



Huntington Place
Detroit, MI
January 14, 2023

Dear Exhibitor,

Convention & Show Services, Inc. is pleased to be the Official Service Contractor for the **2023 BELLE TIRE SHOW**, held at Huntington Place in Detroit, MI on January 14, 2023.

As Service Contractor for the show, 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 insight into 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 regard to your exhibit. Everyone who will be involved in making your show experience a success should take time to read this manual. Reading the manual will help ensure you reach your show objectives. If you don't take the time to read this manual now, you may encounter higher costs, frustrating delays, and you may not be able to obtain the services and supplies you will need.

Please complete the forms for services required and submit by **Tuesday, January 10, 2023**. 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