



**SFPE22 ANNUAL CONFERENCE &
EXPO**
Detroit Marriott/Renaissance Center
October 12-14, 2022



Dear Exhibitor,

Convention & Show Services, Inc. (CSS) is pleased to be the Official Services Contractor for the **2022 SFPA Annual Conference & Expo** to be held at the Detroit Marriott Renaissance Center in Detroit, MI.

EVENT SCHEDULE				
Move In:	Wednesday	October 12, 2022	11:00 am – 3:00 pm	Exhibitors Move- In
Open:	Wednesday	October 12, 2022	5:00 pm – 7:00 pm	President’s Welcome Reception
	Thursday	October 13, 2022	7:00 am – 4:30 pm	Exhibition Hall open
	Friday	October 14, 2022	7:00 am – 3:00 pm	
Move Out:	Friday	October 14, 2022	3:00 pm – 5:00 pm	Exhibitor Move-Out

Each Booth will include the following items: Hotel Provided
One (1) 6’L x 18”W table
Two (2) Chairs

As Services Contractor, for the 2022 SFPA Annual Conference & Expo, we have enclosed the necessary forms for ordering additional furniture, drayage services, and other requirements. Many exhibitors are unaware of the depth and breadth of products and services offered by CSS. Because we have the insight into the control of the entire show process, we can generally save you time and money by assisting in your pre-show planning.

Please be sure to **READ THIS MANUAL**. The Exhibitor Manual contains important information in regards to your exhibit. Everyone who will be involved in making your show experience a success should take time to read the manual. Reading the manual will help you save money and help ensure that you reach your show objectives. If you don't take the time to read the manual now you may encounter higher costs, frustrating delays, and you may not be able to obtain the services and supplies that you will need.

Please complete the forms for services required and submit by **Friday, October 7, 2022**. Payment in full must be received before you will be allowed to move in. Visa, MasterCard, and American Express are accepted for your convenience. Finance charges of 1.5% monthly will be applied to all delinquent accounts.

We would like to thank you for your cooperation. If you have any questions or we can be of any assistance, please feel free to contact our office.

Thank you,

Convention & Show Services, Inc.
Customer Service Department



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Detroit Marriott/Renaissance Center
October 12-14, 2022



PAYMENT POLICY

Convention & Show Services, Inc. requires pre-payments from all exhibitors. Failure to remit payment with your orders may result in a delay of your move-in, unless prior arrangements have been made. Exhibitors requesting third parties to pay their invoice must complete and submit the Authorization for Third Party Billing form. Payment for all labor and services ordered by the exhibitor, its display house, or other third parties are the responsibility of the exhibitor. Final invoices will be completed approximately one week after the move-out of this event. Payment is due upon receipt of the invoice. Monthly finance charges of 1.5% will be applied to all accounts that are fourteen (14) days or more delinquent.

Convention & Show Services, Inc. will accept the following methods of payment:

COMPANY CHECK

Please make checks payable to Convention & Show Services, Inc. Checks must be made payable in U.S. Funds.

BANK TRANSFER

Bank transfer to:

Comerica Bank, Detroit, MI 48226

ABA#: 072000096

Account # / Name: 1840263857 / Convention & Show Services, Inc.

International Wire Transfer:

Swift Code: MNBDUS33

Account # / Name: 1840263857 / Convention & Show Services, Inc.

Please reference your company name and exhibit so that we can properly credit your account. Any wire processing or transaction fees incurred will be the responsibility of the exhibitor.

CREDIT CARD

For your convenience we accept Visa, MasterCard and American Express. By completing the information below you are authorizing Convention & Show Services, Inc. to charge the amount of your advance orders, deposit amount, and any additional charges that may be incurred on show-site by you or a representative acting on your behalf. Convention & Show Services, Inc. requires this form to be completed and returned to our office prior to installation. Any balance that remains unpaid after fourteen (14) days will be applied to the credit card account below where applicable.

Your signature below indicates acceptance of all terms and conditions outlined in the Service Manual.

Account Number:		Expiration Date:	
Name as it appears on the card:			
Signature:			
Company Name:			
Address:			
City:		State:	Zip:
Phone:		Fax:	
Email Address:			
Signature:			
Print Name:			



SFPE22 ANNUAL CONFERENCE & EXPO
Detroit Marriott/Renaissance Center
October 12-14, 2022



THIRD PARTY BILLING AND GUARANTY AGREEMENT

THIS AGREEMENT is made on _____
(Date)

between EXHIBITING FIRM:

Name: _____

Address: _____

Phone: _____ Fax: _____

and DISPLAY HOUSE:

Name: _____

Address: _____

Phone: _____ Fax: _____

and CONVENTION & SHOW SERVICES, INC.
1250 John A. Papalas Drive
Lincoln Park, MI 48146
("CSS")

To handle the display for

(Exhibiting Firm)

at the **SFPE22 Annual Convention & Expo**

Now therefore, in consideration of the mutual covenants set forth herein, the parties agree as follows:

Exhibiting Firm has authorized and appointed Display House as its agents to handle Exhibiting Firm's display for the Show and to receive and pay CSS' invoices for services. This Agreement must be completed, signed, and returned to CSS no later than two (2) weeks prior to the first move-in day in order for third party billing to be accepted. All parties must sign this Agreement indicating acceptance or request for third party billing will be denied. This Agreement includes CSS' invoices for all services rendered in conjunction with Exhibiting Firm's participation in the Show, including but not limited to rental furniture, booth cleaning, drayage, labor, carpet, and signs, whether ordered by Exhibiting Firm, Display House, or other third parties.

CSS shall issue the invoices to Display House. Payment shall be made by Display House within thirty (30) days after each invoice is issued. In the event that for any reason Display House does not remit payment of CSS invoices by the date required such invoice(s) shall be submitted to Exhibiting Firm for immediate payment. Payments must be made in U.S. Funds. Invoices may be paid by cash, certified, company or traveler's check, VISA, MasterCard, or American Express. Payment by Exhibiting Firm to Display House shall not discharge Exhibiting Firm's obligations under this Agreement.



SFPE22 ANNUAL CONFERENCE & EXPO
Detroit Marriott/Renaissance Center
October 12-14, 2022



THIRD PARTY BILLING AND GUARANTY AGREEMENT

In consideration of the services to be rendered by CSS pursuant to this Agreement, Exhibiting Firm absolutely, unconditionally, and irrevocably guarantees prompt payment when due as required by CSS' invoices for all services rendered in conjunction with Exhibiting Firm's participation in the Show (collectively the "Indebtedness").

This agreement shall be governed by and interpreted according to the laws of the State of Michigan. Any litigation commenced based upon this Agreement shall be commenced in the Circuit Court for the County of Oakland, State of Michigan, or in the appropriate lower District Court in said county, or in the U.S. District Court for the Eastern District of Michigan, and the parties hereby consent to such personal jurisdiction.

This Agreement contains the complete agreement of the parties as to the subject matter hereof, and supersedes all previous understanding, negotiations, and proposals with respect to such subject matter. This Agreement may not be altered, amended, or modified except in writing signed by a duly authorized representative of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first above written.

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

Convention and Show Services, Inc.
By:
Authorized Signature
Print Name and Title



SFPE22 ANNUAL CONFERENCE & EXPO
Detroit Marriott/Renaissance Center
October 12-14, 2022



LIMITATIONS OF LIABILITY

This form must be signed and returned no later than ten (10) days prior to the first move in day of the event. Regardless if you will be using our services or not. Complying with this will help expedite move in. Convention & Show Services, Inc. shall be referred to as CSS below.

LIMITATIONS OF CONVENTION & SHOW SERVICES, INC. LIABILITY AND RESPONSIBILITY

- a. CSS shall not be responsible for damage to uncrated materials; materials improperly packed, or concealed damage.
- b. CSS shall not be responsible for loss, damage, theft, or disappearance of exhibitor’s materials after same have been delivered to exhibitor’s booth and left unattended.
- c. CSS shall not be responsible for loss, damage, theft, or disappearance of materials before they are picked up from exhibitor’s booth for re-loading after show. Bills of lading covering outgoing shipments, which are furnished to CSS by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
- d. CSS shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind, or to any cause beyond its control.
- e. CSS liability shall be limited to the physical loss or damage to the specific article which is lost or damaged and in any event CSS maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item and \$1,000.00 per shipment, whichever is less.
- f. CSS shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral cost, which may result from any loss or damage to an exhibitor’s material which may make it impossible or impractical to exhibit same.
- g. The consignment or delivery of a shipment to CSS by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.

ORDER FOR DRAYAGE SERVICES

We hereby authorize Convention & Show Services, Inc. to handle our shipment(s) in accordance with the information set forth above in the “Limits of Liability” section of this form and we further agree to the following:

- a. We accept the responsibility for the payment of CSS’ charges in connection with the handling of our shipments as set forth above and we guarantee payment to CSS in the event that any third party who acts in our behalf shall fail to pay such charges within thirty (30) days after the close of the show.
- b. We agree to the “Limitations of Convention & Show Services’ Liability and Responsibility” set forth above.
- c. We agree that CSS’ liability shall be limited to any loss or damage which results solely from CSS’ negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
- d. With particular reference to subparagraphs b and c of the above, we agree, in connection with the receipts, handling, storage, and re-loading of our materials at the convention site (as distinct from CSS’ warehouse). That CSS will provide its services as our agent, and not as bailee or shipper. If any employee of CSS shall sign a delivery receipt, bill of lading, or other documents, we agree that CSS will do so as our agent and we accept the responsibility therefore. Relative to outgoing shipments after the show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading onto a carrier, and that during such time our shipment will be left unattended in our booth. We agree that CSS shall not be responsible for any loss or damage during such period, and we authorize CSS to adjust the quantities of items on any bill of lading left by us with CSS to conform to the actual count of such items in the booth at the time of pickup.
- e. We agree, in the event of a dispute with CSS relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to CSS for drayage or any other services provided by CSS as an offset against the amount of the alleged loss or damage. Instead, we agree to pay CSS within thirty (30) days from the close of the event for all such charges, and we further agree that any claim we may have against CSS shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.
- f. In order to expedite removal of materials, CSS shall have authority to change designated carriers; if such do not pick up on time. Where no disposition is made, materials will be taken to CSS’ warehouse awaiting exhibitors shipping instructions, and charged accordingly.

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

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



SFPE22 ANNUAL CONFERENCE & EXPO
Detroit Marriott/Renaissance Center
October 12-14, 2022



DAMAGE CLAIM REPORTING

Any and all claims against CSS or its personnel for any and all damage must be reported to CSS' office/administrative staff immediately. Any claims not reported within 24 hours of occurrence will not be accepted. Further, any claim for damaged material(s) must be inspected by CSS' office/administrative staff and a report filed prior to the material(s) leaving the facility or changing hands or the claim will not be accepted. When a claim is filed, you will receive a copy of the report. If a report is not provided, please see a customer service representative at the service center to assure a report has been filed and obtain a copy for your records. CSS will not accept any claims for damage if there is not a report on file.



SFPE22 ANNUAL CONFERENCE & EXPO
Detroit Marriott/Renaissance Center
October 12-14, 2022



MARRIOTT RENAISSANCE CENTER - FIRE SAFETY RULES AND REGULATIONS

The following is required by the Detroit City Fire Marshal to be distributed to all exhibitors:

1. A detailed plan of the exposition layout will be presented to this office for approval no later than ten (10) days prior to the opening date.
2. All required exits must be accessible at all times when the building is open to the public.
3. All aisleways leading to exits will be maintained clear at all times. Aisleways to exits will not be blocked by tables, chairs, benches, concessions, or exhibitors will not block aisleways to exits. All other aisleways will be approved on plan of layout.
4. All paper and other flimsy materials used for decorative purposes, including flameproof paper, are prohibited. The use of heavy cardboard will be permitted in limited amounts. All cloth used for decorative purposes, including drapes, backdrops, and bunting, will be fireproof and approved by this office.
5. Cut trees, branches, and shrubs are prohibited. However, they are permitted if maintained in soil.
6. The use, handling, and storage of liquefied petroleum gas will be prohibited unless otherwise approved by this office.
7. All gasoline-propelled vehicles or combustion-fuel-operated machinery for display purposes will be inspected prior to their being allowed into the building. Batteries will be disconnected. All gasoline tanks will be equipped with a locking gasoline cap. All other gasoline-propelled vehicles are prohibited inside the building.
8. The use of open flame, including fire acts or the storage and handling of flammable liquids, chemicals, or harmful caustic substances are prohibited, unless approved.
9. The exhibit or show area will be kept clean and free of debris and excessive combustible materials.
10. Adequate fire extinguishing equipment must be located throughout the show or exhibit area.
11. Seats in places of assembly accommodating more than 200 people will be securely fastened to the floor except when fastened together in groups of not less than three (3), or more than seven (7), and approved by the Fire Marshal's office.
12. Booths with multi-level exhibits must provide a fire extinguisher in the booth, and a smoke detector on the ceiling of the lowest level. The highest booth floor must be no more than 18' above the hall floor and the highest point of the booth not more than 22' above the hall floor.

If further information is required, you may contact the Fire Prevention Inspection Section, Public Assembly unit at (313) 596-2932.



SFPE22 ANNUAL CONFERENCE & EXPO

Detroit Marriott/Renaissance Center
October 12-14, 2022



**PLEASE READ –
IMPORTANT INFORMATION SHIPPING/SECURITY PROCEDURES**

Important information regarding Inbound and Outbound Freight

Due to tight security and the lack of adequate storage space at the Marriott Detroit Renaissance Center absolutely no direct shipments are permitted to this facility.

**For shipments inadvertently delivered directly to the facility, a 30% (\$50 minimum) surcharge will apply. This surcharge is in addition to the Advance Freight Handling Rates.

Inbound Freight

Please make arrangements with your carrier to deliver all shipments to the CSS Advanced Receiving Warehouse. Advanced warehouse receiving will be available beginning September 1, 2022 through October 10, 2022.

Mark and consign all shipments as follows:

Company name & Booth Number
C/O - Convention & Show Services, Inc.
SFPE22 Annual Conference & Expo
1250 John A. Papalas Dr.
Lincoln Park, MI 48146

Outbound Freight

Carriers must pick up outbound freight from the show site address. A Bill of lading must be filled out at the service desk for all outgoing freight. Every box of outgoing freight should be clearly labeled with outbound shipping labels. Carriers must be checked in by 4:00 PM on Friday, October 14, 2022. The facility must be cleared by 6:00 PM.

Show Site Address:

Marriott Detroit Renaissance Center, Ontario Exhibit Hall
400 Renaissance Center, Detroit, MI 48243

Please complete the appropriate shipping pages and return to info@convshow.com

If you have any questions regarding this procedure, please call the CSS Service center at 313-386-5555.



SFPE22 ANNUAL CONFERENCE & EXPO
Detroit Marriott/Renaissance Center
October 12-14, 2022



INBOUND SHIPPING INFORMATION

Advance Warehouse:

Detroit Marriott Renaissance Center 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 up to thirty (30) days in advance of scheduled show load in. Freight will be transported to show site on the first scheduled day of move in. Service includes delivery of freight to booth space, on-site storage of empties, and loading out outbound freight.

Mark and consign all shipments as follows:

COMPANY NAME & BOOTH NUMBER
 SFPE22 Annual Conference & Expo
 c/o Convention & Show Services
 1250 John A Papalas Drive
 Lincoln Park, MI 48146

This service is provided @ **\$82.00** 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 \$82.00 =	

Direct (Show Site) Shipping:

Direct to show site shipments **will not** be accepted at the Marriott Detroit Renaissance Center.

All exhibit materials must be sent in advance to the CSS warehouse. Any materials shipped to the Marriott Detroit Renaissance Center will be consigned to CSS and you will be billed higher material handling charges by CSS, a **30% (\$50 minimum) surcharge**.

Exhibitors may also be billed an additional receiving charge by the Marriott Detroit Renaissance Center for any items sent directly to the Marriott Detroit Renaissance Center. For Outbound shipments, carriers must pick up freight from the Exhibit site address.

Tips to Save on Material Handling

Consolidate shipments - when total weight is less than 200 lbs. For Example:

<u>3 Separate Shipments</u>	<u>1 Consolidated Shipment</u>
60 lbs. charged @ 200 lbs. \$ 164.00	3 pieces (1 shipment)
52 lbs. charged @ 200 lbs. \$ 164.00	177 lbs. charged @ 200 lbs. = \$164.00
65 lbs. charged @ 200 lbs. \$ 164.00 = \$492.00	

Added benefit - your shipments are less likely to get misplaced if they are packaged together with larger items

All shipments should be insured by the exhibitor from the time they leave their firm until they are returned from the show. This can be done by adding a "rider" to an existing policy. We are not responsible for shipments left in the booth by the exhibitor. We will count and ship pieces as we remove them from the exhibit hall. CSS shall not be responsible for damage to uncrated materials improperly packed, for any concealed damage, for loss or theft of materials after they have been delivered to the booth, or before we have picked them up for loading out of the exhibit hall. At the close of the show, where carriers fail to pick up or refuse to accept shipments, CSS reserves the right to re-route such shipments where no destination is provided, or material may be hauled to a warehouse pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling. The foregoing rates do not include any erection, uncrating, unskidding, dismantling, crating, skidding to booth or blocking or bracing cars. Convention & Show Services, Inc. serves as a contractor only and abides by the hours scheduled by the Exhibit Facility and sponsoring association.

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

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



SFPE22 ANNUAL CONFERENCE & EXPO
Detroit Marriott/Renaissance Center
October 12-14, 2022



OUTBOUND SHIPPING INSTRUCTIONS

Convention & Show Services will have an exhibitor service desk located on site to assist with all your outbound shipping needs. Your representative on site will be required to fill out a blank bill of lading for each destination of outbound freight. Please complete and submit this form to CSS to help expedite the outbound shipping process. By submitting this form you are guaranteeing that all outbound shipping information is on file with CSS.

Consigned to:		
Address:		
City:	State:	Zip:
Phone:	Attn:	
Piece Count:	Total Weight:	Carrier:

Shipping freight from show site:

All freight will be shipped common carrier, collect at the close of the show. If you want to ship your freight by any other means, it will be your responsibility to make ALL arrangements. Freight being handled by an outside carrier MUST BE picked up during the specified move out times.

Whether you are shipping common carrier or other means, you must fill out an outgoing Bill of Lading for all outgoing freight. Labels will be available at the service desk. You will return the completed Bill of Lading to the service desk when you are all packed up and ready to leave. Please fill out shipping labels and attach to **every** piece of freight (remove any old labels). **Please do not leave freight in your booth without filling out an outgoing Bill of Lading.**

You are shipping from: SFPE22 Annual Conference & Expo
 Detroit Marriott Renaissance Center, Ontario Exhibit Hall
 400 Renaissance Drive
 Detroit, MI 48243

Please provide your carrier with as much information as possible. Include the show name, your booth number, address of the facility, driver check in time, and number of pieces to pick up. CSS will provide loading assistance to carriers at the loading dock; carriers will not be allowed to load out freight directly from the show floor.

In the event your selected carrier fails to show up on final move-out day, please circle one of the following options:

Reroute via CSS's common carrier **Deliver back to warehouse**

- **Reroute**—Shipments that are rerouted will be invoiced by the common carrier (YRC)
- **Return to Warehouse**—Shipments returned to the warehouse for holding or re-forwarding will be charged **\$62.00** per day and **\$62.00** per 100 lbs., with a **200 lb. minimum charge.**
- **Return to Warehouse** – You are responsible for providing your own labels and for scheduling a pick-up from the advance warehouse address no earlier than the next business day following the dismantle/move-out.

Shipping freight via Fed Ex/UPS/DHL:

The CSS service desk will not have blank shipping labels for these carriers. You are responsible for providing your own labels and for scheduling a pick up. FedEx and UPS will not typically adhere to a specific call time for outbound freight pick-up.

FED EX: (800)463-3339

UPS: (800)742-5877

All carriers must check in by **4:00pm on Friday, October 14, 2022** or your freight will be forced.

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



LOAD IN /OUT

TRUCK HEIGHT LIMIT 13'. LENGTH LIMIT 40' (CAB & TRAILER)

(If the truck is labeled with any height or length more than limits listed above, it will NOT BE ALLOWED IN THE BUILDING)

- All Vehicles making deliveries to the Renaissance Center will be subject to X-Ray scanning prior to entering the facility. Upon completion of the X-Ray scanning process, drivers must proceed to the building immediately.
- X-Ray is open on weekdays during business hours (6 AM – 6 PM). If your load-in time is after 6:00 PM, go directly to the dock entrance and stop at the security booth. A security guard will manually inspect the vehicle. Weekend X-Ray Hours are Saturday 8 AM – 12 PM and Closed Sunday. See map attached for directions to X-Ray and dock entrance.
- Load In/Out times should be pre-arranged and approved with your Event Manager.
- Access to the meeting space is via four service elevators, two located southwest from the North Dock and two located southeast of the North Dock. These elevators measure 66" W x 96" H x 84" L with doors measuring 48" x 96".
- There is also access to one Freight Elevator (H23) located just south of the North Dock. **Freight Elevator measures 8'H x 8'W x 18' 10"L.**
- Overnight parking of delivery vehicles at or near the dock space is *prohibited*. Hotel does not offer overnight parking for large vehicles and this must be arranged by the group.
- Use of forklifts is prohibited.
- The Detroit Marriott at the Renaissance Center takes no responsibility for any items brought in by a guest or a group. Security can be hired for a quote provided by your Event Manager.

LOADING DOCKS

North Loading Dock – allows access to H-23 Freight Elevator, Ontario Ballroom, Renaissance Ballroom and Mackinac Ballroom.

Dock Height 44" - 45"

East Loading Dock – allows access to the Ambassador Ballroom.

Dock Height 45"

South Loading Dock – allows access to hotel for Display Automobiles

TRUCK DELIVERY MAP



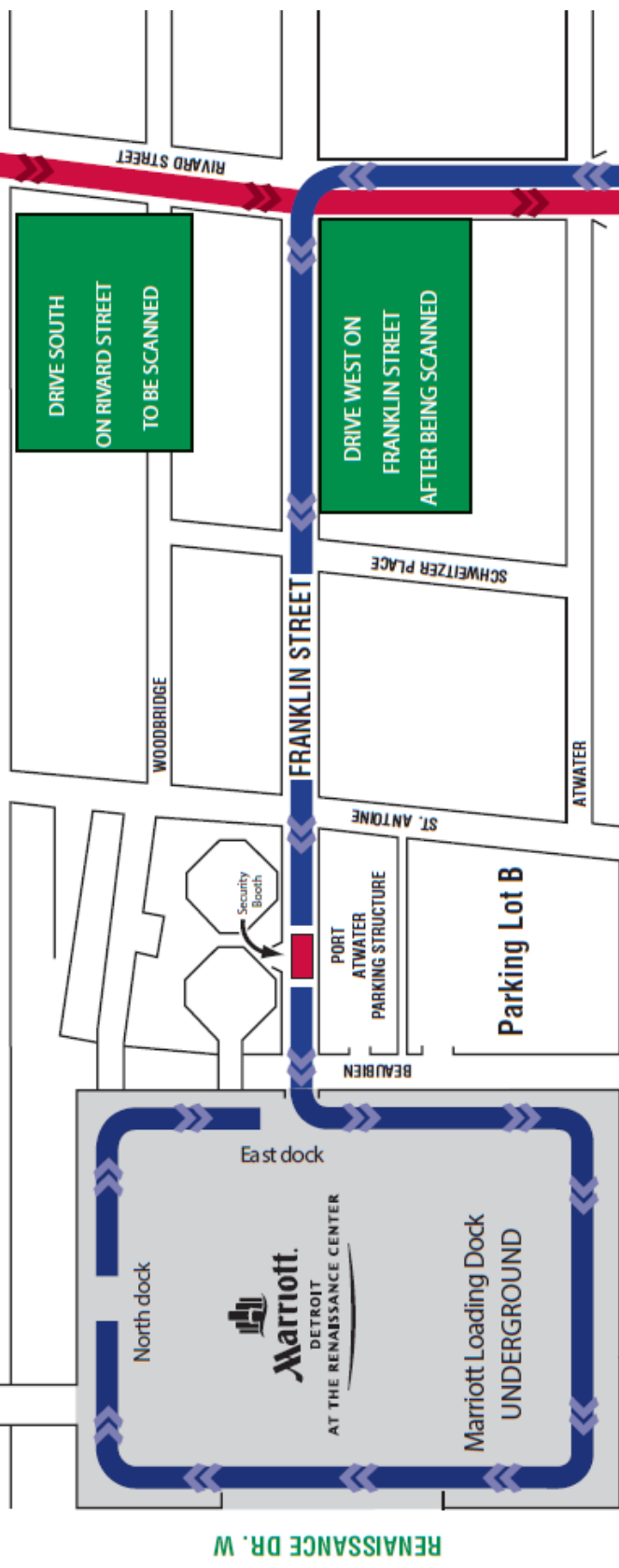
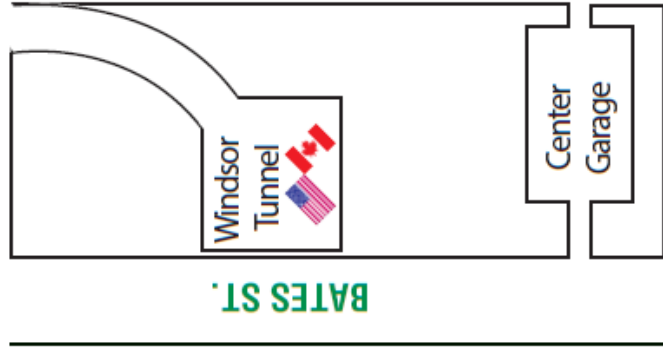
- I-75 North and South
- I-94 East
- I-96 East



I-75 via I-375

JEFFERSON AVE.

Skywalk



ATWATER

BUS & TRUCKGATE



Delivery Inspection Area

All delivery trucks must stop at the Delivery Inspection Area prior to entering the hotel dock. After hours proceed to the Franklin Security Booth. Trucks may not park in the loading dock except for loading and unloading.

Please note: Truck height limit 12'9". Length limit 40' (cab & trailer).








Detroit River



LEGEND

-  TOWER 100
-  TOWER 300
-  TOWER 500 AND 600
-  PARKING
-  BIKE RACK
-  ONE WAY TRAFFIC
-  TOWER 200
-  TOWER 400
-  PEOPLE MOVER STOP
-  VALET
-  COVERED WALKWAY
-  PARKING ENTRANCE/EXIT

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

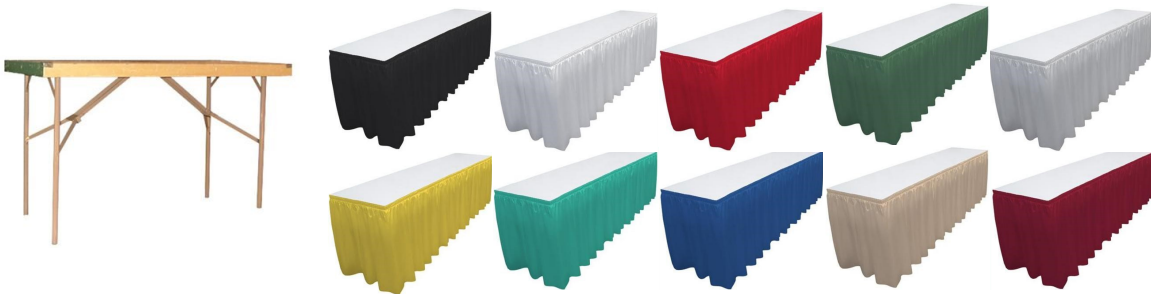
R) Innovate High-back Black Conference Chair
26"W 26"D 45"H

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



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

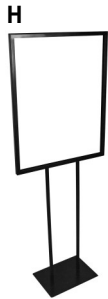


D) Chrome Bag Rack
15"W 12"D 50"-71"H

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

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

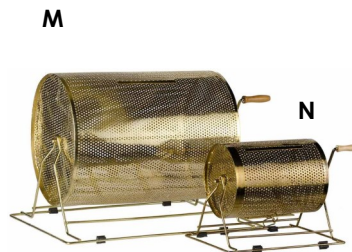
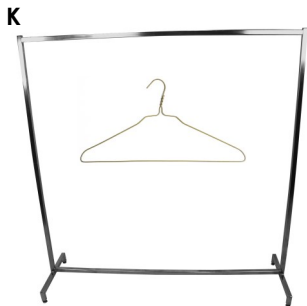
G) Wastebasket
Disposable or plastic
11"W 9"D 16"H



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!



RENTAL FURNISHINGS AND ACCESSORIES

Convention & Show Services is the sole provider of all rental furnishings and accessories. CSS offers the following standard furniture options to enhance the look of your space. If you require a special item that is not listed please contact a CSS representative. The rates listed below include delivery to booth, usage during the show and removal after the show. **To receive advance rate pricing your order must be received by Friday, October 7, 2022.** Orders received after the deadline will be charged floor rate. Items cancelled prior to October 7, 2022 will be refunded at 100%. Items cancelled after October 7, 2022, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are non-refundable and billed at 100%. All claims or discrepancies must be settled at the CSS Service Desk prior to the close of the show.

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

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



SFPE22 ANNUAL CONFERENCE & EXPO

Detroit Marriott/Renaissance Center
October 12-14, 2022



SFPE22
Annual
Conference & Expo
Detroit, Michigan
Conference: Oct 12-14

RENTAL FURNISHINGS AND ACCESSORIES (cont'd.)

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

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

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



INSTALL/DISMANTLE LABOR ORDER

Convention & Show Services can provide skilled labor for the install and dismantle of your display. The minimum charge for labor is one (1) hour, per worker. Labor after the hour minimum is charged in half (1/2) hour increments. Dependent on requested install/dismantle date and time there could be a possibility of up to a four (4) hour minimum charge per laborer. Start times cannot be guaranteed, however, every effort is made to meet all requests. CSS reserves the right to dispatch all labor calls based upon availability of labor and the order that the requests are confirmed. No work shall be started until you check in at the service desk on show site to confirm the labor order, unless you have ordered supervision services. Upon completion of work an exhibitor representative must return to the CSS Service Desk to sign the completed work order. There will be no exceptions, unless other arrangements are made with CSS. Once the work order is signed, no adjustments will be made.

Install/Dismantle Labor Rates	S.T.	O.T.	D.T.
Carpenter	\$106.00	\$160.00	\$185.00

CSS offers Supervision Services for the install/dismantle of your exhibit. CSS will supervise labor to unpack and install your exhibit before exhibitor arrival at show site. At the close of the show the labor will dismantle, pack, and arrange to ship display per exhibitor instructions. A **35%** surcharge will be added to the labor rates above for this service.

Circle **YES** or **NO** if CSS Supervision is required.

Install

Date:	Time:	# of Workers:	# of Hours:
_____	_____	_____	_____
Date:	Time:	# of Workers:	# of Hours:
_____	_____	_____	_____

Dismantle

Date:	Time:	# of Workers:	# of Hours:
_____	_____	_____	_____
Date:	Time:	# of Workers:	# of Hours:
_____	_____	_____	_____

Please estimate the number of workers and hours per worker needed for install and dismantle above. Invoice will be calculated according to actual hours worked.

Total Est. Hrs.		Hourly Rate		TOTAL
_____	X	_____	=	_____

LIABILITY: CSS shall be responsible for damage to exhibit materials caused by negligence or carelessness of workers while delivering freight from the dock to the booth and back to the dock or the truck after the show. CSS shall not be responsible for exhibit materials stolen or damaged after working hours or during the show. EXHIBITORS MUST PROVIDE SECURITY SERVICE AND/OR INSURANCE OF MATERIALS.

Company Name:		Booth #:	
Address:			
City:		State:	Zip:
Phone:	Fax:		
Email Address:			
Signature:		Print:	
Show Site Rep. Authorized to Sign for Labor:			



SFPE22 ANNUAL CONFERENCE & EXPO

Detroit Marriott/Renaissance Center
October 12-14, 2022



BOOTH CLEANING ORDER FORM

This form is for your convenience in ordering cleaning of your exhibit space. Having often witnessed how exhibit booths become littered during exhibitor set-up and throughout the run of the show, we suggest ordering booth cleaning services. Our service includes vacuuming of your booth space, emptying of wastebaskets, and a general tidying up.

CLEANING SERVICE

Vacuuming of booth (minimum charge of 100 sq. ft.) and emptying of wastebaskets.

	Advance Rate Per SQ FT / per day	Total SQ FT	Days Needed	Total
Booth Cleaning - One Time (before show opens)	\$0.99	X	=	_____
Booth Cleaning – 2 Days (Friday/Saturday)	\$0.99 (per day)	X	=	_____
		Cleaning Total:		_____

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



CARPET RENTAL ORDER FORM

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

STANDARD CARPET

If your carpet requirements exceed 10' x 30', CSS requires that you must order a custom size carpet. This will ensure your entire space is carpeted and eliminate color differences due to different dye lots.

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

CUSTOM-CUT CARPET

The rate for custom-cut carpet includes installation labor, taping, and wastage incident to cutting carpet for utility connections, around columns, etc. Rates are per square foot with a 100 sq. ft minimum per order.

Calculate Total Square Footage

WIDTH _____ X LENGTH _____ = _____ SQ. FT.

SQ. FT.	Description	Advanced Rate	Floor Rate	Total
	Carpet / SQ FT	\$2.50	\$3.50	

PADDING AND VISQUEEN

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

Calculate Total Square Footage

WIDTH _____ X LENGTH _____ = _____ SQ. FT.

SQ. FT.	Description	Advanced Rate	Floor Rate	Total
	Padding / SQ FT	\$0.80	\$0.90	
	Poly Covering / SQ FT	\$0.50	\$0.60	

Please Indicate Carpet Color Choice:

- Red
 Grey
 Burgundy
 Black
 Blue
 Charcoal
 Blue-Jay
 Tuxedo (Black/Grey Speckled)

Electrical or Utilities under Carpet? Yes No

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

NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
COMPANY NAME		ON-SITE CONTACT NAME & NUMBER		ROOM/ BOOTH NAME/NUMBER
BILLING ADDRESS		CITY & STATE		ZIP CODE
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME	
ORDERD BY	EMAIL		PHONE	

Advanced rates are available if order is placed 10 days or more before show opening.
 Email completed form to the Encore Representative listed above.
 Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.
 Labor charges, sales tax, loss damage waiver, and service charges may apply.

MONITOR	QUANTITY	REGULAR RATE	ONSITE RATE
32" MONITOR TABLETOP		\$255	\$306
55" MONITOR		\$690	\$828
65" MONITOR		\$820	\$984
90" MONITOR		\$1950	\$2340

INTERNET	QUANTITY	REGULAR RATE	ONSITE RATE
SIMPLE WIFI CONNECTION		\$18	\$22
SUPERIOR WIFI CONNECTION		\$28	\$34
HARD LINE CONNECTION		\$215	\$258

POWER	QUANTITY	REGULAR RATE	ONSITE RATE
120V SINGLE PHASE – 20 AMP		\$140	\$168
POWER CABLE AND POWERSTRIP		\$46	\$55

MISCELLANEOUS	QUANTITY	REGULAR RATE	ONSITE RATE
LAPTOP		\$215	\$258
FLIPCHART PACKAGE		\$50	\$60

If You Are Experiencing Technical Difficulties On Site
 Please Contact Encore At 702-596-6957