman/Steward	\$ 103.00	\$ 155.00	\$ 180.00
General Foreman	\$ 103.00	\$ 155.00	\$ 180.00

Installation

Date:	Time:	Number of Men:
Date:	Time:	Add'l # of Men:
Date:	Time:	Add'l # of Men:

All labor calls are a 4 (four) hour minimum. Please list the date, time, and number of men needed for the first 3 (three) days of installation of your display. Your supervisor should contact a CSS representative each day to confirm the following day's order. Any changes to this order prior to the first installation date must be submitted to our office in writing. Shift work is available in 12-hour shifts. Please contact CSS for shift work rules and rates. If you have any questions, please contact our office.

Display Houses are allowed to have as many non-working supervisors as they deem necessary.

Please note that the Steward and General Foreman hours will be calculated and divided among all the exhibitors using carpenter labor for that day. **These hours will be issued on a separate work order.**

Starting time can be guaranteed only when exhibit labor is requested for the start of the working day (7 a.m.). All exhibit labor scheduled at the start of the working day will be dispatched to booth space as requested. For all other starting times, labor will be dispatched as soon as it becomes readily available.

Gratuities are not recommended. All labor is paid appropriate wages, therefore, tipping of any kind is not necessary.

CSS will not allow labor to exceed 17 consecutive hours.

WHEN ORDERING CARPENTERS ON THE SHOW FLOOR, YOUR ORDER MUST BE PLACED NO LATER THAN 1:00 P.M. THE DAY BEFORE LABOR IS REQUIRED.

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:		



TEAMSTER / IRONWORKER LABOR ORDER FORM

LABOR WORK RULES ARE SUBJECT TO CHANGE WITHOUT NOTICE

Teamster/Ironworker Crew Rates	S.T.	O.T.	P.T.
Forklift Crew (2 Person) w/power	\$ 270.00	\$ 372.00	\$ 430.00
Steward and/or General Foreman	\$ 105.00	\$ 156.00	\$ 185.00

- Exhibitors are responsible for Steward and General Foreman hours. The hours will be divided equally among all exhibitors utilizing Teamster/Ironworkers on that day. The hours will be issued on a separate work order for the day.
- All labor calls are a 4-hour minimum.
- When ordering crews on the show floor, your order must be placed no later than 1:00 p.m. the day prior.
- Shift work is available in 12-hour shifts. Please contact CSS for rates.
- CSS will not allow labor to exceed 17 consecutive hours.

Installation

Date:	Time:	Number of Crews:
Date:	Time:	Add'l # of Crews:
Date:	Time:	Add'l # of Crews:

List the date, time, and number of crews needed for the first three (3) days of installation of your display. A CSS representative will contact your supervisor in the stand each day to confirm the following day's order. Any changes to this order prior to the first installation date must be submitted to our office in writing. If you have any questions, please contact our office.

Starting time can be guaranteed only when exhibit labor is requested for the start of the working day (7 a.m.). All exhibit labor scheduled at the start of the working day will be dispatched to booth space as requested. For all other starting times, labor will be dispatched as soon as it becomes readily available.

A SIGNED REQUEST FOR LABOR SHALL CONSTITUTE ACCEPTANCE OF THE TERMS AND CONDITIONS CONTAINED HEREIN.

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:		

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



STAGEHAND LABOR

Huntington Place Management is the exclusive labor provider for all the IATSE Local 38 Stagehand Labor within Huntington Place. Please refer to the Huntington Place form "Online Ordering" on page 51 to place your order or visit www.huntingtonplacedetroit.com. For assistance with placing your order, please contact Dawn Hesse at 313.877.8279 or dhesse@huntingtonplacedetroit.com.

The motorized equipment & lifts you require for the stagehand labor must still be obtained from Convention & Show Services, Inc. For assistance with placing your equipment order, see page(s) 42-44 or contact CSS customer service.



FURNISHING GUIDELINES

Convention & Show Services, Inc. and CORT Trade Show Furnishings are the sole providers of all rental furnishings for the 2022 DETROIT AUTO SHOW.

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:

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

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

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!

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

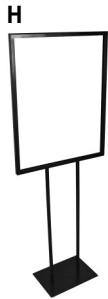


D) Chrome Bag Rack
15"W 12"D 50"-71"H

E) Black Bag Rack
15"W 12"D 48"-72"H

F) Literature Rack
10"W 11"D 57"H

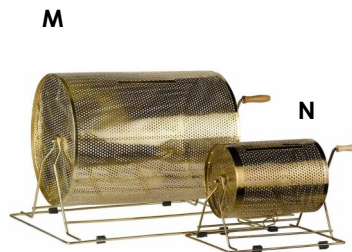
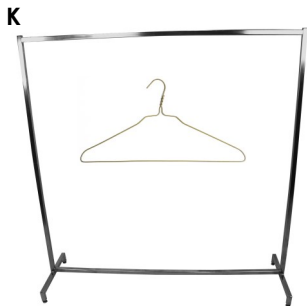
G) Wastebasket
Disposable or plastic
11"W 9"D 16"H



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!



2022 DETROIT AUTO SHOW 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
Tables – Unskirted Display Tables				Tables – Accent			
	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	
Tables – Skirted Display Tables				Tables – Conference			
	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		Seating – Chairs			
Circle Color: Red Grey White Burgundy Black Blue Teal Gold Hunter Green Beige					Plastic Chair - Black	\$52.00	
					Fabric Chair - Black	\$73.00	
					Fabric Chair w/ Arms - Black	\$84.00	
					Demi Armless Chair – White	\$98.00	
					Steno Chair – Black	\$52.00	
Tables – Unskirted Display Counters				Seating – Bar Stools			
	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	
Tables – Skirted Display Counters					Rustique Barstool – Gunmetal	\$175.00	
	4' L x 42" H x 2' W	\$105.00		Seating – Office and Utilities			
	6' L x 42" H x 2' W	\$128.00			Innovate Mid-back White Conference Chair	\$335.00	
	8' L x 42" H x 2' W	\$147.00			Innovate High-back Black Conference Chair	\$335.00	
	4th Side Skirting	\$39.00			Standard Executive Chair	\$308.00	
					Elite Executive Chair	\$351.00	
Circle Color: Red Grey White Burgundy Black Blue Teal Gold Hunter Green Beige				Seating – Soft			
					Loft Brown Fabric Sofa	\$1150.00	
Tables - Cocktail					Nova Gray Fabric Sofa	\$920.00	
	30" Round x 18" H	\$98.00			Swan Chair – White	\$450.00	
	30" Round x 30" H	\$120.00			Swan Chair – Grey	\$450.00	
	30" Round x 42" H	\$135.00			Swan Chair – Blue	\$450.00	
	36" Round x 42" H	\$140.00			Swan Chair - Red	\$450.00	
	Stainless Steel Table	\$179.00					
	White Gelato Table	\$170.00					

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2022 DETROIT AUTO SHOW RENTAL FURNISHINGS AND ACCESSORIES (cont'd.)

PAYMENT POLICY MUST ACCOMPANY ALL ORDERS.

QTY	DESCRIPTION	RATE	TOTAL		QTY	DESCRIPTION	RATE	TOTAL	
Seating – Lounge Collection					Seating – Lounge Collection				
	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							
Accessories					Accessories				
	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 to download the brochure for more product details and images.

CODE	QTY	ITEM	DESCRIPTION	2022	TOTAL
POWERED					
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	
SOFT SEATING COLLECTIONS					
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	\$ 760	
STESCHA		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	
ACCENT CHAIRS					
ATHCHA		Atherton Chair	Brown Leather, Black Metal	\$ 554	
BOWCHA		Bowery Chair	Ochre Fabric	\$ 521	
BNMCOW		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
ACCENT CHAIRS (continued)					
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	
GROUP SEATING					
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	
OTTOMANS					
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	
BVSMNL		Beverly Small Bench Ottoman	Linen Fabric	\$ 289	
BVSMVL		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
OTTOMANS (continued)						CAFÉ TABLES W/ STANDARD BLACK BASE					
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		CAFÉ TABLES W/ HYDRAULIC CHROME BASE					
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	
ACCENT TABLES						BAR TABLES W/ STANDARD BLACK BASE					
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		BAR TABLES W/ HYDRAULIC CHROME BASE					
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
BAR TABLE						EXECUTIVE CHAIRS					
RSTSQT		Rustique Square Metal Bar Table	Gunmetal	\$ 297		TASKST		Task Stool	Black Fabric, Black	\$ 166	
BARSTOOLS						OFFICE & PRODUCT DISPLAY					
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		LAMPS					
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		BARS & COUNTERS					
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		GREENERY					
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	
COMMUNAL TABLES W/ SOLID TOPS & SILVER FRAME						DIVIDERS					
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	
COMMUNAL TABLES W/ GROMMET HOLES & SILVER FRAME						MIRWHT					
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		Page 3 TOTAL					
VNTCWW		Ventura Communal Cafe Table w/ Grommet Holes	White Top, Silver	\$ 580							
CONFERENCE TABLES											
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							



CARPET ORDER FORM

Exhibiting Firm:		Booth/Room #	
Address:			
City:		State:	Zip:
Phone Number:		Fax Number:	
Email Address:			
Print Name:		Authorized Signature:	
Show Site Contact Authorized to Sign:			
Show Site Contact Phone Number and Email:			
Date & Time of Installation:		Date & Time of Removal:	
Electrical or Utilities Under the Carpet: YES NO - please circle			

The rates listed below include delivery to the booth on straight time, usage during the show, and removal after the show. Installations and dismantles that require overtime or premium time will be charged an additional 40% each way. Please see a CSS representative if you require a special item that is not available. Items cancelled before delivery will be charged 50% of the original price and 100% of the original price once item has been delivered. All claims or discrepancies must be settled at our service center prior to the close of show. **FULL PAYMENT MUST ACCOMPANY ALL ORDERS.** No phone orders will be taken. We cannot guarantee that all items listed below will be available if you fail to order in advance.

Standard Carpet			
If your carpet requirements exceed 10' x 40' you must order a custom size carpet			
QTY	Description	Rate	Total
	10' x 10' Carpet	\$ 175.00	
	10' x 20' Carpet	\$ 300.00	
	10' x 30' Carpet	\$ 475.00	
	10' x 40' Carpet	\$ 575.00	
Custom Carpet			
This rate includes installation and removal on straight time. Installation that requires overtime or premium time will be charged an additional 40%. Additional labor charges may apply to fit carpet around platforms, stairways, etc.			
Booth size: _____ ft. x _____ ft. = _____ sq. ft. x \$2.60 = \$_____			
Circle Color Request: Red Blue Black Grey Burgundy Teal Tuxedo Charcoal Blue-Jay			
Carpet Padding/Poly Covering			
QTY	Description	Rate	Total
	Carpet Pad/Per sq. ft.	\$ 1.02	
	Poly Covering/Per sq. ft.	\$ 0.69	

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



BANJO DRAPE ORDER FORM

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

The rates listed below include delivery to the booth on straight time, usage during the show, and removal after the show. Installations and dismantles that require overtime or premium time will be charged an additional 30% each way. Items cancelled before installation will be charged 50% of the original price and 100% of the original price once item has been installed. All claims or discrepancies must be settled at our service center prior to the close of show. **FULL PAYMENT MUST ACCOMPANY ALL ORDERS.** No phone orders will be taken.

ALL GROUND SUPPORTED DRAPE MUST BE PROVIDED OR ORDERED THROUGH CSS.

Quantity	Description	Rate	Color Choice	Total
	3' High Cloth Drape	\$ 9.40 per foot	Black / Beige / Blue / Burgundy / Grey Hunter Green / Red / Teal / White	
	8' High Cloth Drape	\$ 17.00 per foot	Black / Beige / Blue / Burgundy / Grey Hunter Green / Red / Teal / White	
	10' High Cloth Drape	\$ 30.00 per foot	Black / Blue / Grey	
	12' High Cloth Drape	\$ 34.00 per foot	Black / Blue / Grey	
	16' High Cloth Drape	\$ 39.00 per foot	Black / Blue / Grey / White	
	18' High Cloth Drape	\$ 45.00 per foot	Black / Grey / White	
	30' High Cloth Drape	\$ 55.00 per foot	Black / Beige / Blue / Grey / White	

An accurate diagram of drape placement must accompany this order.

Installation Date & Time	
Removal Date & Time	
Drape Color Requested	

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



VELOUR DRAPE ORDER FORM

ORDER DEADLINE DATE FOR VELOUR DRAPE: August 31st, 2022

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

The rates listed below include installation and removal on straight time. Installations and removals that must occur on overtime or premium time will be charged an additional 30% per foot each way. Items cancelled before installation will be charged 50% of the original price and 100% of the original price once item has been installed. Please contact CSS if you require a special size or color specification that is not available below. WE CANNOT GUARANTEE THAT ITEMS LISTED BELOW WILL BE AVAILABLE IF YOU FAIL TO ORDER BY THE DEADLINE DATE (August 31st, 2022).

ALL GROUND SUPPORTED DRAPE MUST BE PROVIDED OR ORDERED THROUGH CSS.

Quantity	Description Total	Rate	Color Choice
	8' High Velour Drape	\$ 30.00 per foot	Black
	10' High Velour Drape	\$ 45.00 per foot	Black
	12' High Velour Drape	\$ 50.00 per foot	Black
	16' High Velour Drape	\$ 60.00 per foot	Black
	20' High Velour Drape	\$ 69.00 per foot	Black

An accurate diagram of drape placement must accompany this order.

Installation Date & Time	
Removal Date & Time	
Drape Color Requested	

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

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



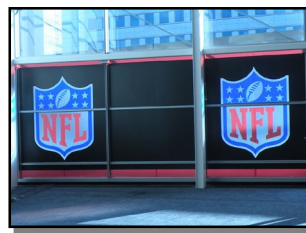
Pull-up Banners



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!



Press Material Shipping

Shipping & Storage

Exhibitor press materials for Detroit Auto Show 2022 will be delivered directly to exhibitor booths and/or to a storage area.

Pre-show Storage

Exhibitor press material shipments must arrive at the CSS warehouse no later than August 22, 2022.

The CSS warehouse receives shipments Monday through Friday, 8:30 a.m. to 4:00 p.m. EST. The cost of pre-show storage is **\$40.00 per cwt. with a 200-pound minimum per shipment.** There will be an additional charge for labor to unload your freight when it arrives at Huntington Place. It is the responsibility of the Exhibitor to order and pre-pay for the labor to unload the freight prior to delivery to Huntington Place. Refer to the Teamster/Ironworker Labor Order form for the associated costs and order form.

Delivery Services

It is the responsibility of CSS to unload all materials and deliver them to their destination. Federal Express, UPS, and similar delivery services can only deliver to the dock and are prohibited from making deliveries to specific locations within Huntington Place.

Shipping Labels

Please use the labels provided on the following pages to designate if your cartons are to be placed in the storage area or your exhibit space.

CSS Pre-Show Warehouse

DAS 2022 – Press Materials
Exhibit Name
c/o Convention & Show Services, Inc.
1250 John A. Papalas Drive
Lincoln Park, MI 48146

Direct Shipments – Huntington Place

DAS 2022 – Press Materials
Exhibit Name
Huntington Place
c/o Convention & Show Services, Inc.
1 Washington Blvd.
Detroit, MI 48226

If you have any questions regarding the shipment of your press materials, please contact a CSS representative.



CONVENTION & SHOW SERVICES

Exhibiting Company _____

Show Site Contact _____

**PRESS MATERIALS
HUNTINGTON PLACE STORAGE**



CONVENTION & SHOW SERVICES

Exhibiting Company _____

Show Site Contact _____

**PRESS MATERIALS
HUNTINGTON PLACE STORAGE**



CONVENTION & SHOW SERVICES

Exhibiting Company _____

Show Site Contact _____

**PRESS MATERIALS
HUNTINGTON PLACE STORAGE**



CONVENTION & SHOW SERVICES

Exhibiting Company _____

Show Site Contact _____

**PRESS MATERIALS
HUNTINGTON PLACE STORAGE**



CONVENTION & SHOW SERVICES

Exhibiting Company _____

Show Site Contact _____

**PRESS MATERIALS
"EXHIBIT SPACE"**



CONVENTION & SHOW SERVICES

Exhibiting Company _____

Show Site Contact _____

**PRESS MATERIALS
"EXHIBIT SPACE"**



CONVENTION & SHOW SERVICES

Exhibiting Company _____

Show Site Contact _____

**PRESS MATERIALS
"EXHIBIT SPACE"**



CONVENTION & SHOW SERVICES

Exhibiting Company _____

Show Site Contact _____

**PRESS MATERIALS
"EXHIBIT SPACE"**

EQUIPMENT OPERATION/RENTAL

The operation or use of all motorized lifting equipment and motorized or mechanical material handling equipment is not permitted by exhibitors or their appointed contractors. This includes, but is not limited to, scissor lifts, boom lifts, man lifts, forklifts, pallet jacks and carts.



All motorized equipment must be operated by the union personnel whose jurisdiction governs the work being performed. All motorized lifting, motorized or mechanical material handling equipment and the labor to operate (Carpenters/Teamsters/Ironworkers) must be provided by Convention & Show Services, Inc.

To order/reserve equipment please contact:

- Bobby Whiting
- bobbyw@convshow.com
- **All equipment must be ordered/reserved by Wednesday, August 31st.**

Important Information Regarding Equipment: All equipment orders will require a completed Rental Agreement, Rental Request Agreement, and the proper Certificates of Insurance. Upon your reservation all forms required will be sent to you. No equipment will be issued until all requirements have been completed and returned to CSS.

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees, and representatives are present at their own risk.

Thank you for your cooperation.

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

EQUIPMENT RENTAL RATES

Orders for our standard listed equipment must be received by Wednesday, August 31st, 2022, there will be a small inventory onsite for last minute orders, that equipment will be first-come, first-served. **Equipment orders will require a completed Rental Agreement, Rental Request Agreement, and the proper Certificates of Insurance.** All motorized equipment must be operated by the union personnel whose jurisdiction governs the work being performed. If overhead electrical work is needed, please contact Freeman Electric.

Installation:

Equipment	Cost	Size (Please Circle)	Date Required	Approx. # of Days Required
Articulating Boom Lift	\$740.00 per day	30'/32' 30'/34' 45'		
Scissor Lift	\$705.00 per day	19' 20' 26' 32'		
One-Man Lift	\$410.00 per day	Drivable or Manual		
Material Lift	\$375.00 per day	N/A		
Fork Boom	\$260.00 per day	N/A		

THIS PRICING IS NOT FOR FREEMAN ELECTRIC EQUIPMENT

Dismantle:

Equipment	Cost	Size (Please Circle)	Date Required	Approx. # of Days Required
Articulating Boom Lift	\$740.00 per day	30'/32' 30'/34' 45'		
Scissor Lift	\$705.00 per day	19' 20' 26' 32'		
One-Man Lift	\$410.00 per day	Drivable or Manual		
Material Lift	\$375.00 per day	N/A		
Fork Boom	\$260.00 per day	N/A		

THIS PRICING IS NOT FOR FREEMAN ELECTRIC EQUIPMENT

If you require any equipment not listed such as specialized forklifts, towable booms, vermits, handcranks, spider booms, etc., please contact CSS for rates and to order/reserve prior to Wednesday, August 31st, 2022.



EQUIPMENT RENTAL

Brief description of work to be performed:

Location in the booth: _____

Height you will be working: _____

Type of flooring you will be working on: _____

How many men will be in the equipment at one time: _____

Labor that will be operating the equipment: Carpenter / Stagehand / Teamster/Ironworker
Please Circle

Company Name: _____

Exhibitor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Phone: _____

Authorized Signature: _____

Print Name: _____

Show Site Rep Authorized to Sign for Labor: _____



SAFETY NOTICE

At CSS we are dedicated to providing a safe atmosphere for our clients and employees. We are providing these safety tips as helpful reminders to exhibitors that safety is a concern for all of us. During the move-in and move-out you are faced with conditions that resemble a construction zone. By keeping these safety guidelines in mind, you will be helping to keep yourself as well as those around you safe. If you are aware of any CSS personnel acting in an unsafe manner, please report it immediately to the CSS Service Center or CSS Management so that we can correct the problem.

- Only authorized personnel and employees are allowed on the show floor, all others are prohibited.
- Wear closed toe shoes.
- Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.
- Stay clear of dock areas, trucks, and trailers. These areas can be particularly dangerous.
- Keep aisles free and clear of any and all debris.
- The operation or use of all motorized lifts and motorized material handling equipment for the installation and dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC).
- Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.
- Practice good housekeeping and clean up or report spills.
- CSS complies with all MIOSHA and OSHA regulations.
- CSS trains and certifies all equipment operators.
- We have regular safety walkthroughs and compliance assessments from outside safety consultants.
- We provide all employees with a safety manual providing all information and rules in regard to our safety policy. A copy is available for your review at our customer service center.

CSS maintains an onsite Safety Manager. Contact the Service Desk at 313.259.7632 for assistance.

We are striving for zero tolerance on safety infractions. Thank you for your assistance in helping to create a safe, efficient work environment for all of us.

PLEASE REMEMBER TO REPORT UNSAFE CONDITIONS IMMEDIATELY!!

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



DAMAGE CLAIMS

Any and all claims against CSS or its personnel for any and all damage must be reported to CSS' office/administrative staff immediately. Please contact the CSS Service Desk for assistance at 313.259.7632. 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.



DUMPSTERS

Constructing a show of this size generates a lot of rubbish. Huntington Place Housekeeping has employees on the floor during the installation and dismantling to sweep up and dispose of small items. Large items must be disposed of in a dumpster.

Dumpsters must be ordered through CSS. We ask that you place your dumpster order 24 hours in advance. Orders received for the same day cannot be guaranteed.

Please do not place your trash in someone else's dumpster. This causes unnecessary friction between you and your neighbor. If you are using someone else's dumpster you will incur the cost for that dumpster.

Any trash left on the show floor or the dock that CSS has to discard will be the responsibility of the exhibitor. Exhibitors will be charged for the dumpster and the labor to load the dumpster.

RENTAL BOOTHS/OFFICES/WALL SYSTEMS



10' x 10' Back Wall Unit

Includes:
 1 - 10'x10' Carpet
 1 - 6' x 30" Skirted Table
 2 - Black Fabric Chairs
 1 - Illuminated Header
 w/Company Name
Cost: \$1,500.00 QTY _____



10 x 10' Rental Unit

Includes:
 1 - 10'x10' Carpet
 1 - 6' x 30" Skirted Table
 2 - Black Fabric Chairs
 1 - Illuminated Header
 w/Company Name
Cost: \$1,750.00 QTY _____



10' x 20' Rental Unit

Includes:
 1 - 10'x20' Carpet
 2 - 6' x 30" Skirted Table
 4 - Black Fabric Chairs
 1 - Illuminated Header
 w/Company Name
Cost: \$3,500.00 QTY _____



10' x 10' Private Office

Includes:
 1 - 10' x 10' Carpet
 Locking Door w/Company Name
Cost: \$2,750.00 QTY _____



Display Counter

Includes:
 1 - Interior Shelf
Cost: \$800.00 QTY _____



Custom Office/Wall System

Cost: \$59.00 / ft.
\$195.00 / door panel
Office Dimensions: _____
Total footage: _____
of Doors: _____

The above rates include labor to install and dismantle on straight time. An additional 40% will be added for any units installed or dismantled on overtime/ premium time.

Header Copy: _____ **Wall Color:** Black or White

Carpet Color: Black Grey Tuxedo Green Grey Red Blue **Table Color:** Black Blue Grey Green Red White


Installation Date / Time _____ **Dismantle Date / Time** _____

Company Name: _____		
Exhibitor Name: _____		
Address: _____		
City: _____	State: _____	Zip: _____
Email Address: _____	Phone: _____	
Print Name: _____	Authorized Signature: _____	
Show Site Contact Authorized to Sign:	Show Site Contact Phone and Email:	


Company Name: _____ Room/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 MONDAY 8/22/22 TO RECEIVE ADVANCE SHOW RATE*****

COMPUTERS & ASSESSORIES	QTY	Advance Show Rate	Standard Show Rate	Total	
Laptop Computer - 15" w/MSO		\$750.00	\$975.00		
MacBook Pro - 15"		\$1500.00	\$1950.00		
**Laser Printer (Black & White) Call for color pricing.		\$375.00	\$487.50		
Apple iPad		\$250.00	\$325.00		
Wireless keyboard/mouse kit		\$100.00	\$130.00		

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		\$750.00	\$975.00		
42" HD LCD Monitor - Select input method <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB		\$1250.00	\$1625.00		
50" HD LCD Monitor - Select input method <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB		\$1500.00	\$1950.00		
60" HD LCD Monitor - Select input method <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB		\$1750.00	\$2275.00		
65" HD LCD Monitor - Select input method <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB		\$2000.00	\$2600.00		
LCD Monitor Floor Stand (Note: Floor stands only fit 42" – 70" monitors)		\$1250.00	\$1625.00		
LCD Monitor Wall Mounting Bracket		\$75.00	\$97.50		
Shelf for LCD Monitor Stand		\$75.00	\$97.50		
DVD or Media Player w/ Auto Repeat <input type="checkbox"/> DVD <input type="checkbox"/> MEDIA PLAYER		\$100.00	\$130.00		

**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		\$750.00	\$975.00		
Small Exhibit Booth Audio System (2-Speakers w/stands & mixer.)		\$750.00	\$975.00		
Tripod Screen w/ Skirt - <input type="checkbox"/> - 6' <input type="checkbox"/> - 8' larger screens available		\$250.00	\$325.00		
Meeting Room Projector w/ Stand & Skirt		\$1500.00	\$1950.00		
Projector Stand w/ Skirt		\$75.00	\$97.50		
Please call or email if you need any equipment not listed on form.				Equipment Total:	

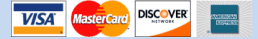
* Handling Charge includes delivery, set-up and take-down of AV Equipment. **There is a \$100.00 minimum handling charge.**

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

**Please note, rental rates are based on use of equipment for full show including setup days.
Please call or email for single day rates if needed.**

- 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



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

- **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.