



## EVENT INFORMATION

### Detroit Free Press Marathon Health and Fitness Expo

Huntington Place – Exhibit Hall B  
October 14 - 15, 2022

### General Contractor

Convention & Show Services, Inc. (CSS)  
1250 John A. Papalas Dr.  
Lincoln Park, MI 48146

Phone: 313.386.5555  
Fax: 313.386.2048

### Service Information

CSS is proud to be your Exposition Management Team. The following are important dates and information to keep at hand:

### Booth Information

Each 10' x 10' booth space will be set with 8' high blue and red backwall drape, 3' high blue sidewall drape, one 8' table skirted alternating in blue or red, two black plastic chairs, one wastebasket, and one 7" x 44" exhibit ID sign to include company name and booth number.

### Carpet

Your exhibit area will not be carpeted, however, if you would like to add comfort and or appearance, please refer to page 14 CSS *Carpet Rental Order Form* to order one. The aiseways will not be carpeted.

### Order Deadline Dates

Order deadlines are clearly marked on all necessary forms in this manual. All orders must also include the following required forms:

- Payment Policy
- Limitations of Liability
- Third-Party Billing Form (where applicable).

### Advanced Warehouse Deadline Date

Friday	October 7, 2022	All advanced warehouse freight must be received by 4:00 p.m. on this date.
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### Exhibitor Move-In

Thursday	October 13, 2022	8:00 am – 4:00 pm
Friday	October 14, 2022	6:00 am – 11:30 am
Saturday	October 15, 2022	7:00 am – 11:00 am

### Event Hours

Friday	October 14, 2022	1:00 pm – 7:00 pm
Saturday	October 15, 2022	10:00 am – 6:00 pm

### Exhibitor Move-Out

Saturday	October 15, 2022	6:01 pm Initial load-out begins. 8:00 pm All Carriers must be checked in or your freight could be forced 10:00 pm Hall to be cleared by
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### CSS Show Services

- Rental Furnishings & Accessories
- Graphic Production
- Material Handling Services
- Installation and Dismantle Services

As Service Contractor for the Detroit Free Press Marathon, we have enclosed the 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. Having 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 and move-out of your show in order to assist you in coordinating any last-minute services and to answer any questions you may have. **Visit us at [www.convshow.com](http://www.convshow.com) for fast and easy online order processing.**

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