

# Art Craft Display, Inc.

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

# **EVENT DETAILS**

## Re: CTI Symposium USA 2024 May 15-16, 2024 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 (white)
- (1) 7" x 44" Booth I.D. Sign

# Please refer to show management's Booth Details sheet for additional provided needs.

**Booth Building Regulations:** Please draw attention to the booth building regulations which are a separate sheet by CTI. All exhibitors need to ensure compliance with these rules.

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

► Go to the following website: <u>www.artcraftdisplay.com</u> On the Home Page, click on: "Download Exhibitor Kit" Enter Event Code: <u>344523</u>

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

# SHOW SCHEDULE

# Exhibitor Move-In

Tuesday, May 14 <sup>th</sup>	7:00 am – 4:00 pm (Vehicle Set-Up)
	8:00 am – 6:00 pm (Booth Set-Up)

# Exhibit Hours

Wednesday, May 15 <sup>th</sup>	7:00 am – 5:30 pm
Thursday, May 16 <sup>th</sup>	7:30 am – 5:30 pm

Exhibitors can arrive as early as 6:30 am on May 15<sup>th</sup> and 16<sup>th</sup>.



# **EVENT DETAILS CONTINUED**

# **Exhibitor Move-Out**

Thursday, May 16<sup>th</sup>

5:30 pm – 9:00 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).

# ADVANCED WAREHOUSE SHIPMENTS

Advanced Warehouse shipments will be accepted from **April 15<sup>th</sup>** through **May 13<sup>th</sup>**. Freight Handling fees will apply for all shipments received. Warehouse receiving hours are from 8:00 a.m. to 4:30 p.m., Monday – Friday. If required, provide your carrier with this phone number (248) 380-0843.

Advanced Warehouse Shipping Address:

Exhibiting Company Name / Booth # CTI Symposium USA 2024 C/o Art Craft Display, Inc. 46100 Grand River Ave., Ste B Novi, MI 48374

# **ONSITE SHIPMENTS**

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

Onsite Shipping Address:

Exhibiting Company Name / Booth # CTI Symposium USA 2024 C/o Art Craft Display, Inc. 46100 Grand River Ave. Novi, MI 48374

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



# **EVENT DETAILS CONTINUED**

## **DISMANTLE AND MOVE-OUT INFORMATION**

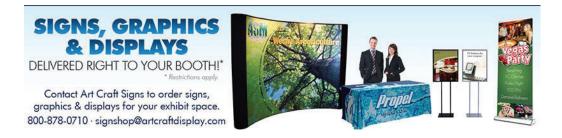
All exhibits/booths must be torn down and ready to ship on **Thursday**, **May 16<sup>th</sup> by 9:00 pm**. Freight can be picked up that evening until **8:00 pm** or freight can be picked up on **Friday**, **May 17<sup>th</sup> from 8:00 am – 4:30 pm** from 46100 Grand River Ave., Ste B, Novi, MI 48374.

## POST SHOW SHIPPING DOCUMENTS

All outbound paperwork must be turned into the Service Desk prior to your departure from the venue. A Material Handling Agreement must be turned into the service desk for each shipment. You may complete this document at the service desk after the show. Be sure that your carrier knows the <u>company name and booth number</u> 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: <u>detroit@artcraftdisplay.com</u>.

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).

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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.

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# CONTACT & PAYMENT INFORMATION

CHOOSE PAYMENT METHOD:

Check enclosed # \_

Credit/debit information below

RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (248) 380-0848 • detroit@artcraftdisplay.com								
SHOW NAME CTI Symposium USA 2024			LOCATION Suburban Collection Showplace	show da May 15	<sup>те</sup> -16, 2024			
COMPANY			BOOTH #	BOOTH S	IZE			
					X			
ADDRESS	address		city	state	zip			
PHONE		FAX	EMAIL					
AUTHORIZED CONTACT	T SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT		DATE			

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

REQUIRED CREDIT CARD AUTHORIZATION									
PLE	PLEASE TYPE OR CLEARLY PRINT THE FOLLOWING REQUIRED INFORMATION.								
Credit Card Information:	Company Credit Card								
Card Type:	□ Visa	□ MasterCard	□ American Express						
Card Account Number: Expiration Date:									
Cardholder's Name (print):									
Cardholder's Signature:									
Cardholder's Billing Address:									
City:	State:	_ Zip: Pho	ne: ( )						

# PAYMENT INFORMATION

### All Orders:

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

### Advance Orders:

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

### Floor Orders:

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



# EXHIBITOR-APPOINTED CONTRACTOR NOTIFICATION

SHOW NAME CTI Symposium USA 2024		LOCATION Suburban Collection Showplace	show date May 15-16, 202		
EXHIBITING FIRM NAME		BOOTH #	BOOTH SIZE	x	
EXHIBITING FIRM ADDRESS address		city	state	zip	
EXHIBITING FIRM PHONE	FAX	EMAIL			
EXHIBITING FIRM AUTHORIZED CONTACT SIGNATUR	RE	AUTHORIZED CONTACT - PLEASE PRINT		DATE	

No refunds, exchanges or credits for any booth package items.

• All orders are subject to the enclosed Terms, Conditions and Policies.

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

EXHIBITING FIRM:							
to be bound by all Te	erms, Conditions and Policie	s as describ	imately responsible for payment of ch ed within this exhibitor service manua of equipment or execution of service	al. Payment in full			
EXHIBITING FIRM AUTHORIZE	D CONTACT SIGNATURE	AUTHORIZED	AUTHORIZED CONTACT - PLEASE PRINT				
Please check the	items that are to be invo	piced to the	e third party Exhibitor Appointed	Contractor:			
□ All Services	□ Signs		reight / Material Handling	□ None			
Furnishings	□ Installation/Dismant	tle 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 regulations of	n representative of the EAC abides by the c this event.	official rules and			

# **EXHIBITOR-APPOINTED CONTRACTOR (EAC):**



# **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 capacties are as follows: 4' table - 4 people, 6' table - 6 people, 8' table - 8 people.



#### A. Standard Tables (30" high)

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

**B.** Counter Tables (42" high) Available sizes: 2' x 4' 2' x 6' 2' x 8'

Covering options: Covered & Skirted or Plain (no cover/skirt) C. Table Top Riser - Covered Shelf (12" high)

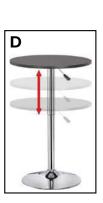
Available sizes: 4' x 1' 6' x 1' 8' x 1' Covering options: Not applicable

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

## **Specialty Tables & Counter Tables**

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





#### A. 60" Diameter Banquet Tables

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

**B.** 6' Crescent Serpentine Tables

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

C. 30" Diameter Cocktail Tables

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

 D.
 23.5" Diameter Premium Adjustable Cocktail Tables

 Available sizes:
 One Size (height adjusts from 27" to 35")

 Covering options:
 Table comes w/ black laminate top - Covering not available

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

## Table Skirting

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



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



# **TRADE SHOW FURNISHINGS**

# **Folding Chair**

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



## Black Padded Counter Stool (w/back)

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



# **Black Upholstered Chair**

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



## Sign Hangers

Color: Silver Size: 9"L Material: Aluminum

**Chrome Sign Frame** 



## Easel

Color: Chrome Size: 60" tall Material: Metal



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

## Tackboard

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



Color: Chrome

Material: Metal

Frame Size: 60" tall

Sign Panel Size: 22" x 28"

sign department to order sign.

Sign panel not included. Please contact our

Bag Holders

Size: 45"H Material: Steel



Barre

## **Literature Holders**

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





# **TRADE SHOW FURNISHINGS**

# **Garment Rack**

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



## **Rope & Stanchion**

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



## Waste Baskets

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



# Swivel Spotlight

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



Drape with Hardware (priced per lineal foot)

3' high drape w/hardware

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

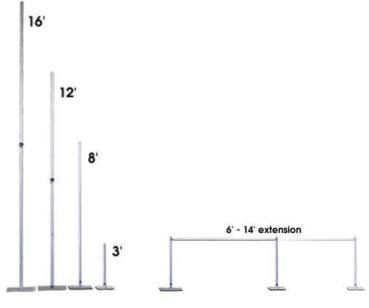
Hardware Only

Aluminum extension (6'-10') Base plate for 3' upright 3' aluminum upright Base plate for 8' upright 8' aluminum upright

Base plate for 12' upright/pin 12' aluminum upright Base plate for 16' upright/pin 16' aluminum upright **Drape Only** 

## **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).



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

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

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

#### 12' high drape panels 16' high drape panels 16' high velour drape panels

3' high drape panels 8' high drape panels

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



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



# RENTAL FURNISHING

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

#### SHOW NAME CTI Symposium USA 2024

LOCATION Suburban Collection Showplace

May 15-16, 2024 BOOTH SIZE

Χ\_

SHOW DATE

AUTHORIZED CONTACT SIGNATURE

COMPANY

AUTHORIZED CONTACT - PLEASE PRINT

DATE

BOOTH #

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

Credit Card Information Required with All Orders.

STAN	DARD TABLES (3	0" HIGH	)			BOOTH FURN	TURE		
/. ITEM		ADVANCE	FLOOR	AMOUNT	QTY.	ITEM	ADVANCE	FLOOR	AMOUN
2' x 4' Plain		50.07	63.00			Folding Chair	31.42	40.00	
2' x 4' Covered & Skirted	(skirted 4 sides)	90.22	113.00			Black Upholstered Chair	75.04	94.00	
2' x 6' Plain		63.57	80.00			Black Padded Counter Stool - w/ back	90.30	113.00	
2' x 6' Covered & Skirted		111.78	140.00			Wastebasket - 7 gallon	29.09	37.00	
2' x 8' Plain		77.06	97.00						
2' x 8' Covered & Skirted		133.36	167.00						
4th side skirted optional		38.55	49.00						
COUI	NTER TABLES (42	2" HIGH)							
2' x 4' Plain		82.83	104.00			BOOTH ACCESS	SORIES		
2' x 4' Covered & Skirted	(skirted 4 sides)	123.59	155.00			Easel	40.11	51.00	
2' x 6' Plain		96.32	121.00			5' x 6' Garment Rack	101.13	127.00	
2' x 6' Covered & Skirted		145.17	182.00			4' x 8' Tackboard □V □H	283.24	355.00	
2' x 8' Plain		109.77	138.00			Chrome Stanchion	42.81	54.00	
2' x 8' Covered & Skirted		166.74	209.00			Velvet Rope 8' long	42.81	54.00	
4th side skirted optional		38.55	49.00			Red Braided Rope 7' long	42.81	54.00	
SPEC	ALTY TABLES (3	0" HIGH	)			Chrome Sign Frame - 22" x 28"	101.21	127.00	
30" Dia. Round Plain	· · · ·	74.15	93.00			Chrome Bag Holder	77.81	98.00	
30" Dia. Round w/ Black	Form-Fitted Skirt	114.75	144.00			Literature Rack	145.88	183.00	
60" Dia. Round Plain		105.05	132.00			Swivel Spotlight	79.53	100.00	
60" Dia. Round Covered	& Skirted	154.53	194.00						
6' Crescent Serpentine P	Plain	105.05	132.00						
6' Crescent Serpentine C	Cov'd & Skirted	154.53	194.00						
23.5" Dia. Premium Adju	stable Cocktail	229.24	287.00						
4th side skirted optional		38.55	49.00						
SPEC	ALTY TABLES (4	2" HIGH	)			BOOTH DRAPING & I	HARDWAF	RE	
30" Dia. Round Plain		101.13	127.00			3' high drape per ft. (incl. hardware)	5.99	8.00	
30" Dia. Round w/ Black	Form-Fitted Skirt	140.66	176.00			8' high drape per ft. (incl. hardware)	9.76	13.00	
60" Dia. Round Plain		136.17	171.00			Aluminum Extension (6'-10')	16.88	22.00	
60" Dia. Round Covered	& Skirted	184.24	231.00			Base Plate for 3' Upright	11.24	15.00	
6' Crescent Serpentine F	Plain	136.17	171.00			3' Aluminum Upright	11.24	15.00	
6' Crescent Serpentine C	Cov'd & Skirted	184.24	231.00			Base Plate for 8' Upright	13.11	17.00	
4th side skirted optional		38.55	49.00			8' Aluminum Upright	13.11	17.00	
						Base Plate for 12' Upright / Pin	33.69	43.00	
т.	ABLE ACCESSO	RIES	I			12' Aluminum Upright	33.69	43.00	
Raise Any Plain Table to		38.55	49.00			Base Plate for 16' Upright / Pin	41.15	52.00	
Raise Any Cov'd & Skirte	0	52.01	66.00			16' Aluminum Upright	41.15	52.00	
Cover & Skirt for 30" tabl	0	58.88	74.00						
Cover & Skirt for 42" tab		58.88	74.00						
Table Top Riser (Covered		50.07	63.00						
Table Top Riser (Covered	1	63.57	80.00						
Table Top Riser (Covered		77.06	97.00						
	CHECK SKIRT COL white vinyl top cover and					TOTAL NON-TAXABL	E ITEMS	\$	
🗆 BLACK 🛛 BLUE 🗌	BURGUNDY	old 🗌	HUNTER	GREEN					/-TS 2024



# **MISCELLANEOUS BOOTH SUPPLIES**

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

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DATE

- Advance Order Deadline: Fourteen (14) days prior to first move-in day.
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- All orders must be accompanied by "Contact & Payment Information" form.
- All orders are subject to the enclosed Terms, Conditions and Policies.

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

TAXABLE BOOTH SUPPLIES						
QTY.	DESCRIPTION		ADVANCE	FLOOR	AMOUNT	
	White Vinyl Table Cover (priced per lineal foot)		2.43	4.00		
	Colored Duct Tape - 2" wide by 60 yd. roll (black or white)		36.36	46.00		
	Double Face Carpet Tape - 1" wide by 25 yd. roll		23.27	30.00		
	Double Face Carpet Tape - 2" wide by 25 yd. roll		42.65	54.00		
	Double Face Carpet Tape - 3" wide by 25 yd. roll		54.29	68.00		
	Clear Plastic Stretch Wrap - 18" wide by 500 yd. roll		121.80	153.00		
	Clear Plastic Stretch Wrap - 5" wide by 300 yd. roll		41.37	52.00		
	Visqueen - Plastic Covering - 10' wide (priced per lineal foot)		4.25	6.00		
	Sign Hangers - <i>Regular</i>	1.18	2.00			
	Sign Hangers - Short	1.18	2.00			
	3/8" wide, Adhesive-backed HOOK Velcro Tape (priced per lineal foot)	1.58	1.98			
	3/8" wide, Adhesive-backed HOOK & LOOP Velcro Tape (priced per line	2.92	3.65			
	3/4" wide, Adhesive-backed HOOK Velcro Tape (priced per lineal foot)	1.74	2.18			
	3/4" wide, Adhesive-backed HOOK & LOOP Velcro Tape (priced per line	3.41	4.27			
	1/2" wide, Adhesive-backed Magnetic Tape - "A" Polarity (priced per line	0.78	0.98			
	1/2" wide, Adhesive-backed Magnetic Tape - "B" Polarity (priced per line	0.78	0.98			
	6" Ball Bungees		11.60	14.50		
	TAXABLE BOOTH SUPPLIES SUB-TOTAL					
		ADD 6	% MI SAL	ES TAX	\$	
	TOTAL MISCELLANEOUS BOOTH SUPPLIES					

NV-TS 2024



# **CARPET RENTAL**

## **Premium Booth Carpet**

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

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

#### Premium Booth Carpet color choices:



## **Standard Booth Carpet**

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

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

Standard Booth Carpet color choices:



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

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# CARPET RENTAL

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SHOW NAME **CTI Symposium USA 2024** 

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STANDARD BOOTH CARPET (14 ounce)									
QUANTITY	TITY SIZE ADVANCE FLOOR AM								
	10' x 10'		200.06	251.00					
10' x 15'			299.10	374.00					
	10' x 20'		398.13	498.00					
	10' x 30'		558.93	699.00					
	10' x 40'		725.62	908.00					
CHECK CARPE	T COLOR: 🛛 Black	🗆 Blue	🗆 Grey	Green	□ Red				

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

		NO	N-STANDAF	RD SIZE B	OOTH CARPE	ET (14 our	nce)		
SIZE		-	TOTAL	AD	VANCE	F	LOOR		AMOUNT
FT. x	FT.		SQ. FT.	3.71 p	er square foot	4.70 pe	er square foot		
CHECK CARPET COLOR:  Black Black Blue		Blue 🗆 Grey		y 🗆 Green		I	□ Red		
CARPET PADDING - SPECIAL SIZE (OPTIONAL)			AD	VANCE	F	LOOR		AMOUNT	
FT. x	FT.		SQ. FT.	2.31 p	er square foot	2.89 pe	er square foot		
Non-standard	size b	ooth carp	pet rates apply	to any width	not in 10' increm	ents.			
	PRE	MIUM	ВООТН САВ	RPET (28 (	ounce) - 100 s	q. ft. mini	imum order		
SIZE		-	TOTAL	AD	VANCE	F	LOOR		AMOUNT
FT. x	FT.		SQ. FT.	5.80 p	er square foot		N/A		
CHECK CARPET COLOR:	Β	eige	□ Black	Burgund	y 🛛 Charcoal	🗆 Coba	lt □E	merald	🗆 Grape Soda
Please visit	□G	raphite	□ Ice	□ Ivory	🗆 Key Lime	🗆 Lemo	n Drop 🛛 🗆 M	idway Blue	□ Navy
www.artcraftdisplay.com to view color selection.	□ N	u Blue	□ Platinum	□ Red	Royal Blue	e 🗆 Silver	Cloud 🗆 Tu	uitti Fruitti	□ White

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

		PADDING		
QUANTITY	PADDING SIZE	ADVANCE	FLOOR	AMOUNT
	9' x 10'	159.82	200.00	
	9' x 15'	240.70	301.00	
	9' x 20'	319.64	400.00	
	9' x 30'	479.44	600.00	
	9' x 40'	639.29	800.00	
•	7/16" thick padding includes installation and padding order from above.	d removal. <i>For extra comfort,</i>	you may order additional p	adding by doubling your
		PLASTIC COVERING		
			FLOOD	

PLASTIC SIZE	ADVANCE	FLOOR	AMOUNT	
feet wide X feet deep =	_SQ. FT.	\$.67 per square foot	\$.83 per square foot	
Protective covering includes install	lation, ren	noval and taping.		

\$



# VACUUMING SERVICES

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

SHOW NAME CTI Symposium USA 2024 LOCATION SHOW DATE SHOW DATE May 15 BOOTH # BOOTH #

May 15-16, 2024 BOOTH SIZE

х

AUTHORIZED CONTACT SIGNATURE

COMPANY

AUTHORIZED CONTACT - PLEASE PRINT

DATE

\$

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

CARPET VACUUMING		psf = Per Square Foot
Choose ONE:	ADVANCE	FLOOR
One time Vacuuming (up to 1,000 sqft) on (day/date):	\$.32 psf / day	\$.41 psf / day
Daily Vacuuming (up to 1,000 sqft)	\$.32 psf / day	\$.41 psf / day
One time Vacuuming (over 1,000 sqft) on (day/date):	\$.27 psf / day	\$.33 psf / day
Daily Vacuuming (over 1,000 sqft)	\$.27 psf / day	\$.33 psf / day
Booth width Booth depth Booth area Rate (above) N	lo. of Days	Total Cost
CARPET CLEANING:ft. xft. =sq. ft. x \$psf x _	days =	\$

TOTAL NON-TAXABLE VACUUMING SERVICES

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

Credit Card Information Required with All Orders.



# VINYL FLOORING RENTAL

## **10' Expo Vinyl Flooring**

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

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

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

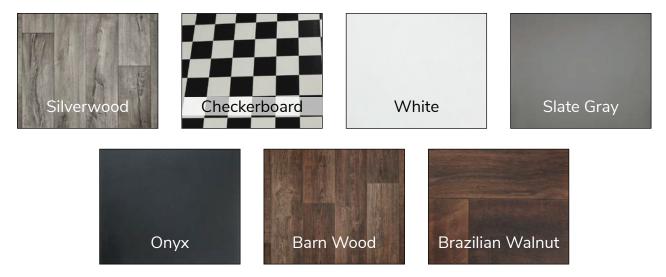


## 12' Event Flex Vinyl Flooring

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

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

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





# VINYL FLOORING RENTAL

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

LOCATION

SHOW NAME CTI Symposium USA 2024 COMPANY

Suburban Collection Showplace

May 15-16, 2024 BOOTH SIZE

х

SHOW DATE

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

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

- No refunds, exchanges or credits for any booth package items.
- All orders must be accompanied by "Contact & Payment Information" form
- All orders are subject to the enclosed Terms, Conditions and Policies.

Credit Card Information Required with All Orders.

10' EXPO VINYL FLOORING (100 sq. ft. minimum order)						
SIZE		TOTAL	ADVA	ANCE	FLOOR	AMOUNT
FT. x	FT.	SQ. FT.	6.54 per s	quare foot	N/A	
CHECK VINYL COLOR:		Ash 🗆	Birch	🗆 Light	Maple 🛛 🗆 Dark Maple	□ Smoke
<ul> <li>Above prices include</li> </ul>	: installatio	on, removal and edge	e taping. Vinyl f	looring MUST	be ordered fourteen (14) days	prior to first move-in day.

12' EVENT FLEX VINYL FLOORING (100 sq. ft. minimum order)						
SIZE	TOTAL	ADVANCE	FLOOR	AMOUNT		
FT. x FT.	SQ. FT.	7.85 per square foot	N/A			
CHECK VINYL COLOR:		kerboard 🛛 White 🖾 Slate (	Gray 🛛 Onyx 🛛 Barn Wood	I 🛛 Brazilian Walnut		
<ul> <li>Above prices include: insta</li> </ul>	allation, removal and edge	e taping. Vinyl flooring MUST b	be ordered fourteen (14) days p	prior to first move-in day.		

	10' VINYL FLOORING PADDING (100 sq. ft. minimum order)							
SIZE		TOTAL	ADVANCE	FLOOR	AMOUNT			
FT. x	FT.	SQ. FT.	5.44 per square foot	N/A				
Above price	es include: instal	llation and removal. Viny	I padding MUST be ordered for	ourteen (14) days prior to first n	nove-in day.			

PROTECTIVE PLASTIC COVERING							
PLASTIC SIZE		ADVANCE	FLOOR	AMOUNT			
feet wide X feet deep =	_SQ. FT.	\$.67 per square foot	\$.83 per square foot				
Above prices include: installation, removal	and tapin	g.					

TOTAL NON-TAXABLE VINYL FLOORING RENTAL ITEMS |

# **SIGNS & DISPLAYS**

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

# To purchase these items, please contact Art Craft Signs.



t Craft

Event Service Professiona

33.5″ EconoRoll Retractable Banner Stand

Banner Stand with 1-sided SuperFlat Vinyl Graphic: \$185.72 /pkg. Includes carry bag



FULL HEIGHT (Banner size: 115"w x 92"h) \$507.19 /pkg. HALF HEIGHT (Banner size: 115"w x 58"h) \$333.11 /pkg. Packages include custom dye-sub printed polyester fabric banner with grommets, sign hooks, ball bungees and nylon carry bag. Printed Fabric Table Runner \$82.85 ea. ("Economy" runner - drapes over top and front surfaces) Additional sizes available.

30" wide Custom-



C



Poster Sign 1-sided sign on 4mm corrugated plastic: \$30.48 ea.

22"w x 28"h

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

Additional sizes & materials available.

SIGN FRAME NOT INCLUDED.

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



 18oz Vinyl Banner w/ Grommets

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

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

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

Additional sizes & materials available.



Adjustable Banner Stand w/ Fabric Graphic: Stand w/4ft wide x 4ft high 1-sided fabric graphic ..... \$365.40 /pkg. Stand w/8ft wide x 8ft high 1-sided fabric graphic ..... \$411.15 /pkg. Stand w/10ft wide x 8ft high 1-sided fabric graphic ..... \$430.35 /pkg.



8 ft wide Quick-Set Fabric Pop-Up Display 8' Straight Frame with 1-sided Fabric Graphic & end cap graphics: \$825.72 ea. incl. carry bag 10 ft wide Quick-Set Fabric Pop-Up Display 10' Straight Frame with 1-sided Fabric Graphic & end cap graphics: \$1,009.83 ea. ind. carry bag





8 ft wide Straight Formulate Fabric Display 8' Straight frame with 1-sided Fabric Graphic: \$670.34 ea. incl. carry bag 10 ft wide Straight Formulate Fabric Display 10'Straight frame with 1-sided Fabric Graphic: \$803.22 ea. incl. carry bag 20 ft wide Straight Formulate Fabric Display 20' Straight frame with 1-sided Fabric Graphic: \$1,812.41 ea. ind. carry bag

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

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

UNLESS OTHERWISE STATED, MINIMUM TURN-AROUND TIME ON ALL ITEMS SHOWN ON THIS PAGE IS 14 BUSINESS DAYS BEFORE EVENT MOVE-IN DATE. ALL PRICES SUBJECT TO CHANGE WITHOUT NOTICE. CURRENT PRICES WILL BE REFLECTED IN A FORMAL ESTIMATE PROVIDED PRIOR TO PRODUCTION. PRICES SHOWN DO NOT INCLUDE DESIGN LABOR. SALES TAX OR SHIPPING.

# **MODULAR EXHIBIT** RENTAL PACKAGES - 10' INLINE

Company Name

Event Name

Booth Number



# 10' X 10' PREMIUM EXHIBIT - 0061C

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

# \$3,478.46

Price includes graphics sales tax

# QTY DESCRIPTION:

PREMIUM PACKAGE (options below)

 PREMIUM CARPET:
 beige
 black
 burgandy
 charcoal
 cobalt

 Image: Image



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



# **MODULAR EXHIBIT** RENTAL PACKAGES - 15' INLINE

Company Name

**Event Name** 

Booth Number



# 10' X 15' PREMIUM EXHIBIT - 0061D

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

\$4,763.61

Price includes graphics sales tax

# QTY DESCRIPTION:

PREMIUM PACKAGE (options below)

PREMIUM CARPET: Deige Dlack Durgandy Charcoal Cobalt

- emerald grape soda graphite ice ivory
- key lime lemon drop midway blue navy nu blue
- platinum red royal blue silver cloud tutti fruitti



# 10' X 15' STANDARD EXHIBIT - 0061

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

\$3,039.93

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

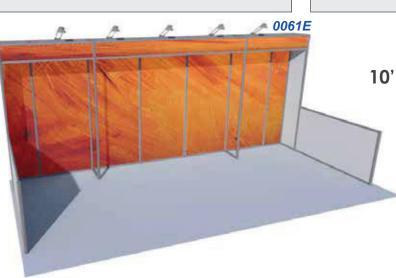


# **MODULAR EXHIBIT** RENTAL PACKAGES - 20' INLINE

Company Name

**Event Name** 

Booth Number



# 10' X 20' PREMIUM EXHIBIT - 0061E

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

# \$5,840.39

Price includes graphics sales tax

# QTY DESCRIPTION:

PREMIUM PACKAGE (options below)

PREMIUM CARPET: Deige Dlack Durgandy Charcoal Cobalt

- emerald grape soda graphite ice ivory key lime
   lemon drop midway blue navy nu blue platinum





# 10' X 20' STANDARD EXHIBIT - 0061AA

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

# \$3,604.38

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



# **COUNTERS / DISPLAY CASES**

Company Name

**Event Name** 

Booth Number



**Curved Reception Counter** 0110 - \$573.04



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



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



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

DISPLAY, INC

A DIVISION OF ART CRAFT SERVICE GROUP

# **SEG FABRIC WALLS**











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

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

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

# ADDITIONAL ITEMS ORDER FINALIZATION

**Event Name** Booth Number **Company Name** 8' Closet with Lock  $(1m W \times .5m D)$ (cannot be ordered alone) DOOR - \$573.04 Modular PLEASE SELECT: **Display Light** Additional Shelf (placement on back wall) 0130 - \$70.23 white - 0965DS - \$104.60 left clear - 0965SA - \$104.60 Center 🗌 right

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

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

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

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

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





# LABOR SERVICES

COMPANY	sium USA 2024		Suburban C	ollection Showplace	SHOW DATE May 15-16, 2024 BOOTH SIZE
					X
AUTHORIZED CONTA	CT SIGNATURE	AUTHORIZ	ZED CONTACT - PLEASE	PRINT DA	ATE
	Order Deedlines Fe	unteen (11) deve prier t	a first mars i		
		ourteen (14) days prior to nied by "Contact & Pay			edit Card Information
All order	s are subject to the	enclosed Terms, Condi	itions and Pol	icies. Red	quired with All Orders.
<ul> <li>Advance</li> </ul>	payment for all req	uested labor (in/out) is	required with	your order.	-
		LABOR	RSERVICE		
		T DISPLAY, INC. (ART CRAFT). T	his plan is offered t		
NO <sup>-</sup>	TE: If ordering Art Craft Sup	ge for this service is 25% of the to ervision; all freight must be sen	nt to the Advance	Varehouse location (see Frei	ght Handling forms).
unle unle	ess the official set-up time	<b>DR</b> Starting time can only be g is later in the day. We reserve der deadline are subject to avail	the right to adjust		
EXHIBITOR RE	EQUIREMENTS: You must	t do the following to expedite yo	•	NOTE: If your supervising rep laborers ordered, a one hour	
	t our Service Desk to pick- pletion of work, check labo	•			our advance notice is provided.
		t be present during the entire lal	bor call.	terms and conditions.	Noralia i olicy for adamonal
	R	ATES (One hour minimum Mo	ove-In / One hour r	ninimum Move-Out)	
STANDARD L				,	<b>DOR:</b> 127.00 Per Man/Per Hr.
EV		PLEASE CO			
		TION LABOR REQUEST			
		fou must submit all appropriate infor		N B EXHIBITOR SUPERVI	
	ti	o us, in advance, in order for us to ir our exhibit to your satisfaction.	nstall	ervisor will be:	
	A	•			
# of laborers				ervisor Cell #:	
		-	Sup f Week	ervisor Cell #: Date Total Hrs.	Rate Estimated Total
6	per laborer at hrs. each at	AM PM on	Sup f Week	ervisor Cell #: Date Total Hrs. for x \$	Rate Estimated Total
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a a a a	per laborer at hrs. each at at hrs. each at RIFY THAT YOUR EXHIBIT DISMAN T CRAFT SUPERVISION t	AM on AM on AM on T / FREIGHT HAS BEEN DELIVE TLE LABOR REQUEST - You must submit all appropriate infor to us, in advance, in order for us to in your exhibit to your satisfaction. Time Day of	Sup f Week FRED TO YOUR SP TO Please check A or E rmation nstall Sup Sup f Week	ervisor Cell #:	Rate         Estimated Total          per hr. = \$          per hr. = \$           DUT LABORERS.           TION LABOR           \$           SION           Rate         Estimated Total
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PLEASE VE     PLEASE VE     PLAN A AR     # of laborers    4	per laborer at hrs. each at at hrs. each at RIFY THAT YOUR EXHIBIT DISMAN TCRAFT SUPERVISION t Approx # hrs. per laborer at hrs. each at at hrs. each at DALLOW SUFFICIENT TIM	AM on AM on     AM on      AM on      AM on      F / FREIGHT HAS BEEN DELIVE  TLE LABOR REQUEST -  You must submit all appropriate infor o us, in advance, in order for us to ir our exhibit to your satisfaction.  Time Day of    AM on      BFOR EMPTY CONTAINER RE	Sup f Week FRED TO YOUR SP TO Please check A or E rmation PLA Sup Sup f Week FURN WHEN SCH	Pate       Total Hrs.         Date       Total Hrs.         for       x \$	Rate     Estimated Total      per hr. = \$
PLEASE VE     PLEASE VE     PLEASE VE     AR     # of laborers    a	per laborer at hrs. each at at hrs. each at RIFY THAT YOUR EXHIBIT DISMAN TCRAFT SUPERVISION t Approx # hrs. per laborer at hrs. each at at hrs. each at DALLOW SUFFICIENT TIM	AM on     AM on     AM on     PM on     PM on     PM on     PM on     PM on     PM on     T     FREIGHT HAS BEEN DELIVE  TLE LABOR REQUEST -  Cour must submit all appropriate infor     o us, in advance, in order for us to ir     rour exhibit to your satisfaction.  Time Day of     PM on     PM on     PM on	Sup f Week FRED TO YOUR SP TO Please check A or E rmation PLA Sup Sup f Week FURN WHEN SCH	ervisor Cell #:	Rate       Estimated Total        per hr. = \$
PLEASE VE     PLEASE VE     PLAN A AR     # of laborers    4	per laborer at hrs. each at at hrs. each at RIFY THAT YOUR EXHIBIT DISMAN T CRAFT SUPERVISION Y Approx # hrs. per laborer at hrs. each at D ALLOW SUFFICIENT TIN IF AC SUPERVISIO	AM on AM on AM on F / FREIGHT HAS BEEN DELIVE TLE LABOR REQUEST - fou must submit all appropriate infor o us, in advance, in order for us to ir four exhibit to your satisfaction. Time Day of AM on TIE FOR EMPTY CONTAINER RE DN, ADD 25% or \$63.46	Sup f Week FRED TO YOUR SP TO Please check A or E rmation PLA Sup f Week FURN WHEN SCH MINIMUM FOI	ervisor Cell #:	Rate       Estimated Total        per hr. = \$
PLEASE VE  PLEASE VE  AR  # of laborers a a a a	per laborer at hrs. each at at hrs. each at RIFY THAT YOUR EXHIBIT DISMAN T CRAFT SUPERVISION Y Approx # hrs. per laborer at hrs. each at D ALLOW SUFFICIENT TIN IF AC SUPERVISIO	AM on AM on     AM on      AM on      AM on      F / FREIGHT HAS BEEN DELIVE  TLE LABOR REQUEST -  You must submit all appropriate infor o us, in advance, in order for us to ir our exhibit to your satisfaction.  Time Day of    AM on      BFOR EMPTY CONTAINER RE	Sup f Week FRED TO YOUR SP TO Please check A or E rmation PLA Sup f Week FURN WHEN SCH MINIMUM FOI	ervisor Cell #:	Rate       Estimated Total        per hr. = \$
<ul> <li></li></ul>	per laborer at hrs. each at at hrs. each at RIFY THAT YOUR EXHIBIT DISMAN T CRAFT SUPERVISION 1 Approx # hrs. per laborer at hrs. each at DALLOW SUFFICIENT TIM IF AC SUPERVISIO IF AC SUPERVISIO men for hours @ \$	AM on	Sup f Week RED TO YOUR SP TO Please check A or E rmation PLA Sup Sup f Week TURN WHEN SCH MINIMUM FOI	arvisor Cell #:	Rate       Estimated Total        per hr. = \$
<ul> <li></li></ul>	per laborer at hrs. each at at hrs. each at RIFY THAT YOUR EXHIBIT DISMAN T CRAFT SUPERVISION Y Approx # hrs. per laborer at hrs. each at D ALLOW SUFFICIENT TIN IF AC SUPERVISIO IF AC SUPERVISIO men for hours @ \$ men for hours @ \$	AM on	Sup f Week FRED TO YOUR SP TO Please check A or E rmation nstall Sup f Week FURN WHEN SCH TURN WHEN SCH MINIMUM FOI Dismantle:	Pate       Total Hrs.	Rate       Estimated Total        per hr. = \$



# HIGH LIFT / SIGN & BANNER HANGING

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

SHOW NAME CTI Symposium USA 2024

Suburban Collection Showplace

May 15-16, 2024

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COMPANY

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

LOCATION

DATE

BOOTH SIZE

SHOW DATE

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

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

Advance payment for all requested labor (in/out) is required with your order.

Credit Card Information Required with All Orders.

RATES (One hour minimum Move-In / One hour minimum Move-Out)					
ADVANCE: FLOOR:					
HIGH LIFT/SIGN & BANNER HANGING (includes 1-Scissor Lift & 1-Rigger)	351.41 Per Hour	440.00 Per Hour			
ADDITIONAL RIGGING LABOR	109.38 Per Man / Per Hour	137.00 Per Man / Per Hour			

	EXHIBITO	R: Please co	mplete t	his sect	tion			
	QTY. ESTIMAT		DATE	APPRO2	X. HRS.	RATE		ESTIMATED TOTAL
	High Lift(s) & Rigger(s) needed at	🗄 AM on		for	hours x \$		_ per hr. = \$ _	
MOVE-IN	High Lift(s) & Rigger(s) needed at	PM on		for	hours x \$		_ per hr. = \$ _	
(INSTALL)	Additional Rigger(s) needed at	🖁 AM on		for	hours x \$		_ per hr. = \$ _	
	Additional Rigger(s) needed at	AM on		for	hours x \$		_ per hr. = \$ _	
	QTY. ESTIMAT		DATE	APPRO2	X. HRS.	RATE		ESTIMATED TOTAL
	High Lift(s) & Rigger(s) needed at	🗄 AM on		for	hours x \$		_ per hr. = \$ _	
MOVE-OUT	High Lift(s) & Rigger(s) needed at	PM on		for	hours x \$		_ per hr. = \$ _	
(REMOVE)	Additional Rigger(s) needed at	🖁 AM on		for	hours x \$		_ per hr. = \$ _	
	Additional Rigger(s) needed at	AM on		for	hours x \$		_ per hr. = \$ _	
Please c	heck-in at Service Desk when ready for service		TOTAL	ESTIM	ATED HIGH L	IFT SE	RVICE \$	

Art Craft Display, Inc. will not mount, hang, lift, drop, disassemble or otherwise participate in any of the following:
 Truss systems of any kind
 Sound projection devices

- Lighting trusses or individual fixtures

- Monitors or video boards
- Art Craft Display, Inc. may also, at its sole discretion, refuse to hang <u>any</u> item that they deem unsafe by any condition of size, weight, structure, overhead position or due to inadequate operating space. It is the exhibitor's sole responsibility to ascertain all pre-conditions prior to placing any orders with Art Craft Display, Inc.
- Art Craft Display reserves the right to use additional Riggers, High Lifts and/or Fork Lifts to properly Install/ remove your sign or banner and charge exhibitor accordingly.
- Additional charges will apply if specialty materials are required to complete this order.
- Please check your contract from show management to see if permission is needed for banner hanging prior to placing your order.
- Based on booth location, banner hanging restrictions and or modifications may apply.



# **FREIGHT HANDLING**



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

# **Inbound Freight Services**

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

# **On-Site Freight Services**

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

## **Outbound Freight Services**

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

# **Insurance and Security**

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



# ROUND-TRIP FREIGHT HANDLING

A DIVISION OF A	RT CRAFT SERVICE GROUP	H	ANDLI	NG					
RETURN	TO: 46100 Grand Riv	er Ave., Ste. B • Novi,	MI 48374 •	(248) 380-	-0843 • Fax	(248) 380	-0848 • de	troit@artcra	ftdisplay.com
SHOW NAME	posium USA 2024	l			an Collec	tion Sho	wplace	SHOW DATE May 15-1	6 2024
COMPANY		·		Cuburb			BOOTH #	BOOTH SIZE	
AUTHORIZED CC	DNTACT SIGNATURE		AUTHORIZE	D CONTACT - P	PLEASE PRINT		DA		X
• All shir	oments/deliveries t	o the Advanced War	ehouse ar	d/or to s	how site a	are subied	ct		
		es; including POV's.						Ci	redit Card
	-	he enclosed Terms,						In	formation
	•	all shipments is 200	• •	er shipme	ent.			Red	quired with
	-	t precede your shipr nts to save separate		charges				A	ll Orders.
• C011301	ndate your snipmer	nis to save separate	mininum	charges.	•				
ADVAN	CED WAREHOUS	E (8:00 am - 4:30 pr	n, M - F)		ONSITE S	SHIPPING	G (during	move-in h	ours)
All shi	ipments must be sent I	abeled as follows:		• /	All shipmen	its must be	sent labele	ed as follows	:
т	O: (EXHIBITING FIRM	1 NAME) BOOTH #			TO: (E	EXHIBITING		ИЕ) BOOTH #	
FO	R: (EVENT NAME & D	DATE)			FOR: (E	EVENT NAM		)	
	C/O ART CRAFT D	, -							
	46100 GRAND RIV NOVI, MI 48374	ERAVE., SUITE B				6100 GRAN IOVI, MI 48		VENUE	
All pie	eces should be labeled	d separately. Please us	e the enclo	sed shipp	ing labels a	and make a	additional	copies as ne	eded.
		IPMENTS TO SAVE S			CHARGE	S.		-	
ABSC	DLUTELY <u>NO</u> PERISI	HABLE OR HAZARDO		RIALS					
DATE O									
	CHEDULE and T		1 -	5,000 po		5001 - 15,0	-		5,000 pounds
ROUND-	TRIP DISPLAY MA	TERIAL FREIGHT	1 -	\$.89 per	lb.	\$.79 <b>j</b>	per lb.	\$.7	0 per lb.
ROUND- ROUND-	TRIP DISPLAY MA TRIP ON-SITE MA	ATERIAL FREIGHT CHINERY		•	lb.	ן \$.79 إ \$.50	per Ib. per Ib.	\$.7	•
ROUND- ROUND- ADVANC	TRIP DISPLAY MA TRIP ON-SITE MA ED WAREHOUSIN	TERIAL FREIGHT		\$.89 per \$.89 per	lb. lb.	\$.79   \$.50   ADD \$.1	per Ib. per Ib. 7 per Ib.	\$.7 \$.4	'0 per lb. 14 per lb.
ROUND- ROUND- ADVANC ENVELO	TRIP DISPLAY MA TRIP ON-SITE MA ED WAREHOUSIN PE RATES	ATERIAL FREIGHT CHINERY NG (plus round trip freight	rates)	\$.89 per \$.89 per \$3	lb. lb. 38.77 per e	\$.79   \$.50   ADD \$.1	per Ib. per Ib. 7 per Ib. nax. dimens	ions: 16" x 13"	70 per lb. 14 per lb.
ROUND- ROUND- ADVANC ENVELO	TRIP DISPLAY MA TRIP ON-SITE MA ED WAREHOUSIN PE RATES THE MINIMUM	ATERIAL FREIGHT CHINERY NG (plus round trip freight CHARGE FOR	rates)	\$.89 per \$.89 per \$3	Ib. Ib. 38.77 per e NTS IS 2	\$.79   \$.50   ADD \$.1 nvelope (r 200 LB	per Ib. per Ib. 7 per Ib. max. dimens S. PER	\$.7 \$.4 ions: 16" x 13" SHIPM	70 per lb. 14 per lb. 19 19 ENT
ROUND- ROUND- ADVANC ENVELO T • Any fr	TRIP DISPLAY MA TRIP ON-SITE MA ED WAREHOUSIN PE RATES HE MINIMUM reight received on n	ATERIAL FREIGHT CHINERY NG (plus round trip freight CHARGE FOR nove-in days, after 5:	rates)	\$.89 per \$.89 per \$3	Ib. Ib. 38.77 per e NTS IS 2	\$.79   \$.50   ADD \$.1 nvelope (r 200 LB	per Ib. per Ib. 7 per Ib. max. dimens S. PER	\$.7 \$.4 ions: 16" x 13" SHIPM	70 per lb. 14 per lb. 19 19 ENT
ROUND- ROUND- ADVANC ENVELO T • Any fr	TRIP DISPLAY MA TRIP ON-SITE MA ED WAREHOUSIN PE RATES THE MINIMUM	ATERIAL FREIGHT CHINERY NG (plus round trip freight CHARGE FOR nove-in days, after 5:	rates)	\$.89 per \$.89 per \$3	Ib. Ib. 38.77 per e NTS IS 2	\$.79   \$.50   ADD \$.1 nvelope (r 200 LB	per Ib. per Ib. 7 per Ib. max. dimens S. PER	\$.7 \$.4 ions: 16" x 13" SHIPM	70 per lb. 14 per lb. 19 19 ENT
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ROUND- ROUND- ADVANC ENVELO T • Any fr	TRIP DISPLAY MA TRIP ON-SITE MA ED WAREHOUSIN PE RATES HE MINIMUM reight received on n	ATERIAL FREIGHT CHINERY NG (plus round trip freight CHARGE FOR nove-in days, after 5:	rates) ALL SH :00 pm, is	\$.89 per \$.89 per \$3 IPMEN subject to (attach add	Ib. Ib. 38.77 per e NTS IS 2 o an overti	\$.79   \$.50   ADD \$.1 nvelope (r 200 LB ime rate c	per Ib. per Ib. 7 per Ib. max. dimens S. PER of \$.17/Ib,	\$.7 \$.4 ions: 16" x 13" SHIPMI in addition	70 per lb. 14 per lb. 19 19 ENT
ROUND- ROUND- ADVANC ENVELO T • Any fr Round PIECE # 1	TRIP DISPLAY MA TRIP ON-SITE MA ED WAREHOUSIN PE RATES THE MINIMUM reight received on n d-Trip Freight Hand	ATERIAL FREIGHT CHINERY NG (plus round trip freight CHARGE FOR nove-in days, after 5: lling rates. DETAIL OF SHI	rates) ALL SH :00 pm, is PMENTS	\$.89 per \$.89 per \$3 IPMEN subject to (attach add	Ib. Ib. 38.77 per e NTS IS 2 o an overti d'I pages if	\$.79   \$.50   ADD \$.1 nvelope (r 200 LB ime rate c	per Ib. per Ib. 7 per Ib. max. dimens S. PER of \$.17/Ib, requires	\$.7 \$.4 ions: 16" x 13" SHIPMI in addition RIGGING TO UN YES	iload / RELOAD?
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ROUND- ROUND- ADVANC ENVELO T • Any fr Round PIECE # 1 2 3 4 5	TRIP DISPLAY MA TRIP ON-SITE MA ED WAREHOUSIN PE RATES THE MINIMUM reight received on n d-Trip Freight Hand	ATERIAL FREIGHT CHINERY NG (plus round trip freight CHARGE FOR nove-in days, after 5: lling rates. DETAIL OF SHI	rates) ALL SH :00 pm, is PMENTS	\$.89 per \$.89 per \$3 IPMEN subject to (attach add	Ib. Ib. 38.77 per e NTS IS 2 o an overti d'I pages if	\$.79   \$.50   ADD \$.1 nvelope (r 200 LB ime rate c	requires	\$.7       ions: 16" x 13"       ions: 16" x 13"       SHIPMI       in addition       RIGGING TO UN       YES	'0 per Ib.         !4 per Ib.         !10 per Ib.         <
ROUND- ROUND- ADVANC ENVELO T • Any fr Round PIECE # 1 2 3 4	TRIP DISPLAY MA TRIP ON-SITE MA ED WAREHOUSIN PE RATES THE MINIMUM reight received on n d-Trip Freight Hand	ATERIAL FREIGHT CHINERY NG (plus round trip freight CHARGE FOR nove-in days, after 5: lling rates. DETAIL OF SHI WIDTH	rates) ALL SH :00 pm, is PMENTS	\$.89 per \$.89 per \$3 IPMEN subject to (attach add HT	Ib. Ib. 38.77 per e NTS IS 2 o an overti d'I pages if i WEIC	\$.79   \$.50   ADD \$.1 nvelope (r 200 LB ime rate c	requires	\$.7         ions: 16" x 13"         ions: 16" x 13"         SHIPMI         in addition         RIGGING TO UN         YES         YES         YES         YES         YES         YES         YES         YES	'0 per Ib.         !4 per Ib.         !4 per Ib.         !4 per Ib.         !4 per Ib.         'E N T         to the         !LOAD / RELOAD?         NO         NO         NO         NO         NO         NO         NO
ROUND- ROUND- ADVANC ENVELO T • Any fr Round PIECE # 1 2 3 4 5	TRIP DISPLAY MA TRIP ON-SITE MA ED WAREHOUSIN PE RATES THE MINIMUM reight received on n d-Trip Freight Hand	ATERIAL FREIGHT CHINERY NG (plus round trip freight CHARGE FOR nove-in days, after 5: lling rates. DETAIL OF SHI WIDTH BETAIL OF SHI	rates) ALL SH O0 pm, is PMENTS HEIG	\$.89 per \$.89 per \$3 IPMEN subject to (attach add HT O COMF	Ib. Ib. Ib. 38.77 per e ITS IS 2 D an overting d'I pages if in WEIG PLETE	\$.79   \$.50   ADD \$.1 envelope (r 200 LB ime rate c necessary) GHT	requires	\$.7         ions: 16" x 13"         SHIPMI         in addition         RIGGING TO UN         YES	'0 per Ib.         14 per Ib.         15 per Ib.         14 per Ib.         15 per Ib.         16 per Ib.         17 per Ib.         18 per Ib.         19 per Ib.         10 per Ib.         11 per Ib.         11 per Ib.         12 per Ib.         12 per Ib.         12 per Ib.         12 per Ib.         14 per Ib.         14 per Ib.         12 per Ib.         12 per Ib.         12 per Ib.         12 per Ib.         13 per Ib.         14 per Ib.         15 per Ib.         16 per Ib.         16 per Ib.         17 per Ib.         17 per Ib.
ROUND- ROUND- ADVANC ENVELO T • Any fr Round PIECE # 1 2 3 4 5	TRIP DISPLAY MA TRIP ON-SITE MA ED WAREHOUSIN PE RATES THE MINIMUM reight received on n d-Trip Freight Hand	ATERIAL FREIGHT CHINERY NG (plus round trip freight CHARGE FOR nove-in days, after 5: lling rates. DETAIL OF SHI WIDTH B	rates) ALL SH OO pm, is PMENTS HEIG HIBITOR 1 ANDING SEI	\$.89 per \$.89 per \$3 IPMEN subject to (attach add HT O COMF RVICES: _	Ib. Ib. Ib. 38.77 per e NTS IS 2 o an overti d'I pages if i WEIC PLETE pcs. (	\$.79   \$.50   ADD \$.1 invelope (r 200 LB ime rate c necessary) GHT 	per Ib.         per Ib.         7 per Ib.         max. dimens         S. PER         of \$.17/Ib,         REQUIRES	\$.7         ions: 16" x 13"         X         SHIPMI         in addition         YES	'0 per Ib.         !4 per Ib.         !4 per Ib.         !4 per Ib.         ''         ENT         to the         !LOAD / RELOAD?         ILOAD / RELOAD?
ROUND- ROUND- ADVANC ENVELO T • Any fr Round PIECE # 1 2 3 4 5	TRIP DISPLAY MA TRIP ON-SITE MA ED WAREHOUSIN PE RATES THE MINIMUM reight received on n d-Trip Freight Hand	ATERIAL FREIGHT CHINERY NG (plus round trip freight CHARGE FOR nove-in days, after 5: lling rates. DETAIL OF SHI WIDTH EXH BJ SHRINI	ALL SH CO pm, is PMENTS HEIG HIBITOR 1 ANDING SEI ( WRAP SEI	\$.89 per \$.89 per \$3 <b>IPMEN</b> subject to (attach add HT <b>O COMF</b> RVICES: RVICES:	Ib.	\$.79   \$.50   ADD \$.1 envelope (r 200 LB ime rate c necessary) 3HT 0 \$52.1 0 \$52.1	per Ib.         per Ib.         7 per Ib.         max. dimens         S. PER         of \$.17/Ib,         REQUIRES	\$.7         ions: 16" x 13"         X         SHIPMI         in addition         YES         Stoor         YES	'0 per Ib.         !4 per Ib.         !4 per Ib.         !4 per Ib.         !4 per Ib.         '' b.         E N T         to the         '' NO         □ NO
ROUND- ROUND- ADVANC ENVELO T • Any fr Round PIECE # 1 2 3 4 5 6	TRIP DISPLAY MA         TRIP ON-SITE MA         ED WAREHOUSIN         PE RATES         'HE MINIMUM         reight received on n         d-Trip Freight Hand         LENGTH	ATERIAL FREIGHT CHINERY NG (plus round trip freight CHARGE FOR nove-in days, after 5: lling rates. DETAIL OF SHI WIDTH EXH SHRINH bs. x \$ per lb. \$	rates) ALL SH OD pm, is PMENTS HEIG HIBITOR 1 ANDING SEI	\$.89 per \$.89 per \$3 IPMEN subject to (attach add HT O COMF RVICES: RVICES: EN	Ib.       Ib.         Ib.       Ib.         38.77 per e       Ib.         NTS IS 2       Ib.         D an overtide       Ib.         d'I pages if       WEIG         PLETE       pcs. (in	\$.79   \$.50   ADD \$.1 envelope (r 200 LB ime rate c necessary) GHT  @ \$52.1 @ \$52.1 @ \$52.1	per Ib. per Ib. 7 per Ib. max. dimens S. PER of \$.17/Ib, REQUIRES 	\$.7 \$.4 \$.4 \$.4 \$.4 \$.5 \$.10" x 13" \$.5 \$.10" x 13" \$.5 \$.5 \$.5 \$.5 \$.5 \$.5 \$.5 \$.5 \$.5 \$.5	'0 per Ib.         !4 per Ib.         !4 per Ib.         !4 per Ib.         !4 per Ib.         '' to the         '' to the         !LOAD / RELOAD?         □ NO         □ S         \$ <t< td=""></t<>
ROUND- ROUND- ADVANC ENVELO T • Any fr Round PIECE # 1 2 3 4 5 6	TRIP DISPLAY MA         TRIP ON-SITE MA         ED WAREHOUSIN         PE RATES         'HE MINIMUM         reight received on n         d-Trip Freight Hand         LENGTH	ATERIAL FREIGHT CHINERY NG (plus round trip freight CHARGE FOR nove-in days, after 5: lling rates. DETAIL OF SHI WIDTH EXH BJ SHRINI	rates) ALL SH OD pm, is PMENTS HEIG HIBITOR 1 ANDING SEI	\$.89 per \$.89 per \$.89 per \$3 <b>IPMEN</b> subject to (attach add HT <b>O COMF</b> RVICES: RVICES: EN Advance	Ib. Ib. Ib. 38.77 per e ITS IS 2 D an overting d'I pages if in WEIC PLETE pcs. ( IVELOPES: ed Warehous	\$.79   \$.50   ADD \$.1 envelope (r 200 LB ime rate c necessary) GHT 0 \$52.1 0 \$52.1 0 \$52.1 0 \$52.1 0 \$52.1	per Ib. per Ib. 7 per Ib. max. dimens S. PER of \$.17/Ib, REQUIRES 	\$.7         ions: 16" x 13"         X         SHIPMI         in addition         YES         Stoor         YES	'0 per Ib.         !4 per Ib.         !4 per Ib.         !4 per Ib.         !4 per Ib.         '' to the         '' to the         !' NO         □ NO

Art Craft DISPLAY, INC. A DIVISION OF ART CRAFT SERVICE GROUP ADIVISION OF ART CRAFT SERVICE GROUP	Art Craft DISPLAY, INC. A DIVISION OF ART CRAFT SERVICE GROUP ADIVISION OF ART CRAFT SERVICE GROUP
RUSH	RUSH
TO: (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	C/O ART CRAFT DISPLAY, INC. 46100 GRAND RIVER AVE, STE. B NOVI, MI 48374 1 (248) 380-0843 detroit@artcraftdisplay.com
EVENT NAME: CTI Symposium USA 2024 LOCATION: Suburban Collection Showplace May 15-16, 2024	EVENT NAME: CTI Symposium USA 2024 LOCATION: Suburban Collection Showplace May 15-16, 2024
PIECE # OF TOTAL PIECES	PIECE # OF TOTAL PIECES
CARRIER: PLEASE LABEL EACH PIECE NV 2024	CARRIER: PLEASE LABEL EACH PIECE NV 2024
Art Craft DISPLAY, INC. A DIVISION OF ART CRAFT SERVICE GROUP ADVISION OF ART CRAFT SERVICE GROUP	Art Craft DISPLAY, INC. A DIVISION OF ART CRAFT SERVICE GROUP ADIVISION OF ART CRAFT SERVICE GROUP
RUSH	RUSH
TO:	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	C/O ART CRAFT DISPLAY, INC. 46100 GRAND RIVER AVE, STE. B NOVI, MI 48374 1 (248) 380-0843 detroit@artcraftdisplay.com
EVENT NAME:	EVENT NAME:

LOCATION: Suburban Collection Showplace May 15-16, 2024

\_ OF \_

PIECE #\_

CARRIER:

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PLEASE LABEL EACH PIECE

CTI Symposium USA 2024

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PLEASE LABEL EACH PIECE

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Suburban Collection Showplace May 15-16, 2024

OF

CTI Symposium USA 2024

LOCATION:

PIECE #

CARRIER:

Art Craft ONSITE	Art Craft ONSITE
DISPLAY, INC.	DISPLAY, INC.
a division of art craft service group FREIGHT	a division of art craft service group <b>FREIGHT</b>
RUSH	RUSH
TO:	TO:
(EXHIBITING FIRM NAME) (BOOTH #)	(EXHIBITING FIRM NAME) (BOOTH #)
C/O ART CRAFT DISPLAY, INC.	C/O ART CRAFT DISPLAY, INC.
46100 GRAND RIVER AVE.	46100 GRAND RIVER AVE.
NOVI, MI 48374	NOVI, MI 48374
1 (248) 380-0843	1 (248) 380-0843
detroit@artcraftdisplay.com	detroit@artcraftdisplay.com
EVENT NAME:	EVENT NAME:
CTI Symposium USA 2024	CTI Symposium USA 2024
LOCATION:	LOCATION:
Suburban Collection Showplace May 15-16, 2024	Suburban Collection Showplace May 15-16, 2024
PIECE # OF TOTAL PIECES	PIECE # OF TOTAL PIECES
CARRIER:	CARRIER:
PLEASE LABEL EACH PIECE	PLEASE LABEL EACH PIECE
NV 2024	NV 2024
Art Craft D I S P L A Y, I N C. A DIVISION OF ART CRAFT SERVICE GROUPONSITE FREIGHT	Art Craft D I S P L A Y, I N C. A DIVISION OF ART CRAFT SERVICE GROUP A DIVISION OF ART CRAFT SERVICE GROUP
RUSH	RUSH
TO:	TO:
(EXHIBITING FIRM NAME) (BOOTH #)	(EXHIBITING FIRM NAME) (BOOTH #)
C/O ART CRAFT DISPLAY, INC.	C/O ART CRAFT DISPLAY, INC.
46100 GRAND RIVER AVE.	46100 GRAND RIVER AVE.
NOVI, MI 48374	NOVI, MI 48374
1 (248) 380-0843	1 (248) 380-0843
detroit@artcraftdisplay.com	detroit@artcraftdisplay.com
EVENT NAME:	EVENT NAME:
CTI Symposium USA 2024	CTI Symposium USA 2024
LOCATION:	LOCATION:
Suburban Collection Showplace May 15-16, 2024	Suburban Collection Showplace May 15-16, 2024

\_ TOTAL PIECES

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PLEASE LABEL EACH PIECE

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OF

\_ TOTAL PIECES



# FORK LIFT SERVICES

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

#### SHOW NAME CTI Symposium USA 2024

Suburban Collection Showplace

May 15-16, 2024 BOOTH SIZE

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SHOW DATE

COMPANY

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

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

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

Credit Card Information Required with All Orders.

# STANDARD SERVICE ADVANCE FLOOR Jup 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 14 days prior to show or placed on-site. 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.

	TIME			RATE			
	Fork Lift & Operator needed at	AM on		for	hours x \$	per hr. = \$	
MOVE-IN	Fork Lift & Operator needed at	PM on		for	hours x \$	per hr. = \$	
	Fork Lift & Operator needed at	AM on		for	hours x \$	per hr. = \$	
		TIME	DATE		R	ATE	
	Fork Lift & Operator needed at	AM on		for	hours x \$	per hr. = \$	
MOVE-OUT	Fork Lift & Operator needed at	PM on		for	hours x \$	per hr. = \$	
	Fork Lift & Operator needed at	PM on		for	hours x \$	per hr. = \$	
Please check-in at Service Desk when ready for service				TOTAL E	STIMATED FORM		\$



# DISPLAY & BANNER STAND RENTALS

Art Craft Display offers a wide variety of display solutions for your exhibit space. All display items are subject to availability and should be ordered by the advance order deadline. Customers may use their own Velcro<sup>®</sup>-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. 6'w x 60"h Tabletop Pop-Up Display
- B. 8'w x 60"h Tabletop Pop-Up Display
- C. 8'w x 89"h Floor Pop-Up Display includes case counter
- **D.** 10'w x 89"h Floor Pop-Up Display includes case counter

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





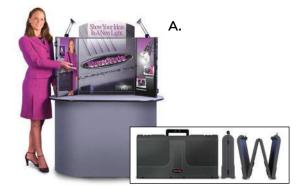




# Folding Panel Tabletop Displays

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

Folding panel tabletop exhibit display units with black,Velcro<sup>®</sup>-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.



# DISPLAY & BANNER STAND RENTALS

## **Freestanding Banner Stands**

Small Telescoping Freestanding Banner Stand (28"-48"w x 37"-95"h) Large Telescoping Freestanding Banner Stand (52"-95"w x 36"-95"h)

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

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

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



# **Hanging Banner Frames**

6'wide, 3-sided Hanging Banner Frame w/ harness 8'wide, 3-sided Hanging Banner Frame w/ harness 10'wide, 3-sided Hanging Banner Frame w/ harness

6'wide, 4-sided Hanging Banner Frame w/ harness 8'wide, 4-sided Hanging Banner Frame w/ harness 10'wide, 4-sided Hanging Banner Frame w/ harness

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

Rigging labor must be ordered in advance.

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





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

# **Optional Display & Banner Stand Accessories**

### Extra Halogen Light

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



### **Clamp-On Light Fixture**



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



# **DISPLAY & BANNER STAND** RENTAL

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

### CTI Symposium USA 2024

Suburban Collection Showplace BOOTH #

May 15-16, 2024

X

AUTHORIZED CONTACT SIGNATURE

SHOW NAME

COMPANY

AUTHORIZED CONTACT - PLEASE PRINT

DATE

BOOTH SIZE

SHOW DATE

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

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

## NON-TAXABLE DISPLAY RENTAL ITEMS

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

POP-UP DISPLAYS All pop-up displays and accessories include material handling fees, show-site installation / dismantle, light(s) and black, Velcro-red	ceptive fabric	covering	
QTY. DESCRIPTION	ADVANCE	FLOOR	AMOUNT
A. 6' wide Curved Tabletop Pop-Up Display (60" tall)	498.70	N/A	
B. 8' wide Curved Tabletop Pop-Up Display (60" tall)	556.49	N/A	
C. 8' wide Curved Floor Pop-Up Display (89" tall) - includes case-to-counter conversion kit	883.80	N/A	
D. 10' wide Curved Floor Pop-Up Display (89" tall) - includes case-to-counter conversion kit	941.56	N/A	
FOLDING PANEL TABLETOP DISPLAYS All folding tabletop displays include material handling fees, show-site installation / dismantle, light(s) and black, Velcro-recepti	ve fabric cove	ering	
A. 48"w x 24"h ShowStyle Folding Display	190.66	N/A	
B. 74"w x 36"h ShowMax Folding Display	383.16	N/A	
FREESTANDING BANNER STANDS Freestanding Banner Stands must be checked-out at the on-site service desk			
Small Telescoping Freestanding Banner Stand (28"-48"w x 37"-95"h) Attachment method: Pole pocket	110.32	N/A	
Large Telescoping Freestanding Banner Stand (52"-95"w x 36"-95"h) Attachment method: Pole pocket	125.27	N/A	
HANGING BANNER FRAMES Harness included. Rigging labor must be ordered in advance. Note: Please check your contract from show management to see if permission is needed for banner hanging prior to Based on booth location, banner hanging restrictions and or modifications may apply	placing your	order.	
6' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	136.73	171.00	
8' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	152.12	191.00	
10' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	168.51	211.00	
6' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	157.90	198.00	
8' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	182.94	229.00	
10' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	194.48	244.00	
OPTIONAL DISPLAY & BANNER STAND ACCESSORIES / UPGRADES			
Clamp-on Halogen Light - for use with Telescoping banner stands	61.71	N/A	
Extra Halogen Display Light Fixture w/ Bulb - for use with Pop-Up displays	61.71	N/A	

TOTAL NON-TAXABLE DISPLAY ITEMS \$

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

# Terms, Conditions and Policies page one



#### CONTRACTUAL AGREEMENT

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

#### WHEN ANY SERVICE, PAYMENT OR ORDER FORM IS SIGNED AND RETURNED TO ART CRAFT; OR

-WHEN ANY SERVICE OR EQUIPMENT ORDER IS PLACED BY AN EXHIBITOR WITH ART CRAFT, OR -WHEN ANY WORK IS PERFORMED ON BEHALF OF EXHIBITOR, BY LABOR SECURED THROUGH ART CRAFT.

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

#### DEFINITIONS

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

#### PAYMENT TERMS

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

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

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

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

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

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

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

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

#### EQUIPMENT: GENERAL CONDITIONS AND POLICIES

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

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

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

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

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

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

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

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

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

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

#### 3. LABOR PROVIDED UNDER THE SUPERVISION OF ART CRAFT:

- A. RESPONSIBILITIES: ART CRAFT shall be responsible for the performance of labor provided under this option. ART CRAFT cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under ART CRAFT's direct supervision and control. In no event shall ART CRAFT be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. ART CRAFT shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond ART CRAFT's reasonable control.
- B. INDEMNIFICATION: ART CRAFT agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to ART CRAFT employees, or property damage arising out of work performed by labor provided by and supervised by ART CRAFT, except when EXHIBITOR exercises direction and/or control over the work being performed.

#### 4. LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR:

- A. RESPONSIBILITIES: EXHIBITOR shall be responsible for the performance of labor provided under this section. It is the responsibility of EXHIBITOR to supervise labor secured through ART CRAFT in a reasonable manner as to prevent bodily injury and/ or property damage and also to direct them to work in a manner that is in compliance with ART CRAFT Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.
- B. INDEMNIFICATION: EXHIBITOR agrees to indemnify, hold harmless, and defend ART CRAFT from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not matter to limited to limiting), not naminess, and detended to OKA i not name against any and administrative and detended to the second second, miles, penalties, and to expenses (including but not limited to reasonable attorneys' fees and investigation costs) foodily injury, including any injury to ART CRAFT employees, and/or property damage arising out of work performed by labor provided by ART CRAFT but supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of ART CRAFT includes any and all violations of Federal, State, County or Local ordinances, "Show regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by ART CRAFT to work in a manner that violates any of the above rules, regulations, and/or ordinances.

# Terms, Conditions and Policies page two



## MATERIAL HANDLING: GENERAL CONDITIONS AND POLICIES

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

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

-WHEN ANY SERVICE, PAYMENT OR ORDER FORM IS SIGNED AND RETURNED TO ART CRAFT; <u>OR</u> -WHEN ANY SERVICE OR EQUIPMENT ORDER IS PLACED BY AN EXHIBITOR WITH ART CRAFT; <u>OR</u>

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

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

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

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

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

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

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

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

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

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

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

#### 9. ART CRAFT'S LIMITS OF LIABILITY:

A. CLAIMS FOR LOSS: Claims for loss or damage must be filed within nine (9) months after the delivery of the property, except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has lapsed. In no event shall a suit or action be brought against ART CRAFT more than two (2) years and one day from the day when written notice is given by ART CRAFT to EXHIBITOR

that the claim is disallowed. Receipt of shipment by consignee or the consignee's agent without written notification or damage or loss will be prima facie evidence that the shipment was delivered in good condition 1. PAYMENT FOR SERVICES MAY NOT BE WITHHELD: In the event of any dispute between the EXHIBITOR and ART CRAFT relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to ART CRAFT for its services, as an offset against the amount of any alleged loss or damage.

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

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

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

1. GROUND SHIPMENTS: No declared value is available for ground shipments. If the shipper declares a value, they must ship by Air. 2. DOMESTIC & INTERNATIONAL AIR SHIPMENTS: When the shipper declares a value that exceeds \$.50 per pound per article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment, whichever is greater,

- an additional charge of \$0.85 per \$100.00 of excess valuation or fraction thereof, subject to a minimum charge of \$3.25 per shipment, will be assessed on the declared value. 3. EXTRAORDINARY VALUE: Notwithstanding the above limitations, all shipments, domestic and international, containing the following items of extraordinary value are limited to a maximum declared value of \$500.00. a. Artworks and objects of art, namely original paintings, drawing, etchings, watercolors, tapestries or sculptures.
  - b. Clocks, jewelry, including costume jewelry, furs, and fur trimmed clothing.
  - c. Personal effect, including without limitation papers and documents.

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

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

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

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

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

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

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

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

			DELIVERY IN	FORMATION		
		Show Name:	CTI Symposium USA 2024		SERVICE AREA: IL, IN, MI, OH, WI, MN, MO, IA, NE, KS, SD, ND	
		Contractor:	Art Craft Display, Inc.		CORT Events 2141 Internationale Pkwy, Ste 300	
CORT	<b>EVENTS</b>	Booth Number(s):		Show Date:	May 15-16, 2024	Woodridge, IL 60517 630-972-0146
- COL		Venue:	Suburban Collection Show	place	Please email all pages to: DL-CORTtseChicago@Cort.com	
	Venue: Suburban Collection S ORDER INFORMATION				P	AYMENT INFORMATION

Exhibiting Co:	Order Total:
Address:	Ordering within 14 days of show open? Yes Late Order Fee: (Add 30% of Order Total)
City, State, Zip:	State Tax: (excluding NV, CA & OR) 6.00%
Phone:	TOTAL DUE:
Fax:	*To better protect your data, we no longer accept credit card information via email or
Contact:	fax. All credit card payments must be made through our secure online payment portal or over the phone.
Email:	After your order has been processed, you will receive a confirmation PDF with a link and PIN to pay online. If you would
Authorized By:	like to pay over the phone, please call 1-844-855-0735 M-Fbetween 7am - 5pm PST after you receive your confirmation.

PAYMENT: In order to guarantee delivery, all orders must be received and full payment made no later than 14 days prior to the show. Payment may be made by credit card or a check drawn on a U.S. bank unless prior arrangements were made.
LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.

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

CODE	OTH	ITEM	DESCRIPTION	2024	TOTAL	0005-	OT	ITEM	DESCRIPTION	2024	TOT
CODE	QTY	ITEM	DESCRIPTION	2024	TOTAL	CODE	QTY	ITEM	DESCRIPTION NT CHAIRS (continued)	2024	тот
WOTED				<b>a</b> 400	1	D1110000				<b>*</b> • • •	~ 1
SKCT5P		5' Table, Powered	Black Top, Silver	\$ 496		BNMCOB	_	rooklyn Meeting Chair	Black Vinyl, Oak-look Base	\$ 29	
C5PWR		5' Table, Powered	White Top, Silver	\$ 496		BNMCSW		rooklyn Meeting Chair	White Vinyl, Oak-look Base	\$ 29	
SKCT8P		8' Table, Powered	Black Top, Silver	\$ 1,023		CNTCHR		entury Chair	Gray Velvet	\$ 50	
C8PWR		8' Table, Powered	White Top, Silver	\$ 1,023		LABREA	_	a Brea Swivel Chair	Charcoal Gray Fabric, Chrome	\$ 43	
KC10P		10' Table, Powered	Black Top, Silver	\$ 1,023		LENCHA		ena Chair	Moss Green Leather, Bronze	\$ 43	
10PWR		10' Table, Powered	White Top, Silver	\$ 1,023		BCW		adrid Chair	White Vinyl, Chrome	\$ 50	
30BWH		30" Bar Table, Powered	White Top, Black	\$ 643		MNCHCH		unich Armless Chair	Gray Fabric, Black	\$ 34	
30CWH		30" Cafe Table, Powered	White Top, Black	\$ 643		SWAN		wanson Swivel Chair	White Vinyl, Chrome	\$ 34	
DCTBP		Adelaide Powered Cocktail Table	Black Top, Silver	\$ 335		TRCHCO		errace Accent Chair	Cognac Leather, Black	\$ 48	
DCTWP		Adelaide Powered Cocktail Table	White Top, Silver	\$ 335		WENCHA	W	entworth Swivel Chair	Brown Vinyl	\$ 34	4
PLCHP		Naples Chair, Powered	Black Vinyl	\$ 680					GROUP SEATING		
PLLOP			Black Vinyl	\$ 841		BLDCBK	BI	ade Chair	Black	\$ 7	2
PLSOP		Naples Sofa, Powered	Black Vinyl	\$ 994		BLDCRD		ade Chair	Red	\$ 7	
TCHP		Tech Chair, No Tablet		\$ 344		BLDCSB		lade Chair	Sky Blue	\$ 7	
IGHE	$\vdash$		Gray Vinyl, Chrome Base	-		SC3		rewer Chair	Onyx, Chrome	\$ 12	
CHGRY		Tech Tablet Chair	Gray Vinyl, White Metal Tablet,	\$ 344		CCSCAZ		helsea Chair	Azure Blue, Black Swivel Base w/ Casters	\$ 12	
	$\vdash$	Ventura Communal Bar Table,	Chrome Base			CCSCAZ		helsea Chair	Black, Black Swivel Base w/ Casters	\$ 12	
NTBLK		Powered	Black Top, Silver	\$ 877		CCSCBK		heisea Chair helsea Chair	Goldenrod Yellow, Black Swivel Base w/	\$ 12 \$ 12	
NTWHT		Powered	White Top, Silver	\$ 877		CCSCGY		helsea Chair	Casters Gray, Black Swivel Base w/ Casters	\$ 12	_
NTCBK		Powered	Black Top, Silver	\$ 716		CCSCOR		helsea Chair	Orange, Black Swivel Base w/ Casters	\$ 12	_
NTCWH		Ventura Communal Cafe Table, Powered	White Top, Silver	\$ 716		CCSCOR		helsea Chair	Walnut-look, Black Swivel Base w/ Casters	\$ 12	_
JBPOW		Wireless Charging Table	White, AC Plug In	\$ 395							_
ILHUB		Village Charging Hub SOFT SEATING	Cream COLLECTIONS	\$ 263	I	CCBTAZ CCBTBK		helsea Chair helsea Chair	Azure Blue, Black Tower Base Black, Black Tower Base	\$ 12 \$ 12	
HR002			Blue Fabric, Brushed Metal	\$ 549	1	CCBTYL	_	helsea Chair	Goldenrod Yellow, Black Tower Base	\$ 12	
FA002		Allegro Sofa	Blue Fabric, Brushed Metal	\$ 549 \$ 710			_				
CHWHT		Baja Chair	White Vinvl	\$ 710 \$ 549		CCBTGY		helsea Chair	Gray, Black Tower Base		
LVWHT		Baja Loveseat	White Vinyl	\$ 549 \$ 695		CCBTOR	-	helsea Chair	Orange, Black Tower Base	\$ 12	
SFWHT			White Vinyl	\$ 834		CCBTWL		helsea Chair	Walnut-look, Black Tower Base	\$ 12	
		Baja Sofa		\$ 834 \$ 438	<u> </u>	XCHR		hristopher Chair	White Vinyl, Chrome	\$ 12	
OCHTP		Cordoba Chair	Taupe Fabric, Black			DUET		uet Stack Chair	Black, Chrome	\$ 7	
OLVTP		Cordoba Loveseat	Taupe Fabric, Black	\$ 628		LMCHR		aguna Chair	Maple, Chrome	\$ 12	
AIRCW		Fairfax Chair	White Vinyl, Brushed Metal	\$ 373		LUCHCL	Lu	ucent Chair	Frosted Acrylic, Chrome	\$ 18	9
AIRSW		Fairfax Loveseat	White Vinyl, Brushed Metal	\$ 482		MALGRY		alba Chair	Gray, Chrome	\$ 7.	
EYCHR		Key Largo Chair	Black Fabric, Wood	\$ 373		MALGRN	M	alba Chair	Green, Chrome	\$ 7.	
EYLOV		Key Largo Loveseat	Black Fabric, Wood	\$ 438		MARCBK	M	arina Chair	Black Vinyl, Brushed Metal	\$ 14	5
EYSOF		Key Largo Sofa	Black Fabric, Wood	\$ 482		MARCBR	M	arina Chair	Brown Fabric, Brushed Metal	\$ 14	5
ONCHA			Blue, Black Metal	\$ 549		MARCBE	M	arina Chair	Ocean Blue Fabric, Brushed Metal	\$ 14	5
ONLOV		Montreal Loveseat	Blue, Black Metal	\$ 695		MARCRD	_	arina Chair	Red Fabric, Brushed Metal	\$ 14	
PLCHR		Naples Chair	Black Vinyl	\$ 549		MARCWH		arina Chair	White Vinyl, Brushed Metal	\$ 14	
PLLOV		Naples Loveseat	Black Vinyl	\$ 695		PASCHR		asadena Chair	White Molded Plastic, Chrome	\$ 29	
PLSOF		Naples Sofa	Black Vinyl	\$ 834		SC10		azor Armless Chair	White	\$ 7	
ALSOF	1	Palm Beach Sofa	White Vinyl	\$ 710		RSTDIN		ustique Chair w/ Arms	Gunmetal	\$ 12	
TECHA		Sterling Chair	Gray Fabric	\$ 680		CS4		yntax Chair	Black, Chrome	\$ 12	
TESOF	$\vdash$	Sterling Sofa	Gray Fabric	\$ 000 \$ 994	<u> </u>	ZENCHR		enith Chair	White, Chrome	\$ 17	
		Ŷ	Green Fabric			ZENGRR	Z€		OTTOMANS	φ 12	- 1
LCGN		Valencia Chair	Oat Fabric	\$ 373							
ALCOT		Valencia Chair		\$ <u>373</u>		BVLYBK	_	everly Bench Ottoman	Black Vinyl	\$ 31	
ALCHA		Valencia Chair	Spice Orange Velvet	\$ 373		BVLYBN		everly Bench Ottoman	Brown Fabric	\$ 31	
ALSOF		Valencia Loveseat	Coffee Brown Velvet	\$ 482		BVLYGR	Be	everly Bench Ottoman	Gray Fabric	\$ 31	5
ALVOT		Valencia Loveseat	Oat Fabric	\$ 482		BVLYLN	Be	everly Bench Ottoman	Linen Fabric	\$ 31	5
		ACCENT	CHAIRS			BVLYOB		everly Bench Ottoman	Ocean Blue Fabric	\$ 31	5
ГНСНА		Atherton Chair	Brown Leather, Black Metal	\$ 505		BVLYRD		everly Bench Ottoman	Red Fabric	\$ 31	
WCHA		Bowery Chair	Ochre Fabric	\$ 505		BVLYWH		everly Bench Ottoman	White Vinyl	\$ 31	
MCSB		Brooklyn Meeting Chair	Black Vinyl, Black Swivel Base	\$ 292		BVSMBK	_	everly Small Bench Ottoman	Black Vinyl	\$ 26	

PAGE 1 TOTAL

\$0

SHOW NA	ME:	CTI Symposium U	SA 2024					BOOTH	:			
CODE	QTY	ITEM	DESCRIPTION	2024	TOTAL	CODE	QTY	ITEM	DESCRIPTION	2	024	TOTAL
		OTTOMANS	S (continued)					ACCI	ENT TABLES (continued)			-
BVSMBN	1	Beverly Small Bench Ottoman	Brown Fabric	\$ 263		MESETW	1	Mesa End Table	Barnwood Top, Bronze	\$	189	1
BVSMGN		Beverly Small Bench Ottoman	Olive Green Fabric	\$ 263		REGBEN		Regis Bench/Table	Brushed Metal	\$	263	1
BVSMGY		Beverly Small Bench Ottoman	Gray Fabric	\$ 263		REGOTT		Regis End Table	Brushed Metal	\$	233	
BVSMLN		Beverly Small Bench Ottoman	Linen Fabric	\$ 263		SEDBBK		Sedona Side Table	Black Top, Bronze	\$	131	
BVSMLV		Beverly Small Bench Ottoman	Lavender Fabric	\$ 263		SEDBWH		Sedona Side Table	White Top, Bronze	\$	131	
BVSMOR		Beverly Small Bench Ottoman	Orange Fabric	\$ 263		SEDBWD		Sedona Side Table	Wood Top, Bronze	\$	131	
BVSMRD BVSMWH		Beverly Small Bench Ottoman Beverly Small Bench Ottoman	Red Fabric	\$ 263 \$ 263		C1E		Silverado Cocktail Table	Glass Top, Chrome	\$	241	
BVSMVH		Beverly Small Bench Ottoman	White Vinyl Yellow Fabric	\$ 263 \$ 263		E1E TAOBBK		Silverado End Table Taos Side Table	Glass, Chrome Black Top, Bronze	\$	189 131	
END01B	-	Endless Curved Ottoman	Black Vinyl, Chrome	\$ 409		TAOBBK		Taos Side Table	White Top, Bronze	۵ ۶	131	
END01W		Endless Curved Ottoman	White Vinyl, Chrome	\$ 409		TAOBWH		Taos Side Table	Wood Top, Bronze	э \$	131	
END02B		Endless Square Ottoman	Black Vinyl, Chrome	\$ 358		TMBTBL		Timber Table	Wood 100, Bronze	\$ S	131	
END02W		Endless Square Ottoman	White Vinyl, Chrome	\$ 358					S W/ STANDARD BLACK BASE	1.÷		
MAR001		Marche Swivel Ottoman	White Vinyl	\$ 189		30BKSC	1	30" Round Bar Table	Black Top	¢	212	
MAR002		Marche Swivel Ottoman	Gray Fabric	\$ 189		30BEBC		30" Round Bar Table	Blue Top	Ψ S	212	
MAR003		Marche Swivel Ottoman	Linen Fabric	\$ 189		30AGBC		30" Round Bar Table	Brushed Gunmetal Top	\$	212	
MAR004		Marche Swivel Ottoman	Raspberry Fabric	\$ 189		30YSBC		30" Round Bar Table	Brushed Yellow Top	\$	212	
MAR005		Marche Swivel Ottoman	Red Fabric	\$ 189		ZTJ	1	30" Round Bar Table	Graphite Nebula Top	\$	212	1
MAR006		Marche Swivel Ottoman	Rose Quartz Fabric	\$ 189		ZTA		30" Round Bar Table	Gray Acajou Top	\$	212	1
MAR007		Marche Swivel Ottoman	Plum Fabric	\$ 189		30GSBC		30" Round Bar Table	Green Top	\$	212	
MAR008		Marche Swivel Ottoman	Meadow Green	\$ 189		ZTK		30" Round Bar Table	Maple Top	\$	212	
MAR009		Marche Swivel Ottoman	Pear Yellow Fabric	\$ 189		30OSBC		30" Round Bar Table	Orange Top	\$	212	
MAR010		Marche Swivel Ottoman	Blue Fabric	\$ 189		ZTB		30" Round Bar Table	Red Top	\$	212	
MAR011 MAR012		Marche Swivel Ottoman	Orange Fabric	\$ 189		30WH29		30" Round Bar Table	White Top	\$	212	<u> </u>
MAR012 MAR013		Marche Swivel Ottoman Marche Swivel Ottoman	Forest Green Vinyl Teal Velvet	\$ 189 \$ 189		30WDBC		30" Round Bar Table	Barnwood Top	\$	212 219	
MAR013 MAR014		Marche Swivel Ottoman	Distressed Brown Vinyl	\$ 189		36BKSC ZTN		36" Round Bar Table 36" Round Bar Table	Black Top Graphite Nebula Top	\$	219	
MAR015		Marche Swivel Ottoman	Black Vinyl	\$ 189		ZTP		36" Round Bar Table	Maple Top	э \$	219	
MAR016	1	Marche Swivel Ottoman	Ivory Faux Sheep Fur	\$ 189		ZTQ		36" Round Bar Table	White Top	Ψ S	219	
MAR020		Marche Swivel Ottoman	Olive Faux Sheep Fur	\$ 189		2.0	<u> </u>		W/ HYDRAULIC CHROME BASE	÷	210	L
MAR021		Marche Swivel Ottoman	Terracotta Faux Sheep Fur	\$ 189		30MAHC	r	30" Round Bar Table	Gray Acajou Top	\$	262	<b>—</b>
VIB01		Vibe Cube Ottoman	Green Vinyl	\$ 101		30BRHC		30" Round Bar Table	Red Top	\$ S	262	-
VIB02		Vibe Cube Ottoman	Blue Vinyl	\$ 101		30WHHC		30" Round Bar Table	White Top	\$	262	
VIB04		Vibe Cube Ottoman	Red Vinyl	\$ 101		30WDHC		30" Round Bar Table	Barnwood Top	\$	262	
VIB05		Vibe Cube Ottoman	Bright Yellow Vinyl	\$ 101		30BKHC		30" Round Bar Table	Black Top	\$	262	1
VIB08		Vibe Cube Ottoman	Orange Vinyl	\$ 101		30BEHC		30" Round Bar Table	Blue Top	\$	262	
VIB09		Vibe Cube Ottoman	White Vinyl	\$ 101		30AGHC		30" Round Bar Table	Brushed Gunmetal Top	\$	262	
VIB10		Vibe Cube Ottoman	Black Vinyl	\$ 101		30YSHC		30" Round Bar Table	Brushed Yellow Top	\$	262	
VIB11		Vibe Cube Ottoman	Steel Blue Vinyl	\$ 101		30GRHC		30" Round Bar Table	Graphite Nebula Top	\$	262	<u> </u>
VIB12 VIB13		Vibe Cube Ottoman Vibe Cube Ottoman	Silver Vinyl	\$ 101 \$ 101		30GSHC		30" Round Bar Table	Green Top	\$	262	<u> </u>
VIB13 VIB14		Vibe Cube Ottoman	Purple Vinyl Citrus Green Vinyl	\$ 101 \$ 101		30MTHC		30" Round Bar Table	Maple Top	\$	262	-
VIB14 VIB15		Vibe Cube Ottoman	Taupe Vinyl	\$ 101		30OSHC		30" Round Bar Table	Orange Top	\$	262	
VIB15 VIB16	-	Vibe Cube Ottoman	Spice Orange Vinyl	\$ 101		36BKHC		36" Round Bar Table	Black Top	\$	307	L
VIB17		Vibe Cube Ottoman	Desert Rose Vinyl	\$ 101		36GRHC		36" Round Bar Table	Graphite Nebula Top	\$	307 307	<u> </u>
VIB21		Vibe Cube Ottoman	Caramel Vinyl	\$ 101		36MTHC 36WTHC		36" Round Bar Table 36" Round Bar Table	Maple Top White Top	\$ \$	307	
VIB22		Vibe Cube Ottoman	Navy Vinyl	\$ 101		SOWINC			S W/ STANDARD BLACK BASE	à	307	L
		ACCEN	T TABLES			2000/000	1			¢	212	1
ADCTBK		Adelaide Cocktail Table	Black Top, Silver	\$ 241		30BKSB 30BEBB		30" Round Bar Table 30" Round Bar Table	Black Top Blue Top	\$	212 212	──
ADCTGL	1	Adelaide Cocktail Table	Glass Top, Silver	\$ 241		30BEBB 30AGBB	-	30" Round Bar Table 30" Round Bar Table	Blue Top Brushed Gunmetal Top	¢ 2	212	<del> </del>
ADCTWH	1	Adelaide Cocktail Table	White Top, Silver	\$ 241		30YBBB		30" Round Bar Table	Brushed Yellow Top	ş S	212	
ADETBK	1	Adelaide End Table	Black Top, Silver	\$ 233		VTJ	1	30" Round Bar Table	Graphite Nebula Top	ŝ	212	t
ADETGL	1	Adelaide End Table	Glass Top, Silver	\$ 233		VTA	1	30" Round Bar Table	Gray Acajou Top	\$	212	t
ADETWH		Adelaide End Table	White Top, Silver	\$ 233		30GSBB	1	30" Round Bar Table	Green Top	\$	212	1
ALC100		Alondra Cocktail Table	Glass Top, Chrome	\$ 292		VTK		30" Round Bar Table	Maple Top	\$	212	
ALC200		Alondra Cocktail Table	Brandy Maple Top, Chrome	\$ 292		30OSBB		30" Round Bar Table	Orange Top	\$	212	
ALE100		Alondra End Table	Glass Top, Chrome	\$ 233		VTB		30" Round Bar Table	Red Top	\$	212	
ALE200		Alondra End Table	Brandy Maple Top, Chrome	\$ 233		30WH42		30" Round Bar Table	White Top	\$	212	
AURA	I	Aura Round Table	White Metal	\$ 131		30WDBB	<u> </u>	30" Round Bar Table	Barnwood Top	\$	212	
C1C	I	Geo Cocktail Table	Glass Top, Chrome	\$ 241	<u> </u>	36BKSB	<u> </u>	36" Round Bar Table	Black Top	\$	219	<u> </u>
C1FWB	<del> </del>	Geo Cocktail Table	Brandy Maple Top, Black	\$ 241	<u> </u>	VTN		36" Round Bar Table	Graphite Nebula Top	\$	219	
E1C E1FWB	<del> </del>	Geo End Table Geo End Table	Glass Top, Chrome Brandy Manla Tap, Black	\$ 189 \$ 189	<u> </u>	VTP VTW		36" Round Bar Table 36" Round Bar Table	Maple Top White Top	\$	219 219	+
E1FWB MESCTB		Geo End Table Mesa Cocktail Table	Brandy Maple Top, Black Black Top, Bronze	\$ 189 \$ 241	$\vdash$	VIW				\$	219	L
MESCIB	<u> </u>	Mesa Cocktail Table Mesa Cocktail Table	Black Top, Bronze Glass Top, Bronze	\$ 241 \$ 241		005	-		W/ HYDRAULIC CHROME BASE	1.		_
MESCTW	1	Mesa Cocktail Table	Barnwood Top, Bronze	\$ 241 \$ 241		30BKHB	<b> </b>	30" Round Bar Table	Black Top	\$	262	<u> </u>
	1	Mesa End Table	Black Top, Bronze	\$ 189		30BEHB 30AGHB		30" Round Bar Table 30" Round Bar Table	Blue Top Brushed Gunmetal Top	\$	262 262	
MESEIR					1		1			ð		<u> </u>
MESETB MESETG		Mesa End Table	Glass Top, Bronze	\$ 189	1	30YSHB		30" Round Bar Table	Brushed Yellow Top	¢	262	

Page 2 TOTAL

CODE	QTY	ITEM	ISA 2024 description	2024 TOTAL	CODE	QTY	ITEM	DESCRIPTION		)24	TO
CODE	QIT			2024 IUTAL	CODE	QIT			20	JZ4	10
		BAR TABLES W/ HYDRAULIC		<b>A</b> 000	0.50	1		ENCE TABLES (continued)		050	
0GRHB 0GSHB		30" Round Bar Table 30" Round Bar Table	Graphite Nebula Top Green Top	\$ 262 \$ 262	CB8 CONF42	-	42" Round Madison Table 42" Round Table	Gray Acajou, Black White Top	\$ \$	350 350	
OMTHB		30" Round Bar Table	Maple Top	\$ 262	42BKCT	-	42" Round Table	Black Top, Black	\$	350	
DOSHB		30" Round Bar Table	Orange Top	\$ 262	BKCT5N		5' Table	Black Top, Silver	\$	438	t
OBRHB		30" Round Bar Table	Red Top	\$ 262	CONF5		5' Table	White Top, Silver	\$	438	
OWHHB		30" Round Bar Table	White Top	\$ 262	BKCT8N		8' Table	Black Top, Silver	\$	804	
OWDHB		30" Round Bar Table	Barnwood Top	\$ 262	CONF8	-	8' Table	White Top, Silver	\$	804	
0MAHB 6BKHB		30" Round Bar Table 36" Round Bar Table	Gray Acajou Top Black Top	\$ 262 \$ 307	BKC10N CONF10	-	10' Table 10' Table	Black Top, Silver White Top, Silver	\$ \$	804 804	+
6GRHB		36" Round Bar Table	Graphite Nebula Top	\$ 307	CF2		Geo Table, Rectangle	Glass Top, Black	\$	438	-
6MTHB		36" Round Bar Table	Maple Top	\$ 307	CE2		Geo Table, Rectangle	Glass Top, Chrome	\$	438	1
6WTHB		36" Round Bar Table	White Top	\$ 307	CF1		Geo Table, Rounded Square	Glass Top, Black	\$	262	
		BAR 1	ABLE		CE1		Geo Table, Rounded Square	Glass Top, Chrome	\$	262	
STSQT		Rustique Square Metal Bar Table	Gunmetal	\$ 277	MADC05		Madison 5' Table	Gray Acajou, Chrome	\$	438	Γ
		BARS	TOOLS		MADC08		Madison 8' Table	Gray Acajou, Chrome	\$	804	t –
BSS		Banana Barstool	Black, Chrome	\$ 241	MADC10		Madison 10' Table	Gray Acajou, Chrome	\$	804	1
BST		Banana Barstool	White, Chrome	\$ 241	WD3		Work Table	White Top, White	\$	271	
DBBK		Blade Barstool	Black	\$ 110			E	ECUTIVE CHAIRS			
DBRD		Blade Barstool	Red	\$ 110	ACHBCB		Ace High Back Chair	Black Vinyl, Chrome	\$	241	
DBSB		Blade Barstool	Sky Blue	\$ 110	ACEHBC		Ace High Back Chair	White Vinyl, Chrome	\$	241	
BSBAZ		Chelsea Barstool	Azure Blue, Black Tower Base	\$ 168	ACMBCB		Ace Mid Back Chair	Black Vinyl, Chrome	\$	227	
SBBK		Chelsea Barstool	Black, Black Tower Base	\$ 168	ACEMBC		Ace Mid Back Chair	White Vinyl, Chrome	\$	227	
BSBYL		Chelsea Barstool	Goldenrod Yellow, Black Tower Base	\$ 168	CUPCHA		Cupertino Mid Back Chair	Black Vinyl	\$	227	Γ
SBGY		Chelsea Barstool	Gray, Black Tower Base	\$ 168	GENCHA		Genesis Chair	Black	\$	168	
SBOR		Chelsea Barstool	Orange, Black Tower Base	\$ 168	PROGB		Pro Executive Guest Chair	Black Vinyl, Chrome	\$	204	
SBWL		Chelsea Barstool	Walnut-look, Black Tower Base	\$ 168	TASKST		Task Stool	Black Fabric, Black	\$	145	Γ
BAR		Christopher Barstool	White Vinyl, Chrome	\$ 189			OFFICI	& PRODUCT DISPLAY	1		-
BSWH		Kamden Barstool	White Vinyl, Chrome	\$ 231	TEOUD	1	3 Drawer File Cabinet on	Diash Tan, Diash Matal	\$	160	Γ
/IBAR		Lanua Danta I	Maple, Chrome	\$ 168	TECH3		Castors	Black Top, Black Metal	Э		
		Laguna Barstool			JD8		Madison Executive Desk	Gray Acajou, Chrome	\$	526	
DLLBL		Lift Barstool	Black Vinyl, Chrome	\$ 189	TECH		Tech Desk, Powered	Black Metal, Black Laminate w/electrical	\$	344	
OLLGY		Lift Barstool	Gray Vinyl, Chrome	\$ 189	TECH3B		Tech Desk, Powered w/ 3	unit Black Metal, Black Laminate w/electrical	\$	519	┢
DLLRD		Lift Barstool	Red Vinyl, Chrome	\$ 189	BC8		Drawer File Cabinet Madison Bookcase	unit Gray Acajou, Chrome	\$ \$	409	-
DLLWH		Lift Barstool	White Vinyl, Chrome	\$ 189	PSHCCS		Posh Shelving	Chrome, Acrylic	\$	335	1
IBSCL		Lucent Barstool	Frosted Acrylic, Chrome	\$ 241	PDL36B		Powered Locking Pedestal, 36'	Black	\$	467	
RBBE		Marina Barstool	Ocean Blue Fabric, Brushed Metal	\$ 241			-		-		┢
RBBK		Marina Barstool	Black Vinyl, Brushed Metal	\$ 241	PDL36W		Powered Locking Pedestal, 36	White	\$	467	+
RBBR		Marina Barstool	Brown Fabric, Brushed Metal	\$ 241	PDL42B		Powered Locking Pedestal, 42'	Black	\$	549	
RBRD		Marina Barstool	Red Fabric, Brushed Metal	\$ 241	PDL42W		Powered Locking Pedestal, 42'		\$	549	
RBWH		Marina Barstool	White Vinyl, Brushed Metal	\$ 241 \$ 241	LA15	-	Mason Floor Lamp	LAMPS Brushed Silver	\$	233	_
				\$ 110	LA15 LA14	-	Mason Table Lamp	Brushed Silver	э \$	124	┢
STSTL S001		Rustique Barstool Shark Barstool	Gunmetal White, Chrome	\$ 262				ARS & COUNTERS	Ψ.		-
BSR		Syntax Barstool	Black, Chrome	\$ 189	MTBLPI	1	Midtown Bar, Lighted w/ Plug	Taupe Glass Top, Pewter	\$	1,316	Г
NBAR		Zenith Barstool	White, Chrome	\$ 168		1	In .				L
					MTBUUL	1	Midtown Bar, Unlighted	Taupe Glass Top, Pewter	\$	1,111	⊢
5002	<u> </u>	Zoey Barstool COMMUNAL TABLES W/ SO		\$ 241	MTCLPI		Midtown Powered Counter, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$	1,316	L
TONIO				¢ 690	MTCPUL		Midtown Powered Counter, Unlighted	Taupe Glass Top, Pewter	\$	1,243	L
TBNP		Ventura Communal Bar Table	Black Top, Silver	\$ 680				GREENERY			
TMNP		Ventura Communal Bar Table		\$ 680	HDG4FT	1	Boxwood Hedge, 4'	Green, Black	\$	511	⊢
TWNP		Ventura Communal Bar Table	White Top, Silver	\$ 680	HDG7FT	1	Boxwood Hedge, 7'	Green, Black	\$	804	1
TCBN		Ventura Communal Cafe Table	Black Top, Silver	\$ 511			· · · · · · ·	DIVIDERS			
TCMN			Maple Top, Silver	\$ 511	DIVBAR	1	Clear Divider, Bar/Counter	Clear, Black	\$	175	⊢
TCWN				\$ 511	DIVFRE		Clear Divider, Freestanding	Silver, Clear	\$	292	L
		COMMUNAL TABLES W/ GRON Ventura Communal Bar Table w/			DIVFCR		Clear Divider, Freestanding Corner	Silver, Clear	\$	582	Γ
TBMW		Grommet Holes	Maple Top, Silver	\$ 680	DIVFWL	1	Clear Divider, Freestanding Wall	Silver, Clear	\$	292	ſ
TBWW		Ventura Communal Bar Table w/ Grommet Holes	White Top, Silver	\$ 680	DIVFST	1	Clear Divider, Sofa/Table	Silver, Clear	\$	218	┢
TCMW		Ventura Communal Cafe Table w/ Grommet Holes	Maple Top, Silver	\$ 511		+	Divider, Freestanding	Silver, White	\$		┢
TCWW		Ventura Communal Cafe Table w/ Grommet Holes	White Top, Silver	\$ 511	DIVFWB	+	Whiteboard Miramar Divider, White	Silver, white Molded Plastic	\$ \$	394 423	┢
			CE TABLES	I	STNSGN		Stanchion Sign Holder	Chrome	э \$	423	┝

Page 3 TOTAL



LAPTOPS		
		Intel i5 2.53ghz, 4g/250g/DVD 14.1" Wide Screen, VGA & Display port, 3 USB ports, Ethernet port, WIFI, Windows 10 Pro
		Intel i7 2.6ghz, 32g/1tb 15.4" Wide Screen, VGA & HDMI ports, 3 USB ports, Ethernet port, WIFI, Windows 10 Pro
DISPLAYS	2	
		20" LCD Monitor, 1680x1050 VGA & DVI-D
		24" LCD Monitor, 1920x1080p VGA & HDMI
		32" LCD/LED Monitor, 1920x1080p VGA, HDMI & Speakers
		40" Monitor <b>SMART 1080p HD</b> HDMI, USB Input & Speakers
		43" Monitor, 1080p
		VGA, HDMI & Speakers



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

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



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

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



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



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

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

### RENTAL RATES ARE FOR ENTIRE SHOW AND INCLUDE SUPPORT

	TOR ENTIRE SHOW AND INCLUDE SUPPORT	SHOW RATE	Total
	I5 2.53GHZ, 4G/250G HD, DVD-CDRW, WIN 10	170.00	Total
LAPTOPS –	17 2.6ghz, 32G/1TB HD, WIN 10 <b>1080p HD</b>	295.00	
DISPLAYS –	20" or 24" 1080p HD w/HDMI, VGA (circle one)	150.00 or 225.00	
	32" 1080p HD w/HDMI,VGA & speakers 40" 1080p HD <b>SMART</b> w/HDMI, speakers & <b>USB Input</b>	350.00	
		490.00	
	43" 1080p HD w/HDMI,VGA & speakers	525.00	
	43" 4K 2160p UHD <b>SMART</b> w/HDMI, speakers & USB Input	595.00	
	47" 1080p HD w/HDMI,VGA & speakers	570.00	
	50" 1080p HD w/HDMI,VGA & speakers	600.00	
	55" 4K 2160p UHD <b>SMART</b> w/HDMI, speakers & <b>USB Input</b>	800.00	
	65" 1080p HD SMART W/HDMI,VGA, speakers & USB Input	850.00	
	65" 4K 2160p UHD <b>SMART</b> w/HDMI ,speakers & <b>USB Input</b>	950.00	
	75" 4K 2160p UHD <b>SMART</b> w/HDMI, speakers & <b>USB Input</b>	1200.00	
	80" 1080p HD SMART w/HDMI,VGA, speakers & USB Input	1650.00	
	86" 4K 2160p UHD SMART w/HDMI, speakers & USB Input	2100.00	
		200.00	
	23" TOUCHSCREEN 1080p HD	300.00	
	55" or 65" <b>TOUCHSCREEN</b> 1080p HD (circle one)	1050.00 or 1250.00	
_	55" TOUCHSCREEN 4K 2160p	1300.00	
	DISPLAY ACCESSORIES	405.00	
	FLOOR STAND 6' rented with our display	125.00	
	UNIVERSAL FLOOR STAND 6' rented <u>without</u> our display	295.00	
		45.00	
	ACCESSORY SHELF FOR FLOOR STAND	45.00	
	BACK-TO-BACK MONITOR FLOOR STAND 6' portrait or landscape	295.00	
	KIOSK STAND	450.00	
	WALL MOUNT w/labor up to 8ft walls. Addt'l charges over 8ft.	225.00	
PRINTERS -	HP B/W LASER or HP COLOR LASER (circle one)	195.00 or 295.00	
	Full Size B/W Copier or Color Copier 40ppm, staple (circle one)	1200.00 or 1850.00	
MICC	MEDIA PLAYER <b>1080p</b> or <b>4K</b> (circle one)	50.00 or 75.00	
MISC.	iPad Floor Stand	195.00	
	POWERED SPEAKER & Stand w/wired MIC or w/wireless MIC	225 or 375.00	
PLEASE CALL FOR ITEMS	lies to orders placed within 2 weeks of delivery.	6% Sales Tax	0=0.07
No refunds on orders cancel	led within five days of delivery.	Delivery/Setup/Pickup	250.00
		TOTAL	
EXHIBITOR INFORMA	ATION: SHOW	INFORMATION:	
Ordered By:	Show C	Contact:	
Company Name:	Cell Nu	mber:	
Address:	Booth N	lumber:	
City:	State:Zip Code: Deliver	/ Date:	
Phone:	Time: 9-11am 11-	1nm	
		1-3pm 3-	
Email Address:	Exhibitor	must be present in booth to	
		or additional fees will apply.	
		ate:	
	Pickup T	ime:	until
	pickup.		

## **BOCO Enterprises, Inc. Utility Order Form**

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

Email your order form to: dthomas@suburbanshowplace.com

### You may also order all services online at www.suburbancollectionshowplace.com \_\_\_\_\_ Date of Show: \_\_\_\_\_ Booth # \_\_\_\_ Name of Show: Contact Name: Company Name: \_\_\_\_\_\_ City, State, Zip: Address: Email Address (please print clearly): Ext: Fax: Phone: Form of Payment: 🛛 Cash Check □ Visa/MasterCard □ American Express Discover A 4% administrative fee will be added to all credit card transactions.

Check/Credit Card Number:

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

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

Rates quoted include bringing of service to the exhibit booth. All wiring of electrical work on exhibitor displays are charged on time and material basis. Tagging of equipment for proper voltage, phase, connections, etc. is exhibitor's responsibility. Exhibitors using sensitive electronic equipment should provide their own power conditioning. BOCO Enterprises and/or Suburban Collection Showplace are not responsible for voltage or frequency variances.

FULL PAYMENT must accompany order to receive advance rate. NO EXCEPTIONS! All orders received after deadline or on-site are subject to the floor rate.

Any orders requiring collection during or after the show are subject to the floor rate, including declined credit cards. Prices subject to change at discretion of BOCO Enterprises only. ADVANCED RATE DEADLINE: Five (5) days prior to first move-in day.

Requirements	120	V – Single	Phase	208	3 V – Singl	e Phase	20	8 V- Three	Phase	480	0 V – Three	Phase
Lighting outlet 120V 2000 watts (20amps) (standard outlet)	Qty	Advance \$100	Floor \$175	Qty	Advance	Floor	Qty	Advance	Floor	Qty	Advance	Floor
30 amp					\$200	\$300		\$240	\$320		\$750	\$1050
50 amp					\$295	\$410		\$355	\$495			
60 amp					\$465	\$650		\$600	\$840		\$900	\$1250
100 amp					\$685	\$950		\$820	\$1150		\$1425	\$2000
150 amp					\$850	\$1175		\$1075	\$1500			
200 amp					\$1400	\$1950		\$1640	\$2300			

### EXHIBITOR BOOTH CLEANING

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

One Time Booth Cleaning (Optional) Carpets vacuumed or floor swept, wastebaskets emptied, tables wiped. One time service provided the night before the first open show day only.

> **Total booth sq. ft. x .15** \_\_\_\_X (1 day) .15 = \_\_\_\_

Multiple Day Booth Cleaning Services (Optional) Carpet vacuumed or floor swept, wastebaskets emptied, tables wiped. Service is provided nightly, after show closing. Service commences on the final night of move in and ends the night before closing of the show.

> Total booth sq. ft. x .30X (number of show days) .30 =

### PHONE SERVICES

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

### ELECTRICAL LABOR

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

QTY	Phone Services	Advance	Floor
	Telephone services – outgoing calls	\$150	\$200
	Telephone services – incoming and outgoing calls	\$200	\$250

### Internet - See separate order form

Expiration:

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

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

Qty	Service	Advance	Floor				
	Water	\$300	\$375				
	Drain	\$350	\$425				
	Air**	\$375	\$500				
** Con	** Compressed air connection <sup>1</sup> / <sub>2</sub> inch						
Gas	Contact BOCO Enterprises, Inc. directly at 248-348-5600 extension 205 for pricing and connection information.						
Labor	\$50.00 per hour straight time						

<b>PAYMENT TOTALS</b> A 4% admin fee will be added to all credit card transactions.				
Electrical Services	\$			
Cleaning Services	\$			
Phone/Internet Services (Internet - separate order form)	\$			
Water/Drain/Air Services	\$			
Parking Pass(es) (Separate order form)	\$			
GRAND TOTAL	\$			

### BOCO Enterprises, Inc. Utility Order Form 46100 Grand River Avenue, Novi MI 48374 Phone: 248-348-5600 \* Fax: 248-380-3005

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

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

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

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

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

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

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

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

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

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

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

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

## **Electrical Requirements**

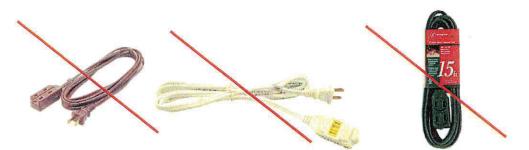
Since this is an indoor venue, we have stricter electrical requirements that need to be followed. The Fire Marshall does come around at the start of each show and checks every booth to ensure that these are followed. Please look over this information below so that you can make sure that your booth is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

Per the rules, here are the electrical requirements:

Exhibitors must follow these electrical rules:

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

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

	<u>FIIOIIE.</u> (246) 548-5000 - <u>Fax.</u> (246)	,	<u></u>					
Event Name:		Company Name:						
		Billing Name:						
Event End Date: / /		Billing Address:						
Booth/Room #:		Billing Address:						
On-Site Contact:		<u>City:</u> State: Zip:						
<u>Cell #:</u>		Country:						
Email Address:		Phone	#:					
	OR TECHNICAL SUPPORT AND LEVELS OF CO ONS LISTED ARE INTENDED FOR ONE DEVICI WITHOUT WRIT		LITTERS, RO	UTERS, OR O			E ALLOW	/ED
Basic Internet Access is int	ilable via access through the splash page ended for the limited purses of checking is not intended for large file transfers, e NOT INTENDED F	g e-mail, basic so establishment of <b>OR SECURE CREE</b>	g on and fo cial networ networks o DIT CARD P	bllow instruct rking, and sir pr connection <b>ROCESSING.</b>	nple web k n of multip	prowsing. It is i	ntended	
	WIRELESS CO	NNECTIVITY -						
Bandwidth (Shared)		Quantity	-	/ance	Floor			Total
	to 1.5 Mbps		\$	250	\$	300		
	p to 5 Mbps to 10 Mbps		\$ ¢	300 400	\$ \$	375 500		
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Shared Bandwidth Hard								
Up to 1.5 Mbps	One drop for up to <b>3</b> devices*		\$	335	\$	385		
Up to 5 Mbps	One drop for up to <b>5</b> devices*		\$	435	\$	510		
Up to 10 Mbps	One drop for up to <b>10</b> devices*		\$	535	\$	635		
*A rental switch is <b>required</b> for			Ŧ		Ť			
Dedicated Bandwidth H	ardline							
	1.5 Mbps							
One drop for up to <b>3</b> devi	ices (includes 1 public IP and 1 router)		\$	800	\$	850		
One dron for un to <b>5</b> devi	5 Mbps ices (includes 1 public IP and 1 router)		\$	1,000	\$	1,075		
	10 Mbps		Ŧ	_,	Ť	2,070		
One drop for up to <b>10</b> dev	rices (includes 1 public IP and 1 router)		\$	1,200	\$	1,300		
	urchase of dedicated bandwidth, routers and							
	must obtain ONE HOUR MINIMUM of tech						evice(s).	
	GREATER BANDWIDTHS (HIGHER products and Services	Quantity		rance	I			Total
	I public IP Address	Quantity	 \$	150	\$	200		TULAI
	Cables- Up to 50'		\$	100	\$	150		
	vitch Rental		\$	50	\$	75		
	Router			and up	Ŧ	0 and up		
Labo	pr/Floor work			/A		99/hr		
INTEGRATED OR BUILT IN EQUIPMENT—PLEASE COMPLETE THE "EXHIBITOR INTERNET INFORMATION FORM" ON PAGE 2 CONTACT TERRI FREYTAG FOR PRICING								
Internal Use Only				Г	S	UBTOTAL:		
				-		ND TOTAL:		
By signing below Custome	er accepts the BoCo Enterprises Ter	ms and Conditi	ons (page	±3)				
			0.00 (10.80					
Customer—Print Authorized Name C		ustomer—Authorized Signature Date					ate	
BoCo Enterprises—Print Authoriz	oCo Enterprises					D	ate	
	one. Credit card payments appear as "B							
Check Payable to: BoCo Enterprises Mail to: ATTN: Terri Freytag, BoCo Enterprises, 46100 Grand River, Novi, MI 48374 By signing this Agreement, Customer agrees that BoCo Entrprises may store Customer's credit card information and Customer hereby authorizes BoCo Enterprises to use								
	t, Customer agrees that BoCo Entrprises may store formation for future orders which are signed by an							
Credit Card Amex	MC Visa Credit Card #:	· · · ·				Date:	-	y Code:
Card Holder Name (print)		Card Holder Name (signature) Date				ate		

## Exhibitor Internet Information Form



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

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

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

### When purchasing the Wireless Option please complete the information below:

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

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

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

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

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

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

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

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

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

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

### Integrated/Built In Equipment:

Please email Charles Lewis (support@cssllc.net) stating your requirements and business case.

## BoCo ENTERPRISES TERMS & CONDITIONS FOR TECHNOLOGY SERVICES

BoCo Enterprises-Suburban Collection Showplace

### 1. BoCo ENTERPRISES INTERNET/DATA SERVICES:

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

## 2. BoCo PROVIDES LIMITED FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK. CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE.

BoCo is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions.

Customer may be held liable for any damages to equipment, software, or proprietary information, or any damages due to network delays, interruptions, troubleshooting, and/or repair if the origin of a security breach or intrusion is determined to have originated from their device. BoCo strongly advises every customer to take proper measures to protect their own equipment and software.

### 3. CUSTOMER INTERNET/DATA RESPONSIBILITIES:

- A. BOCO REQUIRES THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE BOCO NETWORK.
- B. AT NO TIME will a client power up any wireless device not provided by BoCo without prior authorization.
- C. AT NO TIME, while connected to the BoCo network, will the client use/run their own DHCP server.
- D. Customer must provide a list of all required connections including exact location (exhibit booth number, meeting room number, etc.) and type of device being connected (switch, router, hub, PC, etc.)
- E. Any customer device that is determined to be causing interference with the normal operation of the BoCo network must, at BoCo's request, be immediately disabled or disconnected from the network.
- F. Customer must provide equipment that is properly configured and equipped. In the event that BoCo configures any of Customer's hardware and/or software so that the Customer may use the Services, such configuration shall be undertaken with reasonable care and in keeping with standard industry practices. Under no circumstances shall BoCo be liable to Customer for any damage caused by such configurations, and BoCo makes no representation or warranty that any such configured hardware or software shall be in fact be compatible with the Services or returned to its original condition or configuration at any time. Any re-configuration of Customer's hardware and/or software shall be undertaken by the Customer at its sole risk and expense.
- G. Internet user has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of BoCo.
- H. **Customer is responsible** for the proper configuration of customer provided equipment and software for Internet services, etc. Customer is responsible for all services outside of basic Internet connectivity including e-mail, VPN, FTP, web services, etc.
- 4. **OTHER REQUIREMENTS** over and above what is listed on this form should be attached and returned to the Suburban Collection Showplace.
- 5. INDEMNIFICATION AND LIMITATION: BoCo's obligations under this Agreement are subject to limitation, and BoCo and/or its subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and service, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor requisition, shortages, utility curtailment, power failure, explosions, civil government requisition, shortages of equipment or supplies, unavailability of transportation, acts of omissions of anyone other than BoCo, its representatives, agents, subcontractors, or employees, or any other cause beyond BoCo's reasonable control. In no event shall BoCo be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption for business, or there consequential or indirect economic loss. Customer/user hereby indemnifies BoCo harmless from any and all liability, damages, or costs arising from the providing of these services or equipment.
- 6. **SHARING PROHIBITED:** These connective services are to be provided by and are not to be shared with other customers. Any customer sharing communication services without written authorization from BoCo will be charged for that service and standard rates on a complete second Service Order Form. All additional charges will be billed to the authorized credit card at the close of the event.
- 7. **BoCo EXCLUSIVITY:** Only BoCo Personnel are authorized to modify system wiring and cable. All material and equipment furnished for this service contract shall remain property of BoCo.
- 8. **EQUIPMENT COMPLIANCE REQUIRMENT** must comply with FCC regulations and be configured to operate with "dial 9" service. BoCo reserves the right to limit use of outside communication devices, including wireless devices.
- 9. CHARGES SUBJECT TO CHANGE: Prices for labor, equipment and services are based upon current wage rates and are subject to change without notice. Rates quoted for all connections cover only bringing one service to the event space in the most convenient manner and do not include connection of customer owned equipment.

### 10. EQUIPMENT PROCEDURES:

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

### 11. PAYMENTS & REFUNDS:

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