

EVENT INFORMATION

Automotive USA 2022

Huntington Place
October 18-19, 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 8' x 10' booth space will be set with 8' high white backwall drape, 3' high white sidewall drape, and one 7" x 44" exhibit ID sign to include company name and booth number.

Carpet

Your exhibit area is not carpeted, however, if you would like it to be please see page 9 for booth packages or page 17 to order it independently. 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 14, 2022	All advanced warehouse freight must be received by 4:00 p.m. on this date.
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Exhibitor Move-In

Monday	October 17, 2022	1:00 pm – 5:00 pm
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Event Hours

Tuesday	October 18, 2022	7:00 am – 7:00 pm
Wednesday	October 19, 2022	7:00 am – 5:00 pm

Exhibitor Move-Out

Wednesday	October 19, 2022	4:00 pm Initial load-out begins.
		6:00 pm All Carriers must be checked in or your freight could be forced
		8:00 pm Hall to be cleared by

CSS Show Services

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

As Services Contractor for the Automotive USA 2022 Conference, 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. Because 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 for fast and easy online order processing.**

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