EVENT DETAILS

Re: Southeastern Michigan Fire Chiefs Expo
April 17, 2019
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 (black/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:  293493

To qualify for Advance Rates, your order(s) with payment must be received by us no later than 5:00 pm EST on Tuesday, April 9, 2019. 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 16th  9:00 am – 4:00 pm
Wednesday, April 17th  7:00 am – 9:00 am
EVENT DETAILS CONTINUED

Exhibit Hours

Tuesday, April 16th     5:30 pm – 8:00 pm (Vehicles Reception)
Wednesday, April 17th  10:00 am – 3:00 pm

ADVANCED WAREHOUSE SHIPMENTS  ** NEW ADDRESS **

Advanced Warehouse shipments will be accepted from March 15th through April 15th. 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 #
Southeastern Michigan Fire Chiefs 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. See above dates and times. If any shipments are received before this date, you will be charged the Advance Warehouse rates.

Onsite Shipping Address:

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

**Exhibitor Move-Out**

Wednesday, April 17th 3:00 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 17th. Freight can be picked up that evening until 5:00 pm or freight can be picked up on April 18th 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.

**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.
**REQUIRED CREDIT CARD AUTHORIZATION**

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

<table>
<thead>
<tr>
<th>Credit Card Information:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Personal Credit Card</td>
<td>□ Debit Card</td>
<td>□ Company Credit Card</td>
<td></td>
</tr>
<tr>
<td>Card Type:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Visa</td>
<td>□ MasterCard</td>
<td>□ American Express</td>
<td></td>
</tr>
</tbody>
</table>

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

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

EXHIBITOR-APPOINTED CONTRACTOR NOTIFICATION:

SHOW NAME: Southeastern Michigan Fire Chiefs Expo
LOCATION: Suburban Collection Showplace
SHOW DATE: April 17, 2019

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.

EXHIBITING FIRM:

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

EXHIBITING FIRM ADDRESS:

EXHIBITOR-APPOINTED CONTRACTOR (EAC):

- 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.

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

<table>
<thead>
<tr>
<th>A. Standard Tables (30” high)</th>
<th>Covered &amp; Skirted</th>
<th>Plain (no cover/skirt)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2’ x 4’</td>
<td>20210-0001CS</td>
<td>20210-0001</td>
</tr>
<tr>
<td>2’ x 6’</td>
<td>20210-0002CS</td>
<td>20210-0002</td>
</tr>
<tr>
<td>2’ x 8’</td>
<td>20210-0003CS</td>
<td>20210-0003</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Counter Tables (42” high)</th>
<th>Covered &amp; Skirted</th>
<th>Plain (no cover/skirt)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2’ x 4’</td>
<td>20220-0001CS</td>
<td>20220-0001</td>
</tr>
<tr>
<td>2’ x 6’</td>
<td>20220-0002CS</td>
<td>20220-0002</td>
</tr>
<tr>
<td>2’ x 8’</td>
<td>20220-0003CS</td>
<td>20220-0003</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Covered Table Top Riser (12” high)</th>
<th>Covered &amp; Skirted</th>
<th>Plain (no cover/skirt)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’ x 1’</td>
<td>20290-0001</td>
<td></td>
</tr>
<tr>
<td>6’ x 1’</td>
<td>20290-0002</td>
<td></td>
</tr>
<tr>
<td>8’ x 1’</td>
<td>20290-0003</td>
<td></td>
</tr>
</tbody>
</table>

* 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*. Estimated seating capacities are as follows: 4’ table - 4 people, 6’ table - 6 people, 8’ table - 8 people.

<table>
<thead>
<tr>
<th>A. 60” Diameter Banquet Tables</th>
<th>Covered &amp; Skirted</th>
<th>Plain (no cover/skirt)</th>
</tr>
</thead>
<tbody>
<tr>
<td>30” High</td>
<td>20230-0002CS</td>
<td>20230-0002</td>
</tr>
<tr>
<td>42” High</td>
<td>20240-0007CS</td>
<td>20240-0007</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. 6’ Crescent Serpentine Tables</th>
<th>Covered &amp; Skirted</th>
<th>Plain (no cover/skirt)</th>
</tr>
</thead>
<tbody>
<tr>
<td>30” High</td>
<td>20230-0003CS</td>
<td>20230-0003</td>
</tr>
<tr>
<td>42” High</td>
<td>20240-0008CS</td>
<td>20240-0008</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. 30” Diameter Cocktail Tables</th>
<th>Covered &amp; Skirted</th>
<th>Plain (no cover/skirt)</th>
</tr>
</thead>
<tbody>
<tr>
<td>30” High</td>
<td>20230-0001CS</td>
<td>20230-0001</td>
</tr>
<tr>
<td>42” High</td>
<td>20240-0005CS</td>
<td>20240-0005</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. 30” Dia. Cocktail Tables w/ Black Form-Fitted Skirt</th>
<th>Covered &amp; Skirted</th>
<th>Plain (no cover/skirt)</th>
</tr>
</thead>
<tbody>
<tr>
<td>42” High</td>
<td>20240-0005DS</td>
<td>N/A</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 28"
- **Material:** Metal

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

## Pegboard
- **Item #20620-0015** (vertical)
- **Item #20620-0010** (horizontal)
- **Color:** Brown
- **Size:** 4'x8' (vertical or horizontal)
- **Material:** Metal frame, wood panel

## Tackboard
- **Item #20620-0025** (vertical)
- **Item #20620-0020** (horizontal)
- **Color:** Grey
- **Size:** 4'x8' (vertical or horizontal)
- **Material:** Metal frame, wood panel with Velcro® receptive fabric covering

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

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

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

Item #20620-0005  
Color: Chrome  
Size: 5'H x 6'W  
Material: Steel

**Rope & Stanchion**

Item #20900-0001 (stanchion)  
Item #20900-0005 (8' long burgundy velour rope)  
Item #20900-0007 (7' long red braided rope)  
Color: Chrome stanchion, burgundy or red rope  
Size: 39'H stanchion, 8' or 7' L rope  
Material: Steel/fabric (velour/braided nylon)

**Waste Baskets**

Item #20620-0040 (7 Gallon)  
Item #20620-0045 (30 Gallon-not shown)  
Color: Black  
Material: Plastic

**Swivel Spotlight**

Item #20620-0030  
Color: White  
Size: 100 watt +

**Booth Draping & Hardware**

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

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

<table>
<thead>
<tr>
<th>Height</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>3' high</td>
<td>20545-0001</td>
</tr>
<tr>
<td>8' high</td>
<td>20540-0001</td>
</tr>
<tr>
<td>12' high</td>
<td>20550-0001</td>
</tr>
<tr>
<td>16' high</td>
<td>20560-0001</td>
</tr>
<tr>
<td>16' 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>Aluminum</td>
<td>20130-0001</td>
</tr>
<tr>
<td>Base plate</td>
<td>20120-0001</td>
</tr>
<tr>
<td>3' aluminum</td>
<td>20120-0002</td>
</tr>
<tr>
<td>Base plate</td>
<td>20110-0001</td>
</tr>
<tr>
<td>8' aluminum</td>
<td>20110-0002</td>
</tr>
<tr>
<td>Base plate</td>
<td>20140-0003</td>
</tr>
<tr>
<td>12' aluminum</td>
<td>20140-0001</td>
</tr>
<tr>
<td>Base plate</td>
<td>20140-0005</td>
</tr>
<tr>
<td>16' aluminum</td>
<td>20140-0004</td>
</tr>
</tbody>
</table>

**Drape Only**

<table>
<thead>
<tr>
<th>Height</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>3' high</td>
<td>20535-0001</td>
</tr>
<tr>
<td>8' high</td>
<td>20510-0001</td>
</tr>
<tr>
<td>12' high</td>
<td>20515-0001</td>
</tr>
<tr>
<td>16' high</td>
<td>20520-0BL16</td>
</tr>
<tr>
<td>16' velour</td>
<td>20520-0BK16</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).

**12' high Banjo Cloth drape colors:**

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

*French Blue, Orange, Purple & Tie Dye drape available in limited quantities. (Orange, Purple & Tie Dye available in 8' high panels only).
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 Tables (30” High)

<table>
<thead>
<tr>
<th>QTY x ITEM</th>
<th>ADVANCE</th>
<th>FLOOR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2' x 4' Plain</td>
<td>32.94</td>
<td>42.00</td>
<td></td>
</tr>
<tr>
<td>2' x 4' Covered &amp; Skirted (skirted 4 sides)</td>
<td>58.28</td>
<td>73.00</td>
<td></td>
</tr>
<tr>
<td>2' x 6' Plain</td>
<td>41.81</td>
<td>53.00</td>
<td></td>
</tr>
<tr>
<td>2' x 6' Covered &amp; Skirted</td>
<td>72.21</td>
<td>91.00</td>
<td></td>
</tr>
<tr>
<td>2' x 8' Plain</td>
<td>50.68</td>
<td>64.00</td>
<td></td>
</tr>
<tr>
<td>2' x 8' Covered &amp; Skirted</td>
<td>86.15</td>
<td>108.00</td>
<td></td>
</tr>
<tr>
<td>4th side skirted optional</td>
<td>25.34</td>
<td>32.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QTY x ITEM</th>
<th>ADVANCE</th>
<th>FLOOR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>30” Dia. Round Plain</td>
<td>48.78</td>
<td>61.00</td>
<td></td>
</tr>
<tr>
<td>30” Dia. Round Covered &amp; Skirted</td>
<td>74.11</td>
<td>93.00</td>
<td></td>
</tr>
<tr>
<td>60” Dia. Round Plain</td>
<td>69.10</td>
<td>87.00</td>
<td></td>
</tr>
<tr>
<td>60” Dia. Round Covered &amp; Skirted</td>
<td>99.81</td>
<td>125.00</td>
<td></td>
</tr>
<tr>
<td>6’ Crescent Serpentine Plain</td>
<td>69.10</td>
<td>87.00</td>
<td></td>
</tr>
<tr>
<td>6’ Crescent Serpentine Cov’d &amp; Skirted</td>
<td>99.81</td>
<td>125.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QTY x ITEM</th>
<th>ADVANCE</th>
<th>FLOOR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>30” Dia. Round Plain</td>
<td>66.54</td>
<td>84.00</td>
<td></td>
</tr>
<tr>
<td>30” Dia. Round Covered &amp; Skirted</td>
<td>90.85</td>
<td>114.00</td>
<td></td>
</tr>
<tr>
<td>30” Dia. Round w/ Black Form-Fitted Skirt</td>
<td>90.85</td>
<td>114.00</td>
<td></td>
</tr>
<tr>
<td>60” Dia. Round Plain</td>
<td>89.57</td>
<td>112.00</td>
<td></td>
</tr>
<tr>
<td>60” Dia. Round Covered &amp; Skirted</td>
<td>119.00</td>
<td>149.00</td>
<td></td>
</tr>
<tr>
<td>6’ Crescent Serpentine Plain</td>
<td>89.57</td>
<td>112.00</td>
<td></td>
</tr>
<tr>
<td>6’ Crescent Serpentine Cov’d &amp; Skirted</td>
<td>119.00</td>
<td>149.00</td>
<td></td>
</tr>
</tbody>
</table>

### Specialty Tables (42” High)

<table>
<thead>
<tr>
<th>QTY x ITEM</th>
<th>ADVANCE</th>
<th>FLOOR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2' x 4' Plain</td>
<td>54.48</td>
<td>69.00</td>
<td></td>
</tr>
<tr>
<td>2' x 4' Covered &amp; Skirted (skirted 4 sides)</td>
<td>79.81</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>2' x 6' Plain</td>
<td>63.35</td>
<td>80.00</td>
<td></td>
</tr>
<tr>
<td>2' x 6' Covered &amp; Skirted</td>
<td>93.75</td>
<td>118.00</td>
<td></td>
</tr>
<tr>
<td>2' x 8' Plain</td>
<td>72.21</td>
<td>91.00</td>
<td></td>
</tr>
<tr>
<td>2' x 8' Covered &amp; Skirted</td>
<td>107.69</td>
<td>135.00</td>
<td></td>
</tr>
<tr>
<td>4th side skirted optional</td>
<td>25.34</td>
<td>32.00</td>
<td></td>
</tr>
</tbody>
</table>

### Counter Tables (42” High)

<table>
<thead>
<tr>
<th>QTY x ITEM</th>
<th>ADVANCE</th>
<th>FLOOR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2' x 4' Plain</td>
<td>54.48</td>
<td>69.00</td>
<td></td>
</tr>
<tr>
<td>2' x 4' Covered &amp; Skirted (skirted 4 sides)</td>
<td>79.81</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>2' x 6' Plain</td>
<td>63.35</td>
<td>80.00</td>
<td></td>
</tr>
<tr>
<td>2' x 6' Covered &amp; Skirted</td>
<td>93.75</td>
<td>118.00</td>
<td></td>
</tr>
<tr>
<td>2' x 8' Plain</td>
<td>72.21</td>
<td>91.00</td>
<td></td>
</tr>
<tr>
<td>2' x 8' Covered &amp; Skirted</td>
<td>107.69</td>
<td>135.00</td>
<td></td>
</tr>
<tr>
<td>4th side skirted optional</td>
<td>25.34</td>
<td>32.00</td>
<td></td>
</tr>
</tbody>
</table>

### SPECIALTY TABLES (30” HIGH)

### SPECIALTY TABLES (42” HIGH)

### Table Accessories

<table>
<thead>
<tr>
<th>QTY x ITEM</th>
<th>ADVANCE</th>
<th>FLOOR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raise Any Plain Table to 42” high</td>
<td>25.34</td>
<td>32.00</td>
<td></td>
</tr>
<tr>
<td>Raise Any Cov’d &amp; Skirted Table to 42” high</td>
<td>34.21</td>
<td>43.00</td>
<td></td>
</tr>
<tr>
<td>Cover &amp; Skirt for 30” table</td>
<td>38.01</td>
<td>48.00</td>
<td></td>
</tr>
<tr>
<td>Cover &amp; Skirt for 42” table</td>
<td>38.01</td>
<td>48.00</td>
<td></td>
</tr>
<tr>
<td>Table Top Risers (Covered Shelf), 4’ x 1’ x 1’</td>
<td>32.94</td>
<td>42.00</td>
<td></td>
</tr>
<tr>
<td>Table Top Risers (Covered Shelf), 6’ x 1’ x 1’</td>
<td>41.81</td>
<td>53.00</td>
<td></td>
</tr>
<tr>
<td>Table Top Risers (Covered Shelf), 8’ x 1’ x 1’</td>
<td>50.68</td>
<td>64.00</td>
<td></td>
</tr>
<tr>
<td>Switch package table</td>
<td>37.00</td>
<td>47.00</td>
<td></td>
</tr>
</tbody>
</table>

### TOTAL NON-TAXABLE ITEMS

Please check skirt color choice:
- **BLACK**
- **BLUE**
- **BURGUNDY**
- **GOLD**
- **HUNTER GREEN**
- **EXPO GREEN**
- **RED**
- **SILVER**
- **TEAL**
- **WHITE**

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

**DT 2019**
**MISCELLANEOUS BOOTH SUPPLIES**

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

**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.**

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

---

### 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>1.60</td>
</tr>
<tr>
<td></td>
<td>Colored Duct Tape - 2” 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” wide by 25 yd. roll</td>
<td></td>
<td>13.00</td>
</tr>
<tr>
<td></td>
<td>Double Face Carpet Tape - 2” wide by 25 yd. roll</td>
<td></td>
<td>25.00</td>
</tr>
<tr>
<td></td>
<td>Double Face Carpet Tape - 3” wide by 25 yd. roll</td>
<td></td>
<td>34.00</td>
</tr>
<tr>
<td></td>
<td>Clear Plastic Stretch Wrap - 18” wide by 500 yd. roll</td>
<td></td>
<td>60.00</td>
</tr>
<tr>
<td></td>
<td>Clear Plastic Stretch Wrap - 5” 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>1.00</td>
</tr>
<tr>
<td></td>
<td>3/8” wide, Adhesive-backed HOOK &amp; LOOP Velcro Tape (priced per lineal foot)</td>
<td></td>
<td>1.90</td>
</tr>
<tr>
<td></td>
<td>3/4” wide, Adhesive-backed HOOK Velcro Tape (priced per lineal foot)</td>
<td></td>
<td>1.10</td>
</tr>
<tr>
<td></td>
<td>3/4” wide, Adhesive-backed HOOK &amp; LOOP Velcro Tape (priced per lineal foot)</td>
<td></td>
<td>2.20</td>
</tr>
<tr>
<td></td>
<td>1/2” wide, Adhesive-backed Magnetic Tape - “A” Polarity (priced per lineal foot)</td>
<td></td>
<td>.50</td>
</tr>
<tr>
<td></td>
<td>1/2” wide, Adhesive-backed Magnetic Tape - “B” Polarity (priced per lineal foot)</td>
<td></td>
<td>.50</td>
</tr>
<tr>
<td></td>
<td>9” Ball Bungees</td>
<td></td>
<td>7.60</td>
</tr>
</tbody>
</table>

---

**TAXABLE BOOTH SUPPLIES SUB-TOTAL** $  
**ADD 6% MI SALES TAX** $  
**TOTAL MISCELLANEOUS BOOTH SUPPLIES** $
Our 28 ounce plush Premium Booth Carpet provides comfort, style and durability for your booth space flooring. All 21 colors of our Premium Booth Carpet are installed in brand new condition and include installation, removal, padding, all taping, plastic covering and nightly vacuuming throughout the duration of your event. Available in standard sizes 10’x10’, 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:**

<table>
<thead>
<tr>
<th>Beige</th>
<th>Berry</th>
<th>Black</th>
<th>Burgundy</th>
<th>Charcoal</th>
<th>Cobalt</th>
<th>Emerald</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold</td>
<td>Ice</td>
<td>Soft Ivory</td>
<td>Navy</td>
<td>Nu Blue</td>
<td>Peacock</td>
<td>Pewter</td>
</tr>
<tr>
<td>Platinum</td>
<td>Purple</td>
<td>Red</td>
<td>Royal Blue</td>
<td>Silver Cloud</td>
<td>White</td>
<td>Yellow</td>
</tr>
</tbody>
</table>

Our 14 ounce Standard Booth Carpet offers an excellent cost-effective solution for your booth space flooring. Standard Booth Carpet is available in 5 different colors and is installed in clean condition. Prices include installation, removal, edge taping and nightly vacuuming throughout the duration of your event. Optional padding, protective plastic covering and cleaning services are available for an additional charge. Available in standard sizes 10’x10’, 10’x20’, 10’x30’ and 10’x40’. Also available as bulk or aisle carpeting.

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

**Standard Booth Carpet color choices:**

<table>
<thead>
<tr>
<th>Black</th>
<th>Blue</th>
<th>Grey</th>
<th>Green</th>
<th>Red</th>
</tr>
</thead>
</table>
- 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></td>
<td>10' x 10'</td>
<td>129.22</td>
<td>162.00</td>
</tr>
<tr>
<td></td>
<td>10' x 15'</td>
<td>193.20</td>
<td>242.00</td>
</tr>
<tr>
<td></td>
<td>10' x 20'</td>
<td>257.18</td>
<td>322.00</td>
</tr>
<tr>
<td></td>
<td>10' x 30'</td>
<td>361.07</td>
<td>452.00</td>
</tr>
<tr>
<td></td>
<td>10' x 40'</td>
<td>468.75</td>
<td>586.00</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>ADVANCE</th>
<th>FLOOR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2.53 per square foot</td>
<td>3.20 per square foot</td>
</tr>
</tbody>
</table>

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

### CARPET PADDING - SPECIAL SIZE (OPTIONAL)

<table>
<thead>
<tr>
<th>SIZE</th>
<th>ADVANCE</th>
<th>FLOOR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1.17 per square foot</td>
<td>1.50 per square foot</td>
</tr>
</tbody>
</table>

**Check CARPET COLOR:**
- Beige
- Berry
- Black
- Burgundy
- Charcoal
- Cobalt
- Emerald
- Gold
- Ice
- Soft Ivory
- Navy
- Nu Blue
- Peacock
- Pewter
- Platinum
- Purple
- Red
- Royal Blue
- Silver Cloud
- White
- Yellow

Above prices include: installation, removal, edge taping, all taping, plastic covering and nightly vacuuming. Installed in new 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.

### 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></td>
<td>10' x 10'</td>
<td>360.00</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>10' x 15'</td>
<td>540.00</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>10' x 20'</td>
<td>720.00</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>10' x 30'</td>
<td>1080.00</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>10' x 40'</td>
<td>1440.00</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Check CARPET COLOR:**
- Beige
- Berry
- Black
- Burgundy
- Charcoal
- Cobalt
- Emerald
- Gold
- Ice
- Soft Ivory
- Navy
- Nu Blue
- Peacock
- Pewter
- Platinum
- Purple
- Red
- Royal Blue
- Silver Cloud
- White
- Yellow

Above prices include: installation, removal, edge taping, 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></td>
<td>9' x 10'</td>
<td>105.15</td>
<td>132.00</td>
</tr>
<tr>
<td></td>
<td>9' x 15'</td>
<td>158.36</td>
<td>198.00</td>
</tr>
<tr>
<td></td>
<td>9' x 20'</td>
<td>210.31</td>
<td>263.00</td>
</tr>
<tr>
<td></td>
<td>9' x 30'</td>
<td>315.46</td>
<td>395.00</td>
</tr>
<tr>
<td></td>
<td>9' x 40'</td>
<td>420.61</td>
<td>526.00</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></td>
<td>$.46 per square foot</td>
<td>$.60 per square foot</td>
</tr>
</tbody>
</table>

- Protective covering includes installation, removal and taping.
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, contact Art Craft Signs.

---

**A** 33.5” Expert 2 Retractable Banner Stand
- w/ quick change hardware
- Banner Stand with 1-sided SuperFlat Vinyl Graphic:
  - $227.81 /pkg.
  - Includes carry bag

**B** 10 ft Custom Drapery Banner Pkg.
- FULL HEIGHT (Banner size: 115”w x 92”h) $395.14 /pkg.
- HALF HEIGHT (Banner size: 115”w x 63”h) $272.76 /pkg.
- Packages include custom dye-sub printed polyester fabric banner with grommets, sign hooks, ball bungees and nylon carry bag.

**C** 30” wide Custom-Printed Fabric Table Runner
- $76.50 ea.
- (Economy runner - drapes over top and front sides)
- Additional sizes available.

**D** 22”w x 28”h Poster Sign
- 1-sided sign on 4mm corrugated plastic: $35.72 ea.
- 1-sided sign on 3mm PVC w/ protective film: $51.33 ea.
- Additional sizes & materials available.

**E** 15oz Vinyl Banner w/ Grommets
- 6ft wide x 2ft high, 1-sided ....... $56.10 ea.
- 8ft wide x 3ft high, 1-sided ...... $112.20 ea.
- 10ft wide x 4ft high, 1-sided ...... $187.00 ea.
- Additional sizes & materials available.

**F** Adjustable Banner Stand w/ Fabric Graphic:
- Stand w/ 6ft wide x 4ft high 1-sided fabric graphic ...... $208.13 /pkg.
- Stand w/ 8ft wide x 8ft high 1-sided fabric graphic ...... $323.03 /pkg.
- Stand w/ 10ft wide x 8ft high 1-sided fabric graphic ...... $368.03 /pkg.

**G** 8 ft wide Quick-Set Fabric Pop-Up Display
- 8’ Frame with 1-sided Fabric Graphic: $661.50 ea. incl. carry bag
- 10’ Frame with 1-sided Fabric Graphic: $798.00 ea. incl. carry bag

**H** 8 ft wide EZ Tube Fabric Display
- 8’ Curved frame with 1-sided Fabric Graphic: $580.09 ea. incl. carry bag

---

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

**MINIMUM TURN-AROUND TIME ON ALL ITEMS SHOWN 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’, 15’, 20’, 30’ Booths
ask about options for larger booths
i.e. 20’x20’, 15’x20’ etc.

SPECIFICS:
- 10’ DEEP STANDARD
  GRADE CARPET
- BRUSHED ALUMINUM WITH GREY INFILL
  PANELS
- HEADER (NOT BACKLIT) WITH VINYL
  LETTERING
- NIGHTLY VACUUMING

MODULAR DISPLAYS

- MODULAR LIGHT
- SIDES (1 OR 2)
- CLOSET WITH LOCK
- MODULAR SHELVES
- 1M X 1/2M COUNTER
- CURVED RECEPTION COUNTER
- 1/2M X 1/2M COUNTER

UPGRADABLE INFILL PANEL COLORS:
- RED
- DARK YELLOW
- DARK BLUE
- WHITE
- BLACK

OTHER OFFERED COLORS:
Beige, Light Green, Dark Green, Teal, Yellow,
Light Blue, Purple, Light Grey, Orange

FONT OPTIONS:
- Helvetica Bold
  ABCDEFGHIJKLMNOPQRSTUVWXYZ
  abcdefghijklmnopqrstuvwxyz 0123456789
  0123456789
- Times New Roman
  ABCDEFGHIJKLMNOPQRSTUVWXYZ
  abcdefghijklmnopqrstuvwxyz 0123456789
- Eurostile Bold
  ABCDEFGHIJKLMNOPQRSTUVWXYZ
  abcdefghijklmnopqrstuvwxyz 0123456789
Art Craft Display can assist you with designing and building a custom display using our multi-functional aluminum components. The structure is built with brushed aluminum posts and rails. Ask us about available infill panel color options. Let our sign shop print graphics to fit your needs for any style booth that you want to order. All of our custom displays come with our standard grade carpet with an option to upgrade to our premium carpet. Art Craft Display will handle the set-up and tear down of your booth.
Art Craft offers a wide range of display cases; from tall and skinny to short and wide. All cases are built with brushed aluminum hardware and clear acrylic Plexiglass. Lockable doors and/or sliding doors, as well as different lighting options, can be added to any case upon request. We will work with you to select the perfect type of case that will best fit your needs.
Art Craft Display offers a variety of graphic applications for any booth size. Our Sign Shop will work with you to decide what graphic(s) will be best for your booth. Graphics can be applied to modular displays as well as to fabric walls. Your company’s artwork can also be sent to our Sign Shop and be applied to almost anything. We are here to make your exhibiting experience as easy as possible.
Order Deadline: Fourteen (14) days prior to first move-in day.
No refunds, exchanges or credits for any booth package items.
All orders must be accompanied by "Contact & Payment Information" form.
All orders are subject to the enclosed Terms, Conditions and Policies.

MODULAR EXHIBIT BACK WALL

All structures are brushed aluminum with dark grey infill panels. See enclosed brochure for package descriptions and additional infill panel colors (based on availability).

<table>
<thead>
<tr>
<th>QTY.</th>
<th>PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>10' Standard Backwall</td>
<td>960.30</td>
<td></td>
</tr>
<tr>
<td>15' Standard Backwall</td>
<td>1,386.00</td>
<td></td>
</tr>
<tr>
<td>20' Standard Backwall</td>
<td>1,811.70</td>
<td></td>
</tr>
<tr>
<td>30' Standard Backwall</td>
<td>2,663.40</td>
<td></td>
</tr>
</tbody>
</table>

AVAILABLE OPTIONS

<table>
<thead>
<tr>
<th>QTY.</th>
<th>PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modular Shelves</td>
<td>66.00</td>
<td>(ea.)</td>
</tr>
<tr>
<td>2m Sides (1 or 2)</td>
<td>66.00</td>
<td>(ea.)</td>
</tr>
<tr>
<td>Closet with locks (1mW x 1/2mD)</td>
<td>360.00</td>
<td></td>
</tr>
<tr>
<td>Modular Light (does not include power)</td>
<td>42.00</td>
<td>(ea.)</td>
</tr>
</tbody>
</table>

DISPLAY CASES (includes 1 shelf, locking door(s) & lights)

<table>
<thead>
<tr>
<th>QTY.</th>
<th>PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1M Tall x 1M Wide x 1/2M Deep</td>
<td>540.00</td>
<td></td>
</tr>
<tr>
<td>Additional 1M increments (wide)</td>
<td>300.00</td>
<td></td>
</tr>
<tr>
<td>1M Tall x 1 1/2M Wide x 1/2M Deep</td>
<td>660.00</td>
<td></td>
</tr>
<tr>
<td>2 1/2M Tall x 1/2M Wide x 1/2M Deep</td>
<td>540.00</td>
<td></td>
</tr>
<tr>
<td>2 1/2M Tall x 1M Wide x 1/2M Deep</td>
<td>660.00</td>
<td></td>
</tr>
<tr>
<td>Additional Shelf</td>
<td>66.00</td>
<td>(ea.)</td>
</tr>
</tbody>
</table>

COUNTERS (fully enclosed)

<table>
<thead>
<tr>
<th>QTY.</th>
<th>PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1M Tall x 1/2M Wide x 1/2M Deep</td>
<td>132.00</td>
<td></td>
</tr>
<tr>
<td>1M Tall x 1M Wide x 1/2M Deep</td>
<td>264.00</td>
<td></td>
</tr>
<tr>
<td>Curved Reception Counter (1m Tall)</td>
<td>330.00</td>
<td></td>
</tr>
<tr>
<td>Locking Door</td>
<td>68.75</td>
<td>(ea.)</td>
</tr>
</tbody>
</table>

TOTAL MODULAR EXHIBIT RENTAL $________
DISPLAY CASE/COUNTER CHARGES $________
UPGRADE CHARGE $________
TOTAL LOGO/GRAPHICS CHARGES $________
GRAND TOTAL $________

Please Note: Art Craft Display reserves the right to charge customer for cleaning and/or replacement of modular components damaged by customer applied graphics, or if customer modifies components in any way.

Credit Card Information
Required with All Orders.

INFILL PANEL UPGRADES

- Red
- Blue
- Dark Yellow
- White
- Black
- Other (specify)

Other offered colors: (based on availability)
- Beige,
- Light Green,
- Dark Green,
- Yellow,
- Light Blue
- Purple,
- Light Grey,
- Orange

*Upgrade Charge: Add $300 per 10’ Increment

LOGO and/or GRAPHICS

- Not Required
- Required - Please contact Art Craft Display Sign Shop for rates and information - (800) 878-0710 or signshop@artcraftdisplay.com

ITEMS INCLUDED WITH BACK WALLS

Please select the color and font below for your personalized booth header.

MODULAR HEADER COPY OPTIONS

- LETTERING COLOR:  
  - Black
  - Red
  - White
  - Blue

- HEADER PANEL COPY:  (one line)
  - Eurostile Bold
  - Helvetica Bold
  - Times New Roman

CARPET COLOR SELECTION

- Black
- Blue
- Hunter Green
- Grey
- Red

* Above prices include: installation, removal, edge taping only, and nightly vacuuming. Installed in clean condition. Dye lot guaranteed on combination orders of 10’ wide stock. Floor Orders for all carpet related items are subject to availability. Please order in advance.

THIS FORM IS TO BE USED EXCLUSIVELY BY Art Craft Display Inc., AND THEIR CLIENTS. DT 2019
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.

LABOR SERVICE

PLAN ☐ 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 $36.50 on installation and $36.50 on dismantling.

PLAN ☐ 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: 65.25 Per Man/Per Hour FLOOR: 82.00 Per Man/Per Hour

EXHIBITOR: PLEASE COMPLETE SECTION BELOW

INSTALLATION LABOR REQUEST

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

☐ PLAN ☐ EXHIBITOR SUPERVISION Supervisor will be:

# of laborers Time Day of Week Date Approx. Hrs. Rate Estimated Total

__ at ____________ on ______________ for ______ x $________ per hr. = $________

__ at ____________ on ______________ for ______ x $________ per hr. = $________

TOTAL ESTIMATED INSTALLATION LABOR $____

DISMANTLE LABOR REQUEST

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

☐ PLAN ☐ EXHIBITOR SUPERVISION Supervisor will be:

# of laborers Time Day of Week Date Approx. Hrs. Rate Estimated Total

__ at ____________ on ______________ for ______ x $________ per hr. = $________

__ at ____________ on ______________ for ______ x $________ per hr. = $________

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

TOTAL ESTIMATED DISMANTLE LABOR $____

IF AC SUPERVISION, ADD 25% or $36.50 MINIMUM FOR INSTALLATION & DISMANTLE $____

TOTAL ESTIMATED LABOR $____

Credit Card Information Required with All Orders.
HIGH LIFT / SIGN & BANNER HANGING

- 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.

<table>
<thead>
<tr>
<th>RATES</th>
<th>(One hour minimum Move-In / One hour minimum Move-Out)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIGH LIFT/SIGN &amp; BANNER HANGING</td>
<td>ADVANCE: 227.00 Per Hour</td>
</tr>
</tbody>
</table>

EXHIBITOR: PLEASE COMPLETE SECTION BELOW

### HIGH LIFT / SIGN & BANNER INSTALLATION REQUEST

<table>
<thead>
<tr>
<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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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

TOTAL ESTIMATED INSTALLATION LABOR $ 

### HIGH LIFT / SIGN & BANNER REMOVAL REQUEST

<table>
<thead>
<tr>
<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>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

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

TOTAL ESTIMATED REMOVAL LABOR $ 

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

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

- Art Craft Display, Inc. may also, at its sole discretion, refuse to hang 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.
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.
All shipments must be sent labeled as follows:

TO: (EXHIBITING FIRM NAME) BOOTH #________
FOR: (EVENT NAME & DATE)
46100 GRAND RIVER AVE., SUITE B
NOVI, MI  48374

WHERE TO SHIP

ADVANCED WAREHOUSE

- All shipments must be sent labeled as follows:
  TO: (EXHIBITING FIRM NAME) BOOTH #________
  FOR: (EVENT NAME & DATE)
  46100 GRAND RIVER AVE., SUITE B
  NOVI, MI  48374

ONSITE SHIPPING

- All shipments must be sent labeled as follows:
  TO: (EXHIBITING FIRM NAME) BOOTH #________
  FOR: (EVENT NAME & DATE)
  C/O ART CRAFT DISPLAY, INC.
  46100 GRAND RIVER AVENUE
  NOVI, MI  48374

- All pieces should be labeled separately. Please use the enclosed shipping labels to expedite your shipment. You may make additional copies as needed.

- ABSOLUTELY NO PERISHABLE OR HAZARDOUS MATERIALS

Credit Card Information
Required with All Orders.

RATE SCHEDULE and TABLE

<table>
<thead>
<tr>
<th>Under 5,000 pounds</th>
<th>5001 - 15,000 pounds</th>
<th>Over 15,000 pounds</th>
</tr>
</thead>
<tbody>
<tr>
<td>INBOUND RATES w/ADVANCED WAREHOUSING</td>
<td>$.53 per lb.</td>
<td>$.48 per lb.</td>
</tr>
<tr>
<td>INBOUND RATES ONSITE</td>
<td>$.40 per lb.</td>
<td>$.35 per lb.</td>
</tr>
<tr>
<td>OUTBOUND RATES</td>
<td>$.40 per lb.</td>
<td>$.35 per lb.</td>
</tr>
<tr>
<td>ENVELOPE RATES</td>
<td>$25.00 per envelope</td>
<td></td>
</tr>
</tbody>
</table>

SPECIAL CHARGES

ALL SHIPMENTS MUST BE RECEIVED AT OUR WAREHOUSE BETWEEN 3 AND 30 DAYS PRIOR TO FIRST MOVE-IN DATE. SHIPMENTS RECEIVED WITHIN THE THREE (3) DAY PERIOD MAY BE SUBJECT TO LATE SHIPMENT OR SPECIAL HANDLING CHARGES.

Exhibitor: Please complete this section.

**A** 
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)

**B** 
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 **A** $________
TOTAL EST. OUTBOUND FREIGHT HANDLING CHARGES **B** $________
BANDING SERVICES: ____ pcs. @ $26.00 / piece
SHRINK WRAP SERVICES: ____ pcs. @ $26.00 / piece
ENVELOPES: ____ envelopes @ $25.00 / envelope

Credit Card Information
Required with All Orders.

- 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.
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:
Southeastern Michigan Fire Chiefs Expo
LOCATION:
Suburban Collection Showplace  April 17, 2019

PIECE # ____________________________  OF  _____________________________  TOTAL PIECES
CARRIER: ___________________________________________________________________________

PLEASE LABEL EACH PIECE

DT 2019
TO: _______________________________________________  
(EXHIBITING FIRM NAME)                                    (BOOTH #)  
C/O ART CRAFT DISPLAY, INC.  
46100 GRAND RIVER AVE.  
NOVI, MI  48374  
1 (248) 380-0843  
detroit@artcraftdisplay.com  

EVENT NAME: 
Southeastern Michigan Fire Chiefs Expo  
LOCATION: 
Suburban Collection Showplace   April 17, 2019  

PIECE # ____________________________  OF  _____________________________  TOTAL PIECES  
CARRIER: ___________________________________________________________________________  

PLEASE LABEL EACH PIECE
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>116.00 per hour</td>
<td>145.00 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.

EXHIBITOR: Please complete this section

<table>
<thead>
<tr>
<th>TIME</th>
<th>DATE</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOVES IN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM on</td>
<td>for ___ hours x $ ___ per hr. = $ ___</td>
<td></td>
</tr>
</tbody>
</table>

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.
Telescop[ing 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.

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

---

**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 accommodates 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.

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.*

**POP-UP DISPLAYS**

All pop-up displays and accessories include material handling fees, show-site installation / dismantle, light(s) and black, Velcro-receptive fabric covering

<table>
<thead>
<tr>
<th>QTY.</th>
<th>ITEM NUMBER</th>
<th>DESCRIPTION</th>
<th>ADVANCE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20650-0005</td>
<td>A. 6' wide Curved Tabletop Pop-Up Display (60' tail)</td>
<td>328.13</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20650-0010</td>
<td>B. 8' wide Curved Tabletop Pop-Up Display (60' tail)</td>
<td>366.13</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20650-0015</td>
<td>C. 8' wide Curved Floor Pop-Up Display (89' tail) - includes case-to-counter conversion kit</td>
<td>581.51</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20650-0020</td>
<td>D. 10' wide Curved Floor Pop-Up Display (89' tail) - includes case-to-counter conversion kit</td>
<td>619.51</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></td>
<td>20650-0075</td>
<td>A. 48&quot; w x 24&quot; h ShowStyle Folding Display</td>
<td>103.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20650-0080</td>
<td>B. 74&quot; w x 36&quot; h ShowMax Folding Display</td>
<td>207.00</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></td>
<td>20670-0005</td>
<td>Small Telescoping Freestanding Banner Stand (28'-48&quot; w x 37'-95&quot; h)</td>
<td>72.57</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20670-0010</td>
<td>Large Telescoping Freestanding Banner Stand (52'-95&quot; w x 36'-95&quot; h)</td>
<td>82.41</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></td>
<td>20670-0035</td>
<td>6' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height)</td>
<td>89.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20670-0040</td>
<td>8' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height)</td>
<td>100.09</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20670-0045</td>
<td>10' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height)</td>
<td>110.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20670-0050</td>
<td>6' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height)</td>
<td>103.89</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20670-0055</td>
<td>8' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height)</td>
<td>120.36</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20670-0060</td>
<td>10' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height)</td>
<td>127.96</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></td>
<td>20670-0080</td>
<td>Clamp-on Halogen Light - for use with Telescoping banner stands</td>
<td>40.59</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20650-0025</td>
<td>Extra Halogen Display Light Fixture w/ Bulb - for use with Pop-Up displays</td>
<td>40.59</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL NON-TAXABLE DISPLAY ITEMS $**

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

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

The Terms, Conditions and Policies set forth below constitute 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 FULL PAYMENT IS RECEIVED, OR WHEN THE EQUIPMENT IS DELIVERED TO EXHIBITOR, OR WHEN THE AGREEMENT IS SIGNED AND RETURNED TO ART CRAFT;
- WHEN ANY SERVICE OR EQUIPMENT ORDER IS PLACED BY AN EXHIBITOR WITH ART CRAFT;
- WHEN ANY WORK IS PERFORMED ON BEHALF OF EXHIBITOR, BY LABOR SECURED THROUGH ART CRAFT;
- WHEN THE EQUIPMENT IS DELIVERED TO THE EXHIBITOR, WHERE SCHEDULED DELIVERY HAS OCCURRED AND NO CLAIM HAS BEEN MADE WITHIN 30 DAYS;
- WHEN THE EQUIPMENT IS DELIVERED TO THE EXHIBITOR, WHERE SCHEDULED DELIVERY HAS OCCURRED AND NO CLAIM HAS BEEN MADE WITHIN 30 DAYS;
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MATERIAL HANDLING: GENERAL CONDITIONS AND POLICIES

CONTRACTUAL AGREEMENT

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

WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO ART CRAFT OR TO THE SHOW SITE FOR WHICH ART CRAFT IS THE OFFICIAL SHOW CONTRACTOR:

- When any service, payment or order form is returned to ART CRAFT AND RECEIVED; OR
- When any freight is received by ART CRAFT for an Exhibitor with written authorization of the Exhibitor.

WHEN ANY WORK IS PERFORMED ON BEHALF OF EXHIBITOR, BY LABOR SECURED THROUGH ART CRAFT.

CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED 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. Upon completion, all ART CRAFT invoices are due and payable within 10 days of receipt. Failure to make payment in full will result in an interest charge of 1.5% per month on the outstanding balance. Invoices for security services are due and payable upon receipt. Additional charges will be made by ART CRAFT on any shipments if they require RECREATING, PALLETTING, 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, on-stacking, side door unloading/reloading, ground unloading/reloading).

2. TYPES OF FREIGHT:

   Artworks and objects of art, namely original paintings, drawings, etchings, watercolors, tapestries or sculptures.

   Artworks shall be handled in or at EXHIBITOR'S BOOTH. No allergies, 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 the above freight items will be charged to the Exhibitor.

3. PACKAGING AND CRATES:

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

4. INBOUND SHIPMENT:

   Shipments will be received with PREPAID carrier charges only. Collect shipments will be refused. Standard shipping hours are M-F 8am to 4:30pm EST. All inbound shipments are required to have a bill of lading or delivery slip which includes the number of pieces, material description, weight and clearly marked with exhibiting firm name and booth number. Copies of these documents should be mailed to us in advance. Shipments received without required paperwork will be delivered to your booth without guarantee of piece count. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipments to your booth and your arrival, and during such time the materials may be lost.

5. OUTBOUND SHIPMENT:

   All outbound shipments will be sent COLLECT OR PREPAID by EXHIBITOR. Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual shipment of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. ART CRAFT shall not be responsible for any loss, damage, theft, or disappearance of EXHIBITOR'S MATERIALS before such materials have been picked up by the Exhibitor's carrier at the docks. All outbound Shipping Authorization Headquarters will be advised of all outbound Shipping Authorization. ART CRAFT will check the status of pick-up from the booth and correctors will be made where discrepancies exist between the quantities of items listed by EXHIBITOR and the actual count of such items in the booth at the time of pick-up. If the Exhibitor designated carrier fails to remove your freight by the time for pick-up, your shipment will be reshipped by ART CRAFT at your expense. ART CRAFT reserves the right to hold outbound freight until payment of all drayage invoices is satisfied.

6. ABANDONED FREIGHT:

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

7. ART CRAFT'S LIMITS OF LIABILITY:

   ART CRAFT reserves the right to HOLD outbound freight until payment of all drayage invoices is satisfied. ART CRAFT reserves the right to HOLD outbound freight until payment of all drayage invoices is satisfied. ART CRAFT reserves the right to HOLD outbound freight until payment of all drayage invoices is satisfied.

8. ART CRAFT'S RESPONSIBILITY:

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

9. ART CRAFT'S LIMITS OF LIABILITY:

   A. CUS Values for Loss:

   Claims for loss or damage must be filed within nine (9) months after the delivery of the property, except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has lapsed. In no event shall a suit or action be brought against ART CRAFT more than two (2) years and one (1) day from the day when written notice is given by ART CRAFT to EXHIBITOR that the claim is disallowed. Receipt of shipment by consignee or consignee's agent within written notification or damage or loss will be prima facie evidence that the shipment was delivered in good condition.

   B. PAYMENT FOR SERVICES MAY NOT BE WITHHELD:

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

   C. MAXIMUM RECOVERY:

   If found liable for any loss, ART CRAFT's sole and exclusive remedy is limited to $5.00 per pound on all claims, or 100.00 per shipment, whichever is less. When a declaration is made, liability shall be no greater than the declared value of the shipment. DECLARATION OF VALUE LIMITS LIABILITY FOR MATERIALS, AND NOT TO ANY OTHER SERVICES PROVIDED BY ART CRAFT INCLUDING, WITHOUT LIMITATION, MATERIAL HANDLING SERVICES.

   D. BREACH OF CONTRACT OR NEGLIGENCE:

   ART CRAFT'S LIABILITY SHALL BE LIMITED TO ANY LOSS OR DAMAGE WHICH RESULTS SOLELY FROM ART CRAFT'S NEGLIGENCE IN THE ACTUAL PERFORMANCE OF ITS SERVICES. ART CRAFT WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER MATERIALS HAVE BEEN AT THE EXHIBITOR'S DIRECTION UNLOADED AT THE EXHIBITOR'S SITE. ART CRAFT hereby disclaims any responsibility for requiring special delivery arrangements. Additional charges will be made on any shipments if they require RECREATING, PALLETTING, 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, on-stacking, side door unloading/reloading, ground unloading/reloading).

   E. DAMAGE. In no event shall ART CRAFT be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, or consequential damages, whether such damages occur either prior to or subsequent to, or are alleged as a result of tortious conduct, failure of the equipment or services of ART CRAFT or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if ART CRAFT has been advised or has notice of the possibility of such damages, or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of use or interruption of business, or other consequential or incidental income or economic loss.

   F. DECREED VALUE:

   Declared value is available only on AIR Shipment. The value paid for applying valuation charges shall be determined by the shipper's declared value for carriage by the actual weight of the shipment.

   a. Artworks and objects of art, namely original paintings, drawings, etchings, watercolors, tapestries or sculptures.

   b. Glass shipments including costume jewelry, furs, and trimmed clothing.

   c. Personal effect, including without limitation papers and documents.

   d. Liability for damage to shipments containing glass shall be limited to $50.00. Shipments with declared value exceeding $50.00 will not be accepted. If not accepted, liability will be limited to $50.00. Glass shipments including costume jewelry, furs, and trimmed clothing.

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

   f. PAYMENT FOR SERVICES MAY NOT BE WITHHELD:

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

   g. DECLARED VALUE LIMITS LIABILITY FOR MATERIALS, AND NOT TO ANY OTHER SERVICES PROVIDED BY ART CRAFT INCLUDING, WITHOUT LIMITATION, MATERIAL HANDLING SERVICES.

   h. BREACH OF CONTRACT OR NEGLIGENCE:

   ART CRAFT'S LIABILITY SHALL BE LIMITED TO ANY LOSS OR DAMAGE WHICH RESULTS SOLELY FROM ART CRAFT'S NEGLIGENCE IN THE ACTUAL PERFORMANCE OF ITS SERVICES. ART CRAFT WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER MATERIALS HAVE BEEN AT THE EXHIBITOR'S DIRECTION UNLOADED AT THE EXHIBITOR'S SITE. ART CRAFT hereby disclaims any responsibility for requiring special delivery arrangements. Additional charges will be made on any shipments if they require RECREATING, PALLETTING, 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, on-stacking, side door unloading/reloading, ground unloading/reloading).
| DESKTOPS | Intel Pentium IV 3.0ghz, 1g/40g, DVD, 3 USB Ports Windows XP Pro |
| LAPTOPS | Intel Core 2 Duo 3.0ghz, 2g/160g/DVD-CDRW 4 USB Ports, Ethernet Port, Windows 7 Pro |
| LAPTOPS | Intel i5 2.53ghz, 4g/250g/DVD 14.1” Wide Screen, 3 USB ports, SD Media Slot, Ethernet Port, WIFI, Windows 7 Pro |
| LAPTOPS | Intel i7 2.3ghz, 8g/500g/DVD-CDRW 15.4” Wide Screen, 256mb Video Ram, 3 USB ports, SD Media Slot, Ethernet Port, WIFI, Windows 7 Pro |
| DISPLAYS | 17” & 19”LCD Monitor, Max Resolution 1024x768 4:3 Ratio, VGA Connection |
| DISPLAYS | 20” LCD Monitor, Max Resolution 1680x1050 16:9 Ratio, VGA, DVI-D Connection |
| DISPLAYS | 24” LCD Monitor, Max Resolution 1920x1080 16:9 Ratio, VGA, HDMI Connection |
| DISPLAYS | 32” LCD/LED Monitor, 1920x1080p 16:9 Ratio, VGA, HDMI Composite, Component, Audio Ports & Speakers |

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 |
| --- | --- |
| 47” LCD Monitor, 1920x1080p  
16:9 Ratio, 120hz, VGA, Composite, Component, HDMI & Audio Ports, Speakers |
| 50” LED Monitor, 1920x1080p  
16:9 Ratio, 120hz, VGA, Composite, Component, HDMI & Audio Ports, Speakers |
| 55” LCD/LED Monitor, 1920x1080p  
16:9 Ratio, 120hz, VGA, Composite, Component, HDMI & Audio Ports, Speakers |
| 70” LED SMART Monitor, 1920x1080p  
16:9 Ratio, 120hz, VGA, Composite, Component, HDMI & Audio Ports, Speakers |
| 80” LED SMART Monitor, 1920x1080p  
16:9 Ratio, 120hz, VGA, Composite, Component, HDMI & Audio Ports, Speakers |
| TOUCHSCREENS | 23” LCD Touchsmart PC, Intel CI 2.3ghz, 4g/1tb, DVD, Ethernet, WIFI, Keyboard, Mouse, Speakers  
Max Resolution 1920x1080p, 16:9 Ratio |
<table>
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<tr>
<th>DISPLAY ACCESSORIES</th>
<th>6Ft. Dual Post Floor Stand option for displays</th>
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<tr>
<td></td>
<td>Wall mount option for displays</td>
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<tr>
<td></td>
<td>Accessory shelf option for dual post stands</td>
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<td>PRINTERS</td>
<td>HP Laserjet 4240n 40ppm, USB, Ethernet, Par. Connections</td>
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<td>HP Laserjet 2025n 20ppm Color, 20ppm B&amp;W USB, Ethernet Connections</td>
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<td>HP 4345 Multi Function/Copy Machine, B&amp;W 45ppm, USB, Ethernet Connection</td>
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<tr>
<td></td>
<td>HP 4370 Multi Function/Copy Machine, Color 30ppm, USB, Ethernet Connection</td>
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</tbody>
</table>

Ph# 586-268-7443, Fax 586-268-7583
www.sales@completecomputerrentals.com
<table>
<thead>
<tr>
<th>MISC. CONT.</th>
<th>Description</th>
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<tbody>
<tr>
<td><img src="image1.png" alt="Image" /></td>
<td>DVD HD and Blu-Ray Players</td>
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| ![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

Rentals rates are for entire show and include support.

### LAPTOPS

<table>
<thead>
<tr>
<th>QTY</th>
<th>Equipment</th>
<th>SHOW RATE</th>
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<tbody>
<tr>
<td>I5 2.53GHz, 4G/250G HD, DVD-CDRW, WIN 7</td>
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<td>I7 2.3GHz, 8G/500G HD, DVD-CDRW, WIN 7 1080p HD</td>
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<td>I7 2.6GHz, 32G/1TB HD, WIN 10 1080p HD</td>
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### DISPLAYS

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<th>Total</th>
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<td>75 or 100 or 130.00</td>
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<td>24&quot; 1920x1080p HD w/HDMI, VGA</td>
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<td>32&quot; 1920x1080p HD w/HDMI, VGA &amp; speakers</td>
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<td>40&quot; 1920x1080p HD SMART w/HDMI &amp; speakers</td>
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<td>42&quot; 1920x1080p HD w/HDMI, VGA &amp; speakers</td>
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<td>47&quot; 1920x1080p HD w/HDMI, VGA &amp; speakers</td>
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<td>50&quot; 1920x1080p HD w/HDMI, VGA &amp; speakers</td>
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<td>55&quot; 1920x1080p HD w/HDMI, VGA &amp; speakers</td>
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<td>55&quot; 4K 2160p UHD SMART w/HDMI &amp; speakers</td>
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</tr>
<tr>
<td>70&quot; 1920x1080p HD SMART w/HDMI, VGA &amp; speakers</td>
<td>925.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>80&quot; 1920x1080p HD SMART w/HDMI, VGA &amp; speakers</td>
<td>1650.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TOUCHSCREENS

<table>
<thead>
<tr>
<th>QTY</th>
<th>Equipment</th>
<th>SHOW RATE</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>23&quot; or 42&quot; TOUCHSCREEN 1920x1080p HD</td>
<td>300.00 or 945.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>55&quot; or 65&quot; TOUCHSCREEN 1920x1080p HD (circle one)</td>
<td>1050.00 or 1250.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DISPLAY ACCESSORIES

<table>
<thead>
<tr>
<th>Item</th>
<th>SHOW RATE</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLOOR STAND 6’ dual post</td>
<td>85.00</td>
<td></td>
</tr>
<tr>
<td>POLE SLEEVE (black)</td>
<td>45.00</td>
<td></td>
</tr>
<tr>
<td>WALL MOUNT</td>
<td>85.00</td>
<td></td>
</tr>
<tr>
<td>ACCESSORY SHELF FOR FLOOR STAND</td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>6’ UNIVERSAL FLOOR STAND</td>
<td>250.00</td>
<td></td>
</tr>
</tbody>
</table>

### PRINTERS

<table>
<thead>
<tr>
<th>Equipment</th>
<th>SHOW RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP 601n BLACK &amp; WHITE LASER</td>
<td>140.00</td>
</tr>
<tr>
<td>HP 2025n COLOR LASER</td>
<td>275.00</td>
</tr>
</tbody>
</table>

### MISC.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>SHOW RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROJECTOR 3000 LUMEN WITH 6FT SCREEN</td>
<td>395.00</td>
</tr>
<tr>
<td>HD DVD PLAYER or BLU-RAY PLAYER (circle one)</td>
<td>30.00 or 75.00</td>
</tr>
<tr>
<td>MEDIA PLAYER 1080p (SD/USB ports)</td>
<td>50.00</td>
</tr>
<tr>
<td>POWERED SPEAKER w/wired MIC or w/wireless MIC</td>
<td>150.00 or 300.00</td>
</tr>
</tbody>
</table>

### PLEASE CALL FOR ITEMS NOT LISTED!

- 6% Sales Tax
- Delivery/Setup/Pickup 165.00

**TOTAL**

### EXHIBITOR INFORMATION:

Ordered by: ____________________________

Company Name: ________________________

Address: ______________________________

City: __________________ State: _______ Zip Code: ________

Phone: __________________ Fax: ________

Email Address: ____________________________

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

VISA _____ MC _____ AMEX _____ SECURITY CODE __________

Card Number: __________________ Exp. ________

Cardholder Name: ____________________________

Signature: ________________________________

**SHOW INFORMATION:**

Show Contact: ____________________________

Cell Number: ____________________________

Booth Number: ____________________________

Delivery Date: ____________________________

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

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

Delivery Date: ____________________________

Pickup Date: ____________________________

Pickup Time: ____________________________

Exhibitor responsible for equipment until pickup.

Art Craft Form 2019
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: _________________________ Contact 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: _____________________________ Security Code: ________________________________
If paying by credit card, please place authorization signature here: ______________________________________

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

Rates quoted include bringing of service to the exhibit booth. All wiring of electrical work on exhibitor displays are charged on time and material basis. Tagging of equipment for proper voltage, phase, connections, etc. is exhibitor’s responsibility. Exhibitors using sensitive electronic equipment should provide their own power conditioning. BOCO Enterprises and/or Suburban Collection Showplace are not responsible for voltage or frequency variances. FULL PAYMENT must accompany order to receive advance rate. NO EXPECTATIONS! 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.

** Compressed air connection ½ inch

### 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>
</tr>
<tr>
<td></td>
<td>Air**</td>
<td>$325</td>
<td>$375</td>
</tr>
</tbody>
</table>

### 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.

<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>
</tr>
<tr>
<td></td>
<td>Telephone services – incoming and outgoing calls</td>
<td>$175</td>
<td>$200</td>
</tr>
</tbody>
</table>

### Internet

- Internet – See separate order form

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

### PAYMENT TOTALS

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

GRAND TOTAL $
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.

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

Thank you for your cooperation on this matter!!
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

Date

BoCo Enterprises—Print Authorized Name

BoCo Enterprises—Authorized Signature

Date

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

☐ Check Payable to: BoCo Enterprises

Mail to: ATTN: Terri Freytag, BoCo Enterprises, 46100 Grand River, Novi, MI 48374

By signing this Agreement, Customer agrees that BoCo 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.

Payment Type:

[ ] Credit Card

[ ] Amex

[ ] MC

[ ] Visa

Credit Card #: ____________________________ Ex. Date: ________ Security Code: ________

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

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### BASIC INTERNET SERVICE

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

### WIRELESS CONNECTIVITY – ONE DEVICE ONLY

<table>
<thead>
<tr>
<th>Bandwidth (Shared)</th>
<th>Quantity</th>
<th>Advance</th>
<th>Floor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 1.5 Mbps</td>
<td>$250</td>
<td>$300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Up to 5 Mbps</td>
<td>$300</td>
<td>$375</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Up to 10 Mbps</td>
<td>$400</td>
<td>$500</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### INTERNET VIA HARDLINE**

#### Shared Bandwidth Hardline

<table>
<thead>
<tr>
<th>Bandwidth</th>
<th>Quantity</th>
<th>Advance</th>
<th>Floor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 1.5 Mbps</td>
<td>$335</td>
<td>$385</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Up to 5 Mbps</td>
<td>$435</td>
<td>$510</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Up to 10 Mbps</td>
<td>$535</td>
<td>$635</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*A rental switch is required for multiple connections.

#### Dedicated Bandwidth Hardline

<table>
<thead>
<tr>
<th>Bandwidth</th>
<th>Quantity</th>
<th>Advance</th>
<th>Floor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5 Mbps</td>
<td>$800</td>
<td>$850</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Mbps</td>
<td>$1,000</td>
<td>$1,075</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Mbps</td>
<td>$1,200</td>
<td>$1,300</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

INTEGRATED OR BUILT IN EQUIPMENT—PLEASE COMPLETE THE “EXHIBITOR INTERNET INFORMATION FORM” ON PAGE 2

CONTACT TERRI FREYTAG FOR PRICING

Internal Use Only

---

SUBTOTAL: ____________________________

GRAND TOTAL: ____________________________

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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 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.