



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 2025
May 13-14, 2025
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
- (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 additional items that are not listed above, an Exhibitor Kit is available on our website for downloading or for online ordering.

► Go to the following website: www.artcraftdisplay.com
On the Home Page, click on: "Download Exhibitor Kit"
Enter Event Code: **354843**

To qualify for Advance Rates, your order(s) with payment must be received by us no later than 5:00 pm EST on Monday, April 28th. Some equipment or services may require more lead time. Please see appropriate order forms for actual deadlines.

SHOW SCHEDULE

Exhibitor Move-In

Monday, May 12th 7:30 am – 4:00 pm (Vehicle Set-Up)
8:00 am – 6:00 pm (Booth Set-Up)
(Booth builds must be completed by 5:00 pm so that empty crates can be removed for placement of aisle carpet.)

Exhibit Hours

Tuesday, May 13th 7:00 am – 5:30 pm
Wednesday, May 14th 7:30 am – 5:30 pm

Exhibitors can arrive as early as 6:30 am on May 13th and 14th.



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EVENT DETAILS CONTINUED

Exhibitor Move-Out

Wednesday, May 14th 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 9th** through **May 9th**. 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 2025
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 2025
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 received.



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EVENT DETAILS CONTINUED

DISMANTLE AND MOVE-OUT INFORMATION

All exhibits/booths must be torn down and/or ready to ship on **May 14th by 9:00 pm**. Freight can be picked up that evening until **8:00 pm** or freight can be picked up on **Thursday, May 15th 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 company name and booth number when making arrangements for shipping your freight at the close of the show. Anything that is left behind in your booth that is not labeled for outbound shipment will be considered abandoned and deemed as trash.

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

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

SIGNS, GRAPHICS & DISPLAYS
DELIVERED RIGHT TO YOUR BOOTH!*

* Restrictions apply.

Contact Art Craft Signs to order signs, graphics & displays for your exhibit space.
800-878-0710 • signshop@artcraftdisplay.com

The advertisement shows a variety of display options: a large curved wall graphic with a tree and the text 'We're Reimagining', a man and woman standing behind a 'Propel' branded table, a small table-top sign, a freestanding sign with a laptop, and a tall vertical sign for 'Vegas Party'.

HELPFUL TIPS FOR USING THIS DOCUMENT

Navigation.

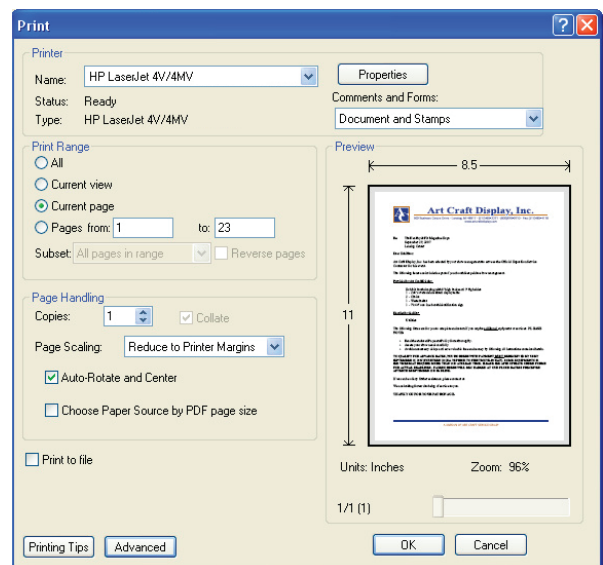
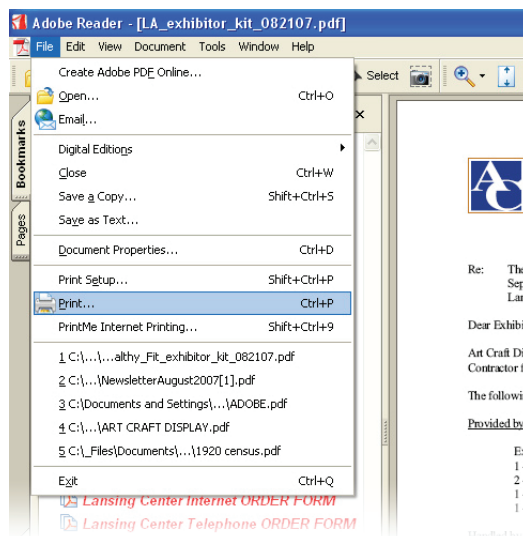
Use the bookmarks in the pane on the left side of the screen to “jump to” the page(s) you’re interested in. For your convenience, the pages are color-coded by document type.

Note: Each bookmark may represent more than one page.

Printing.

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

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



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

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 2025		LOCATION Suburban Collection Showplace		SHOW DATE May 13-14, 2025	
COMPANY		BOOTH #		BOOTH SIZE	
ADDRESS		city		state	
PHONE		FAX		EMAIL	
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT		DATE	

- Your signature above indicates your acceptance of all Terms, Conditions and Policies included in this Service Manual.
- Credit card charges will appear on statements as "Art Craft Display"
- Credit card processing fees of 3.5% will apply to all credit card transactions

REQUIRED CREDIT CARD AUTHORIZATION

PLEASE TYPE OR CLEARLY PRINT THE FOLLOWING REQUIRED INFORMATION.

Credit Card Information:

☐ Personal Credit Card ☐ Debit Card ☐ Company Credit Card

Card Type: ☐ Visa ☐ MasterCard ☐ American Express

Card Account Number: _____ Expiration Date: _____

Cardholder's Name (print): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

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

PAYMENT INFORMATION

All Orders:

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

Advance Orders:

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

Floor Orders:

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

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AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

- **Advance Order Deadline: Fourteen (14) days prior to first move-in day.**
 - **This form must be completed and returned with your Contact & Payment Information Form and all your Art Craft Display orders.**
 - **All orders must be accompanied by "Contact & Payment Information" form.**
 - **All orders are subject to the enclosed Terms, Conditions and Policies.**
- Credit card processing fees of 3.5% will apply to all credit card transactions.**

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

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

EXHIBITOR-APPOINTED CONTRACTOR NOTIFICATION

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

SHOW NAME CTI Symposium USA 2025		LOCATION Suburban Collection Showplace	SHOW DATE May 13-14, 2025
EXHIBITING FIRM NAME	BOOTH #	BOOTH SIZE _____ X _____	
EXHIBITING FIRM ADDRESS	address	city	state zip
EXHIBITING FIRM PHONE	FAX	EMAIL	
EXHIBITING FIRM AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT		DATE

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

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

EXHIBITING FIRM:

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

EXHIBITING FIRM AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

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

- ☐ All Services
 ☐ Signs
 ☐ Freight / Material Handling
 ☐ None
- ☐ Furnishings
 ☐ Installation/Dismantle Labor
 ☐ Other _____

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

EXHIBITOR-APPOINTED CONTRACTOR (EAC):

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

EAC AT-SHOW CONTACT NAME (please print)

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

EAC COMPANY NAME

EAC COMPANY ADDRESS

city

state

zip

- ☐ Check enclosed
 ☐ Check # _____
- ☐ Please Charge my credit card (Contact & Payment Information Form attached)

Standard Tables & Counter Tables

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

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



A. Standard Tables (30" high)

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

B. Counter Tables (42" high)

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

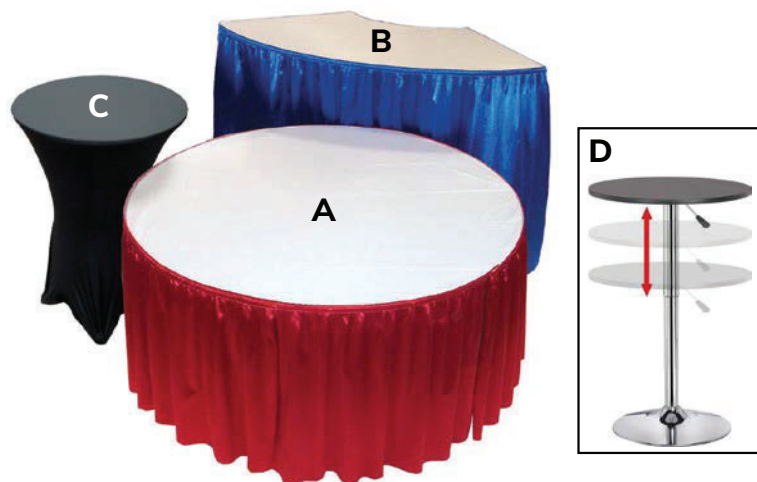
C. Table Top Riser - Covered Shelf (12" high)

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

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

Specialty Tables & Counter Tables

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



A. 60" Diameter Banquet Tables

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

B. 6' Crescent Serpentine Tables

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

C. 30" Diameter Cocktail Tables

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

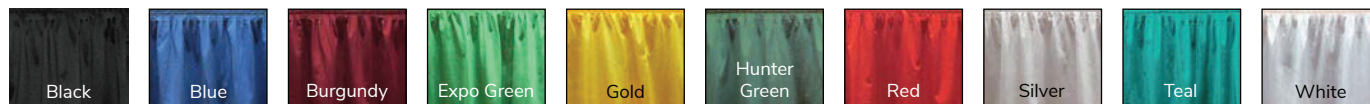
D. 23.5" Diameter Premium Adjustable Cocktail Tables

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

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

Table Skirting

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



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

Folding Chair

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



Black Upholstered Chair

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



Black Padded Counter Stool (w/back)

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



Sign Hangers

Color: Silver
Size: 9"L
Material: Aluminum



Easel

Color: Chrome
Size: 60" tall
Material: Metal

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



Chrome Sign Frame

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

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



Tackboard

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



Bag Holders

Color: Chrome
Size: 45"H
Material: Steel



Literature Holders

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



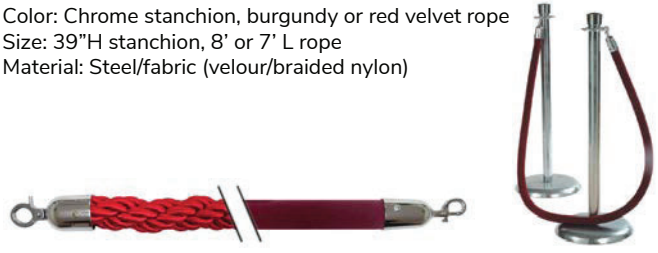
Garment Rack

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



Rope & Stanchion

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



Waste Baskets

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



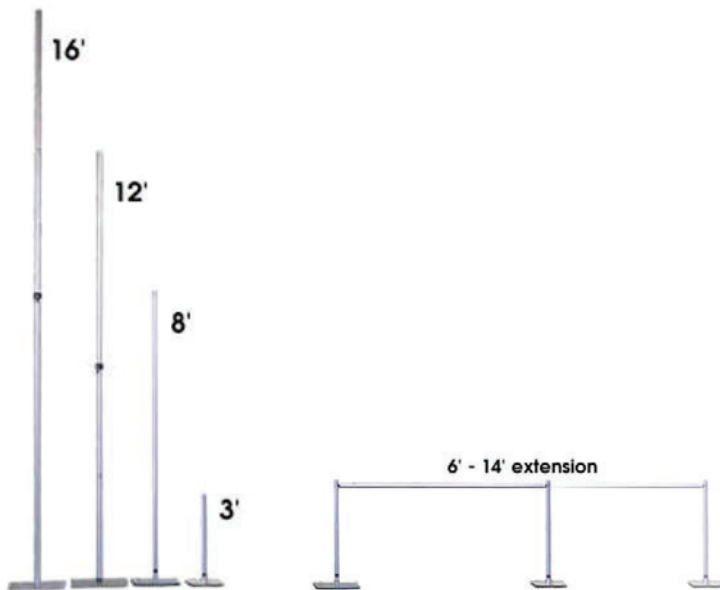
Swivel Spotlight

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



Booth Draping & Hardware

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



Drape with Hardware (priced per lineal foot)

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

Hardware Only

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

Drape Only

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

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



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

12' high Banjo Cloth drape colors:



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

RENTAL FURNISHING

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

NON-TAXABLE RENTAL ITEMS

STANDARD TABLES (30" HIGH)					BOOTH FURNITURE				
QTY.	ITEM	ADVANCE	FLOOR	AMOUNT	QTY.	ITEM	ADVANCE	FLOOR	AMOUNT
	2' x 4' Plain	52.08	66.00			Folding Chair	32.69	41.00	
	2' x 4' Covered & Skirted (skirted 4 sides)	93.84	118.00			Black Upholstered Chair	78.05	98.00	
	2' x 6' Plain	66.11	83.00			Black Padded Counter Stool - w/ back	93.92	118.00	
	2' x 6' Covered & Skirted	116.26	146.00			Wastebasket - 7 gallon	30.26	38.00	
	2' x 8' Plain	80.15	101.00						
	2' x 8' Covered & Skirted	138.70	174.00						
	4th side skirted optional	40.11	51.00						
COUNTER TABLES (42" HIGH)					BOOTH ACCESSORIES				
	2' x 4' Plain	86.15	108.00			Easel	41.72	53.00	
	2' x 4' Covered & Skirted (skirted 4 sides)	128.55	161.00			5' x 6' Garment Rack	105.18	132.00	
	2' x 6' Plain	100.18	126.00			4' x 8' Tackboard <input type="checkbox"/> V <input type="checkbox"/> H	294.58	369.00	
	2' x 6' Covered & Skirted	150.98	189.00			Chrome Stanchion	44.54	56.00	
	2' x 8' Plain	114.16	143.00			Velvet Rope 8' long	44.54	56.00	
	2' x 8' Covered & Skirted	173.43	217.00			Red Braided Rope 7' long	44.54	56.00	
	4th side skirted optional	40.11	51.00			Chrome Sign Frame - 22" x 28"	105.27	132.00	
SPECIALTY TABLES (30" HIGH)						Chrome Bag Holder	80.93	102.00	
	30" Dia. Round Plain	77.12	97.00			Literature Rack	151.72	190.00	
	30" Dia. Round w/ Black Form-Fitted Skirt	119.34	150.00			Swivel Spotlight	82.72	104.00	
	60" Dia. Round Plain	109.28	137.00						
	60" Dia. Round Covered & Skirted	160.72	201.00						
	6' Crescent Serpentine Plain	109.28	137.00						
	6' Crescent Serpentine Cov'd & Skirted	160.72	201.00						
	23.5" Dia. Premium Adjustable Cocktail	229.24	287.00						
	4th side skirted optional	40.11	51.00						
SPECIALTY TABLES (42" HIGH)					BOOTH DRAPING & HARDWARE				
	30" Dia. Round Plain	105.18	132.00			3' high drape per ft. (incl. hardware)	6.24	8.00	
	30" Dia. Round w/ Black Form-Fitted Skirt	146.28	183.00			8' high drape per ft. (incl. hardware)	10.17	13.00	
	60" Dia. Round Plain	141.60	177.00			Aluminum Extension (6'-10')	17.55	22.00	
	60" Dia. Round Covered & Skirted	191.61	240.00			Base Plate for 3' Upright	11.70	15.00	
	6' Crescent Serpentine Plain	141.60	177.00			3' Aluminum Upright	11.70	15.00	
	6' Crescent Serpentine Cov'd & Skirted	191.61	240.00			Base Plate for 8' Upright	13.64	18.00	
	4th side skirted optional	40.11	51.00			8' Aluminum Upright	13.64	18.00	
						Base Plate for 12' Upright / Pin	35.04	44.00	
TABLE ACCESSORIES						12' Aluminum Upright	35.04	44.00	
	Raise Any Plain Table to 42" high	40.11	51.00			Base Plate for 16' Upright / Pin	42.80	54.00	
	Raise Any Cov'd & Skirted Table to 42" high	54.10	68.00			16' Aluminum Upright	42.80	54.00	
	Cover & Skirt for 30" table	61.24	77.00						
	Cover & Skirt for 42" table	61.24	77.00						
	Table Top Riser (Covered Shelf), 4' x 1' x 1'	52.08	66.00						
	Table Top Riser (Covered Shelf), 6' x 1' x 1'	66.11	83.00						
	Table Top Riser (Covered Shelf), 8' x 1' x 1'	80.15	101.00						
PLEASE CHECK SKIRT COLOR CHOICE Table includes white vinyl top cover and three sides skirted					TOTAL NON-TAXABLE ITEMS \$				
<input type="checkbox"/> SHOW COLOR <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> EXPO GREEN <input type="checkbox"/> GOLD <input type="checkbox"/> HUNTER GREEN <input type="checkbox"/> RED <input type="checkbox"/> SILVER <input type="checkbox"/> TEAL <input type="checkbox"/> WHITE					NV-TS 2025				

MISCELLANEOUS BOOTH SUPPLIES

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Required with All Orders.**

TAXABLE BOOTH SUPPLIES

QTY.	DESCRIPTION	ADVANCE	FLOOR	AMOUNT
	White Vinyl Table Cover <i>(priced per lineal foot)</i>	2.54	4.00	
	Colored Duct Tape - 2" wide by 60 yd. roll <i>(black or white)</i>	37.83	48.00	
	Double Face Carpet Tape - 1" wide by 25 yd. roll	24.21	31.00	
	Double Face Carpet Tape - 2" wide by 25 yd. roll	44.37	56.00	
	Double Face Carpet Tape - 3" wide by 25 yd. roll	56.48	71.00	
	Clear Plastic Stretch Wrap - 18" wide by 500 yd. roll	126.69	159.00	
	Clear Plastic Stretch Wrap - 5" wide by 300 yd. roll	43.02	54.00	
	Visqueen - Plastic Covering - 10' wide <i>(priced per lineal foot)</i>	4.44	6.00	
	Sign Hangers - <i>Regular</i>	1.24	2.00	
	Sign Hangers - <i>Short</i>	1.24	2.00	
	3/8" wide, Adhesive-backed HOOK Velcro Tape <i>(priced per lineal foot)</i>	1.66	2.08	
	3/8" wide, Adhesive-backed HOOK & LOOP Velcro Tape <i>(priced per lineal foot)</i>	3.04	3.80	
	3/4" wide, Adhesive-backed HOOK Velcro Tape <i>(priced per lineal foot)</i>	1.83	2.29	
	3/4" wide, Adhesive-backed HOOK & LOOP Velcro Tape <i>(priced per lineal foot)</i>	3.54	4.43	
	1/2" wide, Adhesive-backed Magnetic Tape - "A" Polarity <i>(priced per lineal foot)</i>	0.81	1.02	
	1/2" wide, Adhesive-backed Magnetic Tape - "B" Polarity <i>(priced per lineal foot)</i>	0.81	1.02	
	6" Ball Bungees	12.08	15.10	

TAXABLE BOOTH SUPPLIES SUB-TOTAL \$

ADD 6% MI SALES TAX \$

TOTAL MISCELLANEOUS BOOTH SUPPLIES \$

Premium Booth Carpet

Our 28 ounce plush Premium Booth Carpet provides comfort, style and durability for your booth space flooring. All 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:

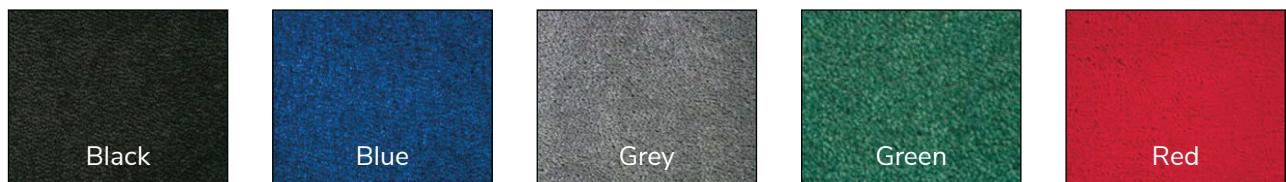


Standard Booth Carpet

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:



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 2025	LOCATION Suburban Collection Showplace	SHOW DATE May 13-14, 2025
COMPANY	BOOTH #	BOOTH SIZE _____ X _____
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

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

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

STANDARD BOOTH CARPET (14 ounce)

QUANTITY	SIZE	ADVANCE	FLOOR	AMOUNT
	10' x 10'	208.07	261.00	
	10' x 15'	311.07	389.00	
	10' x 20'	414.08	518.00	
	10' x 30'	581.31	727.00	
	10' x 40'	754.66	944.00	

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

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

NON-STANDARD SIZE BOOTH CARPET (14 ounce)

SIZE	TOTAL	ADVANCE	FLOOR	AMOUNT
_____ FT. x _____ FT.	_____ SQ. FT.	3.87 per square foot	4.90 per square foot	

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

CARPET PADDING - SPECIAL SIZE (OPTIONAL) ADVANCE FLOOR AMOUNT

_____ FT. x _____ FT.	_____ SQ. FT.	2.40 per square foot	3.00 per square foot	
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- Non-standard size booth carpet rates apply to any width not in 10' increments.

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

SIZE	TOTAL	ADVANCE	FLOOR	AMOUNT
_____ FT. x _____ FT.	_____ SQ. FT.	6.04 per square foot	7.60 per square foot	

CHECK CARPET COLOR: ☐ Beige ☐ Black ☐ Burgundy ☐ Charcoal ☐ Cobalt ☐ Emerald ☐ Grape Soda
Please visit www.artcraftdisplay.com to view color selection. ☐ Graphite ☐ Ice ☐ Ivory ☐ Key Lime ☐ Lemon Drop ☐ Midway Blue ☐ Navy
☐ Nu Blue ☐ Platinum ☐ Red ☐ Royal Blue ☐ Silver Cloud ☐ Tuitti Fruitti ☐ White

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

PADDING

QUANTITY	PADDING SIZE	ADVANCE	FLOOR	AMOUNT
	9' x 10'	166.23	208.00	
	9' x 15'	250.34	313.00	
	9' x 20'	332.44	416.00	
	9' x 30'	498.63	624.00	
	9' x 40'	664.88	832.00	

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

PLASTIC COVERING

PLASTIC SIZE	ADVANCE	FLOOR	AMOUNT
_____ feet wide X _____ feet deep = _____ SQ. FT.	\$.69 per square foot	\$.87 per square foot	

- Protective covering includes installation, removal and taping.

NV-TS 2025	TOTAL NON-TAXABLE CARPET ITEMS	\$
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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 2025	LOCATION Suburban Collection Showplace	SHOW DATE May 13-14, 2025
COMPANY	BOOTH #	BOOTH SIZE _____ X _____
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

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

CARPET VACUUMING						psf = Per Square Foot
Choose ONE:					ADVANCE	FLOOR
<input type="checkbox"/>	One time Vacuuming (up to 1,000 sqft) on (day/date): _____				\$.34 psf / day	\$.42 psf / day
<input type="checkbox"/>	Daily Vacuuming (up to 1,000 sqft)				\$.34 psf / day	\$.42 psf / day
<input type="checkbox"/>	One time Vacuuming (over 1,000 sqft) on (day/date): _____				\$.28 psf / day	\$.35 psf / day
<input type="checkbox"/>	Daily Vacuuming (over 1,000 sqft)				\$.28 psf / day	\$.35 psf / day
	Booth width	Booth depth	Booth area	Rate (above)	No. of Days	Total Cost
CARPET CLEANING: _____ ft. x _____ ft. = _____ sq. ft. x \$_____ psf x _____ days =						<div style="border: 2px solid black; padding: 2px;">\$ _____</div>

TOTAL NON-TAXABLE VACUUMING SERVICES	\$
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- All orders must be accompanied by "Contact & Payment Information" form.
- All orders are subject to the enclosed Terms, Conditions and Policies.

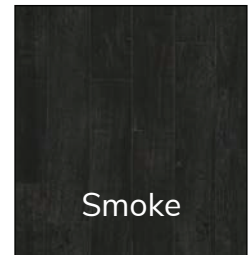
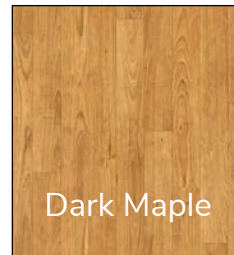
**Credit Card Information
Required with All Orders.**

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:

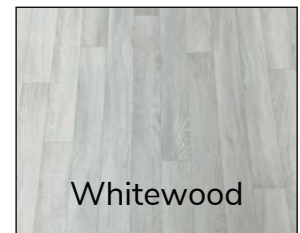
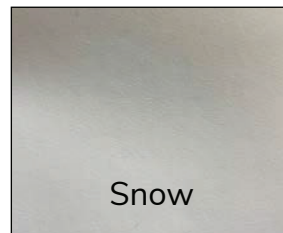
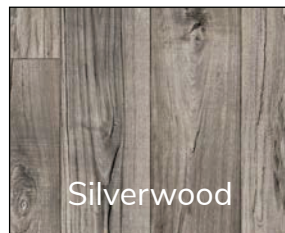
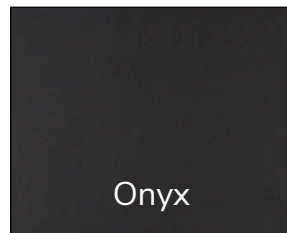
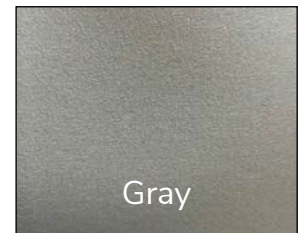
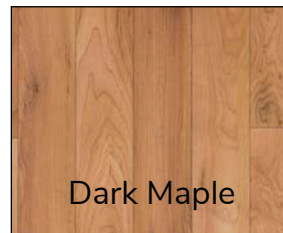
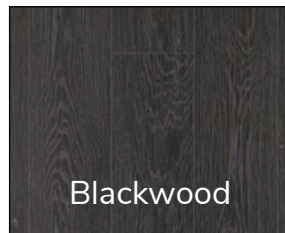
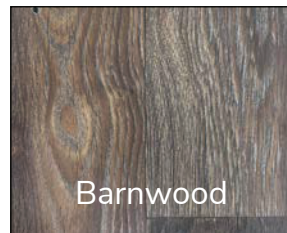


12' Event Flex Vinyl Flooring

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

SHOW NAME CTI Symposium USA 2025		LOCATION Suburban Collection Showplace	SHOW DATE May 13-14, 2025
COMPANY	BOOTH #	BOOTH SIZE _____ X _____	
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE	

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

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

10' EXPO VINYL FLOORING (100 sq. ft. minimum order)				
SIZE	TOTAL	ADVANCE	FLOOR	AMOUNT
_____ FT. x _____ FT.	_____ SQ. FT.	6.81 per square foot	8.60 per square foot	
CHECK VINYL COLOR: <input type="checkbox"/> Ash <input type="checkbox"/> Birch <input type="checkbox"/> Light Maple <input type="checkbox"/> Dark Maple <input type="checkbox"/> Smoke				
• Above prices include: installation, removal and edge taping. Vinyl flooring MUST be ordered fourteen (14) days prior to first move-in day.				

12' EVENT FLEX VINYL FLOORING (100 sq. ft. minimum order)				
SIZE	TOTAL	ADVANCE	FLOOR	AMOUNT
_____ FT. x _____ FT.	_____ SQ. FT.	8.18 per square foot	10.30 per square foot	
CHECK VINYL COLOR: <input type="checkbox"/> Barnwood <input type="checkbox"/> Blackwood <input type="checkbox"/> Dark Maple <input type="checkbox"/> Gray <input type="checkbox"/> Onyx <input type="checkbox"/> Silverwood <input type="checkbox"/> Snow <input type="checkbox"/> Whitewood				
• Above prices include: installation, removal and edge taping. Vinyl flooring MUST be ordered fourteen (14) days prior to first move-in day.				

10' VINYL FLOORING PADDING (100 sq. ft. minimum order)				
SIZE	TOTAL	ADVANCE	FLOOR	AMOUNT
_____ FT. x _____ FT.	_____ SQ. FT.	5.67 per square foot	7.10 per square foot	
• Above prices include: installation and removal. Vinyl padding MUST be ordered fourteen (14) days prior to first move-in day.				

PROTECTIVE PLASTIC COVERING			
PLASTIC SIZE	ADVANCE	FLOOR	AMOUNT
_____ feet wide X _____ feet deep = _____ SQ. FT.	\$.69 per square foot	\$.87 per square foot	
• Above prices include: installation, removal and taping.			

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

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

To purchase these items, please contact Art Craft Signs.

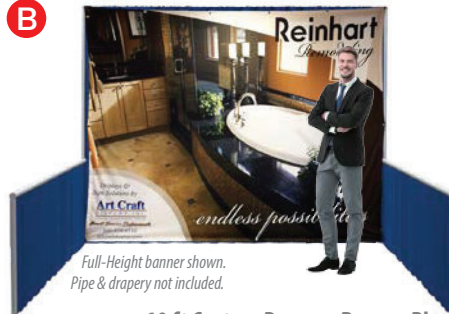
A



33.5" EconoRoll Retractable Banner Stand

Banner Stand with 1-sided SuperFlat Vinyl Graphic:
\$155.68 /pkg.
Includes carry bag

B



10 ft Custom Drapery Banner Pkg.

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

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

C



30" wide Custom-Printed Fabric Table Runner

\$82.85 ea.
("Economy" runner - drapes over top and front surfaces)

Additional sizes available.

Table skirt not included

D



22" w x 28" h Poster Sign

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

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

Additional sizes & materials available.

SIGN FRAME NOT INCLUDED.

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

E



18oz Vinyl Banner w/ Grommets

6ft wide x 2ft high, 1-sided **\$73.51 ea.**
8ft wide x 3ft high, 1-sided **\$133.17 ea.**
10ft wide x 4ft high, 1-sided **\$217.44 ea.**

Additional sizes & materials available.

F



Adjustable Banner Stand w/ Fabric Graphic:

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

G



8 ft wide Quick-Set Fabric Pop-Up Display

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

10 ft wide Quick-Set Fabric Pop-Up Display

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

H



Also available in
CURVED
Configurations

8 ft wide Straight Formulate Fabric Display

8' Straight frame with 1-sided Fabric Graphic:
\$670.34 ea. incl. carry bag

10 ft wide Straight Formulate Fabric Display

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

20 ft wide Straight Formulate Fabric Display

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

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

800-878-0710 or signshop@artcraftdisplay.com

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

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

Company Name

Event Name

CTI Symposium USA 2025

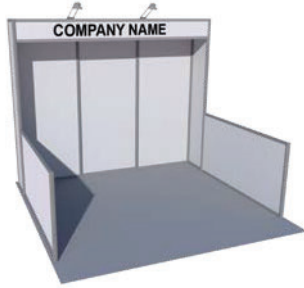
Booth Number

Select

☐ **10' X 10' STANDARD EXHIBIT** (select options below)

- Includes:**
- (2) Modular Lights
 - (2) 2M w x 1M h Side Walls
 - (1) 3M wide Center Header/Fascia Panel w/ Company Name
 - (1) 10' x 10' Standard Carpet
 - Grey Infill Panels

RENTAL PRICE: \$2,549.61



REMOVE SIDE WALL(s)?

☐ Left side ☐ Right side

STANDARD CARPET COLOR: ☐ Red ☐ Blue ☐ Black ☐ Grey ☐ Dark Green

HEADER SIGN COPY: _____

HEADER LETTERING COLOR (background color will be grey): ☐ Black ☐ White ☐ Red ☐ Blue

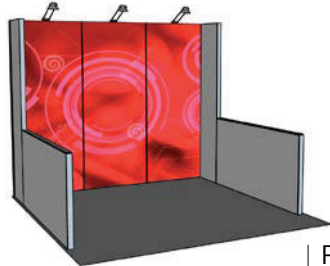
Item #0060

Select

☐ **10' X 10' PREMIUM EXHIBIT** (select options below)

- Includes:**
- (3) Rigid Back Wall Graphic Panels
 - (1) 10'x10' Premium Carpet w/ Padding & Plastic Covering
 - (2) .5M w x 2.5M h Side Walls - Grey Infill Panels
 - (2) 2M w x 1M h Side Walls - Grey Infill Panels
 - (3) Modular Lights

RENTAL PRICE: \$4,100.27 Price includes graphics sales tax



REMOVE SIDE WALL(s)?

☐ Left side ☐ Right side

PREMIUM CARPET COLOR:

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

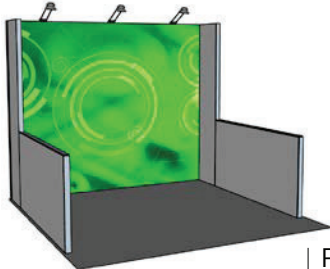
Item #0061CC

Select

☐ **10' X 10' PREMIUM S.E.G. EXHIBIT** (select options below)

- Includes:**
- (1) Seamless **Fabric** Back Wall Graphic
 - (1) 10'x10' Premium Carpet w/ Padding & Plastic Covering
 - (2) .5M w x 2.5M h Side Walls - Grey Infill Panels
 - (2) 2M w x 1M h Side Walls - Grey Infill Panels
 - (3) Modular Lights

RENTAL PRICE: \$4,334.01 Price includes graphics sales tax



REMOVE SIDE WALL(s)?

☐ Left side ☐ Right side

PREMIUM CARPET COLOR:

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

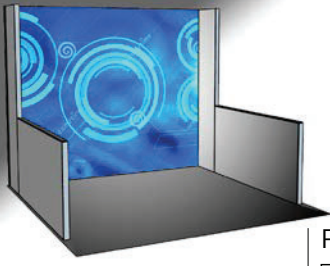
Item #SEG01

Select

☐ **10' X 10' PREMIUM BACK-LIT S.E.G. EXHIBIT** (select options below)

- Includes:**
- (1) Seamless **Fabric** Back Wall Graphic
 - (1) Opaque Liner for Back Side of Exhibit - Grey Fabric Only
 - (1) 10'x10' Premium Carpet w/ Padding & Plastic Covering
 - (2) .5M w x 2.5M h Side Walls - Grey Infill Panels
 - (2) 2M w x 1M h Side Walls - Grey Infill Panels
 - Internal Lighting

RENTAL PRICE: \$5,434.95 Price includes graphics sales tax



REMOVE SIDE WALL(s)?

☐ Left side ☐ Right side

PREMIUM CARPET COLOR:

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

Item #SEG01B

Company Name

Event Name

CTI Symposium USA 2025

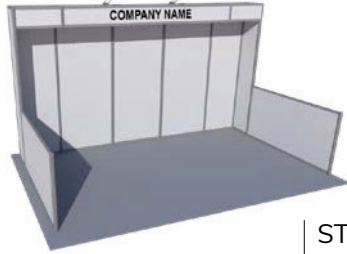
Booth Number

Select

☐ **10' X 15' STANDARD EXHIBIT** (select options below)

- Includes:**
- (3) Modular Lights
 - (2) 2M w x 1M h Side Walls
 - (1) 3M wide Center Header/Fascia Panel w/ Company Name
 - (1) 10' x 15' Standard Carpet
 - Grey Infill Panels

RENTAL PRICE: \$3,171.26



REMOVE SIDE WALL(s)?

☐ Left side ☐ Right side

STANDARD CARPET COLOR: ☐ Red ☐ Blue ☐ Black ☐ Grey ☐ Dark Green

HEADER SIGN COPY: _____

HEADER LETTERING COLOR (background color will be grey): ☐ Black ☐ White ☐ Red ☐ Blue

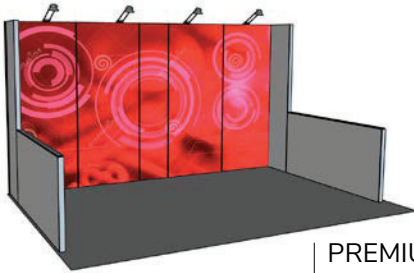
Item #0061

Select

☐ **10' X 15' PREMIUM EXHIBIT** (select options below)

- Includes:**
- (5) Rigid Back Wall Graphic Panels
 - (1) 10'x15' Premium Carpet w/ Padding & Plastic Covering
 - (2) .5M w x 2.5M h Side Walls - Grey Infill Panels
 - (2) 2M w x 1M h Side Walls - Grey Infill Panels
 - (4) Modular Lights

RENTAL PRICE: \$5,427.76 Price includes graphics sales tax



REMOVE SIDE WALL(s)?

☐ Left side ☐ Right side

PREMIUM CARPET COLOR:

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

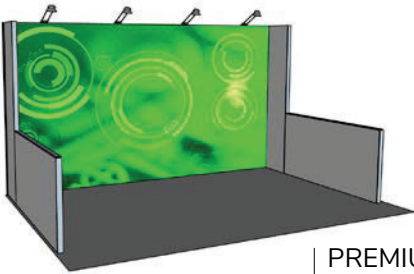
Item #0061DD

Select

☐ **10' X 15' PREMIUM S.E.G. EXHIBIT** (select options below)

- Includes:**
- (1) Seamless **Fabric** Back Wall Graphic
 - (1) 10'x15' Premium Carpet w/ Padding & Plastic Covering
 - (2) .5M w x 2.5M h Side Walls - Grey Infill Panels
 - (2) 2M w x 1M h Side Walls - Grey Infill Panels
 - (4) Modular Lights

RENTAL PRICE: \$5,724.38 Price includes graphics sales tax



REMOVE SIDE WALL(s)?

☐ Left side ☐ Right side

PREMIUM CARPET COLOR:

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

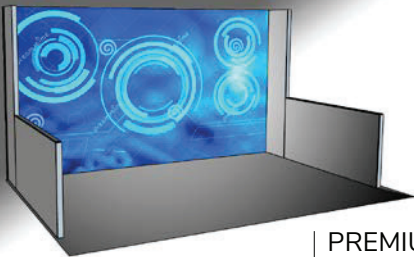
Item #SEG02

Select

☐ **10' X 15' PREMIUM BACK-LIT S.E.G. EXHIBIT** (select options below)

- Includes:**
- (1) Seamless **Fabric** Back Wall Graphic
 - (1) Opaque Liner for Back Side of Exhibit - Grey Fabric Only
 - (1) 10'x15' Premium Carpet w/ Padding & Plastic Covering
 - (2) .5M w x 2.5M h Side Walls - Grey Infill Panels
 - (2) 2M w x 1M h Side Walls - Grey Infill Panels
 - Internal Lighting

RENTAL PRICE: \$7,416.00 Price includes graphics sales tax



REMOVE SIDE WALL(s)?

☐ Left side ☐ Right side

PREMIUM CARPET COLOR:

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

Item #SEG02B

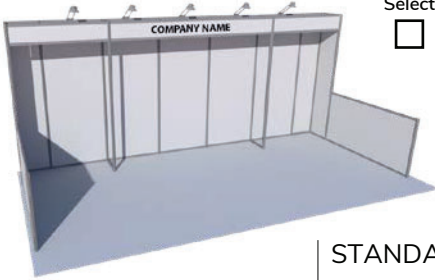
Company Name

Event Name

CTI Symposium USA 2025

Booth Number

Item #0061AA



Select

☐ **10' X 20' STANDARD EXHIBIT** (select options below)

Includes:

- (5) Modular Lights
- (2) 2M w x 1M h Side Walls
- (1) 3M wide Center Header/Fascia Panel w/ Company Name
- (1) 10' x 20' Standard Carpet
- Grey Infill Panels

RENTAL PRICE: \$3,871.12

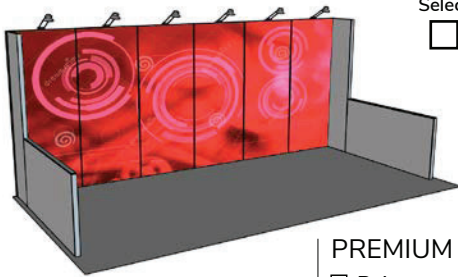
REMOVE SIDE WALL(s)?

☐ Left side ☐ Right side

STANDARD CARPET COLOR: ☐ Red ☐ Blue ☐ Black ☐ Grey ☐ Dark Green

HEADER SIGN COPY: _____

HEADER LETTERING COLOR (background color will be grey): ☐ Black ☐ White ☐ Red ☐ Blue



Select

☐ **10' X 20' PREMIUM EXHIBIT** (select options below)

Includes:

- (6) Rigid Back Wall Graphic Panels
- (1) 10'x20' Premium Carpet w/ Padding & Plastic Covering
- (2) .5M w x 2.5M h Side Walls - Grey Infill Panels
- (2) 2M w x 1M h Side Walls - Grey Infill Panels
- (6) Modular Lights

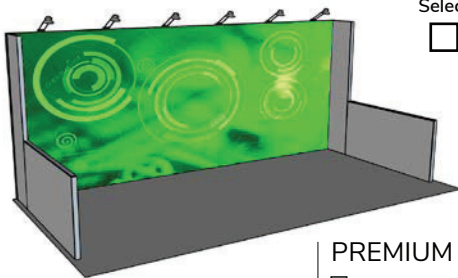
RENTAL PRICE: \$6,737.91 Price includes graphics sales tax

REMOVE SIDE WALL(s)?

☐ Left side ☐ Right side

PREMIUM CARPET COLOR:

- | | | | | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|-------------------------------------|---------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Beige | <input type="checkbox"/> Black | <input type="checkbox"/> Burgundy | <input type="checkbox"/> Charcoal | <input type="checkbox"/> Cobalt | <input type="checkbox"/> Grape Soda | <input type="checkbox"/> Emerald |
| <input type="checkbox"/> Graphite | <input type="checkbox"/> Ice | <input type="checkbox"/> Ivory | <input type="checkbox"/> Key Lime | <input type="checkbox"/> Lemon Drop | <input type="checkbox"/> Navy | <input type="checkbox"/> Midway Blue |
| <input type="checkbox"/> Nu Blue | <input type="checkbox"/> Platinum | <input type="checkbox"/> Red | <input type="checkbox"/> Royal Blue | <input type="checkbox"/> Silver Cloud | <input type="checkbox"/> White | <input type="checkbox"/> Tuitti Fruitti |



Select

☐ **10' X 20' PREMIUM S.E.G. EXHIBIT** (select options below)

Includes:

- (1) Seamless **Fabric** Back Wall Graphic
- (1) 10'x20' Premium Carpet w/ Padding & Plastic Covering
- (2) .5M w x 2.5M h Side Walls - Grey Infill Panels
- (2) 2M w x 1M h Side Walls - Grey Infill Panels
- (6) Modular Lights

RENTAL PRICE: \$7,197.10 Price includes graphics sales tax

REMOVE SIDE WALL(s)?

☐ Left side ☐ Right side

PREMIUM CARPET COLOR:

- | | | | | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|-------------------------------------|---------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Beige | <input type="checkbox"/> Black | <input type="checkbox"/> Burgundy | <input type="checkbox"/> Charcoal | <input type="checkbox"/> Cobalt | <input type="checkbox"/> Grape Soda | <input type="checkbox"/> Emerald |
| <input type="checkbox"/> Graphite | <input type="checkbox"/> Ice | <input type="checkbox"/> Ivory | <input type="checkbox"/> Key Lime | <input type="checkbox"/> Lemon Drop | <input type="checkbox"/> Navy | <input type="checkbox"/> Midway Blue |
| <input type="checkbox"/> Nu Blue | <input type="checkbox"/> Platinum | <input type="checkbox"/> Red | <input type="checkbox"/> Royal Blue | <input type="checkbox"/> Silver Cloud | <input type="checkbox"/> White | <input type="checkbox"/> Tuitti Fruitti |



Select

☐ **10' X 20' PREMIUM BACK-LIT S.E.G. EXHIBIT** (select options below)

Includes:

- (1) Seamless **Fabric** Back Wall Graphic
- (1) Opaque Liner for Back Side of Exhibit - Grey Fabric Only
- (1) 10'x20' Premium Carpet w/ Padding & Plastic Covering
- (2) .5M w x 2.5M h Side Walls - Grey Infill Panels
- (2) 2M w x 1M h Side Walls - Grey Infill Panels
- Internal Lighting

RENTAL PRICE: \$9,476.98 Price includes graphics sales tax

REMOVE SIDE WALL(s)?

☐ Left side ☐ Right side

PREMIUM CARPET COLOR:

- | | | | | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|-------------------------------------|---------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Beige | <input type="checkbox"/> Black | <input type="checkbox"/> Burgundy | <input type="checkbox"/> Charcoal | <input type="checkbox"/> Cobalt | <input type="checkbox"/> Grape Soda | <input type="checkbox"/> Emerald |
| <input type="checkbox"/> Graphite | <input type="checkbox"/> Ice | <input type="checkbox"/> Ivory | <input type="checkbox"/> Key Lime | <input type="checkbox"/> Lemon Drop | <input type="checkbox"/> Navy | <input type="checkbox"/> Midway Blue |
| <input type="checkbox"/> Nu Blue | <input type="checkbox"/> Platinum | <input type="checkbox"/> Red | <input type="checkbox"/> Royal Blue | <input type="checkbox"/> Silver Cloud | <input type="checkbox"/> White | <input type="checkbox"/> Tuitti Fruitti |

Note: Rigid graphic panels are printed on 3mm thick cardboard. Non-graphic infill panels come in standard grey PVC. All printed S.E.G. fabric panels are purchases. The printed fabric panels may be kept following the show. Fabric panels left behind after the show will be disposed of. 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 service must be ordered separately. Packages cannot be changed or substituted. No refunds, exchanges or credits for any booth package items.

Company Name

Event Name

CTI Symposium USA 2025

Booth Number

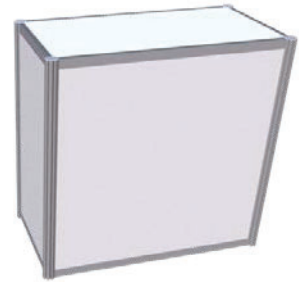
COUNTERS



Curved Reception Counter
0110 - \$595.96



1M x .5M x .5M Counter
0100 - \$318.86

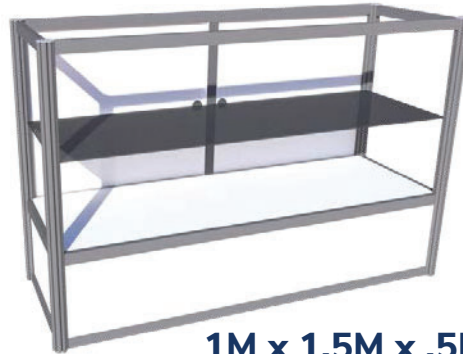


1M x 1M x .5M Counter
0105 - \$536.38

DISPLAY CASES



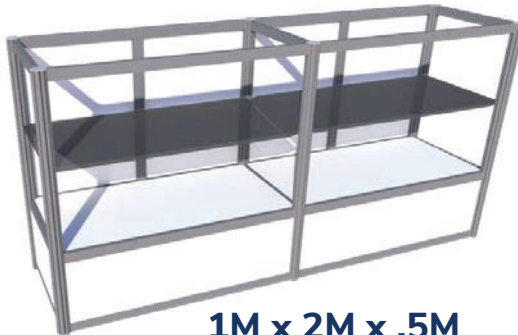
2.5M x .5M x .5M Display Case
0143 - \$804.57



1M x 1.5M x .5M Display Case
0142 - \$983.37



1M x 1M x .5M Display Case
0140 - \$804.57



1M x 2M x .5M Display Case
0141 - \$1,251.53



2.5M x 1M x .5M Display Case
0144 - \$983.37

Note: Counters and display cases all come with locking doors (except for curved reception counters and 1M x .5M x .5M counters). Display cases come equipped with internal lighting (power not included). All items are based upon availability. All other rental furnishings and electrical service must be ordered separately. For questions and availability, please contact an Art Craft representative at modular@artcraftdisplay.com.

Company Name

Event Name

CTI Symposium USA 2025

Booth Number

ADDITIONAL ITEMS



Additional Shelf

White - 0965DS - \$108.78

Clear - 0965SA - \$108.78



Modular Display Light

0130 - \$73.04



8' Closet with Lock

1M w x .5M d

(cannot be ordered alone)

DOOR - \$595.96

PLEASE SELECT:

(placement on back wall)

☐ left

☐ center

☐ right

Please submit all applicable Modular Exhibit Rental forms, along with our Contact & Payment Information form.

Once your order has been placed, our graphics department will reach out to you with instructions and deadlines for creating and submitting your art files for your exhibit graphics. Installation & dismantle labor is included with all modular exhibit rental orders.

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:	PRICE (EA.)	SUB-TOTAL
	0060	10' x 10' STANDARD EXHIBIT	\$2,549.61	
	0061CC	10' x 10' PREMIUM EXHIBIT (price includes sales tax)	\$4,100.27	
	SEG01	10' x 10' PREMIUM S.E.G. EXHIBIT (price includes sales tax)	\$4,334.01	
	SEG01B	10' x 10' PREMIUM BACK-LIT S.E.G. EXHIBIT (price includes sales tax)	\$5,434.95	
	0061	10' x 15' STANDARD EXHIBIT	\$3,171.26	
	0061DD	10' x 15' PREMIUM EXHIBIT (price includes sales tax)	\$5,427.76	
	SEG02	10' x 15' PREMIUM S.E.G. EXHIBIT (price includes sales tax)	\$5,724.38	
	SEG02B	10' x 15' PREMIUM BACK-LIT S.E.G. EXHIBIT (price includes sales tax)	\$7,416.00	
	0061AA	10' x 20' STANDARD EXHIBIT	\$3,871.12	
	0061EE	10' x 20' PREMIUM EXHIBIT (price includes sales tax)	\$6,737.91	
	SEG03	10' x 20' PREMIUM S.E.G. EXHIBIT (price includes sales tax)	\$7,197.10	
	SEG03B	10' x 20' PREMIUM BACK-LIT S.E.G. EXHIBIT (price includes sales tax)	\$9,476.98	
	0110	CURVED RECEPTION COUNTER	\$595.96	
	0100	1M x .5M x .5M COUNTER	\$318.86	
	0105	1M x 1M x .5M COUNTER	\$536.38	
	0140	1M x 1M x .5M DISPLAY CASE	\$804.57	
	0142	1M x 1.5M x .5M DISPLAY CASE	\$983.37	
	0141	1M x 2M x .5M DISPLAY CASE	\$1,251.53	
	0143	2.5M x .5M x .5M DISPLAY CASE	\$804.57	
	0144	2.5M x 1M x .5M DISPLAY CASE	\$983.37	
	0965DS	ADDITIONAL WALL SHELF - White	\$108.78	
	0965SA	ADDITIONAL DISPLAY CASE SHELF - Clear	\$108.78	
	0130	MODULAR DISPLAY LIGHT	\$73.04	
	DOOR	CLOSET with LOCK (cannot be ordered alone)	\$595.96	
			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 service must be ordered separately.

LABOR SERVICES

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

SHOW NAME CTI Symposium USA 2025	LOCATION Suburban Collection Showplace	SHOW DATE May 13-14, 2025
COMPANY	BOOTH #	BOOTH SIZE _____ X _____
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

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

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

LABOR SERVICE

PLAN A SUPERVISION BY ART CRAFT DISPLAY, INC. (ART CRAFT). This plan is offered to have exhibit set prior to your arrival. Supervision will be provided by Art Craft. The charge for this service is \$65.99 per hour on installation and \$65.99 per hour on dismantling.
NOTE: If ordering Art Craft Supervision; **all freight must be sent to the Advance Warehouse location** (see Freight Handling forms).

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

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

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

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

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

STANDARD LABOR

ADVANCE: 105.08 Per Man/Per Hour

FLOOR: 132.00 Per Man/Per Hr.

EXHIBITOR: PLEASE COMPLETE SECTION BELOW

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

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

☐ **PLAN B** EXHIBITOR SUPERVISION

Supervisor will be: _____

Supervisor Cell #: _____

# of laborers	Approx # hrs. per laborer	Time	Day of Week	Date	Total Hrs.	Rate	Estimated Total
_____ at _____ hrs. each at _____		<input type="checkbox"/> AM <input type="checkbox"/> PM on _____		_____ for _____ x \$ _____ per hr. = \$ _____			
_____ at _____ hrs. each at _____		<input type="checkbox"/> AM <input type="checkbox"/> PM on _____		_____ for _____ x \$ _____ per hr. = \$ _____			

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

TOTAL ESTIMATED INSTALLATION LABOR \$

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

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

☐ **PLAN B** EXHIBITOR SUPERVISION

Supervisor will be: _____

Supervisor Cell #: _____

# of laborers	Approx # hrs. per laborer	Time	Day of Week	Date	Total Hrs.	Rate	Estimated Total
_____ at _____ hrs. each at _____		<input type="checkbox"/> AM <input type="checkbox"/> PM on _____		_____ for _____ x \$ _____ per hr. = \$ _____			
_____ at _____ hrs. each at _____		<input type="checkbox"/> AM <input type="checkbox"/> PM on _____		_____ for _____ x \$ _____ per hr. = \$ _____			

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

TOTAL ESTIMATED DISMANTLE LABOR \$

IF AC SUPERVISION, ADD \$65.99 PER HOUR FOR INSTALLATION & DISMANTLE \$

TOTAL ESTIMATED LABOR \$

DO NOT FILL IN BELOW - Art Craft Use Only

Installation: _____ men for _____ hours @ \$ _____ / hour = _____	Dismantle: _____ men for _____ hours @ \$ _____ / hour = _____
_____ men for _____ hours @ \$ _____ / hour = _____	_____ men for _____ hours @ \$ _____ / hour = _____
TOTAL NON-TAXABLE LABOR \$	ADVANCE PAYMENT RECEIVED \$
IF AC SUPERVISION, ADD \$65.99 PER HOUR \$	BALANCE DUE \$
NV-TS 2025	

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 2025	LOCATION Suburban Collection Showplace	SHOW DATE May 13-14, 2025
COMPANY	BOOTH #	BOOTH SIZE _____ X _____
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

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

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

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

	ADVANCE	FLOOR
HIGH LIFT/SIGN & BANNER HANGING (includes 1-Scissor Lift & 1-Rigger)	365.48 Per Hour	457.00 Per Hour
ADDITIONAL RIGGING LABOR	113.76 Per Man / Per Hour	143.00 Per Man / Per Hour

EXHIBITOR: Please complete this section

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

OPTIONAL HANGING BANNER FRAME RENTAL

Banners attach to frames with pole pockets (top & bottom edge). Assembly labor included. Hanging/removal labor must be ordered in advance (see above).

QTY		ADVANCE	FLOOR	AMOUNT
	6' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner print height)	205.11	257.00	
	8' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner print height)	228.18	286.00	
	10' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner print height)	252.75	316.00	
	6' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner print height)	236.86	297.00	
	8' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner print height)	274.42	344.00	
	10' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner print height)	291.70	365.00	
To order graphics for the hanging banner frames above, contact our Sign & Graphics department at 800.878.0710 or signshop@artcraftdisplay.com		TOTAL BANNER FRAME RENTAL (NON-TAXABLE)		\$

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



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

Inbound Freight Services

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

On-Site Freight Services

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

Outbound Freight Services

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

Insurance and Security

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

ROUND-TRIP FREIGHT HANDLING

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

SHOW NAME CTI Symposium USA 2025	LOCATION Suburban Collection Showplace	SHOW DATE May 13-14, 2025
COMPANY	BOOTH #	BOOTH SIZE _____ X _____
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

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

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

ADVANCED WAREHOUSE (8:00 am - 4:30 pm, M - F)		ONSITE SHIPPING (during move-in hours)			
<ul style="list-style-type: none"> • All shipments must be sent labeled as follows: TO: (EXHIBITING FIRM NAME) BOOTH # _____ FOR: (EVENT NAME & DATE) C/O ART CRAFT DISPLAY, INC. 46100 GRAND RIVER AVE., SUITE B NOVI, MI 48374 		<ul style="list-style-type: none"> • All shipments must be sent labeled as follows: TO: (EXHIBITING FIRM NAME) BOOTH # _____ FOR: (EVENT NAME & DATE) C/O ART CRAFT DISPLAY, INC. 46100 GRAND RIVER AVENUE NOVI, MI 48374 			
<ul style="list-style-type: none"> • All pieces should be labeled separately. Please use the enclosed shipping labels and make additional copies as needed. • CONSOLIDATE YOUR SHIPMENTS TO SAVE SEPARATE MINIMUM CHARGES. • ABSOLUTELY <u>NO</u> PERISHABLE OR HAZARDOUS MATERIALS 					
RATE SCHEDULE and TABLE	1 - 5,000 pounds	5001 - 15,000 pounds	Over 15,000 pounds		
ROUND-TRIP DISPLAY MATERIAL FREIGHT	\$.92 per lb.	\$.82 per lb.	\$.73 per lb.		
ROUND-TRIP ON-SITE MACHINERY	\$.92 per lb.	\$.52 per lb.	\$.46 per lb.		
ADVANCED WAREHOUSING (plus round trip freight rates)	ADD \$.17 per lb.				
ENVELOPE RATES	\$40.32 per envelope (max. dimensions: 16" x 13")				
THE MINIMUM CHARGE FOR ALL SHIPMENTS IS 200 LBS. PER SHIPMENT RECEIVED					
<ul style="list-style-type: none"> • Any freight received on move-in days, after 5:00 pm, is subject to an overtime rate of \$.17/lb, in addition to the Round-Trip Freight Handling rates. 					
DETAIL OF SHIPMENTS (attach add'l pages if necessary)					
PIECE #	LENGTH	WIDTH	HEIGHT	WEIGHT	REQUIRES RIGGING TO UNLOAD / RELOAD?
1					<input type="checkbox"/> YES <input type="checkbox"/> NO
2					<input type="checkbox"/> YES <input type="checkbox"/> NO
3					<input type="checkbox"/> YES <input type="checkbox"/> NO
4					<input type="checkbox"/> YES <input type="checkbox"/> NO
5					<input type="checkbox"/> YES <input type="checkbox"/> NO
6					<input type="checkbox"/> YES <input type="checkbox"/> NO
EXHIBITOR TO COMPLETE					
		ADVANCE		FLOOR	
BANDING SERVICES: _____ pcs. @		\$54.71 / piece		\$69.00 / piece	
SHRINK WRAP SERVICES: _____ pcs. @		\$54.71 / piece		\$69.00 / piece	
Display Material weight: _____ lbs. x \$ _____ per lb. \$		ENVELOPES: _____ envelopes @ \$40.32 / envelope		\$	
On-Site Machinery weight: _____ lbs. x \$ _____ per lb. \$		Advanced Warehousing weight: _____ lbs. x \$.17 per lb.		\$	
TOTAL NON-TAXABLE FREIGHT HANDLING				\$	

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

NV-TS 2025

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

**ADVANCE
FREIGHT**

RUSH

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

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

EVENT NAME:
CTI Symposium USA 2025

LOCATION:
Suburban Collection Showplace May 13-14, 2025

PIECE # _____ OF _____ TOTAL PIECES

CARRIER: _____

PLEASE LABEL EACH PIECE

NV 2025

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

**ADVANCE
FREIGHT**

RUSH

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

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

EVENT NAME:
CTI Symposium USA 2025

LOCATION:
Suburban Collection Showplace May 13-14, 2025

PIECE # _____ OF _____ TOTAL PIECES

CARRIER: _____

PLEASE LABEL EACH PIECE

NV 2025

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

**ADVANCE
FREIGHT**

RUSH

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

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

EVENT NAME:
CTI Symposium USA 2025

LOCATION:
Suburban Collection Showplace May 13-14, 2025

PIECE # _____ OF _____ TOTAL PIECES

CARRIER: _____

PLEASE LABEL EACH PIECE

NV 2025

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

**ADVANCE
FREIGHT**

RUSH

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

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NV 2025

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 2025	LOCATION Suburban Collection Showplace	SHOW DATE May 13-14, 2025
COMPANY	BOOTH #	BOOTH SIZE _____ X _____
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

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

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

STANDARD SERVICE

Up to 4,000 pound capacity forklift with operator for installation, uncrating, unskidding, dismantling, crating, skidding and any special handling of your equipment, machinery or freight, due to size or weight.

FLOOR RATE applies to *any order received within 7 days prior to show or placed on-site.*

ADVANCE

206.87 per hour

FLOOR

259.00 per hour

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

SPECIAL SERVICE

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

EXHIBITOR: Please complete this section

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

Terms, Conditions and Policies page one

CONTRACTUAL AGREEMENT

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

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

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

DEFINITIONS

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

PAYMENT TERMS

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

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

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

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

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

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

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

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

EQUIPMENT: GENERAL CONDITIONS AND POLICIES

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

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

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

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

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

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

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

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

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

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

3. LABOR PROVIDED UNDER THE SUPERVISION OF ART CRAFT:

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

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

4. LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR:

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

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

Terms, Conditions and Policies page two

MATERIAL HANDLING: GENERAL CONDITIONS AND POLICIES

CONTRACTUAL AGREEMENT

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

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

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

DEFINITIONS

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

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

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

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

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

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

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

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

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

9. ART CRAFT'S LIMITS OF LIABILITY:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



DELIVERY INFORMATION				CHICAGO DISTRICT SERVICE AREA: IL, IN, MI, OH, WI, MN, MO, IA, NE, SD, ND CORT Events 2141 Internationale Pkwy., Ste 300 Woodridge, IL 60517 630-972-0146 Please email all pages to: DL-CORTtseChicago@Cort.com	
Show Name:	CTI Symposium USA 2025				
Contractor:	Art Craft Display, Inc.				
Booth Number(s):		Show Date:	May 13-14, 2025		
Venue:	Suburban Collection Showplace				

ORDER INFORMATION	
Exhibiting Co:	
Address:	
City, State, Zip:	
Phone:	
Fax:	
Contact:	
Email:	
Authorized By:	

PAYMENT INFORMATION	
Order Total:	
Ordering within 14 days of show open? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Late Order Fee: (Add 30% of Order Total)
State Tax: (excluding NV, CA & OR)	0.00%
TOTAL DUE:	
<i>*To better protect your data, we no longer accept credit card information via email or fax. All credit card payments must be made through our secure online payment portal or over the phone.</i>	
<i>After your order has been processed, you will receive a confirmation PDF with a link and PIN to pay online. If you would like to pay over the phone, please call 1-844-855-0735 M-F between 7am - 5pm PST after you receive your confirmation.</i>	

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.

NEW2025 Visit www.cortevents.com/ts-kit to download the brochure for more product details and images.

CODE	QTY	ITEM	DESCRIPTION	2025	TOTAL
POWERED					
BKCT5P		5' Table, Powered	Black Top, Silver	\$ 513	
C5PWR		5' Table, Powered	White Top, Silver	\$ 513	
BKCT8P		8' Table, Powered	Black Top, Silver	\$ 1,059	
C8PWR		8' Table, Powered	White Top, Silver	\$ 1,059	
BKCT10P		10' Table, Powered	Black Top, Silver	\$ 1,059	
C10PWR		10' Table, Powered	White Top, Silver	\$ 1,059	
P30BWH		30" Bar Table, Powered	White Top, Black	\$ 666	
P30CWH		30" Cafe Table, Powered	White Top, Black	\$ 666	
ADCTBP		Adelaide Powered Cocktail Table	Black Top, Silver	\$ 347	
ADCTWP		Adelaide Powered Cocktail Table	White Top, Silver	\$ 347	
NPLCHP		Naples Chair, Powered	Black Vinyl	\$ 704	
NPLLOP		Naples Loveseat, Powered	Black Vinyl	\$ 870	
NPLSOP		Naples Sofa, Powered	Black Vinyl	\$ 1,029	
TCHP		Tech Chair, No Tablet	Gray Vinyl, Chrome	\$ 195	
TCHGRY		Tech Tablet Chair	Gray Vinyl, White Metal Tablet, Chrome Base	\$ 195	
VNTBLK		Ventura Communal Bar Table, Powered	Black Top, Silver	\$ 908	
VNTWHT		Ventura Communal Bar Table, Powered	White Top, Silver	\$ 908	
VNTCBK		Ventura Communal Cafe Table, Powered	Black Top, Silver	\$ 741	
VNTCWH		Ventura Communal Cafe Table, Powered	White Top, Silver	\$ 741	
CUBPOW		Wireless Charging Table	White, AC Plug In	\$ 409	
VILHUB		Village Charging Hub	Cream	\$ 272	
SOFT SEATING COLLECTIONS					
CHR002		Allegro Chair	Blue Fabric, Gray	\$ 568	
LVS002		Allegro Loveseat	Blue Fabric, Gray	\$ 637	
SFA002		Allegro Sofa	Blue Fabric, Gray	\$ 735	
BCHWHT		Baja Chair	White Vinyl	\$ 568	
BLVWHT		Baja Loveseat	White Vinyl	\$ 719	
BSFWHT		Baja Sofa	White Vinyl	\$ 863	
COCHTP		Cordoba Chair	Taupe Fabric, Black	\$ 453	
COLVTP		Cordoba Loveseat	Taupe Fabric, Black	\$ 650	
FAIRCW		Fairfax Chair	White Vinyl, Brushed Metal	\$ 386	
FAIRSW		Fairfax Loveseat	White Vinyl, Brushed Metal	\$ 499	
KEYCHR		Key Largo Chair	Black Fabric, Wood	\$ 386	
KEYLOV		Key Largo Loveseat	Black Fabric, Wood	\$ 453	
KEYSOF		Key Largo Sofa	Black Fabric, Wood	\$ 499	
MONCHA		Montreal Chair	Blue, Black Metal	\$ 568	
MONLOV		Montreal Loveseat	Blue, Black Metal	\$ 719	
NPLCHR		Naples Chair	Black Vinyl	\$ 568	
NPLLOV		Naples Loveseat	Black Vinyl	\$ 719	
NPLSOF		Naples Sofa	Black Vinyl	\$ 863	
PALSOF		Palm Beach Sofa	White Vinyl	\$ 735	
STECOA		Sterling Chair	Gray Fabric	\$ 704	
STESOF		Sterling Sofa	Gray Fabric	\$ 1,029	
VALCGN		Valencia Chair	Green Fabric	\$ 386	
VALCOT		Valencia Chair	Oat Fabric	\$ 386	
VALCHA		Valencia Chair	Spice Orange Velvet	\$ 386	
VALSOF		Valencia Loveseat	Coffee Brown Velvet	\$ 499	
VALVOT		Valencia Loveseat	Oat Fabric	\$ 499	
ACCENT CHAIRS					
ATHCHA		Atherion Chair	Brown Leather, Black Metal	\$ 523	
BOWCHA		Bowery Chair	Ochre Fabric	\$ 523	
BNMCSB		Brooklyn Meeting Chair	Black Vinyl, Black Swivel Base	\$ 302	
BNMCSW		Brooklyn Meeting Chair	White Vinyl, Black Swivel Base	\$ 302	
BNMCOB		Brooklyn Meeting Chair	Black Vinyl, Oak-look Base	\$ 302	
BNMCSW		Brooklyn Meeting Chair	White Vinyl, Oak-look Base	\$ 302	

CODE	QTY	ITEM	DESCRIPTION	2025	TOTAL
ACCENT CHAIRS (continued)					
CNTCHR		Century Chair	Gray Velvet	\$ 523	
LABREA		La Brea Swivel Chair	Charcoal Gray Fabric, Chrome	\$ 453	
LRCHGN		Lorna Chair	Green Leather, Antique Brass	\$ 444	
BCW		Madrid Chair	White Vinyl, Chrome	\$ 523	
MNCHCH		Munich Armless Chair	Gray Fabric, Black	\$ 356	
SWAN		Swanson Swivel Chair	White Vinyl, Chrome	\$ 356	
TCHNTP		Tech Chair, Non-Powered, No Tablet	Gray Vinyl, Chrome	\$ 195	
TCHTNP		Tech Tablet Chair, Non-Powered	Gray Vinyl, White Metal Tablet, Chrome	\$ 195	
TRCHCO		Terrace Accent Chair	Cognac Leather, Black	\$ 500	
WENCHA		Wentworth Swivel Chair	Brown Vinyl	\$ 356	
GROUP SEATING					
BLDCBK		Blade Chair	Black	\$ 72	
BLDCRD		Blade Chair	Red	\$ 72	
BLDCSB		Blade Chair	Sky Blue	\$ 72	
SC3		Brewer Chair	Onyx, Chrome	\$ 124	
CCSCAZ		Chelsea Chair	Azure Blue, Black Swivel Base w/ Casters	\$ 124	
CCSCBK		Chelsea Chair	Black, Black Swivel Base w/ Casters	\$ 124	
CCSCYL		Chelsea Chair	Goldenrod Yellow, Black Swivel Base w/ Casters	\$ 124	
CCSCGY		Chelsea Chair	Gray, Black Swivel Base w/ Casters	\$ 124	
CCSCOR		Chelsea Chair	Orange, Black Swivel Base w/ Casters	\$ 124	
CCSCWL		Chelsea Chair	Walnut-look, Black Swivel Base w/ Casters	\$ 124	
CCBTAZ		Chelsea Chair	Azure Blue, Black Tower Base	\$ 124	
CCBTBK		Chelsea Chair	Black, Black Tower Base	\$ 124	
CCBTYL		Chelsea Chair	Goldenrod Yellow, Black Tower Base	\$ 124	
CCBTGY		Chelsea Chair	Gray, Black Tower Base	\$ 124	
CCBTOR		Chelsea Chair	Orange, Black Tower Base	\$ 124	
CCBTWL		Chelsea Chair	Walnut-look, Black Tower Base	\$ 124	
XCHR		Christopher Chair	White Vinyl, Chrome	\$ 124	
DUET		Duet Stack Chair	Black, Chrome	\$ 72	
LMCHR		Laguna Chair	Maple, Chrome	\$ 124	
LUCHCL		Lucent Chair	Frosted Acrylic, Chrome	\$ 189	
MALGRY		Malba Chair	Gray, Chrome	\$ 72	
MALGRN		Malba Chair	Green, Chrome	\$ 72	
MARCBK		Marina Chair	Black Vinyl, Brushed Metal	\$ 145	
MARCBR		Marina Chair	Brown Fabric, Brushed Metal	\$ 145	
MARCGY		Marina Chair	Gray Fabric, Brushed Metal	\$ 145	
MARCOB		Marina Chair	Ocean Blue Fabric, Brushed Metal	\$ 145	
MARCRD		Marina Chair	Red Fabric, Brushed Metal	\$ 145	
MARCWH		Marina Chair	White Vinyl, Brushed Metal	\$ 145	
PASCHR		Pasadena Chair	White Molded Plastic, Chrome	\$ 302	
SC10		Razor Armless Chair	White	\$ 72	
RSTDIN		Rustique Chair w/ Arms	Gunmetal	\$ 124	
CS4		Synlax Chair	Black Fabric, Chrome	\$ 175	
ZENCHR		Zenith Chair	White, Chrome	\$ 124	
OTTOMANS					
BVLYBK		Beverly Bench Ottoman	Black Vinyl	\$ 326	
BVLYBN		Beverly Bench Ottoman	Brown Fabric	\$ 326	
BVLYGR		Beverly Bench Ottoman	Gray Fabric	\$ 326	
BVLYLN		Beverly Bench Ottoman	Linen Fabric	\$ 326	
BVLYOB		Beverly Bench Ottoman	Ocean Blue Fabric	\$ 326	
BVLYRD		Beverly Bench Ottoman	Red Fabric	\$ 326	
BVLYWH		Beverly Bench Ottoman	White Vinyl	\$ 326	
BVSMBK		Beverly Small Bench Ottoman	Black Vinyl	\$ 272	
BVSMBL		Beverly Small Bench Ottoman	Ocean Blue Fabric	\$ 272	

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SHOW NAME:		CTI Symposium USA 2025				BOOTH:					
CODE	QTY	ITEM	DESCRIPTION	2025	TOTAL	CODE	QTY	ITEM	DESCRIPTION	2025	TOTAL
OTTOMANS (continued)						ACCENT TABLES (continued)					
BVSMBN		Beverly Small Bench Ottoman	Brown Fabric	\$	272	MESETW		Mesa End Table	Barnwood Top, Bronze	\$	196
BVSMGN		Beverly Small Bench Ottoman	Olive Green Fabric	\$	272	REGBEN		Regis Bench Table	Brushed Metal	\$	272
BVSMGY		Beverly Small Bench Ottoman	Gray Fabric	\$	272	REGOTT		Regis End Table	Brushed Metal	\$	241
BVSMNL		Beverly Small Bench Ottoman	Linen Fabric	\$	272	SEDBBK		Sedona Side Table	Black Top, Bronze	\$	136
BVSMMLV		Beverly Small Bench Ottoman	Lavender Fabric	\$	272	SEDBWH		Sedona Side Table	White Top, Bronze	\$	136
BVSMOR		Beverly Small Bench Ottoman	Orange Fabric	\$	272	SEDBWD		Sedona Side Table	Wood Top, Bronze	\$	136
BVSMRD		Beverly Small Bench Ottoman	Red Fabric	\$	272	C1E		Silverado Cocktail Table	Glass Top, Chrome	\$	249
BVSMWH		Beverly Small Bench Ottoman	White Vinyl	\$	272	E1E		Silverado End Table	Glass, Chrome	\$	196
BVSMYL		Beverly Small Bench Ottoman	Yellow Fabric	\$	272	TAOBKK		Taos Side Table	Black Top, Bronze	\$	136
END01B		Endless Curved Ottoman	Black Vinyl, Chrome	\$	451	TAOBWH		Taos Side Table	White Top, Bronze	\$	136
END01W		Endless Curved Ottoman	White Vinyl, Chrome	\$	451	TAOBWD		Taos Side Table	Wood Top, Bronze	\$	136
END02B		Endless Square Ottoman	Black Vinyl, Chrome	\$	375	TMBCKT		Timber Cocktail Table	Distressed Wood	\$	245
END02W		Endless Square Ottoman	White Vinyl, Chrome	\$	375	TMTBTL		Timber End Table	Distressed Wood	\$	136
MAR001		Marche Swivel Ottoman	White Vinyl	\$	189	CAFE TABLES W/ STANDARD BLACK BASE					
MAR002		Marche Swivel Ottoman	Gray Fabric	\$	189	30BKSC		30" Round Cafe Table	Black Top	\$	212
MAR003		Marche Swivel Ottoman	Linen Fabric	\$	189	30BEBK		30" Round Cafe Table	Blue Top	\$	212
MAR004		Marche Swivel Ottoman	Raspberry Fabric	\$	189	30AGBC		30" Round Cafe Table	Brushed Gunmetal Top	\$	212
MAR005		Marche Swivel Ottoman	Red Fabric	\$	189	30YSBC		30" Round Cafe Table	Brushed Yellow Top	\$	212
MAR006		Marche Swivel Ottoman	Rose Quartz Fabric	\$	189	ZTJ		30" Round Cafe Table	Graphite Nebula Top	\$	212
MAR007		Marche Swivel Ottoman	Plum Fabric	\$	189	ZTA		30" Round Cafe Table	Gray Acajou Top	\$	212
MAR008		Marche Swivel Ottoman	Meadow Green	\$	189	30GSBC		30" Round Cafe Table	Green Top	\$	212
MAR009		Marche Swivel Ottoman	Pear Yellow Fabric	\$	189	ZTK		30" Round Cafe Table	Maple Top	\$	212
MAR010		Marche Swivel Ottoman	Blue Fabric	\$	189	30OSBC		30" Round Cafe Table	Orange Top	\$	212
MAR011		Marche Swivel Ottoman	Orange Fabric	\$	189	ZTB		30" Round Cafe Table	Red Top	\$	212
MAR012		Marche Swivel Ottoman	Forest Green Vinyl	\$	189	30WH29		30" Round Cafe Table	White Top	\$	212
MAR013		Marche Swivel Ottoman	Teal Velvet	\$	189	30WDWB		30" Round Cafe Table	Barnwood Top	\$	212
MAR014		Marche Swivel Ottoman	Distressed Brown Vinyl	\$	189	36BKSC		36" Round Cafe Table	Black Top	\$	219
MAR015		Marche Swivel Ottoman	Black Vinyl	\$	189	ZTN		36" Round Cafe Table	Graphite Nebula Top	\$	219
MAR016		Marche Swivel Ottoman	Ivory Faux Sheep Fur	\$	189	ZTP		36" Round Cafe Table	Maple Top	\$	219
MAR020		Marche Swivel Ottoman	Olive Faux Sheep Fur	\$	189	ZTQ		36" Round Cafe Table	White Top	\$	219
MAR021		Marche Swivel Ottoman	Terracotta Faux Sheep Fur	\$	189	CAFE TABLES W/ HYDRAULIC CHROME BASE					
VIB01		Vibe Cube Ottoman	Green Vinyl	\$	101	30MAHC		30" Round Cafe Table	Gray Acajou Top	\$	262
VIB02		Vibe Cube Ottoman	Blue Vinyl	\$	101	30BRHC		30" Round Cafe Table	Red Top	\$	262
VIB04		Vibe Cube Ottoman	Red Vinyl	\$	101	30WHHC		30" Round Cafe Table	White Top	\$	262
VIB05		Vibe Cube Ottoman	Bright Yellow Vinyl	\$	101	30WDHC		30" Round Cafe Table	Barnwood Top	\$	262
VIB08		Vibe Cube Ottoman	Orange Vinyl	\$	101	30BKHC		30" Round Cafe Table	Black Top	\$	262
VIB09		Vibe Cube Ottoman	White Vinyl	\$	101	30BEHC		30" Round Cafe Table	Blue Top	\$	262
VIB10		Vibe Cube Ottoman	Black Vinyl	\$	101	30AGHC		30" Round Cafe Table	Brushed Gunmetal Top	\$	262
VIB11		Vibe Cube Ottoman	Steel Blue Vinyl	\$	101	30YSHC		30" Round Cafe Table	Brushed Yellow Top	\$	262
VIB12		Vibe Cube Ottoman	Silver Vinyl	\$	101	30GRHC		30" Round Cafe Table	Graphite Nebula Top	\$	262
VIB13		Vibe Cube Ottoman	Purple Vinyl	\$	101	30GSHC		30" Round Cafe Table	Green Top	\$	262
VIB14		Vibe Cube Ottoman	Citrus Green Vinyl	\$	101	30MTHC		30" Round Cafe Table	Maple Top	\$	262
VIB15		Vibe Cube Ottoman	Taupe Vinyl	\$	101	30OSHC		30" Round Cafe Table	Orange Top	\$	262
VIB16		Vibe Cube Ottoman	Spice Orange Vinyl	\$	101	36BKHC		36" Round Cafe Table	Black Top	\$	307
VIB17		Vibe Cube Ottoman	Desert Rose Vinyl	\$	101	36GRHC		36" Round Cafe Table	Graphite Nebula Top	\$	307
VIB21		Vibe Cube Ottoman	Caramel Vinyl	\$	101	36MTHC		36" Round Cafe Table	Maple Top	\$	307
VIB22		Vibe Cube Ottoman	Navy Vinyl	\$	101	36WTHC		36" Round Cafe Table	White Top	\$	307
ACCENT TABLES						BAR TABLES W/ STANDARD BLACK BASE					
ADCTBK		Adelaide Cocktail Table	Black Top, Silver	\$	249	30BKSB		30" Round Bar Table	Black Top	\$	212
ADCTGL		Adelaide Cocktail Table	Glass Top, Silver	\$	249	30BEBB		30" Round Bar Table	Blue Top	\$	212
ADCTWH		Adelaide Cocktail Table	White Top, Silver	\$	249	30AGBB		30" Round Bar Table	Brushed Gunmetal Top	\$	212
ADETBK		Adelaide End Table	Black Top, Silver	\$	241	30YBBB		30" Round Bar Table	Brushed Yellow Top	\$	212
ADETGL		Adelaide End Table	Glass Top, Silver	\$	241	VTJ		30" Round Bar Table	Graphite Nebula Top	\$	212
ADETWH		Adelaide End Table	White Top, Silver	\$	241	VTA		30" Round Bar Table	Gray Acajou Top	\$	212
ALC100		Alondra Cocktail Table	Glass Top, Chrome	\$	302	30GSBB		30" Round Bar Table	Green Top	\$	212
ALC200		Alondra Cocktail Table	Brandy Maple Top, Chrome	\$	302	VTK		30" Round Bar Table	Maple Top	\$	212
ALE100		Alondra End Table	Glass Top, Chrome	\$	241	30OSBB		30" Round Bar Table	Orange Top	\$	212
ALE200		Alondra End Table	Brandy Maple Top, Chrome	\$	241	VTB		30" Round Bar Table	Red Top	\$	212
AURA		Aura Round Table	White Metal	\$	136	30WH42		30" Round Bar Table	White Top	\$	212
C1C		Geo Cocktail Table	Glass Top, Chrome	\$	249	30WDBB		30" Round Bar Table	Barnwood Top	\$	212
C1FWB		Geo Cocktail Table	Brandy Maple Top, Black	\$	249	36BKSB		36" Round Bar Table	Black Top	\$	219
E1C		Geo End Table	Glass Top, Chrome	\$	196	VTN		36" Round Bar Table	Graphite Nebula Top	\$	219
E1FWB		Geo End Table	Brandy Maple Top, Black	\$	196	VTP		36" Round Bar Table	Maple Top	\$	219
MESCTB		Mesa Cocktail Table	Black Top, Bronze	\$	249	VTW		36" Round Bar Table	White Top	\$	219
MESCTG		Mesa Cocktail Table	Glass Top, Bronze	\$	249	BAR TABLES W/ HYDRAULIC CHROME BASE					
MESCTV		Mesa Cocktail Table	Barnwood Top, Bronze	\$	249	30BKHB		30" Round Bar Table	Black Top	\$	262
MESETB		Mesa End Table	Black Top, Bronze	\$	196	30BEHB		30" Round Bar Table	Blue Top	\$	262
MESETG		Mesa End Table	Glass Top, Bronze	\$	196	30AGHB		30" Round Bar Table	Brushed Gunmetal Top	\$	262
						30YSHB		30" Round Bar Table	Brushed Yellow Top	\$	262

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SHOW NAME:		CTI Symposium USA 2025				BOOTH:					
CODE	QTY	ITEM	DESCRIPTION	2025	TOTAL	CODE	QTY	ITEM	DESCRIPTION	2025	TOTAL
BAR TABLES W/ HYDRAULIC CHROME BASE (continued)						CONFERENCE TABLES					
30GRHB		30" Round Bar Table	Graphite Nebula Top	\$ 262		36ATO		Atomic 36" Round Table	Glass Top, Chrome	\$ 241	
30GSHB		30" Round Bar Table	Green Top	\$ 262		42ATO		Atomic 42" Round Table	Glass Top, Chrome	\$ 241	
30MTHB		30" Round Bar Table	Maple Top	\$ 262		CB8		42" Round Madison Table	Gray Acajou, Black	\$ 362	
30QSHB		30" Round Bar Table	Orange Top	\$ 262		CONF42		42" Round Table	White Top	\$ 362	
30BRHB		30" Round Bar Table	Red Top	\$ 262		42BKCT		42" Round Table	Black Top, Black	\$ 362	
30WHHB		30" Round Bar Table	White Top	\$ 262		BKCT5N		5' Table	Black Top, Silver	\$ 453	
30WDHB		30" Round Bar Table	Barnwood Top	\$ 262		CONF5		5' Table	White Top, Silver	\$ 453	
30MAHB		30" Round Bar Table	Gray Acajou Top	\$ 262		BKCT8N		8' Table	Black Top, Silver	\$ 832	
36BKHB		36" Round Bar Table	Black Top	\$ 307		CONF8		8' Table	White Top, Silver	\$ 832	
36GRHB		36" Round Bar Table	Graphite Nebula Top	\$ 307		BKCT10N		10' Table	Black Top, Silver	\$ 832	
36MTHB		36" Round Bar Table	Maple Top	\$ 307		CONF10		10' Table	White Top, Silver	\$ 832	
36WTHB		36" Round Bar Table	White Top	\$ 307		CF2		Geo Table, Rectangle	Glass Top, Black	\$ 453	
BAR TABLE						CE2		Geo Table, Rectangle	Glass Top, Chrome	\$ 453	
RSTSQT		Rustique Square Metal Bar Table	Gunmetal	\$ 287		CF1		Geo Table, Rounded Square	Glass Top, Black	\$ 271	
BARSTOOLS						CE1		Geo Table, Rounded Square	Glass Top, Chrome	\$ 271	
BSS		Banana Barstool	Black, Chrome	\$ 241		MADC05		Madison 5' Table	Gray Acajou, Chrome	\$ 453	
BST		Banana Barstool	White, Chrome	\$ 241		MADC08		Madison 8' Table	Gray Acajou, Chrome	\$ 832	
BLDBBK		Blade Barstool	Black	\$ 110		MADC10		Madison 10' Table	Gray Acajou, Chrome	\$ 832	
BLDBRD		Blade Barstool	Red	\$ 110		VD3		Work Table	White Top, White	\$ 280	
BLDBSB		Blade Barstool	Sky Blue	\$ 110		EXECUTIVE CHAIRS					
BLDBWH		Blade Barstool	White	\$ 110		ACHBCB		Ace High Back Chair	Black Vinyl, Chrome	\$ 241	
CBSBAZ		Chelsea Barstool	Azure Blue, Black Tower Base	\$ 168		ACEHBC		Ace High Back Chair	White Vinyl, Chrome	\$ 241	
CBSBBK		Chelsea Barstool	Black, Black Tower Base	\$ 168		ACMBCB		Ace Mid Back Chair	Black Vinyl, Chrome	\$ 227	
CBSBYL		Chelsea Barstool	Goldenrod Yellow, Black Tower Base	\$ 168		ACEMCB		Ace Mid Back Chair	White Vinyl, Chrome	\$ 227	
CBSBGY		Chelsea Barstool	Gray, Black Tower Base	\$ 168		CUPCHA		Cupertino Mid Back Chair	Black Vinyl	\$ 227	
CBSBOR		Chelsea Barstool	Orange, Black Tower Base	\$ 168		GENCHA		Genesis Chair	Black	\$ 168	
CBSBWL		Chelsea Barstool	Walnut-look, Black Tower Base	\$ 168		PROGB		Pro Executive Guest Chair	Black Vinyl, Chrome	\$ 204	
XBAR		Christopher Barstool	White Vinyl, Chrome	\$ 189		TASKST		Task Stool	Black Fabric, Black	\$ 145	
KABSWH		Kamden Barstool	White Vinyl, Chrome	\$ 231		OFFICE & PRODUCT DISPLAY					
LMBAR		Laguna Barstool	Maple, Chrome	\$ 168		TECH3		3 Drawer File Cabinet on Castors	Black Top, Black Metal	\$ 166	
ROLLBL		Lift Barstool	Black Vinyl, Chrome	\$ 189		JD8		Madison Executive Desk	Gray Acajou, Chrome	\$ 544	
ROLLGY		Lift Barstool	Gray Vinyl, Chrome	\$ 189		TECH		Tech Desk, Powered	Black Laminated, Black Metal w/ Power Hub	\$ 356	
ROLLRD		Lift Barstool	Red Vinyl, Chrome	\$ 189		TECH3B		Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Laminated, Black Metal w/ Power Hub	\$ 537	
ROLLWH		Lift Barstool	White Vinyl, Chrome	\$ 189		BC8		Madison Bookcase	Gray Acajou, Chrome	\$ 423	
LUBSCL		Lucent Barstool	Frosted Acrylic, Chrome	\$ 241		PSHCCS		Posh Shelving	Chrome, Acrylic	\$ 347	
MARBBE		Marina Barstool	Ocean Blue Fabric, Brushed Metal	\$ 241		PDL36B		Powered Locking Pedestal, 36" Black		\$ 483	
MARBBK		Marina Barstool	Black Vinyl, Brushed Metal	\$ 241		PDL36W		Powered Locking Pedestal, 36" White		\$ 483	
MARBBR		Marina Barstool	Brown Fabric, Brushed Metal	\$ 241		PDL42B		Powered Locking Pedestal, 42" Black		\$ 568	
MARBGY		Marina Barstool	Gray Fabric, Brushed Metal	\$ 241		PDL42W		Powered Locking Pedestal, 42" White		\$ 568	
MARBRD		Marina Barstool	Red Fabric, Brushed Metal	\$ 241		LAMPS					
MARBWH		Marina Barstool	White Vinyl, Brushed Metal	\$ 241		LA15		Mason Floor Lamp	Brushed Silver	\$ 241	
RSTSTL		Rustique Barstool	Gunmetal	\$ 110		LA14		Mason Table Lamp	Brushed Silver	\$ 128	
BS001		Shark Barstool	White, Chrome	\$ 262		BARS & COUNTERS					
BSR		Syntax Barstool	Black, Chrome	\$ 189		MTBLPI		Midtown Bar, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$ 1,226	
ZENBAR		Zenith Barstool	White, Chrome	\$ 168		MTBUUL		Midtown Bar, Unlighted	Taupe Glass Top, Pewter	\$ 1,082	
BS002		Zoey Barstool	White, Chrome	\$ 241		MTCLPI		Midtown Powered Counter, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$ 1,226	
COMMUNAL TABLES W/ SOLID TOPS & SILVER FRAME						MTCPUL		Midtown Powered Counter, Unlighted	Taupe Glass Top, Pewter	\$ 1,082	
VNTBNP		Ventura Communal Bar Table	Black Top, Silver	\$ 704		GREENERY					
VNTMNP		Ventura Communal Bar Table	Maple Top, Silver	\$ 704		HDG4FT		Boxwood Hedge, 4'	Green, Black	\$ 529	
VNTWNP		Ventura Communal Bar Table	White Top, Silver	\$ 704		HDG7FT		Boxwood Hedge, 7'	Green, Black	\$ 832	
VNTCBN		Ventura Communal Cafe Table	Black Top, Silver	\$ 529		DIVIDERS					
VNTCMN		Ventura Communal Cafe Table	Maple Top, Silver	\$ 529		DIVFRE		Clear Divider, Freestanding	Silver, Clear	\$ 302	
VNTCWN		Ventura Communal Cafe Table	White Top, Silver	\$ 529		DIVFCR		Clear Divider, Freestanding Corner	Silver, Clear	\$ 602	
COMMUNAL TABLES W/ GROMMET HOLES & SILVER FRAME						DIVFWL		Clear Divider, Freestanding Wall	Silver, Clear	\$ 302	
VNTBMW		Ventura Communal Bar Table w/ Grommet Holes	Maple Top, Silver	\$ 704		DIVFWB		Divider, Freestanding Whiteboard	Silver, White	\$ 408	
VNTBWW		Ventura Communal Bar Table w/ Grommet Holes	White Top, Silver	\$ 704		MIRWHT		Miramar Divider, White	Molded Plastic	\$ 438	
VNTCMW		Ventura Communal Cafe Table w/ Grommet Holes	Maple Top, Silver	\$ 529		STNSGN		Stanchion Sign Holder	Chrome	\$ 59	
VNTCWW		Ventura Communal Cafe Table w/ Grommet Holes	White Top, Silver	\$ 529		STNCHT		Stanchion w/ Retractable Belt	Black, Chrome	\$ 68	

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		24" LCD Monitor, 1920x1080p VGA & HDMI
		32" LCD/LED Monitor, 1920x1080p VGA, HDMI & Speakers
		40" Monitor SMART 1080p HD HDMI, USB Input & Speakers
		43" Monitor, 1080p VGA, HDMI & Speakers

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

DISPLAYS CONT.		86" Monitor 4K 2160p UHD Smart HDMI, USB Input & Speakers
TOUCHSCREENS		86" Monitor 4K 2160p UHD Smart HDMI, USB Input & Speakers
		23" Touch Screen Monitor 1080p VGA & HDMI
		55 & 65" Touch Screen Monitors 1080p VGA, HDMI and Speakers
		55" Touch Screen Monitor 4K 2160p VGA, HDMI and Speakers

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
		Wired MIC and Powered Speaker
		Media Player 1080p or 4K
		Digital Podium with 40" Monitor

Complete Computer Rentals, Inc.

35137 Goetz, Suite B Sterling Heights, MI 48312

PH: (800) 699-1227 Fax: (586) 268-7583

sales@completecomputerrentals.com

Show Name: _____

RENTAL RATES ARE FOR ENTIRE SHOW AND INCLUDE SUPPORT

	QTY	EQUIPMENT	SHOW RATE	Total
LAPTOPS		I5 2.53GHZ, 4G/250G HD, DVD-CDRW, WIN 10	170.00	
		I7 2.6ghz, 32G/1TB HD, WIN 10 1080p HD	295.00	
DISPLAYS		24" 1080p HD w/HDMI, VGA	225.00	
		32" 1080p HD w/HDMI,VGA & speakers	350.00	
		40" 1080p HD SMART w/HDMI, speakers & USB Input	490.00	
		43" 1080p HD w/HDMI,VGA & speakers	525.00	
		43" 4K 2160p UHD SMART w/HDMI, speakers & USB Input	595.00	
		50" 1080p HD w/HDMI,VGA & speakers & USB Input	600.00	
		50" 4K 2160p UHD SMART w/HDMI & speakers	650.00	
		55" 4K 2160p UHD SMART w/HDMI, speakers & USB Input	800.00	
		65" 1080p HD SMART W/HDMI,VGA, speakers & USB Input	850.00	
		65" 4K 2160p UHD SMART w/HDMI ,speakers & USB Input	950.00	
		75" 4K 2160p UHD SMART w/HDMI, speakers & USB Input	1200.00	
		86" 4K 2160p UHD SMART w/HDMI, speakers & USB Input	1950.00	
		TOUCHSCREENS		
		23" TOUCHSCREEN 1080p HD	300.00	
		55" or 65" TOUCHSCREEN 1080p HD (circle one)	1050.00 or 1250.00	
		55" TOUCHSCREEN 4K 2160p	1300.00	
		DISPLAY ACCESSORIES		
		FLOOR STAND 6' <i>rented <u>with our display</u></i>	175.00	
		FLOOR STAND 6' - UNIVERSAL <i>rented <u>without our display</u></i>	295.00	
		POLE SLEEVE (black)	45.00	
		ACCESSORY SHELF FOR FLOOR STAND	45.00	
		FLOOR STAND - 2 MONITORS BACK-TO-BACK <i>portrait or landscape</i>	295.00	
		KIOSK STAND	450.00	
		WALL MOUNT <i>w/labor up to 8ft walls. Addt'l charges over 8ft.</i>	225.00	
PRINTERS		HP B/W LASER or HP COLOR LASER (circle one)	195.00 or 295.00	
		Full Size B/W Copier or Color Copier 40ppm, staple (circle one)	1200.00 or 1850.00	
MISC.		MEDIA PLAYER 1080p or 4K (circle one)	50.00 or 75.00	
		iPad GEN 9 with iPad Floor Stand	350.00	
		POWERED SPEAKER & Stand w/wired MIC or w/wireless MIC	225 or 375.00	
		DIGITAL PODIUM with 40" Monitor	800.00	
PLEASE CALL FOR ITEMS NOT LISTED!			6% Sales Tax	
A 20% surcharge applies to orders placed within 2 weeks of delivery.			Delivery/Setup/Pickup	275.00
No refunds on orders cancelled within five days of delivery.			TOTAL	

EXHIBITOR INFORMATION:

Ordered By: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email Address: _____

PAYMENT INFORMATION (Payment required prior to delivery)

VISA _____ MC _____ AMEX _____ SECURITY CODE _____

Card Number: _____ Exp. _____

Cardholder Name: _____

Signature: _____

SHOW INFORMATION:

Show Contact: _____

Cell Number: _____

Booth Number: _____

Delivery Date: _____

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

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

Pickup Date: _____

Pickup Time: _____
Exhibitor responsible for equipment until pickup.

Order Form 2025

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 services online at www.suburbancollectionshowplace.com/serviceordering

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

Company Name: _____ Contact Name: _____

Address: _____ City, State, Zip: _____

Email Address (please print clearly): _____

Phone: _____ Ext: _____ Fax: _____

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

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

Check/Credit Card Number: _____ Expiration: _____

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

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

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

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

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

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

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

_____ sq. ft. x .15 = _____

Multiple Day Booth Cleaning Services (Optional)

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

Total booth sq. ft. x .30

_____ sq. ft. x .30 X _____ (number of show days) = _____

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. Please call for phone service rates.

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.

INTERNET SERVICES

See separate order form

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

WATER/DRAIN/AIR/GAS - Water service is 3/8" poly pipe with shut off.

Any required connections are the responsibility of the exhibitor. Drains are provided via pump. Power outlet in booth is required for drain but may be connected with other equipment. If draining any tub or unit, a small amount of excess water will remain. Exhibitors should use caution when moving units in the building.

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

PAYMENT TOTALS

A 4% credit card processing 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)	\$
4% Credit Card Processing Fee	\$
GRAND TOTAL	\$



Floor Plan Form

Event Name _____

Booth # _____

Company Name _____

Onsite Contact _____

Email Address _____

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

Back of your booth

A large rectangular grid consisting of 20 columns and 20 rows of small squares, intended for drawing a floor plan.

Front your booth

QTY	ADDITIONAL ELECTRICAL ITEMS	ADVANCED	LATE	FLOOR
	Flat Cords	\$20.00/each	\$20.00/each	\$30.00/each
	Labor/Floor work	\$50.00/hr	\$50.00/hr	\$50.00/hr

BOCO Enterprises, Inc. Utility Order Form

46100 Grand River Avenue, Novi MI 48374

Phone: 248-348-5600 * Fax: 248-380-3005

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

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

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

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

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

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

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

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

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

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

Thank you and we hope you enjoy the show!

Suburban Collection Showplace Management

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

BoCo Enterprises Internet and Connectivity Form

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

Event Name: _____ Event Start Date: / / _____ Event End Date: / / _____ Booth/Room #: _____ On-Site Contact: _____ Cell #: _____ Email Address: _____	Company Name: _____ Billing Name: _____ Billing Address: _____ Billing Address: _____ City: _____ State: _____ Zip: _____ Country: _____ Phone #: _____
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ALL SERVICES FOR TECHNICAL SUPPORT AND LEVELS OF CONNECTIVITY LISTED BELOW ARE SUBJECT TO AVAILABILITY.

ALL CONNECTIONS LISTED ARE INTENDED FOR ONE DEVICE ONLY AND NO SPLITTERS, ROUTERS, OR OTHER WIRELESS DEVICES ARE ALLOWED WITHOUT WRITTEN CONSENT FROM BoCo ENTERPRISES

BASIC INTERNET SERVICE

Wireless is available via access through the splash page when onsite, log on and follow instructions for services starting at \$20/day.

Basic Internet Access is intended for the limited purposes of checking e-mail, basic social networking, and simple web browsing. It is intended for **ONE** device ONLY. It is not intended for large file transfers, establishment of networks or connection of multiple computers and is

NOT INTENDED FOR SECURE CREDIT CARD PROCESSING.

WIRELESS CONNECTIVITY – ONE DEVICE ONLY

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

INTERNET VIA HARDLINE**

Shared Bandwidth Hardline

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

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

Dedicated Bandwidth Hardline

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

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

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

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

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

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

Internal Use Only

SUBTOTAL:

GRAND TOTAL:

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

<div></div>	<div></div>	<div></div>
Customer —Print Authorized Name	Customer —Authorized Signature	Date
<div></div>	<div></div>	<div></div>
BoCo Enterprises —Print Authorized Name	BoCo Enterprises —Authorized Signature	Date

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

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

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

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

<div></div>	<div></div>	<div></div>
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Card Holder Name (print)

Card Holder Name (signature)

Date

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

1. **BoCo ENTERPRISES INTERNET/DATA SERVICES:**
 - A. Due to the nature of the Internet, **BoCo Enterprises cannot guarantee any level of performance or accessibility beyond our gateway.**
 - B. **Internet speeds are best effort and not guaranteed.**
 - C. BoCo does not guarantee the safety or security of equipment, software, or proprietary information connected to or carried over services installed by BoCo and/or its sub-contractors.
2. **BoCo PROVIDES LIMITED FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK.** CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE.

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

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