



# 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: **Foam Expo USA / Adhesives & Bonding Expo**  
**June 25-27, 2024**  
**Suburban Collection Showplace**

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

### PLEASE NOTE:

**Booth Draping is NOT included in your booth space.** Information for ordering the drape is online and/or on the attached pages. The following are the drape colors that **CANNOT** be changed. Foam Expo drape color will be **BLACK** with **BLUE JAY** aisle carpet. Adhesives & Bonding Expo drape color will be **BLUE** with **PEPPER** aisle carpet.

Booth draping or hard walls and flooring are compulsory for all booked exhibition space.

The Exhibitor Kit is available on our website for downloading or for online ordering.

► Go to the following website: [www.artcraftdisplay.com](http://www.artcraftdisplay.com)  
On the Home Page, click on: "Download Exhibitor Kit"  
Enter Event Code: **343213**

**To qualify for Advance Rates, your order(s) with payment must be received by us no later than 5:00 pm EST on Friday, May 31<sup>st</sup>.** Some equipment or services will not be available after this date. Please see appropriate order forms for actual deadlines.

### SHOW SCHEDULE

#### Exhibitor Move-In

Saturday, June 22 <sup>nd</sup>	8:00 am – 4:00 pm
Sunday, June 23 <sup>rd</sup>	8:00 am – 4:00 pm
Monday, June 24 <sup>th</sup>	8:00 am – 5:00 pm (Registration will open from 12:00 pm – 5:00 pm for exhibitors)

**All day Saturday, and Sunday morning are for custom build booths of 400 sq ft or over, only. All others can move in beginning at 12:00 pm on Sunday. Monday is for pipe & drape booth dressing.**



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## EVENT DETAILS CONTINUED

### Exhibit Hours

Tuesday, June 25 <sup>th</sup>	9:30 am – 5:30 pm
Wednesday, June 26 <sup>th</sup>	9:30 am – 5:30 pm
Thursday, June 27 <sup>th</sup>	9:30 am – 3:00 pm

Exhibitors can arrive as early as 1 hour prior to the show opening on each show day.

### ADVANCED WAREHOUSE SHIPMENTS

Advanced Warehouse shipments will be accepted from **May 21<sup>st</sup>** through **June 21<sup>st</sup>**. 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 #  
**Foam Expo USA / Adhesives & Bonding Expo**  
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 only**. Freight Handling fees will apply for all shipments received. If any shipments are received before these dates, you will be charged the Advance Warehouse rates in addition to the Display Material Rates.

Onsite Shipping Address:

Exhibiting Company Name / Booth #  
**Foam Expo USA / Adhesives & Bonding Expo**  
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

**Marshall Area:** <https://www.scribblemaps.com/maps/view/Suburban-Collection-Showplace-Marshaling/TXVtk4oJRd>

All carriers and/or POV's (Privately Owned Vehicles), needing assistance with unloading must check in with the Marshall. Vehicle marshalling shall be at the Suburban Collection Showplace. Please follow signs upon arrival. Marshalling entry point is just West of 46700 Grand River Ave., Novi, MI 48374, NOT the Showplace address.

### **SHIPPING DOCUMENTS:**

- All 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 the exhibiting firm name and booth number.
- Shipments without required paperwork will be delivered to your booth without guarantee of piece count.

### **ESTIMATED WEIGHTS:**

- If weight is not indicated on shipping documents and no Certified Weight Ticket is provided, Art Craft Display may estimate the weight if the piece is too large for our scale.
- This estimated weight will be final and binding, if verified corrected weight, via a Certified Weight Ticket, is not presented to us prior to your final move-out.
- All shipments are subject to be re-weighed by Art Craft Display.

### **FREIGHT CHARGES:**

- Shipments will be received with prepaid carrier charges only.
- Collect shipments will be refused.
- A completed "ROUND-TRIP FREIGHT HANDLING" form and "CONTACT & PAYMENT" form must be received by us prior to the arrival of your freight.
- BOOTH LABOR of any kind is not included.
- No rigging, unbolting or un-skidding when equipment is being unloaded, spotted, or reloaded.
- POV's (Privately Owned Vehicles) are subject to freight handling rules and charges.
- Machinery must be CLEARLY marked or visually obvious.
- Failure to adhere to any and all shipping conditions may result in delayed handling or additional charges.



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## EVENT DETAILS CONTINUED

### ITEMS INCLUDED WITH FREIGHT HANDLING:

- Receipt of materials up to 30 days in advance (please refer to advance shipping rules on previous page)
- Unloading of materials and delivery to booth.
- One-time spotting of equipment, providing exhibitor is on-site when equipment is unloaded. Equipment will be spotted as picked from truck. Re-spotting equipment is an additional expense charged to the exhibitor.
- Removal and storage of empty containers. Please obtain "Empty Crate Labels" from the Service Desk.
- At the close of the event, empty containers will be returned as quickly as possible, after the aisle carpet has been rolled. The return of all empties may require a few hours.
- Reloading of materials on the outbound vehicle(s) of exhibitor's choice.

### OUTBOUND SHIPPING:

- All outbound paperwork (Material Handling Agreement) **MUST** be returned to the Service Desk prior to your departure from the event. A Material Handling Agreement can be picked up at the service desk. Any freight left behind without appropriate paperwork turned in may result in delay of shipment and freight may be forced; re-routed via the most convenient carrier. Exhibitors will be responsible for all re-routed freight charges.

### Exhibitor Move-Out

Thursday, June 27 <sup>th</sup>	3:00 pm – midnight
Friday, June 28 <sup>th</sup>	8:00 am – noon

**Art Craft Display will be on break from 6:00 pm – 6:30 pm on Thursday, June 27<sup>th</sup> (subject to change)**

### DISMANTLE AND MOVE-OUT INFORMATION

All exhibits/booths must be torn down and ready to ship on **Friday, June 28<sup>th</sup> by noon**. Freight can be picked up on **Thursday, June 27<sup>th</sup> until 9:00 pm** or freight can be picked up on **Friday, June 28<sup>th</sup> from 8:00 am – 3:00 pm**. **Carriers must check in by 1:00 pm on Friday, June 28<sup>th</sup>. All freight not picked up by 3:00 pm on Friday, June 28<sup>th</sup> will be forced, re-routed via the most convenient carrier. Exhibitors will be responsible for all re-routed freight charges.**





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## EVENT DETAILS CONTINUED

- Exhibitors who require forklift assistance for repacking and/or loading should note that this service will only be available once all the empties have been returned.
- **All outbound shipments MUST be picked up from show site by 3:00 pm on Friday, June 28<sup>th</sup>.**
- **Any freight not picked up by this time will be forced**, re-routed via the most convenient carrier. Exhibitors will be responsible for all re-routed freight charges.
- The wait time for carriers will vary depending on the time of day they arrive for pick-up. Be sure that your carrier knows the company name and booth number when making arrangements for shipping out your freight at the close of the show.
- All carriers and/or POV's (Privately Owned Vehicles), needing assistance with reloading must check in with the Marshall.
- Art Craft Display is not responsible if a carrier chooses to leave on their own volition prior to release of freight.
- 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](mailto:detroit@artcraftdisplay.com).

**THANK YOU FOR YOUR PATRONAGE AND WE LOOK FORWARD TO BEING OF SERVICE TO YOU.**

**SIGNS, GRAPHICS  
& DISPLAYS**

DELIVERED RIGHT TO YOUR BOOTH!\*

\* Restrictions apply.

Contact Art Craft Signs to order signs,  
graphics & displays for your exhibit space.  
800-878-0710 · [signshop@artcraftdisplay.com](mailto:signshop@artcraftdisplay.com)

## HELPFUL TIPS FOR USING THIS DOCUMENT

### Navigation.

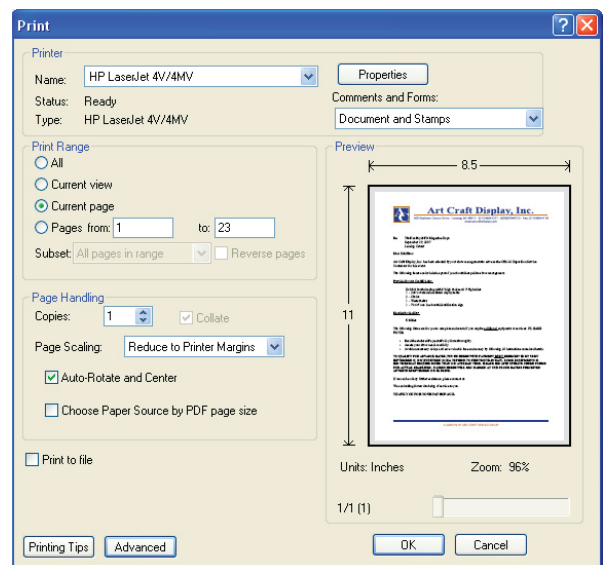
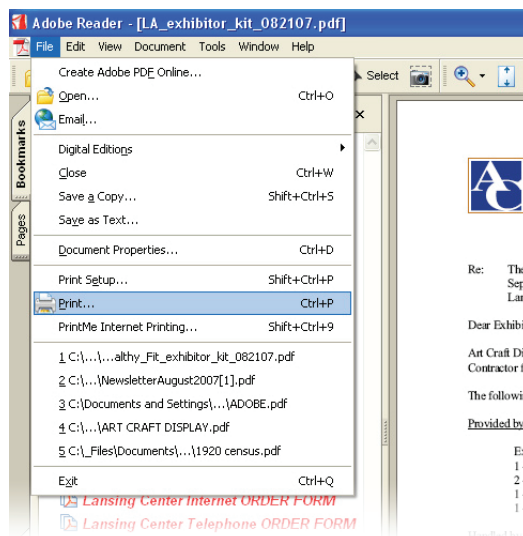
Use the bookmarks in the pane on the left side of the screen to “jump to” the page(s) you’re interested in. For your convenience, the pages are color-coded by document type.

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.**



## CHOOSE PAYMENT METHOD:

☐ Check enclosed # \_\_\_\_\_☐ Credit/debit information belowRETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (248) 380-0848 • [detroit@artcraftdisplay.com](mailto:detroit@artcraftdisplay.com)

SHOW NAME	LOCATION	SHOW DATE
FOAM Expo USA / Adhesives & Bonding Expo	Suburban Collection Showplace	June 25 - 27, 2024
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.

<b>Credit Card Information:</b>	<input type="checkbox"/> Personal Credit Card	<input type="checkbox"/> Debit Card	<input type="checkbox"/> Company Credit Card
Card Type:	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> 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 May 31st, 2024.**
- 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-TS 2024

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SHOW NAME <b>FOAM Expo USA / Adhesives &amp; Bonding Expo</b>	LOCATION <b>Suburban Collection Showplace</b>	SHOW DATE <b>June 25 - 27, 2024</b>
COMPANY _____	BOOTH # _____	BOOTH SIZE _____ X _____
AUTHORIZED CONTACT SIGNATURE _____	AUTHORIZED CONTACT - PLEASE PRINT _____	DATE _____

- **Advance Order Deadline: May 31st, 2024**
- **This form must be completed and returned with your Contact & Payment Information Form and all your Art Craft Display orders.**
- **All orders must be accompanied by "Contact & Payment and Order Re-cap" form.**
- **All orders are subject to the enclosed Terms, Conditions and Policies.**

ORDER RE-CAP	
FORM NAME	TOTAL FROM FORM
Special Furnishing Package	\$
Rental Furnishing	\$
Miscellaneous Booth Supplies	\$
Carpet Rental	\$
Vacuuming Services	\$
Vinyl Flooring Rental	\$
Modular Exhibit Rental	\$
Labor Services	\$
High Lift / Sign & Banner Hanging	\$
Fork Lift Services	\$
Rigging & Heavy-Duty Lift Services	\$
Round-Trip Freight Handling	\$
Display & Banner Stand Rental	\$
<i>If paying by wire transfer, add \$30.00 processing fee per transfer</i>	\$
<b>TOTAL</b>	<b>\$</b>

PAYMENT METHOD	
<input type="checkbox"/> Check enclosed	Check # _____
<input type="checkbox"/> Please Charge my credit card (Contact & Payment Information Form attached)	
<input type="checkbox"/> US Wire Transfer to Huntington National Bank; Columbus, OH 43219 ROUTING #: 044000024 ACCT#: 01153156208	
<input type="checkbox"/> International Wire Transfer to Huntington National Bank; Columbus, OH 43219 SWIFT CODE: HUNTUS33 (for international wire transfers only) ROUTING #: 044000024 ACCT#: 01153156208	
Please reference Name of Show and Booth Number on all Bank Transfers so we may properly credit your account. Note: There is a \$30 processing fee for all wire payments.	

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SHOW NAME <b>FOAM Expo USA / Adhesives &amp; Bonding Expo</b>		LOCATION <b>Suburban Collection Showplace</b>	SHOW DATE <b>June 25 - 27, 2024</b>
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
<input type="checkbox"/> Check enclosed <input type="checkbox"/> Please Charge my credit card (Contact & Payment Information Form attached)	
Check # _____	

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



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SHOW NAME <b>FOAM Expo USA / Adhesives &amp; Bonding Expo</b>	LOCATION <b>Suburban Collection Showplace</b>	SHOW DATE <b>June 25 - 27, 2024</b>
COMPANY	BOOTH #	BOOTH SIZE _____ X _____
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

- **Advance Order Deadline: May 31st, 2024**
- All orders must be accompanied by these two forms:  
"Contact & Payment Information" & "Order Re-cap & Payment Method"
- All orders are subject to the enclosed Terms, Conditions and Policies.

### SHOW SPECIAL PACKAGE

Each booth package includes:

- 8' high back drape, 3' high side drape (Show colors)
- Up to 2 - 2'x6' OR 2'x8' (30" high) skirted table(s)
- 2 - folding chairs
- 1 - wastebasket
- 1 - Standard 10' deep booth carpet
- 1 - 7" x 44" booth identification sign

**Note:** This Special Package has been developed to simplify your booth design. If you need additional or different items, please refer to the enclosed Rental Furnishing form. THIS PACKAGE CANNOT BE CHANGED OR SUBSTITUTED.

### PLEASE SELECT SIZE AND COLOR BELOW:

TABLE SIZE: Qty: \_\_\_\_\_ 2' x 6' x 30"      Qty: \_\_\_\_\_ 2' x 8' x 30" (Up to 2 TOTAL)

TABLE SKIRT COLOR: ☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Hunter Green ☐ Red ☐ Silver ☐ Teal ☐ White

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

BOOTH ID SIGN TEXT: \_\_\_\_\_

- If you do not indicate your table size or color preference, Art Craft Display will select them for you at their discretion.
- Prices include: installation, removal, edge taping and vacuuming once prior to initial event opening

### RATES

Booth space up to 150 square feet @ \$5.16 per square foot	
Booth space up to 200 square feet @ \$3.63 per square foot	
Booth space up to 300 square feet @ \$3.02 per square foot	
Booth space over 300 square feet @ \$2.72 per square foot	
Please Complete: _____ square feet of booth space @ \$_____ per square foot =	\$
30% surcharge for orders received after deadline or without payment	\$
<b>TOTAL</b>	<b>\$</b>



## 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)

Available sizes: 2' x 4' 2' x 6' 2' x 8'  
Covering options: Covered & Skirted or Plain (no cover/skirt)

### B. Counter Tables (42" high)

Available sizes: 2' x 4' 2' x 6' 2' x 8'  
Covering options: Covered & Skirted or Plain (no cover/skirt)

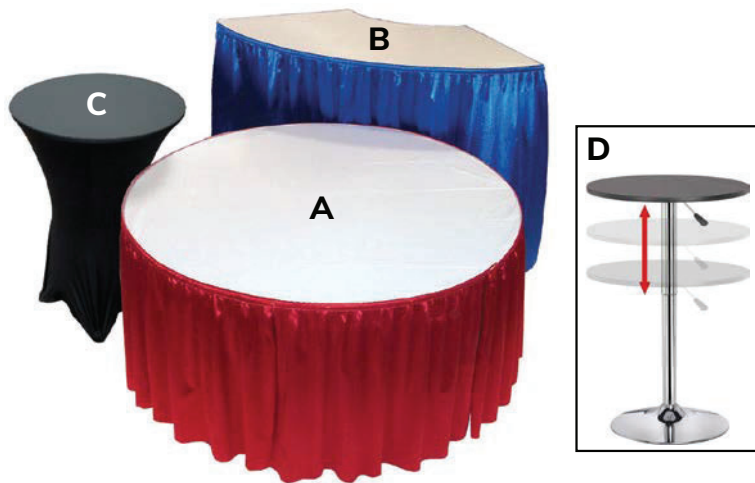
### C. Table Top Riser - Covered Shelf (12" high)

Available sizes: 4' x 1' 6' x 1' 8' x 1'  
Covering options: Not applicable

\* 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

Available sizes: 30" High or 42" High  
Covering options: Covered & Skirted or Plain (no cover/skirt)

### B. 6' Crescent Serpentine Tables

Available sizes: 30" High or 42" High  
Covering options: Covered & Skirted or Plain (no cover/skirt)

### C. 30" Diameter Cocktail Tables

Available sizes: 30" High or 42" High  
Covering options: Black Form-Fitted Skirt or Plain (no cover/skirt)

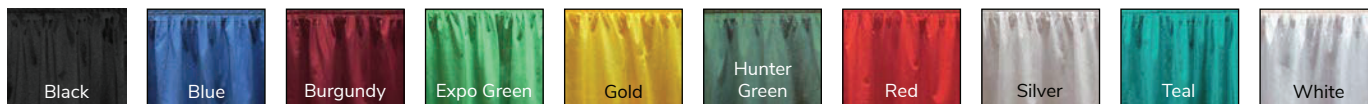
### D. 23.5" Diameter Premium Adjustable Cocktail Tables

Available sizes: One Size (height adjusts from 27" to 35")  
Covering options: Table comes w/ black laminate top - Covering not available

\* 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.

## Folding Chair

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



## Black Upholstered Chair

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



## Black Padded Counter Stool (w/back)

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



## Sign Hangers

Color: Silver  
Size: 9"L  
Material: Aluminum



## Easel

Color: Chrome  
Size: 60" tall  
Material: Metal

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



## Chrome Sign Frame

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

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



## Bag Holders

Color: Chrome  
Size: 45"H  
Material: Steel



## Literature Holders

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





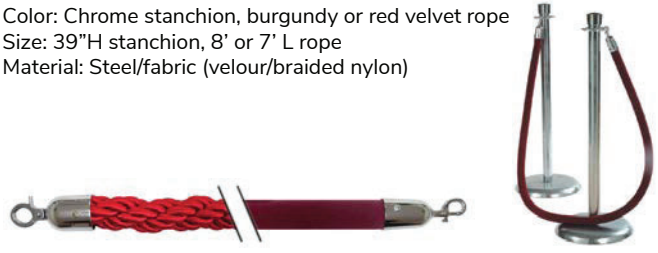
## Garment Rack

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



## Rope & Stanchion

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



## Waste Baskets

Color: Black  
Material: Plastic  
Sizes: 7 Gallon or 30 Gallon (not shown)



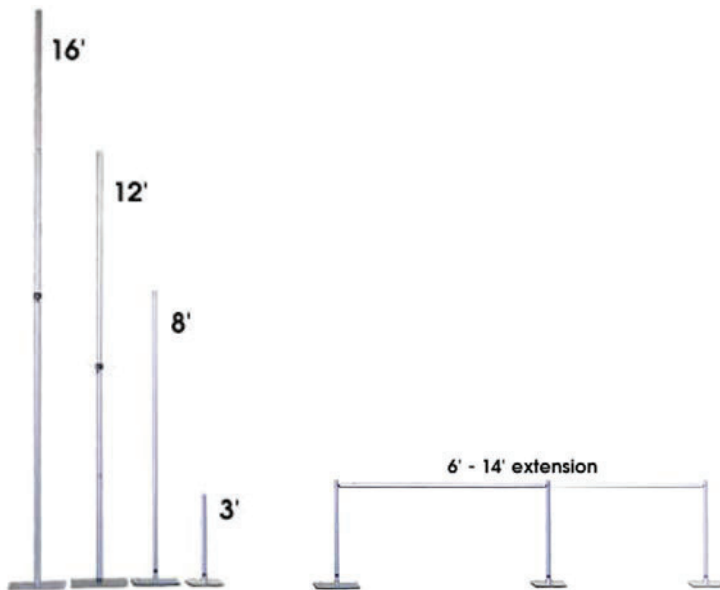
## Swivel Spotlight

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  
8' high drape w/hardware  
12' high drape w/hardware  
16' high drape w/hardware  
16' high velour drape w/hardware

### Hardware Only

Aluminum extension (6'-10')  
Base plate for 3' upright  
3' aluminum upright  
Base plate for 8' upright  
8' aluminum upright  
Base plate for 12' upright/pin  
12' aluminum upright  
Base plate for 16' upright/pin  
16' aluminum upright

### Drape Only

3' high drape panels  
8' high drape panels  
12' high drape panels  
16' high drape panels  
16' high velour drape panels

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



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

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SHOW NAME <b>FOAM Expo USA / Adhesives &amp; Bonding Expo</b>		LOCATION <b>Suburban Collection Showplace</b>		SHOW DATE <b>June 25 - 27, 2024</b>	
COMPANY		BOOTH #		BOOTH SIZE _____ X _____	
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT		DATE	

- **Advance Order Deadline: May 31st, 2024**
- **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**

STANDARD TABLES (30" HIGH)					BOOTH FURNITURE				
QTY.	ITEM	ADVANCE	FLOOR	AMOUNT	QTY.	ITEM	ADVANCE	FLOOR	AMOUNT
	2' x 4' Plain	50.07	63.00			Folding Chair	31.42	40.00	
	2' x 4' Covered & Skirted (skirted 4 sides)	90.22	113.00			Black Upholstered Chair	75.04	94.00	
	2' x 6' Plain	63.57	80.00			Black Padded Counter Stool - w/ back	90.30	113.00	
	2' x 6' Covered & Skirted	111.78	140.00			Wastebasket - 7 gallon	29.09	37.00	
	2' x 8' Plain	77.06	97.00						
	2' x 8' Covered & Skirted	133.36	167.00						
	4th side skirted optional	38.55	49.00						
COUNTER TABLES (42" HIGH)					BOOTH ACCESSORIES				
	2' x 4' Plain	82.83	104.00			Easel	40.11	51.00	
	2' x 4' Covered & Skirted (skirted 4 sides)	123.59	155.00			5' x 6' Garment Rack	101.13	127.00	
	2' x 6' Plain	96.32	121.00			4' x 8' Tackboard <input type="checkbox"/> V <input type="checkbox"/> H	283.24	355.00	
	2' x 6' Covered & Skirted	145.17	182.00			Chrome Stanchion	42.81	54.00	
	2' x 8' Plain	109.77	138.00			Velvet Rope 8' long	42.81	54.00	
	2' x 8' Covered & Skirted	166.74	209.00			Red Braided Rope 7' long	42.81	54.00	
	4th side skirted optional	38.55	49.00			Chrome Sign Frame - 22" x 28"	101.21	127.00	
SPECIALTY TABLES (30" HIGH)						Chrome Bag Holder	77.81	98.00	
	30" Dia. Round Plain	74.15	93.00			Literature Rack	145.88	183.00	
	30" Dia. Round w/ Black Form-Fitted Skirt	114.75	144.00			Swivel Spotlight	79.53	100.00	
	60" Dia. Round Plain	105.05	132.00						
	60" Dia. Round Covered & Skirted	154.53	194.00						
	6' Crescent Serpentine Plain	105.05	132.00						
	6' Crescent Serpentine Cov'd & Skirted	154.53	194.00						
	23.5" Dia. Premium Adjustable Cocktail	229.24	287.00						
	4th side skirted optional	38.55	49.00						
SPECIALTY TABLES (42" HIGH)					BOOTH DRAPING & HARDWARE				
	30" Dia. Round Plain	101.13	127.00			3' high drape per ft. (incl. hardware)	5.99	8.00	
	30" Dia. Round w/ Black Form-Fitted Skirt	140.66	176.00			8' high drape per ft. (incl. hardware)	9.76	13.00	
	60" Dia. Round Plain	136.17	171.00			Aluminum Extension (6'-10')	16.88	22.00	
	60" Dia. Round Covered & Skirted	184.24	231.00			Base Plate for 3' Upright	11.24	15.00	
	6' Crescent Serpentine Plain	136.17	171.00			3' Aluminum Upright	11.24	15.00	
	6' Crescent Serpentine Cov'd & Skirted	184.24	231.00			Base Plate for 8' Upright	13.11	17.00	
	4th side skirted optional	38.55	49.00			8' Aluminum Upright	13.11	17.00	
TABLE ACCESSORIES						Base Plate for 12' Upright / Pin	33.69	43.00	
	Raise Any Plain Table to 42" high	38.55	49.00			12' Aluminum Upright	33.69	43.00	
	Raise Any Cov'd & Skirted Table to 42" high	52.01	66.00			Base Plate for 16' Upright / Pin	41.15	52.00	
	Cover & Skirt for 30" table	58.88	74.00			16' Aluminum Upright	41.15	52.00	
	Cover & Skirt for 42" table	58.88	74.00						
	Table Top Riser (Covered Shelf), 4' x 1' x 1'	50.07	63.00						
	Table Top Riser (Covered Shelf), 6' x 1' x 1'	63.57	80.00						
	Table Top Riser (Covered Shelf), 8' x 1' x 1'	77.06	97.00						
PLEASE CHECK SKIRT COLOR CHOICE Table includes white vinyl top cover and three sides skirted					<b>TOTAL NON-TAXABLE ITEMS \$</b>				
<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GOLD <input type="checkbox"/> HUNTER GREEN <input type="checkbox"/> EXPO GREEN <input type="checkbox"/> RED <input type="checkbox"/> SILVER <input type="checkbox"/> TEAL <input type="checkbox"/> WHITE					NV-TS 2024				





## Premium Booth Carpet

Our 28 ounce plush Premium 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 **by May 31st.**

### Premium Booth Carpet color choices:

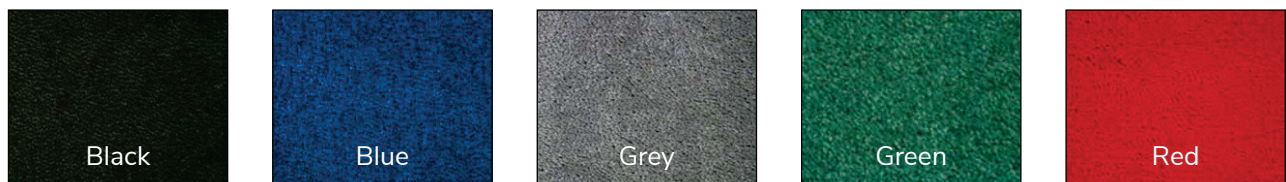


## Standard Booth Carpet

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:



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

SHOW NAME <b>FOAM Expo USA / Adhesives &amp; Bonding Expo</b>	LOCATION <b>Suburban Collection Showplace</b>	SHOW DATE <b>June 25 - 27, 2024</b>
COMPANY	BOOTH #	BOOTH SIZE _____ X _____
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

- **Advance Order Deadline: May 31st, 2024**
- **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'	200.06	251.00	
	10' x 15'	299.10	374.00	
	10' x 20'	398.13	498.00	
	10' x 30'	558.93	699.00	
	10' x 40'	725.62	908.00	

**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.	3.71 per square foot	4.70 per square foot	
<b>CHECK CARPET COLOR:</b> <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Green <input type="checkbox"/> Red				
CARPET PADDING - SPECIAL SIZE (OPTIONAL)		ADVANCE	FLOOR	AMOUNT
_____ FT. x _____ FT.	_____ SQ. FT.	2.31 per square foot	2.89 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.	5.80 per square foot	N/A	
<b>CHECK CARPET COLOR:</b> <input type="checkbox"/> Beige <input type="checkbox"/> Black <input type="checkbox"/> Burgundy <input type="checkbox"/> Charcoal <input type="checkbox"/> Cobalt <input type="checkbox"/> Emerald <input type="checkbox"/> Grape Soda <i>Please visit <a href="http://www.artcraftdisplay.com">www.artcraftdisplay.com</a> to view color selection.</i> <input type="checkbox"/> Graphite <input type="checkbox"/> Ice <input type="checkbox"/> Ivory <input type="checkbox"/> Key Lime <input type="checkbox"/> Lemon Drop <input type="checkbox"/> Midway Blue <input type="checkbox"/> Navy <input type="checkbox"/> Nu Blue <input type="checkbox"/> Platinum <input type="checkbox"/> Red <input type="checkbox"/> Royal Blue <input type="checkbox"/> Silver Cloud <input type="checkbox"/> Tuitti Fruitti <input type="checkbox"/> 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 before May 31, 2024.**

**PADDING**

QUANTITY	PADDING SIZE	ADVANCE	FLOOR	AMOUNT
	9' x 10'	159.82	200.00	
	9' x 15'	240.70	301.00	
	9' x 20'	319.64	400.00	
	9' x 30'	479.44	600.00	
	9' x 40'	639.29	800.00	

- 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.	\$.67 per square foot	\$.83 per square foot	

- Protective covering includes installation, removal and taping.

## 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 *by May 31st.*

**10' Expo Vinyl Flooring color choices:**



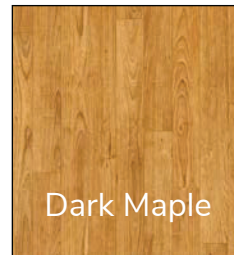
Ash



Birch



Light Maple



Dark Maple



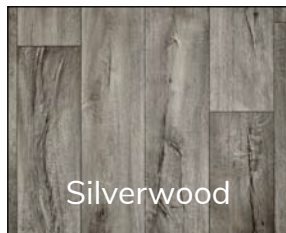
Smoke

## 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 *by May 31st.*

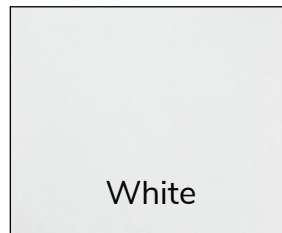
**12' Event Flex Vinyl Flooring color choices:**



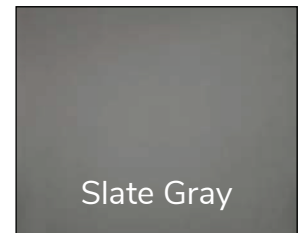
Silverwood



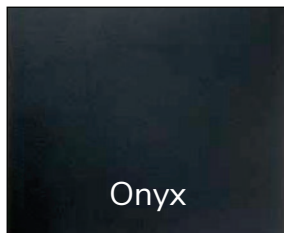
Checkerboard



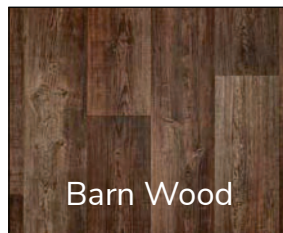
White



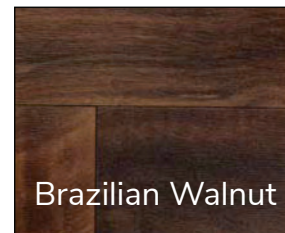
Slate Gray



Onyx



Barn Wood



Brazilian Walnut



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SHOW NAME <b>FOAM Expo USA / Adhesives &amp; Bonding Expo</b>	LOCATION <b>Suburban Collection Showplace</b>	SHOW DATE <b>June 25 - 27, 2024</b>
COMPANY	BOOTH #	BOOTH SIZE _____ X _____
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

- **Advance Order Deadline: May 31st, 2024**
- **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.	6.54 per square foot	N/A	
<b>CHECK VINYL COLOR:</b>	<input type="checkbox"/> Ash	<input type="checkbox"/> Birch	<input type="checkbox"/> Light Maple	<input type="checkbox"/> Dark Maple
	<input type="checkbox"/> 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.	7.85 per square foot	N/A	
<b>CHECK VINYL COLOR:</b>	<input type="checkbox"/> Silverwood	<input type="checkbox"/> Checkerboard	<input type="checkbox"/> White	<input type="checkbox"/> Slate Gray
	<input type="checkbox"/> Onyx	<input type="checkbox"/> Barn Wood	<input type="checkbox"/> 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.	5.44 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.	\$ .67 per square foot	\$ .83 per square foot	
• Above prices include: installation, removal and taping.			

<b>TOTAL NON-TAXABLE VINYL FLOORING RENTAL ITEMS</b>	<b>\$</b>
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SHOW NAME FOAM Expo USA / Adhesives & Bonding Expo		LOCATION Suburban Collection Showplace	SHOW DATE June 25 - 27, 2024
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						<i>psf = Per Square Foot</i>	
Choose ONE:				ADVANCE	FLOOR		
<input type="checkbox"/>	One time Vacuuming (up to 1,000 sqft) on (day/date): _____			\$ .32 psf / day	\$ .41 psf / day		
<input type="checkbox"/>	Daily Vacuuming (up to 1,000 sqft)			\$ .32 psf / day	\$ .41 psf / day		
<input type="checkbox"/>	One time Vacuuming (over 1,000 sqft) on (day/date): _____			\$ .27 psf / day	\$ .33 psf / day		
<input type="checkbox"/>	Daily Vacuuming (over 1,000 sqft)			\$ .27 psf / day	\$ .33 psf / day		
<i>Booth width</i>		<i>Booth depth</i>	<i>Booth area</i>	<i>Rate (above)</i>	<i>No. of Days</i>	<i>Total Cost</i>	
CARPET CLEANING: _____ ft. x _____ ft. = _____ sq. ft. x \$ _____ psf x _____ days =							\$ _____

TOTAL NON-TAXABLE VACUUMING SERVICES	\$ _____
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- 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.**



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:  
**\$185.72 /pkg.**  
Includes carry bag

**B**



### 10 ft Custom Drapery Banner Pkg.

**FULL HEIGHT** (Banner size: 115" w x 92" h) **\$507.19 /pkg.**  
**HALF HEIGHT** (Banner size: 115" w x 58" h) **\$333.11 /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

**\$82.85 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:  
**\$30.48 ea.**

1-sided sign on 3mm PVC:  
**\$44.86 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.

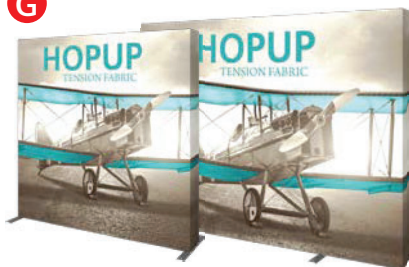
**F**



### Adjustable Banner Stand w/ Fabric Graphic:

Stand w/ **4ft wide x 4ft high** 1-sided fabric graphic ..... **\$365.40 /pkg.**  
Stand w/ **8ft wide x 8ft high** 1-sided fabric graphic ..... **\$411.15 /pkg.**  
Stand w/ **10ft wide x 8ft high** 1-sided fabric graphic ..... **\$430.35 /pkg.**

**G**



### 8 ft wide Quick-Set Fabric Pop-Up Display

8' Straight Frame with 1-sided Fabric Graphic & end cap graphics:  
**\$825.72 ea.** incl. carry bag

### 10 ft wide Quick-Set Fabric Pop-Up Display

10' Straight Frame with 1-sided Fabric Graphic & end cap graphics:  
**\$1,009.83 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:  
**\$670.34 ea.** incl. carry bag

### 10 ft wide Straight Formulate Fabric Display

10' Straight frame with 1-sided Fabric Graphic:  
**\$803.22 ea.** incl. carry bag

### 20 ft wide Straight Formulate Fabric Display

20' Straight frame with 1-sided Fabric Graphic:  
**\$1,812.41 ea.** incl. carry bag

The items shown above represent a sampling of some of 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

**\$3,478.46**

*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 frutti ☐ white



### 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

**\$2,355.18**

#### QTY DESCRIPTION:

STANDARD PACKAGE (options below)

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

HEADER SIGN COPY: \_\_\_\_\_

HEADER LETTERING COLOR (background color will be grey): ☐ black ☐ white ☐ red ☐ blue

**Order Deadline: 31 May, 2024**

*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](mailto: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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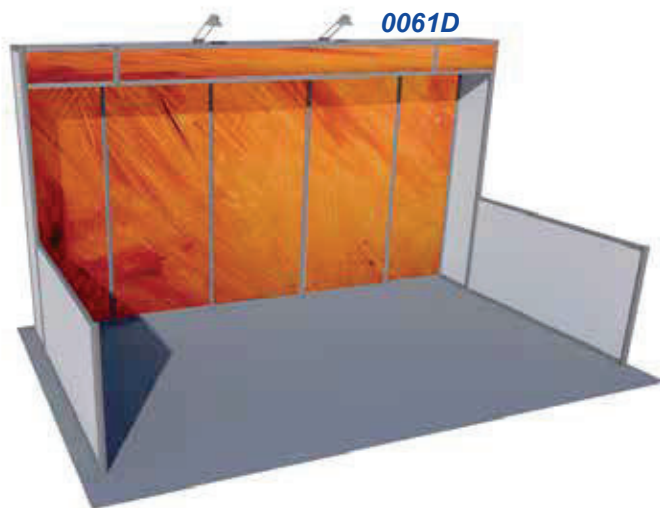
# MODULAR EXHIBIT

## 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

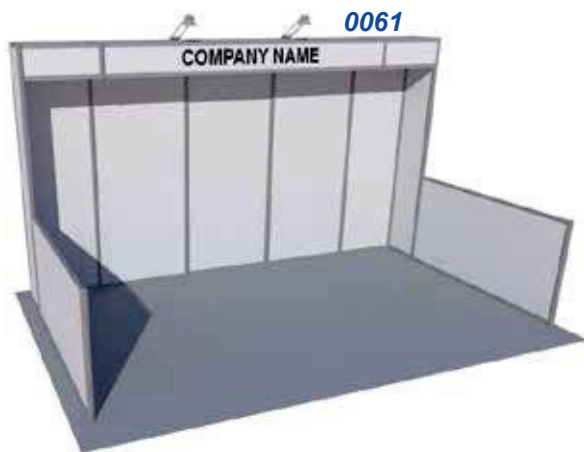
**\$4,763.61**

*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 frutti



### 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

**\$3,039.93**

#### QTY DESCRIPTION:

STANDARD PACKAGE (options below)

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

HEADER SIGN COPY: \_\_\_\_\_

HEADER LETTERING COLOR (background color will be grey): ☐ black ☐ white ☐ red ☐ blue

**Order Deadline: 31 May, 2024**

*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](mailto: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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# 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

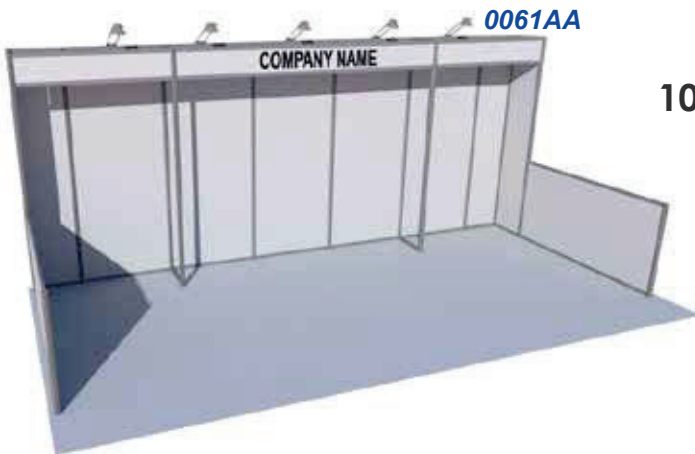
**\$5,840.39**

*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



### 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

**\$3,604.38**

#### QTY DESCRIPTION:

STANDARD PACKAGE (options below)

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

HEADER SIGN COPY: \_\_\_\_\_

HEADER LETTERING COLOR (background color will be grey): ☐ black ☐ white ☐ red ☐ blue

**Order Deadline: 31 May, 2024**

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](mailto: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 - \$573.04



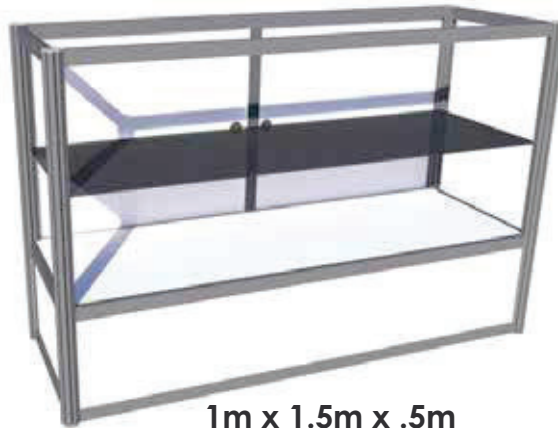
**1m x .5m x .5m counter**  
0100 - \$306.58



**1m x 1m x .5m counter**  
0105 - \$515.75



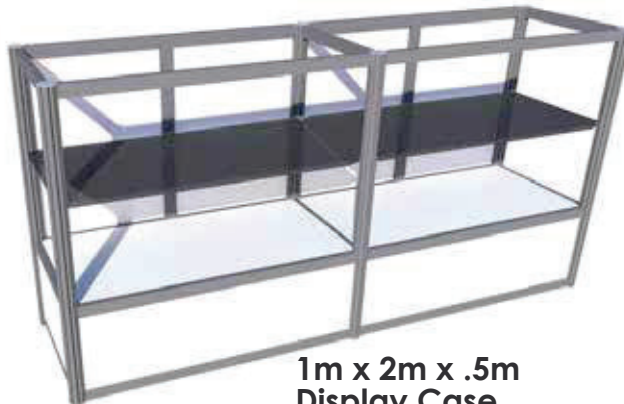
**2.5m x .5m x .5m Display Case**  
0143 - \$773.61



**1m x 1.5m x .5m Display Case**  
0142 - \$945.53



**1m x 1m x .5m Display Case**  
0140 - \$773.61



**1m x 2m x .5m Display Case**  
0141 - \$1,203.40



**2.5m x 1m x .5m Display Case**  
0144 - \$945.53

**Order Deadline: 31 May, 2024**

*Note: Counters and display cases all come with locking doors. (Excluding Curved Reception Counters & 1 x .5 x .5 Counters) 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](mailto:modular@artcraftdisplay.com).*

**Art Craft**  
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A DIVISION OF ART CRAFT SERVICE GROUP



# SEG FABRIC WALLS

FOAM EXPO  
North America

ADHESIVES &  
BONDING  
EXPO



**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](mailto:modular@artcraftdisplay.com).*

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

SEG FABRIC WALLS

# ADDITIONAL ITEMS

## ORDER FINALIZATION

Company Name

Event Name

Booth Number



### Additional Shelf

white - 0965DS - \$104.60  
clear - 0965SA - \$104.60



### Modular Display Light

0130 - \$70.23



### 8' Closet with Lock

(1m W x .5m D)  
(cannot be ordered alone)  
DOOR - \$573.04

### 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. See Vacuuming Services form if needed.

**Order Deadline: May 31st, 2024**

QTY	ITEM#	DESCRIPTION:	EACH	TOTAL
	0061C	10' X 10' PREMIUM EXHIBIT (price includes sales tax)	\$3,478.46	
	0060	10' X 10' STANDARD EXHIBIT	\$2,355.18	
	0061D	10' X 15' PREMIUM EXHIBIT (price includes sales tax)	\$4,763.61	
	0061	10' X 15' STANDARD EXHIBIT	\$3,039.93	
	0061E	10' X 20' PREMIUM EXHIBIT (price includes sales tax)	\$5,840.39	
	0061AA	10' X 20' STANDARD EXHIBIT	\$3,604.38	
	0110	CURVED RECEPTION COUNTER	\$573.04	
	0100	1M X .5M X .5M COUNTER	\$306.58	
	0105	1M X 1M X .5M COUNTER	\$515.75	
	0140	1M X 1M X .5M DISPLAY CASE	\$773.61	
	0142	1M X 1.5M X .5M DISPLAY CASE	\$945.53	
	0141	1M X 2M X .5M DISPLAY CASE	\$1,203.40	
	0143	2.5M X .5M X .5M DISPLAY CASE	\$773.61	
	0144	2.5M X 1M X .5M DISPLAY CASE	\$945.53	
	0130	MODULAR DISPLAY LIGHT	\$70.23	
	DOOR	CLOSET WITH LOCK (cannot be ordered alone)	\$573.04	
	0965DS	ADDITIONAL WALL SHELF (white)	\$104.60	
	0965SA	ADDITIONAL DISPLAY CASE SHELF (clear)	\$104.60	
			<b>TOTAL</b>	

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

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



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

SHOW NAME <b>FOAM Expo USA / Adhesives &amp; Bonding Expo</b>		LOCATION <b>Suburban Collection Showplace</b>	SHOW DATE <b>June 25 - 27, 2024</b>
COMPANY	BOOTH #	BOOTH SIZE _____ X _____	
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE	

- **Advance Order Deadline: May 31st, 2024**
- **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 \$63.46 on installation and \$63.46 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: 101.02 Per Man/Per Hour**
**FLOOR: 127.00 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 _____		<input type="checkbox"/> AM <input type="checkbox"/> PM on _____		_____ for _____ x \$ _____ per hr. = \$ _____			
_____ at _____ hrs. each at _____		<input type="checkbox"/> AM <input type="checkbox"/> 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 _____		<input type="checkbox"/> AM <input type="checkbox"/> PM on _____		_____ for _____ x \$ _____ per hr. = \$ _____			
_____ at _____ hrs. each at _____		<input type="checkbox"/> AM <input type="checkbox"/> 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 \$63.46 MINIMUM FOR INSTALLATION & DISMANTLE \$**

**TOTAL ESTIMATED LABOR \$**

### DO NOT FILL IN BELOW - Art Craft Use Only

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

**TOTAL NON-TAXABLE LABOR \$**

**ADVANCE PAYMENT RECEIVED \$**

**IF AC SUPERVISION, ADD 25% or \$63.46 MINIMUM \$**

**BALANCE DUE \$**

NV-TS 2024



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SHOW NAME <b>FOAM Expo USA / Adhesives &amp; Bonding Expo</b>		LOCATION <b>Suburban Collection Showplace</b>	SHOW DATE <b>June 25 - 27, 2024</b>
COMPANY	BOOTH #	BOOTH SIZE _____ X _____	
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE	

- **Advance Order Deadline: May 31st, 2024**
- 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)

	ADVANCE:	FLOOR:
<b>HIGH LIFT/SIGN &amp; BANNER HANGING</b> (includes 1-Scissor Lift & 1-Rigger)	351.41 Per Hour	440.00 Per Hour
<b>ADDITIONAL RIGGING LABOR</b>	109.38 Per Man / Per Hour	137.00 Per Man / Per Hour

**EXHIBITOR: Please complete this section**

	QTY.	ESTIMATED TIME	DATE	APPROX. HRS.	RATE	ESTIMATED TOTAL	
<b>MOVE-IN (INSTALL)</b>	___	High Lift(s) & Rigger(s) needed at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	on _____	for _____ hours x \$ _____	per hr. = \$ _____	
	___	High Lift(s) & Rigger(s) needed at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	on _____	for _____ hours x \$ _____	per hr. = \$ _____	
	___	Additional Rigger(s) needed at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	on _____	for _____ hours x \$ _____	per hr. = \$ _____	
	___	Additional Rigger(s) needed at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	on _____	for _____ hours x \$ _____	per hr. = \$ _____	
<b>MOVE-OUT (REMOVE)</b>	___	High Lift(s) & Rigger(s) needed at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	on _____	for _____ hours x \$ _____	per hr. = \$ _____	
	___	High Lift(s) & Rigger(s) needed at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	on _____	for _____ hours x \$ _____	per hr. = \$ _____	
	___	Additional Rigger(s) needed at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	on _____	for _____ hours x \$ _____	per hr. = \$ _____	
	___	Additional Rigger(s) needed at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	on _____	for _____ hours x \$ _____	per hr. = \$ _____	
<ul style="list-style-type: none"> <li>• Please check-in at Service Desk when ready for service</li> <li>• Always inform us if more than one high lift is needed.</li> </ul>					<b>TOTAL ESTIMATED HIGH LIFT SERVICE</b>		<b>\$</b>

- **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 any 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 Riggers, 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.**



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.

46100 Grand River Avenue, Suite B • Novi, Michigan 48374 • (248) 380-0843 • Fax (248) 380-0848 • [detroit@artcraftdisplay.com](mailto:detroit@artcraftdisplay.com)  
[www.artcraftdisplay.com](http://www.artcraftdisplay.com)



## FREIGHT FACTS

Re: **Foam Expo USA / Adhesives & Bonding Expo**  
**June 25-27, 2024**  
**Suburban Collection Showplace**

### IMPORTANT SHIPPING INSTRUCTIONS AND MATERIAL HANDLING INFORMATION

#### Advance Warehouse Shipping:

The advance warehouse shipping time is **May 21<sup>st</sup>** through **June 21<sup>st</sup>**. If we receive your freight on or between the above dates, there will be an additional charge of \$0.17 per pound, which is in addition to the Round-Trip Freight Handling charges. Please label each piece as follows:

"Exhibiting Company Name & Booth Number"  
**Foam Expo USA / Adhesives & Bonding Expo**  
**Advance Warehouse**  
C/o Art Craft Display, Inc.  
46100 Grand River Ave., Ste B  
Novi, MI 48374

If you need to verify the arrival of your advance freight, please call (248) 380-0843 or email [detroit@artcraftdisplay.com](mailto:detroit@artcraftdisplay.com) – Warehouse hours are: Monday – Friday 8:00 am to 4:30 pm EST

We will accept all types of freight, in advance, with the following limitations:

- No piece over 84"w, 84"d, 84"h
- No Machines
- No single piece over 4,000 pounds
- Absolutely no perishables or hazardous materials

#### On-Site Shipping:

On-site shipments will be accepted during move-in times starting Saturday, June 22<sup>nd</sup>. If any shipments are received before this date, you will be charged the Advance Warehouse rates in addition to the Round-Trip Freight Handling rates. Onsite shipments will also be accepted during move-in times on Sunday, June 23<sup>rd</sup> and Monday, June 24<sup>th</sup>. You will be charged for "Display Material" freight unless your "Machine" is clearly marked or visually obvious. Freight Handling fees will apply for all shipments



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## FREIGHT FACTS CONTINUED

received. Any freight received on move-in days, after 5:00 pm, is subject to an overtime rate of \$.17/lb., in addition to the Round-Trip Freight Handling rates. Please label each piece as follows:

Onsite Shipping Address:

"Exhibiting Company Name & Booth Number"  
**Foam Expo USA / Adhesives & Bonding Expo**  
C/o Art Craft Display, Inc.  
46100 Grand River Ave.  
Novi, MI 48374

**Marshall Area:** <https://www.scribblemaps.com/maps/view/Suburban-Collection-Showplace-Marshaling/TXVtk4oJRd>

All carriers and/or POV's (Privately Owned Vehicles), needing assistance with unloading must check in with the Marshall. Vehicle marshalling shall be at the Suburban Collection Showplace. Please follow signs upon arrival. Marshalling entry point is just West of 46700 Grand River Ave., Novi, MI 48374, NOT the Showplace address.

### Marshalling Yard Tips for Carriers/Exhibitors:

- Do provide paperwork (bill of lading; certified weight tickets), your 24/7 onsite contact name and phone number to your driver.
- Do inform your carrier of the check-in times.
- Do tell your driver to pay attention to his cell phone while in the marshalling yard. (This is how the marshalling yard contacts the drivers to move ahead to a dock.)
- Do NOT have your driver check in any earlier than the published move-in/move-out times.
- Do NOT instruct your driver to leave the yard for any reason once they are checked in.
- For Outbound Shipments: Do NOT send your driver to the marshalling yard without the proper paperwork or instructions for what they are picking up for your booth.

### International Shipments:

Shipments originating from countries other than the U.S. must be cleared through customs. Responsibility for provision of all Commercial Invoices, paperwork and documentation lies with the Exhibiting Firm. Art Craft Display is not authorized to verify the contents of any package, at any time.



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## FREIGHT FACTS CONTINUED

### Conditions For All Shipping:

*The following applies to all classifications of freight:*

### SHIPPING DOCUMENTS:

- All 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 the exhibiting firm name and booth number.
- Shipments without required paperwork will be delivered to your booth without guarantee of piece count.

### ESTIMATED WEIGHTS:

- If weight is not indicated on shipping documents and no Certified Weight Ticket is provided, Art Craft Display may estimate the weight if the piece is too large for our scale.
- This estimated weight will be final and binding, if verified corrected weight, via a Certified Weight Ticket, is not present to us prior to your final move-out.
- All shipments are subject to be re-weighed by Art Craft Display.

### FREIGHT CHARGES:

- The minimum charge is 200 pounds per shipment.
- **Consolidate your shipments to save separate minimum charges.**
- Shipments will be received with prepaid carrier charges only.
- Collect shipments will be refused.
- A completed "ROUND-TRIP FREIGHT HANDLING" form and "CONTACT & PAYMENT" form must be received by us prior to arrival of your freight.
- BOOTH LABOR of any kind is not included.
- No rigging, unbolting or un-skidding when equipment is being unloaded, spotted, or reloaded.
- POV's (Privately Owned Vehicles) are subject to freight handling rules and charges.
- Failure to adhere to any and all shipping conditions may result in delayed handling or additional charges.
- Any freight received on move-in days, after 5:00 pm, is subject to an overtime rate of \$.17/lb., in addition to the Round-Trip Freight Handling rates.

### ITEMS INCLUDED WITH FREIGHT HANDLING:

- Receipt of materials up to 30 days in advance (please refer to advance shipping rules on previous page)
- Unloading of materials and delivery to booth.



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## FREIGHT FACTS CONTINUED

- One-time spotting of equipment, providing exhibitor is on-site when equipment is unloaded. Equipment will be spotted as picked from truck. Re-spotting equipment is an additional expense charged to the exhibitor.
- Removal and storage of empty containers. Please obtain "Empty Crate Labels" from the Service Desk.
- At the close of the event, empty containers will be returned as quickly as possible, after the aisle carpet has been rolled. The return of all empties may require several hours.
- Reloading of materials on the outbound vehicle(s) of exhibitor's choice.

### OUTBOUND SHIPPING:

- All outbound paperwork (Material Handling Agreement) **MUST** be returned to the Service Desk prior to your departure from the event. The Material Handling Agreement can be picked up at the service desk. Any freight left behind without appropriate paperwork turned in may result in delay of shipment and freight may be forced; re-routed via the most convenient carrier. Exhibitors will be responsible for all re-routed freight charges.
- For Outbound Shipments: Do NOT send your driver to the marshalling yard without the proper paperwork or instructions for what they are picking up for your booth.

### OUTBOUND SHIPPING HOURS:

- Thursday, June 27<sup>th</sup> 3:00 pm – 9:00 pm (Carriers cannot check in prior to 2:00 pm and must check in by 8:00 pm)
- Friday, June 28<sup>th</sup> 8:00 am – 3:00 pm (Carriers must check in by 1:00 pm)
- **All booth dismantling must be complete and all materials, packing and trash must be removed from the exhibit hall by noon on Friday, June 28<sup>th</sup>.**
- **All outbound shipments MUST be picked up from show site by 3:00 pm on Friday, June 28<sup>th</sup>.**
- **Any freight not picked up by this time will be forced**, re-routed via the most convenient carrier. Exhibitors will be responsible for all re-routed freight charges.
- The wait time for carriers will vary depending on the time of day they arrive for pick-up.
- All carriers and/or POV's (Privately Owned Vehicles), needing assistance with reloading must check in with the Marshall.
- Art Craft Display is not responsible if a carrier chooses to leave on their own volition prior to release of freight.
- Anything that is left behind in your booth that is not labeled for outbound shipment will be considered and deemed as trash.

### 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.





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## FREIGHT FACTS CONTINUED

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 time 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. Art Craft Display will not be responsible or liable for any loss, damage, or disappearance of exhibitors' material during the above unattended times.

### **IMPORTANT NOTICE:**

Upon receipt of shipment at your booth (or upon your arrival), any and all missing, lost, damaged, or tampered with pieces must be reported to the Art Craft Service Desk **IMMEDIATELY** upon discovery. This will allow us to investigate your claim on a timely basis and to resolve the issue as quickly as possible.

All materials handled by Art Craft Display are subject to the Terms, Conditions and Policies included in your Exhibitor Kit.

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

SHOW NAME <b>FOAM Expo USA / Adhesives &amp; Bonding Expo</b>	LOCATION <b>Suburban Collection Showplace</b>	SHOW DATE <b>June 25 - 27, 2024</b>
COMPANY	BOOTH #	BOOTH SIZE _____ X _____
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

- All shipments/deliveries to the Advanced Warehouse and/or to show site are subject to freight handling charges; including POV's.
- All orders are subject to the enclosed Terms, Conditions and Policies.
- The minimum charge for all shipments is 200 pounds per shipment.
- This completed form must precede your shipment.

• I have read and understand the "Freight Facts" information contained in this packet \_\_\_\_\_

Initial

**Credit Card  
Information  
Required with  
All Orders.**

ADVANCED WAREHOUSE (8:00 am - 4:30 pm, M - F)		ONSITE SHIPPING (during move-in hours)			
<ul style="list-style-type: none"> <li>• All shipments must be sent labeled as follows:            TO: (EXHIBITING FIRM NAME) BOOTH # _____            FOR: (EVENT NAME &amp; DATE)            C/O ART CRAFT DISPLAY, INC.            46100 GRAND RIVER AVE., SUITE B            NOVI, MI 48374</li> </ul>		<ul style="list-style-type: none"> <li>• All shipments must be sent labeled as follows:            TO: (EXHIBITING FIRM NAME) BOOTH # _____            FOR: (EVENT NAME &amp; DATE)            C/O ART CRAFT DISPLAY, INC.            46100 GRAND RIVER AVENUE            NOVI, MI 48374</li> </ul>			
<ul style="list-style-type: none"> <li>• All pieces should be labeled separately. Please use the enclosed shipping labels and make additional copies as needed.</li> <li>• <b>CONSOLIDATE YOUR SHIPMENTS TO SAVE SEPARATE MINIMUM CHARGES.</b></li> <li>• <b>ABSOLUTELY NO PERISHABLE OR HAZARDOUS MATERIALS</b></li> </ul>					
RATE SCHEDULE and TABLE		1 - 5,000 pounds	5001 - 15,000 pounds	Over 15,000 pounds	
ROUND-TRIP DISPLAY MATERIAL FREIGHT		\$ .89 per lb.	\$ .79 per lb.	\$ .70 per lb.	
ROUND-TRIP ON-SITE MACHINERY		\$ .89 per lb.	\$ .50 per lb.	\$ .44 per lb.	
ADVANCED WAREHOUSING (plus round trip freight rates)		ADD \$.17 per lb.			
ENVELOPE RATES		\$38.77 per envelope (max. dimensions: 16" x 13")			
<b>THE MINIMUM CHARGE FOR ALL SHIPMENTS IS 200 LBS. PER SHIPMENT</b> <ul style="list-style-type: none"> <li>• Any freight received during move-in, off target, is subject to an off target rate of \$.17/lb, in addition to the Round-Trip Freight Handling rates.</li> <li>• Any freight received on move-in days, after 5:00 pm, is subject to an overtime rate of \$.17/lb, in addition to the Round-Trip Freight Handling rates.</li> </ul>					
DETAIL OF SHIPMENTS (attach add'l pages if necessary)					
PIECE #	LENGTH	WIDTH	HEIGHT	WEIGHT	REQUIRES RIGGING TO UNLOAD / RELOAD?
1					<input type="checkbox"/> YES <input type="checkbox"/> NO
2					<input type="checkbox"/> YES <input type="checkbox"/> NO
3					<input type="checkbox"/> YES <input type="checkbox"/> NO
4					<input type="checkbox"/> YES <input type="checkbox"/> NO
5					<input type="checkbox"/> YES <input type="checkbox"/> NO
6					<input type="checkbox"/> YES <input type="checkbox"/> NO
EXHIBITOR TO COMPLETE					
			ADVANCE	FLOOR	
BANDING SERVICES: _____ pcs. @			\$52.11 / piece	\$66.00 / piece	\$
SHRINK WRAP SERVICES: _____ pcs. @			\$52.11 / piece	\$66.00 / piece	\$
Display Material weight: _____ lbs. x \$ _____ per lb.			ENVELOPES: _____ envelopes @ \$38.77 / envelope \$		
On-Site Machinery weight: _____ lbs. x \$ _____ per lb.			Advanced Warehousing weight: _____ lbs. x \$.17 per lb. \$		
<b>TOTAL NON-TAXABLE FREIGHT HANDLING</b>					<b>\$</b>

ALL ORDERS MUST BE PAID IN FULL PRIOR TO DELIVERY OF FREIGHT TO YOUR BOOTH.

NV-TS 2024



**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:  
FOAM Expo USA / Adhesives & Bonding Expo  
LOCATION:  
Suburban Collection Showplace  
SHOW DATES:  
June 25 - 27, 2024

PIECE # \_\_\_\_\_ OF \_\_\_\_\_ TOTAL PIECES

CARRIER: \_\_\_\_\_

**PLEASE LABEL EACH PIECE**

NV 2024

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

**ADVANCE  
FREIGHT**

***RUSH***

TO: \_\_\_\_\_  
(EXHIBITING FIRM NAME) (BOOTH #)

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NV 2024

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**ADVANCE  
FREIGHT**

***RUSH***

TO: \_\_\_\_\_  
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PIECE # \_\_\_\_\_ OF \_\_\_\_\_ TOTAL PIECES

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NV 2024

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DISPLAY, INC.  
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**ADVANCE  
FREIGHT**

***RUSH***

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CARRIER: \_\_\_\_\_

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NV 2024

**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  
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NV 2024

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

**ONSITE  
FREIGHT**

***RUSH***

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**C/O ART CRAFT DISPLAY, INC.  
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PIECE # \_\_\_\_\_ OF \_\_\_\_\_ TOTAL PIECES

CARRIER: \_\_\_\_\_

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NV 2024

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

**ONSITE  
FREIGHT**

***RUSH***

TO: \_\_\_\_\_  
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CARRIER: \_\_\_\_\_

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NV 2024

**Art Craft**  
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**ONSITE  
FREIGHT**

***RUSH***

TO: \_\_\_\_\_  
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CARRIER: \_\_\_\_\_

**PLEASE LABEL EACH PIECE**

NV 2024



# Art Craft Display, Inc.

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



## OUTBOUND SHIPPING LABELS

If you are shipping out of the event and would like for us to print your shipping labels, please click on the link below, fill out the form and submit.

<https://airtable.com/appd7yCUITHL1fW0O/shrYEJK3GKyHoK8ts>

You can pick up your outbound labels at the label desk during move-in, during the event, or at the close of the event.

Make sure to turn in your outbound bill of Lading to the service desk once your booth is completely ready to be shipped.

Any freight left behind without appropriate paperwork turned in, may result in delay of shipment and freight may be forced; re-routed via the most convenient carrier. All exhibitors are responsible for all re-routed freight charges.



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

SHOW NAME <b>FOAM Expo USA / Adhesives &amp; Bonding Expo</b>		LOCATION <b>Suburban Collection Showplace</b>	SHOW DATE <b>June 25-27, 2024</b>
COMPANY	BOOTH #	BOOTH SIZE _____ X _____	
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE	

- **Advance Order Deadline: May 31st, 2024**
- 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

198.90 per hour

#### FLOOR

249.00 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
<b>MOVE-IN</b>	Fork Lift & Operator needed at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____ for _____ hours x \$ _____ per hr. = \$ _____		
	Fork Lift & Operator needed at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____ for _____ hours x \$ _____ per hr. = \$ _____		
	Fork Lift & Operator needed at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____ for _____ hours x \$ _____ per hr. = \$ _____		
<b>MOVE-OUT</b>	Fork Lift & Operator needed at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____ for _____ hours x \$ _____ per hr. = \$ _____		
	Fork Lift & Operator needed at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____ for _____ hours x \$ _____ per hr. = \$ _____		
	Fork Lift & Operator needed at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____ for _____ hours x \$ _____ per hr. = \$ _____		
<ul style="list-style-type: none"> <li>• Please check-in at Service Desk when ready for service</li> <li>• Always inform us if more than one fork lift is needed.</li> </ul>			<b>TOTAL ESTIMATED FORK LIFT SERVICE \$</b>



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

SHOW NAME <b>FOAM Expo USA / Adhesives &amp; Bonding Expo</b>		LOCATION <b>Suburban Collection Showplace</b>	SHOW DATE <b>June 25 - 27, 2024</b>
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AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT	
		DATE	

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- All orders are subject to the enclosed Terms, Conditions and Policies.
- Availability of this service cannot be guaranteed if not ordered in advance!!
- Advance payment of all requested fork lift services (in/out) is required with your order.

**Credit Card Information  
Required with All Orders.**

RATES		
<b>Large Forklift Service</b> (for pieces weighing 4,000 - 15,000 lbs.) Includes one operator & one rigger	<b>ADVANCE</b>	<b>FLOOR</b>
<b>STRAIGHT TIME</b> - 8:00 AM - 4:30 PM, MONDAY - FRIDAY	328.53 Per Hour	411.00 Per Hour
<b>OVERTIME</b> - 4:30 PM - 8:00 AM, MONDAY - FRIDAY, ALL DAY SATURDAY	377.01 Per Hour	472.00 Per Hour
<b>DOUBLE TIME</b> - ALL DAY SUNDAY AND HOLIDAYS (Two hour minimum)	425.45 Per Hour	532.00 Per Hour
<b>Heavy-Duty Lift Service</b> (for pieces weighing over 15,000 lbs.) Includes one operator & one rigger	<b>ADVANCE</b>	<b>FLOOR</b>
<b>STRAIGHT TIME</b> - 8:00 AM - 4:30 PM, MONDAY - FRIDAY	440.21 Per Hour	551.00 Per Hour
<b>OVERTIME</b> - 4:30 PM - 8:00 AM, MONDAY - FRIDAY, ALL DAY SATURDAY	488.66 Per Hour	611.00 Per Hour
<b>DOUBLE TIME</b> - ALL DAY SUNDAY AND HOLIDAYS (Two hour minimum)	537.11 Per Hour	672.00 Per Hour
<b>Additional Rigging Labor</b>	<b>ADVANCE</b>	<b>FLOOR</b>
<b>STRAIGHT TIME</b> - 8:00 AM - 4:30 PM, MONDAY - FRIDAY	109.38 Per Man/Per Hour	137.00 Per Man/Per Hour
<b>OVERTIME</b> - 4:30 PM - 8:00 AM, MONDAY - FRIDAY, ALL DAY SATURDAY	157.83 Per Man/Per Hour	198.00 Per Man/Per Hour
<b>DOUBLE TIME</b> - ALL DAY SUNDAY AND HOLIDAYS (Two hour minimum)	206.28 Per Man/Per Hour	258.00 Per Man/Per Hour
<b>Please check-in at Service Desk when ready for service • One hour minimum required for all orders • Always inform us if more than one fork lift is needed.</b>		

EXHIBITOR: Please complete this section						
	QTY.	ESTIMATED TIME	DATE	APPROX. HRS.	RATE	ESTIMATED TOTAL
<b>MOVE IN</b>	___	Large Forklift(s) & Operator(s) needed at	<input type="checkbox"/> AM <input type="checkbox"/> PM	on	for ___ hours x \$	per hr. = \$
	___	Large Forklift(s) & Operator(s) needed at	<input type="checkbox"/> AM <input type="checkbox"/> PM	on	for ___ hours x \$	per hr. = \$
	___	Heavy-duty Lift(s) & Operator(s) needed at	<input type="checkbox"/> AM <input type="checkbox"/> PM	on	for ___ hours x \$	per hr. = \$
	___	Heavy-duty Lift(s) & Operator(s) needed at	<input type="checkbox"/> AM <input type="checkbox"/> PM	on	for ___ hours x \$	per hr. = \$
	___	Additional Rigger(s) needed at	<input type="checkbox"/> AM <input type="checkbox"/> PM	on	for ___ hours x \$	per hr. = \$
	___	Additional Rigger(s) needed at	<input type="checkbox"/> AM <input type="checkbox"/> PM	on	for ___ hours x \$	per hr. = \$
<b>MOVE OUT</b>	___	Large Forklift(s) & Operator(s) needed at	<input type="checkbox"/> AM <input type="checkbox"/> PM	on	for ___ hours x \$	per hr. = \$
	___	Large Forklift(s) & Operator(s) needed at	<input type="checkbox"/> AM <input type="checkbox"/> PM	on	for ___ hours x \$	per hr. = \$
	___	Heavy-duty Lift(s) & Operator(s) needed at	<input type="checkbox"/> AM <input type="checkbox"/> PM	on	for ___ hours x \$	per hr. = \$
	___	Heavy-duty Lift(s) & Operator(s) needed at	<input type="checkbox"/> AM <input type="checkbox"/> PM	on	for ___ hours x \$	per hr. = \$
	___	Additional Rigger(s) needed at	<input type="checkbox"/> AM <input type="checkbox"/> PM	on	for ___ hours x \$	per hr. = \$
	___	Additional Rigger(s) needed at	<input type="checkbox"/> AM <input type="checkbox"/> PM	on	for ___ hours x \$	per hr. = \$
<ul style="list-style-type: none"> <li>• Please check-in at Service Desk when ready for service</li> <li>• Always inform us if more than one forklift is needed.</li> </ul>					<b>TOTAL ESTIMATED RIGGING &amp; HEAVY-DUTY LIFT SERVICE \$</b>	

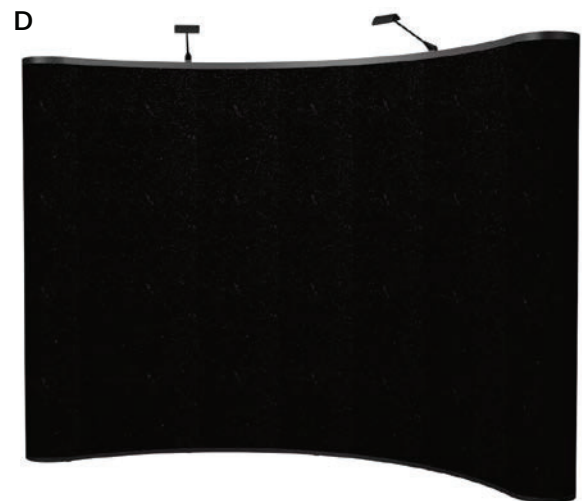
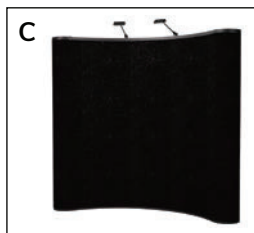
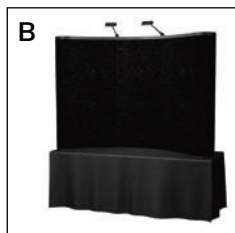
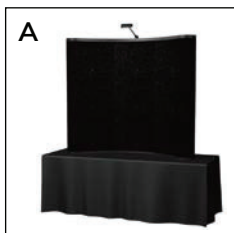
Art Craft Display offers a wide variety of display solutions for your exhibit space. All display items are subject to availability and should be ordered by the advance order deadline. Customers may use their own Velcro®-attachable graphics, or may contact our Sign & Graphics department for pricing and 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](mailto:signshop@artcraftdisplay.com)**

## Curved Pop-Up Displays

- A. 6'w x 60"h Tabletop Pop-Up Display
- B. 8'w x 60"h Tabletop Pop-Up Display
- C. 8'w x 89"h Floor Pop-Up Display - includes case counter
- D. 10'w x 89"h Floor Pop-Up Display - includes case counter

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



## Folding Panel Tabletop Displays

- A. 48"w x 24"h ShowStyle Folding Panel Display
- B. 74"w x 36"h ShowMax Folding Panel Display

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



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



## Freestanding Banner Stands

**Small Telescoping Freestanding Banner Stand (28"-48"w x 37"-95"h)**

**Large Telescoping Freestanding 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 accommodate 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

**6'wide, 3-sided Hanging Banner Frame w/ harness**

**8'wide, 3-sided Hanging Banner Frame w/ harness**

**10'wide, 3-sided Hanging Banner Frame w/ harness**

**6'wide, 4-sided Hanging Banner Frame w/ harness**

**8'wide, 4-sided Hanging Banner Frame w/ harness**

**10'wide, 4-sided Hanging Banner Frame w/ harness**

All hanging banner frames accommodate 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

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



### Clamp-On Light Fixture

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.**



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SHOW NAME FOAM Expo USA / Adhesives & Bonding Expo		LOCATION Suburban Collection Showplace	SHOW DATE June 25 - 27, 2024
COMPANY		BOOTH #	BOOTH SIZE _____ X _____
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE	

- **Advance Order Deadline: May 31st, 2024**
- 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.

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				
QTY.	DESCRIPTION	ADVANCE	FLOOR	AMOUNT
	A. 6' wide Curved Tabletop Pop-Up Display (60" tall)	498.70	N/A	
	B. 8' wide Curved Tabletop Pop-Up Display (60" tall)	556.49	N/A	
	C. 8' wide Curved Floor Pop-Up Display (89" tall) - includes case-to-counter conversion kit	883.80	N/A	
	D. 10' wide Curved Floor Pop-Up Display (89" tall) - includes case-to-counter conversion kit	941.56	N/A	
FOLDING PANEL TABLETOP DISPLAYS				
All folding tabletop displays include material handling fees, show-site installation / dismantle, light(s) and black, Velcro-receptive fabric covering				
	A. 48"w x 24"h ShowStyle Folding Display	190.66	N/A	
	B. 74"w x 36"h ShowMax Folding Display	383.16	N/A	
FREESTANDING BANNER STANDS				
Freestanding Banner Stands must be checked-out at the on-site service desk				
	Small Telescoping Freestanding Banner Stand (28"-48"w x 37"-95"h) Attachment method: Pole pocket	110.32	N/A	
	Large Telescoping Freestanding Banner Stand (52"-95"w x 36"-95"h) Attachment method: Pole pocket	125.27	N/A	
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				
	6' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	136.73	171.00	
	8' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	152.12	191.00	
	10' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	168.51	211.00	
	6' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	157.90	198.00	
	8' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	182.94	229.00	
	10' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	194.48	244.00	
OPTIONAL DISPLAY & BANNER STAND ACCESSORIES / UPGRADES				
	Clamp-on Halogen Light - for use with Telescoping banner stands	61.71	N/A	
	Extra Halogen Display Light Fixture w/ Bulb - for use with Pop-Up displays	61.71	N/A	

**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](mailto:signshop@artcraftdisplay.com)

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

NV-TS 2024

# Terms, Conditions and Policies page one

## 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 EXHIBITOR'S 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

## 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 tortious 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.





DELIVERY INFORMATION			
Show Name:			
Contractor:			
Booth Number(s):		Show Date:	
Venue:			

**CHICAGO DISTRICT**  
SERVICE AREA: IL, IN, MI, OH, WI, MN,  
MO, IA, NE, KS, SD, ND  
  
CORT Events  
2141 Internationale Pkwy, Ste 300  
Woodridge, IL 60517  
630-972-0146  
**Please email all pages to:**  
DL-CORTtseChicago@Cort.com

ORDER INFORMATION		PAYMENT INFORMATION	
Exhibiting Co:		Order Total:	
Address:		Ordering within 14 days of show open?	Late Order Fee: (Add 30% of Order Total)
City, State, Zip:		State Tax: (excluding NV, CA & OR)	
Phone:		TOTAL DUE:	
Fax:		<i>*To better protect your data, we no longer accept credit card information via email or fax. All credit card payments must be made through our secure online payment portal or over the phone.</i>  <i>After your order has been processed, you will receive a confirmation PDF with a link and PIN to pay online. If you would like to pay over the phone, please call 1-844-855-0735 M-F between 7am - 5pm PST after you receive your confirmation.</i>	
Contact:			
Email:			
Authorized By:			

**PAYMENT:** In order to guarantee delivery, all orders must be received and full payment made no later than 14 days prior to the show. Payment may be made by credit card or a check drawn on a U.S. bank unless prior arrangements were made.

**LATE ORDERS:** Orders received within 14 days prior to show opening are subject to a 30% late order fee.

**CANCELLATIONS:** If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

NEW 2023 Visit [www.cortevents.com/ts-kit](http://www.cortevents.com/ts-kit) to download the brochure for more product details and images.

CODE	QTY	ITEM	DESCRIPTION	2023	TOTAL	CODE	QTY	ITEM	DESCRIPTION	2023	TOTAL
POWERED						ACCENT CHAIRS (continued)					
BKCT5P		5' Table, Powered	Black Top, Silver	\$ 475		BNMCOB		Brooklyn Meeting Chair	Black Vinyl, Oak-look Base	\$ 279	
C5PWR		5' Table, Powered	White Top, Silver	\$ 475		BNMCSW		Brooklyn Meeting Chair	White Vinyl, Oak-look Base	\$ 279	
BKCT8P		8' Table, Powered	Black Top, Silver	\$ 979		CNTCHR		Century Chair	Gray Velvet	\$ 483	
C8PWR		8' Table, Powered	White Top, Silver	\$ 979		LABREA		La Brea Swivel Chair	Charcoal Gray Fabric, Chrome	\$ 419	
BKCT10P		10' Table, Powered	Black Top, Silver	\$ 979		LENCHA		Lena Chair	Moss Green Leather, Bronze	\$ 419	
C10PWR		10' Table, Powered	White Top, Silver	\$ 979		BCW		Madrid Chair	White Vinyl, Chrome	\$ 483	
P30BWH		30" Bar Table, Powered	White Top, Black	\$ 615		MNCHCH		Munich Armless Chair	Gray Fabric, Black	\$ 329	
P30CWH		30" Cafe Table, Powered	White Top, Black	\$ 615		SWAN		Swanson Swivel Chair	White Vinyl, Chrome	\$ 329	
ADCTBP		Adelaide Powered Cocktail Table	Black Top, Silver	\$ 321		WENCHA		Wentworth Swivel Chair	Brown Vinyl	\$ 329	
ADCTWP		Adelaide Powered Cocktail Table	White Top, Silver	\$ 321		GROUP SEATING					
NPLCHP		Naples Chair, Powered	Black Vinyl	\$ 651		BLDCBK		Blade Chair	Black	\$ 69	
NPLLOP		Naples Loveseat, Powered	Black Vinyl	\$ 805		BLDCRD		Blade Chair	Red	\$ 69	
NPLSOP		Naples Sofa, Powered	Black Vinyl	\$ 951		BLDCSB		Blade Chair	Sky Blue	\$ 69	
C1YP		Sydney Powered Cocktail Table	Black Top, Brushed Steel	\$ 321		SC3		Brewer Chair	Onyx, Chrome	\$ 119	
C1WP		Sydney Powered Cocktail Table	White Top, Brushed Steel	\$ 321		CCSCAZ		Chelsea Chair	Azure Blue, Black Swivel Base w/ Casters	\$ 119	
TCHP		Tech Chair, No Tablet	Gray Vinyl, Chrome Base	\$ 329		CCSCBK		Chelsea Chair	Black, Black Swivel Base w/ Casters	\$ 119	
TCHGRY		Tech Tablet Chair	Gray Vinyl, White Metal Tablet, Chrome Base	\$ 329		CCSCYL		Chelsea Chair	Goldenrod Yellow, Black Swivel Base w/ Casters	\$ 119	
VNTBLK		Ventura Communal Bar Table, Powered	Black Top, Silver	\$ 839		CCSCGY		Chelsea Chair	Gray, Black Swivel Base w/ Casters	\$ 119	
VNTWHT		Ventura Communal Bar Table, Powered	White Top, Silver	\$ 839		CCSCOR		Chelsea Chair	Orange, Black Swivel Base w/ Casters	\$ 119	
VNTCBK		Ventura Communal Cafe Table, Powered	Black Top, Silver	\$ 685		CCSCWL		Chelsea Chair	Walnut-look, Black Swivel Base w/ Casters	\$ 119	
VNTCWH		Ventura Communal Cafe Table, Powered	White Top, Silver	\$ 685		CCBTAZ		Chelsea Chair	Azure Blue, Black Tower Base	\$ 119	
CUBPOW		Wireless Charging Table	White, AC Plug In	\$ 378		CCBTBK		Chelsea Chair	Black, Black Tower Base	\$ 119	
VILHUB		Village Charging Hub	Cream	\$ 252		CCBTYL		Chelsea Chair	Goldenrod Yellow, Black Tower Base	\$ 119	
SOFT SEATING COLLECTIONS						CCBTGY		Chelsea Chair	Gray, Black Tower Base	\$ 119	
CHR002		Allegro Chair	Blue Fabric, Brushed Metal	\$ 525		CCBTOR		Chelsea Chair	Orange, Black Tower Base	\$ 119	
SFA002		Allegro Sofa	Blue Fabric, Brushed Metal	\$ 679		CCBTWL		Chelsea Chair	Walnut-look, Black Tower Base	\$ 119	
BCHWHT		Baja Chair	White Vinyl	\$ 525		XCHR		Christopher Chair	White Vinyl, Chrome	\$ 119	
BLVWHT		Baja Loveseat	White Vinyl	\$ 665		DUET		Duet Stack Chair	Black, Chrome	\$ 69	
BSFWHT		Baja Sofa	White Vinyl	\$ 798		LMCHR		Laguna Chair	Maple, Chrome	\$ 119	
COCHTP		Cordoba Chair	Taupe Fabric, Black	\$ 419		LUCHCL		Lucent Chair	Frosted Acrylic, Chrome	\$ 181	
COLVTP		Cordoba Loveseat	Taupe Fabric, Black	\$ 601		MALGRY		Malba Chair	Gray, Chrome	\$ 69	
FAIRCW		Fairfax Chair	White Vinyl, Brushed Metal	\$ 357		MALGRN		Malba Chair	Green, Chrome	\$ 69	
FAIRSW		Fairfax Sofa	White Vinyl, Brushed Metal	\$ 461		MARCBK		Marina Chair	Black Vinyl, Brushed Metal	\$ 139	
KEYCHR		Key Largo Chair	Black Fabric, Wood	\$ 357		MARCBR		Marina Chair	Brown Fabric, Brushed Metal	\$ 139	
KEYLOV		Key Largo Loveseat	Black Fabric, Wood	\$ 419		MARCBE		Marina Chair	Ocean Blue Fabric, Brushed Metal	\$ 139	
KEYSOF		Key Largo Sofa	Black Fabric, Wood	\$ 461		MARCRD		Marina Chair	Red Fabric, Brushed Metal	\$ 139	
MONCHA		Montreal Chair	Blue, Black Metal	\$ 525		MARCWH		Marina Chair	White Vinyl, Brushed Metal	\$ 139	
MONLOV		Montreal Loveseat	Blue, Black Metal	\$ 665		PASCHR		Pasadena Chair	White Molded Plastic, Chrome	\$ 279	
NPLCHR		Naples Chair	Black Vinyl	\$ 525		SC10		Razor Armless Chair	White	\$ 69	
NPLLOV		Naples Loveseat	Black Vinyl	\$ 665		RSTDIN		Rustique Chair w/ Arms	Gunmetal	\$ 119	
NPLSOF		Naples Sofa	Black Vinyl	\$ 798		CS4		Syntax Chair	Black, Chrome	\$ 167	
PALSOF		Palm Beach Sofa	White Vinyl	\$ 679		ZENCHR		Zenith Chair	White, Chrome	\$ 119	
STESOF		Sterling Chair	Gray Fabric	\$ 651		OTTOMANS					
VALCHA		Valencia Chair	Spice Orange Velvet	\$ 357		BVLYBK		Beverly Bench Ottoman	Black Vinyl	\$ 301	
VALSOF		Valencia Sofa	Coffee Brown Velvet	\$ 461		BVLYBN		Beverly Bench Ottoman	Brown Fabric	\$ 301	
ACCENT CHAIRS						BVLYGR		Beverly Bench Ottoman	Gray Fabric	\$ 301	
ATHCHA		Atherton Chair	Brown Leather, Black Metal	\$ 483		BVLYLN		Beverly Bench Ottoman	Linen Fabric	\$ 301	
BOWCHA		Bowery Chair	Ochre Fabric	\$ 483		BVLYOB		Beverly Bench Ottoman	Ocean Blue Fabric	\$ 301	
BNMCSB		Brooklyn Meeting Chair	Black Vinyl, Black Swivel Base	\$ 279		BVLYRD		Beverly Bench Ottoman	Red Fabric	\$ 301	
BNMCOV		Brooklyn Meeting Chair	White Vinyl, Black Swivel Base	\$ 279		BVLYWH		Beverly Bench Ottoman	White Vinyl	\$ 301	
						BVSMBK		Beverly Small Bench Ottoman	Black Vinyl	\$ 252	
						BVSMBL		Beverly Small Bench Ottoman	Ocean Blue Fabric	\$ 252	

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SHOW NAME:						BOOTH:					
CODE	QTY	ITEM	DESCRIPTION	2023	TOTAL	CODE	QTY	ITEM	DESCRIPTION	2023	TOTAL
OTTOMANS (continued)						ACCENT TABLES (continued)					
BVSBMBN		Beverly Small Bench Ottoman	Brown Fabric	\$ 252		C1E		Silverado Cocktail Table	Glass Top, Chrome	\$ 231	
BVSMGN		Beverly Small Bench Ottoman	Olive Green Fabric	\$ 252		E1E		Silverado End Table	Glass, Chrome	\$ 181	
BVSMGY		Beverly Small Bench Ottoman	Gray Fabric	\$ 252		C1Y		Sydney Cocktail Table	Black Top, Brushed Steel	\$ 231	
BVSMMLN		Beverly Small Bench Ottoman	Linen Fabric	\$ 252		SYDBEC		Sydney Cocktail Table	Blue Top, Brushed Steel	\$ 231	
BVSMMLV		Beverly Small Bench Ottoman	Lavender Fabric	\$ 252		C1W		Sydney Cocktail Table	White Top, Brushed Steel	\$ 231	
BVSMOR		Beverly Small Bench Ottoman	Orange Fabric	\$ 252		SYDWDC		Sydney Cocktail Table	Barnwood Top, Brushed Steel	\$ 231	
BVSMRD		Beverly Small Bench Ottoman	Red Fabric	\$ 252		E1Y		Sydney End Table	Black Top, Brushed Steel	\$ 223	
BVSMWH		Beverly Small Bench Ottoman	White Vinyl	\$ 252		SYDBEE		Sydney End Table	Blue Top, Brushed Steel	\$ 223	
BVSMYL		Beverly Small Bench Ottoman	Yellow Fabric	\$ 252		E1W		Sydney End Table	White Top, Brushed Steel	\$ 223	
END01B		Endless Curved Ottoman	Black Vinyl, Chrome	\$ 391		SYDWDE		Sydney End Table	Barnwood Top, Brushed Steel	\$ 223	
END01W		Endless Curved Ottoman	White Vinyl, Chrome	\$ 391		TAOBKB		Taos Side Table	Black Top, Bronze	\$ 125	
END02B		Endless Square Ottoman	Black Vinyl, Chrome	\$ 343		TAOBWH		Taos Side Table	White Top, Bronze	\$ 125	
END02W		Endless Square Ottoman	White Vinyl, Chrome	\$ 343		TAOBWD		Taos Side Table	Wood Top, Bronze	\$ 125	
MAR001		Marche Swivel Ottoman	White Vinyl	\$ 181		TMBTBL		Timber Table	Wood	\$ 125	
MAR002		Marche Swivel Ottoman	Gray Fabric	\$ 181		CAFÉ TABLES W/ STANDARD BLACK BASE					
MAR003		Marche Swivel Ottoman	Linen Fabric	\$ 181		30BKSC		30" Round Bar Table	Black Top	\$ 203	
MAR004		Marche Swivel Ottoman	Raspberry Fabric	\$ 181		30BEBE		30" Round Bar Table	Blue Top	\$ 203	
MAR005		Marche Swivel Ottoman	Red Fabric	\$ 181		30AGBC		30" Round Bar Table	Brushed Gunmetal Top	\$ 203	
MAR006		Marche Swivel Ottoman	Rose Quartz Fabric	\$ 181		30YSBC		30" Round Bar Table	Brushed Yellow Top	\$ 203	
MAR007		Marche Swivel Ottoman	Plum Fabric	\$ 181		ZTJ		30" Round Bar Table	Graphite Nebula Top	\$ 203	
MAR008		Marche Swivel Ottoman	Meadow Green	\$ 181		ZTA		30" Round Bar Table	Gray Acajou Top	\$ 203	
MAR009		Marche Swivel Ottoman	Pear Yellow Fabric	\$ 181		30GSBC		30" Round Bar Table	Green Top	\$ 203	
MAR010		Marche Swivel Ottoman	Blue Fabric	\$ 181		ZTK		30" Round Bar Table	Maple Top	\$ 203	
MAR011		Marche Swivel Ottoman	Orange Fabric	\$ 181		30OSBC		30" Round Bar Table	Orange Top	\$ 203	
MAR012		Marche Swivel Ottoman	Forest Green Vinyl	\$ 181		ZTB		30" Round Bar Table	Red Top	\$ 203	
MAR013		Marche Swivel Ottoman	Teal Velvet	\$ 181		30WH29		30" Round Bar Table	White Top	\$ 203	
MAR014		Marche Swivel Ottoman	Distressed Brown Vinyl	\$ 181		30WDBC		30" Round Bar Table	Barnwood Top	\$ 203	
MAR015		Marche Swivel Ottoman	Black Vinyl	\$ 181		36BKSC		36" Round Bar Table	Black Top	\$ 210	
MAR016		Marche Swivel Ottoman	Ivory Faux Sheep Fur	\$ 181		ZTN		36" Round Bar Table	Graphite Nebula Top	\$ 210	
VIB01		Vibe Cube Ottoman	Green Vinyl	\$ 97		ZTP		36" Round Bar Table	Maple Top	\$ 210	
VIB02		Vibe Cube Ottoman	Blue Vinyl	\$ 97		ZTQ		36" Round Bar Table	White Top	\$ 210	
VIB04		Vibe Cube Ottoman	Red Vinyl	\$ 97		CAFÉ TABLES W/ HYDRAULIC CHROME BASE					
VIB05		Vibe Cube Ottoman	Bright Yellow Vinyl	\$ 97		30MAHC		30" Round Bar Table	Gray Acajou Top	\$ 251	
VIB08		Vibe Cube Ottoman	Orange Vinyl	\$ 97		30BRHC		30" Round Bar Table	Red Top	\$ 251	
VIB09		Vibe Cube Ottoman	White Vinyl	\$ 97		30WHHC		30" Round Bar Table	White Top	\$ 251	
VIB10		Vibe Cube Ottoman	Black Vinyl	\$ 97		30WDHC		30" Round Bar Table	Barnwood Top	\$ 251	
VIB11		Vibe Cube Ottoman	Steel Blue Vinyl	\$ 97		30BKHC		30" Round Bar Table	Black Top	\$ 251	
VIB12		Vibe Cube Ottoman	Silver Vinyl	\$ 97		30BEHC		30" Round Bar Table	Blue Top	\$ 251	
VIB13		Vibe Cube Ottoman	Purple Vinyl	\$ 97		30AGHC		30" Round Bar Table	Brushed Gunmetal Top	\$ 251	
VIB14		Vibe Cube Ottoman	Citrus Green Vinyl	\$ 97		30YSHC		30" Round Bar Table	Brushed Yellow Top	\$ 251	
VIB15		Vibe Cube Ottoman	Taupe Vinyl	\$ 97		30GRHC		30" Round Bar Table	Graphite Nebula Top	\$ 251	
VIB16		Vibe Cube Ottoman	Spice Orange Vinyl	\$ 97		30GSHC		30" Round Bar Table	Green Top	\$ 251	
VIB17		Vibe Cube Ottoman	Desert Rose Vinyl	\$ 97		30MTHC		30" Round Bar Table	Maple Top	\$ 251	
ACCENT TABLES						30OSHC		30" Round Bar Table	Orange Top	\$ 251	
ADCTBK		Adelaide Cocktail Table	Black Top, Silver	\$ 231		36BKHC		36" Round Bar Table	Black Top	\$ 294	
ADCTGL		Adelaide Cocktail Table	Glass Top, Silver	\$ 231		36GRHC		36" Round Bar Table	Graphite Nebula Top	\$ 294	
ADCTWH		Adelaide Cocktail Table	White Top, Silver	\$ 231		36MTHC		36" Round Bar Table	Maple Top	\$ 294	
ADETBK		Adelaide End Table	Black Top, Silver	\$ 223		36WTHC		36" Round Bar Table	White Top	\$ 294	
ADETGL		Adelaide End Table	Glass Top, Silver	\$ 223		BAR TABLES W/ STANDARD BLACK BASE					
ADETWH		Adelaide End Table	White Top, Silver	\$ 223		30BKSB		30" Round Bar Table	Black Top	\$ 203	
ALC100		Alondra Cocktail Table	Glass Top, Chrome	\$ 279		30BEBB		30" Round Bar Table	Blue Top	\$ 203	
ALC200		Alondra Cocktail Table	Brandy Maple Top, Chrome	\$ 279		30AGBB		30" Round Bar Table	Brushed Gunmetal Top	\$ 203	
ALE100		Alondra End Table	Glass Top, Chrome	\$ 223		30YBBB		30" Round Bar Table	Brushed Yellow Top	\$ 203	
ALE200		Alondra End Table	Brandy Maple Top, Chrome	\$ 223		VTJ		30" Round Bar Table	Graphite Nebula Top	\$ 203	
AURA		Aura Round Table	White Metal	\$ 125		VTA		30" Round Bar Table	Gray Acajou Top	\$ 203	
C1C		Geo Cocktail Table	Glass Top, Chrome	\$ 231		30GSBB		30" Round Bar Table	Green Top	\$ 203	
C1FWB		Geo Cocktail Table	Brandy Maple Top, Black	\$ 231		VTK		30" Round Bar Table	Maple Top	\$ 203	
E1C		Geo End Table	Glass Top, Chrome	\$ 181		30OSBB		30" Round Bar Table	Orange Top	\$ 203	
E1FWB		Geo End Table	Brandy Maple Top, Black	\$ 181		VTB		30" Round Bar Table	Red Top	\$ 203	
MESCTB		Mesa Cocktail Table	Black Top, Bronze	\$ 231		30WH42		30" Round Bar Table	White Top	\$ 203	
MESCTG		Mesa Cocktail Table	Glass Top, Bronze	\$ 231		30WDBB		30" Round Bar Table	Barnwood Top	\$ 203	
MESCTW		Mesa Cocktail Table	Barnwood Top, Bronze	\$ 231		36BKSB		36" Round Bar Table	Black Top	\$ 210	
MESETB		Mesa End Table	Black Top, Bronze	\$ 181		VTN		36" Round Bar Table	Graphite Nebula Top	\$ 210	
MESETG		Mesa End Table	Glass Top, Bronze	\$ 181		VTP		36" Round Bar Table	Maple Top	\$ 210	
MESETW		Mesa End Table	Barnwood Top, Bronze	\$ 181		VTW		36" Round Bar Table	White Top	\$ 210	
REGBEN		Regis Bench/Table	Brushed Metal	\$ 252		BAR TABLES W/ HYDRAULIC CHROME BASE					
REGOTT		Regis End Table	Brushed Metal	\$ 223		30BKHB		30" Round Bar Table	Black Top	\$ 251	
SEDBBK		Sedona Side Table	Black Top, Bronze	\$ 125		30BEHB		30" Round Bar Table	Blue Top	\$ 251	
SEDBWH		Sedona Side Table	White Top, Bronze	\$ 125		30AGHB		30" Round Bar Table	Brushed Gunmetal Top	\$ 251	
SEDBWD		Sedona Side Table	Wood Top, Bronze	\$ 125		30YSHB		30" Round Bar Table	Brushed Yellow Top	\$ 251	







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SHOW NAME:						BOOTH:					
CODE	QTY	ITEM	DESCRIPTION	2023	TOTAL	CODE	QTY	ITEM	DESCRIPTION	2023	TOTAL
BAR TABLES W/ HYDRAULIC CHROME BASE (continued)						CONFERENCE TABLES (continued)					
30GRHB		30" Round Bar Table	Graphite Nebula Top	\$ 251		CB8		42" Round Madison Table	Gray Acajou, Black	\$ 335	
30GSHB		30" Round Bar Table	Green Top	\$ 251		CONF42		42" Round Table	White Top	\$ 335	
30MTHB		30" Round Bar Table	Maple Top	\$ 251		42BKCT		42" Round Table	Black Top, Black	\$ 335	
30OSHB		30" Round Bar Table	Orange Top	\$ 251		BKCT5N		5' Table	Black Top, Silver	\$ 419	
30BRHB		30" Round Bar Table	Red Top	\$ 251		CONF5		5' Table	White Top, Silver	\$ 419	
30WHHB		30" Round Bar Table	White Top	\$ 251		BKCT8N		8' Table	Black Top, Silver	\$ 769	
30WDHB		30" Round Bar Table	Barnwood Top	\$ 251		CONF8		8' Table	White Top, Silver	\$ 769	
30MAHB		30" Round Bar Table	Gray Acajou Top	\$ 251		BKCT10N		10' Table	Black Top, Silver	\$ 769	
36BKHB		36" Round Bar Table	Black Top	\$ 294		CONF10		10' Table	White Top, Silver	\$ 769	
36GRHB		36" Round Bar Table	Graphite Nebula Top	\$ 294		CF2		Geo Table, Rectangle	Glass Top, Black	\$ 419	
36MTHB		36" Round Bar Table	Maple Top	\$ 294		CE2		Geo Table, Rectangle	Glass Top, Chrome	\$ 419	
36WTHB		36" Round Bar Table	White Top	\$ 294		CF1		Geo Table, Rounded Square	Glass Top, Black	\$ 251	
						CE1		Geo Table, Rounded Square	Glass Top, Chrome	\$ 251	
BAR TABLE						MADC05					
RSTSQT		Rustique Square Metal Bar Table	Gunmetal	\$ 265				Madison 5' Table	Gray Acajou, Chrome	\$ 419	
BARSTOOLS						MADC08					
BSS		Banana Barstool	Black, Chrome	\$ 231				Madison 8' Table	Gray Acajou, Chrome	\$ 769	
BST		Banana Barstool	White, Chrome	\$ 231				Madison 10' Table	Gray Acajou, Chrome	\$ 769	
BLDBBK		Blade Barstool	Black	\$ 105		WD3		Work Table	White Top, White	\$ 259	
BLDBRD		Blade Barstool	Red	\$ 105		EXECUTIVE CHAIRS					
BLDBSB		Blade Barstool	Sky Blue	\$ 105		CUPCHA		Cupertino Mid Back Chair	Black Vinyl	\$ 217	
CBSBAZ		Chelsea Barstool	Azure Blue, Black Tower Base	\$ 161		GENCHA		Genesis Chair	Black	\$ 161	
CBSBBK		Chelsea Barstool	Black, Black Tower Base	\$ 161		PROGB		Pro Executive Guest Chair	Black Vinyl, Chrome	\$ 195	
CBSBYL		Chelsea Barstool	Goldenrod Yellow, Black Tower Base	\$ 161		PROEXB		Pro Executive High Back Chair	Black Vinyl, Chrome	\$ 231	
CBSBGY		Chelsea Barstool	Gray, Black Tower Base	\$ 161		PROEXE		Pro Executive High Back Chair	White Vinyl, Chrome	\$ 231	
CBSBOR		Chelsea Barstool	Orange, Black Tower Base	\$ 161		PROMDB		Pro Executive Mid Back Chair	Black Vinyl, Chrome	\$ 217	
CBSBWL		Chelsea Barstool	Walnut-look, Black Tower Base	\$ 161		PROMID		Pro Executive Mid Back Chair	White Vinyl, Chrome	\$ 217	
XBAR		Christopher Barstool	White Vinyl, Chrome	\$ 181		TASKST		Task Stool	Black Fabric, Black	\$ 139	
LMBAR		Laguna Barstool	Maple, Chrome	\$ 161		OFFICE & PRODUCT DISPLAY					
ROLLBL		Lift Barstool	Black Vinyl, Chrome	\$ 181		TECH3		3 Drawer File Cabinet on Castors	Black Top, Black Metal	\$ 153	
ROLLGY		Lift Barstool	Gray Vinyl, Chrome	\$ 181		JD8		Madison Executive Desk	Gray Acajou, Chrome	\$ 503	
ROLLRD		Lift Barstool	Red Vinyl, Chrome	\$ 181		TECH		Tech Desk, Powered	Black Metal, Black Laminate w/electrical unit	\$ 329	
ROLLWH		Lift Barstool	White Vinyl, Chrome	\$ 181		TECH3B		Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Black Laminate w/electrical unit	\$ 497	
LUBSCL		Lucent Barstool	Frosted Acrylic, Chrome	\$ 231		BC8		Madison Bookcase	Gray Acajou, Chrome	\$ 391	
MARBBE		Marina Barstool	Ocean Blue Fabric, Brushed Metal	\$ 231		PSHCCS		Posh Shelving	Chrome, Acrylic	\$ 321	
MARBBK		Marina Barstool	Black Vinyl, Brushed Metal	\$ 231		PDL36B		Powered Locking Pedestal, 36"	Black	\$ 447	
MARBBR		Marina Barstool	Brown Fabric, Brushed Metal	\$ 231		PDL36W		Powered Locking Pedestal, 36"	White	\$ 447	
MARBRD		Marina Barstool	Red Fabric, Brushed Metal	\$ 231		PDL42B		Powered Locking Pedestal, 42"	Black	\$ 525	
MARBWH		Marina Barstool	White Vinyl, Brushed Metal	\$ 231		PDL42W		Powered Locking Pedestal, 42"	White	\$ 525	
RSTSTL		Rustique Barstool	Gunmetal	\$ 105		LAMPS					
BS001		Shark Barstool	White, Chrome	\$ 251		LA15		Mason Floor Lamp	Brushed Silver	\$ 223	
BSR		Syntax Barstool	Black, Chrome	\$ 181		LA14		Mason Table Lamp	Brushed Silver	\$ 119	
ZENBAR		Zenith Barstool	White, Chrome	\$ 161		BARS & COUNTERS					
BS002		Zoey Barstool	White, Chrome	\$ 231		MTBLPI		Midtown Bar, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$ 1,259	
COMMUNAL TABLES W/ SOLID TOPS & SILVER FRAME						MTBUUL		Midtown Bar, Unlighted	Taupe Glass Top, Pewter	\$ 1,063	
VNTBNP		Ventura Communal Bar Table	Black Top, Silver	\$ 651		MTCLPI		Midtown Powered Counter, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$ 1,259	
VNTMNP		Ventura Communal Bar Table	Maple Top, Silver	\$ 651		MTCPUL		Midtown Powered Counter, Unlighted	Taupe Glass Top, Pewter	\$ 1,189	
VNTWNP		Ventura Communal Bar Table	White Top, Silver	\$ 651		GREENERY					
VNTCBN		Ventura Communal Cafe Table	Black Top, Silver	\$ 489		HDG4FT		Boxwood Hedge, 4'	Green, Black	\$ 489	
VNTCMN		Ventura Communal Cafe Table	Maple Top, Silver	\$ 489		HDG7FT		Boxwood Hedge, 7'	Green, Black	\$ 769	
VNTCWN		Ventura Communal Cafe Table	White Top, Silver	\$ 489		DIVIDERS					
COMMUNAL TABLES W/ GROMMET HOLES & SILVER FRAME						DIVBAR		Clear Divider, Bar/Counter	Clear, Black	\$ 167	
VNTBMW		Ventura Communal Bar Table w/ Grommet Holes	Maple Top, Silver	\$ 651		DIVFRE		Clear Divider, Freestanding	Silver, Clear	\$ 279	
VNTBWW		Ventura Communal Bar Table w/ Grommet Holes	White Top, Silver	\$ 651		DIVFCR		Clear Divider, Freestanding Corner	Silver, Clear	\$ 557	
VNTCMW		Ventura Communal Cafe Table w/ Grommet Holes	Maple Top, Silver	\$ 489		DIVFWL		Clear Divider, Freestanding Wall	Silver, Clear	\$ 279	
VNTCWW		Ventura Communal Cafe Table w/ Grommet Holes	White Top, Silver	\$ 489		DIVFST		Clear Divider, Sofa/Table	Silver, Clear	\$ 209	
CONFERENCE TABLES						DIVFWB		Divider, Freestanding Whiteboard	Silver, White	\$ 377	
36ATO		Atomic 36" Round Table	Glass Top, Chrome	\$ 223		MIRWHT		Miramar Divider, White	Molded Plastic	\$ 405	
42ATO		Atomic 42" Round Table	Glass Top, Chrome	\$ 223		STNSGN		Stanchion Sign Holder	Chrome	\$ 55	
						STNCH1		Stanchion w/ Retractable Belt	Black, Chrome	\$ 63	

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<b>LAPTOPS</b>		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
<b>DISPLAYS</b>		20" LCD Monitor, 1680x1050 VGA & DVI-D
		24" LCD Monitor, 1920x1080p VGA & HDMI
		32" LCD/LED Monitor, 1920x1080p VGA, HDMI & Speakers
		40" Monitor <b>SMART 1080p HD</b> HDMI, USB Input & Speakers
		43" Monitor, 1080p VGA, HDMI & Speakers

<b>DISPLAYS CONT.</b>		43" Monitor <b>4K 2160p UHD Smart</b> HDMI, USB Input & Speakers
		47" Monitor 1080p VGA, HDMI & Speakers
		50" Monitor 1080p VGA, HDMI & Speakers
		55" Monitor <b>4K 2160p UHD Smart</b> HDMI, USB Input & Speakers
		65" Monitor 1080p VGA, HDMI & Speakers
		65" Monitor <b>4K 2160p UHD Smart</b> HDMI, USB Input & Speakers

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

<b>DISPLAY ACCESSORIES</b>		6Ft. Dual Post Floor Stand option for displays
		6Ft. Dual Post Back to Back monitor option for displays
		Kiosk Tilt Floor Stand Tilt 30 degrees height 46"
		Wall mount option for displays
		Accessory shelf option for dual post stands
<b>PRINTERS</b>		HP Laserjet B&W 40ppm, USB, Ethernet, Par. Connections
		HP Laserjet Color 20ppm Color, 20ppm B&W USB, Ethernet Connections



<b>MISC.</b>		iPad Floor Stand Height 25"- 43" Fits iPad 2,3,4,5,6, Air & Air 2 Fits Tablets 8.66" x 11.91 x .07"
		LCD Projector 2200 – 3000 Lumen
		Tripod Screens 6ft & 8ft
		Wireless MIC and Powered Speaker
		Wired MIC and Powered Speaker

**RENTAL RATES ARE FOR ENTIRE SHOW AND INCLUDE SUPPORT: JUNE 25-27, 2024**

	QTY	EQUIPMENT	SHOW RATE	Total
<b>LAPTOPS</b>		I5 2.53GHZ, 4G/250G HD, DVD-CDRW, WIN 10	170.00	
		I7 2.6ghz, 32G/1TB HD, WIN 10 <b>1080p HD</b>	295.00	
<b>DISPLAYS</b>		20" or 24" 1080p HD w/HDMI, VGA (circle one)	150.00 or 225.00	
		32" 1080p HD w/HDMI,VGA & speakers	350.00	
		40" 1080p HD <b>SMART</b> w/HDMI, speakers & <b>USB Input</b>	490.00	
		43" 1080p HD w/HDMI,VGA & speakers	525.00	
		43" 4K 2160p UHD <b>SMART</b> w/HDMI, speakers & <b>USB Input</b>	595.00	
		47" 1080p HD w/HDMI,VGA & speakers	570.00	
		50" 1080p HD w/HDMI,VGA & speakers	600.00	
		55" 4K 2160p UHD <b>SMART</b> w/HDMI, speakers & <b>USB Input</b>	800.00	
		65" 1080p HD <b>SMART</b> W/HDMI,VGA, speakers & <b>USB Input</b>	850.00	
		65" 4K 2160p UHD <b>SMART</b> w/HDMI ,speakers & <b>USB Input</b>	950.00	
		75" 4K 2160p UHD <b>SMART</b> w/HDMI, speakers & <b>USB Input</b>	1200.00	
		80" 1080p HD <b>SMART</b> w/HDMI,VGA, speakers & <b>USB Input</b>	1650.00	
		86" 4K 2160p UHD <b>SMART</b> w/HDMI, speakers & <b>USB Input</b>	2100.00	
		<b>TOUCHSCREENS</b>		
		23" <b>TOUCHSCREEN</b> 1080p HD	300.00	
		55" or 65" <b>TOUCHSCREEN</b> 1080p HD (circle one)	1050.00 or 1250.00	
		55" <b>TOUCHSCREEN</b> 4K 2160p	1300.00	
		<b>DISPLAY ACCESSORIES</b>		
		FLOOR STAND 6' <i>rented with our display</i>	125.00	
		UNIVERSAL FLOOR STAND 6' <i>rented without our display</i>	295.00	
		POLE SLEEVE (black)	45.00	
		ACCESSORY SHELF FOR FLOOR STAND	45.00	
		BACK-TO-BACK MONITOR FLOOR STAND 6' <i>portrait or landscape</i>	295.00	
		KIOSK STAND	450.00	
		WALL MOUNT <i>w/labor up to 8ft walls. Addt'l charges over 8ft.</i>	225.00	
<b>PRINTERS</b>		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	
<b>MISC.</b>		MEDIA PLAYER <b>1080p</b> or <b>4K</b> (circle one)	50.00 or 75.00	
		iPad Floor Stand	195.00	
		POWERED SPEAKER & Stand w/wired MIC or w/wireless MIC	225 or 375.00	
PLEASE CALL FOR ITEMS NOT LISTED!			6% Sales Tax	
<b>A 20% surcharge applies to orders placed within 2 weeks of delivery.</b>			Delivery/Setup/Pickup	250.00
No refunds on orders cancelled within five days of delivery.			<b>TOTAL</b>	

**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

## Payment & Contact Information

June 25 – 27, 2024

Advance Rate Deadline - **Friday, May 31, 2024**

### Remit to:

BoCo Enterprises Inc

46100 Grand River Avenue, Novi, Michigan 48374

(248) 348-5600 Fax: (248) 380-3005 \* Email: dthomas@suburbanshowplace.com



Order online: [www.suburbancollectionshowplace.com/serviceordering](http://www.suburbancollectionshowplace.com/serviceordering)

COMPANY		BOOTH SIZE		
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.

### REQUIRED CREDIT CARD AUTHORIZATION

PLEASE TYPE OR CLEARLY PRINT THE FOLLOWING REQUIRED INFORMATION.

**A 4% processing fee is added to all credit card transactions.**

Card Type: ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover Card

Card Account Number: \_\_\_\_\_ Exp 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.
- 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 designate of this payment information.
- All orders received after the deadline but before move-in is subject to the late rate.

#### Advance Orders:

- The Advance Order deadline is **Friday, May 31, 2024 by 5:00 pm Eastern Standard Time.**
- Payment in full of all rental and service charges must accompany your order.

#### Floor Orders:

- All orders received 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 accepted 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 BY FRIDAY, MAY 31, 2024**

# BOCO ENTERPRISES

## Order Recap Form

### June 25 – 27 2024



#### Remit to:

BoCo Enterprises Inc  
 46100 Grand River Avenue, Novi, Michigan 48374  
 (248) 348-5600 Fax: (248) 380-3005  
 Email: dthomas@suburbanshowplace.com



**Order online [www.SuburbanCollectionShowplace.com/ServiceOrdering](http://www.SuburbanCollectionShowplace.com/ServiceOrdering)**

SHOW NAME	LOCATION	SHOW DATES
COMPANY	BOOTH #	BOOTH SIZE
ADDRESS	CITY	STATE ZIP
PHONE	EMAIL	
CONTACT		

- **Advance Order Deadline: Friday, May 31, 2024**
- This form must be completed and returned with your Contact & Payment Information Form and all your BOCO Enterprises orders.
- All orders to subcontractors must be sent with payment directly to that company.

ORDER RECAP	
FORM NAME	TOTAL FROM FORM
Parking Pass Request Form	\$
Exclusive Cleaning Contractor Form	\$
Compressed Air Service Order Form	\$
Electrical Rental Order Form	\$
Plumbing Service Order Form	\$
Internet Order Form	\$
Floorplan	\$
<b>TOTAL</b>	\$

PAYMENT METHOD	
<input type="checkbox"/> Check enclosed	Check # _____
<input type="checkbox"/> Please Charge my credit card (Contact & Payment Information Form attached)	
A 4% processing fee is added to all credit card transactions.	

**ADVANCED ORDER DEADLINE: FRIDAY, MAY 31, 2024**

BOCO ENTERPRISES  
Parking Pass Request Form



June 25 -27, 2024

Advance Deadline – June 19, 2024



Parking at the Suburban Collection Showplace

There is sufficient parking space at the exhibit hall for both exhibitors and consumers – however, exhibitors **MUST PARK ONLY AT THE BACK OF THE BUILDING (NORTH END).**

**NEW PARKING RATE.** As a benefit to exhibitors, you may purchase a **THREE-DAY PARKING PASS** for only **\$15.00!** This represents a **50% savings over the regular daily parking fees.** This parking pass will permit your vehicle to enter and leave the Suburban Collection Showplace lots, at will, during the three days of the show. (There is no charge for parking during move-in & move-out)

**DEADLINE FOR ADVANCED ORDERS IS JUNE 19, 2024. ADVANCED ORDERS WILL NOT BE ACCEPTED AFTER THE 19<sup>TH</sup>.** They will have to be purchased on site, at the Service Desk. However, the discounted price will still apply up to the opening of the show. Regular rates will apply once the show has opened.

\*Please indicate below if you would like your parking passes mailed or held at the service desk for pick up.

\*\*\*\*\*

Mail to: **BoCo Enterprises, Inc.** - c/o Suburban Collection Showplace - 46100 Grand River Ave., Novi, MI 48374 or  
Fax form to: **(248)-380-3005 or email dthomas@suburbanshowplace.com.**

I am purchasing (Qty:\_\_\_\_) **THREE DAY PARKING PASS(ES)** for the *2024 Foam Expo/Adhesives & Bonding Expo* to the undersigned. Enclosed is my payment for \$ \_\_\_\_\_, (\$15.00 each).

**Payment Info** (Please Print Clearly. Final receipts will be emailed to this address below.)

Exhibitor Co. Name:\_\_\_\_\_Contact:\_\_\_\_\_

Address:\_\_\_\_\_City, State, Zip:\_\_\_\_\_

Telephone:\_\_\_\_\_Fax:\_\_\_\_\_

Email: \_\_\_\_\_

Would you like your parking passes ☐ Mailed (We will mail orders processed in advance in the USA only)

☐ Hold at the Service Center for pick up. Hold for: \_\_\_\_\_

PAYMENT INFORMATION

Check ☐ Payable to BoCo Enterprises, Inc ☐ Visa/MasterCard ☐ Discover ☐ Am Ex

A 4% processing fee is added to all credit card transactions.

\_\_\_\_\_

Card Account Number (Please List All Numbers on Card) Expiration Date Required

CARDHOLDER:\_\_\_\_\_ / \_\_\_\_\_

Signature Print

**Note to Exhibitors:** Your electrical needs and parking passes are ordered through BoCo Enterprises at the Suburban Collection Showplace. Therefore, for your convenience, only one check or one credit card is needed for payment of both.



# BOCO ENTERPRISES

## Electrical Order Form

Advance Rate Deadline – Friday, May 31, 2024

## June 25 – 27, 2024

Remit to: BoCo Enterprises Inc, 46100 Grand River Avenue, Novi, Michigan 48374

Email: dthomas@suburbanshowplace.com \* Order Online: www.suburbancollectionshowplace.com/serviceordering



Company Name: \_\_\_\_\_ Booth number: \_\_\_\_\_

Contact: \_\_\_\_\_ Email address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_

**PAYMENT INFORMATION** Credit card type: ☐ American Express ☐ MasterCard ☐ Visa ☐ Discover

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

Credit Card #: \_\_\_\_\_ Ex. Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

***By signing this form the customer agrees to all terms and conditions and the rules and regulations published by BOCO Enterprises.***

QTY	DESCRIPTION	ADVANCE RATE	LATE RATE	FLOOR RATE	TOTAL
<b>120V Lighting &amp; Utility Outlets</b>					
	Up to 2000 watts 20 amps (standard outlet)	\$125.00	\$200.00	\$250.00	
	Power Strip	\$10.00	\$15.00	\$20.00	
	25' Extension Cord	\$12.00	\$17.00	\$22.00	
	50' Extension Cord	\$15.00	\$20.00	\$25.00	
<b>208V 10-Equipment Outlets</b>					
<b>Includes connection &amp; disconnection</b>					
	30 amp	\$215.00	\$275.00	\$350.00	
	50 amp	\$350.00	\$425.00	\$500.00	
	100 amp	\$650.00	\$800.00	\$1000.00	
	150 amp	\$850.00	\$1100.00	\$1250.00	
	200 amp	\$1300.00	\$1500.00	\$1750.00	
<b>208V 30 Equipment Outlets</b>					
<b>Includes connection &amp; disconnection</b>					
	30 amp	\$250.00	\$350.00	\$400.00	
	50 amp	\$425.00	\$500.00	\$575.00	
	100 amp	\$750.00	\$1000.00	\$1250.00	
	150 amp	\$950.00	\$1200.00	\$1450.00	
	200 amp	\$1450.00	\$1700.00	\$1950.00	
	Neutral	\$25.00	\$50.00	\$100.00	
<b>480V 30 Equipment Outlets</b>					
<b>Includes connection &amp; disconnection</b>					
	30 amp	\$700.00	\$1000.00	\$1200.00	
	60 amp	\$825.00	\$1100.00	\$1400.00	
	100 amp	\$1000.00	\$1250.00	\$1500.00	
	Neutral	\$50.00	\$75.00	\$125.00	
<b>PAYMENT:</b>		<b>TOTAL all items:</b>	\$		
		<b>Electrical Labor:</b>	\$		
		<b>TOTAL ENCLOSED:</b>	\$		

BOCO Enterprises is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). A BOCO Enterprises electrician should make all electrical installations and connections to all electrical services. BOCO Enterprises will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet person other than a BOCO Enterprises electrician.

### IMPORTANT INFORMATION

- To receive advance show prices, we must receive your order, along with payment in full on or before the deadline date. After the deadline date the late rate takes effect. Floor rate starts the day of move-in.
- No credits will be issued on unused outlets or lighting installed as ordered.
- Please make sure that your power, phone lines, internet, compressed air are working prior to open of show.
- 24-hour power will be provided for all exhibits at no extra charge.

### 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.

### OUTLET LOCATION & DISTRIBUTION

All electrical outlets are installed along the draped backwall of the inline and peninsula booths. You must submit a floor plan if needing to install in a different location. Flat cords and labor charges will be charged.

### ShowPowerPlus (SPP) JURISDICTION

(Requires labor and/or materials)

- All facility overhead distribution of electrical wiring, and the distribution of it from production to booth and from booth to booth.
- All motor and equipment hookups requiring hard wiring connections.
- Installation and/or repair of electrical fixtures.
- Exhibits are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to regular price for outlets used.

# **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**

# BOCO ENTERPRISES

## Floor Plan Form

Advance Rate Deadline - **Friday, May 31, 2024**

**June 25 – 27, 2024**



### Remit to:

BoCo Enterprises Inc  
46100 Grand River Avenue, Novi, Michigan 48374  
(248) 348-5600 Fax: (248) 380-3005  
Email: dthomas@suburbanshowplace.com

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

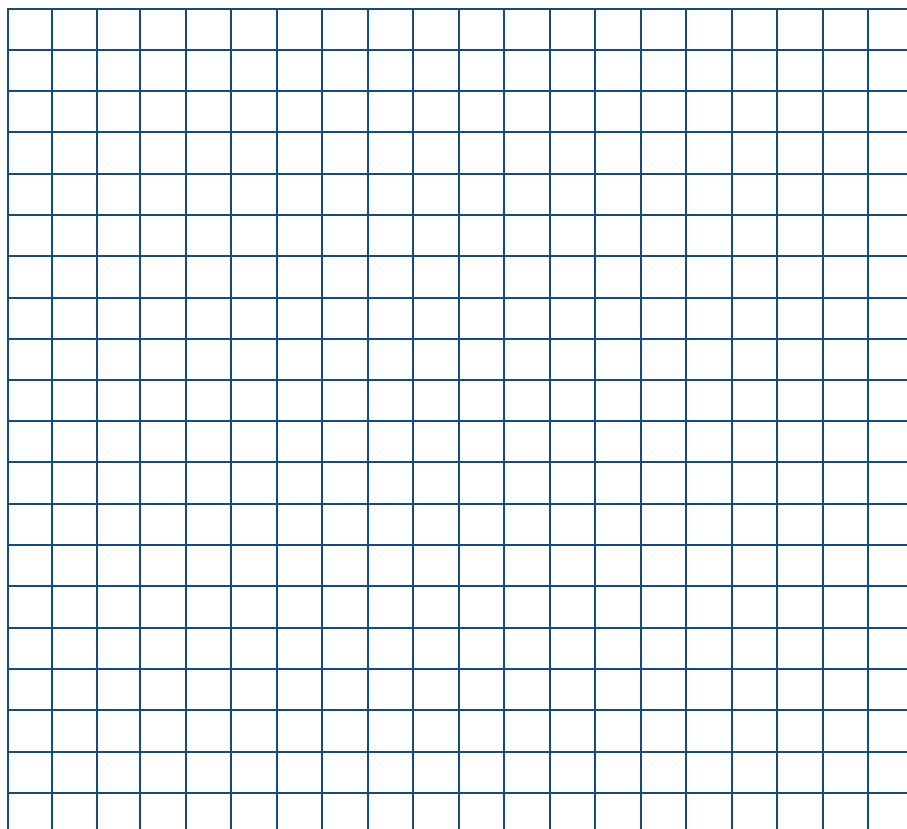
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Onsite Contact \_\_\_\_\_

Email Address \_\_\_\_\_

**\*\*FILL FLOORPLAN OUT ONLY IF THE POWER IS REQUIRED UNDER THE CARPET. FEES WILL APPLY\*\***

*Back of your booth*



*Front your booth*

QTY	ADDITIONAL ELECTRICAL ITEMS	ADVANCED	LATE	FLOOR
	Flat Cords	\$30.00/each	\$30.00/each	\$40.00/each
	Labor/Floor work	\$50.00/hr	\$50.00/hr	\$50.00/hr

# BOCO ENTERPRISES

## Exclusive Cleaning Contractor

Advance Rate Deadline - **Friday, May 31, 2024**

**June 25 – 27, 2024**



**Remit to:**

BoCo Enterprises Inc  
46100 Grand River Avenue, Novi, Michigan 48374  
(248) 348-5600 Fax: (248) 380-3005  
Email: dthomas@suburbanshowplace.com

**Order online: [www.suburbancollectionshowplace.com/serviceordering](http://www.suburbancollectionshowplace.com/serviceordering)**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Contact: \_\_\_\_\_

Email Address \_\_\_\_\_

**Payment Policy: Payment in full must accompany your order.  
A 4% credit card processing fee is added to all credit card transactions.**

Check #: \_\_\_\_\_ ☐ Visa ☐ Master Card ☐ American Express ☐ Discover

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date: \_\_\_\_\_

If paying by check please make check payable to: **BoCo Enterprises**

**PLEASE FILL OUT YOUR REQUIREMENTS AND RETURN TO: BOCO ENTERPRISES**

SERVICES BASED ON NET AREA Minimum 100 Sq. Ft.	Rate Per Sq. Ft.	Total Square Footage of Booth	Number of Days	TOTAL
<b>Nightly Cleaning Services</b> -carpets vacuumed or floor swept, wastebaskets emptied, tables wiped. Service provided each night after show closes. Service commences on the final day of move in and ends the night before closing the show.	.35		2 or 3 days (circle one)	
<b>One Time Cleaning Service</b> - carpets vacuumed or floor swept, wastebaskets emptied, tables wiped. One time service provided the night before the first open show day only.	.50		1	
			<b>TOTAL CHARGES</b>	\$
			<b>Advance Payment Enclosed</b>	\$

Minimum net Sq. Ft. shall consist of actual display space assigned to exhibit.

# BOCO ENTERPRISES

## Compressed Air Service Order Form

Advance Rate Deadline - **Friday, May 31, 2024**

# June 25 – 27, 2024



### Remit to:

BoCo Enterprises Inc.  
46100 Grand River Avenue, Novi, Michigan 48374  
(248) 348-5600 Fax: (248) 380-3005  
Email: dthomas@suburbanshowplace.com

**Order online: [www.suburbancollectionshowplace.com/serviceordering](http://www.suburbancollectionshowplace.com/serviceordering)**

COMPRESSED AIR 100 P.S.I. 1/2"	DROP LINES		CFM (VOLUME)	INTERMITTENT or CONTINUOUS		ADVANCE RATE	LATE	FLOOR
	QTY.	SIZE						
Connection						\$400.00	\$450.00	\$550.00
Additional Connections						\$200.00/each	\$250.00/each	\$300.00

**Prices are based upon the service requested being located in the designated utility areas.**

**All connections are US connections if you need another form of connection, you must provide own fitting.**

**All drops are from the ceiling.** Exhibitors should confirm orders upon arrival at the Exhibition Service Desk.

Exhibitors should supply their own regulating filter or other equipment to handle moisture or water in the air line. **Service includes ½" air line with ½" quick disconnect** and the dismantle of the main line. All exhibitors are responsible for their own fittings, if different than those provided by Show Power Plus, or we can also have a plumber on site to get you the proper fittings. There will be a labor charge for this service, if necessary.

**PLUMBER:** Please indicate if a plumber will be required to hook up a machine. The applicable labor charge for this is \$50.00 per hour straight time and \$75.00 per hour for overtime. **PLUMBER REQUIRED:** ☐ Yes ☐ No

**LOCATION:** Please identify the exact location desired for each service by including a scale drawing identifying your booth dimensions and the location of each air drop needed.

**SPECIAL REQUEST:** Please describe any other requirements you have that do not fall within the connection sizes listed above.

**A FLOOR PLAN** Must be submitted for all island booths with a directional indicator showing entrance of show and adjacent aisle number. If floor plan is not submitted, an additional cost may incur.

**\*\*\*ADDITIONAL INFORMATION\*\*\*** - Suburban Collection Showplace and BOCO Enterprises will not be held responsible for damage to machinery or displays due to inconsistencies of air, gas, or water pressure. \*\*\*\*

**PAYMENT INFORMATION:** Full payment must accompany all orders; check or credit card is acceptable. Checks should be made payable to **BOCO Enterprises**.

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Authorized by (please print) \_\_\_\_\_

Email Address: \_\_\_\_\_

☐ Check # : \_\_\_\_\_ ☐ Visa ☐ Master Card ☐ American Express ☐ Discover

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_



**FOAM EXPO/ADHESIVES & BONDING EXPO \* BOCO ENTERPRISES - INTERNET ORDER FORM**

**Show Dates: June 25 – 27, 2024      Advanced Deadline: Friday, May 31, 2024**

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

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

- **ALL SERVICES FOR TECHNICAL SUPPORT AND LEVELS OF CONNECTIVITY LISTED BELOW ARE SUBJECT TO AVAILABILITY**
- **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**

**SHARED EXHIBITOR NETWORK (SEN):** A shared network will be established for the Battery Show Exhibitors. Exhibitors should review this order form and determine with their technical support staff what level of connectivity is needed for their activities while at the Suburban Collection Showplace. In order to assist BOCO in understanding what level of connectivity is required, please review and select the level of connectivity outlined below.

**Once your order has been confirmed, you will receive a username/password for access to the network**

**INTERNET VIA HARDLINE\* [All Hardlines Include 3 Patch Cords]**

	Quantity	Advance	Floor	Total
<b>Dedicated Bandwidth Hardline***</b>				
1.5 Mbps* One drop for up to <b>3</b> devices (includes 1 public IP and 1 router)		\$ 800	\$ 850	
5 Mbps* One drop for up to <b>5</b> devices (includes 1 public IP and 1 router)		\$ 1,000	\$ 1,075	
10 Mbps* One drop for up to <b>10</b> devices (includes 1 public IP and 1 router)		\$ 1,200	\$ 1,300	
20 Mbps* One drop for up to <b>20</b> devices (includes 1 public IP and 1 router)		\$ 1,400	\$ 1,550	
30 Mbps* One drop for up to <b>30</b> devices (includes 1 public IP and 1 router)		\$ 1,600	\$ 1,800	

- With the purchase of dedicated bandwidth, routers and switches are provided, NO unauthorized routers or outside devices are allowed.
- \*A Switch Rental is REQUIRED for multiple connections.
- \*\*The user must obtain **ONE HOUR MINIMUM** of technical support to assist in the configuration and connection of the user's device(s).
- \*\*\***INCLUDES** the **ONE HOUR MINIMUM** of technical support to assist in the configuration and connection of the user's device(s).

**GREATER BANDWIDTHS (HIGHER THAN 30MB) ARE AVAILABLE BEYOND THOSE LISTED**

<b>Additional Products and Services</b>	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	

**By signing below Customer accepts the BoCo Enterprises Terms and Conditions (page 2)**

<b>Customer</b> —Print Authorized Name	<b>Customer</b> —Authorized Signature	<b>Date</b>

<b>SUBTOTAL:</b>	
<b>GRAND TOTAL:</b>	

**Payment Type:** Please select one. Credit card payments appear as "BoCo Enterprises" or "Suburban Collection Showplace" on monthly statements

Internal Use Only

☐ **Check Payable to: BoCo Enterprises    Mail to: Dawn Thomas, 46100 Grand River Ave., Novi, MI 48374**

By signing this Agreement, Customer agrees that BoCo Enterprises 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.

<input type="checkbox"/> <b>Credit Card</b> <input type="checkbox"/> <b>Amex</b> <input type="checkbox"/> <b>MC</b> <input type="checkbox"/> <b>Visa</b> <b>Credit Card #:</b> _____ <b>Ex. Date:</b> _____ <b>Security Code:</b> _____		
Card Holder Name (print)	Card Holder Name (signature)	Date
<b>BoCo Enterprises</b> —Print Authorized Name	<b>BoCo Enterprises</b> —Authorized Signature	Date

<b>Event Name:</b> Foam Expo N. America/Adhesives & Bonding Expo	<b>Company Name:</b>
<b>Event Start Date:</b> /        /	<b>Billing Name:</b>
<b>Event End Date:</b> /         /	<b>Billing Address:</b>
<b>Booth/Room #:</b>	<b>Billing Address:</b>
<b>On-Site Contact:</b>	<b>City:</b> <b>State:</b> <b>Zip:</b>
<b>Cell #:</b>	<b>Country:</b>
<b>Email Address:</b>	<b>Phone #:</b>

## BOCO Enterprises Exhibitor Internet Information Form

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](mailto: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
<b>802.11b</b>	<b>3</b>	<b>2.4 GHz</b>	<b>11 Mbps</b>
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](mailto:support@ccsllc.net).

Customer Supplied Wireless Questions <small>[Please circle one of the options]</small>		
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 (If yes, please provide a username and password below) Username:	No (If yes, please provide a username and password below) 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 <small>[Please circle one of the options]</small>		
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 <small>[Please circle one of the options]</small>	
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](mailto:support@cssllc.net)) stating your requirements and business case.

**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 REQUIREMENT** 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.

# BOCO ENTERPRISES

## Plumbing Service Order Form

Advance Rate Deadline - **Friday, May 31, 2024**

**June 25 – 27, 2024**



### Remit to:

BoCo Enterprises Inc

46100 Grand River Avenue, Novi, Michigan 48374

(248) 348-5600 \* Fax: (248) 380-3005 \* Email: dthomas@suburbanshowplace.com

**Order online: [www.suburbancollectionshowplace.com/serviceordering](http://www.suburbancollectionshowplace.com/serviceordering)**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Authorized by \_\_\_\_\_

Email Address \_\_\_\_\_

☐ Check # \_\_\_\_\_ ☐ Visa ☐ Master Card ☐ American Express ☐ Discover

**A 4% processing fee is added to all credit card transactions.**

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date: \_\_\_\_\_

**PAYMENT POLICY:** Payment must accompany order.

**PRICES:** Prices listed below include making the connection to the equipment and disconnecting at the end of the show

QTY	WATER: Cold only	ADVANCE RATE	LATE	FLOOR
	Service charge for first connection	\$300.00	\$350.00	\$400.00
	Additional connections	\$100.00/ea	\$135.00/ea	\$200.00

QTY	DRAIN: One time drain only (Permanent drains not available)	ADVANCE RATE	LATE	FLOOR
	Service charge for first connection	\$300.00	\$350.00	\$400.00
	Additional connections	\$100.00/ea	\$135.00/ea	\$200.00
			<b>TOTAL</b>	<b>\$</b>

### NOTES:

1. IF ADDITIONAL LABOR IS NEEDED FOR OTHER PLUMBING SERVICES, THE RATES ARE AS FOLLOWS:

Hourly rates are \$50.00 per hour (straight time) for Monday through Friday, 8:00am to 4:30pm.

An overtime rate of \$75.00 per hour will be charged after 4:30 pm Monday through Friday.

2. PLEASE ENCLOSE A FLOOR PLAN (IF POSSIBLE).