



## 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: