



Huntington Place  
Detroit, MI  
January 14, 2023

## EVENT INFORMATION

### 2023 Belle Tire Show

Huntington Place  
January 14, 2023

### 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 black backwall drape, 3' high black sidewall drape, and (1) 8' black skirted table, (2) plastic chairs, (1) wastebasket, and (1) 7" x 44" exhibit ID sign to include company name and booth number.

### Carpet

Your exhibit area is not 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).

### Deadline to receive advance pricing on Standard Rentals

Tuesday January 10, 2023

### Advanced Warehouse Deadline Date

Wednesday January 11, 2023

All advanced warehouse freight must be received by this date.

### Shipping Freight Direct to Show site & Exhibitor Move-In

Thursday January 12, 2023 1:00 pm – 5:00 pm

Friday January 13, 2023 9:00 am – 4:30 pm

### Event Hours

Saturday January 14, 2023 12:00 pm – 4:00 pm

### Exhibitor Move-Out

Monday January 16, 2023

8:00 am Initial load-out begins.

10:00 am All Carriers must be checked in or your freight could be forced

12:00 pm Exhibit 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 2023 Belle Tire Show, 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](http://www.convshow.com) for fast and easy online order processing.**

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