EVENT DETAILS

Re: Midwest Fire Rescue Expo
April 8, 2020
Suburban Collection Showplace

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

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

Provided by Art Craft Display:
- 3’ and 8’ High – Booth Draping (red/white)
- (1) 8’ Covered/Skirted Table (white)
- (2) Folding Chairs
- (1) Wastebasket

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

➤ Go to the following website: www.artcraftdisplay.com
On the Home Page, click on: “Exhibitor Kit”
Enter Event Code: 313993

To qualify for Advance Rates, your order(s) with payment must be received by us no later than 5:00 pm EST on Tuesday, March 31, 2020. Some equipment or services may require more than 7 days lead time. Please see appropriate order forms for actual deadlines.

SHOW SCHEDULE

Exhibitor Move-In

Tuesday, April 7th 9:00 am – 3:00 pm
Wednesday, April 8th 7:00 am – 9:00 am
EVENT DETAILS CONTINUED

**Exhibit Hours**

- Tuesday, April 7th: 5:00 pm – 8:00 pm (Vehicles Reception)
- Wednesday, April 8th: 10:00 am – 3:00 pm

**ADVANCED WAREHOUSE SHIPMENTS**

Advanced Warehouse shipments will be accepted from March 6th through April 6th. 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 #
Midwest Fire Rescue 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 this date, you will be charged the Advance Warehouse rates.

Onsite Shipping Address:

Exhibiting Company Name / Booth #
Midwest Fire Rescue Expo
C/o Art Craft Display, Inc.
46100 Grand River Ave.
Novi, MI  48374
EVENT DETAILS CONTINUED

**Exhibitor Move-Out**

Wednesday, April 8th    3:00 pm – 6:00 pm

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

**DISMANTLE AND MOVE-OUT INFORMATION**

All exhibits/booths must be torn down and ready to ship on **April 8th by 6:00 pm**. Freight can be picked up that evening until **5:00 pm** or freight can be picked up on **April 9th from 8:00 am – 4:30 pm**.

**POST SHOW SHIPPING DOCUMENTS**

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

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

**THANK YOU FOR YOUR PATRONAGE AND WE LOOK FORWARD TO BEING OF SERVICE TO YOU.**
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.
Your signature above indicates your acceptance of all Terms, Conditions and Policies included in this Service Manual.

Credit card charges will appear on statements as “Art Craft Display”

**REQUIRED CREDIT CARD AUTHORIZATION**

**PLEASE TYPE OR CLEARLY PRINT THE FOLLOWING REQUIRED INFORMATION.**

**Credit Card Information:**
- [ ] Personal Credit Card
- [ ] Debit Card
- [ ] Company Credit Card

**Card Type:**
- [ ] Visa
- [ ] MasterCard
- [ ] American Express

**Card Account Number:** ________________________________ **Expiration Date:** __________________

**Cardholder’s Name (print):** _____________________________________________________________

**Cardholder’s Signature:** ________________________________________________________________

**Cardholder’s Billing Address:** _________________________________________________________

**City:** ____________________ **State:** _________ **Zip:** ____________ **Phone:** ( ) __________________

**PAYMENT INFORMATION**

**All Orders:**
- This form **must** be completed and returned with all your Service Orders.
- Phone orders and purchase orders will not be accepted.
- Payment in full of all charges (**in US funds only**) must be made prior to delivery of equipment or execution of services.
- No refunds, exchanges or credits will be made for any items included in your booth package.
- 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 seven (7) days prior to first move-in day.
- Payment in full of all rental and service charges must accompany your order.
- Advance Order payments may be made by check or credit/debit card.

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

**EXHIBITOR-APPOINTED CONTRACTOR NOTIFICATION**

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

<table>
<thead>
<tr>
<th>SHOW NAME</th>
<th>LOCATION</th>
<th>SHOW DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midwest Fire Rescue Expo</td>
<td>Suburban Collection Showplace</td>
<td>April 8, 2020</td>
</tr>
</tbody>
</table>

---

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

**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.

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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.

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**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.

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EAC AT-SHOW CONTACT NAME (please print) ______________________________

EAC AT-SHOW CONTACT PHONE NO. (incl. area code) ______________________

EAC COMPANY NAME ______________________________

EAC COMPANY ADDRESS ______________________________

city __________ state __________ zip __________

- [ ] Check enclosed
- [ ] Please Charge my credit card (Contact & Payment Information Form attached)

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DT 2020
### 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)

<table>
<thead>
<tr>
<th>Dimensions</th>
<th>Covered &amp; Skirted</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>2' x 4'</td>
<td>Covered &amp; Skirted</td>
<td>20210-0001CS</td>
</tr>
<tr>
<td>2' x 6'</td>
<td>Covered &amp; Skirted</td>
<td>20210-0002CS</td>
</tr>
<tr>
<td>2' x 8'</td>
<td>Covered &amp; Skirted</td>
<td>20210-0003CS</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Dimensions</th>
<th>Covered &amp; Skirted</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>2' x 4'</td>
<td>Covered &amp; Skirted</td>
<td>20220-0001CS</td>
</tr>
<tr>
<td>2' x 6'</td>
<td>Covered &amp; Skirted</td>
<td>20220-0002CS</td>
</tr>
<tr>
<td>2' x 8'</td>
<td>Covered &amp; Skirted</td>
<td>20220-0003CS</td>
</tr>
</tbody>
</table>

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

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

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

### Specialty Tables & Counter Tables

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

#### A. 60" Diameter Banquet Tables

<table>
<thead>
<tr>
<th>Dimensions</th>
<th>Covered &amp; Skirted</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>30&quot; High</td>
<td>Covered &amp; Skirted</td>
<td>20230-0002CS</td>
</tr>
<tr>
<td>42&quot; High</td>
<td>Covered &amp; Skirted</td>
<td>20240-0007CS</td>
</tr>
</tbody>
</table>

#### B. 6' Crescent Serpentine Tables

<table>
<thead>
<tr>
<th>Dimensions</th>
<th>Covered &amp; Skirted</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>30&quot; High</td>
<td>Covered &amp; Skirted</td>
<td>20230-0003CS</td>
</tr>
<tr>
<td>42&quot; High</td>
<td>Covered &amp; Skirted</td>
<td>20240-0008CS</td>
</tr>
</tbody>
</table>

#### C. 30" Diameter Cocktail Tables

<table>
<thead>
<tr>
<th>Dimensions</th>
<th>Covered &amp; Skirted</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>30&quot; High</td>
<td>Covered &amp; Skirted</td>
<td>20230-0001CS</td>
</tr>
<tr>
<td>42&quot; High</td>
<td>Covered &amp; Skirted</td>
<td>20240-0005CS</td>
</tr>
</tbody>
</table>

#### D. 30" Dia. Cocktail Tables w/ Black Form-Fitted Skirt

<table>
<thead>
<tr>
<th>Dimensions</th>
<th>Covered &amp; Skirted</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>30&quot; High</td>
<td>Covered &amp; Skirted</td>
<td>20230-0001DS</td>
</tr>
<tr>
<td>42&quot; High</td>
<td>Covered &amp; Skirted</td>
<td>20240-0005DS</td>
</tr>
</tbody>
</table>

* Skirting on 30" Diameter Cocktail Table and 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:

- Black
- Blue
- Burgundy
- Expo Green
- Gold
- Hunter Green
- Red
- Silver
- Teal
- White

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

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

- **Item #20610-0001**
- Color: Black Seat w/ Chrome Legs
- Size: 18"W x 20"D
- Material: Molded Poly-Vinyl

**Upholstered Arm Chair**

- **Item #20610-0005**
- Color: Grey Seat w/ Chrome Legs
- Size: 20" Square (Standard)
- Material: Fabric Covered Padding

**Padded Counter Stool (w/back)**

- **Item #20610-0015**
- Color: Grey Seat w/ Chrome Legs
- Size: 20" Square (Standard)
- Material: Fabric Covered Padding

**Sign Hangers**

- **Item #31000-0001**
- Color: Silver
- Size: 9"L
- Material: Aluminum

**Easel**

- **Item #20620-0001**
- Color: Chrome
- Size: 60" tall
- Material: Metal

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

**Chrome Sign Frame**

- **Item #20900-0070**
- Color: Chrome
- Frame Size: 60" tall
- Sign Panel Size: 22" x 26"
- Material: Metal

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

**Pegboard**

- **Item #20620-0015 (vertical)**
- Color: Brown
- Size: 4’x8’ (vertical or horizontal)
- Material: Metal frame, wood panel

- **Item #20620-0010 (horizontal)**

**Tackboard**

- **Item #20620-0025 (vertical)**
- Color: Grey
- Size: 4’x8’ (vertical or horizontal)
- Material: Metal frame, wood panel with Velcro® receptive fabric covering

- **Item #20620-0020 (horizontal)**

**Bag Holders**

- **Item #20620-0060**
- Color: Chrome
- Size: 45"H
- Material: Steel

**Literature Holders**

- **Item #20620-0065**
- Color: Black
- Size: 58"H (literature rack)
- Material: Steel/Aluminum

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

Item #20620-0005

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

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**Rope & Stanchion**

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

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

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**Waste Baskets**

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

Color: Black  
Material: Plastic

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**Swivel Spotlight**

Item #20620-0030

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

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**Booth Draping & Hardware**


**Drape with Hardware** (priced per linear foot)

<table>
<thead>
<tr>
<th>Height</th>
<th>Color</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>3’</td>
<td></td>
<td>20545-0001</td>
</tr>
<tr>
<td>8’</td>
<td></td>
<td>20540-0001</td>
</tr>
<tr>
<td>12’</td>
<td></td>
<td>20550-0001</td>
</tr>
<tr>
<td>16’</td>
<td></td>
<td>20560-0001</td>
</tr>
<tr>
<td>16’</td>
<td>Velour</td>
<td>20570-0001</td>
</tr>
</tbody>
</table>

**Hardware Only**

<table>
<thead>
<tr>
<th>Hardware</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extension (6’-10”)</td>
<td>20130-0001</td>
</tr>
<tr>
<td>Base plate for 3’ upright</td>
<td>20120-0001</td>
</tr>
<tr>
<td>3’ aluminum upright</td>
<td>20120-0002</td>
</tr>
<tr>
<td>Base plate for 8’ upright</td>
<td>20101-0001</td>
</tr>
<tr>
<td>8’ aluminum upright</td>
<td>20101-0002</td>
</tr>
<tr>
<td>Base plate for 12’ upright/pin</td>
<td>20140-0003</td>
</tr>
<tr>
<td>12’ aluminum upright</td>
<td>20140-0001</td>
</tr>
<tr>
<td>Base plate for 16’ upright/pin</td>
<td>20140-0005</td>
</tr>
<tr>
<td>16’ aluminum upright</td>
<td>20140-0004</td>
</tr>
</tbody>
</table>

**Drape Only**

<table>
<thead>
<tr>
<th>Height</th>
<th>Color</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>3’</td>
<td></td>
<td>20535-0001</td>
</tr>
<tr>
<td>8’</td>
<td></td>
<td>20510-0001</td>
</tr>
<tr>
<td>12’</td>
<td></td>
<td>20515-0001</td>
</tr>
<tr>
<td>16’</td>
<td></td>
<td>20520-0BL16</td>
</tr>
<tr>
<td>16’</td>
<td>Velour</td>
<td>20520-0BKV16</td>
</tr>
</tbody>
</table>

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

- Black  
- Blue  
- Burgundy  
- Expo Green  
- French Blue*  
- Gold  
- Hunter Green  
- Orange*  
- Purple*  
- Red  
- Silver  
- Teal  
- White

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

**16’ high Banjo Cloth drape colors:**

- Black  
- Blue  
- Burgundy  
- Red  
- Silver  
- White  
- Black Velour  
- Blue Banjo Cloth

Due to different monitor & printer settings, actual colors may vary from those shown.
**NON-TAXABLE RENTAL ITEMS**

<table>
<thead>
<tr>
<th>QTY.</th>
<th>ITEM</th>
<th>ADVANCE</th>
<th>FLOOR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2' x 4' Plain</td>
<td>33.93</td>
<td>43.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2' x 4' Covered &amp; Skirted (skirted 4 sides)</td>
<td>60.03</td>
<td>76.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2' x 6' Plain</td>
<td>43.06</td>
<td>54.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2' x 6' Covered &amp; Skirted</td>
<td>74.38</td>
<td>93.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2' x 8' Plain</td>
<td>52.20</td>
<td>66.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2' x 8' Covered &amp; Skirted</td>
<td>86.73</td>
<td>111.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th side skirted optional</td>
<td>26.10</td>
<td>33.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QTY.</th>
<th>ITEM</th>
<th>ADVANCE</th>
<th>FLOOR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2' x 4' Plain</td>
<td>56.11</td>
<td>71.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2' x 4' Covered &amp; Skirted (skirted 4 sides)</td>
<td>82.20</td>
<td>103.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2' x 6' Plain</td>
<td>65.25</td>
<td>82.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2' x 6' Covered &amp; Skirted</td>
<td>96.56</td>
<td>121.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2' x 8' Plain</td>
<td>74.38</td>
<td>93.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2' x 8' Covered &amp; Skirted</td>
<td>110.92</td>
<td>139.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th side skirted optional</td>
<td>26.10</td>
<td>33.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COUNTER TABLES (42" HIGH)**

<table>
<thead>
<tr>
<th>QTY.</th>
<th>ITEM</th>
<th>ADVANCE</th>
<th>FLOOR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>30&quot; Dia. Round Plain</td>
<td>50.24</td>
<td>63.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30&quot; Dia. Round Covered &amp; Skirted</td>
<td>76.34</td>
<td>96.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30&quot; Dia. Round w/ Black Form-Fitted Skirt</td>
<td>76.34</td>
<td>96.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60&quot; Dia. Round Plain</td>
<td>71.17</td>
<td>89.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60&quot; Dia. Round Covered &amp; Skirted</td>
<td>102.80</td>
<td>129.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6&quot; Crescent Serpentine Plain</td>
<td>71.17</td>
<td>89.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6&quot; Crescent Serpentine Cov’d &amp; Skirted</td>
<td>102.80</td>
<td>129.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th side skirted optional</td>
<td>26.10</td>
<td>33.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SPECIALTY TABLES (30" HIGH)**

<table>
<thead>
<tr>
<th>QTY.</th>
<th>ITEM</th>
<th>ADVANCE</th>
<th>FLOOR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>30&quot; Dia. Round Plain</td>
<td>68.53</td>
<td>86.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30&quot; Dia. Round Covered &amp; Skirted</td>
<td>93.57</td>
<td>117.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30&quot; Dia. Round w/ Black Form-Fitted Skirt</td>
<td>93.57</td>
<td>117.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60&quot; Dia. Round Plain</td>
<td>92.26</td>
<td>116.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60&quot; Dia. Round Covered &amp; Skirted</td>
<td>122.57</td>
<td>154.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6&quot; Crescent Serpentine Plain</td>
<td>92.26</td>
<td>116.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6&quot; Crescent Serpentine Cov’d &amp; Skirted</td>
<td>122.57</td>
<td>154.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th side skirted optional</td>
<td>26.10</td>
<td>33.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TABLE ACCESSORIES**

<table>
<thead>
<tr>
<th>QTY.</th>
<th>ITEM</th>
<th>ADVANCE</th>
<th>FLOOR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raise Any Plain Table to 42&quot; high</td>
<td>26.10</td>
<td>33.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Raise Any Cov’d &amp; Skirted Table to 42&quot; high</td>
<td>35.23</td>
<td>45.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cover &amp; Skirt for 30&quot; table</td>
<td>39.15</td>
<td>49.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cover &amp; Skirt for 42&quot; table</td>
<td>39.15</td>
<td>49.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table Top Riser (Covered Shelf), 4’ x 1’ x 1’</td>
<td>33.93</td>
<td>43.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table Top Riser (Covered Shelf), 6’ x 1’ x 1’</td>
<td>43.06</td>
<td>54.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table Top Riser (Covered Shelf), 8’ x 1’ x 1’</td>
<td>52.20</td>
<td>66.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SPECIALTY TABLES (42" HIGH)**

<table>
<thead>
<tr>
<th>QTY.</th>
<th>ITEM</th>
<th>ADVANCE</th>
<th>FLOOR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>30&quot; Dia. Round Plain</td>
<td>68.53</td>
<td>86.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30&quot; Dia. Round Covered &amp; Skirted</td>
<td>93.57</td>
<td>117.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30&quot; Dia. Round w/ Black Form-Fitted Skirt</td>
<td>93.57</td>
<td>117.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60&quot; Dia. Round Plain</td>
<td>92.26</td>
<td>116.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60&quot; Dia. Round Covered &amp; Skirted</td>
<td>122.57</td>
<td>154.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6&quot; Crescent Serpentine Plain</td>
<td>92.26</td>
<td>116.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6&quot; Crescent Serpentine Cov’d &amp; Skirted</td>
<td>122.57</td>
<td>154.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th side skirted optional</td>
<td>26.10</td>
<td>33.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BOOTH FURNITURE**

<table>
<thead>
<tr>
<th>QTY.</th>
<th>ITEM</th>
<th>ADVANCE</th>
<th>FLOOR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Folding Chair</td>
<td>15.66</td>
<td>20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upholstered Arm Chair</td>
<td>46.98</td>
<td>59.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Padded Counter Stool - with back</td>
<td>51.40</td>
<td>65.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wastebasket - 7 gallon</td>
<td>15.66</td>
<td>20.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BOOTH ACCESSORIES**

<table>
<thead>
<tr>
<th>QTY.</th>
<th>ITEM</th>
<th>ADVANCE</th>
<th>FLOOR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easel</td>
<td>27.16</td>
<td>34.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5' x 6' Garment Rack</td>
<td>68.53</td>
<td>86.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4' x 8&quot; Pegboard</td>
<td>197.69</td>
<td>248.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4' x 8&quot; Tackboard</td>
<td>197.69</td>
<td>248.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrome Stanchion</td>
<td>29.00</td>
<td>37.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Velvet Rope 8' long</td>
<td>29.00</td>
<td>37.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red Braided Rope 7&quot; long</td>
<td>29.00</td>
<td>37.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrome Sign Frame - 22&quot; x 28&quot;</td>
<td>65.25</td>
<td>82.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrome Bag Holder</td>
<td>52.72</td>
<td>66.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Literature Rack</td>
<td>98.85</td>
<td>124.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Swivel Spotlight</td>
<td>51.94</td>
<td>65.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BOOTH DRAPING & HARDWARE**

<table>
<thead>
<tr>
<th>QTY.</th>
<th>ITEM</th>
<th>ADVANCE</th>
<th>FLOOR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3' high drape per ft. (incl. hardware)</td>
<td>4.18</td>
<td>6.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' high drape per ft. (incl. hardware)</td>
<td>6.79</td>
<td>9.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aluminum Extension (6’-10’)*</td>
<td>11.74</td>
<td>15.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Base Plate for 3’ Upright</td>
<td>7.83</td>
<td>10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aluminum Upright</td>
<td>7.83</td>
<td>10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Base Plate for 8’ Upright</td>
<td>9.13</td>
<td>12.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aluminum Upright</td>
<td>9.13</td>
<td>12.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Base Plate for 12’ Upright / Pin</td>
<td>23.49</td>
<td>30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12’ Aluminum Upright</td>
<td>23.49</td>
<td>30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Base Plate for 16’ Upright / Pin</td>
<td>28.71</td>
<td>36.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16’ Aluminum Upright</td>
<td>28.71</td>
<td>36.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PLEASE CHECK SKIRT COLOR CHOICE**

<table>
<thead>
<tr>
<th>BLACK</th>
<th>BLUE</th>
<th>BURGUNDY</th>
<th>GOLD</th>
<th>HUNTER GREEN</th>
<th>EXPO GREEN</th>
<th>RED</th>
<th>SILVER</th>
<th>TEAL</th>
<th>WHITE</th>
</tr>
</thead>
</table>

**TOTAL NON-TAXABLE ITEMS**

$
**Advance Order Deadline:** Seven (7) 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.

## TAXABLE BOOTH SUPPLIES

<table>
<thead>
<tr>
<th>QTY.</th>
<th>DESCRIPTION</th>
<th>ADVANCE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White Vinyl Table Cover (priced per lineal foot)</td>
<td></td>
<td>1.65</td>
</tr>
<tr>
<td></td>
<td>Colored Duct Tape - 2&quot; wide by 60 yd. roll (black or white)</td>
<td></td>
<td>20.00</td>
</tr>
<tr>
<td></td>
<td>Double Face Carpet Tape - 1&quot; wide by 25 yd. roll</td>
<td></td>
<td>13.00</td>
</tr>
<tr>
<td></td>
<td>Double Face Carpet Tape - 2&quot; wide by 25 yd. roll</td>
<td></td>
<td>25.00</td>
</tr>
<tr>
<td></td>
<td>Double Face Carpet Tape - 3&quot; wide by 25 yd. roll</td>
<td></td>
<td>34.00</td>
</tr>
<tr>
<td></td>
<td>Clear Plastic Stretch Wrap - 18&quot; wide by 500 yd. roll</td>
<td></td>
<td>60.00</td>
</tr>
<tr>
<td></td>
<td>Clear Plastic Stretch Wrap - 5&quot; wide by 300 yd. roll</td>
<td></td>
<td>16.00</td>
</tr>
<tr>
<td></td>
<td>Visqueen - Plastic Covering - 10’ wide (priced per lineal foot)</td>
<td></td>
<td>2.66</td>
</tr>
<tr>
<td></td>
<td>Sign Hangers - Regular</td>
<td></td>
<td>.63</td>
</tr>
<tr>
<td></td>
<td>Sign Hangers - Short</td>
<td></td>
<td>.63</td>
</tr>
<tr>
<td></td>
<td>Pegboard Hooks - Straight</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>Pegboard Hooks - Loop</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>3/8” wide, Adhesive-backed HOOK Velcro Tape (priced per lineal foot)</td>
<td></td>
<td>1.03</td>
</tr>
<tr>
<td></td>
<td>3/8” wide, Adhesive-backed HOOK &amp; LOOP Velcro Tape (priced per lineal foot)</td>
<td></td>
<td>1.96</td>
</tr>
<tr>
<td></td>
<td>3/4” wide, Adhesive-backed HOOK Velcro Tape (priced per lineal foot)</td>
<td></td>
<td>1.13</td>
</tr>
<tr>
<td></td>
<td>3/4” wide, Adhesive-backed HOOK &amp; LOOP Velcro Tape (priced per lineal foot)</td>
<td></td>
<td>2.27</td>
</tr>
<tr>
<td></td>
<td>1/2” wide, Adhesive-backed Magnetic Tape - “A” Polarity (priced per lineal foot)</td>
<td></td>
<td>.52</td>
</tr>
<tr>
<td></td>
<td>1/2” wide, Adhesive-backed Magnetic Tape - “B” Polarity (priced per lineal foot)</td>
<td></td>
<td>.52</td>
</tr>
<tr>
<td></td>
<td>9” Ball Bungees</td>
<td></td>
<td>7.83</td>
</tr>
</tbody>
</table>

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

Our 28 ounce plush Premium Booth Carpet provides comfort, style and durability for your booth space flooring. All 20 colors of our Premium Booth Carpet are installed in brand new condition and include installation, removal, padding, all taping, plastic covering and nightly vacuuming throughout the duration of your event. Available in standard sizes 10’x10’, 10’x15’, 10’x20’, 10’x30’ and 10’x40’.

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

Premium Booth Carpet color choices:
**Credit Card Information Required with All Orders.**

- Advance Order Deadline: Seven (7) 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.

### STANDARD BOOTH CARPET (14 ounce)

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>SIZE</th>
<th>ADVANCE</th>
<th>FLOOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>10' x 10'</td>
<td>133.10</td>
<td>167.00</td>
<td></td>
</tr>
<tr>
<td>10' x 15'</td>
<td>199.00</td>
<td>249.00</td>
<td></td>
</tr>
<tr>
<td>10' x 20'</td>
<td>264.90</td>
<td>332.00</td>
<td></td>
</tr>
<tr>
<td>10' x 30'</td>
<td>371.90</td>
<td>465.00</td>
<td></td>
</tr>
<tr>
<td>10' x 40'</td>
<td>482.82</td>
<td>604.00</td>
<td></td>
</tr>
</tbody>
</table>

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

Above prices include: installation, removal, edge taping only, and *nightly vacuuming*. Installed in clean condition. Dye lot not guaranteed on combination orders of 10' wide stock. Floor Orders for all carpet related items are subject to availability. Please order in advance.

### NON-STANDARD SIZE BOOTH CARPET (14 ounce)

<table>
<thead>
<tr>
<th>SIZE</th>
<th>FT. x FT.</th>
<th>SQUARE FT.</th>
<th>ADVANCE</th>
<th>FLOOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.53 per square foot</td>
<td>3.20 per square foot</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

### CARPET PADDING - SPECIAL SIZE (OPTIONAL)

<table>
<thead>
<tr>
<th>SIZE</th>
<th>FT. x FT.</th>
<th>SQUARE FT.</th>
<th>ADVANCE</th>
<th>FLOOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.20 per square foot</td>
<td>1.55 per square foot</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

### PREMIUM BOOTH CARPET (28 ounce)

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>SIZE</th>
<th>ADVANCE</th>
<th>FLOOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>10' x 10'</td>
<td>360.00</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>10' x 15'</td>
<td>540.00</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>10' x 20'</td>
<td>720.00</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>10' x 30'</td>
<td>1080.00</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>10' x 40'</td>
<td>1440.00</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

CHECK CARPET COLOR:  
- Beige  
- Black  
- Burgundy  
- Charcoal  
- Cobalt  
- Emerald  
- Grape Soda  
- Graphite  
- Ice  
- Key Lime  
- Lemon Drop  
- Midway Blue  
- Navy  
- Nu Blue  
- Platinum  
- Red  
- Royal Blue  
- Silver Cloud  
- Tutti Fruitti  
- White

Above prices include: installation, removal, padding, all taping, plastic covering and *nightly vacuuming*. Installed in new condition. Premium carpet MUST be ordered fourteen (14) days prior to first move-in day.

### PADDING

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>PADDING SIZE</th>
<th>ADVANCE</th>
<th>FLOOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>9' x 10'</td>
<td>108.30</td>
<td>136.00</td>
<td></td>
</tr>
<tr>
<td>9' x 15'</td>
<td>163.11</td>
<td>204.00</td>
<td></td>
</tr>
<tr>
<td>9' x 20'</td>
<td>216.61</td>
<td>271.00</td>
<td></td>
</tr>
<tr>
<td>9' x 30'</td>
<td>324.92</td>
<td>407.00</td>
<td></td>
</tr>
<tr>
<td>9' x 40'</td>
<td>433.23</td>
<td>542.00</td>
<td></td>
</tr>
</tbody>
</table>

- Our 9.3 LB., 3/8" thick padding includes installation and removal.

### PLASTIC COVERING

<table>
<thead>
<tr>
<th>PLASTIC SIZE</th>
<th>ADVANCE</th>
<th>FLOOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>feet wide X feet deep = SQUARE FT.</td>
<td>$.47 per square foot</td>
<td>$.62 per square foot</td>
</tr>
</tbody>
</table>

- Protective covering includes installation, removal and taping.

**TOTAL NON-TAXABLE CARPET ITEMS $**
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.

The items shown above represent a sampling of some our most popular sign and display items. For a more complete list of products and services offered, please contact our Sign Department at 800-878-0710 or signshop@artcraftdisplay.com

UNLESS OTHERWISE STATED, MINIMUM TURN-AROUND TIME ON ALL ITEMS SHOWN ON THIS PAGE IS 10-14 BUSINESS DAYS BEFORE EVENT MOVE-IN DATE.

ALL PRICES SUBJECT TO CHANGE WITHOUT NOTICE. PRICES SHOWN DO NOT INCLUDE DESIGN LABOR, SALES TAX OR SHIPPING. PLEASE CONTACT ART CRAFT SIGNS FOR A FORMAL ESTIMATE.
10' X 10' PREMIUM EXHIBIT - 0061C

- [1] Header Panel Graphic
- [1] 10' x 10' Premium Carpet
- [1] Carpet Padding
- [1] Plastic Carpet Covering
- [2] 2m W x 1m H Modular Sides

$2,336.00

QTY DESCRIPTION:

PREMIUM PACKAGE (options below)

PREMIUM CARPET:
- beige
- berry
- black
- burgandy
- charcoal
- cobalt
- emerald
- gold
- ice
- navy
- nu blue
- peacock
- pewter
- platinum
- purple
- red
- royal blue
- silver cloud
- soft ivory
- white
- yellow

10' X 10' STANDARD EXHIBIT - 0060

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

$1,644.00

QTY DESCRIPTION:

STANDARD PACKAGE (options below)

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

HEADER SIGN COPY:

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

Note: Graphics are printed on Falconboard. Non-Graphic infill panels come in standard Grey PVC. For additional options and costs, contact an Art Craft representative. All items are based upon availability. All other rental furnishings and electrical must be ordered separately.
MODULAR EXHIBIT
RENTAL PACKAGES - 15’ INLINE

10’ X 15’ PREMIUM EXHIBIT - 0061D
[1] 10’ x 15’ Premium Carpet
[1] Carpet Padding
[1] Plastic Carpet Covering
[2] 2m W x 1m H Modular Sides

$3,188.00

QTY DESCRIPTION:
____ PREMIUM PACKAGE (options below)

PREMIUM CARPET: □ beige □ berry □ black □ burgandy □ charcoal □ cobalt
□ emerald □ gold □ ice □ navy □ nu blue □ peacock
□ pewter □ platinum □ purple □ red □ royal blue
□ silver cloud □ soft ivory □ white □ yellow

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. All items are based upon availability. All other rental furnishings and electrical must be ordered separately.
MODULAR EXHIBIT
RENTAL PACKAGES - 20’ INLINE

10’ X 20’ PREMIUM EXHIBIT - 0061E
[1] 10’ x 20’ Premium Carpet
[1] Carpet Padding
[1] Plastic Carpet Covering
[2] 2m W x 1m H Modular Sides

$3,917.00

QTY DESCRIPTION:
PREMIUM PACKAGE (options below)
PREMIUM CARPET: □ beige □ berry □ black □ burgandy □ charcoal □ cobalt
□ emerald □ gold □ ice □ navy □ nu blue □ peacock
□ pewter □ platinum □ purple □ red □ royal blue
□ silver cloud □ soft ivory □ white □ yellow

10’ X 20’ STANDARD EXHIBIT - 0061AA
[1] Header Panel with Company Name
[1] 10’ x 20’ Standard Carpet
[2] 2m W x 1m H Modular Sides
Grey Infill Panels

$2,516.00

QTY DESCRIPTION:
STANDARD PACKAGE (options below)
STANDARD CARPET: □ red □ blue □ black □ grey □ dark green
HEADER SIGN COPY: __________________________
HEADER LETTERING COLOR: □ black □ white □ red □ blue

Note: Graphics are printed on Falconboard. Non-Graphic infill panels come in standard Grey PVC. For additional options and costs, contact an Art Craft representative. All items are based upon availability. All other rental furnishings and electrical must be ordered separately.
Note: Counters and display cases all come with locking doors. Display cases come equipped with internal lighting (power not included). All items are based upon availability. All other rental furnishings and electrical must be ordered separately.
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.
### ADDITIONAL ITEMS

ORDER FINALIZATION

**8' Closet with Lock**
(1m W x .5m D)
**DOOR - $400.00**

![Additional Shelf](white - 0965DS - $73.00)

![Modular Display Light](0130 - $49.00)

**PLEASE SELECT:**
- [ ] left
- [ ] center
- [ ] right

---

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

---

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM#</th>
<th>DESCRIPTION:</th>
<th>EACH</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>0061C</td>
<td>10' X 10' PREMIUM EXHIBIT</td>
<td>$2,336.00</td>
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<td>10' X 10' STANDARD EXHIBIT</td>
<td>$1,644.00</td>
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<td>10' X 15' PREMIUM EXHIBIT</td>
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<td>0061E</td>
<td>10' X 20' PREMIUM EXHIBIT</td>
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<td>0110</td>
<td>CURVED RECEPTION COUNTER</td>
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<tr>
<td>0100</td>
<td>1M X .5M X .5M COUNTER</td>
<td>$214.00</td>
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<tr>
<td>0105</td>
<td>1M X 1M X .5M COUNTER</td>
<td>$360.00</td>
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<td>0140</td>
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<td>0141</td>
<td>1M X 2M X .5M DISPLAY CASE</td>
<td>$840.00</td>
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<td>2.5M X .5M X .5M DISPLAY CASE</td>
<td>$540.00</td>
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<td>0144</td>
<td>2.5M X 1M X .5M DISPLAY CASE</td>
<td>$660.00</td>
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<tr>
<td>0130</td>
<td>MODULAR DISPLAY LIGHT</td>
<td>$49.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOOR</td>
<td>CLOSET WITH LOCK</td>
<td>$400.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0965DS</td>
<td>ADDITIONAL WALL SHELF (white)</td>
<td>$73.00</td>
<td></td>
<td></td>
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<tr>
<td>0965SA</td>
<td>ADDITIONAL WALL SHELF (clear)</td>
<td>$73.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

---

*Note: For additional options and costs, contact an Art Craft representative. All items are based upon availability. All other rental furnishings and electrical must be ordered separately.*
You must submit all appropriate information to us, in advance, in order for us to install your exhibit to your satisfaction.

**Advance Order Deadline:** Seven (7) days prior to first move-in day.

- All orders must be accompanied by “Contact & Payment Information” form.
- All orders are subject to the enclosed Terms, Conditions and Policies.
- Advance payment for all requested labor (in/out) is required with your order.

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

---

### LABOR SERVICE

#### PLAN A

**SUPERVISION BY ART CRAFT DISPLAY, INC. (ART CRAFT).** This plan is offered to have exhibit set prior to your arrival. Supervision will be provided by Art Craft. The charge for this service is 25% of the total labor bill, with a minimum of $37.00 on installation and $37.00 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.

**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)*

<table>
<thead>
<tr>
<th>STANDARD LABOR</th>
<th>ADVANCE: 67.21 Per Man/Per Hour</th>
<th>FLOOR: 85.00 Per Man/Per Hour</th>
</tr>
</thead>
</table>

### EXHIBITOR: PLEASE COMPLETE SECTION BELOW

#### INSTALLATION LABOR REQUEST

**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.

<table>
<thead>
<tr>
<th># of laborers</th>
<th>Time</th>
<th>Day of Week</th>
<th>Date</th>
<th>Approx. Hrs.</th>
<th>Rate per hr.</th>
<th>Estimated Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PLAN B** EXHIBITOR SUPERVISION: Supervisor will be:

<table>
<thead>
<tr>
<th>Date</th>
<th>Approx. Hrs.</th>
<th>Rate per hr.</th>
<th>Estimated Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**TOTAL ESTIMATED INSTALLATION LABOR $**

#### DISMANTLE LABOR REQUEST

**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.

<table>
<thead>
<tr>
<th># of laborers</th>
<th>Time</th>
<th>Day of Week</th>
<th>Date</th>
<th>Approx. Hrs.</th>
<th>Rate per hr.</th>
<th>Estimated Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

**PLAN B** EXHIBITOR SUPERVISION: Supervisor will be:

<table>
<thead>
<tr>
<th>Date</th>
<th>Approx. Hrs.</th>
<th>Rate per hr.</th>
<th>Estimated Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

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

**TOTAL ESTIMATED DISMANTLE LABOR $**

**IF AC SUPERVISION, ADD 25% or $37.00 MINIMUM FOR INSTALLATION & DISMANTLE $**

**TOTAL ESTIMATED LABOR $**
• Advance Order Deadline: Seven (7) days prior to first move-in day.
• All orders must be accompanied by “Contact & Payment Information” form.
• All orders are subject to the enclosed Terms, Conditions and Policies.
• Advance payment for all requested labor (in/out) is required with your order.

Credit Card Information
Required with All Orders.

LABOR SERVICE

PLAN 1 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 $37.00 on installation and $37.00 on dismantling. NOTE: If ordering Art Craft Supervision; all freight must be sent to the Advance Warehouse location (see Freight Handling forms).

PLAN 2 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.

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: 67.21 Per Man/Per Hour FLOOR: 85.00 Per Man/Per Hour

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.

# of laborers Time Day of Week

at AM on

at AM on

<table>
<thead>
<tr>
<th># of laborers</th>
<th>Time</th>
<th>Day of Week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AM</td>
<td></td>
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<tr>
<td></td>
<td>PM</td>
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</table>

Date Approx. Hrs. Rate Estimated Total

<table>
<thead>
<tr>
<th>Date</th>
<th>Approx. Hrs.</th>
<th>Rate per hr. =</th>
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</thead>
<tbody>
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</tbody>
</table>

☐ PLAN B EXHIBITOR SUPERVISION Supervisor will be:

Date Approx. Hrs. Rate Estimated Total

<table>
<thead>
<tr>
<th>Date</th>
<th>Approx. Hrs.</th>
<th>Rate per hr. =</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

• 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.

# of laborers Time Day of Week

at AM on

at AM on

<table>
<thead>
<tr>
<th># of laborers</th>
<th>Time</th>
<th>Day of Week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AM</td>
<td></td>
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<tr>
<td></td>
<td>PM</td>
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</tr>
</tbody>
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Date Approx. Hrs. Rate Estimated Total

<table>
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<tr>
<th>Date</th>
<th>Approx. Hrs.</th>
<th>Rate per hr. =</th>
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<tbody>
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</table>

☐ PLAN B EXHIBITOR SUPERVISION Supervisor will be:

Date Approx. Hrs. Rate Estimated Total

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<thead>
<tr>
<th>Date</th>
<th>Approx. Hrs.</th>
<th>Rate per hr. =</th>
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</table>

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

TOTAL ESTIMATED DISMANTLE LABOR $

IF AC SUPERVISION, ADD 25% or $37.00 MINIMUM FOR INSTALLATION & DISMANTLE $

TOTAL ESTIMATED LABOR $
HIGH LIFT / SIGN & BANNER HANGING

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

SHOW NAME
Midwest Fire Rescue Expo

LOCATION
Suburban Collection Showplace

SHOW DATE
April 8, 2020

COMPANY

BOOTH #

BOOTH SIZE

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

• Advance Order Deadline: Seven (7) days prior to first move-in day.
• All orders must be accompanied by "Contact & Payment Information" form.
• All orders are subject to the enclosed Terms, Conditions and Policies.
• Advance payment for all requested labor (in/out) is required with your order.

Credit Card Information Required with All Orders.

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

HIGH LIFT/SIGN & BANNER HANGING

ADVANCE: 233.81 Per Hour

FLOOR: 293.00 Per Hour

EXHIBITOR: PLEASE COMPLETE SECTION BELOW

HIGH LIFT / SIGN & BANNER INSTALLATION REQUEST

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<th>Date</th>
<th>Approx. Hrs.</th>
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</tr>
</tbody>
</table>

AM
PM

on

for 

x

per hr. = 


TOTAL ESTIMATED INSTALLATION LABOR $ 


HIGH LIFT / SIGN & BANNER REMOVAL REQUEST

<table>
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<th># of Lifts</th>
<th>Estimated Time</th>
<th>Day of Week</th>
<th>Date</th>
<th>Approx. Hrs.</th>
<th>Rate</th>
<th>Estimated Total</th>
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<tbody>
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<td></td>
</tr>
</tbody>
</table>

AM
PM

on

for 

x

per hr. = 


TOTAL ESTIMATED REMOVAL LABOR $ 

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

• Art Craft Display, Inc. will not mount, hang, lift, drop, disassemble or otherwise participate in any of the following:
  - Truss systems of any kind
  - Sound projection devices
  - Lighting trusses or individual fixtures
  - Monitors or video boards

• Art Craft Display, Inc. may also, at its sole discretion, refuse to hang 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 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 rerouted 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.
**FREIGHT HANDLING**

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

**LOCATION** Suburban Collection Showplace

**SHOW DATE** April 8, 2020

---

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

---

### WHERE TO SHIP

<table>
<thead>
<tr>
<th>ADVANCED WAREHOUSE</th>
<th>ONSITE SHIPPING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TO:</strong></td>
<td><strong>TO:</strong></td>
</tr>
<tr>
<td>(EXHIBITING FIRM NAME) BOOTH #________</td>
<td>(EXHIBITING FIRM NAME) BOOTH #________</td>
</tr>
<tr>
<td><strong>FOR:</strong></td>
<td><strong>FOR:</strong></td>
</tr>
<tr>
<td>(EVENT NAME &amp; DATE) 46100 GRAND RIVER AVE., SUITE B NOVI, MI 48374</td>
<td>C/O ART CRAFT DISPLAY, INC. 46100 GRAND RIVER AVENUE NOVI, MI 48374</td>
</tr>
</tbody>
</table>

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

---

**RATE SCHEDULE and TABLE**

<table>
<thead>
<tr>
<th>Rate Schedule and Table</th>
<th>Under 5,000 pounds</th>
<th>5001 - 15,000 pounds</th>
<th>Over 15,000 pounds</th>
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</thead>
<tbody>
<tr>
<td><strong>INBOUND RATES w/ADVANCED WAREHOUSING</strong></td>
<td>$.55 per lb.</td>
<td>$.49 per lb.</td>
<td>$.44 per lb.</td>
</tr>
<tr>
<td><strong>INBOUND RATES ONSITE</strong></td>
<td>$.42 per lb.</td>
<td>$.37 per lb.</td>
<td>$.31 per lb.</td>
</tr>
<tr>
<td><strong>OUTBOUND RATES</strong></td>
<td>$.42 per lb.</td>
<td>$.37 per lb.</td>
<td>$.31 per lb.</td>
</tr>
<tr>
<td><strong>ENVELOPE RATES</strong></td>
<td></td>
<td>$27.00 per envelope</td>
<td></td>
</tr>
</tbody>
</table>

---

**Exhibitor: Please complete this section.**

**A INBOUND FREIGHT** (This completed form must precede your shipment)

1. Receipt of shipments and up to 30 days storage in advance of set-up
2. Delivery of materials to booth
3. Removal of crates and storage of same during show
4. A 200 LB. MINIMUM CHARGE WILL APPLY (excluding envelopes)

**ESTIMATED WEIGHT**

**ESTIMATED AMOUNT** $_____

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

**B OUTBOUND FREIGHT**

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

**TOTAL EST. INBOUND FREIGHT HANDLING CHARGES** $_____

**TOTAL EST. OUTBOUND FREIGHT HANDLING CHARGES** $_____

**BANDING SERVICES:** ____ pcs. @ $27.00 / piece $_____

**SHRINK WRAP SERVICES:** ____ pcs. @ $27.00 / piece $_____

**ENVELOPES:** ____ envelopes @ $27.00 / envelope $_____

---

**Credit Card Information Required with All Orders.**
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: 
Midwest Fire Rescue Expo
LOCATION: 
Suburban Collection Showplace 
April 8, 2020

PIECE # ___________ OF ___________ TOTAL PIECES

CARRIER: ____________________________

PLEASE LABEL EACH PIECE

DT 2020
Advance Order Deadline: Seven (7) days prior to first move-in day.
- No refunds, exchanges or credits for any booth package items.
- All orders must be accompanied by "Contact & Payment Information" form.
- All orders are subject to the enclosed Terms, Conditions and Policies.
- Availability of this service cannot be guaranteed if not ordered in advance!! Please determine if this service is to be provided as part of your agreement with show management. If not, this form MUST be completed and returned according to conditions herein.
- Advance payment of all requested fork lift services (in/out) is required with your order.

Credit Card Information Required with All Orders.

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

<table>
<thead>
<tr>
<th>ADVANCE</th>
<th>FLOOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>126.58 per hour</td>
<td>159.00 per hour</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>TIME</th>
<th>DATE</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM</td>
<td>on</td>
<td>for</td>
</tr>
</tbody>
</table>

EXHIBITOR: Please complete this section

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

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

For information on purchasing display products and graphics, please contact Art Craft Display at 800-878-0710 or signshop@artcraftdisplay.com

Curved Pop-Up Displays

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

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

Folding Panel Tabletop Displays

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

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

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

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

Silver aluminum stand can be used to display single or double-sided banner graphics. Vertical and horizontal poles adjust to varying widths/heights to 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

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

All hanging banner frames 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

Item #20650-0025
Halogen display light with bulb and power cord.
For use with pop-up displays

Clamp-On Light Fixture

Item #20670-0080
Halogen display light fixture with C-clamp.
For use with Telescoping banner stands.

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

Actual rental items may differ from photos shown.
Art Craft Display, Inc. reserves the right to substitute a comparable product.
Order Deadline: Fourteen (14) days prior to first move-in day.
All display items subject to availability and 50% re-stocking fee if order is cancelled within 14 days prior to first move-in day.
No refunds, exchanges or credits for any booth package items.
All orders must be accompanied by “Contact & Payment Information” form
All orders are subject to the enclosed Terms, Conditions and Policies.

NON-TAXABLE DISPLAY RENTAL ITEMS
Prices shown are for display hardware only. Graphic panels must be ordered separately. Please contact our Sign & Graphics department.

<table>
<thead>
<tr>
<th>QTY.</th>
<th>ITEM NUMBER</th>
<th>DESCRIPTION</th>
<th>ADVANCE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>20650-0005</td>
<td>A. 6’ wide Curved Tabletop Pop-Up Display (60” tall)</td>
<td></td>
<td>337.97</td>
<td></td>
</tr>
<tr>
<td>20650-0010</td>
<td>B. 8’ wide Curved Tabletop Pop-Up Display (60” tall)</td>
<td></td>
<td>377.11</td>
<td></td>
</tr>
<tr>
<td>20650-0015</td>
<td>C. 8’ wide Curved Floor Pop-Up Display (89” tall) - includes case-to-counter conversion kit</td>
<td></td>
<td>598.96</td>
<td></td>
</tr>
<tr>
<td>20650-0020</td>
<td>D. 10’ wide Curved Floor Pop-Up Display (89” tall) - includes case-to-counter conversion kit</td>
<td></td>
<td>638.10</td>
<td></td>
</tr>
</tbody>
</table>

FOLDING PANEL TABLETOP DISPLAYS
All folding tabletop displays include material handling fees, show-site installation / dismantle, light(s) and black, Velcro-receptive fabric covering

<table>
<thead>
<tr>
<th>QTY.</th>
<th>ITEM NUMBER</th>
<th>DESCRIPTION</th>
<th>ADVANCE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>20650-0075</td>
<td>A. 48” x 24” ShowStyle Folding Display</td>
<td></td>
<td>106.09</td>
<td></td>
</tr>
<tr>
<td>20650-0080</td>
<td>B. 74” x 36” ShowMax Folding Display</td>
<td></td>
<td>213.21</td>
<td></td>
</tr>
</tbody>
</table>

FREESTANDING BANNER STANDS
Freestanding Banner Stands must be checked-out at the on-site service desk

<table>
<thead>
<tr>
<th>QTY.</th>
<th>ITEM NUMBER</th>
<th>DESCRIPTION</th>
<th>ADVANCE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>20670-0005</td>
<td>Small Telescoping Freestanding Banner Stand (28”-48”w x 37”-95”h) Attachment method: Pole pocket</td>
<td></td>
<td>74.75</td>
<td></td>
</tr>
<tr>
<td>20670-0010</td>
<td>Large Telescoping Freestanding Banner Stand (52”-95”w x 36”-95”h) Attachment method: Pole pocket</td>
<td></td>
<td>84.88</td>
<td></td>
</tr>
</tbody>
</table>

HANGING BANNER FRAMES
Harness included. Rigging labor must be ordered in advance.

<table>
<thead>
<tr>
<th>QTY.</th>
<th>ITEM NUMBER</th>
<th>DESCRIPTION</th>
<th>ADVANCE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>20670-0035</td>
<td>6’ wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket</td>
<td></td>
<td>92.65</td>
<td></td>
</tr>
<tr>
<td>20670-0040</td>
<td>8’ wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket</td>
<td></td>
<td>103.09</td>
<td></td>
</tr>
<tr>
<td>20670-0045</td>
<td>10’ wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket</td>
<td></td>
<td>114.18</td>
<td></td>
</tr>
<tr>
<td>20670-0050</td>
<td>6’ wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket</td>
<td></td>
<td>107.01</td>
<td></td>
</tr>
<tr>
<td>20670-0055</td>
<td>8’ wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket</td>
<td></td>
<td>123.97</td>
<td></td>
</tr>
<tr>
<td>20670-0060</td>
<td>10’ wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket</td>
<td></td>
<td>131.80</td>
<td></td>
</tr>
</tbody>
</table>

OPTIONAL DISPLAY & BANNER STAND ACCESSORIES / UPGRADES

<table>
<thead>
<tr>
<th>QTY.</th>
<th>ITEM NUMBER</th>
<th>DESCRIPTION</th>
<th>ADVANCE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>20670-0080</td>
<td>Clamp-on Halogen Light - for use with Telescoping banner stands</td>
<td></td>
<td>41.81</td>
<td></td>
</tr>
<tr>
<td>20650-0025</td>
<td>Extra Halogen Display Light Fixture w/ Bulb - for use with Pop-Up displays</td>
<td></td>
<td>41.81</td>
<td></td>
</tr>
</tbody>
</table>

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

The term "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 return the equipment or furnishings in your booth at the close of the show, ART CRAFT, to enforce its property interest in said equipment or furnishings and to protect its interest under this contract, may retain 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 against YOU, 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.

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 cleaned 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 never 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/REFUND POLICY: Please consider your needs carefully! All items canceled or exchanged after move-in begins will be charged at 50% of original price with the exception of Labor, Premium Carpet, Modular Rental Exhibits and any other custom-order items, which will remain at 100% of the original charge.

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 make all reasonable efforts 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.

5. EQUIPMENT OR FURNISHINGS FAILURE: IN the event any rental 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, the EXHIBITOR shall make a reasonable effort to replace or repair such equipment or furnishings. If replacement or repair is not made within one (1) working day or if replacement or repair is not made in a timely manner to prevent further damage or injury, YOU may cancel the agreement and receive a refund of the charges and/or service charges.

6. COLOR SELECTIONS: Indicate colors where applicable. Colors 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: 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 charges may apply depending on whether or not YOU are responsible for the use of the rented equipment or furnishings. Show Management or their EXHIBITORS agree jointly and/or separately to indemnify and hold ART CRAFT, its employees, officers, directors, agents and assigns, and related entities including but not limited to any subcontractors ART CRAFT may appoint free and clear of any and all damages, claims, causes of action, injuries, losses, 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’s employees, 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.

2. PERSONNEL CONDITIONS: ART CRAFT reserves the right to determine the suitability of all personnel employed or otherwise working for ART CRAFT. 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, or if a show supervisor instructs a labor provider to begin labor 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.

3. PAYMENT POLICY: Payment of all 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.
MATERIAL HANDLING: GENERAL CONDITIONS AND POLICIES

1. 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 WORK IS PERFORMED ON BEHALF OF EXHIBITOR, BY LABOR SECURED THROUGH ART CRAFT;

2. 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 circumstances 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 only on shipments if they require RECREATING, PALLETISING, 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 re-route or re-route the following types of freight: hazardous materials, perishable materials, and any freight considered oversized or overweight by definition of ART CRAFT. Any additional expenses incurred by ART CRAFT to handle such freight will be charged to the EXHIBITOR.

3. PACKAGING AND CRATES:
ART CRAFT shall not be responsible for damage to loose, unrated 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 machinery.

4. INBOUND SHIPMENT:
Shipment 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 ticket which includes the number of pieces, description, weight and clearly marked with 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 is not responsible for any loss, damage, theft, OR DISAPPEARANCE OF ART CRAFT’S MATERIALS AFTER MATERIALS HAVE BEEN DELIVERED TO EXHIBITOR’S BOOTHS AT SHOW SITE. ART CRAFT highly recommends contracting security services for Facility or Show Management, or being present at the materials while at the booth. ART CRAFT will not be responsible for theft, loss or damage due to lockouts, strikes, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, or other causes beyond ART CRAFT’s reasonable control, concealed damage, nor for ordinary wear & tear in the handling of materials.

5. EXHIBITOR’S LIMITS OF LIABILITY:
(a) Claims for loss or damage must be filed within (90) days of the delivery of the shipment, except that claims for failure to make delivery must be filed within (90) days after a reasonable time for delivery has elapsed. In no event shall a suit or action be brought against ART CRAFT more than (2) years after the date of the delivery as shown on the invoice.
(b) ART CRAFT shall not be responsible for any loss, damage, or concealed damage nor for ordinary wear & tear in the handling of materials.
(c) 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 MATERIALSハンデリング undone after the materials have been delivered to the EXHIBITOR.

6. ABANDONED FREIGHT:
ART CRAFT will remove only our equipment items, which are consigned to us per written authorization, by the exhibiting firm(s) and/or Facility or Show Management (i.e. freight). Any other items left behind by exhibiting firm 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 abandoned.

7. ABANDONED FREIGHT’S RESPONSIBILITIES:
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 lockouts, strikes, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, or other causes beyond ART CRAFT’s reasonable control, concealed damage, nor for ordinary wear & tear in the handling of materials.

8. ART CRAFT’S LIMITS OF LIABILITY:
The 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.

9. ART CRAFT’s LIMITS OF LIABILITY:
A. CLAIMS FOR LOSS:
Claims for loss or damage must be filed within (90) days of the delivery of the shipment, except that claims for failure to make delivery must be filed within (90) days after a reasonable time for delivery has elapsed. In no event shall a suit or action be brought against ART CRAFT more than (2) years after the date of the delivery as shown on the invoice.

B. DECLARED VALUE:
If you have declared a value for the shipment, 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.

- 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.

- Any additional expenses incurred by ART CRAFT to handle the above freight items will be charged to the EXHIBITOR.

- 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 circumstances 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 only on shipments if they require RECREATING, PALLETISING, 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).

- 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 located in the state of New York or in a court located in the county in which the transaction between ART CRAFT and EXHIBITOR took place, or in any other court in which such actions are or may be brought.

- Terms, Conditions and Policies page two
**DESKTOPS**

<table>
<thead>
<tr>
<th>Model</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intel Pentium IV 3.0ghz, 1g/40g, DVD, 3 USB Ports</td>
<td>Windows XP Pro</td>
</tr>
<tr>
<td>Intel Core 2 Duo 3.0ghz, 2g/160g/DVD-CDRW</td>
<td>4 USB Ports, Ethernet Port, Windows 7 Pro</td>
</tr>
</tbody>
</table>

**LAPTOPS**

<table>
<thead>
<tr>
<th>Model</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intel i5 2.53ghz, 4g/250g/DVD</td>
<td>14.1” Wide Screen, 3 USB ports, SD Media Slot, Ethernet Port , WIFI, Windows 7 Pro</td>
</tr>
<tr>
<td>Intel i7 2.3ghz, 8g/500g/DVD-CDRW</td>
<td>15.4” Wide Screen, 256mb Video Ram, 3 USB ports, SD Media Slot, Ethernet Port , WIFI, Windows 7 Pro</td>
</tr>
</tbody>
</table>

**DISPLAYS**

<table>
<thead>
<tr>
<th>Model</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>17” &amp; 19”LCD Monitor, Max Resolution 1024x768</td>
<td>4:3 Ratio, VGA Connection</td>
</tr>
<tr>
<td>20” LCD Monitor, Max Resolution 1680x1050</td>
<td>16:9 Ratio, VGA, DVI-D Connection</td>
</tr>
<tr>
<td>24” LCD Monitor, Max Resolution 1920x1080</td>
<td>16:9 Ratio, VGA, HDMI Connection</td>
</tr>
<tr>
<td>32” LCD/LED Monitor, 1920x1080p</td>
<td>16:9 Ratio, VGA, HDMI Composite, Component, Audio Ports &amp; Speakers</td>
</tr>
</tbody>
</table>

Ph# 586-268-7443, Fax 586-268-7583  
www.sales@completecomputerrentals.com
| DISPLAYS CONT.                      | 40" LED SMART Monitor, 1920x1080p  
|                                   | 16:9 Ratio, 120hz, HDMI & Audio Ports, Speakers |
|                                   | ![Image](image1.png) |
|                                   | 47" LCD Monitor, 1920x1080p  
|                                   | 16:9 Ratio, 120hz, VGA, Composite, Component, HDMI & Audio Ports, Speakers |
|                                   | ![Image](image2.png) |
|                                   | 50" LED Monitor, 1920x1080p  
|                                   | 16:9 Ratio, 120hz, VGA, Composite, Component, HDMI & Audio Ports, Speakers |
|                                   | ![Image](image3.png) |
|                                   | 55" LCD/LED Monitor, 1920x1080p  
|                                   | 16:9 Ratio, 120hz, VGA, Composite, Component, HDMI & Audio Ports, Speakers |
|                                   | ![Image](image4.png) |
|                                   | 70" LED SMART Monitor, 1920x1080p  
|                                   | 16:9 Ratio, 120hz, VGA, Composite, Component, HDMI & Audio Ports, Speakers |
|                                   | ![Image](image5.png) |
|                                   | 80" LED SMART Monitor, 1920x1080p  
|                                   | 16:9 Ratio, 120hz, VGA, Composite, Component, HDMI & Audio Ports, Speakers |
|                                   | ![Image](image6.png) |

| TOUCHSCREENS                      | 23" LCD Touchsmart PC, Intel CI 2.3ghz, 4g/1tb, DVD, Ethernet, WIFI, Keyboard, Mouse, Speakers  
<p>|                                   | Max Resolution 1920x1080p, 16:9 Ratio |
|                                   | <img src="image7.png" alt="Image" /> |</p>
<table>
<thead>
<tr>
<th>DISPLAY ACCESSORIES</th>
<th>6Ft. Dual Post Floor Stand option for displays</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Wall mount option for displays</td>
</tr>
<tr>
<td></td>
<td>Accessory shelf option for dual post stands</td>
</tr>
<tr>
<td>PRINTERS</td>
<td>HP Laserjet 4240n 40ppm, USB, Ethernet, Par. Connections</td>
</tr>
<tr>
<td></td>
<td>HP Laserjet 2025n 20ppm Color, 20ppm B&amp;W USB, Ethernet Connections</td>
</tr>
<tr>
<td></td>
<td>HP 4345 Multi Function/Copy Machine, B&amp;W 45ppm, USB, Ethernet Connection</td>
</tr>
<tr>
<td></td>
<td>HP 4370 Multi Function/Copy Machine, Color 30ppm, USB, Ethernet Connection</td>
</tr>
<tr>
<td>MISC. CONT.</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td><img src="image1.png" alt="Image" /></td>
<td>DVD HD and Blu-Ray Players</td>
</tr>
</tbody>
</table>
| ![Image](image2.png) | LCD Projector  
2200 – 3000 Lumens |
| ![Image](image3.png) | Tripod Screens  
6ft & 8ft |
| ![Image](image4.png) | Wireless MIC and Powered Speaker |
| ![Image](image5.png) | Wired MIC and Powered Speaker |
### RENTAL RATES ARE FOR ENTIRE SHOW AND INCLUDE SUPPORT

<table>
<thead>
<tr>
<th>QTY</th>
<th>EQUIPMENT</th>
<th>SHOW RATE</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LAPTOPS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I5  2.53GHZ, 4G/250G HD, DVD-CDRW, WIN 7</td>
<td>170.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I7  2.6ghz, 32G/1TB HD, WIN 10 1080p HD</td>
<td>295.00</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>DISPLAYS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20” 16:9 or 24” 1920x1080p HD w/HDMI, VGA (circle one)</td>
<td>130.00 or 200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32” 1920x1080p HD w/HDMI, VGA &amp; speakers</td>
<td>275.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40” 1920x1080p HD SMART w/HDMI, VGA &amp; speakers</td>
<td>475.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42” 1920x1080p HD w/HDMI, VGA &amp; speakers</td>
<td>510.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>43” 4K 2160p UHD SMART w/HDMI &amp; speakers</td>
<td>595.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47” 1920x1080p HD w/HDMI, VGA &amp; speakers</td>
<td>575.00</td>
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</tr>
<tr>
<td>50” 1920x1080p HD w/HDMI, VGA &amp; speakers</td>
<td>625.00</td>
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</tr>
<tr>
<td>55” 1920x1080p HD w/HDMI, VGA &amp; speakers</td>
<td>710.00</td>
<td></td>
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<tr>
<td>55” 4K 2160p UHD SMART w/HDMI &amp; speakers</td>
<td>800.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>65” 1920x1080p HD SMART W/HDMI, VGA &amp; speakers</td>
<td>850.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>65” 4K 2160p UHD SMART W/HDMI &amp; speakers</td>
<td>950.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70” 1920x1080p HD SMART w/HDMI, VGA &amp; speakers</td>
<td>925.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>80” 1920x1080p HD SMART w/HDMI, VGA &amp; speakers</td>
<td>1650.00</td>
<td></td>
<td></td>
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<tr>
<td>86” 4K 2160p UHD SMART w/HDMI &amp; speakers</td>
<td>2495.00</td>
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<td></td>
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<tr>
<td></td>
<td>TOUCHSCREENS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23” or 32” TOUCHSCREEN 1920x1080p HD (circle one)</td>
<td>300.00 or 695.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>55” or 65” TOUCHSCREEN 1920x1080p HD (circle one)</td>
<td>1050.00 or 1250.00</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>DISPLAY ACCESSORIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FLOOR STAND 6’ dual post <strong>rented with our display</strong></td>
<td>90.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POLE SLEEVE (black)</td>
<td>45.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WALL MOUNT <strong>rented with our display</strong></td>
<td>85.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCESSORY SHELF FOR FLOOR STAND</td>
<td>35.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’ UNIVERSAL FLOOR STAND <strong>rented without our display</strong></td>
<td>250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PRINTERS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HP 601n BLACK &amp; WHITE LASER</td>
<td>140.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HP 2025n COLOR LASER</td>
<td>275.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MISC.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEDIA PLAYER 1080p (SD/USB ports)</td>
<td>50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HD DVD PLAYER or BLU-RAY PLAYER (circle one)</td>
<td>30.00 or 75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POWERED SPEAKER w/wired MIC or w/wireless MIC</td>
<td>150.00 or 300.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

### EXHIBITOR INFORMATION:

Ordered by: ________________________________  
Company Name: ________________________________
Address: ____________________________________
City: ____________________________________ State: _____ Zip Code: ________
Phone: ____________________________________ Fax: __________________
Email Address: ________________________________

### 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.

### PAYMENT INFORMATION (Payment required prior to delivery)

VISA _____ MC _____ AMEX _____ SECURITY CODE __________
Card Number: ________________________________ Exp. __________
Cardholder Name: ________________________________
Signature: ________________________________

### TOTAL:

Delivery/Setup/Pickup 175.00

6% Sales Tax

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

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

Email your order form to: dthomas@suburbanshowplace.com or tfreytag@suburbanshowplace.com

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

Name of Show: ____________________________________________ Date of Show: __________________ Booth #: __________________________

Company Name: __________________________________________

Address: ______________________________________________________

City, State, Zip: _______________________________________________

Email Address (please print clearly): _____________________________

Phone: ___________________________ Ext: __________________ Fax: ____________________

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

Check/Credit Card Number: __________________________________________

Expiration: __________________________

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

---

Rates quoted include bringing of service to the exhibit booth. All wiring of electrical work on exhibitor displays are charged on time and material basis. Tagging of equipment for proper voltage, phase, connections, etc. is exhibitor’s responsibility. Exhibitors using sensitive electronic equipment should provide their own power conditioning. BOCO Enterprises and/or Suburban Collection Showplace are not responsible for voltage or frequency variances. **FULL PAYMENT must accompany order to receive advance rate. NO EXCEPTIONS!** Advanced ordering deadline: Five (5) days prior to 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. Prices subject to change at discretion of BOCO Enterprises only.

---

### Exhibitor Booth Cleaning

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

**One Time Cleaning (Optional)**

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

- Total booth sq. ft. x .15
- X _______ show days = _______

**Nightly cleaning services (Optional)**

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

- Total booth sq. ft. x .11
- X one (1) show day = _______

---

### Phone Services

All credit card machines, lap tops, fax machines, etc must be programmed to dial “9” for all outgoing calls. Data transmission capabilities are limited and exhibitors should inquire if there are questions concerning the compatibility of any equipment with BOCO Enterprises, Inc. phone system. Customers are responsible for all local and long distance charges made on phone lines from move-in through move-out of show. Billing for all additional charges will be at a later date.

- **QTY**
- **Phone Services**
- **Advance**
- **Floor**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Phone Services</th>
<th>Advance</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Telephone services – outgoing calls</td>
<td>$150</td>
<td>$175</td>
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<tr>
<td></td>
<td>Telephone services – incoming and outgoing calls</td>
<td>$175</td>
<td>$200</td>
</tr>
<tr>
<td></td>
<td>Internet – See separate order form</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*All internet services provided ON-SITE by Spectrum. Service is accessed through web browser (wireless or hardwire) & paid for by credit card. The service is $20.00/day with additional charges for IT support.*

---

### WATER/DRAIN/AIR/GAS

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

<table>
<thead>
<tr>
<th>Qty</th>
<th>Service</th>
<th>Advance</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Water</td>
<td>$200</td>
<td>$225</td>
</tr>
<tr>
<td></td>
<td>Drain</td>
<td>$250</td>
<td>$275</td>
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<tr>
<td></td>
<td>Air**</td>
<td>$325</td>
<td>$375</td>
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</table>

**Compressed air connection ½ inch**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Service</th>
<th>Advance</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Gas</td>
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<td>$75.00</td>
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**PAYMENT TOTALS**

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<th>Service</th>
<th>$</th>
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<tbody>
<tr>
<td>Electrical</td>
<td></td>
</tr>
<tr>
<td>Cleaning</td>
<td></td>
</tr>
<tr>
<td>Phone Services</td>
<td></td>
</tr>
<tr>
<td>Water/Drain</td>
<td></td>
</tr>
<tr>
<td>Gas/Air Services</td>
<td></td>
</tr>
</tbody>
</table>

**GRAND TOTAL**

---

**Compressed air connection ½ inch**

Contact BOCO Enterprises, Inc. directly at 248-348-5600 extension 205 for pricing and connection information.

---

**Batch**

**Expiration: ____________

**Check/Credit Card Number

**Expiration: ____________

**Check/Credit Card Number

---
Dear Showplace Exhibitor,

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.

We accept Visa, MasterCard, American Express, Discover and checks as payment. Cancellations made 7-14 days prior to show will be refunded at a rate of 50%. Orders cancelled later than seven days prior to show will result in forfeiture of deposit.

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 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. All customer supplied scatter boxes require at least 30’ of cord sized properly for feed for field connection.

Electrical usage will be metered at the beginning of the show and additional charges, for amounts over the original order will be applied at the floor rate at that time.

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.

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.

Materials and labor for 24 hour power or 240V is a 50% addition to total bill. Labor is billed at $50.00 per hour straight time and $75.00 overtime. For additional needs not listed on this form, call our office for availability and pricing.

Thank you and we hope you enjoy the show!

*Suburban Collection Showplace Management*

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

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

Per the rules, here are the electrical requirements:

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

These types of electrical extension cords below are NOT allowed. **All extension cords MUST have 3 prongs.**

![Extension Cords](image1)

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

![Extension Cords](image2)

Thank you for your cooperation on this matter!!
BoCo Enterprises Internet and Connectivity Form

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

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.

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

Customer—Print Authorized Name
Customer—Authorized Signature
BoCo Enterprises—Print Authorized Name
BoCo Enterprises—Authorized Signature

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

☐ Credit Card    ☐ Amex    ☐ MC    ☐ Visa

Mail to: ATTN: Terri Freytag, BoCo Enterprises, 46100 Grand River, 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.

Credit Card #: ___________________________  Ex. Date: ________  Security Code: ______

Card Holder Name (print) ___________________________  Card Holder Name (signature) ___________________________  Date __________
BoCo ENTERPRISES
TERMS & CONDITIONS FOR TECHNOLOGY SERVICES
BoCo Enterprises-Suburban Collection Showplace

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

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

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

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

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

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

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

8. EQUIPMENT COMPLIANCE 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.