Re: LeadingAge Michigan 2018  
May 22, 2018  
Suburban Collection Showplace

Dear Exhibitor:

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

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

Provided by Art Craft Display:

- 3’ and 8’ High – Booth Draping
- (1) 8’ Skirted Table
- (2) Folding Chairs
- (1) Wastebasket
- (1) 7” x 44” Booth I.D. Sign

If you require additional items that are not listed above, an Exhibitor Kit is available on our website for download or for online ordering. If you do not have internet access, Art Craft Display can fax or mail the kit to you by calling (248) 380-0843.

Go to the following website: www.artcraftdisplay.com
On the Home Page, click on: “Exhibitor Kit”
Enter Event Code: 289003

Warehouse shipments must be received between 3 and 30 days prior to first move-in date. Shipments received at the warehouse within the three (3) day period may be subject to late shipment or special handling charges. Onsite shipments will be accepted during move-in days and hours only.

PLEASE NOTE:

- Read the enclosed Payment Policy form thoroughly.
- Assess your show needs carefully.
- Avoid unnecessary delays and save valuable time and money by following all instructions contained herein.

TO QUALIFY FOR ADVANCE RATES, YOUR ORDERS WITH PAYMENT MUST BE RECEIVED BY US BY May 15, 2018 by 5:00 p.m. (SEVEN (7) DAYS PRIOR TO FIRST MOVE-IN DAY). SOME EQUIPMENT OR SERVICES MAY REQUIRE MORE THAN 7 DAYS LEAD TIME. PLEASE SEE APPROPRIATE ORDER FORMS FOR ACTUAL DEADLINES.

If we can be of any further assistance, please contact us. General questions can be directed to: detroit@artcraftdisplay.com. We are looking forward to being of service to you.

THANK YOU FOR YOUR PATRONAGE.

A DIVISION OF ART CRAFT SERVICE GROUP
HELPFUL TIPS FOR USING THIS DOCUMENT

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

*Note: Each bookmark may represent more than one page.*

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

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

We will be happy to answer any questions you have about this Exhibitor Kit. Please contact us at the phone number shown on the “Show Cover Letter” page of this document.
• Your signature above indicates your acceptance of all Terms, Conditions and Policies included in this Service Manual.
• Credit card charges will appear on statements as “Art Craft Display”

REQUIRED CREDIT CARD AUTHORIZATION

PLEASE TYPE OR CLEARLY PRINT THE FOLLOWING REQUIRED INFORMATION.

Credit Card Information:  □ Personal Credit Card  □ Debit Card  □ Company Credit Card

Card Type:  □ Visa  □ MasterCard  □ American Express

Card Account Number: _______________________________ Expiration Date: ____________________

Cardholder's Name (print): ________________________________________________________________

Cardholder's Signature: ___________________________________________________________________

Cardholder's Billing Address: _________________________________________________________________________________

City: ___________________________ State: ___________ Zip: ___________ Phone: (         ) ______________________

PAYMENT INFORMATION

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

Advance Orders:
• The Advance Order deadline is seven (7) days prior to first move-in day.
• Payment in full of all rental and service charges must accompany your order.
• Advance Order payments may be made by check or credit/debit card.

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

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.

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

- □ All Services
- □ Signs
- □ Freight / Material Handling
- □ None
- □ Furnishings
- □ Installation/Dismantle Labor
- □ Other ____________________________

*It is the responsibility of the Exhibiting Firm to:*

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

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

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

- □ Check enclosed
- □ Please Charge my credit card (Contact & Payment Information Form attached)
Table Skirting

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

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

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

Due to different monitor & printer settings, actual colors may vary from those shown.
Folding Chair
Item #20610-0001
Color: Black Seat w/ Chrome Legs
Size: 18"W x 20"D
Material: Molded Poly-Vinyl

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

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

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

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

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

Chrome Sign Frame
Item #20900-0070
Color: Chrome
Frame Size: 60" tall
Sign Panel Size: 22" x 28"
Material: Metal

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

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

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

Locking iPad Display Stand
Item #20620-0062
Color: Black
Size: 13”W x 49”h x 17”d
Material: Aluminum w/ Steel Base

Compatible with 2nd, 3rd & 4th generation iPad tablets.

Bag / Literature Holders
Item #20620-0060 (bag holder)
Item #20620-0065 (literature rack)
Color: Chrome/Black
Size: 45”H (bag holder), 58”H (literature rack)
Material: Steel/Aluminum

Due to different monitor & printer settings, actual colors may vary from those shown.
Garment Rack
Item #20620-0005
Color: Chrome
Size: 5'H x 6'W
Material: Steel

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

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

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

Booth Draping & Hardware

Drape with Hardware (priced per linear 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
- Base plate for 8’ upright: 20110-0001
- 8’ aluminum upright: 20110-0002
- Base plate for 12’ upright/pin: 20140-0003
- 12’ aluminum upright: 20140-0001
- Base plate for 16’ upright/pin: 20140-0005
- 16’ aluminum upright: 20140-0004

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: 20520-0BK16

Banjo Cloth drape colors (3’ high & 8’ high panels):
- Black
- Blue
- Burgundy
- Expo Green
- French Blue
- Gold
- Hunter Green
- Orange
- Purple
- Red
- Silver
- Teal
- White

12’ high Banjo Cloth drape colors:
- Black
- Blue
- Burgundy
- Red
- Silver

16’ high drape colors:
- Black Velour
- Blue
- Banjo Cloth

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

Due to different monitor & printer settings, actual colors may vary from those shown.
• Advance Order Deadline: Seven (7) days prior to first move-in day.
• No refunds, exchanges or credits for any booth package items.
• All orders must be accompanied by "Contact & Payment Information" form.
• All orders are subject to the enclosed Terms, Conditions and Policies.

### Non-taxable Rental Items

<table>
<thead>
<tr>
<th>QTY.</th>
<th>ITEM</th>
<th>ADVANCE</th>
<th>FLOOR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2' x 4' Plain</td>
<td>31.72</td>
<td>39.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2' x 4' Covered &amp; Skirted (skirted 4 sides)</td>
<td>56.12</td>
<td>68.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3' high drape per ft. (incl. hardware)</td>
<td>3.96</td>
<td>5.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8' high drape per ft. (incl. hardware)</td>
<td>6.42</td>
<td>8.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12' Aluminum Upright</td>
<td>22.29</td>
<td>27.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>16' Aluminum Upright</td>
<td>22.29</td>
<td>27.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30' Dia. Round Plain</td>
<td>46.97</td>
<td>57.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30' Dia. Round Covered &amp; Skirted</td>
<td>71.37</td>
<td>86.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30' Dia. Round w/ Black Form-Fitted Skirt</td>
<td>84.29</td>
<td>105.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>60' Dia. Round Plain</td>
<td>66.54</td>
<td>80.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>60' Dia. Round Covered &amp; Skirted</td>
<td>114.59</td>
<td>138.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6' Crescent Serpentine Plain</td>
<td>86.25</td>
<td>104.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6' Crescent Serpentine Cov'd &amp; Skirted</td>
<td>114.59</td>
<td>138.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4th side skirted optional</td>
<td>24.40</td>
<td>30.00</td>
<td></td>
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### Specialty Tables (30" High)

<table>
<thead>
<tr>
<th>QTY.</th>
<th>ITEM</th>
<th>ADVANCE</th>
<th>FLOOR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3' high drape per ft. (incl. hardware)</td>
<td>3.96</td>
<td>5.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8' high drape per ft. (incl. hardware)</td>
<td>6.42</td>
<td>8.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12' Aluminum Upright</td>
<td>22.29</td>
<td>27.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>16' Aluminum Upright</td>
<td>22.29</td>
<td>27.00</td>
<td></td>
</tr>
</tbody>
</table>

### Specialty Tables (42" High)

<table>
<thead>
<tr>
<th>QTY.</th>
<th>ITEM</th>
<th>ADVANCE</th>
<th>FLOOR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3’ high drape per ft. (incl. hardware)</td>
<td>3.96</td>
<td>5.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8’ high drape per ft. (incl. hardware)</td>
<td>6.42</td>
<td>8.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12’ Aluminum Upright</td>
<td>22.29</td>
<td>27.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>16’ Aluminum Upright</td>
<td>22.29</td>
<td>27.00</td>
<td></td>
</tr>
</tbody>
</table>

### Booth Furniture

<table>
<thead>
<tr>
<th>QTY.</th>
<th>ITEM</th>
<th>ADVANCE</th>
<th>FLOOR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Folding Chair</td>
<td>14.64</td>
<td>16.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Upholstered Arm Chair</td>
<td>36.97</td>
<td>45.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Padded Counter Stool - with back</td>
<td>48.06</td>
<td>58.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wastebasket - 7 gallon</td>
<td>14.64</td>
<td>18.00</td>
<td></td>
</tr>
</tbody>
</table>

### Booth Accessories

<table>
<thead>
<tr>
<th>QTY.</th>
<th>ITEM</th>
<th>ADVANCE</th>
<th>FLOOR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Easel</td>
<td>25.39</td>
<td>31.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5’ x 6’ Garment Rack</td>
<td>64.07</td>
<td>77.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4’ x 8’ Pegboard</td>
<td>184.83</td>
<td>222.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4’ x 8’ Tackboard</td>
<td>184.83</td>
<td>222.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chrome Stanchion</td>
<td>27.11</td>
<td>33.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Velvet Rope 8’ long</td>
<td>27.11</td>
<td>33.00</td>
<td></td>
</tr>
</tbody>
</table>

### Booth Draping & Hardware

<table>
<thead>
<tr>
<th>QTY.</th>
<th>ITEM</th>
<th>ADVANCE</th>
<th>FLOOR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12’ Aluminum Upright</td>
<td>22.29</td>
<td>27.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>16’ Aluminum Upright</td>
<td>22.29</td>
<td>27.00</td>
<td></td>
</tr>
</tbody>
</table>

### Table Accessories

<table>
<thead>
<tr>
<th>QTY.</th>
<th>ITEM</th>
<th>ADVANCE</th>
<th>FLOOR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cover &amp; Skirt for 30” table</td>
<td>36.60</td>
<td>44.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cover &amp; Skirt for 42” table</td>
<td>36.60</td>
<td>44.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4’ x 1’ x 1’ Covered Table Top Riser</td>
<td>29.28</td>
<td>36.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6’ x 1’ x 1’ Covered Table Top Riser</td>
<td>36.60</td>
<td>44.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8’ x 1’ x 1’ Covered Table Top Riser</td>
<td>43.92</td>
<td>53.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Switch package table</td>
<td>37.00</td>
<td>47.00</td>
<td></td>
</tr>
</tbody>
</table>

### PLEASE CHECK SKIRT COLOR CHOICE

- BLACK
- BLUE
- BURGUNDY
- GOLD
- HUNTER GREEN
- RED
- SILVER
- TEAL
- WHITE

**Total Non-taxable Items**: $
**Advance Order Deadline:** Seven (7) days prior to first move-in day.

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

Credit Card Information Required with All Orders.

**TAXABLE BOOTH SUPPLIES**

<table>
<thead>
<tr>
<th>QTY.</th>
<th>DESCRIPTION</th>
<th>ADVANCE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White Vinyl Table Cover (priced per lineal foot)</td>
<td></td>
<td>1.53</td>
</tr>
<tr>
<td></td>
<td>Colored Duct Tape - 2&quot; wide by 60 yd. roll (black or white)</td>
<td></td>
<td>15.00</td>
</tr>
<tr>
<td></td>
<td>Double Face Carpet Tape - 1&quot; wide by 25 yd. roll</td>
<td></td>
<td>10.00</td>
</tr>
<tr>
<td></td>
<td>Double Face Carpet Tape - 2&quot; wide by 25 yd. roll</td>
<td></td>
<td>16.00</td>
</tr>
<tr>
<td></td>
<td>Double Face Carpet Tape - 3&quot; wide by 25 yd. roll</td>
<td></td>
<td>22.00</td>
</tr>
<tr>
<td></td>
<td>Clear Plastic Stretch Wrap - 18&quot; wide by 500 yd. roll</td>
<td></td>
<td>41.00</td>
</tr>
<tr>
<td></td>
<td>Clear Plastic Stretch Wrap - 5&quot; wide by 300 yd. roll</td>
<td></td>
<td>15.00</td>
</tr>
<tr>
<td></td>
<td>Visqueen - Plastic Covering - 10&quot; wide (priced per lineal foot)</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td></td>
<td>Sign Hangers - Regular</td>
<td></td>
<td>.75</td>
</tr>
<tr>
<td></td>
<td>Sign Hangers - Short</td>
<td></td>
<td>.75</td>
</tr>
<tr>
<td></td>
<td>Pegboard Hooks - Straight</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>Pegboard Hooks - Loop</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>3/8&quot; wide, Adhesive-backed HOOK Velcro Tape (priced per lineal foot)</td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>3/8&quot; wide, Adhesive-backed HOOK &amp; LOOP Velcro Tape (priced per lineal foot)</td>
<td></td>
<td>1.90</td>
</tr>
<tr>
<td></td>
<td>3/4&quot; wide, Adhesive-backed HOOK Velcro Tape (priced per lineal foot)</td>
<td></td>
<td>1.10</td>
</tr>
<tr>
<td></td>
<td>3/4&quot; wide, Adhesive-backed HOOK &amp; LOOP Velcro Tape (priced per lineal foot)</td>
<td></td>
<td>2.20</td>
</tr>
<tr>
<td></td>
<td>1/2&quot; wide, Adhesive-backed Magnetic Tape - &quot;A&quot; Polarity (priced per lineal foot)</td>
<td></td>
<td>.50</td>
</tr>
<tr>
<td></td>
<td>1/2&quot; wide, Adhesive-backed Magnetic Tape - &quot;B&quot; Polarity (priced per lineal foot)</td>
<td></td>
<td>.50</td>
</tr>
<tr>
<td></td>
<td>9&quot; Ball Bungees</td>
<td></td>
<td>7.50</td>
</tr>
</tbody>
</table>

**TAXABLE BOOTH SUPPLIES SUB-TOTAL** $  

**ADD 6% MI SALES TAX** $  

**TOTAL MISCELLANEOUS BOOTH SUPPLIES** $
Our 28 ounce plush Premium Booth Carpet provides comfort, style and durability for your booth space flooring. All 21 colors of our Premium Booth Carpet are installed in brand new condition and include installation, removal, padding, all taping and nightly vacuuming throughout the duration of your event. Available in standard sizes 10’x10’, 10’x20’, 10’x30’ and 10’x40’.

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

Premium Booth Carpet color choices:

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

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

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

Standard Booth Carpet color choices:

Black  Blue  Grey  Green  Red

Due to different monitor & printer settings, actual colors may vary from those shown.
**Credit Card Information Required with All Orders.**

- Advance Order Deadline: Seven (7) days prior to first move-in day.
- No refunds, exchanges or credits for any booth package items.
- All orders must be accompanied by "Contact & Payment Information" form.
- All orders are subject to the enclosed Terms, Conditions and Policies.

---

### CARPET RENTAL

#### STANDARD BOOTH CARPET (14 ounce)

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>SIZE</th>
<th>ADVANCE</th>
<th>FLOOR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10' x 10'</td>
<td>124.44</td>
<td>150.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 15'</td>
<td>186.05</td>
<td>224.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 20'</td>
<td>247.66</td>
<td>298.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 30'</td>
<td>347.70</td>
<td>418.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 40'</td>
<td>451.40</td>
<td>542.00</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

<table>
<thead>
<tr>
<th>SIZE</th>
<th>ADVANCE</th>
<th>FLOOR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>10' x 10'</td>
<td>124.44</td>
<td>150.00</td>
<td></td>
</tr>
<tr>
<td>10' x 15'</td>
<td>186.05</td>
<td>224.00</td>
<td></td>
</tr>
<tr>
<td>10' x 20'</td>
<td>247.66</td>
<td>298.00</td>
<td></td>
</tr>
<tr>
<td>10' x 30'</td>
<td>347.70</td>
<td>418.00</td>
<td></td>
</tr>
<tr>
<td>10' x 40'</td>
<td>451.40</td>
<td>542.00</td>
<td></td>
</tr>
</tbody>
</table>

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

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

#### PREMIUM BOOTH CARPET (28 ounce)

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

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

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

#### PADDING

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>PADDING SIZE</th>
<th>ADVANCE</th>
<th>FLOOR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9' x 10'</td>
<td>101.26</td>
<td>122.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 15'</td>
<td>152.50</td>
<td>183.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 20'</td>
<td>202.52</td>
<td>244.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 30'</td>
<td>303.78</td>
<td>365.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 40'</td>
<td>405.04</td>
<td>487.00</td>
<td></td>
</tr>
</tbody>
</table>

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

#### PLASTIC COVERING

<table>
<thead>
<tr>
<th>PLASTIC SIZE</th>
<th>ADVANCE</th>
<th>FLOOR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>feet wide X feet deep = SQ. FT.</td>
<td>$.44 per square foot</td>
<td>$.53 per square foot</td>
<td></td>
</tr>
</tbody>
</table>

Protective covering includes installation, removal and taping.

---

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

To purchase these items, contact Art Craft Signs.

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

MINIMUM TURN-AROUND TIME ON ALL ITEMS SHOWN IS 10-14 BUSINESS DAYS BEFORE EVENT MOVE-IN DATE. ALL PRICES SUBJECT TO CHANGE WITHOUT NOTICE. PRICES SHOWN DO NOT INCLUDE DESIGN LABOR, SALES TAX OR SHIPPING. PLEASE CONTACT ART CRAFT SIGNS FOR A FORMAL ESTIMATE.
10', 15', 20', 30' Booths
ask about options for larger booths
i.e. 20' x 20', 15' x 20' etc.

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

MODULAR DISPLAYS

A. MODULAR LIGHT
B. SIDES (1 OR 2)
C. CLOSET WITH LOCK
D. MODULAR SHELVES
E. 1M X 1/2M COUNTER
F. CURVED RECEPTION COUNTER
G. 1/2M X 1/2M COUNTER

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

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

fonts offered for modular headers:

Helvetica Bold
ABCDEFghijklmnopqrstuvwxyz0123456789
abcdefghijklmnopqrstuvwxyz0123456789

Times New Roman
ABCDEFghijklmnopqrstuvwxyz0123456789
abcdefghijklmnopqrstuvwxyz0123456789

Eurostile Bold
ABCDEFghijklmnopqrstuvwxyz0123456789
abcdefghijklmnopqrstuvwxyz0123456789
Art Craft Display can assist you with designing and building a custom display using our multi-functional aluminum components. The structure is built with brushed aluminum posts and rails. Ask us about available infill panel color options. Let our sign shop print graphics to fit your needs for any style booth that you want to order. All of our custom displays come with our standard grade carpet with an option to upgrade to our premium carpet. Art Craft Display will handle the set-up and tear down of your booth.
Art Craft offers a wide range of display cases; from tall and skinny to short and wide. All cases are built with brushed aluminum hardware and clear acrylic Plexiglass. Lockable doors and/or sliding doors, as well as different lighting options, can be added to any case upon request. We will work with you to select the perfect type of case that will best fit your needs.
Art Craft Display offers a variety of graphic applications for any booth size. Our Sign Shop will work with you to decide what graphic(s) will be best for your booth. Graphics can be applied to modular displays as well as to fabric walls. Your company’s artwork can also be sent to our Sign Shop and be applied to almost anything. We are here to make your exhibiting experience as easy as possible.
Order Deadline: Fourteen (14) days prior to first move-in day.
No refunds, exchanges or credits for any booth package items.
All orders must be accompanied by "Contact & Payment Information" form.
All orders are subject to the enclosed Terms, Conditions and Policies.

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

Credit Card Information Required with All Orders.

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

<table>
<thead>
<tr>
<th>QTY.</th>
<th>PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>10' Standard Backwall</td>
<td>800.25</td>
<td></td>
</tr>
<tr>
<td>15' Standard Backwall</td>
<td>1,155.00</td>
<td></td>
</tr>
<tr>
<td>20' Standard Backwall</td>
<td>1,509.75</td>
<td></td>
</tr>
<tr>
<td>30' Standard Backwall</td>
<td>2,219.50</td>
<td></td>
</tr>
</tbody>
</table>

**AVAILABLE OPTIONS**

<table>
<thead>
<tr>
<th>QTY.</th>
<th>PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modular Shelves</td>
<td>55.00 (ea.)</td>
<td></td>
</tr>
<tr>
<td>2m Sides (1 or 2)</td>
<td>55.00 (ea.)</td>
<td></td>
</tr>
<tr>
<td>Closet with locks (1mW x 1/2mD)</td>
<td>300.00</td>
<td></td>
</tr>
<tr>
<td>Modular Light (does not include power)</td>
<td>35.00 (ea.)</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>QTY.</th>
<th>PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1M Tall x 1M Wide x 1/2M Deep</td>
<td>450.00</td>
<td></td>
</tr>
<tr>
<td>Additional 1M Increments (wide)</td>
<td>250.00</td>
<td></td>
</tr>
<tr>
<td>1M Tall x 1 1/2M Wide x 1/2M Deep</td>
<td>550.00</td>
<td></td>
</tr>
<tr>
<td>2 1/2M h x 1/2M w x 1/2M d</td>
<td>450.00</td>
<td></td>
</tr>
<tr>
<td>2 1/2M h x 1M w x 1/2M d (2 plexi shelves &amp; 1 white wooden shelf included)</td>
<td>550.00</td>
<td></td>
</tr>
<tr>
<td>Additional Shelf</td>
<td>55.00 (ea.)</td>
<td></td>
</tr>
</tbody>
</table>

**COUNTERS** (fully enclosed)

<table>
<thead>
<tr>
<th>QTY.</th>
<th>PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1M Tall x 1/2M Wide x 1/2M Deep</td>
<td>110.00</td>
<td></td>
</tr>
<tr>
<td>1M Tall x 1M Wide x 1/2M Deep</td>
<td>220.00</td>
<td></td>
</tr>
<tr>
<td>Curved Reception Counter (1m Tall)</td>
<td>275.00</td>
<td></td>
</tr>
<tr>
<td>Locking Door</td>
<td>55.00 (ea.)</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

**LABOR SERVICE**

**PLAN A  ART CRAFT SUPERVISION**
- This plan is offered to have exhibit set prior to your arrival. Supervision will be provided by Art Craft. The charge for this service is 25% of the total labor bill, with a minimum of $35.00 on installation and $35.00 on dismantling.

**PLAN B EXHIBITOR SUPERVISION**
- Starting time can only be guaranteed at the normal start of the working day, which is usually 8:00 am, unless the official set-up time is later in the day.

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

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

**RATES**

- **STANDARD LABOR**
  - ADVANCE: 62.83 Per Man/Per Hour
  - FLOOR: 76.00 Per Man/Per Hour

**EXHIBITOR: PLEASE COMPLETE SECTION BELOW**

**INSTALLATION LABOR REQUEST**

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

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

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

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

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

**DISMANTLE LABOR REQUEST**

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

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

- **PLAN B EXHIBITOR SUPERVISION**

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

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

**TOTAL ESTIMATED DISMANTLE LABOR $**

**IF AC SUPERVISION, ADD 25% or $35.00 MINIMUM FOR INSTALLATION & DISMANTLE $**

**TOTAL ESTIMATED LABOR $**

---

**Credit Card Information**

Required with All Orders.
### HIGH LIFT / SIGN & BANNER HANGING

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Advance</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIGH LIFT/SIGN &amp; BANNER HANGING</td>
<td>150.00 Per Hour</td>
<td>166.00 Per Hour</td>
</tr>
</tbody>
</table>

---

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

**All orders must be accompanied by "Contact & Payment Information" form.**

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

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

---

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

---

**EXHIBITOR: PLEASE COMPLETE SECTION BELOW**

#### HIGH LIFT / SIGN & BANNER INSTALLATION REQUEST

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

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

**TOTAL ESTIMATED INSTALLATION LABOR $**

---

#### HIGH LIFT / SIGN & BANNER REMOVAL REQUEST

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

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

**TOTAL ESTIMATED REMOVAL LABOR $**

---

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

---

**Art Craft Display reserves the right to use additional High Lifts and/or Fork Lifts to properly install/remove your sign or banner and charge exhibitor accordingly.**

**Additional charges will apply if specialty materials are required to complete this order.**
Art Craft Display, Inc. provides Material Handling services and equipment for numerous events throughout the Midwest. Our staff is dedicated to providing you with timely and reasonable handling of all your freight needs.

**Inbound Freight Services**

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

**On-Site Freight Services**

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

**Outbound Freight Services**

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

**Insurance and Security**

- We strongly recommend that you insure all materials from the time they leave your firm until they are returned to you after the show. “All-Risk” coverage is suggested.
- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show - the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We highly recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials. We will not be responsible for or liable for any loss, damage or disappearance of exhibitors' materials during the above unattended times.
- All materials handled by Art Craft Display, Inc. are subject to the Terms, Conditions and Policies included in your Service Manual.
• THIS FORM MUST PRECEDE YOUR SHIPMENT.
• A 200 LB. MINIMUM CHARGE WILL APPLY (excluding envelopes).
• All orders must be accompanied by "Contact & Payment Information" form.
• All orders are subject to the enclosed Terms, Conditions and Policies.
• All freight is subject to re-weigh and you will be billed accordingly.
• ALL ORDERS MUST BE PAID IN FULL PRIOR TO DELIVERY OF FREIGHT TO YOUR BOOTH.

WHERE TO SHIP

ADVANCED WAREHOUSE

All shipments must be sent labeled as follows:

TO:  (EXHIBITING FIRM NAME) BOOTH#:_____

FOR:  (EVENT NAME & DATE)
47220 CARTIER DR., SUITE B
WIXOM, MI 48393

ONSITE SHIPPING

All shipments must be sent labeled as follows:

TO:  (EXHIBITING FIRM NAME) BOOTH#:_____

FOR:  (EVENT NAME & DATE)
C/O ART CRAFT DISPLAY, INC.
46100 GRAND RIVER AVENUE
NOVI, MI 48374

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

ABSOLUTELY NO PERISHABLE OR HAZARDOUS MATERIALS

RATE SCHEDULE and TABLE

<table>
<thead>
<tr>
<th>Rate Class</th>
<th>Under 5,000 pounds</th>
<th>5001 - 15,000 pounds</th>
<th>Over 15,000 pounds</th>
</tr>
</thead>
<tbody>
<tr>
<td>INBOUND RATES w/ADVANCED WAREHOUSING</td>
<td>$.49 per lb.</td>
<td>$.44 per lb.</td>
<td>$.39 per lb.</td>
</tr>
<tr>
<td>INBOUND RATES ONSITE</td>
<td>$.38 per lb.</td>
<td>$.33 per lb.</td>
<td>$.28 per lb.</td>
</tr>
<tr>
<td>OUTBOUND RATES</td>
<td>$.38 per lb.</td>
<td>$.33 per lb.</td>
<td>$.28 per lb.</td>
</tr>
<tr>
<td>ENVELOPE RATES</td>
<td>$24.00 per envelope</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SPECIAL CHARGES

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

Exhibitor: Please complete this section.

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

ESTIMATED WEIGHT $____________

ESTIMATED AMOUNT $____________

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

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

TOTAL EST. INBOUND FREIGHT HANDLING CHARGES $____________

TOTAL EST. OUTBOUND FREIGHT HANDLING CHARGES $____________

BANDING SERVICES: ____ pcs. @ $25.00 / piece $____________

SHRINK WRAP SERVICES: ____ pcs. @ $25.00 / piece $____________

ENVELOPES: ____ envelopes @ $24.00 / envelope $____________
TO: _______________________________________________
(EXHIBITING FIRM NAME)                                    (BOOTH #)
C/O  ART CRAFT DISPLAY, INC.
47220 CARTIER DR., SUITE B
WIXOM, MI  48393
1 (248) 380-0843
detroit@artcraftdisplay.com

EVENT NAME:
LeadingAge Michigan 2018
LOCATION:
Suburban Collection Showplace   May 22, 2018

PIECE # ____________________________  OF  _____________________________  TOTAL PIECES
CARRIER: ___________________________________________________________________________

PLEASE LABEL EACH PIECE

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

TO: _______________________________________________
(EXHIBITING FIRM NAME)                                    (BOOTH #)
C/O  ART CRAFT DISPLAY, INC.
47220 CARTIER DR., SUITE B
WIXOM, MI  48393
1 (248) 380-0843
detroit@artcraftdisplay.com

EVENT NAME:
LeadingAge Michigan 2018
LOCATION:
Suburban Collection Showplace   May 22, 2018

PIECE # ____________________________  OF  _____________________________  TOTAL PIECES
CARRIER: ___________________________________________________________________________

PLEASE LABEL EACH PIECE
Please label each piece 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: LeadingAge Michigan 2018
Location: Suburban Collection Showplace  May 22, 2018

Piece # ____________________________  of  _____________________________  Total Pieces
Carrier: ___________________________________________________________________________

Please label each piece

Art Craft Display, Inc.
A Division of Art Craft Service Group

07/2018

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: LeadingAge Michigan 2018
Location: Suburban Collection Showplace  May 22, 2018

Piece # ____________________________  of  _____________________________  Total Pieces
Carrier: ___________________________________________________________________________

Please label each piece

Art Craft Display, Inc.
A Division of Art Craft Service Group

07/2018

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: LeadingAge Michigan 2018
Location: Suburban Collection Showplace  May 22, 2018

Piece # ____________________________  of  _____________________________  Total Pieces
Carrier: ___________________________________________________________________________

Please label each piece

Art Craft Display, Inc.
A Division of Art Craft Service Group

07/2018

To: _______________________________________________  (Exhibiting Firm Name)  (Booth #)
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46100 Grand River Ave.
Novi, MI 48374
1 (248) 380-0843
detroit@artcraftdisplay.com

Event Name: LeadingAge Michigan 2018
Location: Suburban Collection Showplace  May 22, 2018

Piece # ____________________________  of  _____________________________  Total Pieces
Carrier: ___________________________________________________________________________

Please label each piece

Art Craft Display, Inc.
A Division of Art Craft Service Group

07/2018
FORK LIFT SERVICES

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

Credit Card Information Required with All Orders.

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

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

EXHIBITOR: Please complete this section

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

MOVE-IN
Fork Lift & Operator needed at _______ on _______ for _____ hours x $ _________ per hr. = $ _________
Fork Lift & Operator needed at _______ on _______ for _____ hours x $ _________ per hr. = $ _________
Fork Lift & Operator needed at _______ on _______ for _____ hours x $ _________ per hr. = $ _________

MOVE-OUT
Fork Lift & Operator needed at _______ on _______ for _____ hours x $ _________ per hr. = $ _________
Fork Lift & Operator needed at _______ on _______ for _____ hours x $ _________ per hr. = $ _________
Fork Lift & Operator needed at _______ on _______ for _____ hours x $ _________ per hr. = $ _________

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

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

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

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### 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).

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### 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.

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**Actual rental items may differ from photos shown.**

*Art Craft Display, Inc. reserves the right to substitute a comparable product.*
Telescoping Banner Stands

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

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

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

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

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

Hanging Banner Frames

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

All hanging banner frames 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.

Optional Display & Banner Stand Accessories

Extra Halogen Light

Item #20650-0025

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

 Clamp-On Light Fixture

Item #20670-0080

Halogen display light fixture with C-clamp.
For use with Telescoping banner stands.

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

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

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

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

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM NUMBER</th>
<th>DESCRIPTION</th>
<th>ADVANCE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20650-0005</td>
<td>A. 6' wide Curved Tabletop Pop-Up Display (60” tall)</td>
<td></td>
<td>259.00</td>
</tr>
<tr>
<td></td>
<td>20650-0010</td>
<td>B. 8’ wide Curved Tabletop Pop-Up Display (60” tall)</td>
<td></td>
<td>289.00</td>
</tr>
<tr>
<td></td>
<td>20650-0015</td>
<td>C. 8’ wide Curved Floor Pop-Up Display (89” tall) - includes case-to-counter conversion kit</td>
<td></td>
<td>459.00</td>
</tr>
<tr>
<td></td>
<td>20650-0020</td>
<td>D. 10’ wide Curved Floor Pop-Up Display (89” tall) - includes case-to-counter conversion kit</td>
<td></td>
<td>489.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM NUMBER</th>
<th>DESCRIPTION</th>
<th>ADVANCE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20650-0075</td>
<td>A. 48”w x 24”h ShowStyle Folding Display</td>
<td></td>
<td>99.00</td>
</tr>
<tr>
<td></td>
<td>20650-0080</td>
<td>B. 74”w x 36”h ShowMax Folding Display</td>
<td></td>
<td>199.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM NUMBER</th>
<th>DESCRIPTION</th>
<th>ADVANCE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20670-0005</td>
<td>Small Telescoping Freestanding Banner Stand (28”-48”w x 37”-95”h) Attachment method: Pole pocket</td>
<td></td>
<td>49.50</td>
</tr>
<tr>
<td></td>
<td>20670-0010</td>
<td>Large Telescoping Freestanding Banner Stand (52”-96”w x 36”-95”h) Attachment method: Pole pocket</td>
<td></td>
<td>57.50</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM NUMBER</th>
<th>DESCRIPTION</th>
<th>ADVANCE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20670-0035</td>
<td>6’ wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket</td>
<td></td>
<td>71.00</td>
</tr>
<tr>
<td></td>
<td>20670-0040</td>
<td>8’ wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket</td>
<td></td>
<td>79.00</td>
</tr>
<tr>
<td></td>
<td>20670-0045</td>
<td>10’ wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket</td>
<td></td>
<td>87.50</td>
</tr>
<tr>
<td></td>
<td>20670-0050</td>
<td>6’ wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket</td>
<td></td>
<td>82.00</td>
</tr>
<tr>
<td></td>
<td>20670-0055</td>
<td>8’ wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket</td>
<td></td>
<td>95.00</td>
</tr>
<tr>
<td></td>
<td>20670-0060</td>
<td>10’ wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket</td>
<td></td>
<td>101.00</td>
</tr>
</tbody>
</table>

### OPTIONAL DISPLAY & BANNER STAND ACCESSORIES / UPGRADES

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM NUMBER</th>
<th>DESCRIPTION</th>
<th>ADVANCE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20670-0080</td>
<td>Clamp-on Halogen Light - for use with Telescoping banner stands</td>
<td></td>
<td>20.00</td>
</tr>
<tr>
<td></td>
<td>20650-0025</td>
<td>Extra Halogen Display Light Fixture w/ Bulb - for use with Pop-Up displays</td>
<td></td>
<td>21.50</td>
</tr>
</tbody>
</table>

TOTAL NON-TAXABLE DISPLAY ITEMS $
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 OR EQUIPMENT ORDER IS PLACED BY AN EXHIBITOR WITH ART CRAFT; OR
WHEN ANY WORK IS ACCOMPLISHED BY ART CRAFT; OR
WHEN ANY SERVICE OR EQUIPMENT ORDER IS PLACED BY AN EXHIBITOR WITH ART CRAFT; OR
WHEN ANY WORK IS PERFORMED ON BEHALF OF EXHIBITOR, BY LABOR SECURED THROUGH ART CRAFT.

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

DEFINITIONS

The name "Art Craft Display, Inc." ("ART CRAFT") shall be construed within the meaning of this contract as ART CRAFT, and their employees, officers, directors, agents and assigns, affiliated companies and related entities including but not limited to any corporate structure within the meaning of this contract as YOU and/or the EXHIBITOR and/or SHIPPER, 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 in said equipment or furnishings and to protect its interest under this contract, may relocate the equipment or furnishings at any time and to do so may enter your property, and YOU hereby waive any right of action against ART CRAFT for such entry and retaining. 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 and/or causing YOU to prosecution. Equipment or furnishings will be left 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 at the appropriate deadlines to qualify for advance rates. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without payment, orders received after deadline dates, or orders placed at the show will be charged floor rates. Purchase orders are not considered payment. All orders must be paid in full prior to delivery of equipment or execution of services.

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

5. CANCELLATION/REFUND POLICY: Please consider your needs carefully! All items canceled or exchanged after move-in begins will be charged at 50% of original price with the exception of Labor, Premium Carpet, Modular Rental Exhibits and any other custom-order items, which will remain at 100% of the original charge.

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

7. JURISDICTION: The Agreement is governed by the laws of the state where the ART CRAFT branch pertinent to the transaction is situated. Any action arising out of or related to the Agreement shall be brought at ART CRAFT’s discretion, either in a court with jurisdiction over the county in which the pertinent ART CRAFT branch is situated, in the county in which the project for which the goods are to be used is located, or in a court or before an arbitration panel where an action against 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 hold ART CRAFT harmless from any damages, claims, complaints, fines, expenses, loss of use, injury, illness, death, or any other cause resulting from the use of the equipment or furnishings. Art Craft Display, Inc. is not responsible for loss or damage caused by delay in labor arising from bad weather or any other cause.

5. EQUIPMENT OR FURNISHINGS FAILURE: In the event any rented equipment or furnishings should become unsafe or damaged, or cease 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. Failure to do so may result in a reasonable effort to replace or repair such equipment or furnishings provided it has personnel or equipment or furnishings available; however ART CRAFT shall not be responsible for damages or injury including consequential damages resulting from failure or any defect of the rental equipment or furnishings.

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

LABOR: 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. Drainage and material handling equipment charges may apply depending on use and 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 labor services. All personnel are based solely 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 the outside labor groups; excluding some labor requests from EXHIBITORS which are normally the EXHIBITOR’s responsibility for the outside labor groups, which will remain at 100% of the original charge.

3. LABOR PROVIDED UNDER THE SUPervision of ART CRAFT:

A. RESPONSIBILITIES: ART CRAFT shall be responsible for the performance of the 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 or due to the EXHIBITOR requesting labor beyond the time stated on the work orders. ART CRAFT shall not be responsible for loss, delay or damage due to strike, lockout, 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 claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (excluding 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 ART CRAFT but supervised by EXHIBITOR. Further, EXHIBITOR’s indemnification of ART CRAFT includes any and all violations of Federal, State, County or Local ordinances, “Show regulations and/or Rules” as published and/or set forth by Facility or Show Management, and/or directing labor provided by ART CRAFT to work in a manner that violates any of the above rules, regulations, and/or ordinances.
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 DELIVERED TO OR Returned TO ART CRAFT; OR
- WHEN ANY SERVICE, PAYMENT OR ORDER FORM IS PLACED IN AN EXHIBITOR WITH ART CRAFT MATERIALS;

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 its materials and/or FACILITY AND/OR SECURITY AND/OR DRAINAGE and/or DYE/WASH and/or FIREPROOFING and/or大陸保全 and/or 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 equipment or service delivery. In US Funds only. All drayage charges from ART CRAFT are separate from any carrier charges you may incur. Under no circumstances will ART CRAFT be responsible for any freight carrier charges. Late shipment charges may apply for shipments requiring special delivery arrangements. Additional charges will be made on any shipments if they require RECRATING, PALLETTING, BANDING OR SPECIAL HANDLING. Special handling is defined as, but not limited to, shipments received or loaded out that cannot be unloaded/reloaded at the dock; or packed in such a way that would require additional handling and/or special equipment to unload/reload (i.e., double-decking, on-standing, side door unloading/loading, ground unloading/reloading).

2. TYPES OF FREIGHT: C.O.D. shipments, if right of first refusal, at EXHIBITOR’S expense. ART CRAFT assumes no responsibility for shipments in transit or in storage. ART CRAFT cannot 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 unstable in fragile condition, even if C.O.D. WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS AND/OR THEIR CONTENTS DUE TO INCLIMENT WEATHER, OR ANY OTHER CAUSE, WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

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 unstable in fragile condition, even if C.O.D. WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS AND/OR THEIR CONTENTS DUE TO INCLIMENT WEATHER, OR ANY OTHER CAUSE, WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

4. OUTBOUND SHIPMENT: All outbound shipments will be sent COLLECT OR PREPAID BY EXHIBITOR. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipments to your booth and your arrival, during which time the materials will be left unattended. ART CRAFT WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS BEFORE THEY ARE PICKED UP AT THE CONCLUSION OF THE EVENT. ART CRAFT highly recommends securing additional 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 the materials by their fire-free move-out time, your shipment will be returned by ART CRAFT at your expense. ART CRAFT reserves the right to hold outbound freight until payment of all baggage invoices is satisfied.

5. EMPTIED CONTAINERS: Emptied 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 the return of any materials that will be disposed of prior to pick-up and are not returned to ART CRAFT. 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, ART CRAFT WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER MATERIALS HAVE BEEN DELIVERED TO EXHIBITOR’S BOOTH AT SHOW SITE. ART CRAFT highly recommends contracting security services from Facility or Show Management.

6. ABANDONED FREIGHT: ART CRAFT will remove only its own 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.

7. ART CRAFT’s RESPONSIBILITY: ART CRAFT assumes no responsibility for the safety of 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, lockout, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of war or terrorism, or other causes beyond ART CRAFT’s reasonable control, nor for ordinary wear & tear in the handling of materials.

8. ART CRAFT’s LIABILITY:
   - A. CLAIMS FOR LOSS: Claims for loss or damage must be filed within 90 days after the delivery of the property, except that claims for failure to make delivery must be filed within nine (9) months after the time of delivery has expired. In no event shall or suit action be brought against ART CRAFT more than two (2) years and one day from the date 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. The Terms, Conditions and Policies page two
   - 4. GROUND SHIPMENTS: No declared value is available for ground shipments. If the shipper declares a value, they must ship by Air.
   - 5. DOMESTIC & INTERNATIONAL AIR SHIPMENTS: Declaration of value for loss or damage 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. 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.
   - 6. 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. 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.
   - 7. C. EXTRAORDINARY VALUE: Notwithstanding the above limits, 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. Glass, porcelain, china, ceramics, sculpture, and other hard objects.
     - c. Personal effect, including without limitation papers and documents.
   - 8. 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 must be suitably packaged for handling by forklift and similar means.
   - 9. MAXIMUM VALUES: Any declared value in excess of the maximum 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 maximum does not constitute a waiver of these maximums.
   - 10. C. INDEMNIFICATION: Exhibitor agrees to indemnify, forever hold harmless and defend ART CRAFT from and against any and all demands, claims, causes of action, fees, 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 loss of property or profits arising out of, contributed to by or and as the following:
     - a. 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 (AEC).
     - b. Exhibitor’s negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR’s employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractor (AEC) at the show or to exhibition to which that contractor was assigned.
     - c. 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.
     - d. 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.
   - 11. 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 receipt of evidence of insurance, in amounts and for perils determined by EXHIBITOR, no later than 4:00 PM two (2) business days prior to the date of shipment. ART CRAFT reserves the right to hold outbound freight until payment of all baggage invoices is satisfied.
   - 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 transaction in the state where the pertinent goods are to be used or the Court of the State in which the concept AEC 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 and warehouses and releases all claims against ART CRAFT, its employees, agents, officers, and directors with respect to all matters for which ART CRAFT has discharged liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he/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 hereof.
TRADE SHOW FURNISHINGS

Product Guide

Featuring:
- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools

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Power Up In Style.

ROMA
CHRPWR Chair, Powered
(white vinyl) 37” L 31” D 33” H

ROMA
SFAPWR Sofa, Powered
(white vinyl) 76” L 31” D 33” H

Powered Seating
Empower attendees at your next show with functional charging furniture from CORT and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered products.
**Powered Seating**

*Please Note:* Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together; 10A max per charging panel.

A) NPLCHP
- Naples Chair, Powered
  - (black vinyl)
  - 36"L 30"D 33.25"H

B) NPLSOP
- Naples Sofa, Powered
  - (black vinyl)
  - 87"L 30"D 33.25"H

C) NPLLOP
- Naples Loveseat, Powered
  - (black vinyl)
  - 62"L 30"D 33.25"H

**Powered Tables**

**Ventura Powered Tables**

A) VNTWHT Bar
- (white top)
  - 72.25"L 26.25"D 42"H

B) VNTBLK Bar
- (black top)
  - 72.25"L 26.25"D 42"H

**G30 Powered Tables**

C) G30DWPCafé
- 72"L 26"D 30"H

**Sydney Powered Cocktail Tables**

D) C1WP
- (white, brushed steel)
  - 48"L 26"D 18"H

E) C1YP
- (black, brushed steel)
  - 48"L 26"D 18"H

**Charging Adapters**

F) ADAPTW (white)
G) ADAPTBL (black)

Charging adapters are available to rent for all powered products.
Powered Banquettes.

MODULAR SYSTEM
Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.

BNQTL7 Center Cone
w/Electrical-Charging Outlet
(white vinyl)
36"RND 51"H

BNQ417 Full Banquette
w/Electrical-Charging Outlet
(white vinyl)
72" RND 51"H

BNQR17 Ottoman Ring
(4 ottoman seats)
(white vinyl)
72" RND 18"H

BNQ7 Quarter Curve Ottoman
(white vinyl)
53"L 22"D 18"H

WHT12 Half Bench Ottoman
(white vinyl)
39"L 22"D 18"H
Powered Pedestals

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

1. **Powered Locking Pedestal**
   - A) PDL36W (white) 24"L 24"D 36"H
   - B) PDL42W (white) 24"L 24"D 42"H
   - C) PDL36B (black) 24"L 24"D 36"H
   - D) PDL42B (black) 24"L 24"D 42"H

2. **Charging Adapters**
   - E) ADAPTW (white)
   - F) ADAPTB (black)

   Charging adapters are available to rent for all powered products.

(Images of Pedestals)

3. **Powered Tech Desk**

4. **Powered Detail**

   A. | B. Denotes AC and USB charging outlets

5. **Powered Detail**

   C. | D. Denotes AC and USB charging outlets

(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

6. **A) TECH3B Tech Desk,**
   - Powered w/3 Drawer File Cabinet
   - (black metal, laminate) 60"L 30"D 30"H

7. **B) TECH Tech Desk,**
   - Powered (black metal, laminate) 60"L 30"D 30"H

8. **C) TECH3 3 Drawer File Cabinet on Castors**
   - (black metal, laminate) 16"L 20"D 28"H

9. **Charging Adapter**
   - D) ADAPTB (black)

   Charging adapters are available to rent for all powered products.
Soft Seating
Create Engaging Booth Environments

HOPI
(gray linen)
HOPCH, Chair
21" L 25" D 34" H
HOPLV, Loveseat
48" L 25" D 34" H

PEDESTAL
PDL42W
Powered Locking
(white)
24" L 24" D 42" H

CAFÉ TABLE
30WHHC
Hydraulic Chrome Base
(enameled white top)
30" Round 29" H

REGIS
REGOTT End Table
(brushed metal)
16" L 15.5" D 14.5" H

MARCHÉ
MAR010 Swivel Ottoman
(blue fabric)
17" RND 18" H
Soft Seating Collections

**BAJA**
- A) BCHWHT Chair (white vinyl)
  - 36”L 30.5”D 28”H
- B) BLVWHT Loveseat (white vinyl)
  - 61”L 30.5”D 28”H

**FAIRFAX**
- A) FAIRSW sofa (white vinyl, brushed metal)
  - 62”L 26”D 30”H
- B) FAIRCW Chair (white vinyl, brushed metal)
  - 27”L 26”D 30”H

**NAPLES**
- A) NPLCHR Chair (black vinyl)
  - 36”L 30”D 33.25”H
- B) NPLSOF sofa (black vinyl)
  - 87”L 30”D 31.25”H
- C) NPLLLOV Loveseat (black vinyl)
  - 62”L 30”D 33.25”H

*(Available in Power)*
Munich Collection
Modular Seating to Design Custom Exhibits

MUNICH
MNCHSC Sectional 3pc.
(gray fabric)
13.5" L 27" D 28.5" H

SILVERADO
C1E Cocktail Table
(glass, chrome)
36" Round 17" H

MNCHCH Munich Armless Chair
(gray fabric)
22.5" L 27" D 28.5" H

MNCHCC Munich Corner Chair
(gray fabric)
26" L 27" D 28.5" H

MNCHLV Munich Armless Loveseat
(gray fabric)
45" L 27" D 28.5" H
Soft Seating Collections

**ALLEGRO**
A) CHR002 Chair
   (blue fabric)
   36"L 34.5"D 30"H
B) SFA002 Sofa
   (blue fabric)
   73"L 34.5"D 30"H

**TANGIERS**
A) TANSOF Sofa
   (beige textured)
   78"L 37"D 36"H
B) TANCHR Chair
   (beige textured)
   34"L 37"D 36"H
C) TANLOV Loveseat
   (beige textured)
   57.5"L 37"D 37"H

**KEY LARGO**
A) KEYCHR Chair
   (black fabric)
   35"L 35"D 34"H
B) KEYLOV Loveseat
   (black fabric)
   57"L 35"D 34"H
C) KEYSOF Sofa
   (black fabric)
   79"L 35"D 34"H

**SOUTH BEACH**
A) SO1 Sofa
   (platinum suede)
   69"L 29"D 33"H
B) OTS Ottoman
   (platinum suede)
   25"L 31"D 18"H
C) SO2
   Sofa Sectional 3pc.
   (platinum suede)
   152"L 40"D 33"H
Accent Chairs

KEY WEST
OCB Chair
(black)
31"L 31"D 31"H

MADDEN
MADGRY Arm Chair
(light gray vinyl)
27"L 32"D 33"H

SWANSON
SWAN Swivel Chair
(white vinyl)
28"L 25"D 30"H
Accent Chairs

A) BCW Madrid Chair (white vinyl) 30”L 30”D 31”H
B) OCH Madrid Chair (black vinyl) 30”L 30”D 31”H
C) FAIRGW Chair (white vinyl, brushed metal) 27”L 26”D 30”H
D) LABREA La Brea Swivel Chair (charcoal gray, fabric) 35”L 27”D 40”H
E) MNCHCH Munich Armless Chair (gray fabric) 22.5”L 27”D 28.5”H
F) HOPCH, Chair (gray linen) 21”L 25”D 34”H

Meeting & Stage Chairs

Meeting Chair 25.5”L 23.5”D 34”H
A) OCMESP (espresso vinyl)
B) OCMTAU (taupe fabric)
C) OCMWHT (white vinyl)
Group Seating

**ZENITH**

A) ZENCHR Chair (white, chrome) 18”L 22”D 32”H

B) 30MAHC Madison Hydraulic Café Table (chrome base, gray aracou top) 30”RND 29”H

**LAGUNA**

C) LMCHR Chair (maple, chrome) 18”L 19”D 34”H

D) 30WHHC Round Café Table (white laminate top, chrome hydraulic base) 30” Round 29”H

**MALBA**

MALGRY Chair (gray) 20”L 20”D 32”H

MALGRN Chair (green) 20”L 20”D 32”H
Styles & Shapes

Berlin Chair
18”L 22”D 32”H
A) CS8 (black, white)
B) CS9 (red, white)

C) CS4
Syntax Chair
(black, chrome)
23”L 19”D 32.25”H

D) XCHR
Christopher Chair
(white vinyl, chrome)
17”L 19”D 35”H

E) CH002
Wendy Chair
(clear acrylic)
15”L 20”D 36”H

F) SC10
Razor Armless Chair
(white)
15.38”L 15.5”D 30.5”H

G) SC3
Brewer Chair
(onyx, black)
20”L 20”D 32”H

H) XC6
Altura Guest Chair
(black, crepe)
25”L 20”D 34”H

Mix & Match

Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

I) RSTDIN Rustique Chair w/arms (gunmetal) 20”L 18”D 31”H
J) DUET Duet Chair (black, chrome) 21”L 23”D 33”H
Ottomans

VIBE CUBE
18”L 18”D 18”H
A) VIB09 (white vinyl)
B) VIB10 (black vinyl)
C) VIB11 (steel blue vinyl)
D) VIB13 (purple vinyl)
E) VIB12 (silver vinyl)
F) VIB07 (beige vinyl)
G) VIB04 (red vinyl)
H) VIB06 (gold/bronze vinyl)
I) VIB01 (green vinyl)
J) VIB03 (pink vinyl)
K) VIB05 (yellow vinyl)
L) VIB02 (blue vinyl)
M) VIB08 (orange vinyl)
Styles & Shapes

Marche Swivel Ottomans

- A) MAR001 (white vinyl)
- B) MAR005 (red fabric)
- C) MAR009 (pear yellow fabric)
- D) MAR007 (plum fabric)
- E) MAR010 (blue fabric)
- F) MAR002 (gray fabric)
- G) MAR006 (rose quartz fabric)
- H) MAR003 (linen fabric)
- I) MAR004 (raspberry fabric)
- J) MAR008 (meadow green fabric)

ENDLESS Square

- I) END02B (black)
- J) END02W (white)
- K) END01B (black)
- L) END01W (white)

ENDLESS Curved

- K) END01B (black)
- L) END01W (white)

Beverly Bench

- A) BVLYWH (white vinyl)
- B) BVLYBK (black vinyl)
- C) BVLYGR (gray fabric)
- D) BVLYRD (red fabric)
- E) BVLYOB (ocean blue fabric)
- F) BVLYLN (linen fabric)
- G) BVLYBN (brown fabric)

H) WHT12 Half Bench (white vinyl)
39"L 22"D 18"H

Regis Bench

- M) BNQ7 Quarter Curve (white vinyl)
53"L 22"D 18"H
- N) BNQR17 Ring (4 ottoman seats) (white vinyl)
72"RND 18"H
- O) SAL Sally Stool (white)
12" Round 17"H
- P) CUBL20 Edge LED Cube (white plastic)
20"L 20"D 20"H
A/C power only
- Q) REGBEN (brushed metal)
47"L 15.5"D 16"H
Accent Tables

**ALONDRA**

Cocktail Table
47”L 24”D 16”H
A) ALC100 (glass, chrome)
B) ALC200 (wood, chrome)

End Table
20”L 20”D 20”H
C) ALE100 (glass, chrome)
D) ALE200 (wood, chrome)

**GEO**

Cocktail Table
50”L 22”D 16”H
A) C1C (glass, chrome)
B) C1F1WB (wood, black)

End Table
26”L 26”D 20”H
C) E1C (glass, chrome)
D) E1F1WB (wood, black)
Styles & Shapes

SYDNEY
(brushed steel)
Cocktail Tables
48”L 26”D 18”H
A) CYW (white)
B) CYP (Powered)

End Tables
23”L 23”D 22”H
C) CYW (white)
D) CYY (black)

REGIS
(brushed metal)
E) REGEN Bench Table
47”L 15.5”D 16”H
F) REGOTT End Table
16”L 15.5”D 16.5”H

SILVERADO
(glass, chrome)
G) E1E End Table
24” Round 22”H
H) C1E Cocktail Table
36” Round 17”H

OLIVER
(walnut finish)
I) EOLI End Table
22” Round 22”H
J) COLI Cocktail Table
47”L 27”D 19”H

RUSTIC
(wood)
K) ETBL E-Table
21”L 15.5”D 27.5”H
L) TMBTBL Timber Table
16” Round 17”H
M) AURA
Aura Round Table
(white metal)
15” Round 22”H
N) CUBTBL Edge LED Cube Table
(plexi top, white plastic)
20”L 20”D 20”H
A/C power only
Café Tables

A) 30MAHC Madison Hydraulic Café Table
   (chrome base, gray acajou top)
   30"RND 29"H

B) MALGRN Malba Chair
   (green)
   20"L 20"D 32"H

30” Round Café Tables
Standard Black Base
30” Round 29” H
A) ZTH (liquid steel blue top)
B) ZTB (red top)

Hydraulic Chrome Base
30” Round 29” H
C) 30WHHC (white laminate top)
D) 30STHC (silver textured)

E) CS4 Syntax Chair
   (black, chrome)
   23”L 19”D 32.25”H
Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.

Café Tables
Standard Black Base
30" Round 29"H
A) ZTG (silver textured)
B) ZTJ (graphite nebula)
C) ZTK (maple)
D) 30WH29 (white laminate)
E) ZTA (Madison/gray acajou)

36" Round 29"H
F) ZTQ (white laminate)
G) ZTN (graphite nebula)
H) ZTP (maple)

Café Tables
Hydraulic Chrome Base
30" Round 29"H
I) 30SBHC (liquid steel blue)
J) 30GRHC (graphite nebula)
K) 30MTHC (maple)
L) 30BRHC (red)

36" Round 29"H
M) 36WTHC (white laminate)
N) 36GRHC (graphite nebula)
O) 36MTHC (maple)

Mix & Match
Create the ultimate look. Choose from a wide variety of colorful Group Seating for the perfect style.

A) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H
B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H
Bar Tables

A) 30WHHB
30" Round Bar Table
(white laminate top, chrome hydraulic base)
20" RND 45"H

B) APS12
Apex Barstools
(blue ultra suede)
21"L 21"D 33"H

C) 30SBHB
30" Round Bar Table
(liquid steel blue top, chrome hydraulic base)
30" RND 45"H

D) LMBAR
Laguna Barstool (maple, chrome) 18"L 20"D 47"H

E) RSTSQT
Rustique Square Metal Bar Table
(gunmetal)
23.75"L 23.75"D 41.25"H

F) RSTSTL
Rustique Barstool
(gunmetal)
13"L 13"D 30"H
Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.

MAPLE  WHITE LAMINATE  SILVER TEXTURED  GRAPHITE NEBULA

LIQUID STEEL BLUE  RED  MADISON/GRAY ACAJOU

Bar Tables
Standard Black Base
30" Round 42"H
A) VTJ (graphite nebul)
B) VTK (maple)
C) VTG (silver textured)
D) VTB (red)
E) 30WH42 (white laminate)
F) VTH (liquid steel blue)
G) VTA (Madison/gray acajou)
H) 30MAHB 30" Round Bar Table w/Hydraulic Chrome Base (Madison/gray acajou) 30" RND 45"H

36" Round 42"H
I) VTV (white laminate)
J) VTN (graphite nebul)
K) VTP (maple)

Hydraulic Chrome Base
30" Round 45"H
L) 30GRHB (graphite nebul)
M) 30MTHB (maple)
N) 30STHB (silver textured)
O) 30BRHB (red)

36" Round 45"H
P) 36WTHB (white laminate)
Q) 36GRHB (graphite nebul)
R) 36MTHB (maple)

Style & Design

Create the right look. Choose from a wide variety of Bar Table heights and colors for the perfect look.

R) 30MAHB 30" Round Bar Table w/Hydraulic Chrome Base (Madison/gray acajou) 30" RND 45"H
S) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H
Barstools

LIFT BARSTOOLS
15" Round 23-33.5" H
A) ROLLWH (white vinyl)
B) ROLLRD (red vinyl)
C) ROLLBL (black vinyl)
D) ROLLLGY (gray vinyl)
Mix & Match

Create the ultimate look. Choose from a wide variety of select Bar Seating for the perfect style.

O) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H
P) LMBAR Laguna Barstool (maple, chrome) 18"L 20"D 47"H
Conference Tables

42" Round Conference Table
42"RND 29”H
A) CONF42 (white laminate)
B) CB1 (graphite nebula)
C) CB8 (Madison/gray acajou)

Powered Conference Table Module
(black) 5”L 2.25”D 2”H
Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.

MADISON
(Madison/gray acajou)
D) MADC05 5’ Table
60”L 48”D 29”H
E) MADC08 8’ Table
96”L 48”D 29”H
F) MADC10 10’ Table
120”L 48”D 29”H
Styles & Shapes

Mix & Match

Styles & Shapes

Atomic Round Tables
(glass, chrome)
A) 42ATO 42" RND 30"H
(not shown)
36ATO 36" RND 30"H

Geo Rounded Square Tables
42"L 42" D 29"H
C) CE1 (glass, chrome)
D) CP1 (glass, black)

Geo Rectangular Tables
60"L 36" D 29"H
E) CF2 (glass, black)
D) CE2 (glass, chrome)

G) MERLIN Merlin Multi Use Table
(gray laminate, black)
46"L 29"D 30"H

H) WD3 Work Table
white laminate, white
48"L 24" D 30"H

Conference Tables
(graphite nebulas)
I) CB3 8'
96"L 48" D 29"H
J) CB2 6'
72"L 42" D 29"H

Conference Tables
(granite)
K) C508GR 8'
96"L 44" D 29"H
L) CT10GR 10'
120"L 46" D 29"H
M) CT06GR 6'
72"L 36" D 29"H

N) PROEXB Pro Executive High Back Chair
(black vinyl) 25"L 24" D 48"H Adjustable.

O) PROMID Pro Executive Mid Back Chair
(white vinyl) 24"L 22" D 40"H Adjustable.
Executive Seating

Pro Executive High Back Chair
25"L 24"D 48"H Adjustable
A) PROEXE (white classic vinyl)
B) PROEXB (black vinyl)

PROMDB Pro Executive Mid Back Chair
(black vinyl)
24"L 22"D 40"H Adjustable

PROMID Pro Executive Mid White Chair
(white vinyl)
24"L 22"D 40"H Adjustable

PROGB Pro Executive Guest Chair
(black vinyl)
24"L 22"D 36"H

SY1 Altura Steno Chair
(black crepe)
25"L 26"D 21"H
Communal and Powered Tables

Choose from Powered, Solid or Grommet Hole Table Tops.

Ventura Bar Tables
(silver frame)
72.25"L 26.25"D 42"H
A) VNTBLK (black top)
B) VNTWHT (white top)

Ventura Communal Bar Tables
(silver frame)
72.25"L 26.25"D 42"H
Maple Top
B) VNTMNP (solid)
VNTBMWP (grommets)
White Top
C) VNTBWW (grommets)
VNTWNWP (solid)
Black Top
VNTBNP (solid)

G30 Powered Café Tables
72"L 26"D 30"H
A) G30DWP (silver frame, white top)

G30 Communal Café Tables
(silver frame)
72"L 26"D 30"
Maple Top
B) G30DMS (solid)
C) G30DMW (grommets)
White Top
D) G30DWS (solid)
E) G30DWW (grommets)

Table Top Options
Colors not available in all table options. Please check options listed to the right.

BLACK WHITE MAPLE

Denotes AC and USB charging outlets
Charging adapters are available to rent for all Powered Table Products.
Office Essentials

MADISON
A) JD8 Madison Executive Desk
(gray acacia) 60"L 30"D 29"H
B) CRI Madison Credenza
(gray acacia) 60"L 20"D 29"H
C) PROMDB Pro Executive
Mid Back Chair
(black vinyl) 24"L 22"D 40"H Adjustable
D) PROEXE Pro Executive
High Back Chair
(white classic vinyl) 25"L 24"D 48"H Adjustable
TECH COLLECTION

A) TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet
   (black metal, laminate)
   60"L 30"D 30"H
B) TECH Tech Desk, Powered
   (black metal, laminate)
   60"L 30"D 30"H
C) TECH3 3 Drawer File Cabinet on Castors
   (black metal, laminate)
   16"L 20"D 28"H

Denotes AC and USB charging outlets

Charging Adapters
D) ADAPTB (black)

Charging adapters are available to rent for all powered products.

LIGHTING & PRODUCT DISPLAY

ACCENT LAMPS

MASON LAMPS
   (brushed silver)
A) LA15 Floor Lamp
   18" Round 55"H
B) LA14 Table Lamp
   16" Round 26"H

SHELVING

C) PSHCCS
   Posh Shelving
   (Chrome, Acrylic)
   36"L 18"D 72"H
D) BC8
   Madison Bookcase
   (gray acajou)
   36"L 12"D 72"H
Show Essentials

MARTINI BAR

A) BRC Martini Bar Circle
Comprised of three BR1 Martini Bars
100”L 100”D 45”H

B) BR1 Martini Bar
(gray metal, frosted glass top)
67”L 22”D 45”H

Suggested Uses of Martini Bar

REFRIGERATORS

C) R1R Large
(White, 14.0 cubic feet)
28”L 28”D 64”H

D) R1Q Small
(White, 4.0 cubic feet)
20”L 22”D 33”H
**LIGHTED PRODUCTS**

LED light available in white, red, green, blue and rolling color.

A) CUBL20 Edge LED Cube Ottoman  
(white plastic)  
20"L 20"D 20"H  
A/C power only

B) CUBTBL Edge LED Cube Table  
(plexi top, white plastic)  
20"L 20"D 20"H  
A/C power only

**MOBILE TABLET STANDS & ACCESSORIES**

Mobile Tablet Stands Include 3 AC and 2 USB Charging Outlets

**TABLET STANDS**

A) TBSTND (black)  
14"L 13"D 44.5"H

B) TBSTDW (white)  
14"L 13"D 44.5"H

**ACCESSORIES**

C) TBBCHR Brochure Holder  
(black)  
8.625"L 1.1"D 11.325"H

denotes AC and USB charging outlets

D) TBSHLF Charging Shelf  
(black)  
14.85"L 7.17"D 1"H

E) TBPNTR Wireless Printer Holder  
(black)  
3.3"L 1.9"D 5.28"H
Nationwide Service
24 hours a day, 7 days a week, 365 days a year

CORT Trade Show Furnishings is proud to offer this collection of the highest quality, design-oriented furnishings. Our nationwide distribution and professional staff is dedicated to the success of your exhibit. Make CORT Trade Show Furnishings your furniture solution.
### ORDER INFORMATION

**Exhibiting Co:**

**Email:** Name (Print):

**City, State, Zip:**

**Address:**

**CANCELLATIONS:**

**Authorized By:**

**Signature:**

**PAYMENT:**

**LATE ORDERS:**

**Fax:**

**Phone:**

**U.S. bank unless prior arrangements were made.**

**CHRPWR Roma Chair, Powered White Vinyl**

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**Additional Powered Products Under Office & Product Display on Pg2**

**SOFT SEATING COLLECTIONS**

**CODE**

**QTY**

**ITEM**

**DESCRIPTION**

**2018**

**TOTAL**

| CHR001 | 1 | Allegro Chair | Blue Fabric | $390  |
| SFAPA0 | 1 | Allegro Sofa | Blue Fabric | $557  |
| BCHWHT | 1 | Baja Chair | White Vinyl | $422  |
| BLUWHT | 1 | Blue Lavelle | White Vinyl | $615  |
| FARROW | 1 | Fairfax Chair | White Vinyl, Brushed Metal | $273  |
| FAIRSW | 1 | Fair Saxia | White Vinyl, Brushed Metal | $385  |
| HOPCH | 1 | Hopi Chair | Gray Linen | $184  |
| HOPCH | 1 | Hopi Loveeat | Gray Linen | $288  |
| KEYCHO | 1 | Key Largo Chair | Black, Fabric | $247  |
| KEYLOV | 1 | Key Largo Loveeat | Black, Fabric | $296  |
| MNCH01 | 1 | Munich Armrest Chair | Gray Fabric | $359  |
| MNCHLV | 1 | Munich Armrest Loveeat | Gray Fabric | $622  |
| MNCHEC | 1 | Munich Corner Chair | Gray Fabric | $434  |
| MNCHEC | 1 | Munich Sectional, 3 Pc. | Gray Fabric | $1,396 |
| NPLCHR | 1 | Naples Chair | Black Vinyl | $485  |
| NPLCHP | 1 | Naples Loveeat | Black Vinyl | $657  |
| NPLSOF | 1 | Naples Sofa | Black Vinyl | $699  |
| SQ2 | 1 | South Beach Sectional Platinum Suede, 3 Pieces | $1,267  |
| SO1 | 1 | South Beach Sofa | Platinum Suede | $530  |
| TANCHR | 1 | Tangiers Chair | Beige Textured | $387  |
| TANLOV | 1 | Tangiers Loveeat | Beige Textured | $520  |
| TANSOF | 1 | Tangiers Sofa | Beige Textured | $525  |

**ACCENT CHAIRS**

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**QTY**

**ITEM**

**DESCRIPTION**

**2018**

**TOTAL**

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**DELIVERY INFORMATION**

**Show Name:**

**Contractor:**

**Booth Number(s):**

**Venue:** Suburban Collection Showplace

**CHICAGO DISTRICT**

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

**CORT Trade Show Furnishings**

2141 International Pkwy., Ste 300

Woodridge, IL 60517

630-972-0146

Please email both pages to:

TSChiicago@cort.com

---

**PAYMENT INFORMATION**

**Order Total:**

**Ordering within 14 days of show opening?**

**No**

**Late Order Fee:**

**State Tax:** (excluding NV, CA & OR)

**6.00%**

**TOTAL DUE:**

**Credit Card:**

**Exp Date:**

**CVV:**

**Billing Zip Code:**

**Name (Print):**

**Authorized By:**

**Signature:**

**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.

**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.

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**2018 Trade Show Kit Order Form v1.07.28.17**

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Page 1 of 2

Page 1 TOTAL 5 0
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<td>$244</td>
<td></td>
</tr>
<tr>
<td>30WHTC</td>
<td>36</td>
<td>Round Café Table</td>
<td>Silver Textured Top</td>
<td>$244</td>
<td></td>
</tr>
<tr>
<td>30WHTC</td>
<td>36</td>
<td>Round Café Table</td>
<td>White Laminated Top</td>
<td>$244</td>
<td></td>
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<tr>
<td>30MHC</td>
<td>36</td>
<td>Round Madison Café Table</td>
<td>Gray Acajou</td>
<td>$232</td>
<td></td>
</tr>
<tr>
<td>30WHHC</td>
<td>36</td>
<td>Round Café Table</td>
<td>Graphite Nebula Top</td>
<td>$262</td>
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<tr>
<td>30MTHC</td>
<td>36</td>
<td>Round Café Table</td>
<td>Maple Top</td>
<td>$262</td>
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<tr>
<td>30WHTC</td>
<td>36</td>
<td>Round Café Table</td>
<td>White Laminated Top</td>
<td>$262</td>
<td></td>
</tr>
<tr>
<td>RST50T</td>
<td></td>
<td>Roots Square Metal Bar Table</td>
<td></td>
<td>$206</td>
<td></td>
</tr>
</tbody>
</table>
# DESKTOPS

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

# LAPTOPS

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

# DISPLAYS

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

<table>
<thead>
<tr>
<th>Model</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>40” LED SMART Monitor</td>
<td>1920x1080p, 16:9 Ratio, 120hz, HDMI &amp; Audio Ports, Speakers</td>
</tr>
<tr>
<td>47” LCD Monitor</td>
<td>1920x1080p, 16:9 Ratio, 120hz, VGA, Composite, Component, HDMI &amp; Audio Ports, Speakers</td>
</tr>
<tr>
<td>50” LED Monitor</td>
<td>1920x1080p, 16:9 Ratio, 120hz, VGA, Composite, Component, HDMI &amp; Audio Ports, Speakers</td>
</tr>
<tr>
<td>55” LCD/LED Monitor</td>
<td>1920x1080p, 16:9 Ratio, 120hz, VGA, Composite, Component, HDMI &amp; Audio Ports, Speakers</td>
</tr>
<tr>
<td>70” LED SMART Monitor</td>
<td>1920x1080p, 16:9 Ratio, 120hz, VGA, Composite, Component, HDMI &amp; Audio Ports, Speakers</td>
</tr>
<tr>
<td>80” LED SMART Monitor</td>
<td>1920x1080p, 16:9 Ratio, 120hz, VGA, Composite, Component, HDMI &amp; Audio Ports, Speakers</td>
</tr>
</tbody>
</table>

## Touchscreens

<table>
<thead>
<tr>
<th>Model</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>23” LCD Touchsmart PC</td>
<td>Intel CI 2.3ghz, 4g/1tb, DVD, Ethernet, WIFI, Keyboard, Mouse, Speakers, Max Resolution 1920x1080p, 16:9 Ratio</td>
</tr>
<tr>
<td>DISPLAY ACCESSORIES</td>
<td>6Ft. Dual Post Floor Stand option for displays</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Wall mount option for displays</td>
</tr>
<tr>
<td></td>
<td>Accessory shelf option for dual post stands</td>
</tr>
<tr>
<td>PRINTERS</td>
<td>HP Laserjet 4240n 40ppm, USB, Ethernet, Par. Connections</td>
</tr>
<tr>
<td></td>
<td>HP Laserjet 2025n 20ppm Color, 20ppm B&amp;W, USB, Ethernet Connections</td>
</tr>
<tr>
<td></td>
<td>HP 4345 Multi Function/Copy Machine, B&amp;W 45ppm, USB, Ethernet Connection</td>
</tr>
<tr>
<td></td>
<td>HP 4370 Multi Function/Copy Machine, Color 30ppm, USB, Ethernet Connection</td>
</tr>
<tr>
<td>MISC. CONT.</td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>DVD HD and Blu-Ray Players</td>
<td></td>
</tr>
<tr>
<td>LCD Projector</td>
<td>2200 – 3000 Lumens</td>
</tr>
<tr>
<td>Tripod Screens</td>
<td>6ft &amp; 8ft</td>
</tr>
<tr>
<td>Wireless MIC and Powered Speaker</td>
<td></td>
</tr>
<tr>
<td>Wired MIC and Powered Speaker</td>
<td></td>
</tr>
</tbody>
</table>

Ph# 586-268-7443, Fax 586-268-7583
www.sales@completecomputerrentals.com
## RENTAL RATES ARE FOR ENTIRE SHOW AND INCLUDE SUPPORT

<table>
<thead>
<tr>
<th>QTY</th>
<th>EQUIPMENT</th>
<th>SHOW RATE</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>2.53GHZ, 4G/250G HD, DVD-CDRW, WIN 7</td>
<td>170.00</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>2.3GHZ, 8G/500G HD, DVD-CDRW, WIN 7</td>
<td>225.00</td>
<td></td>
</tr>
</tbody>
</table>

### LAPTOPS
- **I5** 2.53GHZ, 4G/250G HD, DVD-CDRW, WIN 7: $170.00
- **I7** 2.3GHZ, 8G/500G HD, DVD-CDRW, WIN 7: $225.00

### DISPLAYS
- **17”** 4:3 or **19”** 4:3 or **20”** WIDE SCREEN (circle one): $75 or 100 or 130.00
- **24”** 1920x1080p HD w/HDMI, VGA: $200.00
- **32”** 1920x1080p HD w/HDMI, VGA & speakers: $275.00
- **40”** 1920x1080p HD SMART w/HDMI & speakers: $495.00
- **42”** 1920x1080p HD w/HDMI, VGA & speakers: $525.00
- **47”** 1920x1080p HD w/HDMI, VGA & speakers: $595.00
- **50”** 1920x1080p HD w/HDMI, VGA & speakers: $625.00
- **55”** 1920x1080p HD w/HDMI, VGA & speakers: $725.00
- **65”** 1920x1080p HD SMART w/HDMI, VGA & speakers: $850.00
- **70”** 1920x1080p HD SMART w/HDMI, VGA & speakers: $925.00
- **80”** 1920x1080p HD SMART w/HDMI, VGA & speakers: $1650.00

### TOUCHSCREENS
- **23”** HP TOUCHSMART PC 1920x1080p HD w/speakers: $300.00
- **42”** TOUCHSCREEN 1920x1080p HD w/HDMI/speakers: $945.00

### DISPLAY ACCESSORIES
- FLOOR STAND 6’ dual post **rented with our display**: $85.00
- WALL MOUNT (with our display): $85.00
- ACCESSORY SHELF FOR FLOOR STAND (with our stand): $30.00
- 6’ UNIVERSAL FLOOR STAND **rented without our display**: $250.00

### PRINTERS
- HP 601n BLACK & WHITE LASER: $140.00
- HP 2025n COLOR LASER: $275.00

### MISC.
- CHARGING TABLE–BLACK 40” Tall w/6 PORTS: $295.00
- COPY MACHINE FLOOR MODEL B/W or COLOR: $1200.00 or 1800.00
- HD DVD PLAYER or BLU-RAY PLAYER (circle one): $30.00 or 75.00
- MEDIA PLAYER **1080p** (SD/USB ports): $50.00
- TRIPOD SCREEN 6ft or 8ft w/skirt (circle one): $90.00 or 105.00
- POWERED SPEAKER w/wired MIC or w/wireless MIC: $150.00 or 300.00

### EXHIBITOR INFORMATION:

**Ordered by:**
**Company Name:**
**Address:**
**City:**
**State:**
**Zip Code:**
**Phone:**
**Fax:**
**Email Address:**

**Show Contact:**
**Cell Number:**
**Booth Number:**
**Delivery Date:**
**Delivery Time:**
**Exhibitor must be present in booth to accept delivery or additional fees will apply.**

**Pickup Date:**
**Pickup Time:**
**Exhibitor responsible for equipment until pickup.**

**Payment Information:**

**VISA MC AMEX SECURITY CODE**

**Card Number:**
**Exp.:**

**Cardholder Name:**

**Signature:**

6% Sales Tax

**Delivery/Setup/Pickup:** $150.00

TOTAL

---

SHOW NAME: ____________________________

PAYMENT INFORMATION (Payment required prior to delivery)

**VISA MC AMEX SECURITY CODE**

**Card Number:**
**Exp.:**

**Cardholder Name:**

**Signature:**

---

Art Craft Form 2018
### Nightly Cleaning Services

Before closing of the show, wastebaskets emptied, tables wiped. Service is provided nightly, after show closing. Service commences on the final night of move in and ends the night before the first open show day.

Total Booth Sq. Ft. X .11 X Total Show Days = Total Cost

### One Time Cleaning Service

- Carpets vacuumed or floor swept, wastebaskets emptied, tables wiped.

Total Booth Sq. Ft. X .15 X Total Show Days = Total Cost

### Total Due

**Grand Total!

Once move-in has begun, please visit the service desk for all related issues.**
Electrical Requirements

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

Per the rules, here are the electrical requirements:

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

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

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

Thank you for your cooperation on this matter!!
Dear Showplace Exhibitor:

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

In order to expedite a smooth and proper operational show, please fill out your service requirement order form and return it immediately.

Full payment must accompany order to receive advance rate. No exceptions, please!!! Payment in full must be rendered prior to opening of 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 order 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 and checks as payment. Cancellations made 7-14 days prior to show will be refunded at a rate of 50%. Orders cancelled later than seven days prior to show will result in forfeiture of deposit.

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

For safety purposes, all connections larger than 30AMP must be hard wired. All motors must have a magnetic starter or manual disconnect switch. Wiring and electrical connections to motors or equipment will be billed on a labor and material basis. All customer supplied scatter boxes require at least 30’ of cord sized properly for feed for field connection.

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

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

To help in determining the size of outlet necessary for your equipment, the list below should act as a guide of wattage necessary to operate various items. A good rule of thumb when figuring necessary power is that a standard light bulb in your home is 100 watts. 100 watts is equal to 1 amp.

Materials and labor for 24 hour power or 240V is a 50% addition to total bill. Labor is billed at $50.00 per hour straight time and $75.00 overtime.

For additional needs not listed on this form, call our office for availability and pricing. Thank you and I hope you enjoy the show.
BoCo Enterprises Internet and Connectivity Form

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

ALL SERVICES FOR TECHNICAL SUPPORT AND LEVELS OF CONNECTIVITY LISTED BELOW ARE SUBJECT TO AVAILABILITY.
ALL CONNECTIONS LISTED ARE INTENDED FOR ONE DEVICE ONLY AND NO SPLITTERS, ROUTERS, OR OTHER WIRELESS DEVICES ARE ALLOWED WITHOUT WRITTEN CONSENT FROM BoCo ENTERPRISES

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

Customer—Print Authorized Name

Customer—Authorized Signature

Date

BoCo Enterprises—Print Authorized Name

BoCo Enterprises—Authorized Signature

Date

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

☐ Credit Card ☐ Amex ☐ MC ☐ Visa

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

Card Holder Name (print) ____________

Card Holder Name (signature) ____________

Date

---

** **

BASIC INTERNET SERVICE

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

WIRELESS CONNECTIVITY – ONE DEVICE ONLY

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

INTERNET VIA HARDLINE**

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

<table>
<thead>
<tr>
<th>Shared Bandwidth Hardline</th>
<th>Quantity</th>
<th>Advance</th>
<th>Floor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 1.5 Mbps</td>
<td>One drop for up to 3 devices*</td>
<td>$335</td>
<td>$385</td>
<td></td>
</tr>
<tr>
<td>Up to 5 Mbps</td>
<td>One drop for up to 5 devices*</td>
<td>$435</td>
<td>$510</td>
<td></td>
</tr>
<tr>
<td>Up to 10 Mbps</td>
<td>One drop for up to 10 devices*</td>
<td>$535</td>
<td>$635</td>
<td></td>
</tr>
</tbody>
</table>

* A rental switch is required for multiple connections.

Dedicated Bandwidth Hardline

1.5 Mbps
One drop for up to 3 devices (includes 1 public IP and 1 router) $800 $850

5 Mbps
One drop for up to 5 devices (includes 1 public IP and 1 router) $1,000 $1,075

10 Mbps
One drop for up to 10 devices (includes 1 public IP and 1 router) $1,200 $1,300

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

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

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

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

CONTACT TERRI FREYTAG FOR PRICING

---

Internal Use Only

SUBTOTAL: ___________________________

GRAND TOTAL: _________________________

---

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

Customer—Print Authorized Name

Customer—Authorized Signature

Date

BoCo Enterprises—Print Authorized Name

BoCo Enterprises—Authorized Signature

Date

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

☐ Credit Card ☐ Amex ☐ MC ☐ Visa

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

Card Holder Name (print) ____________

Card Holder Name (signature) ____________

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

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

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

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

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

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

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

8. **EQUIPMENT COMPLIANCE REQUIREMENT** must comply with FCC regulations and be configured to operate with “dial 9” service. BoCo reserves the right to limit use of outside communication devices, including wireless devices.

9. **CHARGES SUBJECT TO CHANGE:** Prices for labor, equipment and services are based upon current wage rates and are subject to change without notice. Rates quoted for all connections cover only bringing one service to the event space in the most convenient manner and do not include connection of customer owned equipment.

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

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