



CONVENTION & SHOW SERVICES
1250 John A Papalas Dr., Lincoln Park, MI 48146
p: (313)386-5555 f: (313)386-2048

Radio One Women's Empowerment Expo

Cobo Center
August 25, 2018



Dear Exhibitor,

Convention & Show Services, Inc. (CSS) is pleased to be the Official Services Contractor for the **Radio One Women's Empowerment Expo** to be held at Cobo Center in Detroit, MI.

EVENT SCHEDULE				
Install:	Friday	August 24, 2018	11:00 a.m. – 4:15 p.m.	Exhibitor Move-In
Open:	Saturday	August 25, 2018	10:00 a.m. – 7:00 p.m.	Open
Dismantle:	Saturday	August 25, 2018	6:00 p.m. – 8:00 p.m.	Exhibitor Move-Out

As Services Contractor, for the Radio One Women's Empowerment Expo, 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 the insight into the control of 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 regards to your exhibit. Everyone who will be involved in making your show experience a success should take time to read the manual. Reading the manual will help you save money and help ensure that you reach your show objectives. If you don't take the time to read the manual now you may encounter higher costs, frustrating delays, and you may not be able to obtain the services and supplies that you will need.

Please complete the forms for services required and submit by **Tuesday, August 21, 2018**. 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



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PAYMENT POLICY

Convention & Show Services, Inc. requires pre-payments from all exhibitors. Failure to remit payment with your orders may result in a delay of your move-in, unless prior arrangements have been made. Exhibitors requesting third parties to pay their invoice must complete and submit the Authorization for Third Party Billing form. 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 one week after the move-out of this event. Payment is due upon receipt of the invoice. Monthly finance charges of 1.5% will be applied to all accounts that are fourteen (14) days or more delinquent.

Convention & Show Services, Inc. will accept the following methods of payment:

COMPANY CHECK

Please make checks payable to Convention & Show Services, Inc. Checks must be made payable in U.S. Funds.

BANK TRANSFER

Bank transfer to:

Comerica Bank, Detroit, MI 48226

ABA#: 072000096

Account # / Name: 1840263857 / Convention & Show Services, Inc

International Wire Transfer:

Swift Code: MNBDUS33

Account # / Name: 1840263857 / Convention & Show Services, Inc.

Please reference your company name and exhibit so that we can properly credit your account. Any wire processing or transaction fees incurred will be the responsibility of the exhibitor.

CREDIT CARD

For your convenience we accept Visa, MasterCard and American Express. 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 fourteen (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:	
Name as it appears on the card:			
Signature:			
Company Name:			
Address:			
City:		State:	Zip:
Phone:		Fax:	
Email Address:			
Signature:			
Print Name:			



Event Furniture

by:



Display Tables



Plain Tables
4', 6', & 8' lengths available



Skirted Tables



Skirted Counters

Cocktail Tables



Cocktail Tables

30"w x 18"h
30"w x 30"h
30"w x 42"h



Stainless Steel Bistro Table



White Gelato Table

Specialty Tables



Maple Conference Table

End and Coffee Tables



Modern End Table



Glass End Table



Glass Coffee Table



Martini Bar

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!

Chairs



Plastic Chair



Black Fabric Chair



Black Fabric Arm Chair

Office and Utility Seating



Standard Executive



Elite Executive Chair



Steno Chair

Bar Stools



Bar Stool



Leather Padded Bar Stool



Leather Gelato Bar Stool



Contemporary Bar Stool

Club Chairs



Traditional Chair



Modern Chair



Contemporary Chair



Grey Swan Chair



Red Swan Chair



Blue Swan Chair

Sofas and Love Seats



Traditional Sofa



Traditional Love Seat



Modern Sofa



Contemporary Sofa



Contemporary Love Seat



Nova Sofa



Loft Sofa

Ultramodern Lounge



6-piece Sectional
with Ottoman



Corner Chair



Armless Chair



Ottoman



Loveseat
(2 Corner Chairs)



Armless Loveseat
(2 Armless Chairs)



Armless Lounger
(Armless Chair & Ottoman)

Accessories



Chrome Stanchion
8' Stanchion Rope



Stanchion w/Black
Retractable Belt



Stanchion w/Red
Retractable Belt



Sign Stand
22" x 28"
(Black or Silver)



Wastebasket
(Disposable or plastic)



Easel



Chrome Bag Rack



Black Bag Rack



Literature Rack



Coat Tree



Coat Rack w/20 hangers



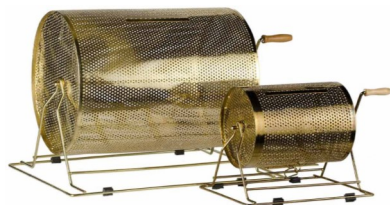
Tack Board



Mini Refrigerator



Standard Refrigerator



Large & Small Raffle Drum



Modern Floor Lamp



Table Lamp



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STANDARD 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 August 21, 2018.** Orders received after the deadline will be charged floor rate. Items cancelled prior to August 21, 2018 will be refunded at 100%. Items cancelled after August 21, 2018, 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.

QTY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL	QTY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL
Tables – Unskirted Display Tables					Tables – End and Coffee Tables				
	4' L x 30" H x 2' W	\$ 47.90	\$ 53.05			Modern Glass End Table	\$134.25	\$198.40	
	6' L x 30" H x 2' W	\$ 53.05	\$ 63.70			Glass End Table – Chrome Legs	\$122.05	\$180.40	
	8' L x 30" H x 2' W	\$ 58.35	\$ 69.00			Glass Coffee Table – Chrome Legs	\$164.45	\$244.05	
Tables – Skirted Display Tables					Tables – Specialty				
	4' L x 30" H x 2' W	\$ 100.80	\$122.05			10' Maple Conference Table	\$2018.80	\$2549.25	
	6' L x 30" H x 2' W	\$111.40	\$143.25			Martini Bar	\$1055.75	\$1457.45	
	8' L x 30" H x 2' W	\$127.35	\$164.45		Seating – Chairs				
	4th Side Skirting	\$ 42.45	\$ 47.75			Plastic Chair – Black	\$ 47.90	\$ 58.35	
Circle Color: Red Grey White Burgundy Black Blue Teal Gold Hunter Green Beige						Fabric Chair – Black	\$ 69.00	\$ 79.60	
Tables – Unskirted Display Counters						Fabric Chair w/ Arms – Black	\$ 74.30	\$ 95.50	
	4' L x 42" H x 2' W	\$ 63.70	\$ 74.30		Seating – Bar Stools				
	6' L x 42" H x 2' W	\$ 69.00	\$ 79.60			Bar Stool w/ Back – Black	\$ 74.30	\$ 95.50	
	8' L x 42" H x 2' W	\$ 74.30	\$ 95.50			Black Leather Padded Seat Bar Stool	\$132.65	\$180.40	
Tables – Skirted Display Counters						White Leather Gelato Bar Stool	\$132.65	\$180.40	
	4' L x 42" H x 2' W	\$122.05	\$159.15			Contemporary White Bar Stool	\$145.90	\$198.40	
	6' L x 42" H x 2' W	\$132.65	\$164.45		Seating – Office and Utilities				
	8' L x 42" H x 2' W	\$143.25	\$191.00			Standard Executive Chair	\$286.45	\$302.35	
	4th Side Skirting	\$ 42.45	\$ 47.75			Elite Executive Chair	\$360.75	\$371.35	
Circle Color: Red Grey White Burgundy Black Blue Teal Gold Hunter Green Beige						Steno Chair – Black	\$ 47.90	\$ 63.70	
Tables – Cocktail					Seating – Club Chairs				
	30" Round x 18" H	\$100.80	\$137.95			Traditional Leather Arm Chair – Black	\$392.55	\$482.80	
	30" Round x 30" H	\$100.80	\$137.95			Modern Leather Cube Chair – Black	\$440.30	\$541.10	
	30" Round x 42" H	\$111.40	\$159.15			Contemporary White Club Chair	\$344.80	\$408.45	
	36" Round x 42" H	\$111.40	\$159.15			Swan Club Chair – Grey	\$408.45	\$557.00	
	Gelato Bar Table – White	\$153.85	\$185.70			Swan Club Chair – Blue	\$408.45	\$557.00	
	Stainless Steel Adj Bistro	\$164.45	\$196.30			Swan Club Chair – Red	\$408.45	\$557.00	

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

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STANDARD RENTAL FURNISHINGS AND ACCESSORIES (cont'd.)

QTY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL	QTY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL
Seating – Sofas and Love Seats					Seating - Sectionals				
	Traditional Leather Sofa – Black	\$641.85	\$737.35			Ultramodern 6pc. Sectional w/Ottoman	\$1639.10	\$2052.85	
	Traditional Leather Love Seat - Black	\$440.30	\$539.00			Ultramodern Corner Chair	\$355.45	\$456.20	
	Modern Leather Love Seat – Black	\$636.55	\$737.35			Ultramodern Armless Chair	\$275.85	\$371.35	
	Contemporary White Sofa	\$525.15	\$631.25			Ultramodern Square Ottoman	\$275.85	\$371.35	
	Contemporary White Love Seat	\$472.10	\$567.60						
	Nova Sofa - Grey	\$843.45	\$1071.55						
	Loft Sofa - Oatmeal	\$1055.75	\$1457.45						
Accessories									
	Wastebasket	\$ 21.25	\$ 26.55			Coat Tree - Chrome	\$ 69.00	\$ 79.60	
	Easel - Chrome	\$ 37.15	\$ 42.45			Coat Rack w/ 20 Hangers - Chrome	\$ 69.00	\$ 79.60	
	Sign Stand – 22" W x 28" H	\$ 69.00	\$ 79.60			Stanchion Post – Chrome	\$ 42.45	\$ 53.05	
	Bag Rack - Black	\$ 63.70	\$ 74.30			Stanchion Rope – Velvet / Black	\$ 42.45	\$ 53.05	
	Literature Rack - Black	\$122.05	\$137.95			Stanchion w/Retractable Belt-Black	\$ 79.60	\$ 90.20	
	Small Raffle Drum – Brass	\$ 69.00	\$ 90.20			Stanchion w/Retractable Belt-Red/Black	\$ 79.60	\$ 90.20	
	Large Raffle Drum – Brass	\$ 84.90	\$111.40			Modern Floor Lamp – Chrome/White	\$189.95	\$243.00	
	Tack Board – 6' W x 4' H - Gray	\$144.15	\$169.75			Table Lamp - White	\$37.15	\$53.05	
	Tack Board – 8' W x 4' H - Gray	\$164.45	\$196.30			Mini Refrigerator	\$408.45	\$525.15	
						Standard Refrigerator	\$806.30	\$1045.00	

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

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INBOUND SHIPPING INFORMATION

Advance Warehouse:

Cobo Center 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 up to thirty (30) days in advance of scheduled show load in. 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 follows:

COMPANY NAME & BOOTH NUMBER
 Radio One Women's Empowerment Expo
 c/o Convention & Show Services
 1250 John A Papalas Drive
 Lincoln Park, MI 48146

This service is provided @ **\$43.00** per CWT (100 lbs.) with a **200 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 \$43.00 =	

Direct (Show Site) Shipping:

Service includes delivery of freight to booth space, removal/on-site storage/return of empties, and loading out outbound freight at end of show. **All inbound drayage services at show site are covered by show management.**

Mark and consign all shipments as follows:

COMPANY NAME & BOOTH NUMBER
 Radio One Women's Empowerment Expo c/o CSS
 Cobo Center
 One 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.

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:
Radio One Women's Empowerment Expo
Cobo Center
One Washington Blvd.
Detroit, MI 48226

Please provide your carrier with as much information as possible. Include the show name, your booth number, address of the facility, driver check in time, and number of pieces to pick up. CSS will provide loading assistance to carriers at the Cobo Center 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 on final move-out day, please circle one of the following options:

Reroute via CSS's common carrier

Deliver back to warehouse

- **Reroute**—Shipments that are rerouted will be invoiced by the common carrier (YRC)
- **Return to Warehouse**—Shipments returned to the warehouse for holding or re-forwarding will be charged **\$50.00** per day and **\$50.00** per 100 lbs., with a **200 lb. minimum charge**.

Shipping freight via Fed Ex/UPS/DHL:

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.

FED EX: (800)463-3339

UPS: (800)742-5877

DHL: (800)426-5962

All carriers must check in by **8:00 pm on Saturday, August 25, 2018** or your freight will be forced.

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

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LIMITATIONS OF LIABILITY

This form must be signed and returned no later than ten (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

- CSS shall not be responsible for damage to uncrated materials; materials improperly packed, or concealed damage.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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:

- 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 thirty (30) days after the close of the show.
- We agree to the "Limitations of Convention & Show Services' Liability and Responsibility" set forth above.
- 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.
- 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.
- 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.
- 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:



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THIRD PARTY BILLING AND GUARANTY AGREEMENT

Page 1 of 2

THIS AGREEMENT is made on _____
(Date)

between EXHIBITING FIRM:

Name: _____

Address: _____

Phone: _____ Fax: _____

and DISPLAY HOUSE:

Name: _____

Address: _____

Phone: _____ Fax: _____

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

To handle the display for

(Exhibiting Firm)

at the **Radio One Women's Empowerment Expo.**
(Show Name)

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 agents 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 thirty (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.

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THIRD PARTY BILLING AND GUARANTY AGREEMENT

Page 2 of 2

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.

<hr/>	
Exhibiting Firm	Display House
<hr/>	
By:	By:
<hr/>	<hr/>
Authorized Signature	Authorized Signature
<hr/>	
Print Name and Title	Print Name and Title
<hr/>	
Convention and Show Services, Inc.	
<hr/>	
By:	
<hr/>	
Authorized Signature	
<hr/>	
Print Name and Title	



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August 25, 2018



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 **Tuesday, August 21, 2018**. 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 **August 21, 2018**. 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, ie: 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.

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



CONVENTION & SHOW SERVICES

1250 John A Papalas Dr., Lincoln Park, MI 48146

p: (313)386-5555 f: (313)386-2048

**Radio One Women's
Empowerment Expo**

**Cobo Center
August 25, 2018**



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.



A NEW CENTER RISING

COBO CENTER ON-LINE ORDERING

Dear Exhibitor,

Cobo Center on-line is now available for your convenience to order all Cobo Center Services using the link below.

As part of an overall strategy to provide digital media resources to customers and reduce the facility's carbon footprint, Cobo Center 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 Cobo with our online ordering service. Thanks for participating.

Link: http://www.cobocenter.com/exhibitors/exhibitor_services_online_ordering

Cobo Center Services available on-line include:

- Internet
- Electrical
- Custom Booth Cleaning
- Plumbing/Compressed Air
- Telephone Lines
- Booth Catering
- Stagehand Labor

Please take advantage of the early order discounts available on most services. Once order is placed you will receive a confirmation. If you have questions or need assistance, please contact:

Rajiv Chopra
313-877-8201
r chopra@cobocenter.com

Thank you & looking forward to servicing you.



DIRECTIONS TO COBO CENTER

• From North

Southbound on the Lodge US-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 US-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 US-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 US-10 south; exit Larned St. (left side); right on Washington Blvd.

COBO CENTER PARKING AND SHUTTLE DROP OFF

1 Cobo Rooftop Parking

From front of Cobo Center, go north to Congress St. Turn left, stay in right lane to circular ramp between Second and Third Streets.

From the Lodge US-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 Cobo Center Congress Street Garage

Cobo Center Congress Street Garage is located at Congress and First Streets under Cobo Center.

3 Cobo Center Washington Blvd. Garage

Cobo Center Garage is located at the intersection of Jefferson and Washington Blvd. in front of the main entrance to Cobo Center.

4 Shuttle Drop-off (Atwater Street)

From front of the Cobo Center, go east on Jefferson (left). Turn right on Bates and right again on Atwater. Take Atwater Street to the Cobo atrium entrance for visitor drop-off.

DIRECTIONS TO COBO CONFERENCE/EXHIBITION CENTER LOADING DOCKS

• From I-94 East- and West-bound

Take I-94 to M-10 south, the Lodge Freeway (exit #215A). For Cobo Center 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 Cobo Center, stay on M-10 south and exit at Howard Street (#1C).

• From I-75 South-bound

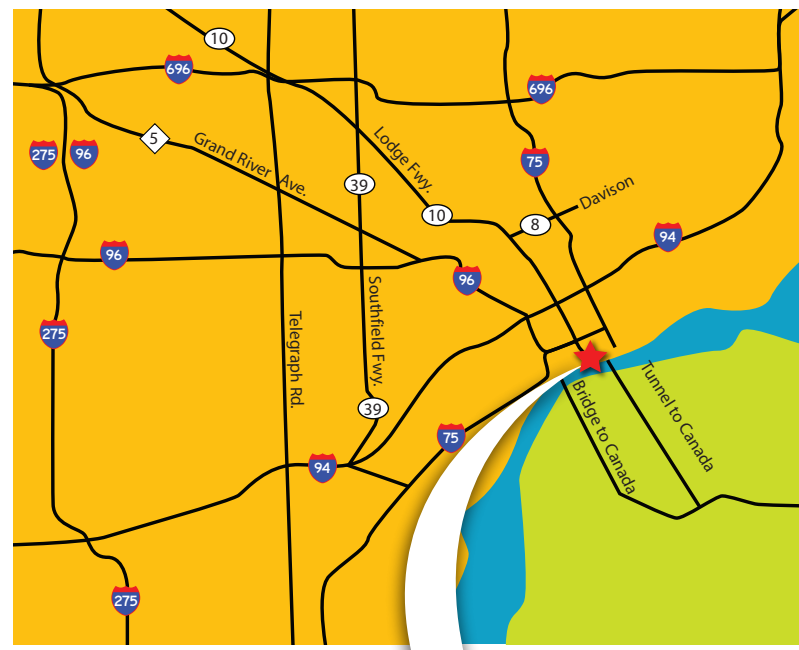
Take I-75 to I-94 west (exit #53B toward Chicago). Take M-10 south, the Lodge Freeway (exit #215A). For Cobo Center loading docks, stay on M-10 south and exit at Howard Street (#1C).

• 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/Cobo Center-Civic Center. For Cobo Center 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 Detroit, Wayne, Oakland and Macomb Hall 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 Michigan Hall Loading Docks

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 Street to Jefferson Avenue, turn left. Continue on Jefferson to Steve Yzerman Dr. just before Joe Louis Arena, turn right. Follow the road around the Joe Louis Arena to the Truck Loading Entrance between Cobo Center and the Joe Louis Arena.



From M-10/Howard Street exit to 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 Street to Jefferson Avenue, turn left. Continue on Jefferson to Steve Yzerman Dr. just before Joe Louis Arena, turn right. Follow the road around Joe Louis Arena which turns into Atwater Street. Turn left into the loading dock in front of the Grand Ballroom.



Green Facility Statement

The Cobo Center commitment to environmental stewardship in our community is demonstrated by our continuous efforts to investigate, validate and implement new and innovative Green initiatives throughout the facility, and by our programs designed to educate our employees, vendors, customers, partners and visitors in the importance of the sustainability of our environment.

Current Cobo Center Green Practices

- The Cobo Center Green Committee meets several times monthly to promote sustainability practices and Green initiatives, and has members from every department and in-house contracting company.
- The glass-enclosed Concourse area on the main level and the third floor corridor glass ceiling provide enough natural light during daytime hours to minimize main hallway daytime lighting throughout Cobo Center.
- Induction lighting is currently being installed in the Cobo Center with an expected 40% reduction in electric usage for lighting.
- Cobo Center is air conditioned by pumping grey water from the Detroit River through chillers that then send the cool water to various air handlers, providing cooling to zoned areas in the Center. This system uses considerably less electricity than conventional air conditioning units.
- All main hall lighting and heat/cool settings are computer programmed and managed.
- Paper, aluminum can and plastic bottle recycling containers are placed in all office areas and high traffic meeting areas throughout the Center for aggressive recycling.
- Escalators in the building are being replaced with energy efficient, Kone EcoMod units. All escalators run based on occupancy and event needs.
- All in-house contractors participate in Center recycling and Green initiatives.
- The current Cobo Center \$299 million facility upgrade scheduled for completion in 2014 plans to incorporate numerous green building components.
- The Cobo Center housekeeping staff uses products that are environmentally safe and non-toxic.
- All pallets are recycled to a local area vendor.
- Centerplate, the Cobo Center exclusive food and beverage contractor collects prepared food that has not been served for pick up by Forgotten Harvest, a local company that delivers the food to pantries, soup kitchens and shelters throughout Southeastern Michigan.