

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: SPE Automotive Composites Conference & Expo

September 6-8, 2023

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:

THE FACILITY WILL BE CARPETED

- 3' and 8' High Booth Draping (expo green/white)
- (1) 8' Covered/Skirted Table (black)
- (2) Folding Chairs
- (1) Wastebasket
- (1) 7" x 44" Booth I.D. Sign

Note: One electrical drop is included in each booth through Boco Enterprises.

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

► Go to the following website: www.artcraftdisplay.com

On the Home Page, click on: "Download Exhibitor Kit"

Enter Event Code: 339753

<u>To qualify for Advance Rates</u>, your order(s) with payment <u>must</u> be received by us no later than 5:00 pm EST on Tuesday, August 22nd. Some equipment or services may require more lead time. Please see appropriate order forms for actual deadlines.

SHOW SCHEDULE

Exhibitor Move-In

Tuesday, September 5th 3:00 pm – 8:00 pm (Drive-in unloading is prohibited) Wednesday, September 6th 6:30 am – 7:00 am



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EVENT DETAILS CONTINUED

Exhibit Hours

Wednesday, September 6th
7:00 am – 7:00 pm
Thursday, September 7th
7:00 am – 6:30 pm
Friday, September 8th
7:00 am – 1:00 pm

Exhibitors can arrive as early as 6:30 am on September 6th, 7th and 8th.

ADVANCED WAREHOUSE SHIPMENTS

Advanced Warehouse shipments will be accepted from **August 4th** through **September 4th**. 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 #
SPE Automotive Composites Conference & Expo
C/o Art Craft Display, Inc.
46100 Grand River Ave., Ste B
Novi, MI 48374

ONSITE SHIPMENTS

Onsite shipments will be accepted on **September 5**th **from 8:00 am – 5:00 pm**. 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 #
SPE Automotive Composites Conference & Expo
C/o Art Craft Display, Inc.
46100 Grand River Ave.
Novi, MI 48374

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



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EVENT DETAILS CONTINUED

Exhibitor Move-Out

Friday, September 8th

1:00 pm - 3:00 pm

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

DISMANTLE AND MOVE-OUT INFORMATION

All exhibits/booths must be torn down and ready to ship on Friday, September 8th by 3:00 pm. Freight can be picked up Friday, September 8th from 1:00 pm – 5:00 pm from 46100 Grand River Ave., Ste B, Novi, MI 48374.

POST SHOW SHIPPING DOCUMENTS

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

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

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





HELPFUL TIPS FOR USING THIS DOCUMENT



Navigation.

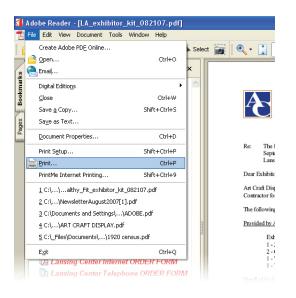
Use the bookmarks in the pane on the left side of the screen to "jump to" the page(s) you're interested in. For your convenience, the pages are color-coded by document type.

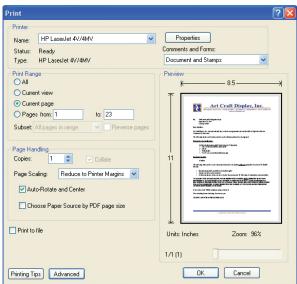
Note: Each bookmark may represent more than one page.

Printing.

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

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





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



CONTACT & PAYMENT INFORMATION

	CHOOSE PAYMENT METHOD:	
	☐ Check enclosed # ☐ Credit/debit information below	
2	48) 380-0848 • detroit@artcraftdisplay.	.com
	SHOW DATE	

RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (LOCATION **SPE Automotive Composites Conference & Expo Suburban Collection Showplace** Sept. 6-8, 2023 BOOTH SIZE COMPANY BOOTH# ADDRESS address state city zip PHONE FAX EMAIL AUTHORIZED CONTACT SIGNATURE AUTHORIZED CONTACT - PLEASE PRINT DATE

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

REQUIRED CREDIT CARD AUTHORIZATION					
PLE	ASE TYPE OR CLEARLY PRINT TH	IE FOLLOWING REQUIRED INFO	DRMATION.		
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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EXHIBITOR-APPOINTED CONTRACTOR NOTIFICATION

A DIVISION OF ART CRAFT SERVICE G	ROUP SSITII	THO TOTAL TOTAL	11011				
RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (248) 380-0848 • detroit@artcraftdisplay.c							
SHOW NAME SPE Automotive C	omposites Conference & E	Expo Suburban Collection	Showplace Sept	ATE :. 6-8, 2023			
EXHIBITING FIRM NAME		воотн	# BOOTH SIZE				
			_	X			
EXHIBITING FIRM ADDRESS	address	city	state	zip			
EXHIBITING FIRM PHONE	FAX	EMAIL					
EXHIBITING FIRM AUTHORIZED CO	NTACT 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	O CONTACT SIGNATURE	AUTHORIZED C	ONTACT - PLEASE PRINT			DATE
Please check the	items that are to be inv	oiced to the	third party Exh	ibitor Appoin	nted Con	tractor:
☐ All Services	□ Signs	□F	reight / Materia	l Handling		□ None
□ Furnishings	☐ Installation/Disma	ntle Labor	□ Other			
It is the responsibility of the Exhibiting Firm to: • Inform the EAC that they must submit a copy of their general timeline for this event to us, prior to move-in day.						
		 See that each regulations of 	representative of the this event.	e EAC abides by	the official	rules and
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	E (please print)		EAC	AT-SHOW CONTACT	PHONE NO. (ii	ncl. area code)
EAC COMPANY NAME						
EAC COMPANY ADDRESS			city		state	zip
☐ Check enclose	d	Check #	<u> </u>			
☐ Please Charge	my credit card (Contac	ct & Payment	Information Fo	rm attached))	

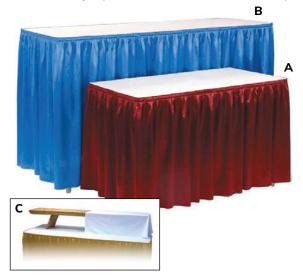


TRADE SHOW FURNISHINGS

Standard Tables & Counter Tables

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

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



A. Standard Tables (30" high)

	Covered & Skirted	Plain (no cover/skirt)
2' x 4'	20210-0001CS	20210-0001
2' x 6'	20210-0002CS	20210-0002
2' x 8'	20210-0003CS	20210-0003

B. Counter Tables (42" high)

	Covered & Skirted	Plain (no cover/skirt)	
	Covered & Skirted	Fidiri (110 COVEI/SKII C)	
2' x 4'	20220-0001CS	20220-0001	
2' x 6'	20220-0002CS	20220-0002	
2' x 8'	20220-0003CS	20220-0003	

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

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

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

Specialty Tables & Counter Tables

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



A. 60" Diameter Banquet Tables

	Covered & Skirted	Plain (no cover/skirt)	
30" High	20230-0002CS	20230-0002	
42" High	20240-0007CS	20240-0007	

B. 6' Crescent Serpentine Tables

	Covered & Skirted	Plain (no cover/skirt)
30" High	20230-0003CS	20230-0003
42" High	20240-0008CS	20240-0008

C. 30" Diameter Cocktail Tables

	Covered & Skirted	Plain (no cover/skirt)
30" High	20230-0001CS	20230-0001
42" High	20240-0005CS	20240-0005

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

	Covered & Skirted	Plain (no cover/skirt)
30" High	20230-0001DS	N/A
42" High	20240-0005DS	N/A

^{*} Skirting on 30" Diameter Cocktail Table and 60" Diameter Banquet Table covers entire circumference of table. Fourth side table skirting available for 6' Crescent Serpentine Tables.

Table Skirting

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





















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



TRADE SHOW FURNISHINGS

Folding Chair

Item #20610-0001

Color: Black Seat w/ Chrome Legs

Size: 18"W x 20"D

Material: Molded Poly-Vinyl



Upholstered Arm Chair

Item #20610-0005

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



Padded Counter Stool (w/back)

Item #20610-0015

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



Sign Hangers

Item #31000-0001

Color: Silver Size: 9"L

Material: Aluminum



Easel

Item #20620-0001

Color: Chrome Size: 60" tall Material: Metal

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

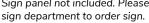


Chrome Sign Frame

Item #20900-0070

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

Sign panel not included. Please contact our





Tackboard

Item #20620-0025 (vertical) Item #20620-0020 (horizontal)

Color: Grey

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



Bag Holders

Item #20620-0060

Color: Chrome Size: 45"H Material: Steel



Literature Holders

Item #20620-0065

Color: Black

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





TRADE SHOW FURNISHINGS

Garment Rack

Item #20620-0005

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



Rope & Stanchion

Item #20900-0001 (stanchion)

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

Color: Chrome stanchion, burgundy or red rope Size: 39"H stanchion, 8' or 7' L rope

Material: Steel/fabric (velour/braided nylon)



Waste Baskets

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

Color: Black Material: Plastic



Swivel Spotlight

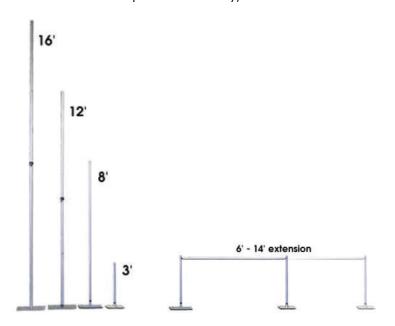
Item #20620-0030

Color: White 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).



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

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

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

Drape with Hardware (priced per line	eal foot)
3' high drape w/hardware	20545-0001
8' high drape w/hardware	20540-0001
12' high drape w/hardware	20550-0001
16' high drape w/hardware	20560-0001
16' high velour drape w/hardware	20570-0001
Hardware Only	
Aluminum extension (6'-10')	20130-0001
Base plate for 3' upright	20120-0001
3' aluminum upright	20120-0002

20110-0001 Base plate for 8' upright 20110-0002 8' aluminum upright 20140-0003 Base plate for 12' upright/pin 12' aluminum upright 20140-0001 Base plate for 16' upright/pin 20140-0005 20140-0004 16' aluminum upright

Drape Only

Drape Only	
3' high drape panels	20535-0001
8' high drape panels	20510-0001
12' high drape panels	20515-0001
16' high drape panels	20520-0BL16
16' high velour drape panels	20520-0BKV16



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



RENTAL FURNISHING

RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (248) 380-0848 • detroit@artcraftdisplay.com								
SHOW NAME	LOCATION	S	HOW DATE					
SPE Automotive Composites Conference & Exp	oo Suburban Collection Show	olace	Sept. 6-8,	2023				
COMPANY	BOO	TH#	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.

					NTAL ITEMS			
STANDARD TABL	•	·		1	BOOTH FURN			
QTY. ITEM	ADVANCE		AMOUNT	QTY.	ITEM	ADVANCE	FLOOR	AMOUN
2' x 4' Plain	47.61	60.00		1	Folding Chair	29.87	38.00	
2' x 4' Covered & Skirted (skirted 4 side	,	108.00		_	Upholstered Arm Chair	65.92	83.00	
2' x 6' Plain	60.44	76.00			Padded Counter Stool - with back	72.12	91.00	
2' x 6' Covered & Skirted	106.29	133.00		_	Wastebasket - 7 gallon	27.65	35.00	
2' x 8' Plain	73.26	92.00		1				
2' x 8' Covered & Skirted	126.81	159.00		_				
4th side skirted optional	36.64	46.00		1				
COUNTER TABLE								
2' x 4' Plain	78.75	99.00			BOOTH ACCES			
2' x 4' Covered & Skirted (skirted 4 side		147.00		_	Easel	38.12	48.00	
2' x 6' Plain	91.58	115.00			5' x 6' Garment Rack	96.16	121.00	
2' x 6' Covered & Skirted	138.02	173.00		_	4' x 8' Tackboard □ V □ H	269.32	337.00	
2' x 8' Plain	104.37	131.00			Chrome Stanchion	40.70	51.00	
2' x 8' Covered & Skirted	158.54	199.00			Velvet Rope 8' long	40.70	51.00	
4th side skirted optional	36.64	46.00			Red Braided Rope 7' long	40.40	51.00	
SPECIALTY TABL				_	Chrome Sign Frame - 22" x 28"	96.22	121.00	
30" Dia. Round Plain	70.49	89.00			Chrome Bag Holder	73.98	93.00	
30" Dia. Round Covered & Skirted	109.10	137.00		1	Literature Rack	138.70	174.00	
30" Dia. Round w/ Black Form-Fitted Sl		137.00			Swivel Spotlight	75.62	95.00	
60" Dia. Round Plain	99.88	125.00						
60" Dia. Round Covered & Skirted	146.93	184.00						
6' Crescent Serpentine Plain	99.88	125.00						
6' Crescent Serpentine Cov'd & Skirted		184.00						
4th side skirted optional	36.64	46.00						
SPECIALTY TABL	ES (4 <u>2" HIGH</u>)			BOOTH DRAPING &	HARDWAF	RE	
30" Dia. Round Plain	96.16	121.00			3' high drape per ft. (incl. hardware)	5.69	8.00	
30" Dia. Round Covered & Skirted	133.73	168.00			8' high drape per ft. (incl. hardware)	9.27	12.00	
30" Dia. Round w/ Black Form-Fitted Sl	kirt 133.73	168.00			Aluminum Extension (6'-10')	16.04	21.00	
60" Dia. Round Plain	129.46	162.00			Base Plate for 3' Upright	10.68	14.00	
60" Dia. Round Covered & Skirted	175.18	219.00			3' Aluminum Upright	10.68	14.00	
6' Crescent Serpentine Plain	129.46	162.00			Base Plate for 8' Upright	12.45	16.00	
6' Crescent Serpentine Cov'd & Skirted	175.18	219.00			8' Aluminum Upright	12.45	16.00	
4th side skirted optional	36.64	46.00			Base Plate for 12' Upright / Pin	32.02	41.00	
TABLE ACCE	SSORIES				12' Aluminum Upright	32.02	41.00	
Raise Any Plain Table to 42" high	36.64	46.00			Base Plate for 16' Upright / Pin	39.11	49.00	
Raise Any Cov'd & Skirted Table to 42"	high 49.46	62.00			16' Aluminum Upright	39.11	49.00	
Cover & Skirt for 30" table	55.97	70.00						
Cover & Skirt for 42" table	55.97	70.00						
Table Top Riser (Covered Shelf), 4' x 1'	x 1' 47.61	60.00						
Table Top Riser (Covered Shelf), 6' x 1'	x 1' 60.44	76.00						
Table Top Riser (Covered Shelf), 8' x 1'	x 1' 73.26	92.00						
PLEASE CHECK SKIR Table includes white vinyl top co	ver and three side	s skirted			TOTAL NON-TAXABI	LE ITEMS	\$	
☐ BLACK ☐ BLUE ☐ BURGUNDY ☐ EXPO GREEN ☐ RED ☐ S							N/	/-TS 202



MISCELLANEOUS BOOTH SUPPLIES

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

SHOW NAME
SPE Automotive Composites Conference & Expo

COMPANY

SHOW DATE
SH

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

Credit Card Information
Required with All Orders.

	TAXABLE BOOTH SUPPLIES						
TY.	DESCRIPTION	ADVANCE	FLOOR	AMOUNT			
	White Vinyl Table Cover (priced per lineal foot)	2.30	3.00				
	Colored Duct Tape - 2" wide by 60 yd. roll (black or white)	34.56	44.00				
	Double Face Carpet Tape - 1" wide by 25 yd. roll	22.13	28.00				
	Double Face Carpet Tape - 2" wide by 25 yd. roll	40.56	51.00				
	Double Face Carpet Tape - 3" wide by 25 yd. roll	51.62	65.00				
	Clear Plastic Stretch Wrap - 18" wide by 500 yd. roll	115.83	145.00				
	Clear Plastic Stretch Wrap - 5" wide by 300 yd. roll	39.33	50.00				
	Visqueen - Plastic Covering - 10' wide (priced per lineal foot)	4.04	6.00				
	Sign Hangers - Regular	1.12	2.00				
	Sign Hangers - Short	1.12	2.00				
	3/8" wide, Adhesive-backed HOOK Velcro Tape (priced per lineal foot)	1.50	1.88				
	3/8" wide, Adhesive-backed HOOK & LOOP Velcro Tape (priced per lineal foot)	2.78	3.48				
	3/4" wide, Adhesive-backed HOOK Velcro Tape (priced per lineal foot)	1.65	2.07				
	3/4" wide, Adhesive-backed HOOK & LOOP Velcro Tape (priced per lineal foot)	3.23	4.04				
	1/2" wide, Adhesive-backed Magnetic Tape - "A" Polarity (priced per lineal foot)	.74	.93				
	1/2" wide, Adhesive-backed Magnetic Tape - "B" Polarity (priced per lineal foot)	.74	.93				
	6" Ball Bungees	11.02	13.78				

TAXABLE BOOTH SUPPLIES SUB-TOTAL \$

ADD 6% MI SALES TAX \$

TOTAL MISCELLANEOUS BOOTH SUPPLIES \$



SIGNS & DISPLAYS

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.



33.5" EconoRoll Retractable Banner Stand Banner Stand with 1-sided SuperFlat Vinyl Graphic:

\$185.82 /pkg.

Includes carry bag



FULL HEIGHT (Banner size: 115"w x 92"h) \$502.16 /pkg. HALF HEIGHT (Banner size: 115"w x 58"h) \$327.62 /pkg.

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







22"w x 28"h Poster Sign

1-sided sign on 4mm corrugated plastic: \$30.83 ea.

1-sided sign on 3mm PVC: **\$44.56 ea.**

Additional sizes & materials available.

SIGN FRAME NOT INCLUDED.

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



18oz Vinyl Banner w/ Grommets 6ft wide x 2ft high, 1-sided \$73.51 ea.

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

Additional sizes & materials available.



Adjustable Banner Stand w/ Fabric Graphic:

Stand w/4ft wide x 4ft high 1-sided fabric graphic \$350.45 /pkg.
Stand w/8ft wide x 8ft high 1-sided fabric graphic \$395.45 /pkg.
Stand w/10ft wide x 8ft high 1-sided fabric graphic \$420.30 /pkg.



8 ft wide Quick-Set Fabric Pop-Up Display 8' Straight Frame with 1-sided Fabric Graphic & end cap graphics:

\$816.49 ea. incl. carry bag

10 ft wide Quick-Set Fabric Pop-Up Display 10'Straight Frame with 1-sided Fabric Graphic & end cap graphics: \$995.53 ea. incl. carry bag





8 ft wide Straight Formulate Fabric Display 8' Straight frame with 1-sided Fabric Graphic:

\$661.08 ea. incl. carry bag

10 ft wide Straight Formulate Fabric Display 10'Straight frame with 1-sided

10' Straight frame with 1-sided Fabric Graphic: \$784.24 ea. incl. carry bag

20 ft wide Straight Formulate Fabric Display

20' Straight frame with 1-sided Fabric Graphic:

\$1,774.39 ea. incl. carry bag

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

800-878-0710 or signshop@artcraftdisplay.com

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

0' x 10' MODULAR INLINE PACKAGES

MODULAR EXHIBIT RENTAL PACKAGES - 10' INLINE

Event Name Booth Number Company Name



10' X 10' PREMIUM EXHIBIT - 0061C

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

S3,307.50

Price includes graphics sales tax

PREMIUM PACKAGE (options below)

PREMIUM CARPET: ☐ beige ☐ black ☐ burgandy ☐ charcoal ☐ cobalt

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

red royal blue silver cloud tuitti fruitti white



10' X 10' STANDARD EXHIBIT - 0060

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

Grey Infill Panels

\$2,239,43

QTY	′ [)FS	CRI	PTI	(IC)	N٠
\mathbf{q}		L				ч.

STANDARD PACKAGE (options below)

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

HEADER SIGN COPY: __

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

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



10' x 15' MODULAR INLINE PACKAGES

MODULAR EXHIBIT RENTAL PACKAGES - 15' INLINE

Company Name Event Name Booth Number



10' X 15' PREMIUM EXHIBIT - 0061D

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

\$4,529.50

Price includes graphics sales tax

QTY	DESCRIPTION
-----	--------------------

PREMIUM PACKAGE (options below)

PREMIUM CARPET: ☐ beige ☐ black ☐ burgandy ☐ charcoal ☐ cobalt

☐ emerald ☐ grape soda ☐ graphite ☐ ice ☐ ivory

 \square key lime \square lemon drop \square midway blue \square navy \square nu blue

platinum red royal blue silver cloud tutti fruitti



10' X 15' STANDARD EXHIBIT - 0061

- [1] Header Panel with Company Name
- [2] Modular Liahts
- [1] 10' x 15' Standard Carpet
- [2] 2m W x 1m H Modular Sides

Grey Infill Panels

\$2,890.53

\bigcirc TV		
/ 11 V		IPIII IRI
QTY	DESCR	

STANDARD PACKAGE (options below)

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

HEADER SIGN COPY:

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

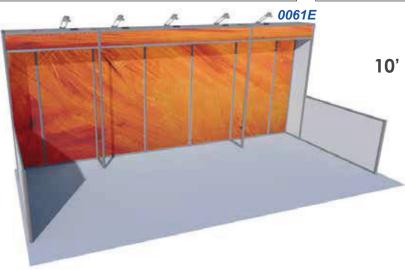
Note: Graphics are printed on Falconboard. Non-Graphic infill panels come in standard Grey PVC. For additional options and costs, contact an Art Craft representative at **modular@artcraftdisplay.com**. All items are based upon availability. All other rental furnishings and electrical must be ordered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



0' x 20' MODULAR INLINE PACKAGES

MODULAR EXHIBI RENTAL PACKAGES - 20' INLINE

Event Name Booth Number Company Name



10' X 20' PREMIUM EXHIBIT - 0061E

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

\$5,553.38

Price includes graphics sales tax

QTY **DESCRIPTION:**

PREMIUM PACKAGE (options below)

PREMIUM CARPET: Deige Dolack Dourgandy Charcoal Dobalt

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

red royal blue silver cloud tuitti fruitti white

	A	M	1	A	- 0061AA	
			COMPANY N	ANE	-	10
U				1		
	7	0				1
	4			130	-	
		22				

'X 20' STANDARD EXHIBIT - 0061AA

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

Grey Infill Panels

\$3,427.24

_		_	_				_		
\neg	T١	/	\Box	EC	CR	IDTI		NI	۰
		•			. K			IV	

STANDARD PACKAGE (options below)

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

HEADER SIGN COPY: ___

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

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



COUNTERS / DISPLAY CASES

COUNTERS / DISPLAY CASES

Company Name

Event Name

Booth Number



Curved Reception Counter

0110 - \$544.88



1m x .5m x .5m counter 0100 - \$291.51

1m x 1m x .5m counter 0105 - \$490.40



2.5m x .5m x .5m Display Case 0143 - \$735.58



0142 - \$899.06

1m x 2m x .5m Display Case 0141 - \$1,144.25



1m x 1m x .5m Display Case 0140 - \$735.58



2.5m x 1m x .5m Display Case0144 - \$899.06

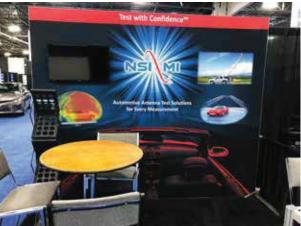
Note: Counters and display cases all come with locking doors. Display cases come equipped with internal lighting (power not included). All items are based upon availability. All other rental furnishings and electrical must be ordered separately. For questions and availability please contact us at modular@artcraftdisplay.com.



SEG FABRIC WALLS





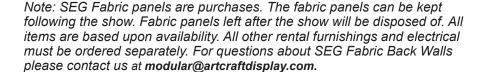








Please contact an Art Craft representative at 248-380-0843 for pricing on all SEG Fabric Back Wall options.





ADDITIONAL ITEMS / ORDER FINALIZATION

ADDITIONAL ITEMS ORDER FINALIZATION



Company Name	Event Name	Booth Number





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

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

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

QTY	ITEM#	DESCRIPTION:	EACH	TOTAL
	0061C	10' X 10' PREMIUM EXHIBIT (price includes sales tax)	\$3,307.50	
	0060	10' X 10' STANDARD EXHIBIT	\$2,239.43	
	0061D	10' X 15' PREMIUM EXHIBIT (price includes sales tax)	\$4,529.50	
	0061	10' X 15' STANDARD EXHIBIT	\$2,890.53	
	0061E	10' X 20' PREMIUM EXHIBIT (price includes sales tax)	\$5,553.38	
	0061AA	10' X 20' STANDARD EXHIBIT	\$3,427.24	
	0110	CURVED RECEPTION COUNTER	\$544.88	
	0100	1 M X .5 M X .5 M COUNTER	\$291.51	
	0105	1M X 1M X .5M COUNTER	\$490.40	
	0140	1M X 1M X .5M DISPLAY CASE	\$735.58	
	0142	1M X 1.5M X .5M DISPLAY CASE	\$899.06	
	0141	1M X 2M X .5M DISPLAY CASE	\$1,144.25	
	0143	2.5M X .5M X .5M DISPLAY CASE	\$735.58	
	0144	2.5M X 1M X .5M DISPLAY CASE	\$899.06	
	0130	MODULAR DISPLAY LIGHT	\$66.76	
	DOOR	CLOSET WITH LOCK (cannot be ordered alone)	\$544.88	
	0965DS	ADDITIONAL WALL SHELF (white)	\$99.45	
	0965SA	ADDITIONAL DISPLAY CASE SHELF (clear)	\$99.45	
			TOTAL	

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





LABOR SERVICES

RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 483	74 • (248) 380-	1843 • Fay (248) 380-0848	• detroit@artcraf	tdienlay.com
SHOW NAME	LOCATION	•	SHOW DATE	
SPE Automotive Composites Conference & Expo	Suburba	n Collection Showpla		2023
				X
AUTHORIZED CONTACT SIGNATURE AUTH	IORIZED CONTACT - PI	EASE PRINT	DATE	
Advance Order Deadline: Fourteen (14) days price All orders must be accompanied by "Contact %".			Credit Card In	formation
All creates must be absoluted by Contact at dynamic morning and to the				
Advance payment for all requested labor (in/out)			Required with A	411 Oruers.
	•			
	OR SERVICE			
PLAN SUPERVISION BY ART CRAFT DISPLAY, INC. (ART CRAFT provided by Art Craft. The charge for this service is 25% of the charge for this service is 25% of the charge for this service.)				
NOTE: If ordering Art Craft Supervision; all freight must be				
PLAN SUPERVISION BY EXHIBITOR Starting time can only				
unless the official set-up time is later in the day. We rese ordered after the Advance Order deadline are subject to a		ijust start time for exhibitor st	ipervised labor. Lab	or services
EXHIBITOR REQUIREMENTS: You must do the following to expedite	e your labor requ	est. NOTE: If your supervising laborers ordered, a one l		
 Check in at our Service Desk to pick-up laborers ordered. Upon completion of work, check laborers out at Service Desk. 		will be applied, unless a Please refer to "Cancella	24 hour advance notic	ce is provided.
Your supervising representative must be present during the entire	e labor call.	terms and conditions.		
RATES (One hour minimum	Move-In / One h	our minimum Move-Out)		
STANDARD LABOR		: 96.05 Per Man/Per Hour	FLOOR: 121.00 Pe	er Man/Per Hr.
EXHIBITOR: PLEASE CO		TE SECTIO	N BELO	
				<i>VV</i>
INSTALLATION LABOR REQUE				
□ PLAN ⚠ ART CRAFT SUPERVISION You must submit all appropriate to us, in advance, in order for us your exhibit to your satisfaction.	to install	PLAN 3 EXHIBITOR SUPI		
		Supervisor Cell #:		
Approx # hrs. # of laborers per laborer Time Da	ay of Week		Rate	Estimated Total
athrs. each atam_ on		for x	6 per hr. =	\$
athrs. each atPM on		for x :	per hr. =	\$
PLEASE VERIFY THAT YOUR EXHIBIT / FREIGHT HAS BEEN DEL	IVERED TO YOU	R SPACE PRIOR TO CHECKI	NG OUT LABORERS	3.
		TOTAL ESTIMATED INSTA		\$
DISMANTLE LABOR REQUES				
☐ PLAN ⚠ ART CRAFT SUPERVISION You must submit all appropriate to us, in advance, in order for us		PLAN (B) EXHIBITOR SUPI		
your exhibit to your satisfaction.		Supervisor will be:		
Approx # hrs. # of laborers per laborer Time Da	ay of Week	Supervisor Cell #: Date Total Hrs.	Rate	Estimated Tota
atathrs. each atam_ on	•			
at hrs. each at PM on				
BE SURE TO ALLOW SUFFICIENT TIME FOR EMPTY CONTAINER				т
		TOTAL ESTIMATED DIS	MANTLE LABOR	\$
IF AC SUPERVISION, ADD 25% or \$60.	33 MINIMUM	FOR INSTALLATION 8	DISMANTLE	\$
		TOTAL ESTIM	ATED LABOR	\$
DO NOT FILL IN B	ELOW - Ar	t Craft Use Only		
Installation: men for hours @ \$ / hour =		men for hours	@ \$ / hou	r =
men for hours @ \$ / hour =		men for hours		
TOTAL NON-TAXABLE LABOR	\$	ADVANCE PAYME	NT RECEIVED	\$
IF AC SUPERVISION, ADD 25% or \$60.33 MINIMUM	\$	В	ALANCE DUE	\$
				NV-TS 2023

DISPLAY VEHICLE DELIVERY INFORMATION FOR SPE® ACCE 2023

For Vehicle Display Safety Requirements mandated by the Suburban Collection Showplace:

Go to the following link: https://www.suburbancollectionshowplace.com/rules-regulations or call 248.348.5600

Exhibit Location: Diamond Center Ballroom, Suburban Collection Showplace

Call for assignment of drive-in door

If you require loading dock height, proceed to Docks 12-14

Move-In Times for Tuesday, September 5th:

For Delivery only and vehicle placement on show floor by Art Craft Display personnel, vehicles may be delivered anytime between 8:00 am – 3:00 pm EST.

For vehicles that are required to be placed only by Vendor personnel, vehicles may be delivered anytime between 3:00 pm – 8:00 pm EST.

Move-Out Times for Friday, September 8th:

Vehicles may not be moved until permission is granted by Facility or Security personnel for the safe operation of all motorized vehicles. Please advise us of your intended move out time.

If you need to schedule a carrier to pick-up your vehicle, all carriers will be required to check in by 1:00 pm EST.

All vehicles must be removed from the facility no later than 3:00 pm EST.

If you have any questions, please contact us at: 248.380.0843 or detroit@artcraftdisplay.com



FREIGHT HANDLING







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

Inbound Freight Services

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

On-Site Freight Services

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

Outbound Freight Services

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

Insurance and Security

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



FREIGHT HANDLING

RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (248) 380-0848 • detroit@artcraftdisplay.c				
SHOW NAME SPE Automotive Composites Conference & Ex	kpo Suburban Collection Showplace	SHOW DATE Sept. 6-8, 2023		
COMPANY	BOOTH#	BOOTH SIZE X		
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT DA	ATE		

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

Credit Card Information Required with All Orders.

WHERE TO SHIP		
ADVANCED WAREHOUSE	ONSITE SHIPPING	
All shipments must be sent labeled as follows:	All shipments must be sent labeled as follows:	
TO: (EXHIBITING FIRM NAME) BOOTH #	TO: (EXHIBITING FIRM NAME) BOOTH #	
FOR: (EVENT NAME & DATE) 46100 GRAND RIVER AVE., SUITE B NOVI, MI 48374	FOR: (EVENT NAME & DATE) C/O ART CRAFT DISPLAY, INC. 46100 GRAND RIVER AVENUE NOVI, MI 48374	

- All pieces should be labeled separately. Please use the enclosed shipping labels to expedite your shipment. You may make additional copies as needed.
- CONSOLIDATE YOUR SHIPMENTS TO SAVE SEPARATE MINUMUM CHARGES.
- ABSOLUTELY NO PERISHABLE OR HAZARDOUS MATERIALS

RATE SCHEDULE and TABLE	Under 5,000 pounds	5001 - 15,000 pounds	Over 15,000 pounds
INBOUND RATES w/ADVANCED WAREHOUSING	\$.77 per lb.	\$.70 per lb.	\$.60 per lb.
INBOUND RATES ONSITE	\$.60 per lb.	\$.53 per lb.	\$.43 per lb.
OUTBOUND RATES	\$.60 per lb.	\$.53 per lb.	\$.43 per lb.
ENVELOPE RATES	\$36.86 per envelope (max. dimensions: 16"x13")		

Exhibitor: Please complete this section.

- A INBOUND FREIGHT (This completed form must precede your shipment)
 - 1. Receipt of shipments and up to 30 days storage in advance of set-up
 - 2. Delivery of materials to booth
 - 3. Removal of crates and storage of same during show
 - 4. A 200 LB. MINIMUM CHARGE PER SHIPMENT WILL APPLY (excluding envelopes)

ESTIMATED ESTIMATED WEIGHT AMOUNT

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

B OUTBOUND SHIPMENTS

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

TOTAL EST. INBOUND FREIGHT HANDLING CHARGES (A) |\$ TOTAL EST. OUTBOUND FREIGHT HANDLING CHARGES **B** |\$ ESTIMATED INBOUND / OUTBOUND FREIGHT HANDLING CHARGES SUB-TOTAL A + B |\$

AI	DVANCE	FLOOR	
BANDING SERVICES: pcs. @ \$49.9	.53 / piece	\$62.00 / piece	\$
SHRINK WRAP SERVICES: pcs. @ \$49.4	.53 / piece	\$62.00 / piece	\$
ENVELOPES: envelopes @ \$36.86 / envelope			\$
TOTAL ESTIMATED EDEIGHT HAN	\$		

TOTAL ESTIMATED FREIGHT HANDLING CHARGES



ADVANCE FREIGHT

RUSH

TO:	IBITING FIRM NAME)	(BOOTH #)
C/O	ART CRAFT DISPLAY 46100 GRAND RIVE NOVI, MI 48374 1 (248) 380-0843 detroit@artcraftdisp	R AVE, STE. B
	utomotive Composites Coı	nference & Expo
ocation: Suburk	oan Collection Showplace	Sept. 6-8, 2023
PIECE#_	OF	TOTAL PIECES
CARRIER:		
PL	EASE LABEL E	ACH PIECE



ADVANCE FREIGHT

RUSH

TO: (EXH	IBITING FIRM NAME)	(BOOTH#)
C/O	ART CRAFT DISPLAY 46100 GRAND RIVEI NOVI, MI 48374 1 (248) 380-0843 detroit@artcraftdisp	R AVE, STE. B
LOCATION:	utomotive Composites Co	-
Subur	ban Collection Showplace	Sept. 6-8, 2023
PIECE#_	OF	TOTAL PIECES
CARRIER:		

PLEASE LABEL EACH PIECE

Art Craft DISPLAY, INC. ADMISION 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

SPE Automotive Composites Conference & Expo

Suburban Collection Showplace Sept. 6-8, 2023

PIECE #	OF	 TOTAL PIECES

CARRIER:

PLEASE LABEL EACH PIECE

Art Craft

D I S P L A Y, I N C.

A DIVISION OF ART CRAFT SERVICE GROUP

ADVANCE FREIGHT

RUSH

IO.		
	(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:

тο.

SPE Automotive Composites Conference & Expo

Suburban Collection Showplace Sept. 6-8, 2023

PIECE#_	OF	 TOTAL PIECES

CARRIER:

PLEASE LABEL EACH PIECE

NV 2023



ONSITE FREIGHT

RUSH

TO: (EXHI	HIBITING FIRM NAME)	(BOOTH #)
C/O	ART CRAFT DISPLAY, INC. 46100 GRAND RIVER AVE. NOVI, MI 48374 1 (248) 380-0843 detroit@artcraftdisplay.com	
EVENT NAME SPE AU LOCATION:	E: utomotive Composites Conference & Expo	o
Suburb	ban Collection Showplace Sept. 6-8, 2023	3
PIECE#_	OF TOTAL	L PIECES
CARRIER:		
PL	EASE LABEL EACH PIEC	ÈΕ



ONSITE FREIGHT

RUSH

TO: (EXHIBITING FIRM NAME)	(BOOTH#)
C/O ART CRAFT DISPLAY, INC 46100 GRAND RIVER AVE NOVI, MI 48374 1 (248) 380-0843 detroit@artcraftdisplay.ce	.
EVENT NAME: SPE Automotive Composites Conference LOCATION:	ce & Expo
Suburban Collection Showplace Sept.	. 6-8, 2023
PIECE# OF	TOTAL PIECES
CARRIER:	DIEGE



ONSITE FREIGHT

RUSH

TO:		
	(EXHIBITING FIRM NAME)	(BOOTH #

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

EVENT NAME:

SPE Automotive Composites Conference & Expo

Suburban Collection Showplace Sept. 6-8, 2023

PIECE #_____ OF _____ TOTAL PIECE

CARRIER:

PLEASE LABEL EACH PIECE

NV 2023



ONSITE FREIGHT

RUSH

IU:		
	(EXHIBITING FIRM NAME)	(BOOTH#)

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

EVENT NAME:

SPE Automotive Composites Conference & Expo

Suburban Collection Showplace Sept. 6-8, 2023

PIECE # ______ OF _____ TOTAL PIECES

CARRIER:

PLEASE LABEL EACH PIECE

NV 2023



FORK LIFT SERVICES

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

SPE Automotive Composites Conference & Expo

LOCATION

SHOW DATE Sept. 6-8, 2023

Suburban Collection Showplace

COMPANY

BOOTH SIZE

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

ADVANCE FLOOR 189.12 per hour 237.00 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		
	Fork Lift & Operator needed at _	AM on		for	hours x \$	per hr. = \$		
MOVE-IN	Fork Lift & Operator needed at _	AM on		for	hours x \$	per hr. = \$		
	Fork Lift & Operator needed at _	AM on		for	hours x \$	per hr. = \$		
		TIME	DATE			RATE		
	Fork Lift & Operator needed at _	AM on		for	hours x \$	per hr. = \$		
MOVE-OUT	Fork Lift & Operator needed at _	AM on		for	hours x \$	per hr. = \$		
	Fork Lift & Operator needed at _	AM on		for	hours x \$	per hr. = \$		
Please of	hock-in at Sorvice Desk when ready	for sarvice		TOTAL E	STIMATED FO	RK LIFT SERVICE \$		

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



DISPLAY & BANNER STAND RENTALS

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

For information on purchasing display products and graphics, please contact Art Craft Display at

800-878-0710 or signshop@artcraftdisplay.com

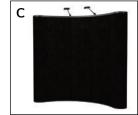
Curved Pop-Up Displays

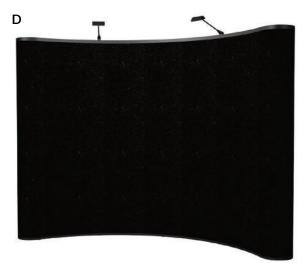
- **A.** Item #20650-0005 (6'w x 60"h Tabletop Display)
- **B.** Item #20650-0010 (8'w x 60"h Tabletop Display)
- C. Item #20650-0015 (8'w x 89"h Floor Display) includes case counter
- **D.** Item #20650-0020 (10'w x 89"h Floor Display) includes case counter

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









Folding Panel Tabletop Displays

A. Item #20650-0075 (48"w x 24"h ShowStyle Folding Display)

B. Item #20650-0080 (74"w x 36"h ShowMax Folding Display)

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





Actual rental items may differ from photos shown.

Art Craft Display, Inc. reserves the right to substitute a comparable product.



DISPLAY & BANNER STAND RENTALS

Telescoping Banner Stands

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

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

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

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



Hanging Banner Frames

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

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

Rigging labor must be ordered in advance.

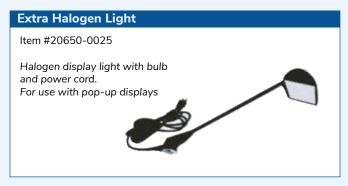
Banners not included. Please contact us to order banners for use with these stands.





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

Optional Display & Banner Stand Accessories .





Actual rental items may differ from photos shown.

Art Craft Display, Inc. reserves the right to substitute a comparable product.



DISPLAY & BANNER STAND RENTAL

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

SPE Automotive Composites Conference & Expo

Suburban Collection Showplace

SHOW DATE **Sept. 6-8, 2023**

COMPANY BOOTH# BOOTH#

BOOTH SIZE

AUTHORIZED CONTACT - SIGNATURE AUTHORIZED CONTACT - PLEASE PRINT

DATE

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

Credit Card Information Required with All Orders.

NON-TAXABLE DISPLAY RENTAL ITEMS

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

QTY.	All no	POP-UP DISPLAYS p-up displays and accessories include material handling fees, show-site installation / dismantle, light(s) and black, Velcro-	recentive fahric	coverina	
QIT.	ITEM NUMBER	DESCRIPTION	ADVANCE	FLOOR	AMOUNT
	20650-0005	A. 6' wide Curved Tabletop Pop-Up Display (60" tall)	474.18	593.00	
	20650-0010	B. 8' wide Curved Tabletop Pop-Up Display (60" tall)	529.13	662.00	
	20650-0015	C. 8' wide Curved Floor Pop-Up Display (89" tall) - includes case-to-counter conversion kit	840.38	1051.00	
	20650-0020	D. 10' wide Curved Floor Pop-Up Display (89" tall) - includes case-to-counter conversion kit	895.29	1120.00	
	A	FOLDING PANEL TABLETOP DISPLAYS If folding tabletop displays include material handling fees, show-site installation / dismantle, light(s) and black, Velcro-rece	eptive fabric cov	ering	
	20650-0075	A. 48"w x 24"h ShowStyle Folding Display	181.28	227.00	
	20650-0080	B. 74"w x 36"h ShowMax Folding Display	364.34	456.00	
		FREESTANDING BANNER STANDS Freestanding Banner Stands must be checked-out at the on-site service desk			
	20670-0005	Small Telescoping Freestanding Banner Stand (28"-48"w x 37"-95"h) Attachment method: Pole pocket	104.88	132.00	
	20670-0010	Large Telescoping Freestanding Banner Stand (52"-95"w x 36"-95"h) Attachment method: Pole pocket	119.12	149.00	
	Not	Harness included. Rigging labor must be ordered in advance. e: Please check your contract from show management to see if permission is needed for banner hanging prior t Based on booth location, banner hanging restrictions and or modifications may apply	o placing your	order.	
	Not	e: Please check your contract from show management to see if permission is needed for banner hanging prior t	to placing your	order. 163.00	
		e: Please check your contract from show management to see if permission is needed for banner hanging prior t Based on booth location, banner hanging restrictions and or modifications may apply			
	20670-0035	e: Please check your contract from show management to see if permission is needed for banner hanging prior to Based on booth location, banner hanging restrictions and or modifications may apply 6' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	130.00	163.00	
	20670-0035 20670-0040	e: Please check your contract from show management to see if permission is needed for banner hanging prior to Based on booth location, banner hanging restrictions and or modifications may apply 6' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket 8' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	130.00 144.64	163.00 181.00	
	20670-0035 20670-0040 20670-0045	e: Please check your contract from show management to see if permission is needed for banner hanging prior to Based on booth location, banner hanging restrictions and or modifications may apply 6' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket 10' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket Attachment method: Pole pocket	130.00 144.64 160.22	163.00 181.00 201.00	
	20670-0035 20670-0040 20670-0045 20670-0050	e: Please check your contract from show management to see if permission is needed for banner hanging prior to Based on booth location, banner hanging restrictions and or modifications may apply 6' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket 8' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket 10' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket 6' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	130.00 144.64 160.22 150.14	163.00 181.00 201.00 188.00	
	20670-0035 20670-0040 20670-0045 20670-0050 20670-0055	e: Please check your contract from show management to see if permission is needed for banner hanging prior to Based on booth location, banner hanging restrictions and or modifications may apply 6' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket 8' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket 10' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket 6' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket 8' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	130.00 144.64 160.22 150.14 173.94	163.00 181.00 201.00 188.00 218.00	
	20670-0035 20670-0040 20670-0045 20670-0050 20670-0055	e: Please check your contract from show management to see if permission is needed for banner hanging prior to Based on booth location, banner hanging restrictions and or modifications may apply 6' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket 8' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket 10' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket 6' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket 8' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket 10' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket 10' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	130.00 144.64 160.22 150.14 173.94	163.00 181.00 201.00 188.00 218.00	
	20670-0035 20670-0040 20670-0045 20670-0050 20670-0055 20670-0060	e: Please check your contract from show management to see if permission is needed for banner hanging prior to Based on booth location, banner hanging restrictions and or modifications may apply 6' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height)	130.00 144.64 160.22 150.14 173.94 184.91	163.00 181.00 201.00 188.00 218.00 232.00	
	20670-0035 20670-0040 20670-0045 20670-0050 20670-0055 20670-0060	e: Please check your contract from show management to see if permission is needed for banner hanging prior to Based on booth location, banner hanging restrictions and or modifications may apply 6' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height)	130.00 144.64 160.22 150.14 173.94 184.91	163.00 181.00 201.00 188.00 218.00 232.00	

TOTAL NON-TAXABLE DISPLAY ITEMS \$

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

Terms, Conditions and Policies page one



CONTRACTUAL AGREEMENT

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

-WHEN ANY SERVICE, PAYMENT OR ORDER FORM IS SIGNED AND RETURNED TO ART CRAFT; <u>OR</u>

-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.

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 delivery, installation and removal from extribit for South. If YOU also leave the equipment or furnishings and at the close of the show, ART CRAFT, to enforce its property ownership of the equipment or furnishings are to protect its interest under this contract, may retake the equipment or furnishings are not 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 EXHIBITORS estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that ART ${\sf CRAFT}\ may\ be\ obligated\ to\ pay\ on\ behalf\ of\ {\sf EXHIBITOR}, \ \underline{including\ without\ limitation},\ any\ shipping\ charges.$
- 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 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
- 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

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 Stription 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, admis, exacts, damis, exacts, d and/or Rules" as published and/or set forth by Facility or Show Management, and/or ordinances.

Terms, Conditions and Policies page two



MATERIAL HANDLING: GENERAL CONDITIONS AND POLICIES

CONTRACTUAL AGREEMENT

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

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

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

DEFINITIONS

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

- 1. CHARGES AND PAYMENTS: Payment in full of all drayage charges must be made prior to delivery of equipment or execution of services, in US Funds only. All drayage charges from ART CRAFT are separate from any carrier charges you may incur. Under no circumstance will ART CRAFT be responsible for any freight carrier charges. Late shipment charges may apply for shipments requiring special delivery arrangements. Additional charges will be made on any shipments if they require RECRATING, PALLETING, BANDING or SPECIAL HANDLING. Special handling is defined as, but not limited to, shipments received or loaded out that cannot be unloaded/reloaded at the dock; or packed in such a way that would require additional handling and/or special equipment to unload/reload (i.e. double-decking, un-stacking, side door unloading/reloading, ground unloading/reloading).
- 2. TYPES OF FREIGHT: ART CRAFT reserves the right, at EXHIBITOR'S expense, to refuse or re-route the following types of freight; hazardous materials, perishable materials, and any freight considered oversize or overweight by definition of ART CRAFT. Any additional expenses incurred by ART CRAFT to handle the above freight items will be charged to the EXHIBITOR.
- 3. PACKAGING AND CRATES: ART CRAFT shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, ART CRAFT shall not be responsible for crates and packages which are unsuitable for handling, in poor condition, or have prior damage. Crates and packages should be of a design to adequately protect contents for handling by forklift and similar
- 4. INBOUND SHIPMENT: Shipments will be received with <u>PREPAID</u> carrier charges only. Collect shipments will be refused. Standard shipping hours are M-F 8am to 4:30pm EST. All inbound shipments are required to have a bill of lading or delivery slip which includes the number of pieces, material description, weight and clearly marked with exhibiting firm name and booth number. Copies of these documents should be mailed to us in advance. Shipments received without required paperwork will be delivered to your booth without guarantee of piece count. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to your booth and your arrival, and during such time the materials will be left unattended. ÁRT CRAFT WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMÁGE, THEFT, OR DISÁPPEARANCE OF EXHIBITOR'S MATÉRIALS AFTER MÁTERIALS 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 RÉSPONSIBLE 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.

its fees up to the maximum amount by state law.

- A. CLAIMS FOR LOSS: Claims for loss or damage must be filed within nine (9) months after the delivery of the property, except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has lapsed. In no event shall a suit or action be brought against ART CRAFT more than two (2) years and one day from the day when written notice is given by ART CRAFT to EXHIBITOR that the claim is disallowed. Receipt of shipment by consignee or the consignee's agent without written notification or damage or loss will be prima facie evidence that the shipment was delivered in good condition
 - 1. PAYMENT FOR SERVICES MAY NOT BE WITHHELD: In the event of any dispute between the EXHIBITOR and ART CRAFT relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to ART CRAFT for its services, as an offset against the amount of any alleged loss or damage.
 - 2. MAXIMUM RECOVERY: If found liable for any loss, ART CRAFT's sole and exclusive remedy is limited to \$.50 per pound per article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment, whichever is less. When a declaration is made, liability shall in no event exceed the declared value of the shipment. DECLARED VALUE AMOUNTS APPLY ONLY TO THE AIR SHIPMENT OF MATERIALS, AND NOT TO ANY OTHER SERVICES PROVIDED BY ART CRAFT INCLUDING, WITHOUT LIMITATION, MATERIAL HANDLING SERVICES.
 - 3. BREACH OF CONTRACT OR NEGLIGENCE: ART CRAFT'S LIABILITY SHALL BE LIMITED TO ANY LOSS OR DAMAGE WHICH RESULTS SOLELY FROM ART CRAFT'S NEGLIGENCE IN THE ACTUAL PHYSICAL HANDLING OF THE ITEMS COMPRISING EXHIBITOR'S SHIPMENT OR WHICH RESULTS FROM BREACH OF CONTRACT AND NOT FOR ANY OTHER TYPE OF LOSS OR DAMAGE. In no event shall ART CRAFT be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages, whether such damages occur either prior to or subsequent to, or are alleged as a result of tortuous conduct, failure of the equipment or services of ART CRAFT or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if ART CRAFT has been advised or has notice of the possibility of such damages, or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of use or interruption of business, or other consequential
- 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
- 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 INF	FORMATION		
Show Name:	SPE Automotive Composite	es Confere	ence & Expo	
Contractor:	Art Craft Display			
Booth Number(s):		Show Date:	Sept. 6-8, 2023	
Venue: Suburban Collection Showplace				

CHICAGO DISTRICT

SERVICE AREA: IL, IN, MI, OH, WI, MN, MO, IA, NE, KS, SD, ND

CORT Events
2141 Internationale Pkwy, Ste 300
Woodridge, IL 60517
630-972-0146
Please email all pages to:
DL-CORTiseChicago@Cort.com

you would
onfirmation.

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

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

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

NEW 202	3		Visit_www.cor	tevents.	com/ts-kit_to	download th	ne bro	ochure for more product deta	ails and images.		
CODE	QTY	ITEM	DESCRIPTION	2023	TOTAL	CODE	QTY	ITEM	DESCRIPTION	20	23 TO
		POW	ERED					ACCE	NT CHAIRS (continued)		
BKCT5P		5' Table, Powered	Black Top, Silver	\$ 475		BNMCOB		Brooklyn Meeting Chair	Black Vinyl, Oak-look Base	\$	279
C5PWR		5' Table, Powered	White Top, Silver	\$ 475		BNMCSW		Brooklyn Meeting Chair	White Vinyl, Oak-look Base	\$	279
BKCT8P		8' Table, Powered	Black Top, Silver	\$ 979		CNTCHR		Century Chair	Gray Velvet	\$	483
C8PWR		8' Table, Powered	White Top, Silver	\$ 979		LABREA		La Brea Swivel Chair	Charcoal Gray Fabric, Chrome	\$	419
BKC10P		10' Table, Powered	Black Top, Silver	\$ 979		LENCHA		Lena Chair	Moss Green Leather, Bronze	\$	419
C10PWR		10' Table, Powered	White Top, Silver	\$ 979		BCW		Madrid Chair	White Vinyl, Chrome	\$	483
P30BWH		30" Bar Table, Powered	White Top, Black	\$ 615		MNCHCH		Munich Armless Chair	Gray Fabric, Black	\$	329
P30CWH		30" Cafe Table, Powered	White Top, Black	\$ 615		SWAN		Swanson Swivel Chair	White Vinyl, Chrome	\$	329
ADCTBP		Adelaide Powered Cocktail Table	Black Top, Silver	\$ 321		WENCHA		Wentworth Swivel Chair	Brown Vinyl	\$	329
ADCTWP		Adelaide Powered Cocktail Table	White Top, Silver	\$ 321					GROUP SEATING		
NPLCHP		Naples Chair, Powered	Black Vinyl	\$ 651		BLDCBK		Blade Chair	Black	\$	69
NPLLOP		Naples Loveseat, Powered	Black Vinyl	\$ 805		BLDCRD		Blade Chair	Red	\$	69
NPLSOP		Naples Sofa, Powered	Black Vinyl	\$ 951		BLDCSB		Blade Chair	Sky Blue	\$	69
C1YP		Sydney Powered Cocktail Table	Black Top, Brushed Steel	\$ 321		SC3	L	Brewer Chair	Onyx, Chrome	\$	119
C1WP		Sydney Powered Cocktail Table	White Top, Brushed Steel	\$ 321		CCSCAZ		Chelsea Chair	Azure Blue, Black Swivel Base w/ Casters	\$	119
TCHP		Tech Chair, No Tablet	Gray Vinyl, Chrome Base	\$ 329		CCSCBK		Chelsea Chair	Black, Black Swivel Base w/ Casters	\$	119
TCHGRY		Tech Tablet Chair	Gray Vinyl, White Metal Tablet, Chrome Base	\$ 329		CCSCYL		Chelsea Chair	Goldenrod Yellow, Black Swivel Base w/ Casters	\$	119
VNTBLK		Ventura Communal Bar Table, Powered	Black Top, Silver	\$ 839		CCSCGY		Chelsea Chair	Gray, Black Swivel Base w/ Casters	\$	119
VNTWHT		Ventura Communal Bar Table, Powered	White Top, Silver	\$ 839		CCSCOR		Chelsea Chair	Orange, Black Swivel Base w/ Casters	\$	119
/NTCBK		Ventura Communal Cafe Table, Powered	Black Top, Silver	\$ 685		CCSCWL		Chelsea Chair	Walnut-look, Black Swivel Base w/ Casters	\$	119
NTCWH		Ventura Communal Cafe Table, Powered	White Top, Silver	\$ 685		CCBTAZ		Chelsea Chair	Azure Blue, Black Tower Base	\$	119
CUBPOW		Wireless Charging Table	White, AC Plug In	\$ 378		CCBTBK		Chelsea Chair	Black, Black Tower Base	\$	119
VILHUB		Village Charging Hub	Cream	\$ 252		CCBTYL		Chelsea Chair	Goldenrod Yellow, Black Tower Base	\$	119
		SOFT SEATING	COLLECTIONS			CCBTGY		Chelsea Chair	Gray, Black Tower Base	\$	119
CHR002		Allegro Chair	Blue Fabric, Brushed Metal	\$ 525		CCBTOR		Chelsea Chair	Orange, Black Tower Base	\$	119
SFA002		Allegro Sofa	Blue Fabric, Brushed Metal	\$ 679		CCBTWL		Chelsea Chair	Walnut-look, Black Tower Base	\$	119
CHWHT		Baja Chair	White Vinyl	\$ 525		XCHR		Christopher Chair	White Vinyl, Chrome	\$	119
BLVWHT		Baja Loveseat	White Vinyl	\$ 665		DUET		Duet Stack Chair	Black, Chrome	\$	69
BSFWHT		Baja Sofa	White Vinyl	\$ 798		LMCHR		Laguna Chair	Maple, Chrome	\$	119
COCHTP		Cordoba Chair	Taupe Fabric, Black	\$ 419		LUCHCL		Lucent Chair	Frosted Acrylic, Chrome	\$	181
COLVTP		Cordoba Loveseat	Taupe Fabric, Black	\$ 601		MALGRY		Malba Chair	Gray, Chrome	\$	69
AIRCW		Fairfax Chair	White Vinyl, Brushed Metal	\$ 357		MALGRN		Malba Chair	Green, Chrome	\$	69
FAIRSW		Fairfax Sofa	White Vinyl, Brushed Metal	\$ 461		MARCBK		Marina Chair	Black Vinyl, Brushed Metal	\$	139
EYCHR		Key Largo Chair	Black Fabric, Wood	\$ 357		MARCBR	1	Marina Chair	Brown Fabric, Brushed Metal	\$	139
KEYLOV		Key Largo Loveseat	Black Fabric, Wood	\$ 419		MARCBE	₩	Marina Chair	Ocean Blue Fabric, Brushed Metal	\$	139
KEYSOF		Key Largo Sofa	Black Fabric, Wood	\$ 461	1	MARCRD	1	Marina Chair	Red Fabric, Brushed Metal	\$	139
MONCHA		Montreal Chair	Blue, Black Metal	\$ 525		MARCWH	₩	Marina Chair	White Vinyl, Brushed Metal	\$	139
MONLOV		Montreal Loveseat	Blue, Black Metal	\$ 665		PASCHR	₩	Pasadena Chair	White Molded Plastic, Chrome	\$	279
NPLCHR		Naples Chair	Black Vinyl	\$ 525	1	SC10	₩	Razor Armless Chair	White	\$	69
NPLLOV		Naples Loveseat	Black Vinyl	\$ 665	1	RSTDIN	╄	Rustique Chair w/ Arms	Gunmetal	\$	119
NPLSOF		Naples Sofa	Black Vinyl	\$ 798	1	CS4	₩	Syntax Chair	Black, Chrome	\$	167
PALSOF		Palm Beach Sofa	White Vinyl	\$ 679	1	ZENCHR		Zenith Chair	White, Chrome	Þ	119
STECHA		Sterling Chair	Gray Fabric	\$ 651					OTTOMANS		
STESOF		Sterling Sofa	Gray Fabric	\$ 951		BVLYBK	<u> </u>	Beverly Bench Ottoman	Black Vinyl	\$	301
/ALCHA		Valencia Chair	Spice Orange Velvet	\$ 357		BVLYBN	<u> </u>	Beverly Bench Ottoman	Brown Fabric	\$	301
/ALSOF		Valencia Sofa	Coffee Brown Velvet	\$ 461		BVLYGR	1	Beverly Bench Ottoman	Gray Fabric	\$	301
			CHAIRS			BVLYLN	<u> </u>	Beverly Bench Ottoman	Linen Fabric	\$	301
THCHA		Atherton Chair	Brown Leather, Black Metal	\$ 483		BVLYOB		Beverly Bench Ottoman	Ocean Blue Fabric	\$	301
OWCHA		Bowery Chair	Ochre Fabric	\$ 483		BVLYRD		Beverly Bench Ottoman	Red Fabric	\$	301
NMCSB		Brooklyn Meeting Chair	Black Vinyl, Black Swivel Base	\$ 279		BVLYWH		Beverly Bench Ottoman	White Vinyl	\$	301
NMCOW		Brooklyn Meeting Chair	White Vinyl, Black Swivel Base	\$ 279		BVSMBK		Beverly Small Bench Ottoman	Black Vinyl	\$	252
	_	·	·			BVSMBL		Beverly Small Bench Ottoman	Ocean Blue Fabric	\$	252

PAGE 1 TOTAL

SHOW NA	ME:	SPE Automotive C	Composites Confe	rence 8	к Ехро			воотн	:			
CODE	QTY	ITEM	DESCRIPTION	2023	TOTAL	CODE	QTY	ITEM	DESCRIPTION	20	23	TOTAL
		OTTOMANS	S (continued)					ACCE	NT TABLES (continued)			
BVSMBN		Beverly Small Bench Ottoman	Brown Fabric	\$ 252		C1E		Silverado Cocktail Table	Glass Top, Chrome	\$	231	
BVSMGN		Beverly Small Bench Ottoman	Olive Green Fabric	\$ 252		E1E		Silverado End Table	Glass, Chrome	\$	181	
BVSMGY		Beverly Small Bench Ottoman	Gray Fabric	\$ 252		C1Y		Sydney Cocktail Table	Black Top, Brushed Steel	\$	231	
BVSMLN		Beverly Small Bench Ottoman	Linen Fabric	\$ 252		SYDBEC		Sydney Cocktail Table	Blue Top, Brushed Steel	\$	231	
BVSMLV		Beverly Small Bench Ottoman	Lavender Fabric	\$ 252		C1W		Sydney Cocktail Table	White Top, Brushed Steel	\$	231	
BVSMOR		Beverly Small Bench Ottoman	Orange Fabric	\$ 252		SYDWDC		Sydney Cocktail Table	Barnwood Top, Brushed Steel	\$	231	
BVSMRD BVSMWH		Beverly Small Bench Ottoman Beverly Small Bench Ottoman	Red Fabric	\$ 252 \$ 252		E1Y SYDBEE		Sydney End Table Sydney End Table	Black Top, Brushed Steel	\$	223 223	
BVSMYL		Beverly Small Bench Ottoman	White Vinyl Yellow Fabric	\$ 252		E1W		Sydney End Table	Blue Top, Brushed Steel White Top, Brushed Steel	\$	223	
END01B		Endless Curved Ottoman	Black Vinyl, Chrome	\$ 391		SYDWDE		Sydney End Table	Barnwood Top, Brushed Steel	\$	223	
END01W		Endless Curved Ottoman	White Vinyl, Chrome	\$ 391		TAOBBK		Taos Side Table	Black Top, Bronze	\$	125	
END02B		Endless Square Ottoman	Black Vinyl, Chrome	\$ 343		TAOBWH		Taos Side Table	White Top, Bronze	\$	125	
END02W		Endless Square Ottoman	White Vinyl, Chrome	\$ 343		TAOBWD		Taos Side Table	Wood Top, Bronze	\$	125	
MAR001		Marche Swivel Ottoman	White Vinyl	\$ 181		TMBTBL		Timber Table	Wood	\$	125	
MAR002		Marche Swivel Ottoman	Gray Fabric	\$ 181				CAFÉ TABLE	S W/ STANDARD BLACK BASE			
MAR003		Marche Swivel Ottoman	Linen Fabric	\$ 181		30BKSC		30" Round Bar Table	Black Top	\$	203	
MAR004		Marche Swivel Ottoman	Raspberry Fabric	\$ 181		30BEBC		30" Round Bar Table	Blue Top	\$	203	
MAR005		Marche Swivel Ottoman	Red Fabric	\$ 181		30AGBC		30" Round Bar Table	Brushed Gunmetal Top	\$	203	
MAR006		Marche Swivel Ottoman	Rose Quartz Fabric	\$ 181		30YSBC		30" Round Bar Table	Brushed Yellow Top	\$	203	
MAR007		Marche Swivel Ottoman	Plum Fabric	\$ 181		ZTJ		30" Round Bar Table	Graphite Nebula Top	\$	203	
MAR008		Marche Swivel Ottoman	Meadow Green	\$ 181		ZTA		30" Round Bar Table	Gray Acajou Top	\$	203	
MAR009		Marche Swivel Ottoman	Pear Yellow Fabric	\$ 181		30GSBC		30" Round Bar Table	Green Top	\$	203	
MAR010		Marche Swivel Ottoman	Blue Fabric	\$ 181		ZTK		30" Round Bar Table	Maple Top	\$	203	
MAR011		Marche Swivel Ottoman	Orange Fabric	\$ 181		30OSBC		30" Round Bar Table	Orange Top	\$	203	
MAR012		Marche Swivel Ottoman Marche Swivel Ottoman	Forest Green Vinyl	\$ 181		ZTB		30" Round Bar Table	Red Top	\$	203	
MAR013 MAR014		Marche Swivel Ottoman Marche Swivel Ottoman	Teal Velvet Distressed Brown Vinyl	\$ 181 \$ 181		30WH29 30WDBC		30" Round Bar Table 30" Round Bar Table	White Top Barnwood Top	\$	203 203	
MAR015		Marche Swivel Ottoman	Black Vinyl	\$ 181		36BKSC		36" Round Bar Table	Black Top	\$	210	
MAR016		Marche Swivel Ottoman	Ivory Faux Sheep Fur	\$ 181		ZTN		36" Round Bar Table	Graphite Nebula Top	\$	210	
VIB01		Vibe Cube Ottoman	Green Vinyl	\$ 97		ZTP		36" Round Bar Table	Maple Top	\$	210	
VIB02		Vibe Cube Ottoman	Blue Vinyl	\$ 97		ZTQ		36" Round Bar Table	White Top	\$	210	
VIB04		Vibe Cube Ottoman	Red Vinyl	\$ 97					W/ HYDRAULIC CHROME BASE	1.7		
VIB05		Vibe Cube Ottoman	Bright Yellow Vinyl	\$ 97		30MAHC		30" Round Bar Table	Gray Acajou Top	1\$	251	
VIB08		Vibe Cube Ottoman	Orange Vinyl	\$ 97		30BRHC		30" Round Bar Table	Red Top	\$	251	
VIB09		Vibe Cube Ottoman	White Vinyl	\$ 97		30WHHC		30" Round Bar Table	White Top	\$	251	
VIB10		Vibe Cube Ottoman	Black Vinyl	\$ 97		30WDHC		30" Round Bar Table	Barnwood Top	\$	251	
VIB11		Vibe Cube Ottoman	Steel Blue Vinyl	\$ 97		30BKHC		30" Round Bar Table	Black Top	\$	251	
VIB12		Vibe Cube Ottoman	Silver Vinyl	\$ 97		30BEHC		30" Round Bar Table	Blue Top	\$	251	
VIB13		Vibe Cube Ottoman	Purple Vinyl	\$ 97		30AGHC		30" Round Bar Table	Brushed Gunmetal Top	\$	251	
VIB14		Vibe Cube Ottoman	Citrus Green Vinyl	\$ 97		30YSHC		30" Round Bar Table	Brushed Yellow Top	\$	251	
VIB15		Vibe Cube Ottoman	Taupe Vinyl	\$ 97		30GRHC		30" Round Bar Table	Graphite Nebula Top	\$	251	
VIB16		Vibe Cube Ottoman	Spice Orange Vinyl	\$ 97		30GSHC		30" Round Bar Table	Green Top	\$	251	
VIB17		Vibe Cube Ottoman	Desert Rose Vinyl	\$ 97		30MTHC		30" Round Bar Table	Maple Top	\$	251	
			TTABLES			30OSHC		30" Round Bar Table	Orange Top	\$	251	
ADCTBK		Adelaide Cocktail Table	Black Top, Silver	\$ 231		36BKHC		36" Round Bar Table	Black Top	\$	294	
ADCTGL		Adelaide Cocktail Table	Glass Top, Silver	\$ 231		36GRHC		36" Round Bar Table	Graphite Nebula Top	\$	294	
ADCTWH		Adelaide Cocktail Table	White Top, Silver	\$ 231		36MTHC	—	36" Round Bar Table	Maple Top	\$	294	
ADETBK		Adelaide End Table	Black Top, Silver	\$ 223		36WTHC		36" Round Bar Table	White Top	\$	294	
ADETGL		Adelaide End Table	Glass Top, Silver	\$ 223		005:125			S W/ STANDARD BLACK BASE	1.0	000	
ADETWH		Adelaide End Table	White Top, Silver	\$ 223		30BKSB		30" Round Bar Table	Black Top	\$	203	
ALC100	-	Alondra Cocktail Table	Glass Top, Chrome	\$ 279		30BEBB 30AGBB		30" Round Bar Table	Blue Top	\$	203 203	
ALC200		Alondra Cocktail Table	Brandy Maple Top, Chrome	\$ 279		30AGBB 30YBBB		30" Round Bar Table	Brushed Gunmetal Top	\$	203	
ALE100 ALE200	-	Alondra End Table Alondra End Table	Glass Top, Chrome Brandy Maple Top, Chrome	\$ 223 \$ 223	\longrightarrow	VTJ		30" Round Bar Table 30" Round Bar Table	Brushed Yellow Top Graphite Nebula Top	\$	203	
AURA	 	Aura Round Table	White Metal	\$ 125		VTA	Н	30" Round Bar Table	Gray Acajou Top	\$	203	
C1C	1	Geo Cocktail Table	Glass Top, Chrome	\$ 231		30GSBB		30" Round Bar Table	Green Top	\$	203	
C1FWB		Geo Cocktail Table	Brandy Maple Top, Black	\$ 231	$\overline{}$	VTK		30" Round Bar Table	Maple Top	\$	203	
E1C		Geo End Table	Glass Top, Chrome	\$ 181		30OSBB		30" Round Bar Table	Orange Top	\$	203	
E1FWB		Geo End Table	Brandy Maple Top, Black	\$ 181		VTB		30" Round Bar Table	Red Top	\$	203	
MESCTB		Mesa Cocktail Table	Black Top, Bronze	\$ 231		30WH42		30" Round Bar Table	White Top	\$	203	
MESCTG		Mesa Cocktail Table	Glass Top, Bronze	\$ 231		30WDBB		30" Round Bar Table	Barnwood Top	\$	203	
MESCTW		Mesa Cocktail Table	Barnwood Top, Bronze	\$ 231		36BKSB		36" Round Bar Table	Black Top	\$	210	
MESETB		Mesa End Table	Black Top, Bronze	\$ 181		VTN		36" Round Bar Table	Graphite Nebula Top	\$	210	
MESETG		Mesa End Table	Glass Top, Bronze	\$ 181		VTP		36" Round Bar Table	Maple Top	\$	210	
MESETW		Mesa End Table	Barnwood Top, Bronze	\$ 181		VTW		36" Round Bar Table	White Top	\$	210	
REGBEN		Regis Bench/Table	Brushed Metal	\$ 252					W/ HYDRAULIC CHROME BASE			
REGOTT		Regis End Table	Brushed Metal	\$ 223		30BKHB		30" Round Bar Table	Black Top	\$	251	
SEDBBK		Sedona Side Table	Black Top, Bronze	\$ 125		30BEHB		30" Round Bar Table	Blue Top	\$	251	
SEDBWH		Sedona Side Table	White Top, Bronze	\$ 125		30AGHB		30" Round Bar Table	Brushed Gunmetal Top	\$	251	
SEDBWD		Sedona Side Table	Wood Top, Bronze	\$ 125		30YSHB		30" Round Bar Table	Brushed Yellow Top	\$	251	

Page 2 TOTAL

SHOW NAM	SPE Automotive	Composites Conf	erence & E	хро	воотн:		
CODE	QTY ITEM	DESCRIPTION	2023 TOTAL		TY ITEM	DESCRIPTION	2023 T
		LIC CHROME BASE (continued)				ENCE TABLES (continued)	
30GRHB	30" Round Bar Table	Graphite Nebula Top	\$ 251	CB8	42" Round Madison Table	Gray Acajou, Black	\$ 335
30GSHB	30" Round Bar Table	Green Top	\$ 251	CONF42	42" Round Table	White Top	\$ 335
30MTHB 30OSHB	30" Round Bar Table 30" Round Bar Table	Maple Top Orange Top	\$ 251 \$ 251	42BKCT BKCT5N	42" Round Table 5' Table	Black Top, Black Black Top, Silver	\$ 335 \$ 419
30BRHB	30" Round Bar Table	Red Top	\$ 251	CONF5	5' Table	White Top, Silver	\$ 419
30WHHB	30" Round Bar Table	White Top	\$ 251	BKCT8N	8' Table	Black Top, Silver	\$ 769
30WDHB 30MAHB	30" Round Bar Table 30" Round Bar Table	Barnwood Top Gray Acajou Top	\$ 251 \$ 251	CONF8 BKC10N	8' Table 10' Table	White Top, Silver Black Top, Silver	\$ 769 \$ 769
36BKHB	36" Round Bar Table	Black Top	\$ 294	CONF10	10' Table	White Top, Silver	\$ 769
36GRHB	36" Round Bar Table	Graphite Nebula Top	\$ 294	CF2	Geo Table, Rectangle	Glass Top, Black	\$ 419
36MTHB 36WTHB	36" Round Bar Table 36" Round Bar Table	Maple Top White Top	\$ 294 \$ 294	CE2 CF1	Geo Table, Rectangle Geo Table, Rounded Square	Glass Top, Chrome Glass Top, Black	\$ 419 \$ 251
JOWITE		R TABLE	ψ 254	CE1	Geo Table, Rounded Square	Glass Top, Chrome	\$ 251
RSTSQT	Rustique Square Metal Bar Tab		\$ 265	MADC05	Madison 5' Table	Gray Acajou, Chrome	\$ 419
	BAI	RSTOOLS	<u> </u>	MADC08	Madison 8' Table	Gray Acajou, Chrome	\$ 769
BSS	Banana Barstool	Black, Chrome	\$ 231	MADC10	Madison 10' Table	Gray Acajou, Chrome	\$ 769
BST	Banana Barstool	White, Chrome	\$ 231	WD3	Work Table	White Top, White	\$ 259
BLDBBK	Blade Barstool	Black	\$ 105		E)	CECUTIVE CHAIRS	
BLDBRD	Blade Barstool	Red	\$ 105	CUPCHA	Cupertino Mid Back Chair	Black Vinyl	\$ 217
BLDBSB	Blade Barstool	Sky Blue	\$ 105	GENCHA	Genesis Chair	Black	\$ 161
CBSBAZ	Chelsea Barstool	Azure Blue, Black Tower Base		PROGB	Pro Executive Guest Chair	Black Vinyl, Chrome	\$ 195
CBSBBK	Chelsea Barstool	Black, Black Tower Base Goldenrod Yellow, Black	\$ 161	PROEXB	Pro Executive High Back Chair	-	\$ 231
CBSBYL	Chelsea Barstool	Tower Base	\$ 161	PROEXE	Pro Executive High Back Chair	White Vinyl, Chrome	\$ 231
CBSBGY	Chelsea Barstool	Gray, Black Tower Base	\$ 161	PROMDB	Pro Executive Mid Back Chair	Black Vinyl, Chrome	\$ 217
CBSBOR	Chelsea Barstool	Orange, Black Tower Base Walnut-look, Black Tower	\$ 161	PROMID	Pro Executive Mid Back Chair	White Vinyl, Chrome	\$ 217
CBSBWL	Chelsea Barstool	Base	\$ 161	TASKST	Task Stool	Black Fabric, Black	\$ 139
XBAR	Christopher Barstool	White Vinyl, Chrome	\$ 181			& PRODUCT DISPLAY	
LMBAR	Laguna Barstool	Maple, Chrome	\$ 161	TECH3	3 Drawer File Cabinet on Castors	Black Top, Black Metal	\$ 153
ROLLBL	Lift Barstool	Black Vinyl, Chrome	\$ 181	JD8	Madison Executive Desk	Gray Acajou, Chrome	\$ 503
ROLLGY	Lift Barstool	Gray Vinyl, Chrome	\$ 181	TECH	Tech Desk, Powered	Black Metal, Black Laminate w/electrical unit	\$ 329
ROLLRD	Lift Barstool	Red Vinyl, Chrome	\$ 181	TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Black Laminate w/electrical unit	\$ 497
ROLLWH	Lift Barstool	White Vinyl, Chrome	\$ 181	BC8	Madison Bookcase	Gray Acajou, Chrome	\$ 391
LUBSCL	Lucent Barstool	Frosted Acrylic, Chrome Ocean Blue Fabric, Brushed	\$ 231	PSHCCS	Posh Shelving	Chrome, Acrylic	\$ 321
MARBBE	Marina Barstool	Metal	\$ 231	PDL36B	Powered Locking Pedestal, 36"	Black	\$ 447
MARBBK	Marina Barstool	Black Vinyl, Brushed Metal	\$ 231	PDL36W	Powered Locking Pedestal, 36"	White	\$ 447
MARBBR	Marina Barstool	Brown Fabric, Brushed Metal	\$ 231	PDL42B	Powered Locking Pedestal, 42"		\$ 525
MARBRD	Marina Barstool	Red Fabric, Brushed Metal	\$ 231	PDL42W	Powered Locking Pedestal, 42"		\$ 525
MARBWH	Marina Barstool	White Vinyl, Brushed Metal	\$ 231	1.645	Magan Floor I	LAMPS Described Silver	I ¢ 000
RSTSTL BS001	Rustique Barstool Shark Barstool	Gunmetal White, Chrome	\$ 105 \$ 251	LA15 LA14	Mason Floor Lamp Mason Table Lamp	Brushed Silver Brushed Silver	\$ 223 \$ 119
BSR	Syntax Barstool	Black, Chrome	\$ 181		BA	ARS & COUNTERS	
ZENBAR	Zenith Barstool	White, Chrome	\$ 161	MTBLPI	Midtown Bar, Lighted w/ Plug	Taupe Glass Top, Pewter	\$ 1,259
BS002	Zoey Barstool	White, Chrome	\$ 231	MTBUUL	Midtown Bar, Unlighted Midtown Powered Counter,	Taupe Glass Top, Pewter	\$ 1,063
		SOLID TOPS & SILVER FRAME		MTCLPI	Lighted w/ Plug In Midtown Powered Counter,	Taupe Glass Top, Pewter	\$ 1,259
VNTBNP	Ventura Communal Bar Table	Black Top, Silver	\$ 651	MTCPUL	Unlighted	Taupe Glass Top, Pewter	\$ 1,189
VNTMNP VNTWNP	Ventura Communal Bar Table	Maple Top, Silver	\$ 651 \$ 651	HDC4ET	Povegod Hodas 41	GREENERY Groon Black	\$ 489
VNTCBN	Ventura Communal Bar Table Ventura Communal Cafe Table	White Top, Silver Black Top, Silver	\$ 489	HDG4FT HDG7FT	Boxwood Hedge, 4' Boxwood Hedge, 7'	Green, Black Green, Black	\$ 769
VNTCMN	Ventura Communal Cafe Table		\$ 489			DIVIDERS	
VNTCWN	Ventura Communal Cafe Table		\$ 489	DIVBAR	Clear Divider, Bar/Counter	Clear, Black	\$ 167
		OMMET HOLES & SILVER FRAM	E	DIVFRE	Clear Divider, Freestanding	Silver, Clear	\$ 279
VNTBMW	Ventura Communal Bar Table w Grommet Holes	Maple Top, Silver	\$ 651	DIVFCR	Clear Divider, Freestanding Corner	Silver, Clear	\$ 557
VNTBWW	Ventura Communal Bar Table w Grommet Holes	White Top, Silver	\$ 651	DIVFWL	Clear Divider, Freestanding Wall	Silver, Clear	\$ 279
VNTCMW	Ventura Communal Cafe Table Grommet Holes	Maple Top, Silver	\$ 489	DIVFST	Clear Divider, Sofa/Table	Silver, Clear	\$ 209
VNTCWW	Ventura Communal Cafe Table Grommet Holes	White Top, Silver	\$ 489	DIVFWB	Divider, Freestanding Whiteboard	Silver, White	\$ 377
		ENCE TABLES		MIRWHT	Miramar Divider, White	Molded Plastic	\$ 405
36ATO	Atomic 36" Round Table	Glass Top, Chrome	\$ 223 \$ 223	STNSGN	Stanchion Sign Holder	Chrome	\$ 55
42ATO	Atomic 42" Round Table	Glass Top, Chrome	\$ 223	STNCH1	Stanchion w/ Retractable Belt	Black, Chrome	\$ 63

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

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	
	20" LCD Monitor, 1680x1050 VGA & DVI-D
	24" LCD Manitan 4020v4000n
	24" LCD Monitor, 1920x1080p VGA & HDMI
	32" LCD/LED Monitor, 1920x1080p VGA, HDMI & Speakers
	40" Monitor SMART 1080p HD HDMI, USB Input & Speakers
	42" Monitor, 1080p VGA, HDMI & Speakers



DISPLAYS CONT.	43" Monitor 4K 2160p UHD Smart HDMI, USB Input & Speakers
	47" Monitor 1080p VGA, HDMI & Speakers
	50" Monitor 1080p VGA, HDMI & Speakers
The many case	55" Monitor 1080p VGA, HDMI & Speakers
	55" Monitor 4K 2160p UHD Smart HDMI, USB Input & Speakers
	65" Monitor 1080p VGA, HDMI & Speakers
LG UHD TV	65" Monitor 4K 2160p UHD Smart HDMI, USB Input & Speakers



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



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

DISPLAY ACCESSORIES		6Ft. Dual Post Floor Stand option for displays		
		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.	1	HP 4345 Multi Function/Copy Machine, B&W 45ppm, USB, Ethernet Connection		



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

MISC. CONT.	1000	DVD HD and Blu-Ray Players
		LCD Projector 2200 – 3000 Lumen
		Tripod Screens 6ft & 8ft
		Wireless MIC and Powered Speaker
	6	Wired MIC and Powered Speaker

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

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	
L/ (I 1 0 1 0		I7 2.6ghz, 32G/1TB HD, WIN 10 1080p HD	295.00	
DISPLAYS		20" or 24" 1080p HD w/HDMI, VGA (circle one)	130.00 or 200.00	
DIOI LITTO		32" 1080p HD w/HDMI,VGA & speakers	270.00	
		40" 1080p HD SMART w/HDMI, speakers & USB Input	470.00	
		42" 1080p HD w/HDMI,VGA & speakers	500.00	
		43" 4K 2160p UHD SMART w/HDMI, speakers & USB Input	595.00	
		47" 1080p HD w/HDMI,VGA & speakers	570.00	
		50" 1080p HD w/HDMI,VGA & speakers	600.00	
		55" 1080p HD w/HDMI,VGA & speakers	675.00	
		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	1150.00	
		80" 1080p HD SMART w/HDMI,VGA, speakers & USB Input	1650.00	
		86" 4K 2160p UHD SMART w/HDMI, speakers & USB Input	2100.00	
		TOUCHSCREENS		
		23" TOUCHSCREEN 1080p HD	300.00	
		55" or 65" TOUCHSCREEN 1080p HD (circle one)	1050.00 or 1250.00	
		55" TOUCHSCREEN 4K 2160p	1275.00	
		DISPLAY ACCESSORIES		
		FLOOR STAND 6' rented with our display	110.00	
		POLE SLEEVE (black)	45.00	
		ACCESSORY SHELF FOR FLOOR STAND	35.00	
		WALL MOUNT w/labor up to 8ft walls. Addt'l charges over 8ft.	175.00	
		FLOOR STAND rented without our display	275.00	
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	
IVIIOU.		HD DVD PLAYER or BLU-RAY PLAYER (circle one)	30.00 or 75.00	
		POWERED SPEAKER w/wired MIC or w/wireless MIC	150.00 or 300.00	
PLEASE CALL FOR	TEMS N	IOT LISTED!	6% Sales Tax	
		ders placed within 72 hours of delivery.	Delivery/Setup/Pickup	225.00
		delivery, or attempted delivery of equipment. d within five days of delivery.	TOTAL	
EXHIBITOR INFOR			INFORMATION:	

Ordered By:	Show Contact:
Company Name:	Cell Number:
Address:	Booth Number:
City:State:Zip Code:	Delivery Date:
Phone:Fax:	,
Email Address:	1-3pm 3-5pm Exhibitor must be present in booth to accept delivery or additional fees will apply. Pickup Date:
Card Number:Exp	
Cardholder Name:	
Signature:	_

BOCO Enterprises, Inc. Utility Order Form

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

Email your order form to: dthomas@suburbanshowplace.com

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

Name of Show:						Date o	f Shov	v:				Boo	th #		
Company Name:								Cont	act Na	ne:					
Address:															
Email Address (please	print cl	early):													
Phone:															
	□ Cas		Check		Visa/Maste						☐ Disco				
		A 49	% admir	nistrativ	e fee will b	e added to	all cred	dit card t	ransaci	tions.					
Check/Credit Card Nu	mber: _									I	Expiration	n:			
If paying by credit care															
					BOCO Ent										
Enterprises and/or Suburban FULL PAYMENT must at Any orders requiring collect only. ADVANCED RATE	company ion during DEADLI	order to reconstruction or after the son NE: Five (5)	eive adva how are s days pri	unce rate. Subject to to	NO EXCEPT the floor rate, it move-in day.	FIONS! All o including decl	rders red ined cre	dit cards. I	Prices sub	ject to c	hange at dis	scretio	on of BOC	O Ent	
Requirements Lighting outlet 120V		V – Single 	Phase	208	8 V – Singl 	e Phase	20	08 V- Th	ree Ph	ase	480	U V -	- Three	Phas	se
2000 watts (20amps) (standard outlet	Qty	Advance \$100	Floor \$175	Qty	Advance	Floor	Qty	Advanc	e I	loor	Qty	A	dvance	F	Floor
30 amp	_				\$200	\$300		\$240	\$	320		5	\$750	\$	1050
50 amp)				\$295	\$410		\$355	\$	495					
60 amp					\$465	\$650		\$600		840			5900		1250
100 amp	_				\$685	\$950		\$820		1150		\$	1425	\$2	2000
150 amp					\$850	\$1175		\$1075		1500					
200 amp)				\$1400	\$1950	<u> </u>	\$1640) \$.	2300					
EXHIBITOR BO For your convenience, we			nino	D-4- 4		E SERVICI		1	QTY	Pho	ne Servic	ees	Advan	ce	Floor
service. This is an optional without the return of this for	service that	will not be pro	vided	Data transmission capabilities are limited and exhibitors should inquire if there are questions concerning the compatibility of any equipment with			1S			none service	es –	\$150		\$200	
One Time Booth	Cleaning	(Optional)		BOCO E	enterprises, Inc	. phone system	n. Custo	mers are			none service	ac .			
Carpets vacuumed or floor sw wiped. One time service					ble for all local phone lines fr					incom	ing and	cs –	\$200		\$250
first open	show day or	ıly.			Billing for all					outgo	ng calls				
Total booth sq. ft. x .15 X (1 day) .15 =			later date. ELECTRICAL LABOR					I	nternet – S	see sej	parate ord	ler fo	rm		
Multiple Day Booth Cl		rvices (Ontic	onal)	BOCO E	ELECTE Enterprises mus			y		*All in	iternet serv	rices p	rovided O	N-SIT	E bv
Carpet vacuumed or floor sw	ept, wasteb	askets emptied,	tables	electrical	l orders with fl	loor plans, cor	npressed	d air, and		Spectr	um. Service	e is ac	cessed thr	ough	web
wiped. Service is provided nightly, after show closing. Service commences on the final night of move in and ends the night				nections are sul 50.00 an hour.	bject to the El	ectrical	labor			er (wireless card. Wire					
before closi			-	- ωιο ΟΙ Φ.	coo an nour.						dditional cl				
	th sq. ft. x	.30 .30 =													
A (number of	onow days)	.50													

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

Qty	Service	Advance	Floor					
	Water	\$300	\$375					
	Drain	\$350	\$425					
	Air**	\$375	\$500					
** Con	** Compressed air connection 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								

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

BOCO Enterprises, Inc. Utility Order Form

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

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

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

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

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

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

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

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

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

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

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

Electrical Requirements

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

Per the rules, here are the electrical requirements:

Exhibitors must follow these electrical rules:

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

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



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



Thank you for your cooperation on this matter!!

Exhibitor Internet Information Form



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

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

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

When purchasing the Wireless Option please complete the information below:

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

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

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

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

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

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

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

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

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

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

Integrated/Built In Equipment:					
Please email Charles Lewis (<u>support@cssllc.net</u>) stating your requirements and business case.					

BoCo Enterprises Internet and Connectivity Form

	<u>Phone:</u> (248) 348-5600 – <u>Fax:</u> (248	3) 380-300	5 – <u>Em</u>	<u>iail:</u> tfrey	tag@subu	rbanshow _l	place.com			
Event Name:		Company Name:								
Event Start Date: / /			Billing Name:							
Event End Date: / /				Billing Address:						
Booth/Room #:										
On-Site Contact:				Billing Address: City: State: Zip:						
Cell #:			Country	<i>/</i> ·			State.	<u></u>	<u> </u>	
Email Address:			hone #							
Liliali Address.			TIONE #	†						
ALL SERVICES FOR TECHNICAL SUPPORT AND LEVELS OF CONNECTIVITY LISTED BELOW ARE SUBJECT TO AVAILABLILTY. 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 purses of checking e-mail, basic social networking, and simple web browsing. It is intended for ONE device										
ONLY. It is not intended for large file transfers, establishment of networks or connection of multiple computers and is NOT INTENDED FOR SECURE CREDIT CARD PROCESSING.										
WIRELESS CONNECTIVITY – ONE DEVICE ONLY										
Bandwidth (Shared)		Quan			/ance	F	loor		Total	
	to 1.5 Mbps			\$	250	\$	300			
Ü	p to 5 Mbps			\$	300	\$	375			
Ul	o to 10 Mbps			\$	400	\$	500			
	<u>INT</u>	ERNET VI	A HAR	DLINE**						
Shared Bandwidth Hard	dline									
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										
Dedicated Bandwidth F			1			1				
One drop for up to 3 dev	1.5 Mbps ices (includes 1 public IP and 1 router)			\$	800	\$	850			
One drop for up to 3 dev	5 Mbps			Υ		, , , , , , , , , , , , , , , , , , ,	030			
One drop for up to 5 dev	ices (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) With the purchase of dedicated bandwidth, routers a		d switches a	ro provid	\$	1,200	\$	1,300	allowed		
4.4-4	r must obtain ONE HOUR MINIMUM of tech									
	GREATER BANDWIDTHS (HIGHER									
Additional F	Products and Services	Quant	ity	Adv	ance	Floor			Total	
Additiona	al public IP Address			\$ 150		\$ 200				
Patch (Cables- Up to 50'			\$	100	\$	150			
Sv	vitch Rental			\$ 50		\$	75			
	Router		\$ 100 and up			\$ 150 and up				
1	or/Floor work				I/A		99/hr			
INTEGRATED OF	R BUILT IN EQUIPMENT—PLEASE CONTACT	OMPLETE ' T TERRI FR				T INFORM	MATION FORN	/I" ON I	PAGE 2	
Internal Use Only				$\overline{}$			UBTOTAL:			
internal osc omy										
				!	[GRAI	ND TOTAL:			
By signing below Custome	er accepts the BoCo Enterprises Te	rms and C	onditio	ons (page	2 3)			— г		
								L		
Customer—Print Authorized Nar	me	Customer—/	Authoriz	ed Signatur	re			D	ate	
								L		
BoCo Enterprises —Print Authori		BoCo Enterp			-	ıtc		D	ate	
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 Entrprises may store Customer's credit card information and Customer hereby authorizes BoCo Enterprises to use										
	nformation for future orders which are signed by a	n authorized re	epresenta	tive of Custo	mer. No order			-		
Credit Card Amex	MC Visa Credit Card #:					Ex. [Date:	securit	ty Code:	
Card Holder Name (print)		Card Holder	Name (s	ignature)				Da	ate	

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.

Boco Provides Limited Firewall Security and no anti-virus Protection on our Network. Customer is responsible for Providing Their Own Firewall Security and Anti-Virus Software.

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

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

3. **CUSTOMER INTERNET/DATA RESPONSIBILITIES:**

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

10. EQUIPMENT PROCEDURES:

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

11. PAYMENTS & REFUNDS:

A. Payment in full is required before service can be connected, once ordered there are no refunds for services.

The "Payment Options" section on the Service Order Form must be completed on every service order. By providing an authorized signature on the front of this form, you authorize BoCo to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card.