



Huntington Place
Detroit, MI
May 9-11, 2023

EVENT INFORMATION

AutoSens Detroit 2023

Huntington Place
May 9-11, 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:

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 Dates

Monday April 3, 2023
Friday May 5, 2023

CSS will begin receiving and storing freight on this date.
All advanced warehouse freight must be received by 4:00 p.m. on this date.

Exhibitor Move-In

Tuesday May 9, 2023

10:00 am – 3:00 pm

*You will receive a wristband for set-up between 10 am-3 pm. Then, please collect your badge at the registration points before the exhibition opens at 4 pm.

Event Hours

Tuesday May 9, 2023
Wednesday May 10, 2023
Thursday May 11, 2023

4:00 pm – 7:30 pm
8:00 am – 6:00 pm
8:30 am – 2:15 pm

Exhibitor Move-Out

Thursday May 11, 2023

2:15 pm Initial load-out begins.
4:30 pm All Carriers must be checked in or your freight could be forced
5:00 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 AutoSens Detroit 2023 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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PAYMENT POLICY

| | | | |
|-----------------------|--|---------------|------|
| Company Name: | | Booth Number: | |
| Address: | | | |
| City: | | State: | ZIP: |
| Print Name: | | | |
| Authorized Signature: | | | |
| E-Mail Address: | | Phone: | |

Convention & Show Services, Inc. requires pre-payments from all exhibitors. You will receive a deposit schedule prior to the installation. If you have not received a deposit schedule within 2 weeks of your scheduled installation date, please contact CSS to obtain one. Orders for labor and services will not be honored if the required deposit payments are not made timely and in whole unless prior arrangements have been requested and approved by CSS. Otherwise, this may result in a delay of your move-in. We require your complete credit card information even if you are paying by check or bank transfer.

Exhibitors requesting third parties to pay their invoice must complete and submit the Authorization for Third Party Billing form enclosed in this section. 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 three weeks after the move-out of this event. Payment is due fourteen (14) days after receipt of invoice. Monthly finance charges of 1.5% will be applied to all accounts that are delinquent thirty (30) days or more.

METHOD OF PAYMENT: Please indicate your preferred method of payment:

COMPANY CHECK

Please make checks payable to Convention & Show Services, Inc. and reference your company name, exhibit and/or meeting room/press conference. Checks must be made payable in U.S. Funds and received 2 weeks in advance of scheduled installation day.

BANK TRANSFER

Please reference your company name, exhibit and/or meeting room/press conference. Any wire processing or transaction fees incurred will be the responsibility of the exhibitor.

Bank transfer to: Comerica Bank, Detroit, MI 48226 | ABA#: 072000096
Account # / Name: 1840263857 | Convention & Show Services, Inc.

For International Wire Transfer: Swift Code: MNBDS33
Account # / Name: 1840263857 | Convention & Show Services, Inc.

CREDIT CARD

For your convenience we accept Visa, MasterCard and American Express. **Charges in excess of \$30,000.00 must be approved by CSS in advance.** 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 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: | |
| Cardholder Name (Print): | | CVV: | |
| Signature: | | | |
| Cardholder Billing Address: | | City/State/Zip: | |

THIS FORM MUST BE RETURNED TO CONVENTION & SHOW SERVICES FOR YOUR ORDERS TO BE PROCESSED

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



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LIMITATIONS OF LIABILITY

This form must be signed and returned no later than 10 days prior to the first move-in day of the event, regardless of whether you will be using our services or not. Complying with this will help expedite move-in.

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

Convention & Show Services, Inc. shall be referred to as CSS below.

- 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 for 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 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.
- E. 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.

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



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- F. 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 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.
- G. 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 exhibitor's shipping instructions, and exhibitor will be charged accordingly.
- H. CSS is not liable for exhibitor freight left on the show floor after the show closing deadline. It is exhibitor's responsibility to complete accurate paperwork for shipping and to ensure exhibitor's freight is properly labeled. If exhibitor freight remains on the floor after the end of dismantle, CSS has the right to remove the exhibitor's freight. CSS is authorized by the exhibitor to proceed in the manner chosen by the exhibitor on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship exhibitor freight at the discretion of CSS and at the exhibitor's expense. CSS shall incur no liability for such shipment. CSS retains the right to dispose of customer goods without liability if they are left on the show floor unattended without labels, or are not correctly labeled.

Please keep a copy for your records

| | | | |
|-----------------------|--|---------------|------|
| Company Name: | | Booth Number: | |
| Address: | | | |
| City: | | State: | ZIP: |
| Email Address: | | Phone: | |
| Authorized Signature: | | | |
| Print Name: | | | |

THIS FORM IS REQUIRED TO BE SUBMITTED



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THIRD PARTY BILLING

RETURN THIS FORM WHEN A THIRD PARTY (ANY PARTY OTHER THAN EXHIBITING COMPANY) WILL BE BILLED FOR SERVICES

THIS AGREEMENT is made on _____
(Date)

between EXHIBITING COMPANY:

Name: _____

Address: _____

Phone: _____ Fax: _____
("Exhibiting Company")

and DISPLAY HOUSE:

Name: _____

Address: _____

Phone: _____ Fax: _____
("Display House")

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

To handle the display for: _____
("Exhibiting Company")

at **AutoSens Detroit 2023**
(Show Name)

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

Exhibiting Company has authorized and accepted Display House as its agent to handle Exhibiting Company'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 Company's participation in the Show, including but not limited to rental furniture, booth cleaning, drayage, labor, carpet, and signs whether ordered by Exhibiting Company, Display House, or other third parties.

CSS shall issue the invoices to Display House. Payment shall be made by Display House within 14 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 Company 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 Company to Display House shall not discharge Exhibiting Company's obligations under this Agreement

SIGNATURES ARE REQUIRED ON THE NEXT PAGE OF THIS DOCUMENT.



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THIRD PARTY BILLING CONTINUED

In consideration of the services to be rendered by CSS pursuant to this Agreement, Exhibiting Company absolutely, unconditionally, and irrevocably guarantees prompt payment when due as required by CSS' invoices for all services rendered in conjunction with Exhibiting Company's participation in the Show (collectively the "Indebtedness"). Exhibiting Company shall reimburse CSS for all costs, attorney fees incurred, and other expenses at any time expended or incurred by CSS in collecting or attempting to collect the Indebtedness or in enforcing this Guaranty. Unless and until the Indebtedness is paid in full, Exhibiting Company waives any and all claims and rights of subrogation, contribution, indemnity, and exoneration against Display House or any other person liable for payment of all or any part of the Indebtedness. Exhibiting Company waives notice of the acceptance of this Guaranty; presentment, protest, notice, demand, or action with respect to any default in payment of the Indebtedness and with respect to any default by Exhibiting Company in its obligation under this Guaranty; and any right to require CSS to sue Display House or any other person obligated with respect to the Indebtedness. The validity and enforceability of this Guaranty shall not be impaired or affected by any act or omission by CSS with respect to the Indebtedness. Exhibiting Company waives any and all defenses, claims, and discharges that Display House may have with respect to the Indebtedness, except the defense of payment in full by Display House to CSS.

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 Company | 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



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INBOUND SHIPPING INFORMATION

Advance Warehouse Shipping:

Huntington Place 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 beginning Monday, April 3rd, 2023 through Friday, May 5th, 2023, by which all advanced freight must be received. Warehouse receiving hours are Monday through Friday, 8:30 a.m. to 4:00 p.m. EST. 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 follow: *COMPANY NAME & BOOTH NUMBER*
 AutoSens Detroit 2023
 c/o Convention & Show Services
 1250 John A Papalas Drive
 Lincoln Park, MI 48146

This service is provided @ **\$95.00** per CWT (100 lbs.) with a **100 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 \$95.00 = | |

Direct (Show Site) Shipping: Tuesday, May 9, 2023, from 10:00 a.m. – 3:00 p.m.

CSS will receive freight during the posted above scheduled exhibitor move-in date and times. Service includes delivery of freight to booth space, on-site storage of empties, and loading out outbound freight. Freight that arrives prior to the specified move-in date and times could be refused by Huntington Place and may result in being charged a redirect fee by your freight carrier.

Mark and consign all shipments as follow: *COMPANY NAME & BOOTH NUMBER*
 AutoSens Detroit 2023
 Huntington Place – Hall E
 1 Washington Blvd.
 Detroit, MI 48226

This service is provided @ **\$109.00** per CWT (100 lbs.) with a **100 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.

| Description | Weight | | CWT | | Estimated Due |
|-------------|--------|------------------|-----|--------------|---------------|
| | | Divided by 100 = | | x \$109.00 = | |

To Save on Shipping, consolidate shipments - when total weight is less than 100 lbs. For Example:

| | |
|---|--|
| <u>3 Separate Shipments</u> | <u>1 Consolidated Shipment</u> |
| 60 lbs. charged @ 100 lbs. \$ 109.00 | 3 pieces (1 shipment) |
| 52 lbs. charged @ 100 lbs. \$ 109.00 | 177 lbs. charged @ 100 lbs. = \$218.00 |
| 65 lbs. charged @ 100 lbs. \$ 109.00 = \$327.00 | |

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: | | |



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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: AutoSens Detroit 2023
 Huntington Place – Hall E
 1 Washington Blvd.
 Detroit, MI 48226

If you are not going through CSS's common carrier, please provide your carrier with as much information as possible. Include the show name, your booth number, and the address of the facility, driver check in time, and number of pieces to pick up. CSS will provide loading assistance to carriers at the Huntington Place 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 during the scheduled move-out, **please circle** one of the following options:
Reroute via CSS's common carrier **Return to Warehouse**

- **Reroute**—Shipments that are rerouted will be invoiced by the common carrier (ICAT)
- **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 **100 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 or UPS:

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 **4:30 pm on Thursday, May 11, 2023** or your freight will be forced.

| | |
|-------------------------|---------------|
| (Shipper) Company Name: | Booth Number: |
| Phone: | Email: |
| Signature: | Print: |

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

Rental Furnishings and Accessories



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



A



B



C



D



E



F



G



H



I



J



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

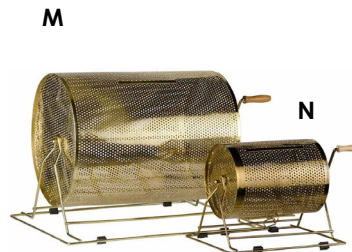
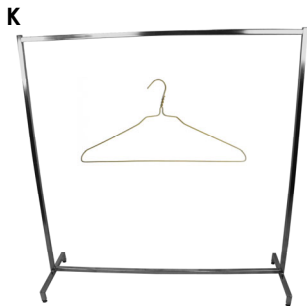
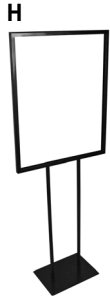
24" deep

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

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!



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 May 9-11, 2023

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 May 1, 2023.** Orders received after the deadline will be charged floor rate. Items cancelled prior to May 1, 2023 will be refunded at 100%. Items cancelled after May 1, 2023, 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.

PAYMENT POLICY MUST ACCOMPANY ALL ORDERS.

| 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 | \$55.00 | \$70.00 | | | Modern End Table | \$155.00 | \$215.00 | |
| | 6' L x 30" H x 2' W | \$60.00 | \$80.00 | | | Glass End Table | \$155.00 | \$215.00 | |
| | 8' L x 30" H x 2' W | \$65.00 | \$85.00 | | | Glass Coffee Table | \$205.00 | \$265.00 | |
| | | | | | | Martini Bar | \$1200.00 | \$1700.00 | |
| Tables – Skirted Display Tables | | | | | Tables – Conference | | | | |
| | | | | | | 8' Coastal Gray Table | \$795.00 | \$895.00 | |
| | 4' L x 30" H x 2' W | \$115.00 | \$140.00 | | | 10' Maple Table | \$1125.00 | \$1500.00 | |
| | 6' L x 30" H x 2' W | \$130.00 | \$160.00 | | | 12' Espresso Table | \$2000.00 | \$3000.00 | |
| | 8' L x 30" H x 2' W | \$140.00 | \$185.00 | | Seating – Chairs | | | | |
| | 4th Side Skirting | \$30.00 | \$40.00 | | | Plastic Chair - Black | \$55.00 | \$75.00 | |
| Circle Color: Red Grey White Burgundy Black Blue Teal Gold Hunter Green Beige | | | | | | Fabric Chair - Black | \$75.00 | \$95.00 | |
| | | | | | | Fabric Chair w/ Arms - Black | \$85.00 | \$105.00 | |
| | | | | | | Demi Armless Chair – White | \$105.00 | \$135.00 | |
| | | | | | | Steno Chair – Black | \$55.00 | \$75.00 | |
| Tables – Unskirted Display Counters | | | | | Seating – Bar Stools | | | | |
| | | | | | | Reggie Bar Stool – White | \$235.00 | \$285.00 | |
| | 4' L x 42" H x 2' W | \$70.00 | \$90.00 | | | Vinyl Bar Stool - Black | \$95.00 | \$125.00 | |
| | 6' L x 42" H x 2' W | \$75.00 | \$100.00 | | | Leather Padded Bar Stool – Black | \$140.00 | \$190.00 | |
| | 8' L x 42" H x 2' W | \$80.00 | \$115.00 | | | Gelato Bar Stool – White | \$175.00 | \$190.00 | |
| | | | | | | Rustique Gunmetal Barstool | \$175.00 | \$190.00 | |
| Tables – Skirted Display Counters | | | | | Seating – Office and Utilities | | | | |
| | 4' L x 42" H x 2' W | \$130.00 | \$175.00 | | | Innovate White Conference Chair | \$350.00 | \$395.00 | |
| | 6' L x 42" H x 2' W | \$140.00 | \$185.00 | | | Innovate Black Conference Chair | \$350.00 | \$395.00 | |
| | 8' L x 42" H x 2' W | \$150.00 | \$210.00 | | | Standard Executive Chair | \$315.00 | \$350.00 | |
| | 4th Side Skirting | \$30.00 | \$40.00 | | | Elite Executive Chair | \$365.00 | \$425.00 | |
| Circle Color: Red Grey White Burgundy Black Blue Teal Gold Hunter Green Beige | | | | | Seating – Soft | | | | |
| | | | | | | Loft Brown Fabric Sofa | \$850.00 | \$950.00 | |
| Tables - Cocktail | | | | | | Nova Gray Fabric Sofa | \$875.00 | \$945.00 | |
| | 30" Round x 18" H | \$140.00 | \$180.00 | | | Swan Chair – White | \$460.00 | \$570.00 | |
| | 30" Round x 30" H | \$140.00 | \$180.00 | | | Swan Chair – Grey | \$460.00 | \$570.00 | |
| | 30" Round x 42" H | \$160.00 | \$200.00 | | | Swan Chair – Blue | \$460.00 | \$570.00 | |
| | 36" Round x 42" H | \$160.00 | \$200.00 | | | Swan Chair - Red | \$460.00 | \$570.00 | |
| | Stainless Steel Table | \$180.00 | \$225.00 | | | | | | |
| | White Gelato Table | \$175.00 | \$215.00 | | | | | | |

| | |
|----------------|---------------|
| Company Name: | Address: |
| Phone: | Fax: |
| Email Address: | Booth Number: |
| Signature: | Print Name: |

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



Huntington Place
 Detroit, MI
 May 9-11, 2023

RENTAL FURNISHINGS AND ACCESSORIES (cont'd.)

PAYMENT POLICY MUST ACCOMPANY ALL ORDERS.

| QTY | DESCRIPTION | ADVANCE RATE | FLOOR RATE | TOTAL | QTY | DESCRIPTION | ADVANCE RATE | FLOOR RATE | TOTAL |
|------------------------------------|-------------------------------------|--------------|------------|-------|------------------------------------|---|--------------|------------|-------|
| Seating – Lounge Collection | | | | | Seating – Lounge Collection | | | | |
| | Traditional Leather Chair | \$455.00 | \$555.00 | | | Ultramodern Love Seat | \$500.00 | \$600.00 | |
| | Traditional Leather Love Seat | \$500.00 | \$600.00 | | | 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 | \$680.00 | \$780.00 | | | Ultramodern Corner Chair | \$300.00 | \$400.00 | |
| | Contemporary White Love Seat | \$600.00 | \$700.00 | | | Ultramodern Armless Chair | \$275.00 | \$350.00 | |
| | Contemporary White Chair | \$455.00 | \$555.00 | | | Ultramodern Ottoman | \$275.00 | \$350.00 | |
| | Modern Chair | \$550.00 | \$650.00 | | | Ultramodern 6pc. Sectional w/ ottoman | \$1600.00 | \$2000.00 | |
| | Modern Sofa | \$625.00 | \$750.00 | | | | | | |
| | Detroit Chair | \$485.00 | \$595.00 | | | | | | |
| | Detroit Love Seat | \$625.00 | \$725.00 | | | | | | |
| | Contemporary Ivory Sofa | \$575.00 | \$675.00 | | | | | | |
| | Contemporary Ivory Love Seat | \$475.00 | \$575.00 | | | | | | |
| | Contemporary Ivory Chair | \$375.00 | \$475.00 | | | | | | |
| Accessories | | | | | Accessories | | | | |
| | Wastebasket – Plastic | \$20.00 | \$35.00 | | | Coat Tree – Chrome | \$85.00 | \$95.00 | |
| | Wastebasket – Disposable | \$20.00 | \$35.00 | | | Coat Rack w/ 20 Hangers – Chrome | \$85.00 | \$95.00 | |
| | Easel – Chrome | \$45.00 | \$55.00 | | | Stanchion Post – Chrome | \$45.00 | \$60.00 | |
| | Sign Stand – 22" W x 28" H - Black | \$85.00 | \$95.00 | | | Stanchion Rope – Velvet / Black | \$45.00 | \$60.00 | |
| | Sign Stand – 22" W x 28" H - Silver | \$85.00 | \$95.00 | | | Stanchion w/ Retractable Belt – Black | \$85.00 | \$95.00 | |
| | Bag Rack – Black | \$105.00 | \$145.00 | | | Stanchion w/ Retractable Belt – Red/Black | \$85.00 | \$95.00 | |
| | Bag Rack – Silver | \$105.00 | \$145.00 | | | Modern Floor Lamp – Chrome / White | \$210.00 | \$265.00 | |
| | Literature Rack – Black | \$155.00 | \$175.00 | | | Table Lamp – White | \$49.00 | \$60.00 | |
| | Small Raffle Drum – Brass | \$85.00 | \$105.00 | | | Mini Refrigerator | \$460.00 | \$550.00 | |
| | Large Raffle Drum – Brass | \$99.00 | \$125.00 | | | Standard Refrigerator | \$1075.00 | \$1300.00 | |
| | Tack Board – 6' W x 4' H – Gray | \$175.00 | \$300.00 | | | | | | |
| | Tack Board – 8' W x 4' H – Gray | \$205.00 | \$325.00 | | | | | | |

| | |
|----------------|---------------|
| Company Name: | Address: |
| Phone: | Fax: |
| Email Address: | Booth Number: |
| Signature: | Print Name: |

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

Booth Packages

The booth packages below offer great ways to save on booth furnishings. No substitutions are allowed with these packages. If you are interested in other options, please visit pages 9-13 of the kit to find a la carte furnishings.

Booth Packages

Each Booth Package listed below includes labor to set up and dismantle the booths. Please check the box next to the booth package you choose.

| | |
|--------------------------|--|
| <input type="checkbox"/> | Standard Package– \$245.00 |
| | <ul style="list-style-type: none"> • Two (2) Fabric Chairs • One (1) 6' x 30" Skirted Table • One (1) Wastebasket |
| | |

| | |
|--------------------------|---|
| <input type="checkbox"/> | Premium Package– \$325.00 |
| | <ul style="list-style-type: none"> • Two (2) Vinyl Bar Stools • One (1) 30" x 42" Round Cocktail Table • One (1) Wastebasket |
| | |

PAYMENT POLICY MUST ACCOMPANY ALL ORDERS.

| | |
|---------------|---------------|
| Company Name: | Booth Number: |
| Phone: | Email: |
| Signature: | Print Name: |

INFO/RECEPTION COUNTER



**Dimensions of the counter to be 40”h X 49”w X 24”d
 The size of the graphic to cover the full front side should be 44 1/4” x 35 5/8”**

Cost of Info/Reception Counter: \$750.00 each QTY__

Cost of Graphic: \$425.00 each QTY__

PAYMENT POLICY MUST ACCOMPANY ALL ORDERS. Orders must be received by Wednesday, April 26, 2023. Orders placed after this deadline cannot be guaranteed. Items cancelled after panels have been produced/delivered will be charged 100% of the original price.

| | | |
|-----------------------|---------------|------|
| Company Name: | | |
| Exhibitor Name: | Booth Number: | |
| Address: | | |
| City: | State: | Zip: |
| Email Address: | Phone: | |
| Authorized Signature: | | |
| Print Name: | | |



Huntington Place
 Detroit, MI
 May 9-11, 2023

CARPENTER LABOR ORDER

Convention & Show Services can provide skilled carpenter labor for the install and dismantle of your display. The minimum charge is one (1) hour, per laborer, labor thereafter is charged in half (1/2) hour increments. Depending on the requested date and time, you could be responsible for 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 Rates | S.T. | O.T. | P.T. |
|-------------------------|-----------|----------|----------|
| Carpenter | \$ 106.00 | \$165.00 | \$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. Supervised jobs will be completed at CSS' discretion prior to show opening and before the hall must be cleared. The charge for this service is **35%** of the total labor bill, with a minimum of **\$65.00**. Circle **YES** or **NO** if CSS Supervision is required.

Install

Date: _____ Time: _____ # of Carpenters: _____ # of Hours: _____

Dismantle

Date: _____ Time: _____ # of Carpenters: _____ # 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. | X | Hourly Rate | = | TOTAL |
|-----------------|---|-------------|---|-------|
| _____ | | _____ | | _____ |

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 twenty-four (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 is filed. CSS will not accept any claims for damage if there is not a report on file.

| | | |
|--|---------------|------|
| Company Name: | | |
| Exhibitor Name: | Booth Number: | |
| Address: | | |
| City: | State: | Zip: |
| Email Address: | Phone: | |
| Authorized Signature: | Print Name: | |
| Show Site Contact Authorized to Sign for Labor: | | |
| Show Site Contact Phone Number and Email: | | |

PAYMENT POLICY MUST BE SUBMITTED WITH ALL ORDERS

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



Huntington Place
 Detroit, MI
 May 9-11, 2023

TEAMSTER CREW LABOR ORDER FORM

Convention & Show Services can provide skilled labor for the install and dismantle of your display. The minimum charge is one (1) hour, per crew. Labor thereafter is charged in half (1/2) hour increments. Depending on the requested date and time, you could be responsible for up to a four (4) hour minimum charge per crew. 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.

| Teamster Crew Rates | S.T. | O.T. | P.T. |
|---|----------|----------|----------|
| Forklift Crew (2 Person) w/power | \$300.00 | \$400.00 | \$500.00 |
| Teamster Steward and/or General Foreman | \$106.00 | \$165.00 | \$185.00 |

*Steward and/or General Foreman will be billed additionally when work takes place outside of normal ST hours at these hourly rates.

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. Supervised jobs will be completed at CSS' discretion prior to show opening and before the hall must be cleared.

The charge for this service is **35%** of the total labor bill, with a minimum of **\$65.00**.

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

Install

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

Dismantle

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. | X | Hourly Rate | = | TOTAL |
|-----------------|---|-------------|---|-------|
| _____ | X | _____ | = | _____ |

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 twenty-four (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 is filed. CSS will not accept any claims for damage if there is not a report on file.

| | |
|---|---------------|
| Company Name: | Booth Number: |
| Phone: | Fax: |
| Email Address: | |
| Signature: | Print Name: |
| Show Site Rep Authorized to Sign for Labor: | |

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



Huntington Place
Detroit, MI
May 9-11, 2023

Vehicle Display

SPECIAL RATES AND SERVICES

Mobile equipment will be moved in & out of the exhibit hall on a time & material basis with a minimum \$300 charge per round trip. Exhibitors or agents with mobile or motorized equipment will require guidance to their respective booths. This guidance is required and provided by CSS to prevent damage that may occur to exhibitor or property of others. All vehicles and combustion-operated machinery being exhibited shall contain a minimum amount of gasoline (approximately two gallons maximum) and shall further be equipped with a locking gas cap. After the vehicle/machinery is placed in its display position, batteries shall be disconnected, gas caps locked, and the keys must remain with Sense Media.

MOBILE UNITS \$ 300.00 PER UNIT (ROUND TRIP)

Number of units:_____ Type:_____

Dimensions of Largest Unit:

Height:_____ Width _____ Length _____ Weight _____

Comments / Special Handling Requirements:

| | | | |
|-----------------------|--|---------------|------|
| Company Name: | | Booth Number: | |
| Address: | | | |
| City: | | State: | ZIP: |
| Print Name: | | | |
| Authorized Signature: | | | |
| E-Mail Address: | | Phone: | |

SIGNAGE AND GRAPHICS

Whether your message is large or small, the Convention & Show Services design team can assist you with communicating your message visually. This is achieved by using the latest technology, a high level of detail, and an in-depth knowledge of our environment.

The Convention & Show Services design team supports most digital artwork files allowing us to create signage of any size and on any medium. Please refer to the Digital File Preparation page for more detail and submission info.

Graphics are printed and mounted using high quality material to provide durable pieces that can be preserved for future use, allowing you to save cost and production time. Here is just a small selection of the products we offer:



Meterboard Signage



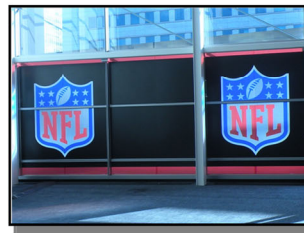
Pull-up Banners



Foamcore Signage



Vinyl & Fabric Banners



Window Clings



22 x 28 Signage

... and much more! Contact a CSS Sales Representative today to discuss the many possibilities and ideas to increase your brand's presence!



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.



HUNTINGTON PLACE

HUNTINGTON PLACE ONLINE ORDERING

Dear Exhibitor,

Huntington Place Online Ordering is available for your convenience to order Huntington Place services using the link below:

[Exhibitor Services Online Ordering | Huntington Place \(huntingtonplacedetroit.com\)](http://huntingtonplacedetroit.com)

As part of an overall strategy to provide digital media resources to customers and reduce the facility's carbon footprint, Huntington Place has migrated to paperless event service ordering. Online Ordering provides greater efficiency in service delivery with order data now stored in a central data base.

Supporting sustainable Green Events is an ongoing effort, and we expect to divert tons of paper from the waste stream here at Huntington Place with our Online Ordering service.

Thanks for participating.

Huntington Place services available on-line

- Internet
- Booth Cleaning
- Plumbing/Compressed air
- Telephone Lines
- Stagehand Labor
- Electrical Services
- Booth Catering

Please take advantage of the advanced pricing by placing your orders at least two weeks prior to the first event date. If you have questions or need assistance, please contact us at:

orders@huntingtonplacedetroit.com


Thank you & looking forward to servicing you.

Tuesday 5/9/23 – Thursday 5/11/23


| | |
|---|-----------------------|
| Company Name: _____ | Room/Booth# _____ |
| Ordered By Name: _____ | Contact Name: _____ |
| Ordered By Phone/Cell #: _____ | Contact Cell #: _____ |
| E-Mail Address: _____ | Delivery Date: _____ |
| Billing Address: _____ | Pick-up Date: _____ |
| Delivery Time: <input type="checkbox"/> 6:00AM – 10:00AM <input type="checkbox"/> 10:00AM – 2:00PM <input type="checkbox"/> 2:00PM – 6:00PM | |

NOTE: A representative of your company should be present at the time of delivery for set-up instructions and delivery verification. Please note that equipment may not be left in an unattended booth.


*****ORDER BY MONDAY APRIL 24, 2023 TO RECEIVE ADVANCE SHOW RATE*****

| COMPUTERS & ASSESSORIES | QTY | Advance Show Rate | Standard Show Rate | Total | |
|---|-----|-------------------|--------------------|-------|---|
| Laptop Computer - 15" w/MSO | | \$450.00 | \$585.00 | |  |
| MacBook Pro - 15" | | \$900.00 | \$1170.00 | | |
| **Laser Printer (Black & White) Call for color pricing. | | \$225.00 | \$292.00 | | |
| Apple iPad | | \$150.00 | \$195.00 | | |
| Wireless keyboard/mouse kit | | \$60.00 | \$78.00 | | |

Rental will incur additional \$.10 per copy billed at end of event.

| MONITORS - DISPLAYS - PLAYBACK DEVICES | QTY | Advance Show Rate | Standard Show Rate | Total | |
|--|-----|-------------------|--------------------|-------|---|
| 32" HD LCD Monitor - Select input method <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB | | \$450.00 | \$585.00 | |  |
| 42" HD LCD Monitor - Select input method <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB | | \$750.00 | \$975.00 | | |
| 50" HD LCD Monitor - Select input method <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB | | \$900.00 | \$1170.00 | | |
| 60" HD LCD Monitor - Select input method <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB | | \$1050.00 | \$1365.00 | | |
| 65" HD LCD Monitor - Select input method <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB | | \$1200.00 | \$1560.00 | | |
| LCD Monitor Floor Stand (Note: Floor stands only fit 42" – 70" monitors) | | Inc. with monitor | Inc. with monitor | | |
| LCD Monitor Wall Mounting Bracket | | Inc. with monitor | Inc. with monitor | | |
| Shelf for LCD Monitor Stand | | \$45.00 | \$58.00 | | |
| DVD or Media Player w/ Auto Repeat <input type="checkbox"/> DVD <input type="checkbox"/> MEDIA PLAYER | | \$60.00 | \$78.00 | | |

All monitors come standard with a Tabletop Stand, Floor Stand or Wall Mounting Bracket. Please specify which stand/bracket you require. Please call or email to request larger monitors or LED wall.

| MISCELLANEOUS AV EQUIPMENT | QTY | Advance Show Rate | Standard Show Rate | Total | |
|---|-----|-------------------|--------------------|------------------|---|
| Wireless Microphone - <input type="checkbox"/> Lav <input type="checkbox"/> Handheld <input type="checkbox"/> Headset | | \$450.00 | \$585.00 | |  |
| Small Exhibit Booth Audio System (2 – Speakers w/stands + mixer.) | | \$450.00 | \$585.00 | | |
| Tripod Screen w/ Skirt - <input type="checkbox"/> - 6' <input type="checkbox"/> - 8' larger screens available | | \$150.00 | \$195.00 | | |
| Meeting Room Projector w/ Stand & Skirt | | \$900.00 | \$1170.00 | | |
| Projector Stand w/ Skirt | | \$45.00 | \$58.00 | | |
| Please call or email if you need any equipment not listed on form. | | | | Equipment Total: | |

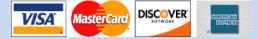
* Handling Charge includes delivery, set-up and take-down of AV Equipment. **There is a \$100.00 minimum handling charge.**

Additional labor may be required for client provided monitors and stands.

Electrical Services are not included in equipment rental pricing.

| | Total |
|----------------------------------|-------|
| A. Equipment Total | |
| B. *30% Handling Charge (A x .3) | |
| E. Total Due (A + B) | |

PAYMENT INFORMATION:



Premier accepts payments by Check, Credit Card or Electronic Funds Transfer (EFT). Payment is due in advance of equipment delivery. Please select payment method below:

- Check – (Please make check payable to **Premier Creative Group**) 1324 Rankin Rd., Troy, MI 48083
- EFT – (If EFT is selected, we will provide you with banking information)
- Credit Card – (if credit card is selected, we will email you your project reference number and secure link to complete payment process)

Signature: _____ Date: _____

TERMS & CONDITIONS:

RENTAL AGREEMENT - It is understood and agreed that RENTER is renting PREMIER CREATIVE GROUP (PREMIER) equipment for a specified period of time and is responsible for its safe return. RENTER hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PREMIER in the same condition as it was in at the time of delivery to RENTER, reasonable wear and tear excluded. RENTER will immediately notify PREMIER of any damage to the rental equipment, and RENTER hereby agrees to be billed (at replacement cost) for any damage to, or loss of, rental equipment damaged or lost while in RENTER'S care, custody and/or control. In no event shall RENTER permit any equipment to be used and/or possessed by other parties other than the named RENTER without prior consent of PREMIER in each instance. All materials and equipment are on a rental basis for the duration of the event or event and remain the property of PREMIER except where specifically identified as a sale.

CANCELLATIONS – Cancellation of equipment and services must be received at least 48 hours prior to installation date to avoid a 25% cancellation fee on equipment. This cancellation fee does not apply to labor except when Union Labor is required. When Union Labor is required and a Labor Call has been placed prior to cancellation, RENTER must pay the full amount when the Union will not allow PREMIER to cancel the Labor Call.

UNPAID BALANCES - Should there be any pre- approved unpaid balance after the close of the event, terms will be net, due and payable in Troy, MI upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by PREMIER shall be either applied to reduce the principal unpaid balance or refunded to the payer.

ORDER INSTRUCTIONS:

To place your order:

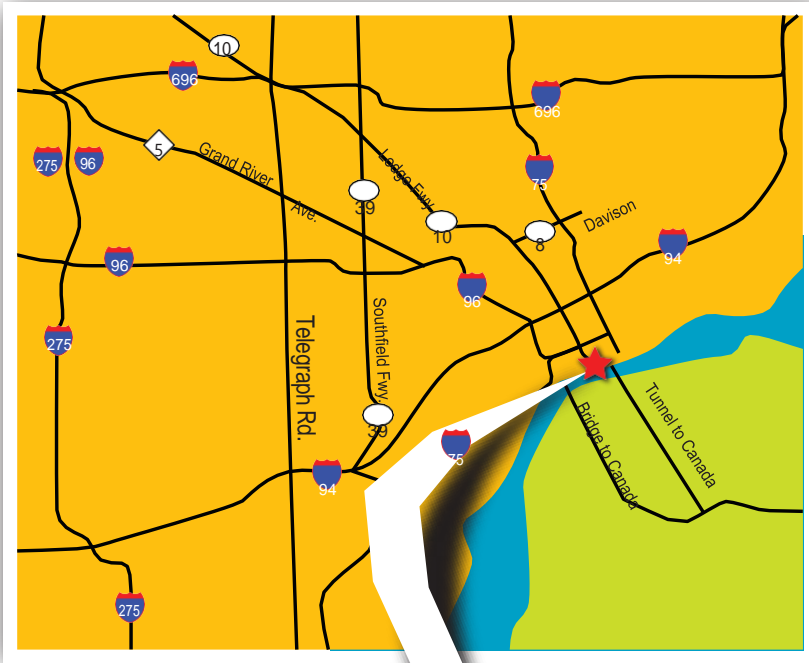
- Complete and sign this document:
 - E-mail it to AV@PremierAV.net
- We will send you a confirmation that we received your order. If you do not receive confirmation within 24 hours, please contact us directly at our Huntington Place Office number below.

Premier @ Huntington Place Detroit, Office: 313-540-4060 ~ AV@PremierAV.net

DIRECTIONS TO HUNTINGTON PLACE

LOADING DOCKS

- From I-94 East- and West-bound
Take 1-94 to M-10 south, the Lodge Freeway (exit #215A). For Huntington Place loading docks, stay on M-10 south and exit at Howard Street (#1C).
- From I-75 North-bound
Take I-75 to M-10 south, the Lodge Freeway (exit #49, Rosa Parks/Civic Center). For Huntington Place, stay on M-10 south and exit at Howard Street (#1C).
- From I-75 South-bound
Take I-75 to I-94 west (exit #53B toward Chicago). Take M-10 south, the Lodge Freeway (exit #215A). For Huntington Place loading docks, stay on M-10 south and exit at Howard Street (#1C).
- From I-96 East-bound
Take I-96 to the I-75 North/M-10 exit. Stay in the right lane. Follow signs to M-10 south/Huntington Place-Civic Center. For Huntington Place loading docks, stay on M-10 south and exit at Howard Street (#1C).
- From Lodge Freeway
Take M-10 south and exit at Howard Street (#1C).



➤ **From M-10/Howard Street exit to Halls A, B, C, and D Loading Docks**
Exit at Howard Street and stay straight on Fifth Street to Fort Street, turn left. Continue on Fort Street to Second Street, turn right. Take Second Street straight into loading docks crossing Congress.

➤ **From M-10/Howard Street exit to Hall E Loading Dock**
Exit at Howard Street and stay straight on Fifth Street to Fort Street, turn right. Continue on Fort Street to Cabacier Street, turn left. Take Cabacier St. to Jefferson Avenue, turn left. Continue on Jefferson to Steve Yzerman Drive, turn right before the freeway entry. Follow the road around the truck loading entrance which will be to your left before approaching Huntington Place.

➤ **From M-10/Howard Street exit to Grand Ballroom Loading Dock**
Exit at Howard Street and stay straight on Fifth Street to Fort Street, turn right. Continue on Fort Street to Cabacier Street, turn left. Take Cabacier St. to Jefferson Avenue, turn left. Continue on Jefferson to Steve Yzerman Drive, turn right before the freeway entry. Follow the road around the where it turns into Atwater Street. Turn left on Civic Center Drive, into the loading dock area, east of the building.



DIRECTIONS TO HUNTINGTON PLACE

- **From North**
Southbound on the Lodge M-10, exit Larned St. (on left); right on Washington Blvd.
Southbound on I-75 take I-375 to Jefferson Ave. west to Washington Blvd.
- **From South**
Northbound on I-75, exit Lodge M-10 to Larned St. (on left); right on Washington Blvd.
- **From East**
Westbound on I-94 to I-75 south; take I-375 to Jefferson Ave. west to Washington Blvd.
- **From West**
Eastbound on I-96 or I-94, take the Lodge M-10 south; exit Larned St. (on left); right on Washington Blvd.
- **From Canada**
Tunnel crossing: left on Jefferson Ave. west to Washington Blvd.
Ambassador Bridge crossing: take I-75 northbound to the Lodge MI-10 south; exit Larned St. (left side); right on Washington Blvd.

HUNTINGTON PLACE PARKING AND SHUTTLE DROP OFF

- 1 **Huntington Place Rooftop Parking**
From front of Huntington Place, go north to Congress St. Turn left, stay in right lane to circular ramp between Second and Third Streets. From the Lodge M-10 south, take the Howard St. exit to Fort St. Left on Fort one block and turn right on Third St. Proceed to circular ramp to roof parking.
- 2 **Huntington Place Congress Street Garage**
Huntington Place Congress Street Garage is located at Congress and First Streets under Huntington Place.
- 3 **Huntington Place Washington Blvd. Garage**
Huntington Place Garage is located at the intersection of Jefferson and Washington Blvd. in front of the main entrance to Huntington Place.
- 4 **Shuttle Drop-off (Atwater Street)**
From front of the Huntington Place, go east on Jefferson (left). Turn right on Bates and right again on Atwater. Take Atwater Street to the Huntington Centeratrium entrance for visitor drop-off.
- 5 **Huntington Place Atwater Garage**
From front of the Huntington Place, go east on Jefferson (left). Turn right on Bates and right again on Atwater. Take Atwater Street to Civic Center Drive, turn right and drive to Atwater Garage.