Art Craft Display, Inc.
46100 Grand River Avenue, Suite B • Novi, Michigan 48374 • (248) 380-0843 • Fax (248) 380-0848
www.artcraftdisplay.com

EVENT DETAILS

Re: MiCareerQuest Southeast
November 14, 2023
Suburban Collection Showplace

Art Craft Display, Inc. has been selected by show management to serve as the Official Tradeshow Contractor for this event.

The following items are included as part of your booth fees paid to show management.

Provided by Art Craft Display

- 3' and 8' High – Booth Draping (Health area will have Red draping; IT area will have Green draping; Construction area will have Gold draping; Manufacturing area will have Blue draping)
- (1) 2' x 8' x 30" Covered/Skirted Table
- (4) Folding Chairs

Provided by Boco Enterprises

- (1) Electrical Drop
- Wi-Fi (for Exhibitors only)

If you require additional items that are not listed above, an Exhibitor Kit is available on our website for downloading or for online ordering.

►**Go to the following website:** www.artcraftdisplay.com
On the Home Page, click on: "Download Exhibitor Kit"
Enter Event Code: 339793

To qualify for Advance Rates, your order(s) with payment must be received by us no later than 5:00 pm EST on Monday, October 30th. Some equipment or services may require more lead time. Please see appropriate order forms for actual deadlines.

SHOW SCHEDULE

Exhibitor Move-In

Monday, November 13th 8:00 am – 5:00 pm
All vehicles & large booths (over 800 sq ft) 8:00 am – 11:30 am
All others 12:30 pm – 5:00 pm

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EVENT DETAILS CONTINUED

Exhibit Hours

Tuesday, November 14th 8:15 am – 2:15 pm

Exhibitors can arrive as early as 6:30 am on November 14th.

ADVANCED WAREHOUSE SHIPMENTS

Advanced Warehouse shipments will be accepted from **October 10th** through **November 10th**. Freight Handling fees will apply for all shipments received. Warehouse receiving hours are from 8:00 a.m. to 4:30 p.m., Monday – Friday. If required, provide your carrier with this phone number (248) 380-0843.

Advanced Warehouse Shipping Address:

Exhibiting Company Name / Booth #
MiCareerQuest Southeast
C/o Art Craft Display, Inc.
46100 Grand River Ave., Ste B
Novi, MI 48374

ONSITE SHIPMENTS

Onsite shipments will be accepted **during move-in hours**. Freight Handling fees will apply for all shipments received. If any shipments are received before this date, you will be charged the Advance Warehouse rates.

Onsite Shipping Address:

Exhibiting Company Name / Booth #
MiCareerQuest Southeast
C/o Art Craft Display, Inc.
46100 Grand River Ave.
Novi, MI 48374

Consolidate your shipments to save separate minimum charges. The minimum charge is 200 lbs. per shipment.

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EVENT DETAILS CONTINUED

Exhibitor Move-Out

Tuesday, November 14th 2:15 pm – 6:00 pm

We will begin returning empty containers once we get the "all clear" from the facility and/or once aisle carpet is removed (if provided).

DISMANTLE AND MOVE-OUT INFORMATION

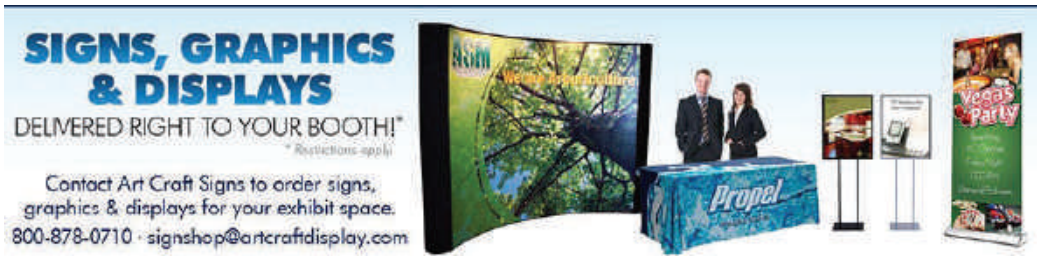
All exhibits/booths must be torn down and ready to ship on **November 14th by 6:00 pm.** Freight can be picked up that evening until **5:00 pm** or freight can be picked up on **November 15th from 8:00 am – 4:30 pm** from 46100 Grand River Ave., Ste B, Novi, MI 48374.

POST SHOW SHIPPING DOCUMENTS

All outbound Bill of Lading paperwork must be turned into the Service Desk prior to your departure from the venue. If you do not have an outbound Bill of Lading, you may complete this document at the service desk after the show. Be sure that your carrier knows the company name and booth number when making arrangements for shipping your freight at the close of the show. Anything that is left behind in your booth that is not labeled for outbound shipment will be considered abandoned and deemed as trash.

If we can be of any further assistance, please contact us. General questions can be directed to: detroit@artcraftdisplay.com.

Thank you for your patronage and we look forward to being of service to you.



Art Craft
DISPLAY, INC.
Event Service Professionals

HELPFUL TIPS FOR USING THIS DOCUMENT

Navigation.

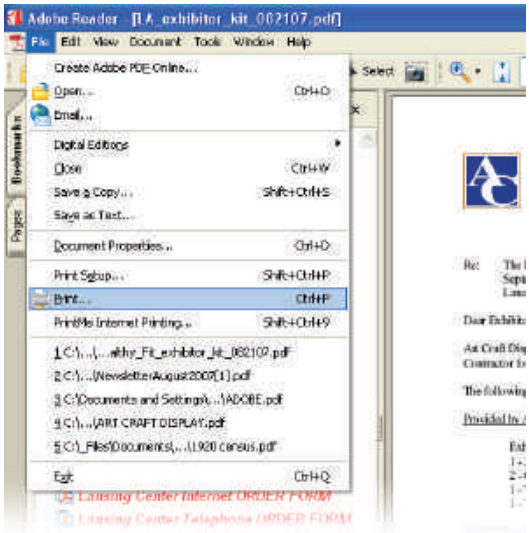
Use the bookmarks in the pane on the left side of the screen to "jump to" the page(s) you're interested in. For your convenience, the pages are color-coded by document type.

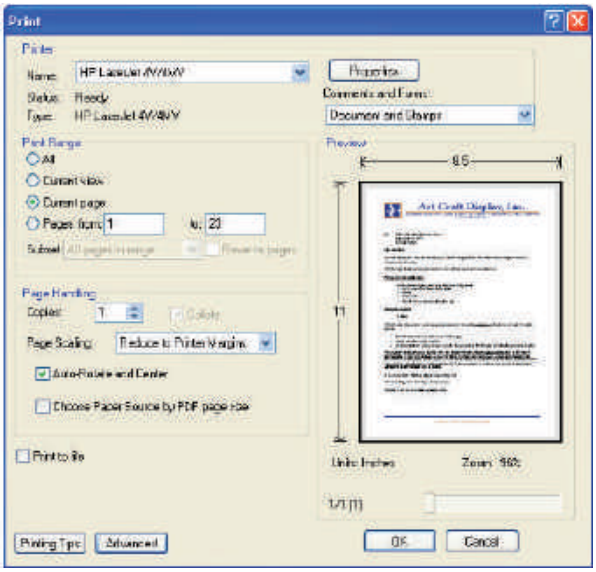
Note: Each bookmark may represent more than one page.

Printing.

Rather than printing the entire document, you can jump or scroll to the page you want and print only that page. You may also print a specified range of pages.

These print options can be accessed by selecting the "Print..." option in the "File" menu at the top of the screen *(see illustrations below).*





We will be happy to answer any questions you have about this Exhibitor Kit. Please contact us at the phone number shown on the "Show Cover Letter" page of this document.

Art Craft
DISPLAY, INC.
A DIVISION OF ART CRAFT SERVICE GROUP

CONTACT & PAYMENT INFORMATION

CHOOSE PAYMENT METHOD:

☐ Check enclosed # _____

☐ Credit/debit information below

RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (248) 380-0848 • detroit@artcraftdisplay.com

SHOW NAME	LOCATION	SHOW DATE
MiCareerQuest Southeast	**Suburban Collection Showplace**	**November 14, 2023**

COMPANY | BOOTH # | BOOTH SIZE _____ X _____

ADDRESS | address | city | state | zip

PHONE | FAX | EMAIL

AUTHORIZED CONTACT SIGNATURE | AUTHORIZED CONTACT - PLEASE PRINT | DATE

- **Your signature above indicates your acceptance of all Terms, Conditions and Policies included in this Service Manual.**
- **Credit card charges will appear on statements as "Art Craft Display"**

REQUIRED CREDIT CARD AUTHORIZATION

PLEASE TYPE OR CLEARLY PRINT THE FOLLOWING REQUIRED INFORMATION.

Credit Card Information: ☐ Personal Credit Card ☐ Debit Card ☐ Company Credit Card

Card Type: ☐ Visa ☐ MasterCard ☐ American Express

Card Account Number: _____ Expiration Date: _____

Cardholder's Name (print):_____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____ Phone: ( ) _____

PAYMENT INFORMATION

All Orders:

- **This form *must* be completed and returned with all your Service Orders.**
- Phone orders and purchase orders will not be accepted.
- Payment in full of all charges (**in US funds only**) must be made prior to delivery of equipment or execution of services.
- No refunds, exchanges or credits will be made for any items included in your booth package.
- No refunds for any rental item once delivered to booth (see cancellation policy on Terms & Conditions page for additional information)
- All claims must be made prior to show closing. Absolutely no credits will be issued after that time.
- As the exhibiting firm, you are ultimately responsible for the payment of all charges. Please advise on-site representatives, staff and third party designates of this payment information.

Advance Orders:

- **The Advance Order deadline is fourteen (14) days prior to first move-in day.**
- Payment in full of all rental and service charges must accompany your order.
- Advance Order payments may be made by check or credit/debit card.

Floor Orders:

- All orders received after deadlines or on-site are subject to the floor order rate.
- Any orders placed after move-in has begun, must be placed at our on-site service desk. Faxed orders will not be processed during this time.
- Any orders requiring collection during or after the show are subject to floor rates, including declined credit/debit cards.
- Floor order payments may be made by cash, check or credit/debit card.

*THIS COMPLETED FORM **MUST** BE RETURNED.* | NV 2023

Art Craft
DISPLAY, INC.
A DIVISION OF ART CRAFT SERVICE GROUP

EXHIBITOR-APPOINTED CONTRACTOR NOTIFICATION

RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (248) 380-0848 • detroit@artcraftdisplay.com

SHOW NAME	LOCATION	SHOW DATE
MiCareerQuest Southeast	**Suburban Collection Showplace**	**November 14, 2023**

EXHIBITING FIRM NAME | BOOTH # | BOOTH SIZE _____ X _____

EXHIBITING FIRM ADDRESS address | city | state | zip

EXHIBITING FIRM PHONE | FAX | EMAIL

EXHIBITING FIRM AUTHORIZED CONTACT SIGNATURE | AUTHORIZED CONTACT - PLEASE PRINT | DATE

- **No refunds, exchanges or credits for any booth package items.**
- **All orders are subject to the enclosed Terms, Conditions and Policies.**

IF YOU ARE USING A THIRD PARTY, EXHIBITOR-APPOINTED CONTRACTOR (EAC) TO HANDLE ANY PORTION OF YOUR EXHIBIT, YOU MUST COMPLETE AND RETURN THIS FORM

EXHIBITING FIRM:

We, the exhibiting firm, understand and agree that we are ultimately responsible for payment of charges and agree to be bound by all Terms, Conditions and Policies as described within this exhibitor service manual. Payment in full of all charges, by either party, must be made prior to delivery of equipment or execution of services.

EXHIBITING FIRM AUTHORIZED CONTACT SIGNATURE | AUTHORIZED CONTACT - PLEASE PRINT | DATE

Please check the items that are to be invoiced to the third party Exhibitor Appointed Contractor:

☐ All Services ☐ Signs ☐ Freight / Material Handling ☐ None

☐ Furnishings ☐ Installation/Dismantle Labor ☐ Other _____

It is the responsibility of the Exhibiting Firm to:

- Inform the EAC that they must submit a copy of their general timeline for this event to us, prior to move-in day.
- See that each representative of the EAC abides by the official rules and regulations of this event.

EXHIBITOR-APPOINTED CONTRACTOR (EAC):

If EAC is paying for services (or any portion thereof), EAC agent must also complete and submit a "Contact & Payment Information" form.

EAC AT-SHOW CONTACT NAME (please print) | EAC AT-SHOW CONTACT PHONE NO. (incl. area code)

EAC COMPANY NAME

EAC COMPANY ADDRESS | city | state | zip

☐ Check enclosed Check # _____

☐ Please Charge my credit card (Contact & Payment Information Form attached)

Art Craft
DISPLAY, INC.
Event Service Professionals

TRADE SHOW FURNISHINGS

Standard Tables & Counter Tables

All standard tables and counters are commercial-grade wooden tables with folding metal legs. Available with or without white vinyl tabletop covering and pleated cloth skirting on three sides*.
Estimated seating capacities are as follows: 4' table - 4 people, 6' table - 6 people, 8' table - 8 people.

A. Standard Tables (30" high)

	Covered & Skirted	Plain (no cover/skirt)
2' x 4'	20210-0001CS	20210-0001
2' x 6'	20210-0002CS	20210-0002
2' x 8'	20210-0003CS	20210-0003

B. Counter Tables (42" high)

	Covered & Skirted	Plain (no cover/skirt)
2' x 4'	20220-0001CS	20220-0001
2' x 6'	20220-0002CS	20220-0002
2' x 8'	20220-0003CS	20220-0003

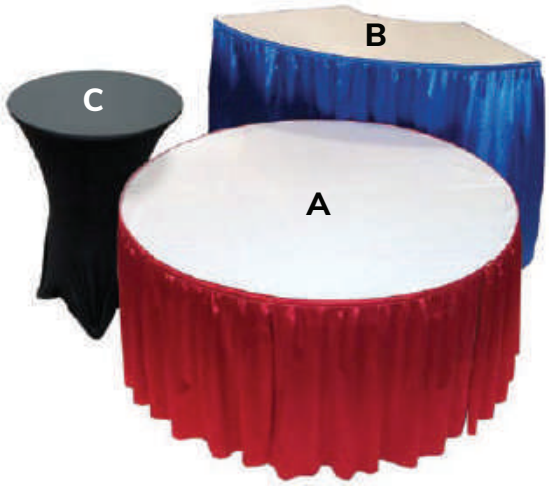
C. Table Top Riser - *Covered Shelf* (12" high)

4' x 1'	20290-0001
6' x 1'	20290-0002
8' x 1'	20290-0003

** Skirting on 2'x4' tables covers all four sides of table. Fourth side table skirting available for all other tables & counters.*

Specialty Tables & Counter Tables

All specialty tables and counters are commercial-grade wooden tables with metal legs. Available with or without white vinyl tabletop covering and pleated cloth skirting on three sides*.



A. 60" Diameter Banquet Tables

	Covered & Skirted	Plain (no cover/skirt)
30" High	20230-0002CS	20230-0002
42" High	20240-0007CS	20240-0007

B. 6' Crescent Serpentine Tables

	Covered & Skirted	Plain (no cover/skirt)
30" High	20230-0003CS	20230-0003
42" High	20240-0008CS	20240-0008

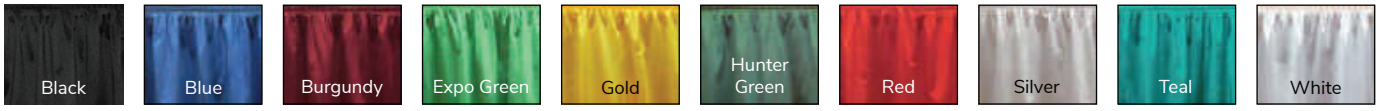
C. 30" Diameter Cocktail Tables

	w/ Black Form-Fitted Skirt	Plain (no cover/skirt)
30" High	20230-0001DS	20230-0001
42" High	20240-0005DS	20240-0005

** Skirting on 60" Diameter Banquet Table covers entire circumference of table. Fourth side table skirting available for 6' Crescent Serpentine Tables.*

Table Skirting

Standard table skirting is available in either 30" or 42" heights & is made of a pleated, flame-retardant polyknit fabric.
Color choices are as follows:



Embossed taffeta pattern vinyl (flame-retardant plastic) table skirting is available in virtually any color with 30 days advanced notice. Table linen rental also available. Please contact us for more information.

Due to different monitor & printer settings, actual colors may vary from those shown.

TRADE SHOW FURNISHINGS

Folding Chair

Item #20610-0001

Color: Black Seat w/ Chrome Legs
Size: 18"W x 20"D
Material: Molded Poly-Vinyl

Upholstered Arm Chair

Item #20610-0005

Color: Grey Seat w/ Chrome Legs
Size: 20" Square (Standard)
Material: Fabric Covered Padding

Padded Counter Stool (w/back)

Item #20610-0015

Color: Grey Seat w/ Chrome Legs
Size: 20" Square (Standard)
Material: Fabric Covered Padding

Sign Hangers

Item #31000-0001

Color: Silver
Size: 9"L
Material: Aluminum

Easel

Item #20620-0001

Color: Chrome
Size: 60" tall
Material: Metal

Sign not included. Please contact our sign department to order sign.

Chrome Sign Frame

Item #20900-0070

Color: Chrome
Frame Size: 60" tall
Sign Panel Size: 22" x 28"
Material: Metal

Sign panel not included. Please contact our sign department to order sign.

Tackboard

Item #20620-0025 (vertical)
Item #20620-0020 (horizontal)

Color: Grey
Size: 4'x8' (vertical or horizontal)
Material: Metal frame, wood panel with Velcro® receptive fabric covering

Bag Holders

Item #20620-0060

Color: Chrome
Size: 45"H
Material: Steel

Literature Holders

Item #20620-0065

Color: Black
Size: 58"H (literature rack)
Material: Steel/Aluminum

Due to different monitor & printer settings, actual colors may vary from those shown.

TRADE SHOW FURNISHINGS

Garment Rack

Item #20620-0005

Color: Chrome
Size: 5'H x 6'W
Material: Steel

Rope & Stanchion

Item #20900-0001 (stanchion)
Item #20900-0005 (8' long burgundy velour rope)
Item #20900-0007 (7' long red braided rope)

Color: Chrome stanchion, burgundy or red rope
Size: 39"H stanchion, 8' or 7' L rope
Material: Steel/fabric (velour/braided nylon)

Waste Baskets

Item #20620-0040 (7 Gallon)
Item #20620-0045 (30 Gallon-not shown)

Color: Black
Material: Plastic

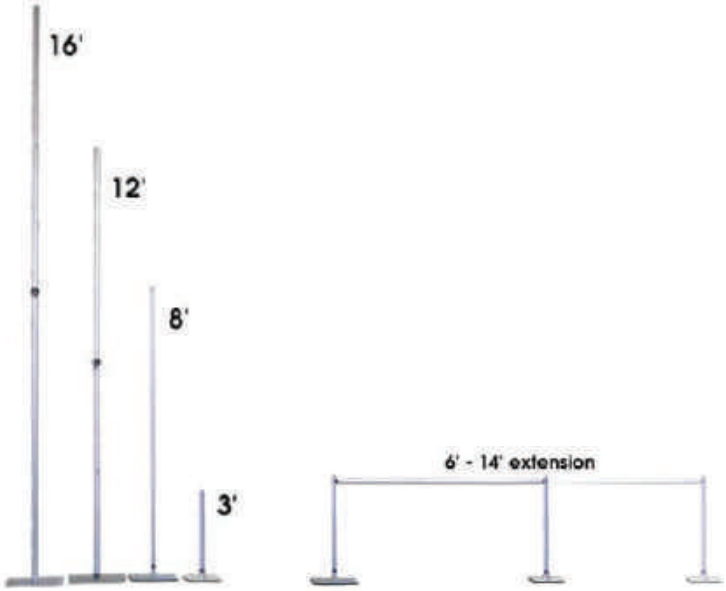
Swivel Spotlight

Item #20620-0030

Color: White
Bulb Type: LED
Lumens: 1,000

Booth Draping & Hardware

Aluminum & steel hardware with flame-retardant fabric drapery panels. Available in 3', 8', 12' & 16' heights (see color chart below for specific availability).



Drape with Hardware (priced per lineal foot)	
3' high drape w/hardware	20545-0001
8' high drape w/hardware	20540-0001
12' high drape w/hardware	20550-0001
16' high drape w/hardware	20560-0001
16' high velour drape w/hardware	20570-0001
Hardware Only	
Aluminum extension (6'-10')	20130-0001
Base plate for 3' upright	20120-0001
3' aluminum upright	20120-0002
Base plate for 8' upright	20110-0001
8' aluminum upright	20110-0002
Base plate for 12' upright/pin	20140-0003
12' aluminum upright	20140-0001
Base plate for 16' upright/pin	20140-0005
16' aluminum upright	20140-0004
Drape Only	
3' high drape panels	20535-0001
8' high drape panels	20510-0001
12' high drape panels	20515-0001
16' high drape panels	20520-0BL16
16' high velour drape panels	20520-0BKV16

Banjo Cloth drape colors (3' high & 8' high panels):

Black | Blue | Burgundy | Expo Green | French Blue* | Gold | Hunter Green
Orange* | Purple* | Red | Silver | Teal | Tie Dye | White

* French Blue, Orange, Purple & Tie Dye drape available in limited quantities. (Orange, Purple & Tie Dye available in 8' high panels only).

12' high Banjo Cloth drape colors:

Black | Blue | Burgundy | Red | Silver
White

16' high drape colors: Black Velour | Blue Banjo Cloth

Black Velour also available in 8' high panels - limited quantity.

092322E

Due to different monitor & printer settings, actual colors may vary from those shown.

Art Craft
DISPLAY, INC.
A DIVISION OF ART CRAFT SERVICE GROUP

RENTAL FURNISHING

RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (248) 380-0848 • detroit@artcraftdisplay.com

SHOW NAME	LOCATION	SHOW DATE
MiCareerQuest Southeast	**Suburban Collection Showplace**	**November 14, 2023**

COMPANY	BOOTH #	BOOTH SIZE
		_____ X _____

AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

- **Advance Order Deadline: Fourteen (14) days prior to first move-in day.**
- **No refunds, exchanges or credits for any booth package items.**
- **All orders must be accompanied by "Contact & Payment Information" form.**
- **All orders are subject to the enclosed Terms, Conditions and Policies.**

Credit Card Information Required with All Orders.

NON-TAXABLE RENTAL ITEMS

QTY.	ITEM	ADVANCE	FLOOR	AMOUNT
	STANDARD TABLES (30" HIGH)			
	2' x 4' Plain	47.61	60.00	
	2' x 4' Covered & Skirted (skirted 4 sides)	85.78	108.00	
	2' x 6' Plain	60.44	76.00	
	2' x 6' Covered & Skirted	106.29	133.00	
	2' x 8' Plain	73.26	92.00	
	2' x 8' Covered & Skirted	126.81	159.00	
	4th side skirted optional	36.64	46.00	
	COUNTER TABLES (42" HIGH)			
	2' x 4' Plain	78.75	99.00	
	2' x 4' Covered & Skirted (skirted 4 sides)	117.51	147.00	
	2' x 6' Plain	91.58	115.00	
	2' x 6' Covered & Skirted	138.02	173.00	
	2' x 8' Plain	104.37	131.00	
	2' x 8' Covered & Skirted	158.54	199.00	
	4th side skirted optional	36.64	46.00	
	SPECIALTY TABLES (30" HIGH)			
	30" Dia. Round Plain	70.49	89.00	
	30" Dia. Round w/ Black Form-Fitted Skirt	109.10	137.00	
	60" Dia. Round Plain	99.88	125.00	
	60" Dia. Round Covered & Skirted	146.93	184.00	
	6' Crescent Serpentine Plain	99.88	125.00	
	6' Crescent Serpentine Cov'd & Skirted	146.93	184.00	
	4th side skirted optional	36.64	46.00	
	SPECIALTY TABLES (42" HIGH)			
	30" Dia. Round Plain	96.16	121.00	
	30" Dia. Round w/ Black Form-Fitted Skirt	133.73	168.00	
	60" Dia. Round Plain	129.46	162.00	
	60" Dia. Round Covered & Skirted	175.18	219.00	
	6' Crescent Serpentine Plain	129.46	162.00	
	6' Crescent Serpentine Cov'd & Skirted	175.18	219.00	
	4th side skirted optional	36.64	46.00	
	TABLE ACCESSORIES			
	Raise Any Plain Table to 42" high	36.64	46.00	
	Raise Any Cov'd & Skirted Table to 42" high	49.46	62.00	
	Cover & Skirt for 30" table	55.97	70.00	
	Cover & Skirt for 42" table	55.97	70.00	
	Table Top Riser (Covered Shelf), 4' x 1' x 1'	47.61	60.00	
	Table Top Riser (Covered Shelf), 6' x 1' x 1'	60.44	76.00	
	Table Top Riser (Covered Shelf), 8' x 1' x 1'	73.26	92.00	

PLEASE CHECK SKIRT COLOR CHOICE
Table includes white vinyl top cover and three sides skirted

☐ BLACK ☐ BLUE ☐ BURGUNDY ☐ GOLD ☐ HUNTER GREEN
☐ EXPO GREEN ☐ RED ☐ SILVER ☐ TEAL ☐ WHITE

QTY.	ITEM	ADVANCE	FLOOR	AMOUNT
	BOOTH FURNITURE			
	Folding Chair	29.87	38.00	
	Upholstered Arm Chair	65.92	83.00	
	Padded Counter Stool - with back	72.12	91.00	
	Wastebasket - 7 gallon	27.65	35.00	
	BOOTH ACCESSORIES			
	Easel	38.12	48.00	
	5' x 6' Garment Rack	96.16	121.00	
	4' x 8' Tackboard ☐ V ☐ H	269.32	337.00	
	Chrome Stanchion	40.70	51.00	
	Velvet Rope 8' long	40.70	51.00	
	Red Braided Rope 7' long	40.40	51.00	
	Chrome Sign Frame - 22" x 28"	96.22	121.00	
	Chrome Bag Holder	73.98	93.00	
	Literature Rack	138.70	174.00	
	Swivel Spotlight	75.62	95.00	
	BOOTH DRAPING & HARDWARE			
	3' high drape per ft. (incl. hardware)	5.69	8.00	
	8' high drape per ft. (incl. hardware)	9.27	12.00	
	Aluminum Extension (6'-10')	16.04	21.00	
	Base Plate for 3' Upright	10.68	14.00	
	3' Aluminum Upright	10.68	14.00	
	Base Plate for 8' Upright	12.45	16.00	
	8' Aluminum Upright	12.45	16.00	
	Base Plate for 12' Upright / Pin	32.02	41.00	
	12' Aluminum Upright	32.02	41.00	
	Base Plate for 16' Upright / Pin	39.11	49.00	
	16' Aluminum Upright	39.11	49.00	

TOTAL NON-TAXABLE ITEMS $

NV-TS 2023

Art Craft
DISPLAY, INC.
A DIVISION OF ART CRAFT SERVICE GROUP

MISCELLANEOUS BOOTH SUPPLIES

RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (248) 380-0848 • detroit@artcraftdisplay.com

SHOW NAME	LOCATION	SHOW DATE
MiCareerQuest Southeast	Suburban Collection Showplace	November 14, 2023

COMPANY	BOOTH #	BOOTH SIZE
		_____ X _____

AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

- **Advance Order Deadline: Fourteen (14) days prior to first move-in day.**
- **No refunds, exchanges or credits for any booth package items.**
- **All orders must be accompanied by "Contact & Payment Information" form.**
- **All orders are subject to the enclosed Terms, Conditions and Policies.**

Credit Card Information Required with All Orders.

TAXABLE BOOTH SUPPLIES

QTY.	DESCRIPTION	ADVANCE	FLOOR	AMOUNT
	White Vinyl Table Cover *(priced per lineal foot)*	2.30	3.00	
	Colored Duct Tape - 2” wide by 60 yd. roll *(black or white)*	34.56	44.00	
	Double Face Carpet Tape - 1” wide by 25 yd. roll	22.13	28.00	
	Double Face Carpet Tape - 2” wide by 25 yd. roll	40.56	51.00	
	Double Face Carpet Tape - 3” wide by 25 yd. roll	51.62	65.00	
	Clear Plastic Stretch Wrap - 18” wide by 500 yd. roll	115.83	145.00	
	Clear Plastic Stretch Wrap - 5” wide by 300 yd. roll	39.33	50.00	
	Visqueen - Plastic Covering - 10' wide *(priced per lineal foot)*	4.04	6.00	
	Sign Hangers - *Regular*	1.12	2.00	
	Sign Hangers - *Short*	1.12	2.00	
	3/8” wide, Adhesive-backed HOOK Velcro Tape *(priced per lineal foot)*	1.50	1.88	
	3/8” wide, Adhesive-backed HOOK & LOOP Velcro Tape *(priced per lineal foot)*	2.78	3.48	
	3/4” wide, Adhesive-backed HOOK Velcro Tape *(priced per lineal foot)*	1.65	2.07	
	3/4” wide, Adhesive-backed HOOK & LOOP Velcro Tape *(priced per lineal foot)*	3.23	4.04	
	1/2” wide, Adhesive-backed Magnetic Tape - “A” Polarity *(priced per lineal foot)*	.74	.93	
	1/2” wide, Adhesive-backed Magnetic Tape - “B” Polarity *(priced per lineal foot)*	.74	.93	
	6” Ball Bungees	11.02	13.78	

TAXABLE BOOTH SUPPLIES SUB-TOTAL	**$**
ADD 6% MI SALES TAX	**$**
TOTAL MISCELLANEOUS BOOTH SUPPLIES	**$**

All miscellaneous booth supply items subject to availabilty at on-site service desk

Art Craft
DISPLAY, INC.
Event Service Professionals

CARPET RENTAL

Premium Booth Carpet

Our 28 ounce plush Premuim Booth Carpet provides comfort, style and durability for your booth space flooring. All 21 colors of our Premium Booth Carpet are installed in brand new condition and include installation, removal, padding (additional padding may be ordered for an additional charge), all taping, plastic covering and vacuuming ONCE prior to the initial event opening. For multiple-day events, vacuuming for additional days may be ordered from our "Vacuuming Services" form. Available in standard sizes 10'x10', 10'x15', 10'x20', 10'x30' and 10'x40'.

Please note: *Premium Booth Carpet must be ordered at least 14 days prior to your first move-in day.*

Premium Booth Carpet color choices:

Standard Booth Carpet

Our 14 ounce Standard Booth Carpet offers an excellent cost-effective solution for your booth space flooring. Standard Booth Carpet is available in 5 different colors and is installed in clean condition. Prices include installation, removal, edge taping and vacuuming ONCE prior to the initial event opening. For multiple-day events, vacuuming for additional days may be ordered from our "Vacuuming Services" form. Optional padding, protective plastic covering and cleaning services are available for an additional charge. Available in standard sizes 10'x10', 10'x15', 10'x20', 10'x30' and 10'x40'.

Please note: *Dye lot not guaranteed on combination orders of 10' wide stock.*

Standard Booth Carpet color choices:

Due to different monitor & printer settings, actual colors may vary from those shown.

Art Craft
DISPLAY, INC.
A DIVISION OF ART CRAFT SERVICE GROUP

CARPET RENTAL

RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (248) 380-0848 • detroit@artcraftdisplay.com

SHOW NAME	LOCATION	SHOW DATE
MiCareerQuest Southeast	**Suburban Collection Showplace**	**November 14, 2023**

COMPANY	BOOTH #	BOOTH SIZE
		_____ X _____

AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

- **Advance Order Deadline: Fourteen (14) days prior to first move-in day.**
- **No refunds, exchanges or credits for any booth package items.**
- **All orders must be accompanied by "Contact & Payment Information" form.**
- **All orders are subject to the enclosed Terms, Conditions and Policies.**

Credit Card Information Required with All Orders.

STANDARD BOOTH CARPET (14 ounce)

QUANTITY	SIZE	ADVANCE	FLOOR	AMOUNT
	10' x 10'	190.22	238.00	
	10' x 15'	284.40	356.00	
	10' x 20'	378.56	474.00	
	10' x 30'	531.46	665.00	
	10' x 40'	689.97	863.00	

CHECK CARPET COLOR: ☐ Black ☐ Blue ☐ Grey ☐ Green ☐ Red

Above prices include: installation, removal, edge taping and vacuuming **ONCE** prior to initial event opening. **MULTIPLE DAY EVENTS** - VACUUMING for additional days may be ordered from our "Vacuuming & Cleaning Services" form. Carpet colors are not guaranteed to match. Floor orders are subject to availability.

NON-STANDARD SIZE BOOTH CARPET (14 ounce)

SIZE	TOTAL	ADVANCE	FLOOR	AMOUNT
_____ FT. x _____ FT.	_____ SQ. FT.	3.53 per square foot	4.50 per square foot	

CHECK CARPET COLOR: ☐ Black ☐ Blue ☐ Grey ☐ Green ☐ Red

CARPET PADDING - SPECIAL SIZE *(OPTIONAL)*		ADVANCE	FLOOR	AMOUNT
_____ FT. x _____ FT.	_____ SQ. FT.	2.19 per square foot	2.74 per square foot	

- Non-standard size booth carpet rates apply to any width not in 10' increments.

PREMIUM BOOTH CARPET (28 ounce) - *100 sq. ft. minimum order*

SIZE	TOTAL	ADVANCE	FLOOR	AMOUNT
_____ FT. x _____ FT.	_____ SQ. FT.	5.51 per square foot	N/A	

CHECK CARPET COLOR:
Please visit www.artcraftdisplay.com to view color selection.

☐ Beige	☐ Black	☐ Burgundy	☐ Charcoal	☐ Cobalt	☐ Emerald	☐ Grape Soda
☐ Graphite	☐ Ice	☐ Ivory	☐ Key Lime	☐ Lemon Drop	☐ Midway Blue	☐ Navy
☐ Nu Blue	☐ Platinum	☐ Red	☐ Royal Blue	☐ Silver Cloud	☐ Tuitti Fruitti	☐ White

Above prices include: installation, removal, padding, all taping, plastic covering and vacuuming **ONCE** prior to initial event opening. **MULTIPLE DAY EVENTS** - VACUUMING for additional days may be ordered from our "Vacuuming & Cleaning Services" form. Premium carpet MUST be ordered fourteen (14) days prior to first move-in day.

PADDING

QUANTITY	PADDING SIZE	ADVANCE	FLOOR	AMOUNT
	9' x 10'	151.97	190.00	
	9' x 15'	228.87	287.00	
	9' x 20'	303.93	380.00	
	9' x 30'	455.88	570.00	
	9' x 40'	607.86	760.00	

- 7/16" thick padding includes installation and removal. *For extra comfort, you may order additional padding by doubling your padding order from above.*

PLASTIC COVERING

PLASTIC SIZE	ADVANCE	FLOOR	AMOUNT
_____ feet wide X _____ feet deep = _____ SQ. FT.	$.63 per square foot	$.79 per square foot	

- Protective covering includes installation, removal and taping.

NV-TS 2023	**TOTAL NON-TAXABLE CARPET ITEMS**	**$**

Art Craft
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A DIVISION OF ART CRAFT SERVICE GROUP

VACUUMING SERVICES

RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (248) 380-0848 • detroit@artcraftdisplay.com

SHOW NAME	LOCATION	SHOW DATE
MiCareerQuest Southeast	**Suburban Collection Showplace**	**November 14, 2023**

COMPANY	BOOTH #	BOOTH SIZE
		_____ X _____

AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

All carpet rented from Art Craft Display is installed in clean condition and is vacuumed **ONCE** prior to initial event opening. Any additional vacuuming in your booth should be ordered below. Any vacuuming ordered will be done at the close of the event each evening. If your booth requires a re-vacuuming the next morning, an additional vacuuming charge will apply.

CARPET VACUUMING

psf = Per Square Foot

Choose ONE:	ADVANCE	FLOOR
☐ One time Vacuuming (up to 1,000 sqft) on *(day/date)*: _____	$.31 psf / day	$.39 psf / day
☐ Daily Vacuuming (up to 1,000 sqft)	$.31 psf / day	$.39 psf / day
☐ One time Vacuuming (over 1,000 sqft) on *(day/date)*: _____	$.25 psf / day	$.31 psf / day
☐ Daily Vacuuming (over 1,000 sqft)	$.25 psf / day	$.31 psf / day

Booth width *Booth depth* *Booth area* *Rate (above)* *No. of Days* *Total Cost*

CARPET CLEANING: _____ ft. x _____ ft. = _____ sq. ft. x $_____ psf x _____ days = $_____

TOTAL NON-TAXABLE VACUUMING SERVICES	$

- **All orders must be accompanied by "Contact & Payment Information" form.**
- **All orders are subject to the enclosed Terms, Conditions and Policies.**

Credit Card Information Required with All Orders.

Art Craft
DISPLAY, INC.
Event Service Professionals

VINYL FLOORING RENTAL

10’ Expo Vinyl Flooring

Our Expo Vinyl Flooring offers the upgraded appearance of wood or tile in standard 10 ft. widths. Prices include installation, edge taping and removal. Available in standard sizes: 10’x10’, 10’x15’, 10’x20’, 10’x30’ and 10’x40’. Custom sizes also available and priced per square foot (100 sq. ft. minimum order). For extra comfort, add padding for an additional charge.

Please note: *10’ Expo Vinyl must be ordered at least 14 days prior to your first move-in day.*

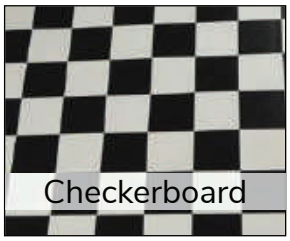
10’ Expo Vinyl Flooring color choices:

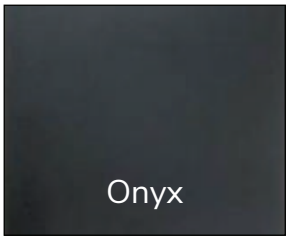
12’ Event Flex Vinyl Flooring

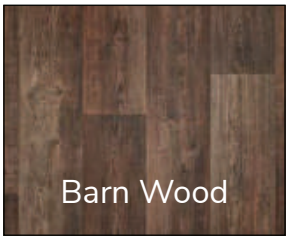
Our Event Flex Vinyl Flooring offers the upgraded appearance of wood, tile or laminate. It is designed in 12’ widths and cut to size. Prices include installation, edge taping and removal. Available in standard sizes 10’x10’, 10’x15’, 10’x20’, 10’x30’ and 10’x40’. Custom sizes also available and priced per square foot (100 sq. ft. minimum order). For extra comfort, add padding for an additional charge.

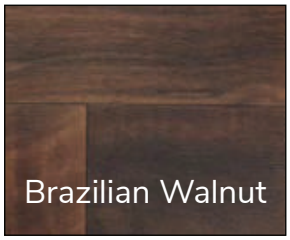
Please note: *12’ Event Flex Vinyl must be ordered at least 14 days prior to your first move-in day.*

12’ Event Flex Vinyl Flooring color choices:









Due to different monitor & printer settings, actual colors may vary from those shown.

Art Craft
DISPLAY, INC.
A DIVISION OF ART CRAFT SERVICE GROUP

VINYL FLOORING RENTAL

RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (248) 380-0848 • detroit@artcraftdisplay.com

SHOW NAME	LOCATION	SHOW DATE
MiCareerQuest Southeast	**Suburban Collection Showplace**	**November 14, 2023**

COMPANY	BOOTH #	BOOTH SIZE
		_____ X _____

AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

- **Advance Order Deadline: Fourteen (14) days prior to first move-in day.**
- **No refunds, exchanges or credits for any booth package items.**
- **All orders must be accompanied by "Contact & Payment Information" form**
- **All orders are subject to the enclosed Terms, Conditions and Policies.**

Credit Card Information Required with All Orders.

10' EXPO VINYL FLOORING (100 sq. ft. minimum order)

SIZE	TOTAL	ADVANCE	FLOOR	AMOUNT
_____ FT. x _____ FT.	_____ SQ. FT.	6.22 per square foot	N/A	

CHECK VINYL COLOR: ☐ Ash ☐ Birch ☐ Light Maple ☐ Dark Maple ☐ Smoke

- Above prices include: installation, removal and edge taping. Vinyl flooring MUST be ordered fourteen (14) days prior to first move-in day.

12' EVENT FLEX VINYL FLOORING (100 sq. ft. minimum order)

SIZE	TOTAL	ADVANCE	FLOOR	AMOUNT
_____ FT. x _____ FT.	_____ SQ. FT.	7.46 per square foot	N/A	

CHECK VINYL COLOR: ☐ Silverwood ☐ Checkerboard ☐ White ☐ Slate Gray ☐ Onyx ☐ Barn Wood ☐ Brazilian Walnut

- Above prices include: installation, removal and edge taping. Vinyl flooring MUST be ordered fourteen (14) days prior to first move-in day.

10' VINYL FLOORING PADDING (100 sq. ft. minimum order)

SIZE	TOTAL	ADVANCE	FLOOR	AMOUNT
_____ FT. x _____ FT.	_____ SQ. FT.	5.18 per square foot	N/A	

- Above prices include: installation and removal. Vinyl padding MUST be ordered fourteen (14) days prior to first move-in day.

PROTECTIVE PLASTIC COVERING

PLASTIC SIZE	ADVANCE	FLOOR	AMOUNT
_____ feet wide X _____ feet deep = _____ SQ. FT.	$.63 per square foot	N/A	

- Above prices include: installation, removal and taping.

TOTAL NON-TAXABLE VINYL FLOORING RENTAL ITEMS	**$**

Art Craft
DISPLAY, INC.
Event Service Professionals

SIGNS & DISPLAYS

Most event industry experts agree that well-designed, professional graphics and signage are among the most important elements of an effective exhibit space. Event attendees will often decide whether to stop and learn more about your product or service based solely on their first impression of your booth's signs and graphics.

To purchase these items, please contact Art Craft Signs.

A

33.5" EconoRoll Retractable Banner Stand

Banner Stand with 1-sided SuperFlat Vinyl Graphic:

$185.82 /pkg.

Includes carry bag

B

Full-Height banner shown.
Pipe & drapery not included.

10 ft Custom Drapery Banner Pkg.

FULL HEIGHT (Banner size: 115"w x 92"h) $502.16 /pkg.

HALF HEIGHT (Banner size: 115"w x 58"h) $327.62 /pkg.

Packages include custom dye-sub printed polyester fabric banner with grommets, sign hooks, ball bungees and nylon carry bag.

C

30" wide Custom-Printed Fabric Table Runner

$82.30 ea.

("Economy" runner - drapes over top and front surfaces)

Additional sizes available.

Table skirt not included

D

22"w x 28"h Poster Sign

1-sided sign on 4mm corrugated plastic:

$30.83 ea.

1-sided sign on 3mm PVC:

$44.56 ea.

Additional sizes & materials available.

SIGN FRAME NOT INCLUDED.

Please refer to "Rental Furnishings" form to rent sign frame shown.

E

18oz Vinyl Banner w/ Grommets

6ft wide x 2ft high, 1-sided ..... **$73.51 ea.**

8ft wide x 3ft high, 1-sided ..... **$133.17 ea.**

10ft wide x 4ft high, 1-sided ..... **$217.44 ea.**

Additional sizes & materials available.

F

Adjustable Banner Stand w/ Fabric Graphic:

Stand w/4ft wide x 4ft high 1-sided fabric graphic ..... **$350.45 /pkg.**

Stand w/8ft wide x 8ft high 1-sided fabric graphic ..... **$395.45 /pkg.**

Stand w/10ft wide x 8ft high 1-sided fabric graphic ..... **$420.30 /pkg.**

G

8 ft wide Quick-Set Fabric Pop-Up Display

8' Straight Frame with 1-sided Fabric Graphic & end cap graphics:

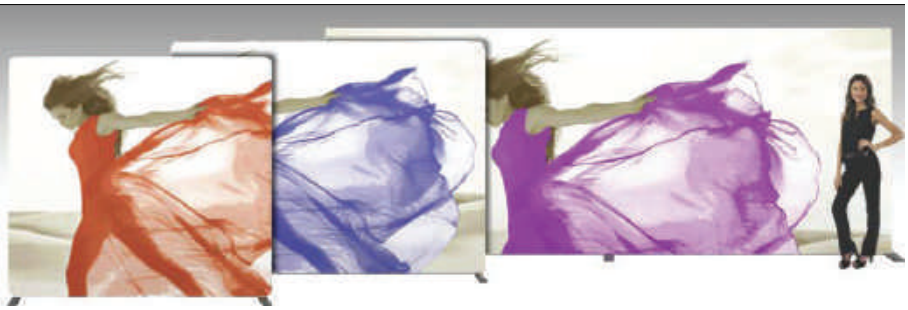
$816.49 ea. incl. carry bag

10 ft wide Quick-Set Fabric Pop-Up Display

10' Straight Frame with 1-sided Fabric Graphic & end cap graphics:

$995.53 ea. incl. carry bag

H



Also available in **CURVED** Configurations

8 ft wide Straight Formulate Fabric Display

8' Straight frame with 1-sided Fabric Graphic:

$661.08 ea. incl. carry bag

10 ft wide Straight Formulate Fabric Display

10' Straight frame with 1-sided Fabric Graphic:

$784.24 ea. incl. carry bag

20 ft wide Straight Formulate Fabric Display

20' Straight frame with 1-sided Fabric Graphic:

$1,774.39 ea. incl. carry bag

The items shown above represent a sampling of some our most popular sign and display items. For a more complete list of products and services offered, please contact our Sign Department at

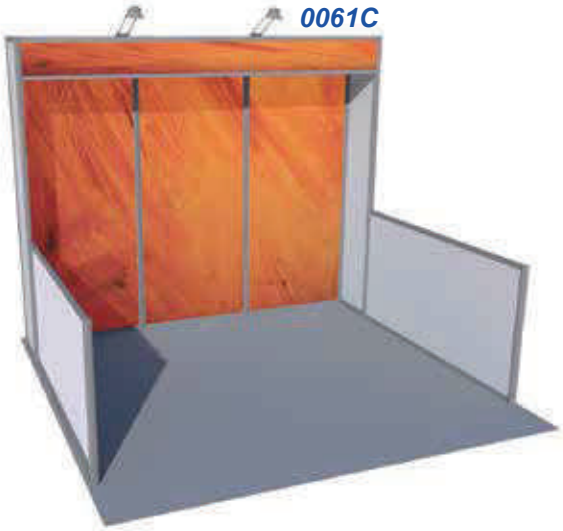
800-878-0710 or **signshop@artcraftdisplay.com**

UNLESS OTHERWISE STATED, MINIMUM TURN-AROUND TIME ON ALL ITEMS SHOWN ON THIS PAGE IS **14** BUSINESS DAYS BEFORE EVENT MOVE-IN DATE.

ALL PRICES SUBJECT TO CHANGE WITHOUT NOTICE. CURRENT PRICES WILL BE REFLECTED IN A FORMAL ESTIMATE PROVIDED PRIOR TO PRODUCTION. PRICES SHOWN DO NOT INCLUDE DESIGN LABOR, SALES TAX OR SHIPPING.

MODULAR EXHIBIT
RENTAL PACKAGES - 10’ INLINE

Company Name	Event Name	Booth Number



10’ X 10’ PREMIUM EXHIBIT - 0061C

[3] Back Wall Graphics
[1] Header Panel Graphic
[2] Modular Lights
[1] 10’ x 10’ Premium Carpet
[1] Carpet Padding
[1] Plastic Carpet Covering
[2] 2m W x 1m H Modular Sides

$3,307.50
Price includes graphics sales tax

QTY **DESCRIPTION:**

_____ PREMIUM PACKAGE (options below)

PREMIUM CARPET: ☐ beige ☐ black ☐ burgandy ☐ charcoal ☐ cobalt ☐ emerald ☐ grape soda ☐ graphite ☐ ice ☐ ivory ☐ key lime ☐ lemon drop ☐ midway blue ☐ navy ☐ nu blue ☐ platinum ☐ red ☐ royal blue ☐ silver cloud ☐ tuitti fruitti ☐ white

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10’ X 10’ STANDARD EXHIBIT - 0060

[1] Header Panel with Company Name
[2] Modular Lights
[1] 10’ x 10’ Standard Carpet
[2] 2m W x 1m H Modular Sides
Grey Infill Panels

$2,239.43

QTY **DESCRIPTION:**

_____ STANDARD PACKAGE (options below)

STANDARD CARPET: ☐ red ☐ blue ☐ black ☐ grey ☐ dark green

HEADER SIGN COPY: _____

HEADER LETTERING COLOR: ☐ black ☐ white ☐ red ☐ blue

Note: Graphics are printed on Falconboard. Non-Graphic infill panels come in standard Grey PVC. For additional options and costs, contact an Art Craft representative at ***modular@artcraftdisplay.com****. All items are based upon availability. All other rental furnishings and electrical must be ordered separately. Packages cannot be changed or substituted.*

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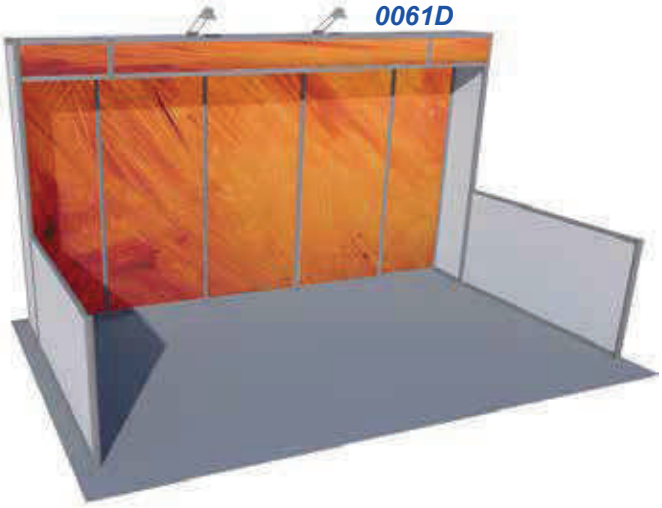
A DIVISION OF ART CRAFT SERVICE GROUP

MODULAR EXHIBIT
RENTAL PACKAGES - 15' INLINE

Company Name	Event Name	Booth Number



10' X 15' PREMIUM EXHIBIT - 0061D

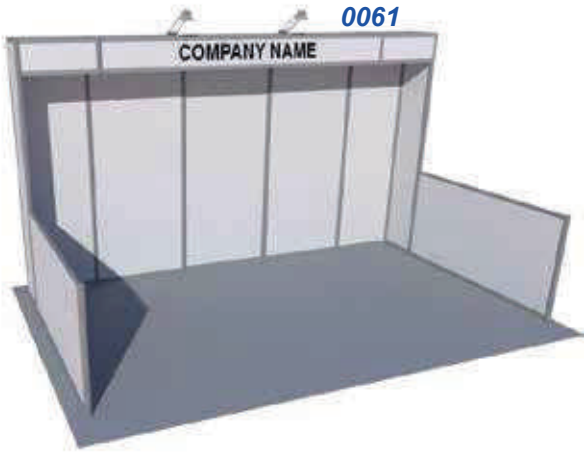
[5] Back Wall Graphics
[3] Header Panel Graphics
[2] Modular Lights
[1] 10' x 15' Premium Carpet
[1] Carpet Padding
[1] Plastic Carpet Covering
[2] 2m W x 1m H Modular Sides

$4,529.50
Price includes graphics sales tax

QTY **DESCRIPTION:**

_____ PREMIUM PACKAGE (options below)

PREMIUM CARPET: ☐ beige ☐ black ☐ burgandy ☐ charcoal ☐ cobalt
☐ emerald ☐ grape soda ☐ graphite ☐ ice ☐ ivory
☐ key lime ☐ lemon drop ☐ midway blue ☐ navy ☐ nu blue
☐ platinum ☐ red ☐ royal blue ☐ silver cloud ☐ tutti fruitti



10' X 15' STANDARD EXHIBIT - 0061

[1] Header Panel with Company Name
[2] Modular Lights
[1] 10' x 15' Standard Carpet
[2] 2m W x 1m H Modular Sides
Grey Infill Panels

$2,890.53

QTY **DESCRIPTION:**

_____ STANDARD PACKAGE (options below)

STANDARD CARPET: ☐ red ☐ blue ☐ black ☐ grey ☐ dark green

HEADER SIGN COPY: _____

HEADER LETTERING COLOR: ☐ black ☐ white ☐ red ☐ blue

Note: Graphics are printed on Falconboard. Non-Graphic infill panels come in standard Grey PVC. For additional options and costs, contact an Art Craft representative at ***modular@artcraftdisplay.com****. All items are based upon availability. All other rental furnishings and electrical must be ordered separately. Packages cannot be changed or substituted.*

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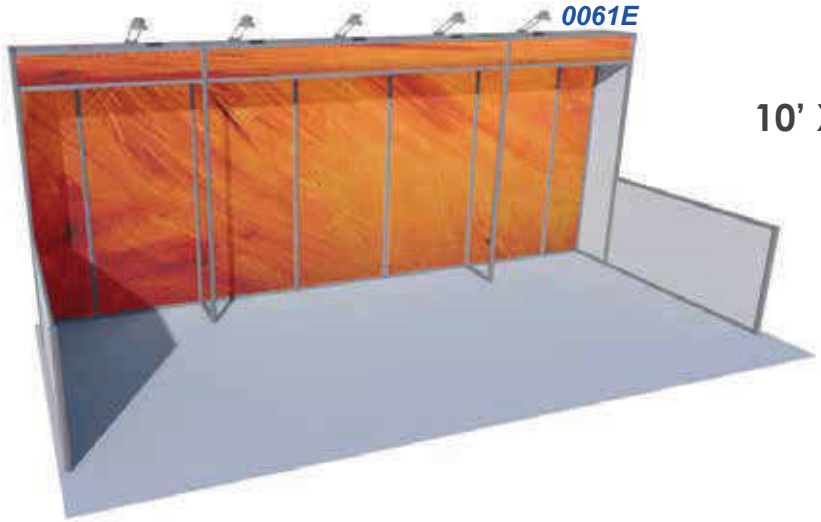
A DIVISION OF ART CRAFT SERVICE GROUP

MODULAR EXHIBIT
RENTAL PACKAGES - 20' INLINE

Company Name	Event Name	Booth Number



10' X 20' PREMIUM EXHIBIT - 0061E

[7] Back Wall Graphics
[3] Header Panel Graphics
[5] Modular Lights
[1] 10' x 20' Premium Carpet
[1] Carpet Padding
[1] Plastic Carpet Covering
[2] 2m W x 1m H Modular Sides

$5,553.38
Price includes graphics sales tax

QTY **DESCRIPTION:**

_____ PREMIUM PACKAGE (options below)

PREMIUM CARPET: ☐ beige ☐ black ☐ burgandy ☐ charcoal ☐ cobalt ☐ emerald ☐ grape soda ☐ graphite ☐ ice ☐ ivory ☐ key lime ☐ lemon drop ☐ midway blue ☐ navy ☐ nu blue ☐ platinum ☐ red ☐ royal blue ☐ silver cloud ☐ tuitti fruitti ☐ white

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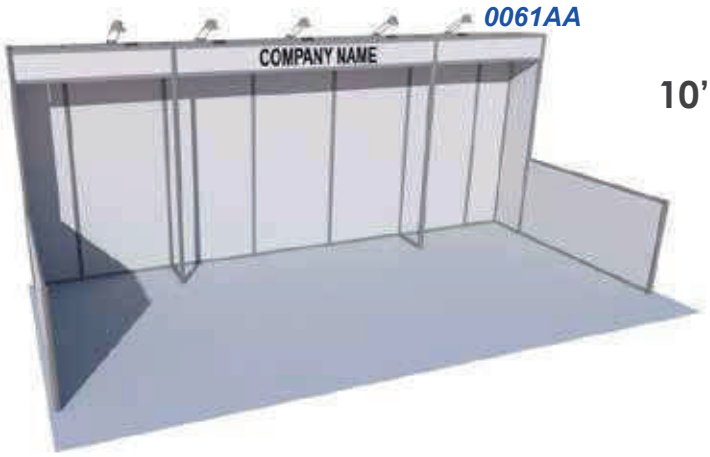


10' X 20' STANDARD EXHIBIT - 0061AA

[1] Header Panel with Company Name
[5] Modular Lights
[1] 10' x 20' Standard Carpet
[2] 2m W x 1m H Modular Sides
Grey Infill Panels

$3,427.24

QTY **DESCRIPTION:**

_____ STANDARD PACKAGE (options below)

STANDARD CARPET: ☐ red ☐ blue ☐ black ☐ grey ☐ dark green

HEADER SIGN COPY: _____

HEADER LETTERING COLOR: ☐ black ☐ white ☐ red ☐ blue

Note: Graphics are printed on Falconboard. Non-Graphic infill panels come in standard Grey PVC. For additional options and costs, contact an Art Craft representative at ***modular@artcraftdisplay.com****. All items are based upon availability. All other rental furnishings and electrical must be ordered separately. Packages cannot be changed or substituted.*

Art Craft
DISPLAY, INC.
A DIVISION OF ART CRAFT SERVICE GROUP

COUNTERS / DISPLAY CASES

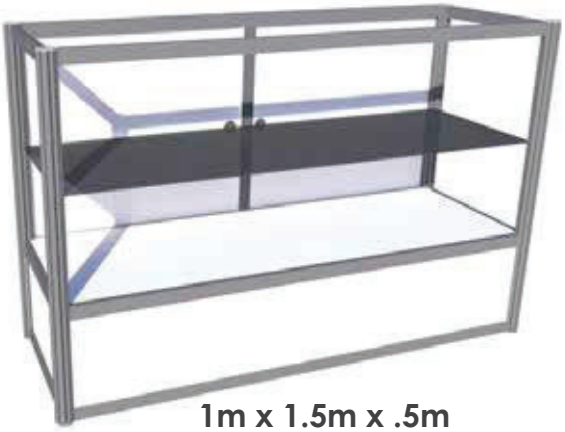
Company Name	Event Name	Booth Number

Curved Reception Counter
0110 - $544.88

1m x .5m x .5m counter
0100 - $291.51

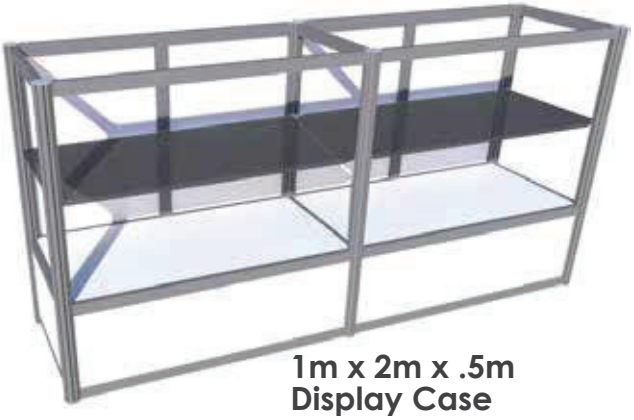
1m x 1m x .5m counter
0105 - $490.40

2.5m x .5m x .5m Display Case
0143 - $735.58



1m x 1.5m x .5m Display Case
0142 - $899.06

1m x 1m x .5m Display Case
0140 - $735.58



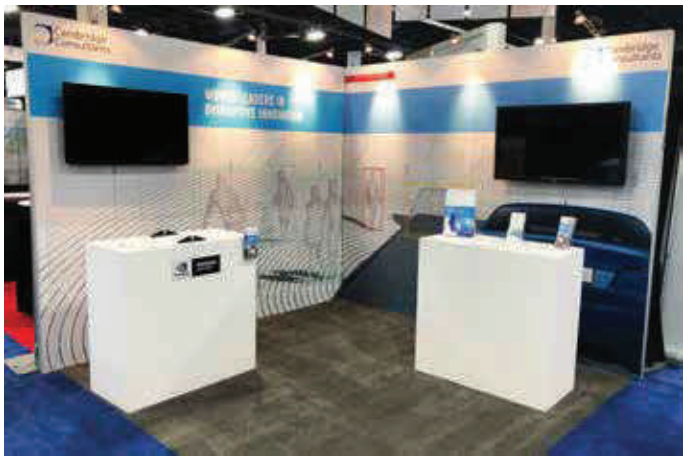
1m x 2m x .5m Display Case
0141 - $1,144.25

2.5m x 1m x .5m Display Case
0144 - $899.06

Note: Counters and display cases all come with locking doors. Display cases come equipped with internal lighting (power not included). All items are based upon availability. All other rental furnishings and electrical must be ordered separately. For questions and availability please contact us at ***modular@artcraftdisplay.com.***

Art Craft
DISPLAY, INC.
A DIVISION OF ART CRAFT SERVICE GROUP

SEG FABRIC WALLS



Please contact an Art Craft representative at 248-380-0843 for pricing on all SEG Fabric Back Wall options.

Note: SEG Fabric panels are purchases. The fabric panels can be kept following the show. Fabric panels left after the show will be disposed of. All items are based upon availability. All other rental furnishings and electrical must be ordered separately. For questions about SEG Fabric Back Walls please contact us at ***modular@artcraftdisplay.com.***

Art Craft
DISPLAY, INC.
A DIVISION OF ART CRAFT SERVICE GROUP

ADDITIONAL ITEMS
ORDER FINALIZATION

Company Name	Event Name	Booth Number

Additional Shelf
white - 0965DS - $99.45
clear - 0965SA - $99.45

Modular Display Light
0130 - $66.76

8' Closet with Lock
(1m W x .5m D)
(cannot be ordered alone)
DOOR - $544.88

PLEASE SELECT:
(placement on back wall)

- ☐ left
- ☐ center
- ☐ right

Please submit all applicable Modular Display forms along with our Contact & Payment form.

Vacuuming not included on multiple day shows. See Vacuuming Services form if needed.

Order Deadline: Fourteen (14) days prior to first move-in day.

QTY	ITEM#	DESCRIPTION:	EACH	TOTAL
	0061C	10' X 10' PREMIUM EXHIBIT (price includes sales tax)	$3,307.50	
	0060	10' X 10' STANDARD EXHIBIT	$2,239.43	
	0061D	10' X 15' PREMIUM EXHIBIT (price includes sales tax)	$4,529.50	
	0061	10' X 15' STANDARD EXHIBIT	$2,890.53	
	0061E	10' X 20' PREMIUM EXHIBIT (price includes sales tax)	$5,553.38	
	0061AA	10' X 20' STANDARD EXHIBIT	$3,427.24	
	0110	CURVED RECEPTION COUNTER	$544.88	
	0100	1M X .5M X .5M COUNTER	$291.51	
	0105	1M X 1M X .5M COUNTER	$490.40	
	0140	1M X 1M X .5M DISPLAY CASE	$735.58	
	0142	1M X 1.5M X .5M DISPLAY CASE	$899.06	
	0141	1M X 2M X .5M DISPLAY CASE	$1,144.25	
	0143	2.5M X .5M X .5M DISPLAY CASE	$735.58	
	0144	2.5M X 1M X .5M DISPLAY CASE	$899.06	
	0130	MODULAR DISPLAY LIGHT	$66.76	
	DOOR	CLOSET WITH LOCK (cannot be ordered alone)	$544.88	
	0965DS	ADDITIONAL WALL SHELF (white)	$99.45	
	0965SA	ADDITIONAL DISPLAY CASE SHELF (clear)	$99.45	
			TOTAL	

*Note: For additional options and costs, contact an Art Craft representative at **modular@artcraftdisplay.com**. All items are based upon availability. All other rental furnishings and electrical must be ordered separately.*

Art Craft
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Art Craft
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A DIVISION OF ART CRAFT SERVICE GROUP

LABOR SERVICES

RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (248) 380-0848 • detroit@artcraftdisplay.com

SHOW NAME	LOCATION	SHOW DATE
MiCareerQuest Southeast	Suburban Collection Showplace	November 14, 2023

COMPANY | BOOTH # | BOOTH SIZE _____ X _____

AUTHORIZED CONTACT SIGNATURE | AUTHORIZED CONTACT - PLEASE PRINT | DATE

- **Advance Order Deadline: Fourteen (14) days prior to first move-in day.**
- **All orders must be accompanied by "Contact & Payment Information" form.**
- **All orders are subject to the enclosed Terms, Conditions and Policies.**
- **Advance payment for all requested labor (in/out) is required with your order.**

Credit Card Information Required with All Orders.

LABOR SERVICE

PLAN A **SUPERVISION BY ART CRAFT DISPLAY, INC. (ART CRAFT).** This plan is offered to have exhibit set prior to your arrival. Supervision will be provided by Art Craft. The charge for this service is 25% of the total labor bill, with a minimum of $60.33 on installation and $60.33 on dismantling. NOTE: If ordering Art Craft Supervision; **all freight must be sent to the Advance Warehouse location** (see Freight Handling forms).

PLAN B **SUPERVISION BY EXHIBITOR** Starting time can only be guaranteed at the normal start of the working day, which is usually 8:00 am, unless the official set-up time is later in the day. We reserve the right to adjust start time for exhibitor supervised labor. Labor services ordered after the Advance Order deadline are subject to availability.

EXHIBITOR REQUIREMENTS: You must do the following to expedite your labor request.

1. Check in at our Service Desk to pick-up laborers ordered.
2. Upon completion of work, check laborers out at Service Desk.
3. Your supervising representative must be present during the entire labor call.

NOTE: If your supervising representative fails to pick-up laborers ordered, a one hour (per laborer) no show charge will be applied, unless a 24 hour advance notice is provided. Please refer to "Cancellation/Refund Policy" for additional terms and conditions.

RATES (One hour minimum Move-In / One hour minimum Move-Out)

STANDARD LABOR	**ADVANCE:** 96.05 Per Man/Per Hour	**FLOOR:** 121.00 Per Man/Per Hr.

EXHIBITOR: PLEASE COMPLETE SECTION BELOW

INSTALLATION LABOR REQUEST - Please check A or B and complete information below

☐ **PLAN A ART CRAFT SUPERVISION** *You must submit all appropriate information to us, in advance, in order for us to install your exhibit to your satisfaction.*

☐ **PLAN B EXHIBITOR SUPERVISION**
Supervisor will be:_____
Supervisor Cell #: _____

# of laborers	Approx # hrs. per laborer	Time	Day of Week	Date	Total Hrs.	Rate	Estimated Total
_____ at	_____ hrs. each at	_____ ☐ AM ☐ PM	on _____	_____	for _____	x $ _____ per hr. =	$ _____
_____ at	_____ hrs. each at	_____ ☐ AM ☐ PM	on _____	_____	for _____	x $ _____ per hr. =	$ _____

- **PLEASE VERIFY THAT YOUR EXHIBIT / FREIGHT HAS BEEN DELIVERED TO YOUR SPACE PRIOR TO CHECKING OUT LABORERS.**

TOTAL ESTIMATED INSTALLATION LABOR $

DISMANTLE LABOR REQUEST - Please check A or B and complete information below

☐ **PLAN A ART CRAFT SUPERVISION** *You must submit all appropriate information to us, in advance, in order for us to install your exhibit to your satisfaction.*

☐ **PLAN B EXHIBITOR SUPERVISION**
Supervisor will be:_____
Supervisor Cell #: _____

# of laborers	Approx # hrs. per laborer	Time	Day of Week	Date	Total Hrs.	Rate	Estimated Total
_____ at	_____ hrs. each at	_____ ☐ AM ☐ PM	on _____	_____	for _____	x $ _____ per hr. =	$ _____
_____ at	_____ hrs. each at	_____ ☐ AM ☐ PM	on _____	_____	for _____	x $ _____ per hr. =	$ _____

- **BE SURE TO ALLOW SUFFICIENT TIME FOR EMPTY CONTAINER RETURN WHEN SCHEDULING DISMANTLE LABOR.**

TOTAL ESTIMATED DISMANTLE LABOR	$
IF AC SUPERVISION, ADD 25% or $60.33 MINIMUM FOR INSTALLATION & DISMANTLE	$
TOTAL ESTIMATED LABOR	$

DO NOT FILL IN BELOW - Art Craft Use Only

Installation: _____ men for _____ hours @ $ _____ / hour = _____
_____ men for _____ hours @ $ _____ / hour = _____

Dismantle: _____ men for _____ hours @ $ _____ / hour = _____
_____ men for _____ hours @ $ _____ / hour = _____

TOTAL NON-TAXABLE LABOR	$	**ADVANCE PAYMENT RECEIVED**	$
IF AC SUPERVISION, ADD 25% or $60.33 MINIMUM	$	**BALANCE DUE**	$

NV-TS 2023

Art Craft
DISPLAY, INC.
A DIVISION OF ART CRAFT SERVICE GROUP

HIGH LIFT / SIGN & BANNER HANGING

RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (248) 380-0848 • detroit@artcraftdisplay.com

SHOW NAME	LOCATION	SHOW DATE
MiCareerQuest Southeast	Suburban Collection Showplace	November 14, 2023

COMPANY	BOOTH #	BOOTH SIZE
		_____ X _____

AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

- **Advance Order Deadline: Fourteen (14) days prior to first move-in day.**
- **All orders must be accompanied by "Contact & Payment Information" form.**
- **All orders are subject to the enclosed Terms, Conditions and Policies.**
- **Advance payment for all requested labor (in/out) is required with your order.**

Credit Card Information Required with All Orders.

RATES (One hour minimum Move-In / One hour minimum Move-Out)		
HIGH LIFT/SIGN & BANNER HANGING	**ADVANCE:** 334.14 Per Hour	**FLOOR:** 418.00 Per Hour

EXHIBITOR: PLEASE COMPLETE SECTION BELOW

HIGH LIFT / SIGN & BANNER INSTALLATION REQUEST

# of Lifts	Estimated Time		Day of Week	Date	Approx. Hrs.	Rate	Estimated Total
_____	at _____	☐ AM ☐ PM	on _____	_____	for _____	x $ _____ per hr. =	$ _____
_____	at _____	☐ AM ☐ PM	on _____	_____	for _____	x $ _____ per hr. =	$ _____

- ***Please check-in at Service Desk when ready for service.***

TOTAL ESTIMATED INSTALLATION LABOR	**$**

HIGH LIFT / SIGN & BANNER REMOVAL REQUEST

# of Lifts	Estimated Time		Day of Week	Date	Approx. Hrs.	Rate	Estimated Total
_____	at _____	☐ AM ☐ PM	on _____	_____	for _____	x $ _____ per hr. =	$ _____
_____	at _____	☐ AM ☐ PM	on _____	_____	for _____	x $ _____ per hr. =	$ _____

- ***Please check-in at Service Desk when ready for service.***

TOTAL ESTIMATED REMOVAL LABOR	**$**

TOTAL ESTIMATED HIGH LIFT / SIGN & BANNER HANGING / REMOVAL	**$**

- ***Art Craft Display, Inc. will not mount, hang, lift, drop, disassemble or otherwise participate in any of the following:***
  - ***Truss systems of any kind***
  - ***Sound projection devices***
  - ***Lighting trusses or individual fixtures***
  - ***Monitors or video boards***
- ***Art Craft Display, Inc. may also, at its sole discretion, refuse to hang <u>any</u> item that they deem unsafe by any condition of size, weight, structure, overhead position or due to inadequate operating space. It is the exhibitor's sole responsibility to ascertain all pre-conditions prior to placing any orders with Art Craft Display, Inc.***
- ***Art Craft Display reserves the right to use additional High Lifts and/or Fork Lifts to properly install/ remove your sign or banner and charge exhibitor accordingly.***
- ***Additional charges will apply if specialty materials are required to complete this order.***
- ***Please check your contract from show management to see if permission is needed for banner hanging prior to placing your order.***
- ***Based on booth location, banner hanging restrictions and or modifications may apply.***

DISPLAY VEHICLE DELIVERY INFORMATION

For Vehicle Display Safety and other Venue Requirements mandated by the Suburban Collection Showplace, please go to the following link:

https://www.suburbancollectionshowplace.com/rules-regulations OR call 248.348.5600.

GENERAL INFORMATION:

Exhibit Location: HALLS A & B & EVENT CENTER, Suburban Collection Showplace

Overhead Doors are to be operated by Venue Security Personnel Only Please.

Vehicle Move-In Times for Monday, November 13, 2023:

For vehicles to be placed by Vendor personnel, vehicle arrival must be between 8am-10am EST.

Vehicle Move-Out Times for Tuesday, November 14, 2023:

Exhibit is scheduled to close at approximately 2:15pm EST. Vehicles may not be moved until permission is granted by Venue or Security personnel for the safe operation of all motorized vehicles.

All vehicles must be removed from the venue no later than 5:00pm EST.

PLEASE REFER TO YOUR QUADRANT BELOW FOR DRIVE-IN DOOR INFORMATION

HEALTHCARE QUAD: Proceed to overhead Door #7 for Drive-in
If you require loading dock height, proceed to Dock #8

TECH QUAD: Proceed to overhead Door #5 for Drive-in
If you require loading dock height, proceed to Dock #6

MANUFACTURING QUAD: Proceed to overhead Door #5 for Drive-in
If you require loading dock height, proceed to Dock #6

CONSTRUCTION QUAD: Proceed to overhead Door #1 for Drive-in
If you require loading dock height, proceed to Dock #B

Depending on traffic volume at time of your arrival, you may be rerouted to another door/entry point

If you have any questions, please contact Art Craft Display Customer Service at 248.380.0843 or detroit@artcraftdisplay.com

Art Craft
DISPLAY, INC.
Event Service Professionals

FREIGHT HANDLING

Art Craft Display, Inc. provides Material Handling services and equipment for numerous events throughout the Midwest. Our staff is dedicated to providing you with timely and reasonable handling of all your freight needs.

Inbound Freight Services

- Receipt of prepaid shipments up to 30 days in advance of set-up.
- Please contact our staff if you need to verify your freight arrival.
- Our general warehouse hours are 8:00 am to 4:30 pm Monday through Friday, Eastern Standard Time.
- We normally accept all types of freight in advance with few limitations. Please refer to your specific event information for guidelines.
- All shipments must be properly labeled with event name, dates, location, exhibiting firm name and booth number.
- All shipments must include a bill of lading or delivery slip showing the number of pieces, material description and weight.
- Payment in full of all charges must be made prior to delivery of shipments to your booth.

On-Site Freight Services

- For select events, shipments will be accepted only during designated exhibitor move-in times.
- Please refer to your specific event information for guidelines and availability.
- All shipments must include a bill of lading or delivery slip showing the number of pieces, material description and weight.
- Payment in full of all charges must be made prior to delivery of shipments to your booth.

Outbound Freight Services

- Please have your on-site representative complete and verify outbound shipping information at our service desk.
- Outbound freight will be shipped within two business days after close of the show.
- All shipments must have a completed Freight Handling form.
- After all materials are packed, labeled and ready to ship, you must return the Outbound Shipping Authorization to our service desk.
- You may call your designated carrier for pick-up on-site. However if your designated carrier fails to remove your freight by the final move-out time, your shipment will be re-routed by us at your expense.

Insurance and Security

- We strongly recommend that you insure all materials from the time they leave your firm until they are returned to you after the show. “All-Risk” coverage is suggested.
- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show - the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We highly recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials. We will not be responsible for or liable for any loss, damage or disappearance of exhibitors’ materials during the above unattended times.
- All materials handled by Art Craft Display, Inc. are subject to the Terms, Conditions and Policies included in your Service Manual.

Art Craft
DISPLAY, INC.
A DIVISION OF ART CRAFT SERVICE GROUP

FREIGHT HANDLING

RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (248) 380-0848 • detroit@artcraftdisplay.com

SHOW NAME	LOCATION	SHOW DATE
MiCareerQuest Southeast	**Suburban Collection Showplace**	**November 14, 2023**

COMPANY	BOOTH #	BOOTH SIZE
		_____ X _____

AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

- **THIS FORM MUST PRECEDE YOUR SHIPMENT.**
- **A 200 LB. MINIMUM CHARGE PER SHIPMENT WILL APPLY (excluding envelopes).**
- **All orders must be accompanied by "Contact & Payment Information" form.**
- **All orders are subject to the enclosed Terms, Conditions and Policies.**
- **All freight is subject to re-weigh and you will be billed accordingly.**
- **ALL ORDERS MUST BE PAID IN FULL PRIOR TO DELIVERY OF FREIGHT TO YOUR BOOTH.**

Credit Card Information Required with All Orders.

WHERE TO SHIP

ADVANCED WAREHOUSE

- **All shipments must be sent labeled as follows:**

TO: (EXHIBITING FIRM NAME) BOOTH #_____

FOR: (EVENT NAME & DATE)
46100 GRAND RIVER AVE., SUITE B
NOVI, MI 48374

ONSITE SHIPPING

- **All shipments must be sent labeled as follows:**

TO: (EXHIBITING FIRM NAME) BOOTH #_____

FOR: (EVENT NAME & DATE)
C/O ART CRAFT DISPLAY, INC.
46100 GRAND RIVER AVENUE
NOVI, MI 48374

- All pieces should be labeled separately. Please use the enclosed shipping labels to expedite your shipment. You may make additional copies as needed.
- **CONSOLIDATE YOUR SHIPMENTS TO SAVE SEPARATE MINUMUM CHARGES.**
- **ABSOLUTELY NO PERISHABLE OR HAZARDOUS MATERIALS**

RATE SCHEDULE and TABLE	Under 5,000 pounds	5001 - 15,000 pounds	Over 15,000 pounds
INBOUND RATES w/ADVANCED WAREHOUSING	$.77 per lb.	$.70 per lb.	$.60 per lb.
INBOUND RATES ONSITE	$.60 per lb.	$.53 per lb.	$.43 per lb.
OUTBOUND RATES	$.60 per lb.	$.53 per lb.	$.43 per lb.
ENVELOPE RATES	**$36.86 per envelope** *(max. dimensions: 16"x13")*		

Exhibitor: Please complete this section.

A INBOUND FREIGHT (This completed form must precede your shipment)
1. Receipt of shipments and up to 30 days storage in advance of set-up
2. Delivery of materials to booth
3. Removal of crates and storage of same during show
4. **A 200 LB. MINIMUM CHARGE PER SHIPMENT WILL APPLY (excluding envelopes)**

ESTIMATED WEIGHT	ESTIMATED AMOUNT
	$

Special Handling Fees will apply to any single piece of freight that exceeds 4,000 lbs or 84"w x 84"d x 84"h Please call for rates.

B OUTBOUND SHIPMENTS
1. Return of crates, at close of the show, to your booth
2. Removal of shipments from booth and reloading same on outgoing carrier
3. **A 200 LB. MINIMUM CHARGE PER SHIPMENT WILL APPLY (excluding envelopes)**

	$

TOTAL EST. INBOUND FREIGHT HANDLING CHARGES A	$	**TOTAL EST. OUTBOUND FREIGHT HANDLING CHARGES B**	$
ESTIMATED INBOUND / OUTBOUND FREIGHT HANDLING CHARGES SUB-TOTAL A + B			$

	ADVANCE	FLOOR	
BANDING SERVICES: _____ pcs. @	$49.53 / piece	$62.00 / piece	$
SHRINK WRAP SERVICES: _____ pcs. @	$49.53 / piece	$62.00 / piece	$
ENVELOPES: ____ envelopes @ $36.86 / envelope			$
TOTAL ESTIMATED FREIGHT HANDLING CHARGES			$

Art Craft
DISPLAY, INC.
A DIVISION OF ART CRAFT SERVICE GROUP

ADVANCE FREIGHT

RUSH

TO: _____
(EXHIBITING FIRM NAME) (BOOTH #)

C/O ART CRAFT DISPLAY, INC.
46100 GRAND RIVER AVE, STE. B
NOVI, MI 48374
1 (248) 380-0843
detroit@artcraftdisplay.com

EVENT NAME:
MiCareerQuest Southeast
LOCATION:
Suburban Collection Showplace November 14, 2023

PIECE # _____ OF _____ TOTAL PIECES

CARRIER: _____

PLEASE LABEL EACH PIECE

NV 2023

Art Craft
DISPLAY, INC.
A DIVISION OF ART CRAFT SERVICE GROUP

ADVANCE FREIGHT

RUSH

TO: _____
(EXHIBITING FIRM NAME) (BOOTH #)

C/O ART CRAFT DISPLAY, INC.
46100 GRAND RIVER AVE, STE. B
NOVI, MI 48374
1 (248) 380-0843
detroit@artcraftdisplay.com

EVENT NAME:
MiCareerQuest Southeast
LOCATION:
Suburban Collection Showplace November 14, 2023

PIECE # _____ OF _____ TOTAL PIECES

CARRIER: _____

PLEASE LABEL EACH PIECE

NV 2023

Art Craft
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ADVANCE FREIGHT

RUSH

TO: _____
(EXHIBITING FIRM NAME) (BOOTH #)

C/O ART CRAFT DISPLAY, INC.
46100 GRAND RIVER AVE, STE. B
NOVI, MI 48374
1 (248) 380-0843
detroit@artcraftdisplay.com

EVENT NAME:
MiCareerQuest Southeast
LOCATION:
Suburban Collection Showplace November 14, 2023

PIECE # _____ OF _____ TOTAL PIECES

CARRIER: _____

PLEASE LABEL EACH PIECE

NV 2023

Art Craft
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ADVANCE FREIGHT

RUSH

TO: _____
(EXHIBITING FIRM NAME) (BOOTH #)

C/O ART CRAFT DISPLAY, INC.
46100 GRAND RIVER AVE, STE. B
NOVI, MI 48374
1 (248) 380-0843
detroit@artcraftdisplay.com

EVENT NAME:
MiCareerQuest Southeast
LOCATION:
Suburban Collection Showplace November 14, 2023

PIECE # _____ OF _____ TOTAL PIECES

CARRIER: _____

PLEASE LABEL EACH PIECE

NV 2023

Art Craft
DISPLAY, INC.
A DIVISION OF ART CRAFT SERVICE GROUP

ONSITE FREIGHT

RUSH

TO: _____
(EXHIBITING FIRM NAME) (BOOTH #)

C/O ART CRAFT DISPLAY, INC.
46100 GRAND RIVER AVE.
NOVI, MI 48374
1 (248) 380-0843
detroit@artcraftdisplay.com

EVENT NAME:
MiCareerQuest Southeast
LOCATION:
Suburban Collection Showplace November 14, 2023

PIECE # _____ OF _____ TOTAL PIECES

CARRIER: _____

PLEASE LABEL EACH PIECE

NV 2023

Art Craft
DISPLAY, INC.
A DIVISION OF ART CRAFT SERVICE GROUP

ONSITE FREIGHT

RUSH

TO: _____
(EXHIBITING FIRM NAME) (BOOTH #)

C/O ART CRAFT DISPLAY, INC.
46100 GRAND RIVER AVE.
NOVI, MI 48374
1 (248) 380-0843
detroit@artcraftdisplay.com

EVENT NAME:
MiCareerQuest Southeast
LOCATION:
Suburban Collection Showplace November 14, 2023

PIECE # _____ OF _____ TOTAL PIECES

CARRIER: _____

PLEASE LABEL EACH PIECE

NV 2023

Art Craft
DISPLAY, INC.
A DIVISION OF ART CRAFT SERVICE GROUP

ONSITE FREIGHT

RUSH

TO: _____
(EXHIBITING FIRM NAME) (BOOTH #)

C/O ART CRAFT DISPLAY, INC.
46100 GRAND RIVER AVE.
NOVI, MI 48374
1 (248) 380-0843
detroit@artcraftdisplay.com

EVENT NAME:
MiCareerQuest Southeast
LOCATION:
Suburban Collection Showplace November 14, 2023

PIECE # _____ OF _____ TOTAL PIECES

CARRIER: _____

PLEASE LABEL EACH PIECE

NV 2023

Art Craft
DISPLAY, INC.
A DIVISION OF ART CRAFT SERVICE GROUP

ONSITE FREIGHT

RUSH

TO: _____
(EXHIBITING FIRM NAME) (BOOTH #)

C/O ART CRAFT DISPLAY, INC.
46100 GRAND RIVER AVE.
NOVI, MI 48374
1 (248) 380-0843
detroit@artcraftdisplay.com

EVENT NAME:
MiCareerQuest Southeast
LOCATION:
Suburban Collection Showplace November 14, 2023

PIECE # _____ OF _____ TOTAL PIECES

CARRIER: _____

PLEASE LABEL EACH PIECE

NV 2023

Art Craft
DISPLAY, INC.
A DIVISION OF ART CRAFT SERVICE GROUP

FORK LIFT SERVICES

RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (248) 380-0848 • detroit@artcraftdisplay.com

SHOW NAME	LOCATION	SHOW DATE
MiCareerQuest Southeast	**Suburban Collection Showplace**	**November 14, 2023**

COMPANY	BOOTH #	BOOTH SIZE
		_____ X _____

AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

- **Advance Order Deadline: Fourteen (14) days prior to first move-in day.**
- **No refunds, exchanges or credits for any booth package items.**
- **All orders must be accompanied by "Contact & Payment Information" form.**
- **All orders are subject to the enclosed Terms, Conditions and Policies.**
- **Availability of this service cannot be guaranteed if not ordered in advance!! Please determine if this service is to be provided as part of your agreement with show management. If not, this form MUST be completed and returned according to conditions herein.**
- **Advance payment of all requested fork lift services (in/out) is required with your order.**

Credit Card Information Required with All Orders.

STANDARD SERVICE

Up to 4,000 pound capacity fork lift with operator for installation, uncrating, unskidding, dismantling, crating, skidding and any special handling of your equipment, machinery or freight, due to size or weight.
FLOOR RATE applies to *any order received within 7 days prior to show or placed on-site.*

ADVANCE	FLOOR
189.12 per hour	237.00 per hour

One hour minimum for move-in and one hour minimum for move-out. Partial hours, after minimum, prorated to nearest 1/2 hour.

SPECIAL SERVICE

For capacities over 4,000 pounds or if rigging equipment and labor are required, see “Rigging & Heavy-Duty Lift truck” form.

EXHIBITOR: Please complete this section

	TIME	DATE		RATE	
MOVE-IN	Fork Lift & Operator needed at _____ ☐ AM ☐ PM	on _____	for _____ hours	x $ _____ per hr.	= $ _____
	Fork Lift & Operator needed at _____ ☐ AM ☐ PM	on _____	for _____ hours	x $ _____ per hr.	= $ _____
	Fork Lift & Operator needed at _____ ☐ AM ☐ PM	on _____	for _____ hours	x $ _____ per hr.	= $ _____
MOVE-OUT	TIME	DATE		RATE	
	Fork Lift & Operator needed at _____ ☐ AM ☐ PM	on _____	for _____ hours	x $ _____ per hr.	= $ _____
	Fork Lift & Operator needed at _____ ☐ AM ☐ PM	on _____	for _____ hours	x $ _____ per hr.	= $ _____
	Fork Lift & Operator needed at _____ ☐ AM ☐ PM	on _____	for _____ hours	x $ _____ per hr.	= $ _____

- ***Please check-in at Service Desk when ready for service***
- ***Always inform us if more than one fork lift is needed.***

TOTAL ESTIMATED FORK LIFT SERVICE | **$**

Art Craft
DISPLAY, INC.
Event Service Professionals

DISPLAY & BANNER STAND RENTALS

Art Craft Display offers a wide variety of display solutions for your exhibit space. All display items are subject to availability and should be ordered by the advance order deadline. Customers may use their own Velcro®-attachable graphics, or may contact our Sign & Graphics department for pricing and options on custom trade show graphics and banners for use with these display items.

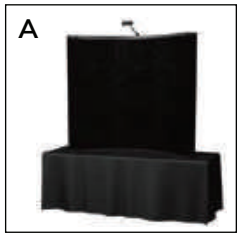
For information on purchasing display products and graphics, please contact Art Craft Display at

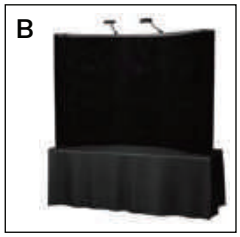
800-878-0710 or signshop@artcraftdisplay.com

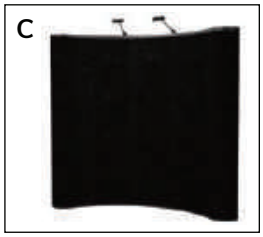
Curved Pop-Up Displays

A. Item #20650-0005 (6'w x 60"h Tabletop Display)
B. Item #20650-0010 (8'w x 60"h Tabletop Display)
C. Item #20650-0015 (8'w x 89"h Floor Display)
includes case counter
D. Item #20650-0020 (10'w x 89"h Floor Display)
includes case counter

Collapsible curved wall exhibit display unit with black, Velcro®-receptive fabric covering and Halogen light(s).

A


B


C


D

Folding Panel Tabletop Displays

A. Item #20650-0075 (48"w x 24"h ShowStyle Folding Display)
B. Item #20650-0080 (74"w x 36"h ShowMax Folding Display)

Folding panel tabletop exhibit display units with black,Velcro®-receptive fabric covering and halogen light(s). Shown with optional header panel.

A.

B.

Actual rental items may differ from photos shown.
Art Craft Display, Inc. reserves the right to substitute a comparable product.

Art Craft
DISPLAY, INC.
Event Service Professionals

DISPLAY & BANNER STAND RENTALS

Telescoping Banner Stands

Item #20670-0005 **Sm. Telescoping Banner Stand** (28”-48”w x 37”-95”h)
Item #20670-0010 **Lg. Telescoping Banner Stand** (52”-95”w x 36”-95”h)

Silver aluminum stand can be used to display single or double-sided banner graphics. Vertical and horizontal poles adjust to varying widths/heights to accomodate custom banner sizes. Banners attach to frame using pole pockets along the top and bottom edges.

If providing your own banner, make certain that pole pockets will allow a pole diameter of 1.5”.

Banners not included. Please contact us to order banners for use with these stands.

Hanging Banner Frames

Item #: 20670-0035 **6’wide, 3-sided Hanging Banner Frame w/ harness**
Item #: 20670-0040 **8’wide, 3-sided Hanging Banner Frame w/ harness**
Item #: 20670-0045 **10’wide, 3-sided Hanging Banner Frame w/ harness**
Item #: 20670-0050 **6’wide, 4-sided Hanging Banner Frame w/ harness**
Item #: 20670-0055 **8’wide, 4-sided Hanging Banner Frame w/ harness**
Item #: 20670-0060 **10’wide, 4-sided Hanging Banner Frame w/ harness**

All hanging banner frames accomodate banners of varying heights. Banners attach to frames using pole pockets along the top and bottom edges. If providing your own banners, make certain that pole pockets will allow a pole diameter of 1.5”. Harness included.

Rigging labor must be ordered in advance.

Banners not included. Please contact us to order banners for use with these stands.

- ***Please check your contract from show management to see if permission is needed for banner hanging prior to placing your order.***
- ***Based on booth location, banner hanging restrictions and or modifications may apply.***

Optional Display & Banner Stand Accessories

Extra Halogen Light

Item #20650-0025

Halogen display light with bulb and power cord.
For use with pop-up displays

Clamp-On Light Fixture

Item #20670-0080

Halogen display light fixture with C-clamp.
For use with Telescoping banner stands.

Available in silver only. Color shown for illustrative purposes only.

Actual rental items may differ from photos shown.
Art Craft Display, Inc. reserves the right to substitute a comparable product.

Art Craft
DISPLAY, INC.
A DIVISION OF ART CRAFT SERVICE GROUP

DISPLAY & BANNER STAND RENTAL

RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (248) 380-0848 • detroit@artcraftdisplay.com

SHOW NAME	LOCATION	SHOW DATE
MiCareerQuest Southeast	**Suburban Collection Showplace**	**November 14, 2023**

COMPANY	BOOTH #	BOOTH SIZE
		_____ X _____

AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

- **Order Deadline: Fourteen (14) days prior to first move-in day.**
- **All display items subject to availability and 50% re-stocking fee if order is cancelled within 14 days prior to first move-in day.**
- **No refunds, exchanges or credits for any booth package items.**
- **All orders must be accompanied by "Contact & Payment Information" form**
- **All orders are subject to the enclosed Terms, Conditions and Policies.**

Credit Card Information Required with All Orders.

NON-TAXABLE DISPLAY RENTAL ITEMS

Prices shown are for display hardware only. Graphic panels must be ordered separately. Please contact our Sign & Graphics department.

QTY.	ITEM NUMBER	DESCRIPTION	ADVANCE	FLOOR	AMOUNT
		POP-UP DISPLAYS *All pop-up displays and accessories include material handling fees, show-site installation / dismantle, light(s) and black, Velcro-receptive fabric covering*			
	20650-0005	**A.** 6' wide Curved Tabletop Pop-Up Display (60" tall)	474.18	593.00	
	20650-0010	**B.** 8' wide Curved Tabletop Pop-Up Display (60" tall)	529.13	662.00	
	20650-0015	**C.** 8' wide Curved Floor Pop-Up Display (89" tall) - *includes case-to-counter conversion kit*	840.38	1051.00	
	20650-0020	**D.** 10' wide Curved Floor Pop-Up Display (89" tall) - *includes case-to-counter conversion kit*	895.29	1120.00	
		FOLDING PANEL TABLETOP DISPLAYS *All folding tabletop displays include material handling fees, show-site installation / dismantle, light(s) and black, Velcro-receptive fabric covering*			
	20650-0075	**A.** 48"w x 24"h ShowStyle Folding Display	181.28	227.00	
	20650-0080	**B.** 74"w x 36"h ShowMax Folding Display	364.34	456.00	
		FREESTANDING BANNER STANDS *Freestanding Banner Stands must be checked-out at the on-site service desk*			
	20670-0005	Small Telescoping Freestanding Banner Stand (28"-48"w x 37"-95"h) *Attachment method: Pole pocket*	104.88	132.00	
	20670-0010	Large Telescoping Freestanding Banner Stand (52"-95"w x 36"-95"h) *Attachment method: Pole pocket*	119.12	149.00	
		HANGING BANNER FRAMES *Harness included. Rigging labor must be ordered in advance.* ***Note: Please check your contract from show management to see if permission is needed for banner hanging prior to placing your order. Based on booth location, banner hanging restrictions and or modifications may apply***			
	20670-0035	6' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) *Attachment method: Pole pocket*	130.00	163.00	
	20670-0040	8' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) *Attachment method: Pole pocket*	144.64	181.00	
	20670-0045	10' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) *Attachment method: Pole pocket*	160.22	201.00	
	20670-0050	6' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) *Attachment method: Pole pocket*	150.14	188.00	
	20670-0055	8' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) *Attachment method: Pole pocket*	173.94	218.00	
	20670-0060	10' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) *Attachment method: Pole pocket*	184.91	232.00	
		OPTIONAL DISPLAY & BANNER STAND ACCESSORIES / UPGRADES			
	20670-0080	Clamp-on Halogen Light - *for use with Telescoping banner stands*	58.67	74.00	
	20650-0025	Extra Halogen Display Light Fixture w/ Bulb - *for use with Pop-Up displays*	58.67	74.00	

TOTAL NON-TAXABLE DISPLAY ITEMS	**$**

To order graphics for all the above displays and banner stands, contact our Sign & Graphics department at 800.878.0710 or signshop@artcraftdisplay.com

Displays and accessories are also available for purchase. Contact Art Craft Display for more information.

Terms, Conditions and Policies page one

Art Craft DISPLAY, INC.
A DIVISION OF ART CRAFT SERVICE GROUP

CONTRACTUAL AGREEMENT

The Terms, Conditions and Policies set forth below become a part of the contractual agreement between Art Craft Display, Inc. (ART CRAFT) and You, the Exhibitor. Acceptance of said terms, conditions and policies will be construed when any of the following conditions are met:

-WHEN ANY SERVICE, PAYMENT OR ORDER FORM IS SIGNED AND RETURNED TO ART CRAFT; OR
-WHEN ANY SERVICE OR EQUIPMENT ORDER IS PLACED BY AN EXHIBITOR WITH ART CRAFT; OR
-WHEN ANY WORK IS PERFORMED ON BEHALF OF EXHIBITOR, BY LABOR SECURED THROUGH ART CRAFT.

CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH ART CRAFT. TERMS, CONDITIONS AND POLICIES MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH ART CRAFT.

DEFINITIONS

The name "Art Craft Display, Inc." (ART CRAFT) shall be construed within the meaning of this contract as ART CRAFT, and their employees, officers, directors, agents and assigns, affiliated companies and related entities including but not limited to any subcontractors ART CRAFT may appoint. The term "Exhibitor" shall be construed within the meaning of this contract as YOU and/or the EXHIBITOR and/or SHIPPER, and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (E.A.C.) for all purposes and circumstances, notwithstanding anything contained herein to the contrary.

PAYMENT TERMS

1. RENTAL OF EQUIPMENT: The rental furnishings are the property of ART CRAFT and are rented to YOU subject to this contract for rental charges except where specifically identified as a sale. All ART CRAFT rentals include delivery, installation and removal from EXHIBITOR'S booth. If YOU fail to leave the equipment or furnishings in your booth at the close of the show, ART CRAFT, to enforce its property ownership of the equipment or furnishings and to protect its interest under this contract, may retake the equipment or furnishings at any time and to do so may enter your property, and YOU hereby waive any right of action against ART CRAFT for such entry and retaking. In addition, YOU acknowledge that the failure to relinquish rented equipment or furnishings within the contracted time and the sale or concealment of rented equipment or furnishings are prohibited, and that such action may constitute a crime. ART CRAFT may notify the authorities and take other action, including the filing of criminal complaints, subjecting YOU to prosecution. Equipment or furnishings will be picked up at your booth at the close of the show. If YOU leave early, please notify our Service Desk.

2. EXECUTION OF SERVICES: Labor costs are included as part of the specified rental equipment fees (unless otherwise noted).

3. PAYMENT POLICY: Payment in full of rental and service charges must accompany your orders, and be received by ART CRAFT by the appropriate deadlines to qualify for advance rates. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without payment, orders received after deadline dates, or orders placed at the show will be charged floor rates. Purchase orders are not considered payment. **All orders must be paid in full prior to delivery of equipment or execution of services. All claims must be made prior to show closing. Absolutely no credits will be issued after that time.**

4. CHARGES AND PAYMENTS: YOU are responsible for rental and service charges from the time the equipment or furnishings are rented until the close of the show and other charges hereunder. The equipment or furnishings are to be clean and in good condition at the close of the show. If the rental fees are charged to someone other than the EXHIBITOR, the Renter therefore represents that he/she is an E.A.C. of the EXHIBITOR and has the right to charge this rental; the EXHIBITOR nevertheless will remain liable for any charges and for all other obligations. If EXHIBITOR is exempt from payment of sales tax, ART CRAFT requires an exemption certificate for the State in which the services are to be used. ART CRAFT reserves the right to charge EXHIBITOR for the difference between the EXHIBITORS estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that ART CRAFT may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

5. CANCELLATION POLICY FOR ANY CANCELLED ORDERS AND/OR CANCELLED EVENTS:

- **a.** Cancellations within 7 days of the first move-in day will be subject to a 50% administrative fee on all items and services ordered, with the exception of (**c**) below.
- **b.** Cancellations made after the initial move-in has begun, will not be eligible for a refund for any items or services ordered.
- **c.** At any date of cancellation, Exhibitor will be invoiced in full for any orders in which costs have been incurred by Art Craft Display for any purchases and/or work undertaken to fulfill the order. This includes, but is not limited to, orders for signs, banners, displays, SEG fabrics, custom shelves or countertops, premium carpet and freight received.

6. COLLECTION: YOU agree to pay all costs of collection by ART CRAFT of any amounts due hereunder, including actual attorney's fees. YOU further agree that, in the event any action arising out of or related to the Agreement between YOU and ART CRAFT, and ART CRAFT prevails, YOU shall pay ART CRAFT its actual attorney's fees and other costs incurred as a result of or in connection with such action. To the extent state law limits the recoverability of attorney's fees, ART CRAFT shall be entitled to recover its fees up to the maximum amount by state law.

7. JURISDICTION: The Agreement is governed by the laws of the state where the ART CRAFT branch pertinent to the transaction is situated. Any action arising out of or related to the Agreement shall be brought, at ART CRAFT's discretion, either in a court with jurisdiction over the county in which the pertinent ART CRAFT branch is situated, in the county in which the project for which the goods are to be used is located, or in a court or before an arbitration panel where an action between ART CRAFT and a third party is pending which concerns the subject matter of the Agreement. To the extent allowed by law, YOU waive your right to a trial by jury in any action brought upon, or by reason of, the Agreement.

EQUIPMENT: GENERAL CONDITIONS AND POLICIES

1. EQUIPMENT AVAILABILITY AND POSSESSION: Ordering early saves you time and money. Availability of equipment on the show floor cannot be guaranteed. Possession of unverified or unpaid equipment shall result in a) confiscation of equipment, or b) payment of full rental charges (at floor rate) upon demand.

2. RESPONSIBILITY FOR EQUIPMENT OR FURNISHINGS: From the time the equipment or furnishings are rented, YOU are responsible for it. If the equipment or furnishings are lost, stolen or damaged under any circumstances while rented, regardless of fault, YOU shall be responsible for all charges, including labor costs, to replace or repair the equipment or furnishings.

3. USE OF RENTAL EQUIPMENT OR FURNISHINGS: YOU agree that the equipment or furnishings will be used only for the purpose for which they were manufactured and intended. Subleasing or improper use is prohibited.

4. RESPONSIBILITY FOR USE: YOU are responsible for the use of the rented equipment or furnishings. YOU assume all risks inherent in the operation and use of the equipment or furnishings. YOU agree to assume the entire responsibility for the defense of, and to pay, indemnify and hold ART CRAFT harmless from, and hereby release ART CRAFT from, any and all claims for damages to property or bodily injury (including death) resulting from the use, operation or possession of the equipment or furnishings, whether or not it is claimed or found that such damage or injury resulted from the defective condition of the equipment or furnishings or from any cause. YOU agree that no warranties, express or implied, have been made in connection with this rental. In the event of any dispute between EXHIBITOR and ART CRAFT relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to ART CRAFT for its services, as an offset against the amount of any alleged loss or damage. Any claim against ART CRAFT shall be considered a separate transaction, and shall be resolved on its own merits.

5. EQUIPMENT OR FURNISHINGS FAILURE: In the event any rented equipment or furnishings should become unsafe or damaged, or ceases to be in good working order, YOU will discontinue use so as to prevent further damage to the equipment or injury or damage to persons or property. It is the EXHIBITOR'S responsibility to advise ART CRAFT personnel of any problem with any order. Upon notification, ART CRAFT shall make a reasonable effort to replace or repair such equipment or furnishings provided it has personnel or equipment or furnishings available; however ART CRAFT shall not be responsible for damages or injury including consequential damages resulting from failure or any defect of the rental equipment or furnishings.

6. COLOR SELECTIONS: Indicate color where applicable. Choices not indicated by EXHIBITOR will be selected by ART CRAFT to coordinate with show colors. ART CRAFT reserves the right to select or change colors based upon availability.

LABOR (Including High Lift and Fork Lift Services): GENERAL CONDITIONS AND POLICIES

1. WORK RULES: Show Management and/or EXHIBITORS are not required to use Art Craft Display, Inc. (ART CRAFT) labor for loading/unloading, delivery/removal or installation/dismantle of any equipment, literature, etc. that they choose to handle themselves. In most cases, 4-wheel stock carts will be available on site for your use. Drayage and material handling equipment charges may apply depending on your agreement with show management regarding those services. Although the utmost care will be exercised, ART CRAFT is not responsible for resulting damage or loss from improper packing, concealed damage, theft or any other cause.

2. PERSONNEL CONDITIONS: ART CRAFT has been selected by show management as the official labor provider for this event. ART CRAFT provides all necessary labor from its own designated labor pool for execution of said services.

All prices are based entirely upon labor services provided only by the ART CRAFT designated labor pool. If any labor services are provided or required by outside labor groups, whether by request, demand, coercion or circumstance, Show Management shall be responsible for all costs incurred directly to the outside labor groups; excluding some labor requests from EXHIBITORS which are normally the EXHIBITOR'S responsibility for payment as outlined herein. Also, if Show Management secures use of outside labor, Show Management and their EXHIBITORS agree jointly and/or separately to indemnify and hold harmless ART CRAFT and their agents for all claims of disruption of service, delays or any cause of action which is beyond the direct control of ART CRAFT. This and all orders are accepted subject to these conditions. Additional personnel or equipment may be used, if the supervisor deems such is necessary to safely complete the installation and/or dismantling of exhibit and will be charged accordingly.

3. LABOR PROVIDED UNDER THE SUPERVISION OF ART CRAFT:

A. RESPONSIBILITIES: ART CRAFT shall be responsible for the performance of labor provided under this option. ART CRAFT cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under ART CRAFT's direct supervision and control. In no event shall ART CRAFT be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. ART CRAFT shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond ART CRAFT's reasonable control.

B. INDEMNIFICATION: ART CRAFT agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to ART CRAFT employees, or property damage arising out of work performed by labor provided by and supervised by ART CRAFT, except when EXHIBITOR exercises direction and/or control over the work being performed.

4. LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR:

A. RESPONSIBILITIES: EXHIBITOR shall be responsible for the performance of labor provided under this section. It is the responsibility of EXHIBITOR to supervise labor secured through ART CRAFT in a reasonable manner as to prevent bodily injury and/ or property damage and also to direct them to work in a manner that is in compliance with ART CRAFT Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

B. INDEMNIFICATION: EXHIBITOR agrees to indemnify, hold harmless, and defend ART CRAFT from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to ART CRAFT employees, and/or property damage arising out of work performed by labor provided by ART CRAFT but supervised by EXHIBITOR. Further, EXHIBITOR'S indemnification of ART CRAFT includes any and all violations of Federal, State, County or Local ordinances, "Show regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by ART CRAFT to work in a manner that violates any of the above rules, regulations, and/or ordinances.

Terms, Conditions and Policies page two

Art Craft
DISPLAY, INC.
A DIVISION OF ART CRAFT SERVICE GROUP

MATERIAL HANDLING: GENERAL CONDITIONS AND POLICIES

CONTRACTUAL AGREEMENT

The Terms, Conditions and Policies set forth below become a part of the contractual agreement between Art Craft Display, Inc. (ART CRAFT) and You, the Exhibitor. Acceptance of said terms, conditions and policies will be construed when any of the following conditions are met:

-WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO ART CRAFT OR TO THE SHOW SITE FOR WHICH ART CRAFT IS THE OFFICIAL SHOW CONTRACTOR; OR
-WHEN ANY SERVICE, PAYMENT OR ORDER FORM IS SIGNED AND RETURNED TO ART CRAFT; OR
-WHEN ANY SERVICE OR EQUIPMENT ORDER IS PLACED BY AN EXHIBITOR WITH ART CRAFT; OR
-WHEN ANY WORK IS PERFORMED ON BEHALF OF EXHIBITOR, BY LABOR SECURED THROUGH ART CRAFT.

CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH ART CRAFT. TERMS, CONDITIONS AND POLICIES MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH ART CRAFT.

DEFINITIONS

The term "Material Handling" shall be construed within the meaning of this contract as MATERIAL HANDLING and/or MATERIALS and/or FREIGHT HANDLING and/or FREIGHT and/or DRAYAGE for all purposes and circumstances, notwithstanding anything contained herein to the contrary.

1. CHARGES AND PAYMENTS : Payment in full of all drayage charges must be made prior to delivery of equipment or execution of services, **in US Funds only.** All drayage charges from ART CRAFT are separate from any carrier charges you may incur. Under no circumstance will ART CRAFT be responsible for any freight carrier charges. Late shipment charges may apply for shipments requiring special delivery arrangements. Additional charges will be made on any shipments if they require RECRATING, PALLETING, BANDING or SPECIAL HANDLING. Special handling is defined as, but not limited to, shipments received or loaded out that cannot be unloaded/reloaded at the dock; or packed in such a way that would require additional handling and/or special equipment to unload/reload (i.e. double-decking, un-stacking, side door unloading/reloading, ground unloading/reloading).

2. TYPES OF FREIGHT: ART CRAFT reserves the right, at EXHIBITOR'S expense, to refuse or re-route the following types of freight; hazardous materials, perishable materials, and any freight considered oversize or overweight by definition of ART CRAFT. Any additional expenses incurred by ART CRAFT to handle the above freight items will be charged to the EXHIBITOR.

3. PACKAGING AND CRATES: ART CRAFT shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, ART CRAFT shall not be responsible for crates and packages which are unsuitable for handling, in poor condition, or have prior damage. Crates and packages should be of a design to adequately protect contents for handling by forklift and similar means.

4. INBOUND SHIPMENT: Shipments will be received with PREPAID carrier charges only. Collect shipments will be refused. Standard shipping hours are M-F 8am to 4:30pm EST. All inbound shipments are required to have a bill of lading or delivery slip which includes the number of pieces, material description, weight and clearly marked with exhibiting firm name and booth number. Copies of these documents should be mailed to us in advance. Shipments received without required paperwork will be delivered to your booth without guarantee of piece count. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to your booth and your arrival, and ***during such time the materials will be left unattended.*** ART CRAFT WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER MATERIALS HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. ART CRAFT highly recommends contracting security services from Facility or Show Management. Due to policy changes beyond our control, that have been implemented by any Commercial Freight and Courier Services regarding signatory acceptance/ acknowledge of receipt of shipments by Art Craft Display, Inc., Art Craft Display will no longer recognize nor address any claim of receipt of goods purely by proof of signature as provided by these outside Commercial Services. Furthermore, Art Craft Display will not be responsible for any financial claim arising, wholly or in part, from any claim by the Exhibitor (you) or by a Commercial Freight and Courier Service that any shipment was accepted by signature of an Art Craft Display authorized representative and/or by evidence provided solely by the Commercial Freight and Courier Service or by the Exhibitor (you) and when purported shipment is not in possession of Art Craft Display.

5. EMPTY CONTAINERS: Empty container labels are available at our service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR. All previous labels must be removed or obliterated. ART CRAFT assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels and without ART CRAFT labels; or improper information on empty labels. ART CRAFT WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS AND/OR THEIR CONTENTS DUE TO INCLEMENT WEATHER, OR ANY OTHER CAUSE, WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

6. OUTBOUND SHIPMENT: All outbound shipments will be sent COLLECT OR BILLED TO THIRD PARTY BY EXHIBITOR. Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and ***during such time the materials will be left unattended.*** ART CRAFT WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE MATERIALS HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. ART CRAFT highly recommends contracting security services from Facility or Show Management. All Outbound Shipping Authorizations submitted to ART CRAFT by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items listed by EXHIBITOR and the actual count of such items in the booth at the time of pick-up. If the EXHIBITOR designated carrier fails to remove your freight by the final move-out time, your shipments will be rerouted by ART CRAFT at your expense. ART CRAFT reserves the right to HOLD outbound freight until payment of all drayage invoices is satisfied.

7. ABANDONED FREIGHT: ART CRAFT will remove only our equipment and items, which are consigned to us per written authorization, by the exhibiting firm(s) and Facility or Show Management (i.e. freight). Any other items left behind by exhibiting firms or Show Management, and not authorized for removal by us, shall be deemed "abandoned", and Facility Management will be notified in writing. Reasonable effort will be made to contact known owners of abandoned items; however, ART CRAFT will not be responsible for any loss, damage, delay, disappearance or liability whatsoever regarding freight deemed abandoned.

8. ART CRAFT's RESPONSIBILITY: ART CRAFT shall be responsible for only those services provided directly by ART CRAFT. ART CRAFT assumes no responsibility for any persons, parties, or other contracting firm not under ART CRAFT's direct supervision and control. ART CRAFT shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond ART CRAFT's reasonable control, concealed damage, nor for ordinary wear & tear in the handling of materials.

9. ART CRAFT's LIMITS OF LIABILITY:

A. CLAIMS FOR LOSS: Claims for loss or damage must be filed within nine (9) months after the delivery of the property, except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has lapsed. In no event shall a suit or action be brought against ART CRAFT more than two (2) years and one day from the day when written notice is given by ART CRAFT to EXHIBITOR that the claim is disallowed. Receipt of shipment by consignee or the consignee's agent without written notification or damage or loss will be prima facie evidence that the shipment was delivered in good condition.

1. PAYMENT FOR SERVICES MAY NOT BE WITHHELD: In the event of any dispute between the EXHIBITOR and ART CRAFT relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to ART CRAFT for its services, as an offset against the amount of any alleged loss or damage.

2. MAXIMUM RECOVERY: If found liable for any loss, ART CRAFT's sole and exclusive remedy is limited to $.50 per pound per article with a maximum liability of $100.00 per item, or $1,500.00 per shipment, whichever is less. When a declaration is made, liability shall in no event exceed the declared value of the shipment. **DECLARED VALUE AMOUNTS APPLY ONLY TO THE AIR SHIPMENT OF MATERIALS, AND NOT TO ANY OTHER SERVICES PROVIDED BY ART CRAFT INCLUDING, WITHOUT LIMITATION, MATERIAL HANDLING SERVICES**.

3. BREACH OF CONTRACT OR NEGLIGENCE: ART CRAFT's LIABILITY SHALL BE LIMITED TO ANY LOSS OR DAMAGE WHICH RESULTS SOLELY FROM ART CRAFT's NEGLIGENCE IN THE ACTUAL PHYSICAL HANDLING OF THE ITEMS COMPRISING EXHIBITOR'S SHIPMENT OR WHICH RESULTS FROM BREACH OF CONTRACT AND NOT FOR ANY OTHER TYPE OF LOSS OR DAMAGE. In no event shall ART CRAFT be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages, whether such damages occur either prior to or subsequent to, or are alleged as a result of tortuous conduct, failure of the equipment or services of ART CRAFT or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if ART CRAFT has been advised or has notice of the possibility of such damages, or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss.

B. DECLARED VALUE: Declared value is available only on AIR SHIPMENT. The value per pound for applying valuation charges shall be determined by dividing the shipper's declared value for carriage by the actual weight of the shipment.

1. GROUND SHIPMENTS: No declared value is available for ground shipments. If the shipper declares a value, they must ship by Air.

2. DOMESTIC & INTERNATIONAL AIR SHIPMENTS: When the shipper declares a value that exceeds $.50 per pound per article with a maximum liability of $100.00 per item, or $1,500.00 per shipment, whichever is greater, an additional charge of $0.85 per $100.00 of excess valuation or fraction thereof, subject to a minimum charge of $3.25 per shipment, will be assessed on the declared value.

3. EXTRAORDINARY VALUE: Notwithstanding the above limitations, all shipments, domestic and international, containing the following items of extraordinary value are limited to a maximum declared value of $500.00.

a. Artworks and objects of art, namely original paintings, drawing, etchings, watercolors, tapestries or sculptures.
b. Clocks, jewelry, including costume jewelry, furs, and fur trimmed clothing.
c. Personal effect, including without limitation papers and documents.

4. LIABILITY: Liability for damage to shipments containing glass shall be limited to $50.00. Shipments with a declared value exceeding $50.00 will not be accepted. If inadvertently accepted, liability will be limited to $50.00. Glass shipments include, without limitations: windshields, plate glass, ceramics, chinaware and light bulbs.

5. MAXIMUM VALUES: Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by us for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums.

C. INDEMNIFICATION: EXHIBITOR agrees to indemnify, forever hold harmless and defend ART CRAFT from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential) liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, contributed to or by and of the following:

- EXHIBITOR'S negligent supervision of any labor secured through ART CRAFT, or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractor (EAC).
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representative, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
- EXHIBITOR'S violation of Federal, State, County or Local ordinances or the violation of Show or Facility Regulations and/or Rules as published and set forth by Facility and/or Show Management.
- EXHIBITOR'S inclusion of illegal substances, hazardous materials or waste in any shipments placed with ART CRAFT and for the violation of the representations and warranties made regarding hazardous materials within this Agreement.

10. INSURANCE: ART CRAFT is not an insurer nor provides insurance. Insurance for EXHIBITOR materials, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide ART CRAFT with a release of subrogation to the extent of any insurance settlement received.

11. COLLECTION: YOU agree to pay all costs of collection by ART CRAFT of any amounts due hereunder, including actual attorney's fees. YOU further agree that, in the event any action arising out of or related to the Agreement between YOU and ART CRAFT, and ART CRAFT prevails, YOU shall pay ART CRAFT its actual attorney's fees and other costs incurred as a result of or in connection with such action. To the extent state law limits the recoverability of attorney's fees, ART CRAFT shall be entitled to recover its fees up to the maximum amount by state law.

12. JURISDICTION: The Agreement is governed by the laws of the state where the ART CRAFT branch pertinent to the transaction is situated. Any action arising out of or related to the Agreement shall be brought, at ART CRAFT's discretion, either in a court with jurisdiction over the county in which the pertinent ART CRAFT branch is situated, in the county in which the project for which the goods are to be used is located, or in a court or before an arbitration panel where an action between ART CRAFT and a third party is pending which concerns the subject matter of the Agreement. To the extent allowed by law, YOU waive your right to a trial by jury in any action brought upon, or by reason of, the Agreement.

13. EXHIBITOR ACCEPTANCE OF ART CRAFT TERMS, CONDITIONS AND POLICIES: EXHIBITOR, as a material part of the consideration to ART CRAFT for equipment rental, provision of labor, material handling and transportation services waives and releases all claims against ART CRAFT, its employees, agents, officers, and directors with respect to all matters for which ART CRAFT has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.

Complete
Computer Rentals
DAILY • WEEKLY • MONTHLY
ANYTIME • ANYWHERE

Ph# 586-268-7443, Fax 586-268-7583
www.sales@completecomputerrentals.com

LAPTOPS		Intel i5 2.53ghz, 4g/250g/DVD 14.1” Wide Screen, VGA & Display port, 3 USB ports, Ethernet port, WIFI, Windows 10 Pro
		Intel i7 2.6ghz, 32g/1tb 15.4” Wide Screen, VGA & HDMI ports, 3 USB ports, Ethernet port, WIFI, Windows 10 Pro
DISPLAYS		20” LCD Monitor, 1680x1050 VGA & DVI-D
		24” LCD Monitor, 1920x1080p VGA & HDMI
		32” LCD/LED Monitor, 1920x1080p VGA, HDMI & Speakers
		40” Monitor **SMART 1080p HD** HDMI, USB Input & Speakers
		42” Monitor, 1080p VGA, HDMI & Speakers

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DISPLAYS CONT.		43” Monitor **4K 2160p UHD Smart** HDMI, USB Input & Speakers
		47” Monitor 1080p VGA, HDMI & Speakers
		50” Monitor 1080p VGA, HDMI & Speakers
		55” Monitor 1080p VGA, HDMI & Speakers
		55” Monitor **4K 2160p UHD Smart** HDMI, USB Input & Speakers
		65” Monitor 1080p VGA, HDMI & Speakers
		65” Monitor **4K 2160p UHD Smart** HDMI, USB Input & Speakers

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DISPLAYS CONT.		75” Monitor **4K 2160p UHD Smart** HDMI, USB Input & Speakers
		80” Monitor **SMART 1080p HD** HDMI, USB Input & Speakers
		86” Monitor **4K 2160p UHD Smart** HDMI, USB Input & Speakers
TOUCHSCREENS		23” Touch Screen Monitor 1080p VGA & HDMI
		55 & 65” Touch Screen Monitors 1080p VGA, HDMI and Speakers
		55” Touch Screen Monitor **4K 2160p** VGA, HDMI and Speakers

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DISPLAY ACCESSORIES		6Ft. Dual Post Floor Stand option for displays
		Wall mount option for displays
		Accessory shelf option for dual post stands
PRINTERS		HP Laserjet B&W 40ppm, USB, Ethernet, Par. Connections
		HP Laserjet Color 20ppm Color, 20ppm B&W USB, Ethernet Connections
MISC.		HP 4345 Multi Function/Copy Machine, B&W 45ppm, USB, Ethernet Connection

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ANYTIME • ANYWHERE

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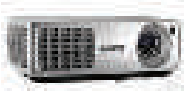
www.sales@completecomputerrentals.com

MISC. CONT.		DVD HD and Blu-Ray Players
		LCD Projector 2200 – 3000 Lumen
		Tripod Screens 6ft & 8ft
		Wireless MIC and Powered Speaker
		Wired MIC and Powered Speaker

Complete Computer Rentals, Inc.
35137 Goetz, Suite B Sterling Heights, MI 48312
PH: (800) 699-1227 Fax: (586) 268-7583
sales@completecomputerrentals.com

SHOW NAME _____

RENTAL RATES ARE FOR ENTIRE SHOW AND INCLUDE SUPPORT

	QTY	EQUIPMENT	SHOW RATE	Total
LAPTOPS		I5 2.53GHZ, 4G/250G HD, DVD-CDRW, WIN 10	170.00	
		I7 2.6ghz, 32G/1TB HD, WIN 10 **1080p HD**	295.00	
DISPLAYS		20" or 24" 1080p HD w/HDMI, VGA (circle one)	130.00 or 200.00	
		32" 1080p HD w/HDMI,VGA & speakers	270.00	
		40" 1080p HD **SMART** w/HDMI, speakers & **USB Input**	470.00	
		42" 1080p HD w/HDMI,VGA & speakers	500.00	
		43" 4K 2160p UHD **SMART** w/HDMI, speakers & **USB Input**	595.00	
		47" 1080p HD w/HDMI,VGA & speakers	570.00	
		50" 1080p HD w/HDMI,VGA & speakers	600.00	
		55" 1080p HD w/HDMI,VGA & speakers	675.00	
		55" 4K 2160p UHD **SMART** w/HDMI, speakers & **USB Input**	800.00	
		65" 1080p HD **SMART** W/HDMI,VGA, speakers & **USB Input**	850.00	
		65" 4K 2160p UHD **SMART** w/HDMI ,speakers & **USB Input**	950.00	
		75" 4K 2160p UHD **SMART** w/HDMI, speakers & **USB Input**	1150.00	
		80" 1080p HD **SMART** w/HDMI,VGA, speakers & **USB Input**	1650.00	
		86" 4K 2160p UHD **SMART** w/HDMI, speakers & **USB Input**	2100.00	
		TOUCHSCREENS		
		23" **TOUCHSCREEN** 1080p HD	300.00	
		55" or 65" **TOUCHSCREEN** 1080p HD (circle one)	1050.00 or 1250.00	
		55" **TOUCHSCREEN** 4K 2160p	1275.00	
		DISPLAY ACCESSORIES		
		FLOOR STAND 6' ***rented with our display***	110.00	
		POLE SLEEVE (black)	45.00	
		ACCESSORY SHELF FOR FLOOR STAND	35.00	
		WALL MOUNT ***w/labor up to 8ft walls. Addt'l charges over 8ft.***	175.00	
		FLOOR STAND ***rented without our display***	275.00	
PRINTERS		HP B/W LASER or HP COLOR LASER (circle one)	195.00 or 295.00	
		Full Size B/W Copier or Color Copier 40ppm, staple (circle one)	1200.00 or 1850.00	
MISC.		MEDIA PLAYER **1080p** or **4K** (circle one)	50.00 or 75.00	
		HD DVD PLAYER or BLU-RAY PLAYER (circle one)	30.00 or 75.00	
		POWERED SPEAKER w/wired MIC or w/wireless MIC	150.00 or 300.00	
			6% Sales Tax	
			Delivery/Setup/Pickup	225.00
			TOTAL	

PLEASE CALL FOR ITEMS NOT LISTED!
A 20% surcharge applies to orders placed within 72 hours of delivery.
No credits will be issued after delivery, or attempted delivery of equipment.
No refunds on orders cancelled within five days of delivery.

EXHIBITOR INFORMATION:

Ordered By:_____

Company Name:_____

Address:_____

City:_____State:_____ Zip Code:_____

Phone:_____Fax:_____

Email Address:_____

PAYMENT INFORMATION (Payment required prior to delivery)

VISA_____ MC_____ AMEX_____ SECURITY CODE _____

Card Number:_____Exp._____

Cardholder Name:_____

Signature:_____

SHOW INFORMATION:

Show Contact:_____

Cell Number:_____

Booth Number:_____

Delivery Date:_____

Delivery Time: 9-11am 11-1pm
1-3pm 3-5pm

Exhibitor must be present in booth to accept delivery or additional fees will apply.

Pickup Date:_____

Pickup Time:_____

Exhibitor responsible for equipment until pickup.

BOCO Enterprises, Inc. Utility Order Form

46100 Grand River Avenue, Novi MI 48374 * Phone: 248-348-5600 * Fax: 248-380-3005
Email your order form to: dthomas@suburbanshowplace.com

You may also order all services online at www.suburbancollectionshowplace.com

Name of Show: _____ Date of Show: _____ Booth # _____

Company Name: _____ Contact Name: _____

Address: _____ City, State, Zip: _____

Email Address (please print clearly): _____

Phone: _____ Ext: _____ Fax: _____

Form of Payment: ☐ **Cash** ☐ **Check** ☐ **Visa/MasterCard** ☐ **American Express** ☐ **Discover**

A 4% administrative fee will be added to all credit card transactions.

Check/Credit Card Number: _____ Expiration: _____

If paying by credit card, please place authorization signature here: _____

Please make checks payable to: BOCO Enterprises, Inc. * No refunds five days prior to show.

Rates quoted include bringing of service to the exhibit booth. All wiring of electrical work on exhibitor displays are charged on time and material basis. Tagging of equipment for proper voltage, phase, connections, etc. is exhibitor's responsibility. Exhibitors using sensitive electronic equipment should provide their own power conditioning. BOCO Enterprises and/or Suburban Collection Showplace are not responsible for voltage or frequency variances.
FULL PAYMENT must accompany order to receive advance rate. **NO EXCEPTIONS!** All orders received after deadline or on-site are subject to the floor rate.
Any orders requiring collection during or after the show are subject to the floor rate, including declined credit cards. Prices subject to change at discretion of BOCO Enterprises only. **ADVANCED RATE DEADLINE: Five (5) days prior to first move-in day**.

Requirements	120 V – Single Phase			208 V – Single Phase			208 V- Three Phase			480 V – Three Phase		
Lighting outlet 120V 2000 watts (20amps) (standard outlet)	Qty	Advance $100	Floor $175	Qty	Advance	Floor	Qty	Advance	Floor	Qty	Advance	Floor
30 amp					$200	$300		$240	$320		$750	$1050
50 amp					$295	$410		$355	$495			
60 amp					$465	$650		$600	$840		$900	$1250
100 amp					$685	$950		$820	$1150		$1425	$2000
150 amp					$850	$1175		$1075	$1500			
200 amp					$1400	$1950		$1640	$2300			

EXHIBITOR BOOTH CLEANING

For your convenience, we offer individual booth cleaning service. This is an optional service that will not be provided without the return of this form as well as advanced payment.

One Time Booth Cleaning (Optional)

Carpets vacuumed or floor swept, wastebaskets emptied, tables wiped. One time service provided the night before the first open show day only.

Total booth sq. ft. x .15

_____ X (1 day) .15 = _____

Multiple Day Booth Cleaning Services (Optional)

Carpet vacuumed or floor swept, wastebaskets emptied, tables wiped. Service is provided nightly, after show closing. Service commences on the final night of move in and ends the night before closing of the show.

Total booth sq. ft. x .30

_____ X (number of show days) .30 = _____

PHONE SERVICES

Data transmission capabilities are limited and exhibitors should inquire if there are questions concerning the compatibility of any equipment with BOCO Enterprises, Inc. phone system. Customers are responsible for all local and long-distance charges made on phone lines from move-in through move-out of show. Billing for all additional charges will be at a later date.

ELECTRICAL LABOR

BOCO Enterprises must supply all labor. Any electrical orders with floor plans, compressed air, and 480 connections are subject to the Electrical labor rate of $50.00 an hour.

QTY	Phone Services	Advance	Floor
	Telephone services – outgoing calls	$150	$200
	Telephone services – incoming and outgoing calls	$200	$250
	Internet – See separate order form **All internet services provided ON-SITE by Spectrum. Service is accessed through web browser (wireless or hardwire) & paid for by credit card. Wireless internet is $20.00/day with additional charges for IT support.*		

WATER/DRAIN/AIR/GAS - Water service is 3/8" poly pipe with shut off. Any required connections are the responsibility of the exhibitor. Drains are provided via pump. Power outlet in booth is required for drain but may be connected with other equipment. If draining any tub or unit, a small amount of excess water will remain. Exhibitors should use caution when moving units in the building.

Qty	Service	Advance	Floor
	Water	$300	$375
	Drain	$350	$425
	Air**	$375	$500
**** Compressed air connection ½ inch**			
Gas	Contact BOCO Enterprises, Inc. directly at 248-348-5600 extension 205 for pricing and connection information.		
Labor	$50.00 per hour straight time		

PAYMENT TOTALS

A 4% admin fee will be added to all credit card transactions.

Electrical Services	$
Cleaning Services	$
Phone/Internet Services *(Internet - separate order form)*	$
Water/Drain/Air Services	$
Parking Pass(es) *(Separate order form)*	$
GRAND TOTAL	$

BOCO Enterprises, Inc. Utility Order Form

46100 Grand River Avenue, Novi MI 48374
Phone: 248-348-5600 * Fax: 248-380-3005

We would like to take this opportunity to welcome your company to the Suburban Collection Showplace. We ask your cooperation so we do not have any exhibitor experiencing any problems during the show.

In order to expedite a smooth and proper operational show, please fill out your service requirement order form and return it immediately. Full payment must accompany order to receive advance rate. No exceptions! Payment in full must be rendered prior to opening of the show. Advance order deadline: Five (5) working days prior to the first move in day. All orders received after deadline or on site are subject to the floor rate. Any orders requiring collection during or after the show are subject to the floor rate including declined credit cards. All phone orders must have credit card number and expiration date on order form unless prior arrangements have been made, even if paid for in cash. We accept Visa, MasterCard, American Express, Discover and checks as payment.

CANCELLATION POLICY FOR ANY CANCELLED ORDERS AND/OR CANCELLED EVENTS:

- **a.** Cancellations more than 7 days before the first move-in day will be subject to a 50% administrative fee on all items and services ordered, with the exception of (**d**) below.
- **b.** Cancellations made after the initial move-in has begun, will not be eligible for a refund for any items or services ordered. (**d**) below.
- **c.** At any date of cancellation, Exhibitor will be invoiced in full for any order in which costs have been incurred by BOCO Enterprises for any purchases and/or work undertaken to fulfill the order.
- **d.** If an event is rescheduled, no refunds will be given. Instead, a credit will be provided on orders, and will be moved to the next scheduled event.

To prevent circuit overloads, exhibitors are not allowed to add wattage to existing outlet. We also ask that no exhibitors share drops amongst themselves. Outlets will be dropped in one location in booth, unless floor plan is submitted with order and payment. If more than one booth area is on an order form, please attach an additional sheet with layout and booth number for each booth.

For safety purposes, all connections larger than 30AMP must be hard wired. All motors must have a magnetic starter or manual disconnect switch. Wiring and electrical connections to motors or equipment will be billed on a labor and material basis.

If it is necessary to change the amount of power drops for your booth after installation, floor rates will apply and no credit will be issued for prior payment. All orders must be paid for in full prior to electrical installation.
A 4% administrative fee will be added to all credit card transactions.

Billing for all additional charges will be made at a later date. Customer is responsible for all charges made on phone lines from move in through move out of show.

ELECTRICAL LABOR - is added to all orders with floor plans, compressed air and 480 connections. Additional for flat cords if power is required under the carpet. Labor is billed at $50/hr. For additional needs not listed on this form, please call our office for availability and pricing.

Power is not guaranteed to be continuous and/or backed up by the Facility's emergency generator or any other sources. BoCo Enterprises, Inc. is not responsible for any damage or loss caused by a loss of power and Exhibitor agrees to hold BoCo Enterprises, Inc., its officers, directors, employees and agents harmless from such power loss. By ordering services through this Order Form, Showplace Exhibitor agrees that the implied warranties of merchantability and fitness for a particular purpose, express or implied, are excluded from this Agreement IN NO EVENT SHALL BOCO ENTERPRISES, INC. BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless BoCo Enterprises, Inc., its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties, or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's, equipment, actions or omissions under this Agreement.

Thank you and we hope you enjoy the show!
Suburban Collection Showplace Management

PLEASE MAKE CHECKS PAYABLE TO: BOCO ENTERPRISES
PLEASE REMIT TOP COPY TO BOCO ENTERPRISES
BOTTOM COPY IS CUSTOMER COPY

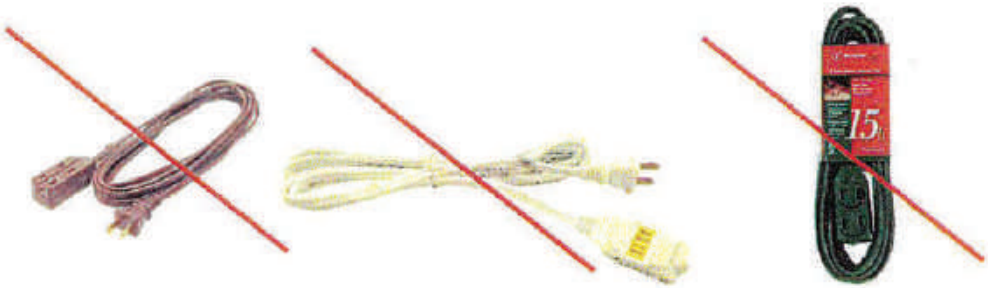
Electrical Requirements

Since this is an indoor venue, we have stricter electrical requirements that need to be followed. The Fire Marshall does come around at the start of each show and checks every booth to ensure that these are followed. Please look over this information below so that you can make sure that your booth is up to fire code. We will have to charge if we need to come around and fix your electrical set up due to the Fire Marshall concerns.

Per the rules, here are the electrical requirements:

Exhibitors must follow these electrical rules:
1. No extension cords allowed on the ground in foot traffic areas or under carpet
2. Extension Cords without a ground are not permitted
3. All cords must have 3 prongs and may not be damaged
4. Fusible cord strips (type used with computers) must be used in any multi plug situation
5. No cube taps are allowed.
6. Any display that uses water must have a G.F.I.

These types of electrical extension cords below are NOT allowed. <u>All extension cords MUST have 3 prongs.</u>



Outdoor rated extension cords are a good way to determine if a cord is acceptable. Also, computer type power strips are recommended and encouraged to plug many items into the end of the extension cords. You can also use extension cords with multiple plugs built in.

Thank you for your cooperation on this matter!!

Exhibitor Internet Information Form

SUBURBAN COLLECTION SHOWPLACE

Event Name:	Company Name:
Event Start Date: / /	Billing Name:
Event End Date: / /	Billing Address:
Booth/Room #:	Billing Address:
On-Site Contact:	City: State: Zip:
Cell #:	Country:
Email Address:	Phone #:

Per your event, there are two Internet Options available, please complete the form below to the best of your abilities so we can best facilitate your internet experience, here at the Suburban Collection Showplace.

Please **contact Charles Lewis** at support@ccsllc.net with any questions or concerns you may have while completing this form.

When purchasing the Wireless Option please complete the information below:

- Most hotspots and older wireless routers and access points use the "b" standard of wireless communications.
- During an event this causes a lot of interference issues when they are in close proximity to each other since there are only 3 channels that can be used, please reference table below.
- The facility cannot guarantee wireless signals with all the interference issues in this range.
- If you have to use a wireless connection we recommend you use the "a" protocol.*

Wireless Standard	# Of Channels	Frequency	Speed
802.11a	12	5 GHz	54 Mbps
802.11b	**3**	**2.4 GHz**	**11 Mbps**
802.11g	3	2.4 GHz	54 Mbps
802.11n	12	2.4 or 5 GHz	600 Mbps (theoretical)
802.11ac	24	5 GHz	1.3 Gbps

*If your hardware has the capability of "n" or "ac", please contact support at support@ccsllc.net.

Customer Supplied Wireless Questions [Please circle one of the options]	
What protocol does your wireless equipment support? (Ex: a, b, g, n, ac)	_____
Is your wireless equipment also acting as a router or an access point?	Router Access Point
Does your wireless equipment have the capability to turn down the broadcast signal strength?	Yes No
During the event if you have to use the b protocol in your router, may we have access to the router?	Yes No (If yes, please provide a username and password below) Username: Password:
What wireless encryption protocols does your equipment support?	WPA2 + AES WPA + AES WPA + TKIP/AES (TKIP is there as a fallback method) WPA + TKIP WEP Open Network (no security at all)

When purchasing the Hardline Option, please complete the information below:

The hardline connections for the facility are 10/100 connections and the backbone is fiber.

Customer Supplied Equipment "Hardline" Questions [Please circle one of the options]	
What speeds does the equipment support?	10/100/1000
Do you need special VLAN's?	Yes No
Do you require multiple hardline connections?	Yes No
Do you need a switch?	Yes No (If yes, how many ports are needed? _____)

When determining the Speed Requirements, please complete the information below:

The internet feed to the building is fiber and has a capability of 100/100 Mbps max speed.

Customer Requested Internet Speeds [Please circle one of the options]	
Which speed will you require?	1.5, 5 , 10 ,15 20 ,30, 50, 50+

Integrated/Built In Equipment:
Please email Charles Lewis (support@cssllc.net) stating your requirements and business case.

BoCo Enterprises Internet and Connectivity Form

Phone: (248) 348-5600 – Fax: (248) 380-3005 – Email: tfreytag@suburbanshowplace.com

Event Name:	Company Name:
Event Start Date: / /	Billing Name:
Event End Date: / /	Billing Address:
Booth/Room #:	Billing Address:
On-Site Contact:	City: State: Zip:
Cell #:	Country:
Email Address:	Phone #:

ALL SERVICES FOR TECHNICAL SUPPORT AND LEVELS OF CONNECTIVITY LISTED BELOW ARE SUBJECT TO AVAILABLILTY.
ALL CONNECTIONS LISTED ARE INTENDED FOR ONE DEVICE ONLY AND NO SPLITTERS, ROUTERS, OR OTHER WIRELESS DEVICES ARE ALLOWED WITHOUT WRITTEN CONSENT FROM BoCo ENTERPRISES

BASIC INTERNET SERVICE

Wireless is available via access through the splash page when onsite, log on and follow instructions for services starting at $20/day.
Basic Internet Access is intended for the limited purses of checking e-mail, basic social networking, and simple web browsing. It is intended for **ONE** device ONLY. It is not intended for large file transfers, establishment of networks or connection of multiple computers and is **NOT INTENDED FOR SECURE CREDIT CARD PROCESSING.**

WIRELESS CONNECTIVITY – ONE DEVICE ONLY

Bandwidth (Shared)	Quantity	Advance	Floor	Total
Up to 1.5 Mbps		$ 250	$ 300	
Up to 5 Mbps		$ 300	$ 375	
Up to 10 Mbps		$ 400	$ 500	

INTERNET VIA HARDLINE**

Shared Bandwidth Hardline					
Up to 1.5 Mbps	One drop for up to **3** devices*		$ 335	$ 385	
Up to 5 Mbps	One drop for up to **5** devices*		$ 435	$ 510	
Up to 10 Mbps	One drop for up to **10** devices*		$ 535	$ 635	

*A rental switch is **required** for multiple connections.

Dedicated Bandwidth Hardline				
1.5 Mbps One drop for up to **3** devices (includes 1 public IP and 1 router)		$ 800	$ 850	
5 Mbps One drop for up to **5** devices (includes 1 public IP and 1 router)		$ 1,000	$ 1,075	
10 Mbps One drop for up to **10** devices (includes 1 public IP and 1 router)		$ 1,200	$ 1,300	

With the purchase of dedicated bandwidth, routers and switches are provided, NO unauthorized routers or outside devices are allowed.

The user must obtain **ONE HOUR MINIMUM of technical support to assist in the configuration and connection of the user's device(s).

GREATER BANDWIDTHS (HIGHER THAN 10MB) ARE AVAILABLE BEYOND THOSE LISTED

Additional Products and Services	Quantity	Advance	Floor	Total
Additional public IP Address		$ 150	$ 200	
Patch Cables- Up to 50'		$ 100	$ 150	
Switch Rental		$ 50	$ 75	
Router		$ 100 and up	$ 150 and up	
Labor/Floor work		N/A	$ 99/hr	

INTEGRATED OR BUILT IN EQUIPMENT—PLEASE COMPLETE THE "EXHIBITOR INTERNET INFORMATION FORM" ON PAGE 2
CONTACT TERRI FREYTAG FOR PRICING

Internal Use Only

SUBTOTAL:	
GRAND TOTAL:	

By signing below Customer accepts the BoCo Enterprises Terms and Conditions (page 3)

Customer—Print Authorized Name | **Customer**—Authorized Signature | Date

BoCo Enterprises—Print Authorized Name | **BoCo Enterprises**—Authorized Signature | Date

Payment Type: Please select one. Credit card payments appear as "BoCo Enterprises" on monthly statements.

☐ **Check** **Payable to: BoCo Enterprises** **Mail to: ATTN: Terri Freytag, BoCo Enterprises, 46100 Grand River, Novi, MI 48374**

By signing this Agreement, Customer agrees that BoCo Entrprises may store Customer's credit card information and Customer hereby authorizes BoCo Enterprises to use Customer's credit card information for future orders which are signed by an authorized representative of Customer. No order is complete until both parties have signed.

☐ **Credit Card** ☐ **Amex** ☐ **MC** ☐ **Visa** **Credit Card #:**_____ **Ex. Date:** _____ **Security Code:** _____

Card Holder Name (print) | Card Holder Name (signature) | Date

BoCo ENTERPRISES
TERMS & CONDITIONS FOR TECHNOLOGY SERVICES
BoCo Enterprises-Suburban Collection Showplace

1. **BoCo ENTERPRISES INTERNET/DATA SERVICES:**
   A. Due to the nature of the Internet, **BoCo Enterprises cannot guarantee any level of performance or accessibility beyond our gateway**.
   B. **Internet speeds are best effort and not guaranteed**.
   C. BoCo does not guarantee the safety or security of equipment, software, or proprietary information connected to or carried over services installed by BoCo and/or its sub-contractors.

2. **BoCo PROVIDES LIMITED FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK**. CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE.
   BoCo is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions.
   Customer may be held liable for any damages to equipment, software, or proprietary information, or any damages due to network delays, interruptions, troubleshooting, and/or repair if the origin of a security breach or intrusion is determined to have originated from their device. BoCo strongly advises every customer to take proper measures to protect their own equipment and software.

3. **CUSTOMER INTERNET/DATA RESPONSIBILITIES:**
   A. **BoCo REQUIRES THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE BoCo NETWORK.**
   B. AT NO TIME will a client power up any wireless device not provided by BoCo without prior authorization.
   C. AT NO TIME, while connected to the BoCo network, will the client use/run their own DHCP server.
   D. Customer must provide a list of all required connections including exact location (exhibit booth number, meeting room number, etc.) and type of device being connected (switch, router, hub, PC, etc.)
   E. Any customer device that is determined to be causing interference with the normal operation of the BoCo network must, at BoCo's request, be immediately disabled or disconnected from the network.
   F. Customer must provide equipment that is properly configured and equipped. In the event that BoCo configures any of Customer's hardware and/or software so that the Customer may use the Services, such configuration shall be undertaken with reasonable care and in keeping with standard industry practices. Under no circumstances shall BoCo be liable to Customer for any damage caused by such configurations, and BoCo makes no representation or warranty that any such configured hardware or software shall be in fact be compatible with the Services or returned to its original condition or configuration at any time. Any re-configuration of Customer's hardware and/or software shall be undertaken by the Customer at its sole risk and expense.
   G. **Internet user** has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of BoCo.
   H. **Customer is responsible** for the proper configuration of customer provided equipment and software for Internet services, etc. Customer is responsible for all services outside of basic Internet connectivity including e-mail, VPN, FTP, web services, etc.

4. **OTHER REQUIREMENTS** over and above what is listed on this form should be attached and returned to the Suburban Collection Showplace.

5. **INDEMNIFICATION AND LIMITATION:** BoCo's obligations under this Agreement are subject to limitation, and BoCo and/or its subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and service, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor requisition, shortages, utility curtailment, power failure, explosions, civil government requisition, shortages of equipment or supplies, unavailability of transportation, acts of omissions of anyone other than BoCo, its representatives, agents, subcontractors, or employees, or any other cause beyond BoCo's reasonable control. In no event shall BoCo be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption for business, or there consequential or indirect economic loss. Customer/user hereby indemnifies BoCo harmless from any and all liability, damages, or costs arising from the providing of these services or equipment.

6. **SHARING PROHIBITED:** These connective services are to be provided by and are not to be shared with other customers. Any customer sharing communication services without written authorization from BoCo will be charged for that service and standard rates on a complete second Service Order Form. All additional charges will be billed to the authorized credit card at the close of the event.

7. **BoCo EXCLUSIVITY:** Only BoCo Personnel are authorized to modify system wiring and cable. All material and equipment furnished for this service contract shall remain property of BoCo.

8. **EQUIPMENT COMPLIANCE REQUIRMENT** must comply with FCC regulations and be configured to operate with "dial 9" service. BoCo reserves the right to limit use of outside communication devices, including wireless devices.

9. **CHARGES SUBJECT TO CHANGE:** Prices for labor, equipment and services are based upon current wage rates and are subject to change without notice. Rates quoted for all connections cover only bringing one service to the event space in the most convenient manner and do not include connection of customer owned equipment.

10. **EQUIPMENT PROCEDURES:**
    A. **Customer is responsible** for returning all equipment issued by or rented from BoCo in good condition to the BoCo Personnel or by making arrangements through the assigned Event Coordinator for the return or rented/issued equipment.
    B. Lost, stolen, or damaged equipment will be charged to customer's authorized credit card at prevailing rates.

11. **PAYMENTS & REFUNDS:**
    A. **Payment in full** is required before service can be connected, once ordered there are no refunds for services.
    The **"Payment Options"** section on the Service Order Form must be completed on every service order. By providing an authorized signature on the front of this form, you authorize BoCo to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card.