



Huntington Place, Detroit, MI
February 27 – March 1, 2026

Dear Exhibitor,

Convention & Show Services, Inc. is pleased to be the Official Service Contractor for the **2026 AUTORAMA**, held at Huntington Place in Detroit, MI on February 27 – March 1, 2026.

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 them by **Friday, February 20, 2026**. 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

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

IMPORTANT DATES AND DEADLINES

Take advantage of advanced rate discounts and make your arrangements early.

<u>Date</u>	<u>Day</u>	<u>Information</u>
January 26, 2026	Monday	EAC Form due to CSS office by end of day.
January 26, 2026	Monday	First day advance warehouse open to receiving advance shipments. Hours for receiving are Monday - Friday, 8:30 a.m. - 4:00 p.m. CSS Warehouse: (313)386-5555
February 20, 2026	Friday	Deadline to receive advance pricing on Standard Rentals. Last day advance warehouse open to receiving advance shipments.
February 25, 2026	Wednesday	Scheduled Exhibitor Move In <i>Please contact Autorama/Show Management for your time.</i> First day direct shipments accepted at Huntington Place.
February 26, 2026	Thursday	Scheduled Exhibitor Move In <i>Please contact Autorama/Show Management for your time.</i>
February 27, 2026	Friday	Show Open: 12:00 p.m. – 10:00 p.m.
February 28, 2026	Saturday	Show Open: 9:00 a.m. – 10:00 p.m.
March 1, 2026	Sunday	Show Open: 10:00 a.m. – 7:00 p.m. Exhibitor Move Out: 7:01 p.m. – 11:00 p.m.

SHOW INFORMATION

SHOW

Autorama

www.autorama.com

Exhibitor Move In: February 25-26, 2026

Show Open: February 27 – March 1, 2026

Exhibitor Move Out: March 1, 2026

LOCATION

Huntington Place - Detroit, MI

www.huntingtonplacedetroit.com

1 Washington Blvd.
Detroit, MI 48226

p: (313)877-8777
f: (313)877-8577

OFFICIAL SERVICE CONTRACTOR

Convention & Show Services, Inc.

www.convshow.com

1250 John A Papalas Dr.
Lincoln Park, MI 48146

p: (313)386-5555
info@convshow.com

SHIPPING ADDRESSES

Advance Warehouse

Exhibitor Name and Booth #

Autorama c/o CSS
1250 John A Papalas Dr.
Lincoln Park, MI 48146

Direct Shipments

Exhibitor Name and Booth #

Autorama c/o CSS
Huntington Place
1 Washington Blvd.
Detroit, MI 48226

Shipments Should Arrive:

January 26 - February 20, 2026

Shipments Should Arrive:

February 25-26, 2026

Warehouse Receiving Hours:

Monday - Friday
8:30 a.m. – 4:00 p.m.

Direct Receiving Hours:

12:30 p.m. - 4:30 p.m. February 25, 2026
8:00 a.m. - 4:30 p.m. February 26, 2026

SERVICE DESK HOURS

Date	Day	Hours	
February 25, 2026	Wednesday	8:00 a.m. - 5:30 p.m.	The Service Desk will be located at the front of Hall D next to the glass doors. Contact information will be posted at the Service Desk should you require anything after hours. Service Desk hours are always subject to change.
February 26, 2026	Thursday	8:00 a.m. - 6:30 p.m.	
February 27, 2026	Friday	8:00 a.m. - 12:30 p.m.	
February 28, 2026	Saturday	8:00 a.m. - 12:00 p.m.	
March 1, 2026	Sunday	8:00 a.m. - 12:00 p.m. 6:00 p.m. - 12:00 a.m.	

IMPORTANT CONTACTS

Official Services Contractor:

Convention & Show Services, Inc.
www.convshow.com

Bobby Whiting
Director of Sales / Operations
bobbyw@convshow.com
Direct - (313)657-5435

Exhibitor Show Services

Convention & Show Services
info@convshow.com
Office - (313)386-5555

Facility:

Huntington Place
www.huntingtonplacedetroit.com

Elliott Bowman
Senior Event Manager
ebowman@huntingtonplacedetroit.com
Office - (313)877-8802
Direct - (313)269-9257

Internet Service Provider:

Huntington Place
orders@huntingtonplacedetroit.com
Office - (313)877-8277
Fax - (313)877-8800

Exclusive Cleaning Service Provider:

Huntington Place Housekeeping

Debra Gutierrez
Operations Manager
dgutierrez@huntingtonplacedetroit.com
Office - (313)877-8246
Direct - (313)877-7960

Exclusive Electrical Service Provider:

Freeman Electrical
Office – (313) 327-2283
Detroit.Electrical@freemanco.com

Audio Visual Service Provider:

Premier Event Technology
Dave Buckenberger
Account Executive
Dave.Buckenberger@premierav.net
Office – (313)567-1834

PAYMENT POLICY

Convention & Show Services, Inc. requires pre-payments from all exhibitors. CSS requires 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.

Payment is due fourteen (14) days after receipt of the invoice for any remaining balance due, where applicable. 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 the Company Name, Show Name, Booth number and Invoice Number if available. All processing or transaction fees incurred to receive or send a wire will be the responsibility of the exhibitor.

Bank: Comerica Bank

ABA: 072000096

Account Number: 1840263857 (Convention & Show Services, Inc.)

SWIFT Code: MNBDUS33

Remit payment details to: apdept@convshow.com

☐ **CREDIT CARD**

For your convenience we accept Visa, MasterCard, Discover and American Express. **CSS charges a 3% credit card processing fee for all payments made via a Credit Card.** By completing the information below, you are authorizing CSS to charge the amount of your advance orders, deposit amount (when applicable), and any additional charges that may be incurred on show-site by you or a representative acting on your behalf. CSS requires this form to be completed and returned prior to your installation date. Any balance that remains unpaid after 14 days will be applied to the credit card account below.

Please complete the information requested below.

Your signature below indicates acceptance of all terms and conditions outlined in the Service Manual.

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

Account Number:

Cardholder Billing Address:

City:

State:

ZIP:

Expiration Date:

CVV:

Cardholder Name:

Authorized Signature:

Email Address:



Huntington Place, Detroit, MI
February 27 – March 1, 2026

THIRD PARTY BILLING AND GUARANTY AGREEMENT

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

THIS AGREEMENT is made on _____ between
(Date)

EXHIBITING FIRM:

Name: _____

Address: _____

Phone: _____ Fax: _____

and DISPLAY HOUSE:

Name: _____

Address: _____

Phone: _____ Fax: _____

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

To handle the display for _____
("Exhibitor Name")

at the **2026 Autorama**

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

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

CSS shall issue the invoices to Display House. Payment shall be made by Display House within 30 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 Firm 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 Firm to Display House shall not discharge Exhibiting Firm's obligations under this Agreement.

THIRD PARTY BILLING CONTINUED

In consideration of the services to be rendered by CSS pursuant to this Agreement, Exhibiting Firm absolutely, unconditionally, and irrevocably guarantees prompt payment when due as required by CSS' invoices for all services rendered in conjunction with Exhibiting Firm's participation in the Show (collectively the "Indebtedness"). Exhibiting Firm 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 Firm 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 Firm 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 Firm 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 Firm 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.

_____ Exhibitor Name	_____ Display House
By: _____ Authorized Signature	By: _____ Authorized Signature
_____ Print Name and Title	_____ Print Name and Title

Convention and Show Services, Inc.

By: _____
Authorized Signature

Print Name and Title

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 if you will be using our services or not. Complying with this will help expedite move in. Convention & Show Services, Inc. shall be referred to as CSS below.

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

- 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 to 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. 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.
- e. 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 thirty (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.
- f. 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 exhibitors shipping instructions, and charged accordingly.

Company Name:

Address:

City:

State:

Zip:

Phone:

Fax:

Email Address:

Signature:

Print Name:

Rental Furnishings and Accessories by:



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

A



B



C



D



E



F



G



H



I



J



K



L



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

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



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) Rustique Gunmetal Barstool
13"W 13"D 32"H

K



L



M



N



O



K) Plastic Chair
18"W 18"D 27"H

L) Black Fabric Chair
20"W 22"D 33"H

M) Black Fabric Arm Chair
21"W 22"D 33"H

N) Demi Armless Chair
20"W 22"D 32"H

O) Computer Swivel Chair
22"W 24"D 41"H

P



Q



R



S



P) Innovate Mid-Back White Conference Chair
20"W 21"D 36-40"H

Q) Innovate High-Back Black Conference Chair
26"W 26"D 45"H

R) Standard Black Executive Chair
27"W 29"D 45"H

S) Mid-Back Black Executive Chair
24"W 25"D 38"-41.5"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



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) Gridiron Stainless Steel Table

60"W 15"D 17"H

E) Modern Glass End Table

18"W 18"D 25"H

F) Glass End Table

26"W 26"D 26"H

G) Glass Coffee Table

46"W 28"D 20"H

H) Rivet End Table (Oak top)

20"W 20"D 18"H

I) Rivet Coffee Table (Oak top)

42"W 24"D 18"H

J) Brooklyn Glass End Table

22"W 22"D 20"H

K) Brooklyn Glass Coffee Table

42"W 24"D 17"H

CONFERENCE TABLES

L) 8' Coastal Gray Table

Boat Shaped Conference Table
96"W 44"D 30"H

M) 10' Maple Table

Boat Shaped Conference Table
120"W 48"D 30"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



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!

Accessories

A



B



C



D



E



F



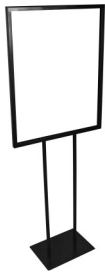
G



H



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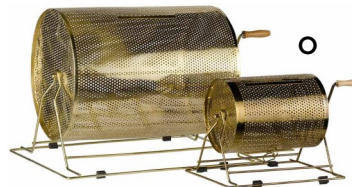
L



M



N



O

P



Q



R



S



ACCESSORIES

A) Chrome Stanchion & 7' Velvet Rope
38"H

B) Stanchion w/ 7' Black Retractable Belt
38"H

C) Stanchion w/ 7' 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 (6 Pocket) Black
10"W 11"D 57"H

G) Literature Rack (6 Pocket) Silver
10"W 14"D 61"H

H) Wastebasket
Disposable or plastic
11"W 9"D 16"H

I) 22" x 28" Sign Stand
Black or Silver
22"W 10"D 60"H

J) Easel
37"W 24"D 65"H

K) Tack Board
4'H 6'W or 4'H 8'W
Horizontally or Vertically

L) Coat Rack w/20 Hangers
60"W 14"D 60"H

M) Coat Tree
9"W 9"D 69"H

N) Large Raffle Drum
25"W 16"D 18"H

O) Small Raffle Drum
14"W 11"D 11"H

P) Mini Refrigerator
21"W 19"D 33"H

Q) Standard Refrigerator
31"W 28"D 61"H

R) Modern Floor Lamp
18"W 16"D 60"H

S) 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!

RENTAL FURNISHINGS AND ACCESSORIES ORDER FORM

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 Friday, February 20, 2026.** Orders received after the deadline will be charged Floor Rate. Items cancelled prior to February 20, 2026, will be refunded 100%. Items cancelled after February 20, 2026, and prior to delivery will be refunded 50%. Items cancelled at show site or after delivery are non-refundable and billed 100%. All claims or discrepancies must be made at the CSS Service Desk prior to the closing of the show.

PAYMENT POLICY MUST ACCOMPANY ALL ORDERS.

QTY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL
Tables – Unskirted Display Tables				
	4' L x 30" H x 2' W	\$65.00	\$76.00	
	6' L x 30" H x 2' W	\$75.00	\$90.00	
	8' L x 30" H x 2' W	\$80.00	\$95.00	
Tables – Skirted Display Tables				
	4' L x 30" H x 2' W	\$135.00	\$165.00	
	6' L x 30" H x 2' W	\$159.00	\$185.00	
	8' L x 30" H x 2' W	\$166.00	\$211.00	
	4th Side Skirting	\$56.00	\$67.00	
Circle Color: Red Grey White Burgundy Black Blue Teal Gold Hunter-Green Beige				
Tables – Unskirted Display Counters				
	4' L x 42" H x 2' W	\$85.00	\$95.00	
	6' L x 42" H x 2' W	\$93.00	\$113.00	
	8' L x 42" H x 2' W	\$98.00	\$124.00	
Tables – Skirted Display Counters				
	4' L x 42" H x 2' W	\$157.00	\$201.00	
	6' L x 42" H x 2' W	\$169.00	\$211.00	
	8' L x 42" H x 2' W	\$180.00	\$227.00	
	4th Side Skirting	\$56.00	\$67.00	
Circle Color: Red Grey White Beige Burgundy Black Blue Teal Gold Hunter-Green				
Tables – Cocktail				
	30" Round x 18" H	\$165.00	\$210.00	
	30" Round x 30" H	\$165.00	\$210.00	
	30" Round x 42" H	\$195.00	\$239.00	
	36" Round x 42" H	\$195.00	\$239.00	
	Stainless Steel Table	\$199.00	\$243.00	
	White Gelato Table	\$169.00	\$203.00	

QTY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL
Tables – Accent				
	Modern Glass End Table	\$185.00	\$245.00	
	Glass End Table	\$185.00	\$245.00	
	Glass Coffee Table	\$275.00	\$330.00	
	Rivet End Table (Oak Top)	\$175.00	\$235.00	
	Rivet Coffee Table (Oak Top)	\$250.00	\$305.00	
	Brooklyn Glass End Table	\$195.00	\$265.00	
	Brooklyn Glass Coffee Table	\$285.00	\$340.00	
	Gridiron Stainless Steel Table	\$265.00	\$315.00	
Tables – Conference				
	8' Coastal Gray Table	\$1125.00	\$1525.00	
	10' Maple Table	\$2150.00	\$2575.00	
Seating – Chairs				
	Plastic Chair - Black	\$65.00	\$77.00	
	Fabric Chair - Black	\$82.00	\$98.00	
	Fabric Chair w/ Arms - Black	\$100.00	\$135.00	
	Demi Armless Chair – White	\$95.00	\$125.00	
	Computer Swivel Chair	\$175.00	\$215.00	
Seating – Bar Stools				
	Reggie Bar Stool – White	\$235.00	\$295.00	
	Vinyl Bar Stool - Black	\$110.00	\$135.00	
	Gelato Bar Stool – White	\$139.00	\$189.00	
	Rustique Gunmetal Barstool	\$95.00	\$120.00	
Seating – Conference and Office				
	Innovate Mid-Back White Conference Chair	\$375.00	\$427.00	
	Innovate High-Back Black Conference Chair	\$386.00	\$438.00	
	Standard Black Executive Chair	\$320.00	\$353.00	
	Mid-Back Black Executive Chair	\$290.00	\$322.00	
Seating – Soft				
	Loft Brown Fabric Sofa	\$1235.00	\$1735.00	
	Nova Gray Fabric Sofa	\$1052.00	\$1346.00	
	Swan Chair – White Leather	\$499.00	\$630.00	
	Swan Chair – Grey Fabric	\$499.00	\$630.00	
	Swan Chair – Blue Fabric	\$499.00	\$630.00	
	Swan Chair – Red Fabric	\$499.00	\$630.00	

Orders received after Friday, February 20, 2026 cannot be guaranteed.

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

RENTAL FURNISHINGS AND ACCESSORIES (cont'd.)

PAYMENT POLICY MUST ACCOMPANY ALL ORDERS.

QTY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL
Seating – Lounge Collection				
	Traditional Leather Chair	\$595.00	\$775.00	
	Traditional Leather Love Seat	\$775.00	\$975.00	
	Traditional Leather Sofa	\$885.00	\$1225.00	
	Contemporary White Sofa	\$953.00	\$1275.00	
	Contemporary White Love Seat	\$850.00	\$1050.00	
	Contemporary White Chair	\$643.00	\$843.00	
	Modern Chair	\$595.00	\$774.00	
	Modern Sofa	\$818.00	\$995.00	
	Detroit Chair	\$551.00	\$725.00	
	Detroit Love Seat	\$757.00	\$963.00	
	Contemporary Ivory Sofa	\$595.00	\$695.00	
	Contemporary Ivory Love Seat	\$495.00	\$595.00	
	Contemporary Ivory Chair	\$395.00	\$495.00	
	Ultramodern Love Seat	\$500.00	\$618.00	
	Ultramodern Armless Love Seat	\$400.00	\$515.00	
	Ultramodern Armless Lounger	\$400.00	\$515.00	
	Ultramodern Corner Chair	\$300.00	\$412.00	
	Ultramodern Armless Chair	\$250.00	\$361.00	
	Ultramodern Ottoman	\$250.00	\$361.00	
	Ultramodern 6pc. Sectional w/ Ottoman	\$1600.00	\$2060.00	
Custom Booth Drape				
	8' Height, Price per FT	\$19.00	\$21.00	
	3' Height, Price per FT	\$13.00	\$15.00	
Circle Color: Red White Black Blue Hunter Green Beige Gold				

QTY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL
Accessories				
	Wastebasket – Plastic	\$28.00	\$35.00	
	Wastebasket – Disposable	\$28.00	\$35.00	
	Easel – Chrome	\$51.00	\$70.00	
	Sign Stand – 22" W x 28" H – Black	\$90.00	\$127.00	
	Sign Stand – 22" W x 28" H – Silver	\$90.00	\$127.00	
	Bag Rack – Black	\$125.00	\$155.00	
	Bag Rack – Silver	\$125.00	\$155.00	
	Literature Rack – Black	\$175.00	\$208.00	
	Literature Rack – Silver	\$175.00	\$208.00	
	Small Raffle Drum – Brass	\$90.00	\$113.00	
	Large Raffle Drum – Brass	\$110.00	\$146.00	
	Coat Tree – Chrome	\$90.00	\$105.00	
	Coat Rack w/ 20 Hangers – Chrome	\$95.00	\$110.00	
	Stanchion Post – Chrome	\$50.00	\$65.00	
	Stanchion Rope – Velvet / Black	\$50.00	\$65.00	
	Stanchion w/ Retractable Belt – Black	\$98.00	\$129.00	
	Stanchion w/ Retractable Belt – Red/Black	\$98.00	\$129.00	
	Modern Floor Lamp – Chrome / White	\$255.00	\$305.00	
	Table Lamp – White	\$75.00	\$95.00	
	Mini Refrigerator	\$495.00	\$596.00	
	Standard Refrigerator	\$1595.00	\$2095.00	
	Tack Board – 6' W x 4' H – Gray	\$205.00	\$275.00	
	Tack Board – 8' W x 4' H – Gray	\$225.00	\$305.00	
	Aluminum Stanchion (base & 3' upright)	\$39.00	\$48.00	

Orders received after Friday, February 20, 2026 cannot be guaranteed.

Exhibiting Firm:		Booth #:	
Address:			
City:		State:	Zip:
Phone:		Cell Number:	
Email Address:			
Print Name:		Authorized Signature:	
Show Site Contact Authorized to Sign:			
Show Site Contact Phone Number and Email:			

CARPET RENTAL ORDER FORM

The rates listed below include delivery to booth, usage during the show and removal after the show. Labor to install / remove carpet is included when the carpet is installed on a flat floor surface prior to the exhibit installation. Labor will be charged at the published rates when installing is required for stairs, platforms, risers, meeting rooms, or post exhibit installations. All claims or discrepancies must be settled at the CSS service desk prior to the close of the show. **To receive advance rate pricing your order must be received by February 20, 2026.** Orders received after the deadline will be charged floor rate. Items cancelled prior to February 20, 2026, will be refunded at 100%. Items cancelled after February 20, 2026, and prior to delivery will be refund at 50%. Items cancelled on show site or after delivery are non-refundable and billed at 100%. Full payment must accompany all orders.

STANDARD CARPET

If your carpet requirements exceed 10' x 30', **CSS requires that you order a custom-cut carpet.** This will ensure your entire space is carpeted and eliminate color differences due to different dye lots.

QTY	Description	Advanced Rate	Floor Rate	Total
	10' x 10' Carpet	\$274.00	\$405.00	
	10' x 20' Carpet	\$429.00	\$555.00	
	10' x 30' Carpet	\$595.00	\$720.00	

CUSTOM-CUT CARPET

The rate for custom-cut carpet includes installation labor, taping, and wastage incident to cutting carpet for utility connections, around columns, etc. Rates are per square foot with a 100 sq. ft. minimum per order.

Calculate Total Square Footage				
WIDTH _____ X LENGTH _____ = _____ SQ. FT.				
SQ. FT.	Description	Advanced Rate	Floor Rate	Total
	Carpet / SQ FT	\$3.25	\$4.25	

PADDING AND VISQUEEN

Carpet padding and visqueen plastic covering for protection are available on an installed basis to overall dimensions specified. Rates are per square foot with a 100 sq. ft. minimum per order.

Calculate Total Square Footage				
WIDTH _____ X LENGTH _____ = _____ SQ. FT.				
SQ. FT.	Description	Advanced Rate	Floor Rate	Total
	Padding / SQ FT	\$1.95	\$2.55	
	Visqueen / SQ FT	\$1.75	\$2.05	

Please Indicate Carpet Color Choices:

- ☐ Grey
 ☐ Black
 ☐ Blue-Jay (Blue/Black Speckled)
- ☐ Blue
 ☐ Charcoal
 ☐ Tuxedo (Black/Grey Speckled)
- Electrical or Utilities under Carpet?**
☐ Yes
 ☐ No

Company Name:	Booth #:
Phone:	Fax:
Email Address:	
Signature:	Print Name:

USED CARPET FOR SALE

Convention & Show Services, Inc. is offering used 10'x10' or 10'x20' carpets for purchase. To take advantage of this special offer, carpet must be ordered and paid in full no later than **Monday, February 23, 2026**. Carpet will not be for sale after the deadline date but will be available for rent (refer to the rental order form in the CSS Exhibitor Manual for rates.) Stock is limited, so order now to guarantee availability. Orders will be taken on a first come, first serve basis. No substitutions or custom orders will be taken. Payment in full **MUST** accompany your order. Customer is responsible for picking up the order on-site at the CSS designated boneyard and is also responsible for installing it.

10' x 10' or 10' x 20' CARPET COLORS AVAILABLE

Blue

Charcoal

Tuxedo (Black/Grey Speckled)

Blue-Jay (Blue/Black Speckled)

QTY	DESCRIPTION	COLOR CHOICE	PRICE	EXTENDED TOTAL
	10'x10' Carpet		\$59.00	
	10'x20' Carpet		\$99.00	
			Sub-Total:	
			6% Sales Tax:	
			Total:	

For your convenience, we accept payment the following forms of payment:

CASH

COMPANY CHECK

Please make checks payable to Convention & Show Services, Inc.

CREDIT CARD

For your convenience we accept Visa, MasterCard and American Express. **CSS charges a 3% credit card processing fee for all payments made via a Credit Card.** By completing the information below you are authorizing Convention & Show Services, Inc. to charge your card with the amount due.

Account Number:

CVV:

Expiration Date:

Name (as it appears on the card):

Signature:

Company/Exhibitor Name:

Address:

City:

State:

Zip:

Phone:

Email:



Huntington Place, Detroit, MI
February 27 – March 1, 2026

INBOUND SHIPPING INFORMATION

Advance Warehouse:

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, January 26th, 2026, through Tuesday, February 24th, 2026, 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 the show site on the first scheduled day of the 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 follows:

COMPANY NAME & BOOTH NUMBER
2024 Autorama c/o CSS
c/o Convention & Show Services, Inc.
1250 John A Papalas Drive
Lincoln Park, MI 48146

This service is provided @ **\$85.00** 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 \$85.00 =	

Direct (Show Site) Shipping: February 25, 2026, from 12:30 p.m. – 4:30 p.m. and February 26, 2026, from 8:00 a.m. – 4:30 p.m.

CSS will receive freight during the 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 follows:

COMPANY NAME & BOOTH NUMBER
2026 Autorama c/o CSS
Huntington Place
1 Washington Blvd.
Detroit, MI 48226

CSS will receive freight at show site during the scheduled exhibitor move in date and times. Freight that arrives prior to the specified move in date could be refused by the facility and causing you to be charged a redirect fee by your freight carrier.

SHIPPER (NAME) _____ CARRIER _____

SHIPPING TO (CIRCLE ONE) **ADVANCE WAREHOUSE** OR **DIRECT (SHOW SITE)**

EST. # OF SHIPMENTS _____ EST. TOTAL WEIGHT OF ALL _____

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.

Exhibitor Name:	Booth/Room #:	
Address:		
City:	State:	Zip:
Phone:	Fax:	
Email Address:		
Signature:	Print Name:	

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

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, collected 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 through CSS's common carrier or by 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:
2026 Autorama
Huntington Place
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 time, **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.
- **Return to Warehouse**—Shipments returned to the warehouse for holding or re-forwarding will be charged **\$100.00** per day and **\$100.00** 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 of the show.

Shipping freight via FedEx 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. Warning, FedEx and UPS will not typically adhere to a specific call time for outbound freight pick-up from a Convention Center.

FedEx: (800)463-3339 **UPS:** (800)742-5877

All carriers must check in by 9:00 p.m. on Sunday, March 1, 2026, or your freight will be rerouted.

(Shipper) Company Name:		Booth #:
Phone:	Fax:	
Email Address:		
Signature:	Print:	

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

EXHIBITOR APPOINTED CONTRACTOR'S AGREEMENT

If an exhibitor plans to use a company other than Convention & Show Services, Inc., for their carpenter labor the **EXHIBITOR ONLY** must complete and submit copies of this form to Show Management and Convention & Show Services, Inc. by **Monday, January 26, 2026**. Use of outside drayage contracting service, electrician or plumber is not permitted.

The exhibitor-appointed contractors are also required to provide Show Management and Convention & Show Services, Inc. notice in letter form by **Monday, January 26, 2026**. Exhibitor-appointed contractors must provide a General Liability Insurance Certificate of coverage in the amount of \$1,000,000.00 to include single limit of liability for each occurrence and subject to a deductible of \$250.00 per claim for Bodily Injury, and Broad Form Property Damage.

THESE REQUIREMENTS WILL BE STRICTLY ENFORCED.

If the exhibitor and/or exhibitor appointed contractor fails to supply these forms by the date indicated above, the exhibitor-appointed contractor will not be permitted access to the exhibit floor to service the exhibit; and the work will be performed and/or supervised by Convention & Show Services, Inc.

It is the responsibility of the exhibitor to provide their appointed contractor with information pertinent to the installation and servicing of the exhibit, i.e., utilities, service order forms, installation and dismantling dates, shipping instructions and labels, display regulations, etc. Exhibitor Service Manuals will be shipped to the exhibitor-appointed contractor only if requested in writing by the exhibitor.

Exhibitor:		Booth Number:	
Exhibitor Contact:		Telephone:	
Signature:		Date:	
Type of Work to be Performed:			
Exhibitor Appointed Contractor:			
Address:			
Email Address:			
Phone Number:		Fax Number:	
City:		State:	Zip:
Contractor Contact Name:			
Telephone:			

CSS will only accept this form if it is signed by the exposition contact (the Exhibitor.)

PLEASE FORWARD A COPY TO YOUR APPOINTED CONTRACTOR AND KEEP ONE FOR YOUR RECORDS.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/08/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Your Insurance Agent/Broker	CONTACT NAME: Must complete this section	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Rating of A- VII or better	NAIC # Provide
INSURED Legal Name of Your Company	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: Sample

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000	
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000	
							MED EXP (Any one person) \$ 10,000	
							PERSONAL & ADV INJURY \$ 1,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:						AGGREGATE \$ 2,000,000	
	☐ POLICY ☒ PROJECT ☐ LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000	
	OTHER:						\$	
A	☒ AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000	
	☒ ANY AUTO						BODILY INJURY (Per person) \$	
	☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS						BODILY INJURY (Per accident) \$	
	☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$	
							\$	
A	☒ UMBRELLA LIAB ☒ OCCUR						EACH OCCURRENCE \$ 1,000,000	
	☐ EXCESS LIAB ☐ CLAIMS-MADE			Follows Form			AGGREGATE \$ 1,000,000	
	DED ☒ RETENTION \$						\$	
B	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						☒ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 1,000,000	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000	
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is added as Additional Insured (General Liability/Automobile) on a primary and non-contributory basis with respect to work/services performed/product supplied by Named Insured as per written contract/agreement. Waiver of Subrogation applies to General Liability/Automobile and Workers Compensation as required by written contract/agreement.

CERTIFICATE HOLDER

CANCELLATION

Convention & Show Services Inc. 1250 John A Papalas Drive Lincoln Park MI 48146	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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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 Labor Rates	S.T.	O.T.	P.T.
Carpenter	\$120.00	\$180.00	\$211.00
Carpenter Steward and/or General Foreman	\$120.00	\$180.00	\$211.00

*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 **\$145.00**.

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.	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 #: _____
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.

OPERATION OF EQUIPMENT

Convention & Show Services is the sole provider for all equipment and labor to operate equipment for the 2025 Autorama at Huntington Place. The operation or use of all motorized lifting equipment for installation or dismantle of booth structures or signs is not permitted by exhibitors or their appointed contractors. This includes scissor lifts, boom lifts and man lifts. The operation or use of motorized or mechanical material handling equipment is not permitted by exhibitors or their appointed contractors. This includes forklifts, pallet jacks, mechanical scooters, and carts. All equipment must be operated by union personnel whose jurisdiction governs the work being performed. Scooters and carts may only be used by the individuals to whom the scooters and carts were issued. CSS equipment is for use by CSS employees only. Please do not take it for your own use.



Thank you for your complete cooperation.

HANGING SIGN ORDER

Convention & Show Services is responsible for assembly, installation, and removal of all hanging signs. A hanging sign crew consists of a minimum of two (2) Carpenters and one (1) lift. For safety reasons, at CSS' discretion, a third carpenter may be assigned to the crew. The minimum charge for a hanging sign is one (1) hour, per crew/carpenter for installation and one (1) hour, per crew/carpenter for removal. Labor and equipment after the hour minimum is charged in half (1/2) hour increments. Please check in with the service desk thirty (30) minutes prior to your requested start time to confirm your labor request. 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 crews and the order that the requests are confirmed. 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.

Hanging Sign Labor Rates	S.T.	O.T.	P.T.
Hanging Sign Crew	\$378.00	\$498.00	\$560.00
Additional Carpenter (if needed)	\$120.00	\$180.00	\$211.00

Any materials to assist in hanging (cable, clamps, wire, etc.) will be at an additional charge.

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

Install

Date: _____ Time: _____ # of Crews: _____ # of Hours: _____

Dismantle

Date: _____ Time: _____ # of Crews: _____ # of Hours: _____

Please estimate the number of crews and hours per crew needed for install and dismantle above. Your invoice will be calculated according to actual hours worked.

Total	Est. Hrs.		Hourly Rate		TOTAL
_____	_____	X	_____	=	_____

All ceiling rigging must conform to Show Management rules and regulations and facility limitations. Structures weighing over 200 lbs. per point must have a rigging plot plan approved by the facility in advance. Hanging anchor points must be prefabricated and ready for use. If your sign requires assembly, please complete the install / dismantle carpenter labor order in this manual. If your sign requires electricity, please refer to the Electrical Service Provider forms in this manual.

Sign Description

Type: _____ Shape: _____ Dimensions: _____ Weight: _____

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 #: _____
Phone: _____	Email : _____	
Signature: _____	Print Name: _____	
Show Site Rep Authorized to Sign for Labor: _____		

IN-BOOTH FORKLIFT & 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	\$312.00	\$432.00	\$494.00
Teamster Steward and/or General Foreman	\$120.00	\$180.00	\$211.00

*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 **\$145.00**.

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.	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 #: _____
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.

SIGNAGE, BACKWALLS 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:



Meter Board Signage



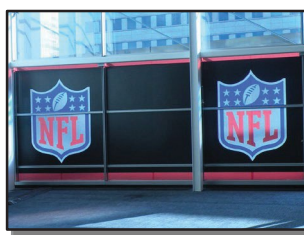
Fabric & Hardwall Backwalls



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!

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

CUSTOM RENTAL EXHIBITS / BOOTHS / HARDWALL SYSTEMS / OFFICES



Would you like to enhance your booth space please contact bobbyw@convshow.com today for pricing and to discuss the many possibilities and ideas to increase your brand's presence!

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

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 35" H x 43 7/8" W

Cost of Info/Reception Counter: \$750.00 each QTY _____

Cost of Front Side Graphic: \$425.00 each QTY _____

PAYMENT POLICY MUST ACCOMPANY ALL ORDERS. Orders must be received by Friday, February 7, 2025. 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:

Address:

City:

State:

Zip:

Email Address:

Phone:

Authorized Signature:

Print Name:

DAMAGE CLAIMS

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

HUNTINGTON PLACE FIRE REGULATIONS

Show Management, Contractors and Exhibitors must comply with all fire regulations of the City of Detroit. Particular rules governing use of compressed gases and other special circumstances will be made available upon request. Fire extinguishers are provided in a limited number by the Building. If Fire Marshal requires additional extinguishers on show floor, they may be signed for and obtained from the Building, if available, at nominal cost or must be provided by Show Management.

Show Management and Exhibitors will be required to comply at their own expense with all applicable Federal and State Laws; Municipal Ordinances; and Health, Safety and Fire Ordinances. In particular, attention is called to the more significant legal requirements which follow. These items are paraphrased and do not serve to relieve Show Management or Exhibitors of their obligation to inform themselves of the full content of the pertinent statutes.

Except as otherwise provided by special rulings from the Detroit Fire Marshal, regulations of the Detroit Fire Department will prevail as follows:

- A. The area in front of all buildings and all exits must be maintained free of parking or storage.
- B. All exits must be maintained readily accessible at all times.
- C. All aisle ways to exits shall be maintained free and clear at all times. Aisle ways to exits shall not be blocked at any time by tables, chairs, benches or other obstructions.
- D. All draperies, backdrops, bunting and other decorations must be flame proofed. All paper and other flimsy materials used for decorative purposes, including flame-proofed paper are prohibited. The use of a heavy cardboard shall be permitted in limited amounts.
- E. Cut trees, branches and shrubs are prohibited, unless maintained in soil in a natural state.
- F. The use of liquefied petroleum gases shall not be permitted unless approved by Fire Marshal.
- G. All vehicles and combustion operated machinery being exhibited shall contain a minimum amount of gasoline (approximately two (2) gallons maximum) and shall further be equipped with locking gas caps. After the vehicle/machinery is placed in its display position, batteries shall be disconnected, gas caps locked, and the keys to same retained in either the Show Management or Building Management Office.
- H. The use of open flame or the storage and handling of flammable liquids, chemicals or harmful hazardous substances are prohibited, unless approved by the Fire Marshal or applicable agency.
- I. Combustible crates and packing boxes must be removed after setup period to a proper storage area.
- J. Additional fire extinguishing equipment as determined by the Fire Marshal must be located throughout the area occupied by Permittee at the Permittee's expense.
- K. All fire extinguishing equipment must be unobstructed and accessible at all times.

Double-Deck Booths/Smoke Detectors

All double-deck booths or structures with closed solid ceiling booths must have hardwired electric powered smoke detectors. Electrically powered smoke detectors with a backup battery power source must be hardwired to a circuit that is powered 24 hours per day must be installed in the ceiling of all multi-level booths and all rooms or storage areas that have ceilings. *One (1) smoke detector must be installed for no more than 900 square feet of continuous ceiling.* The placement of smoke detectors must be 30 feet on center. Please be sure to advise Huntington's electrical contractor that you will need 24-hour circuits when placing your electrical order. In cases where a double-deck booth blocks building fire pull stations or strobe lights, additional approvals and measures to rectify such blockage of fire safety systems may be necessary.

Natural Gas Hook-ups

All requests for natural gas hook-ups must be submitted to the Huntington Place Event Services Department. Huntington Place will then forward these requests to the Fire Marshal for approval. *NOTE: Natural gas is not available in all of the Huntington Place exhibit areas.*

Toxic/Hazardous Materials

All toxic and hazardous materials, gases, liquids or solids, are and remain the property of the show or the exhibitor bringing such materials onto Huntington Place property. Use of these materials may require additional insurance coverage. At least 45 days in advance of event move-in, the Event Services Manager must be advised of toxic and hazardous materials being brought to the building. Information needed is: Chemical name of material, trade name of material, hazardous component, flammability, date of arrival, place of storage, how contained, size and number of containers, exhibitor name and booth number, description of use, date of removal, how and by whom to be removed, contact person at supplying company, contact person at Huntington Place. A data sheet is to be in each booth and given to Fire Marshal for each material.

Above information will be reviewed by building staff, the Fire Marshal, and other regulatory agencies. Any specific instructions on storage, use, disposal or removal must be followed. Toxic or hazardous materials are subject to immediate removal from premises if required information is not received or instructions are not followed. All costs associated with safe handling of these materials are to be borne by show management.

By end of the move-out period all toxic and hazardous material must be removed from the Huntington Place premises. Materials are not to be left behind after exhibitor(s), show management and contractor have left the premises. Responsibility for verifying actual removal of materials from the property rests with show management. Should any materials be left and Huntington Place therefore be forced to have the materials removed, costs for such removal including containers, material testing, transportation, disposal, and any other related costs, plus a twenty-five percent (25%) nonperformance penalty charge, will be billed to show management.

HUNTINGTON PLACE ONLINE ORDERING

Dear Exhibitor,

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

[Exhibitor Services Online Ordering | Huntington Placehuntingtonplacedetroit.com\)](https://www.huntingtonplacedetroit.com/exhibitor-services-online-ordering)

Huntington Place services available online include:

Internet

Booth Cleaning

Plumbing/Compressed Air

Electrical Services – Provided by Freeman Electric

Booth Catering – Provided by Sodexo Live!

FOR STAGEHAND LABOR – CONTACT YOUR EVENT AV PROVIDER

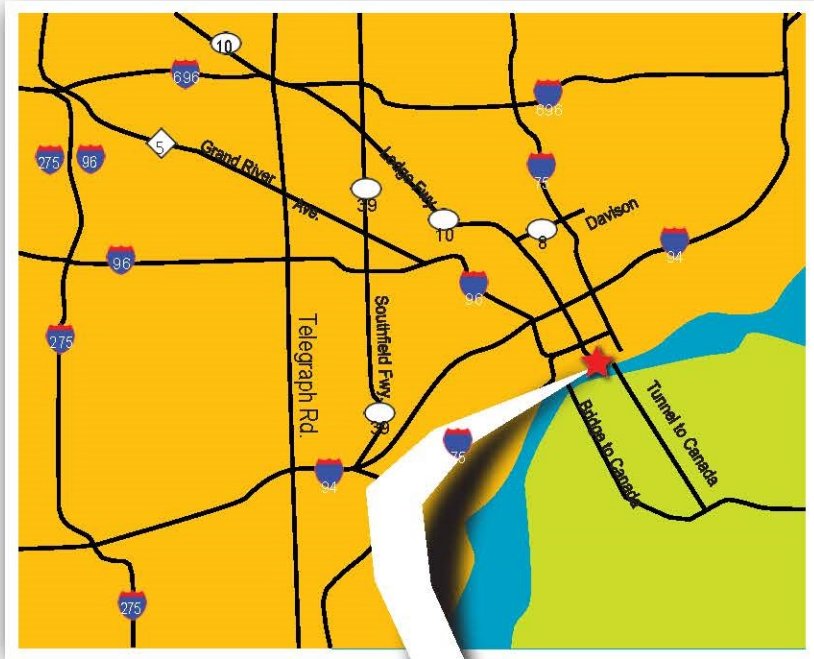
Booths that use AV equipment (i.e.: including, but not limited to sound and projection systems; control boards; cued and theatrical lighting; LED walls; monitors; cameras; motors, truss and rigging for AV equipment; exhibitor provided decking; turntables, etc.)

Exceptions are for booths of 400 square feet or less where an exhibitor's full-time employees may do the work. [Please click here for more details.](#)

If you have questions or need assistance, please contact us at:

orders@huntingtonplacedetroit.com

Thank you!



DIRECTIONS TO HUNTINGTON PLACE

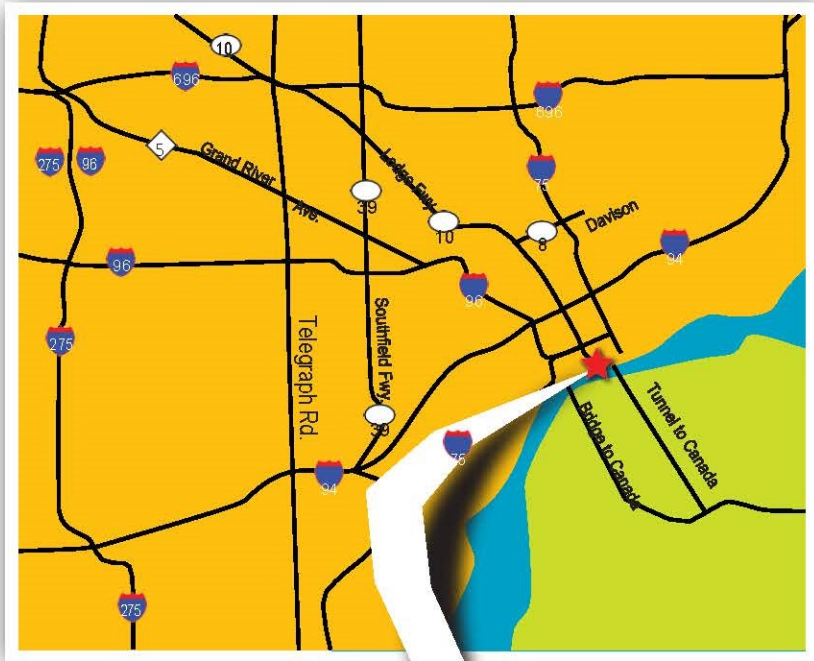
LOADING DOCKS

- **From I-94 East- and West-bound**
Take I-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 (The Lodge Freeway), exit Howard Street and stay straight on Fifth Street. Turn left on Fort Street and continue to Second Street and turn right. Second Street leads to the dock access ramp. Please follow the instruction of the Autorama Street team and the Detroit Police Department when you arrive to the location.

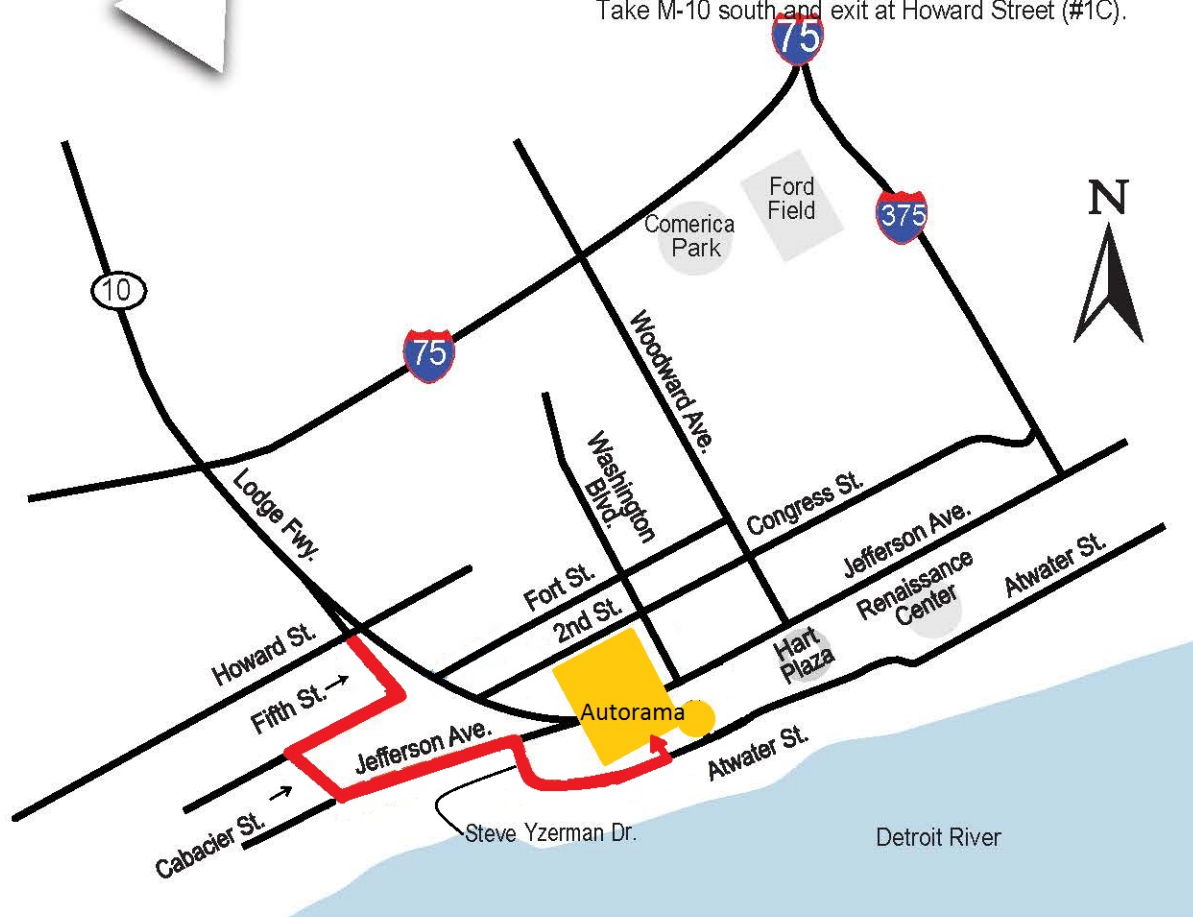
For GPS Assistance, use: 601 Fort Street, Detroit, MI 48226



DIRECTIONS TO HUNTINGTON PLACE

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- **From Lodge Freeway**
Take M-10 south and exit at Howard Street (#1C).



Exhibitors on the upper level also exit on Howard Street. Please don't follow trailers as they may be for the upper level. For Autorama Extreme, follow these directions: Take M-10 (The Lodge Freeway) to the Howard Street Exit. Stay straight on Fifth Street to Fort Street and turn right. Continue on Fort Street to Cabacier Street and turn left to Jefferson Avenue and turn left. Turn right of Steve Yzerman Drive before the Freeway entrance. Follow around to the Autorama Extreme move-in door.

GPS Assistance: Use 100 Steve Yzerman Drive, Detroit, MI 48226

****When using GPS assistance, make the right on Fort Street to Cabacier Street otherwise, GPS will take you on a path that requires a u-turn**