

## GENERAL INFORMATION

MPT 2023 is owned by the American Gear Manufacturers Association (AGMA). The exposition is produced and managed on behalf of AGMA by National Trade Productions (NTP). For all questions on MPT 2023 policies, regulations and display limitations, contact NTP's Event Services Representative, Nate Harar, at 703-706-8244, toll free 1-800-687-7469, x244 (U.S. & Canada only) or by email at [nharar@ntpevents.com](mailto:nharar@ntpevents.com). For questions regarding shipping, storage, labor, rental of utilities, furniture, carpet, special decorations, audio/visual, flowers, photography services, etc., please see the Official Contractors contact information listing located in this section.

### EXHIBIT LOCATION

Huntington Place  
1 Washington Blvd.  
Detroit, MI 48226

<https://www.huntingtonplacedetroit.com/plan-your-event-2/exhibitor-services-online-ordering>

### FACILITY SPECIFICATIONS

*Ceiling Height:* The ceilings are 30' throughout with a few columns in the exhibit hall.

*Floor Load Capacity:* General exhibit hall floor loading is 300 pounds per square foot (or an HS20 Highway Loading); specific floor areas have a reduced capacity of 220 pounds per square foot. Loading well more than 300 pounds per square foot can be accommodated depending on location, physical dimensions and adjoining loading. Loading more than 300 pounds per square foot must receive approval by Huntington Place.

*Utilities:* Utility grids in the halls are located in designated areas and include electrical (110v, 208v and 480v) compressed air, water, drains, telephone. They pull the power from the floor but are able to drop from the ceiling if it is requested. Huntington Place has more 480v electrical service than most convention centers.

### SHOW HOURS

Tuesday, October 17	9:00 AM – 6:00 PM (5:00 PM - 6:00 PM Welcome Reception)
Wednesday, October 18	9:00 AM – 5:00 PM
Thursday, October 19	9:00 AM – 4:00 PM

Exhibitor personnel are permitted to enter the hall at 8:00 AM each exhibit day. Any exhibitor requiring earlier entry must obtain written permission from Show Management the day prior and obtain a Special Work Permit. Exhibitors must exit the hall at posted times during move-in and move-out and at the close of the hall on show days unless they obtain a Special Work Permit.

## EXHIBIT INSTALLATION HOURS

Thursday, October 12	12:30 PM – 4:30 PM	<b>Target Move-in Only</b>
Friday, October 13	8:00 AM – 4:30 PM	<b>Exhibitor Move-in</b>
Saturday, October 14	8:00 AM – 4:30 PM	<b>Exhibitor Move-in</b>
Sunday, October 15	<b>DARK DAY</b>	<b>No Access to Exhibit Hall</b>
Monday, October 16	8:00 AM – 1:00 PM	<b>Exhibitor Move-In</b>
Monday, October 16	2:00 PM – 3:00 PM	<b>Safety inspection</b>

Please reference the Target Freight Floorplan for your assigned freight delivery time. This can be found in the GEMS Services section of the exhibitor services manual.

**Note:** All displays must be in place and display material, cartons and refuse removed from the aisles by 1:00 PM, Monday, September 13 to facilitate the placement of aisle carpets. Exhibitors will be permitted to work within their exhibit space after 3:30 PM with prior approval from the Show Management Office. **All exhibits must be "Show Ready" by 1:00 PM on Monday, October 16. Exhibitors are asked to be in their booths and ready for the show opening by 8:30 AM, Tuesday, October 17.**

## EXHIBIT DISMANTLING HOURS

Thursday, October 19	4:00 PM – 10:00 PM
Friday, October 20	8:00 PM – 3:00 PM

**Note:** All exhibitor materials must be removed from the hall by 3:00 PM on Friday, October 20.

All signed Material Handling Forms must be completed and turned into the GEMS Exhibitor Service Center by 3:00 PM on Friday, October 20. All carriers must check-in no later than 12:00 PM on Friday, October 20. Displays must be completely packed and ready to ship before your carrier or vehicle will be allowed access to the loading docks. **Exhibitors may not begin breaking down their booths until the show officially closes at 4:00 PM on Thursday, October 19.**

## BOOTH EQUIPMENT & CARPET

Each 10' deep exhibit will be set with 8' high **BLACK** back drape and 3' high **BLACK** side drape, as well as a 7" x 44" company ID sign. Electricity, furnishings, displays, and any other items needed are the responsibility of the exhibitor. All exhibits **must have** wall-to-wall carpeting or other flooring, with no concrete floor exposed. The aisle carpet color will be **TUXEDO** at MPT 2023.

Exhibitors are encouraged to order booth cleaning/vacuuming for each night of MPT 2023. Cleaning services can be ordered from by completing the form in the *Utility & Additional Services* section of the manual. Booth cleaning is not included in the exhibit space price.

## SAFETY INSPECTION

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It is imperative that the exhibition be conducted to ensure the safety of all concerned – visitors, exhibitor personnel and staff. Please reference the Safety Inspection Checklist found in the *Rules & Regulations* section of the Exhibitor Services Manual.

The Trade Show Advisory Council and Show Management will conduct a final safety inspection on Monday, October 16 from 2:00 – 3:00 PM. Show Management will be monitoring the floor during move-in, looking for booths in violation of safety regulations. Exhibitors will be notified of any violations, either in person or by written notice left in the booth. All violations must be corrected prior to the show opening.

## SECURITY

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Uniformed Security Guards and Badge Checkers will be stationed throughout the exhibit halls on a 24-hour basis and will patrol the floor during non-show hours. Every reasonable effort is made to prevent losses. **The final responsibility, however, lies with the exhibitor.** It is advised that items such as laptops, small monitors, or anything that is easily concealed, NOT be left unsecured in a booth overnight.

## OFFICIAL CONTRACTORS

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Below is a list of the official contractors selected by AGMA and NTP Events. Please report any inquiries you receive for services, shipping, AV, design/building, etc. from companies who are not on this list. Be assured that neither AGMA nor NTP Events provides exhibitor lists to those other than official MPT vendors. If you have received an email or a phone call and are not sure if this is an official show contractor, please do not hesitate to contact MPT Show Management at 703-706-8206.

In addition, Huntington Place online ordering is available for your convenience to order all Huntington Place using the link below. As part of an overall strategy to provide digital media resources to customers and reduce the facility's carbon footprint, Huntington Place has migrated to paperless event service ordering.

Huntington Place available on-line include:

- Internet
- Electrical
- Booth Cleaning
- Plumbing/Compressed Air
- Booth Catering

**Link to order Huntington Place Exhibitor Services**

<https://www.huntingtonplacedetroit.com/plan-your-event-2/exhibitor-services-online-ordering>

SERVICE	VENDOR	CONTACT(S)
Audio-Visual & Computer Rentals	Premier Creative Group	<a href="mailto:AV@PremierAV.net">AV@PremierAV.net</a> <a href="#">Click Her for Order Form</a>
Booth Cleaning*	Huntington Place Exhibition Services	<a href="#">Click Here for Order Link</a>
Catering*	Sodexo Live	313-567-3880 <a href="#">Click Here for Order Link</a>
Domestic Freight	Airways Freight	Lauren White <a href="mailto:lwhite@airwaysfreight.com">lwhite@airwaysfreight.com</a> 301-452-2624
Electrical*	Freeman Electrical Services	619-599-5332 Bryan.apple@freemanco.com
Floral and Plant Rentals	Viviano Flower Shop	866-293-7436 <a href="mailto:Events@viviano.com">Events@viviano.com</a> <a href="#">Click Here for Order Link</a>
Freight Forwarding	DSV International Shipping (formerly Agility Fairs & Events)	Colin May 786-776-6751 <a href="mailto:colin.may@dsv.com">colin.may@dsv.com</a>
Gas, Water, Drain, & Compressed Air*	Huntington Place Exhibition Services	<a href="#">Click Here for Order Link</a>
General Service Contractor	Gilbert Exposition Management Services (GEMS)	<a href="mailto:Britni@gemsevents.com">Britni@gemsevents.com</a> or <a href="mailto:stephanie@gemsevents.com">stephanie@gemsevents.com</a> 313-400-1454
Internet*	Huntington Place Exhibition Services	Customer Service: 888-446-6911 <a href="https://www.smartcitynetworks.com">https://www.smartcitynetworks.com</a>
Lead Retrieval	Registration Control Systems (RCS)	Phone: 805-677-4292 <a href="mailto:exhibitorserv@rcsreg.com">exhibitorserv@rcsreg.com</a>





Formerly Gear Expo .....

OCT. 17-19, 2023

: DETROIT, MI

MOTIONPOWEREXPO.COM

Show Management	NTP Events	Nate Harar 703-706-8244 <a href="mailto:nharar@ntpevents.com">nharar@ntpevents.com</a>
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*\*exclusive facility vendor*

## DEADLINE CHECKLIST

This *Deadline Checklist* has been created to assist you in pre-show ordering and planning your participation as an exhibitor. The discount dates listed are the absolute latest that forms can be received to be considered an advance order and receive vendor discounts. We recommend you order all services before the dates listed.

DATE	ITEM	✓
Now!	<a href="#">Sponsorship Opportunities Available</a>	
August 11, 2023	Booth Layouts / Diagrams Deadline	
August 25, 2023	Lead Retrieval/Badge Reader Early Bird Deadline	
September 4, 2023	<i>GEMS Warehouse &amp; Office are Closed for Labor Day Holiday</i>	
September 8, 2023	Certificate of Insurance Due required for all exhibitors	
September 8, 2023	<a href="#">Notification of Intent to Use a Non-Official Contractor Due (EAC)</a>	
September 11, 2023	Pre-registered Attendee List sale open for exhibitors (booths paid in full)	
September 15, 2023	Fort Pontchartrain Housing Deadline	
September 18, 2023	Advance Shipments: Warehouse Open	
September 18, 2023	Discount Deadline to Order Furniture, Rental Exhibits, Carpet, and	
September 18, 2023	Discount Deadline to Order Booth Installation and/or Dismantling Labor, Hanging Sign Labor, and Forklift Labor from GEMS	
September 19, 2023	Intl Shipping: Deadline for Arrival of LCL Sea Freight to Detroit Terminal	
September 26, 2023	Advance Audio-Visual Pricing Deadline	
September 27, 2023	Intl Shipping: Deadline for Arrival of FCL Sea Freight to Detroit port	
September 28, 2023	<a href="#">Detroit Marriott at Renaissance Center</a> Housing Deadline	
September 28, 2023	<a href="#">Freeman Electrical</a> Discount Deadline	
September 29, 2023	Lead Retrieval/Badge Reader Advanced Deadline	
October 3, 2023	<a href="#">Booth Cleaning</a> Discount Deadline	
October 3, 2023	<a href="#">Internet, Plumbing &amp; Compressed Air Orders</a> Discount Deadline	
October 3, 2023	<a href="#">Sodexo Live</a> Booth Catering	
October 4, 2023	Intl Shipping: Deadline for Arrival of Air Freight to Detroit (DTW) airport	
October 11, 2023	Advance Shipments: Last Day Warehouse Will Accept Freight	
October 19, 2023	Exhibit Dismantle & Move-out (4:00 PM – 10:00 PM)	
October 20, 2023	Exhibit Dismantle & Move-out (8:00 AM – 3:00 PM)	

## BUDGET PROJECTION

Exhibiting at trade shows is the most economical means of bringing products to market, meeting key buyers from around the world, and establishing your company in the forefront of the gear industry. Thorough planning will help you get the best return on your trade show investment. Budgeting your show presence is a good first step toward maximizing your ROI. The show budget template below may assist you with your planning.

*Note: This is a sample budget and is by no means comprehensive. Not all exhibitors will need to budget money in all these areas. It's up to each individual company to determine which services they will use.*

### I. Exhibit Design & Production

New Production & Design	\$ _____
Preparation/Refurbishing of Existing Exhibit	\$ _____
Additional Graphics	\$ _____

<b>TOTAL EXHIBIT DESIGN/PRODUCTION</b>	<b>\$ _____</b>
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<b>II. Exhibit Space Rental</b>	<b>\$ _____</b>
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### III. Freight/Transportation

Common Carrier	\$ _____
Van Line	\$ _____
Air Freight	\$ _____
Ocean Freight/Customs Clearance	\$ _____
Overnight/Last Minute	\$ _____

<b>TOTAL FREIGHT</b>	<b>\$ _____</b>
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### IV. Show Services

Material Handling (Drayage)	\$ _____
Installation & Dismantling Labor	\$ _____
Electrical Outlets and/or Labor	\$ _____
Rental Furnishings & Carpet	\$ _____
Booth Cleaning on Show Nights	\$ _____
Lead Retrieval Equipment	\$ _____
In-Booth Security Guard	\$ _____
Audio-Visual, Computer Rentals/Labor	\$ _____
Telephone/Internet Services	\$ _____
Floral/Photography	\$ _____

<b>TOTAL SHOW SERVICES</b>	<b>\$ _____</b>
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**V. Exhibit-Related Expenses**

Advertising – Pre-show	\$ _____
Pre-Show Marketing	\$ _____
List Rental(s)	\$ _____
Travel/Transportation Expenses	\$ _____
Lodging Expenses	\$ _____
Meal/Entertainment Expenses	\$ _____
Sponsorships/Promotional Opportunities	\$ _____
Fashion Show/New Product Showcase Participation	\$ _____
Premiums/Giveaways	\$ _____
Staff Training	\$ _____
Staff Uniforms	\$ _____

<b>TOTAL EXHIBIT-RELATED EXPENSES</b>	<b>\$ _____</b>
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**VI. Post-Show Marketing**

Follow-Up Mailings, Phone Calls, Customer Visits	\$ _____
Database Acquisition	\$ _____

<b>TOTAL POST-SHOW MARKETING</b>	<b>\$ _____</b>
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<b>GRAND TOTAL</b>	<b>\$ _____</b>
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## FREQUENTLY ASKED MATERIAL HANDLING QUESTIONS

Exhibiting in trade shows is one of the best and most cost-effective ways to drive new sales and market your business. However, like any marketing opportunity, participating in a trade show is not without costs. To help you keep your costs as low as possible, thus maximizing your return on investment, we offer you the following tips and answers to your questions:

### **Should I ship my freight to the advance warehouse or directly to show site?**

If freight can be shipped in advance, this is recommended as there are no waiting periods for drivers, and freight can be verified that it has been received and will be available on the show floor when move-in begins. There are no target dates to adhere to when shipping to the advanced warehouse. Material handling for advanced warehouse freight may cost a little more, but you can save valuable time and money in other areas. The general services contractor will allow shipments to be in the warehouse up to 30 days before move-in at no additional costs. Provide your shipping company adequate lead time to have your shipment arrive at its destination. If you schedule your pick-up far enough in advance that it can go overland, you'll avoid costly air freight bills. Please contact GEMS directly at 313-400-1454 for further information.

### **Should I order the Unlimited Material Handling option?**

If your freight (machinery) is heavy weight, you may want to consider the Unlimited Material Handling option. Compare your cost per cwt. (100 lbs.) and per sq. foot. If your freight/machinery has a lot of weight, material handling by billing square footage may be the most economical choice. If you have a smaller booth and minimal materials, such as a pop-up display and marketing material this option would not be beneficial to you.

### **How should my shipment be packed?**

To keep from paying higher for material handling fees, consider consolidating all of your trade show materials (booth properties and marketing materials) into one shipment, whether the destination is an advance warehouse or the show floor itself. You will be charged for each individual shipment received, with minimums applying to smaller shipments under 200 pounds.

### **Example of Cost Savings when you Consolidate Shipments.**

Example (when total weight is less than 200 lbs.):

#### **3 Separate Shipments**

60 lbs charged @ 200 lbs.	\$300.00
52 lbs charged @ 200 lbs.	\$300.00
65 lbs charged @ 200 lbs	\$300.00 = \$900.00

#### **1 Consolidated Shipment 3 pieces (1 shipment)**

177 lbs charged @ 200 lbs. = \$300.00 Savings of \$600.00

#### **An added benefit:**

Your shipments are less likely to be misplaced if they are packaged together with larger items.

### **How do I avoid special-handling charges?**

Be sure all your cartons are securely banded/shrink-wrapped to a skid/palette. Loose pieces incur "special-handling" charges because forklifts can't quickly remove them from vehicles. Also be aware that special-handling charges may apply in various other circumstances (van lines where freight must be removed from side doors, small-package delivery companies like FedEx, stacked shipments, etc).

### **How do I know when my freight should arrive if I am shipping directly to show site?**

AGMA's MPT 2023 is a targeted show. This means each booth has a designated date and time when your freight should arrive directly to show site. Please refer to the targeted floor plan for your assigned date and time and advise your carrier well in advance when your shipment should arrive. If your freight arrives at a time other than your assigned date, off-target charges will apply. If you know that your freight will arrive off target, please advise GEMS in advance in writing and these charges may be avoided. Freight shipped to the advance warehouse will be delivered prior to move-in and will not be held to target dates.

Save material handling (drayage) costs by shipping your goods to arrive on straight time. If you're shipping your freight directly to the convention center and can get it brought into (and back out of) the hall between 8:00 am and 4:30 pm, you'll avoid paying overtime labor charges. Be sure your driver checks in before 2:00 pm to help to guarantee offloading on straight time. Contact GEMS or show management if you are unclear about material handling fees and/or times.

### **Can I deliver and unload my own freight? What is a POV?**

Exhibitors may transport items (hand carry or roll in pop-up booth crates with built-in wheels) to and from their booths via the public entrances of the exhibit hall. Hand carts/dollies may not be used and are not available from GEMS. Material that cannot be hand-carried must be moved by GEMS through the loading docks.

A POV, or *privately owned vehicle*, is any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include pick-ups, passenger vans, taxis, limos, etc.

### **What happens to my empty containers during the show?**

Pick up "Empty" labels at the GEMS Exhibitor Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show. At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

### **How do I protect my materials after they are delivered to the show or before they are picked up after the show?**

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 recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

### **How can I cut costs overall on my tradeshow?**

Do as much as possible in advance. Suppliers from show managers to carpet and electrical rental companies to airlines often offer advance discounts. Especially when renting services for use at show-site, be sure to order before the advance-pricing deadline. Advance-pricing deadlines may vary by contractor, so please be sure to check dates for each service required, as outlined in the Deadlines Checklist.

Schedule your booth installation labor (if necessary) on straight time. If your booth cannot be set by full-time personnel from your company, you'll need to hire labor from GEMS or another union trade show contractor. Do your best to schedule your freight to arrive as early as possible in the day so you can get it offloaded and into your booth early, and your laborers can complete work before overtime rates begin at 4:30pm. Do the math on the labor order form rates — it might save you money to incur an extra hotel night and come in a day early if it means you can pay all your labor straight time by setting up on two days instead of one.



To save costs on shipping and material handling, consider renting an exhibit (available from GEMS or other local reputable display houses) or switching to lighter-weight materials when having your new exhibit built.

Pre-wire the electricity in your display to as few plugs as possible so you can save on ordering extra electrical outlets or extension cords on-site. Also, consider building supplemental electrical outlets into your display.

If you require electrical under your carpet, be sure to submit a floor plan of your booth to the electrical company well in advance so the power is distributed *before* GEMS lays the carpet and/or delivers your freight. If it is not, you'll incur labor charges to remove and replace your carpet and crates.

#### **Do I have to use labor to set-up my booth, or can I do it myself?**

Exhibitors may set up their own booths up to 400 sq. ft., provided it can be done by no more than two full-time exhibiting company personnel in four hours or less. Work may be done using only small hand tools, cordless screwdrivers and step stools limited to three steps. No ladders, mechanical lifting devices or motorized material-handling equipment can be used by anybody other than the qualified members of the union having proper jurisdiction. If GEMS labor will be used, please make sure to schedule labor after the arrival of your freight. Labor start time is guaranteed at the start of the working day. When scheduling dismantle labor, please be sure to allow sufficient time for empty containers to be returned to your booth.

#### **Do I need insurance?**

Each exhibitor is **required** by the terms of their contract to provide a Certificate of Insurance to Show Management. Be sure your materials are insured from the time they leave your firm until they are returned after the show. This can be done by adding riders to your existing policies.

## SAFETY INSPECTION CHECK LIST

Listed below is a checklist of items for compliance with safety regulations:

1. Moving parts need to be roped-off or blocked-off and may be no closer than **two feet** from the aisles.
2. No oil/fuel or other liquid leaks are permitted.
3. Overhangs must be roped off to prevent people from walking under equipment.
4. Control levers/switches must be supervised or otherwise locked to prevent unintentional activity.
5. Electrical cords, carpets and bunting rolls must be securely taped down.
6. Rough edges, sharp corners, etc., on displays must be covered or protected.
7. Displays must be COMPLETELY within the confines of the assigned space.
8. All booths must be constructed to the regulations stated in the Terms and Conditions of the Exhibit Contract.
9. Final determination of safety compliance will be the sole responsibility of Show Management.

## Promote Your Presence

### PRE-SHOW MARKETING

Research conducted by Exhibit Surveys, Inc., *Exhibitor Magazine* and other sources has conclusively proven that exhibitors who promote their booth presence to customers and prospects in advance of the show and on site routinely obtain better results than exhibitors that do not. It is ultimately up to the exhibitors to promote themselves for their upcoming event; however, Motion + Power Technology Expo 2023 has provided you with just a few opportunities to help get you started.

### MARKETING SUPPORT

#### **Official Show Directory Profiles:**

Exhibitor profiles provide attendees with information on your exhibit and an index of exhibitors by product category. Your information will appear on the website.

#### **Complimentary Exhibit Hall Guest Pass:**

**OFFICIAL SHOW HOURS**

**Tuesday, October 17**  
9:00 am - 6:00 pm

**Wednesday, October 18**  
9:00 am - 5:00 pm

**Thursday, October 19**  
9:00 am - 4:00 pm

**HOW TO REGISTER**

**ONLINE**  
Visit [MotionPowerExpo.com](http://MotionPowerExpo.com) and enter your guest pass registration code (at right) to pre-register for an expo-only admission.

**OR**

**IN PERSON**  
Present this pass in-person at the registration desk. This guest pass saves you up to \$75 in on-site registration fees.

When issued by an exhibitor at Motion + Power Technology Expo, this Guest Pass entitles the bearer to one complimentary expo-only admission, good during the official show hours.



**MOTION+POWER**  
TECHNOLOGY EXPO

## FREE GUEST PASS

**EVERY GEAR IS HERE**

**COURTESY OF:** <<Exhibitor Name>>

**BOOTH #:** <<Booth Number>>

**GUEST PASS REGISTRATION CODE:** <<Code>>

The first in-person opportunity to witness the latest innovation in power transmission. With new demands for efficiency and power density, often the solution is a choice combining power transmission technologies. At MPT Expo, you'll see the entire power transmission supply chain — with mechanical, fluid power, electric, and hybrid solutions.

Owned by  American Gear Manufacturers Association

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The Complimentary Exhibit Hall Guest Pass can be used to invite customers and top prospects to your booth, which is your “showroom on the exhibit floor.” A personalized, electronic guest pass has been created for you to pass along to your customers. This has been sent to your main exhibit contact, via e-mail. Please forward the PDF invitation to as many customers and prospects as you would like — there is no limit. You can also print out paper copies of the guest pass to hand out personally or mail the invitation with other client correspondence.

There is no cost to you or to your customers. Each pass has a unique registration code identified to your company, which will allow your guests complimentary entrance into the exhibit hall during Motion + Power Technology Expo 2023.

## Promote Your Presence

These invitations work — and put your company “top of mind” in attendees’ eyes. Passes will be accepted during pre-registration and on-site registration.

### ***Exhibitor Toolkit:***

Now that you have reserved your booth space, let your clients and future contacts know how important it is that they be there, too. The staff at the American Gear Manufacturers Association (AGMA) wants your exhibit experience to be successful. With that goal in mind, we have created an online toolkit to help you increase visibility, awareness, traffic, leads and sales before, during and after the show.

The [exhibitor toolkit](#) will help you promote your presence at Motion + Power Technology Expo 2023. It is loaded with everything you need to spread the word, including promotional copy, ads, example tweets, e-mails, press releases and more. Also, AGMA has implemented a comprehensive marketing campaign to increase attendance at M+P T Expo.

### ***Pre-Registrant and Post-Show Mailing Lists:***

Use the pre-registration list to promote your presence at Motion + Power Technology Expo 2023, along with information on new products, technologies, and other compelling reasons to visit your booth. An Excel file of pre-registered attendees will be available to exhibitors only, for \$195.00, beginning September 11, 2023. This list will **only** be provided to those exhibiting companies that have paid in full for their exhibit space. Post-show lists will also be available to exhibitors, for \$350.00 from November 6 – November 30, 2023 or you can purchase both the pre-registered attendee list and the post-show list for only \$500.00. Please download the Mailing List Rental Form [here](#).

## **SPONSORSHIP OPPORTUNITIES**

As a Motion + Power Technology Expo 2023 exhibitor, you already recognize the importance of face-to-face marketing. Discover the power a sponsorship to maximize your company’s brand power on and off the trade show floor. Whether you are looking to increase brand awareness, reinforce your reputation as an industry leader or establish new business, a Motion + Power Technology Expo 2023 sponsorship can help you achieve your goal.

There are several new and innovative sponsorship packages available for all budget levels. Sponsorships have been proven to increase booth traffic up to 104%, so visit the website and download a sponsorship brochure or call the sales office to discuss creating a package that fits your needs.

## OFFICIAL SHOW HOURS

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9:00 am – 6:00 pm

**Wednesday, October 18**

9:00 am – 5:00 pm

**Thursday, October 19**

9:00 am – 4:00 pm

## HOW TO REGISTER

### ONLINE

Visit [MotionPowerExpo.com](http://MotionPowerExpo.com) and enter your guest pass registration code (at right) to pre-register for an expo-only admission.

### OR

### IN PERSON

Present this pass in-person at the registration desk. This guest pass saves you up to \$75 in on-site registration fees.

When issued by an exhibitor at Motion + Power Technology Expo, this guest pass entitles the bearer to one complimentary expo-only admission, good during the official show hours.



**MOTION + POWER**  
TECHNOLOGY EXPO

# FREE GUEST PASS



## EVERY GEAR IS HERE

**COURTESY OF:** <<Exhibitor Name>>

**BOOTH #:** <<Booth Number>>

**GUEST PASS REGISTRATION CODE:** <<Code>>

Witness the latest innovation in power transmission. With new demands for efficiency and power density, often the solution is a choice combining power transmission technologies. At MPT Expo, you'll see the entire power transmission supply chain — with mechanical, fluid power, electric, and hybrid solutions.



Owned by

American  
Gear Manufacturers  
Association

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..... OCT. 17-19, 2023 :



DETROIT, MI



**MOTION + POWER**  
TECHNOLOGY EXPO®

## Increase Your Booth Traffic.

FOLLOW UP WITH NEW CUSTOMERS. RENT THE MOTION + POWER TECHNOLOGY EXPO ATTENDEE LIST TODAY!

All lists will be sent via email in Excel format and will contain the name, title, company, and mailing address for each registrant. Phone numbers, fax numbers, and email addresses will not be provided.

☐ **2023 pre-registered attendee list — \$195**

*Lists will ship beginning September 11, 2023, within two business days upon receipt of prepaid order; contingent upon data availability.*

☐ **2023 post-show attendee list — \$350**

*Lists will ship between November 6–30, 2023; contingent upon data availability.*

☐ **2023 pre-registered attendee and post-show attendee lists — \$500**

### ORDER FORM

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Booth

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email (for customer service)

\_\_\_\_\_  
Email to ship lists to, if different than above

### PAYMENT

Orders cannot be processed unless received with payment. Purchase orders are not accepted. Data sales orders are nonrefundable.

☐ Check

**Make checks payable and mail to:**

AGMA  
c/o Nate Harar at National Trade Productions, Inc.  
313 South Patrick Street  
Alexandria, VA 22314

☐ Credit Card (You will receive an invoice with instructions on how to pay by credit card online.)



## REGISTRATION, HOUSING & TRAVEL

### Exhibitor Registration

The badging system is essential for the safety and security program at any event. Therefore, Show Management has instructed security personnel to allow **only** badged personnel within the exhibit area. ***Under no circumstances will anyone be allowed on the exhibit floor without proper show identification.*** We ask for your cooperation and attention in complying with this system; it is to the benefit of all concerned.

### Exhibitor Pre-Registration

**Online registration is open!** You may register your Booth Personnel online at <https://motionpowerexpo.com/> using the username and password you were provided via email. International registrants requiring a visa letter can apply through the on-line exhibitor registration website. If you have any questions, please contact registration customer service at [mpt2023@rcsreg.com](mailto:mpt2023@rcsreg.com) or +1.805.677.4292.

**PLEASE NOTE: Motion + Power Expo 2023 BADGES WILL NOT BE MAILED!**

### Conference Registration Cancellation Policy

- All cancellation and substitution requests must be made in writing and be received by AGMA at least 14 days prior to the event start date. A processing fee will apply based on the date of cancellation or substitution:
  - More than 90 days prior to the event: \$0
  - 90-60 days prior to the event: \$75
  - 59-30 days prior to the event: \$100
  - 29-15 days prior to the event: \$150
- Refunds, transfers, or substitutions will not be issued if cancellation occurs less than 14 days prior, with the exception being medical emergencies that can be proven with appropriate documentation. No refunds will be granted for non-appearance.
- Registrants who cancel their registration per the policy can choose to transfer the balance of the paid funds to another AGMA event. Funds must be used by December 31, 2024.
- If the event is cancelled for any reason, 100% of fees will be refunded to the original method of payment. Refunds may take up to 8 months to process in the event of an unforeseen cancellation.
- Please allow up to eight weeks for refund processing after cancellation request is submitted.

### Attendee Lead Follow-Up System

All attendees will wear paper badges, which can be scanned to help you quickly capture pertinent information for follow-up after the show. By ordering a RCS Lead Retrieval Unit, exhibitors can easily and accurately collect data from attendees in their booths. We recommend ordering this service in advance (early bird pricing ends August 25, 2023 and advanced pricing ends September 29, 2023), using RCS's Lead Retrieval Order Form located in the order services section of exhibitor services manual.

Here is the order form link: <https://register.rcsreg.com/r2/es/mpt2023es/top.html>



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### Hotel Information

Special rates have been arranged for Motion Power Expo attendees and exhibitors. Hotels are all within walking distance of the convention center. All rooms are subject to applicable taxes and hotel fees. The hotel cutoff dates are:

Fort Pontchartrain, a Wyndham Hotel is **Friday, September 15, 2023**

Detroit Marriott at Renaissance Center is **Thursday, September 28, 2023**

Here is the link <https://motionpowerexpo.com/hotels/>.

**Only make reservations directly with the hotels listed on the Motion + Power Technology website.**

### Headquarter Hotel

**Detroit Marriott at Renaissance Center**  
Renaissance Center, 400 Renaissance Dr.  
Detroit, MI 48243  
313-568-8000  
*\$229 daily room rate for MPT Expo 2023*

**Fort Pontchartrain, a Wyndham Hotel**  
2 Washington Blvd.  
Detroit, MI 48226  
313-965-0200  
*\$229 daily room rate for MPT Expo 2023*

### Notice Regarding Unauthorized Housing Providers

You may be contacted by an unauthorized hotel/housing provider purporting to service the Motion Power Expo 2023. Please note, because these room "pirates" are often unable to provide Motion Power Expo 2023 attendees and exhibitors with complete service, AGMA works to prevent the unauthorized contact of our attendees as well as the inappropriate use of exhibitor names and the AGMA name. Please do not to give your credit card number to anyone who calls you on the phone soliciting your housing reservations. Be assured AGMA is committed to providing you quality services to make your convention and exposition experiences positive, and we will vigorously pursue these organizations to prevent unauthorized contact.

### Hospitality Suites

Exhibitor-sponsored Hospitality Suites in hotels cannot conflict with Show hours or other official AGMA functions. They must also be operated in a professional manner. Hospitality Suites are to be hosted and operated by Motion Power Expo 2023 **EXHIBITORS ONLY**.

Hospitality Suites will be open:

Tuesday	October 17	After 7:00 PM
Wednesday	October 18	After 5:00 PM
Thursday	October 19	After 4:00 PM

## Convention Center Directions & Parking

### ***Directions to Huntington Place Convention Center***

- *From North:* Southbound on the Lodge US-10, exit Larned St. (on left); right on Washington Blvd. Southbound on I-75 take I-375 to Jefferson Ave. west to Washington Blvd.
- *From South:* Northbound on I-75, exit Lodge US-10 to Larned St. (on left); right on Washington Blvd.
- *From the East:* Westbound on I-94 to I-75 south; take I-375 to Jefferson Ave. west to Washington Blvd.
- *From the West:* Eastbound on I-96 or I-94, take the Lodge US-10 south; exit Larned St. (on left); right on Washington Blvd.
- *From Canada:* Tunnel crossing: left on Jefferson Ave. west to Washington Blvd. Ambassador Bridge crossing: take I-75 northbound to the Lodge US-10 south; exit Larned St. (left side); right on Washington Blvd.

### ***Huntington Place Roof Deck Parking***

The Huntington Place Roof Deck is located at the corner of Congress and Third Streets on the roof of Huntington Place. The deck can accommodate vehicles with a vertical height up to 9' or less. It features 1,200 uncovered parking spaces and provides easy access to Huntington Place. The Huntington Place Roof Deck is open Monday – Friday from 6:00 am – 11:00 pm – hours will vary for weekends and events.

### ***Huntington Place Washington Blvd. Garage***

The Washington Boulevard garage is conveniently located at the corner of Larnel St. and Washington. , underneath Huntington Place. The garage can accommodate vehicles with a vertical height up to 7' or less. This garage features 640 covered parking spaces on two levels. The garage is open Monday – Friday from 6:00 am – 10:00 pm – hours will vary for weekends and events.

### ***Huntington Place Congress Street Garage***

The Washington Boulevard garage is conveniently located at the intersection of Congress and First streets, underneath the Huntington Place. The garage can accommodate vehicles with a vertical height up to 7' or less. The Huntington Place Congress Street Garage features 350 covered and 56 uncovered parking spaces. This garage is open only for special events and monthly parking.

### ***Loading Dock Directions***

- *From I-94 East- and West-bound:* Take I-94 to M-10 south, the Lodge Freeway (exit #215A). For Huntington Place loading docks, stay on M-10 south and exit at Howard Street (#1C).
- *From I-75 North-bound:* Take I-75 to M-10 south, the Lodge Freeway (exit #49, Rosa Parks/Civic Center). For Huntington Place, stay on M-10 south and exit at Howard Street (#1C).
- *From I-75 South-bound:* Take I-75 to I-94 west (exit #53B toward Chicago). Take M-10 south, the Lodge Freeway (exit #215A). For Huntington Place loading docks, stay on M-10 south and exit at Howard Street (#1C).
- *From I-96 East-bound:* Take I-96 to the I-75 North/M-10 exit. Stay in the right lane. Follow signs to M-10 south/ Huntington Place Convention Center. For Huntington Place loading docks, stay on M-10 south and exit at Howard Street (#1C).
- *From Lodge Freeway:* Take M-10 south and exit at Howard Street (#1C).

## Rules & Regulations

### Safety Inspection Check List

1. Moving parts need to be roped-off or blocked-off and may be no closer than **two feet** from the aisles.
2. No oil/fuel or other liquid leaks are permitted.
3. Overhangs must be roped off to prevent people from walking under equipment.
4. Control levers/switches must be supervised or otherwise locked to prevent unintentional activity.
5. Electrical cords, carpets and bunting rolls must be securely taped down.
6. Rough edges, sharp corners, etc., on displays must be covered or protected.
7. Displays must be COMPLETELY within the confines of the assigned space.
8. All booths must be constructed to the regulations stated in the Terms and Conditions of the Exhibit Contract.
9. Final determination of safety compliance will be the sole responsibility of Show Management.

### General

The official rules and regulations in this section apply to MPT 2023, owned by the American Gear Manufacturers Association (AGMA). The exposition is produced and managed on behalf of AGMA by NTP Events. It is Show Management's responsibility to ensure the overall safety and aesthetic appeal of the exhibit area. This means that we need your cooperation in assuring an attractive exposition.

The three most common problem areas result from the violation of booth restrictions, lack of booth carpet, and the exposure of unsightly parts of the exhibit. No one likes to read rules, but show regulations are essential to an orderly, fair, and safe event. **These rules are made an integral part of our contract with you.**

If you have any questions, or need an explanation of a regulation, please contact NTP's Event Services Representative, Nate Harar at 703-706-8244, toll free 1-800-687-7469, x244 (U.S. & Canada only) or by email at [nharar@ntpevents.com](mailto:nharar@ntpevents.com). Please also see the *GEMS: Furniture, Labor & Material Handling* portion of this manual for guidelines concerning union labor.

### Age Restrictions

**No one under the age of 18** is permitted in the exhibit hall, including during show days or on installation and dismantle days. This rule is strictly enforced.

### Exhibitor Liability Insurance

Every reasonable precaution will be taken by Show Management to secure the exhibit facility during installation, show hours and dismantle. However, Show Management, AGMA, service contractors, facility management, as well as the officers, staff, or directors of those entities are not responsible for the safety of the exhibitor's property from theft, damage by accident, vandalism, or other cause.

Security staff will be on the premises as determined prudent by Show Management. The furnishing of such service is in no case to be understood or interpreted by exhibitors as guaranteeing them against loss or theft of any kind.

All property of the exhibitor will remain under his or her custody and control in transit to, from and within the confines of the exhibit hall, subject to the rules and regulations of the exposition. AGMA requires each exhibitor to carry commercial general liability insurance in an amount not less than \$1 million bodily injury and property damage combined per occurrence / \$2 million aggregate.



Formerly Gear Expo

OCT. 17-19, 2023

DETROIT, MI

MOTIONPOWEREXPO.COM

**Exhibitors shall procure insurance as required and submit a certificate to NTP Show Management no later than September 8, 2023.** See your exhibit space contract for additional details.

Please upload your Certificate of Commercial General Liability Insurance [here](#):

If you do not have proper insurance coverage, please contact [Rainprotection Insurance Program](#):

Phone: 800-528-7975

Email: [sales@rainprotection.net](mailto:sales@rainprotection.net)

[www.rainprotection.net](http://www.rainprotection.net)

Exhibitor assumes entire responsibility for insurance and agrees to protect, defend and save AGMA and NTP and its officers, directors, staff, contractors, and agents harmless against all claims, losses and damages to persons or property, governmental charges and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exposition premises including but not limited to: claims of copyright, trademark or patent infringement, unfair competition and product liability. The exhibitor, on signing the exhibit space contract, expressly releases the forgoing from all claim for such loss, damage or injury, except that such claim, damage, loss or injury was due to AGMA or NTP Events negligence.

### MPT 2023 Exhibit Display Regulations

Show Management has developed the regulations below in accordance with the guidelines adopted by the International Association of Exhibitions and Events (IAEE). All exhibits at MPT must conform to these regulations. Exhibits not in compliance must be brought into compliance prior to the end of exhibit set-up. These regulations will ensure all exhibitors regardless of size an equal opportunity, within reason, to present their product(s) in the most effective manner possible.

All exhibitors are required to submit diagrams rendered to scale of their booths, indicating all structures, signage, product placement, weights, and the overall heights, widths, and lengths. Show Management must approve booth diagrams in advance of the show. Please submit your diagrams no later than **August 11, 2023** to:

MPT 2023

Show Management Attn: Ellen M. Drudy

Phone: 703-706-8226

Email: [edrudy@ntpevents.com](mailto:edrudy@ntpevents.com)

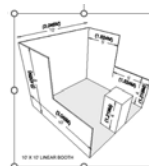
### Exhibit Display Regulations

#### **LINEAR BOOTH/STANDARD BOOTH**

Linear Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths. Booths are ten feet (10') wide and ten feet (10') deep,

10'x10'. In-line booths have an eight-foot (8') height limit.

This height may be maintained on the sidewalls of your booth up to a distance of **5 feet** from the aisle.



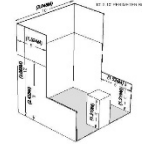
Remaining length of the sidewall **may be no higher than 4 feet.**



## PERIMETER WALL BOOTH

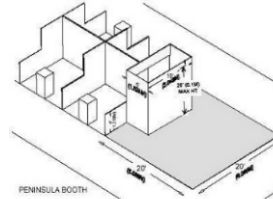
Perimeter wall exhibits are linear booths that back to a wall of the exhibit facility rather than to another exhibit. They are offered in 10' widths, and can be combined to create an exhibit of almost any length. Perimeter booths have a twelve-foot (12') maximum height limit.

**Hanging Signs:** Hanging signs are not allowed in perimeter wall exhibits.



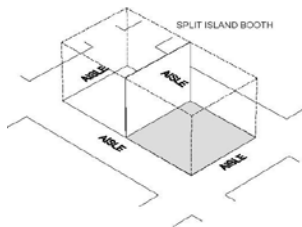
## PENINSULA BOOTH

A Peninsula Booth is exposed to aisles on three (3) sides and composed of a minimum of four booths. A Peninsula is 20'x20' or larger. The maximum height permitted for any sign, display, product, fixture, or decoration within the exhibit is 20'. **NOTE:** If your booth is within the first 60' of the exhibit hall, your height limit on hanging signs is 16'. Back walls may be **no higher than 4 feet for a distance of 5 feet** from either aisle and for a depth of **10 feet** from the back wall. Other points in the back wall may be **20 feet** in height (ceiling height permitting). Any portion of the booth bordering another exhibitor's exhibit space must have the back side of that portion finished.



## SPLIT ISLAND BOOTH

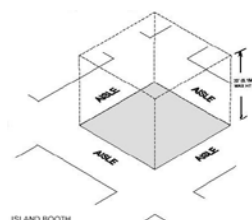
A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall line of sight restrictions. **Twenty feet (20') is the maximum height allowance, including signage.**



## ISLAND BOOTH

An Island Booth is any booth exposed to the aisle on all four sides and is a 20'x20' or larger.

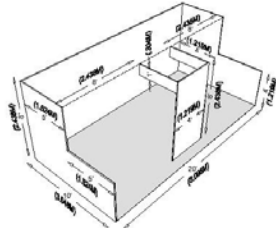
**NEW:** The entire cubic content of the space may be used up to the maximum allowable height, 20'. Since there are no adjacent exhibitors, signs and displays up to 20' in height may be located anywhere within the exhibit.





## EXTENDED HEADER BOOTH

An Extended Header Booth is a Linear Booth that is 20' or longer with a center extended header. All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8', a maximum width of 20 percent of the length of the booth, and a maximum depth of 9' from the back of the wall.



10' X 20' EXTENDED HEADER BOOTH

## Hanging Signs

Peninsula and Island Exhibits Only (20'x20' or larger): Hanging signs will be permitted up to a maximum height of 20' from the ground to the top of the sign and must be finished on all sides. Be sure to complete and submit the appropriate sign-hanging paperwork located in the GEMS portion of the manual. **No corporate identification can be visible above the height limitations stated in each booth diagram.**

## Installation Exclusions

All exhibits must be free standing. No bolts, screws, hooks, or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas. No part of the display may be attached to, or otherwise secured to, the drapery backdrop or side dividers. In addition, no decals or other adhesive materials shall be applied or affixed to the walls, pillars, or floor of the exhibit areas. Exhibitor shall not post any sign of any description except within the confines of the exhibit space assigned.

## Unfinished Areas

All open or unfinished sides of the exhibit which may appear unsightly must be covered or Show Management will have them covered at exhibitor's sole expense. Any portion of the exhibit bordering another exhibitor's space must have the backside of that portion finished and not have any identification signs, lettering, or graphics that would detract from the adjoining exhibit.

## Storage of Crates, Cartons & Extra Materials

Storage of any materials in the space behind the booth is PROHIBITED.

## Electrical

1. All wiring must be three-wire and grounded.
2. Wiring that touches the floor must be "SO" cord (minimum 14 gauge/3 wire) which is insulated to qualify for "extra hard usage."
3. Cord wiring above floor level can be "SJ" which is rated for "hard usage."
4. The use of zip cords, two wire cords, latex cords, plastic cords, lamp cords, open clip sign sockets or two-wire clamp-on fixtures is prohibited. Cube taps are prohibited.
5. Power strips (multi-plug connectors) must be UL approved, with built-in over-load protectors.
6. Electrical equipment must be Underwriters' Laboratory (UL) approved and gas-operated equipment must be AGA (American Gas Association) approved.

### Fire Safety Regulations

Huntington Place Convention Center mandates a strict adherence to the NFPA Safety Code. The decision of the Fire Marshal is final. The following materials are prohibited without the written consent of Huntington Place Convention Center:

- electrical cooking equipment
- open flame devices
- welding, cutting or brazing equipment
- ammunition
- radioactive devices
- pressure vessels
- exhibits involving hazardous processing and materials
- fireworks or pyrotechnics
- blasting agents /explosives
- flammable cryogenic gases
- aerosol cans with flammable propellants
- gas operated cooking equipment
- portable heating equipment

### Balloons

Helium tanks and helium balloons are not permitted.

### Facility Equipment

Exhibitors are prohibited from using building equipment, i.e., ladders, tools, chairs, tables, stanchions, dollies, forklifts, vacuums, brooms, etc.

### Good Neighbor Policy

Exhibitors are asked to observe the “Good Neighbor” policy in every way. If there is audio equipment in your booth, keep the sound to a level which will not disturb neighboring exhibitors. Any entertainers which have been approved by Show Management must adhere to this same requirement. Show Management does not permit “sideshow” tactics and expects models and/or entertainment to be in good taste, confined to the exhibitor’s booth and not to be in any way offensive to registrants or neighboring exhibitors.

### Product Demonstrations

All displays, product demonstrations, and sales activities in the exhibit hall must be kept within the confines of your contracted booth space. Selling in the aisles, hosting audiences in the aisles, booth encroachment into the aisles, distributing literature in the aisles, etc., will not be tolerated. This is not only unfair to your fellow exhibitors, but blocking aisles creates a potentially unsafe situation which could lead to the show floor being shut down by the fire marshal. Please be considerate to your fellow exhibitors – refrain from soliciting their business during show hours (when they are trying to make a sale).

### Literature Disbursements & Surveys

Literature samples and giveaways can be disbursed from within (and all surveys can be done from) your exhibit space ONLY!



Formerly Gear Expo

OCT. 17-19, 2023

DETROIT, MI

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## Lighting & Sound Regulations

### ***Lighting***

Lighting can be an integral part of an exciting exhibit presence, however in the interest of fairness and safety, the following guidelines have been established:

- No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to Show Management for approval.
- Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by Show Management.
- Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

### ***Sound***

The following noise abatement policy will be enforced at MPT 2023:

Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels.

## Selling (Cash & Carry Policy)

"Cash and Carry" sales are not permitted on the show floor. This regulation will be strictly enforced.

## Photography Regulations

No photography is permitted on the show floor unless arranged with the Official Photographer of MPT 2023.

## Food & Beverage

Exhibitors may serve food and beverages from their booth; however, they **must make all arrangements through Sodexo Live**, the exclusive caterer to the Huntington Place Convention Center.

## Gratuities

Huntington Place Convention Center and union labor employees are not permitted to accept gratuities of any kind. If you are solicited for a tip by convention center employees or booth labor personnel, please report the incident to Show Management.

## Music Licensing

Exhibitors using music in their booth, either live or mechanical, must provide NTP Events / AGMA MPT with a copy of the exhibitor's Licensing Agreement with ASCAP, BMI, SESAC or other such licensing organization or must expressly warrant in writing to NTP Events / AGMA MPT that no such license is required due to exemption under 17 U.S.C. § 110 (5) or other specified exemption. Further, should Exhibitor play music, Exhibitor agrees to indemnify and hold NTP Events and/or AGMA MPT harmless from any action brought against NTP Events or AGMA MPT by ASCAP, BMI, SESAC or other licensing organization for the playing of such music.



Formerly Gear Expo

OCT. 17-19, 2023

DETROIT, MI

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### Americans with Disabilities Act (ADA)

Exhibitors must acknowledge their responsibilities under the Americans with Disabilities Act (ADA) to make their booth accessible to persons with disabilities. The key publications of concern to exhibitors are the ADA's *Title III Regulations and Guidelines for Small Businesses*. These can be viewed via <https://www.ada.gov/smbusgd.pdf>.

Exhibitors with complex displays should pay special attention to the following conditions. Platforms and steps should not be used, or alternative access must be provided in the form of ramps with a grade of not more than one inch to one foot. The maximum rise for any run is 30 inches. Ramps with a rise of more than six inches, or a run longer than six feet, should have railings on both sides. Ramps must have edge protection in the form of curbs, walls or railings, and must have level landings at the bottom and top of each ramp. Rough or unfinished edges are not permitted. Landings should be at least as wide as the ramp and should be at least five feet in length.

Exhibitors shall also indemnify and hold harmless NTP, AGMA and its agents, GEMS, and Huntington Place Convention Center against cost, expense, liability, or damage which may be incident to, arise out of, or be caused by exhibitor's failure to have their booth comply with requirements under the Act.

### Special Work Permits

Exhibitors who require access to the exhibit hall outside the published hours must be issued a Special Work Permit from the Show Management Team. Please come to the Show Management Team no later than 4:00 PM to obtain your Special Work Permit for that evening. Additional security may be required at the exhibitor's expense if late work permits are required. We urge you to complete your exhibit installation/dismantling during specified hours.

### Use of Exhibitor Appointed Contractors (EAC's)

**Exhibitor Appointed Contractor (EAC)** is any company, other than the designated official contractors listed in this manual which an exhibitor wishes to use and which requires access to the exhibit hall before, during or after the show. This includes independent display/installation and dismantle companies or anyone who is not an employee of your company that you will have working on your equipment and products.

Also included are delivery personnel, technicians, photographers, florists, A/V companies and anyone who is hired by the exhibitor and will need access to the exhibit hall. Permission to use an Exhibitor Appointed Contractor cannot be given for utilities, booth cleaning or material handling services, as these are exclusive to the convention center and/or the general contractor. **Exhibitors who plan to use Exhibitor Appointed Contractors must read and act on the remaining pages of this section, including the completion and submission of the provided [EAC form](#).**

### How to Obtain Authorization to Use an EAC

- 1) **Exhibitor MUST make a request via the online form:** Exhibitors who wish to use an EAC **MUST** fill out the [Notification of Intent to Use Exhibitor Appointed Contractor](#) form located in this section of the manual. National Trade Productions, Inc. must receive this form no later than the deadline indicated on the form (**September 8, 2023**). No approvals can be granted after the deadline.
- 2) **EACs must provide a Certificate of Insurance:** Copies are to be uploaded with the form will be accepted. **Every person** needing access to the show floor must be covered by insurance. (**Exhibiting companies are required to insure their own personnel.**) Any person, who is not a direct employee of the exhibiting company, must provide his/her own proof of insurance before being allowed access to an exhibitor's booth on the show floor.

- 3) **Acceptance of show rules from the EAC:** Acceptance on the [Notification of Intent to use an Exhibitor Appointed Contractor form](#), specifying that the EAC will abide by all show rules and regulations governing EACs (see below) including those contained herein for exhibitor designated contractors. This written acceptance must be received by Show Management by no later than the deadline indicated – **September 8, 2023**.

Show Management will authorize the exhibitor to use an EAC to provide services to the exhibiting firm, upon receipt of the following:

- 1) Certificate of Comprehensive General Liability insurance in the amount of \$1,000,000 including coverage for Independent Contractors who have been authorized by Show Management to enter the premises of the show site as exhibitor appointed contractors hired by Exhibitor, with Single Limit Bodily Injury and Property Damage Coverage for each occurrence, Contractual Liability coverage, Products Liability coverage, and with completed operations coverage included.
- 2) Comprehensive Automobile Liability coverage, including hired and non-owned auto for not less than \$500,000.
- 3) Workers' Compensation, Employee and Employers' Liability coverage in full compliance with all laws covering clients' employees.
- 4) NTP Events, AGMA / MPT, Huntington Place Convention Center and GEMS shall be named as additional insured on all policies of insurance coverage, followed by the statement: **"This coverage is primary to all other coverage of the additional, named insured with respect to (Exhibitor's) contract for exhibition space with NTP/AGMA, and preparation and use of the show premises for exhibitions."**
- 5) Written notice of cancellation of any coverage must be given to Show Management, and proof of replacement coverage meeting the same conditions as expressed above before entering the premises of the show site.
- 6) Any other coverage as may be required by Show Management from time to time shall be obtained on demand.
- 7) Exhibitor utilizing EACs agrees to indemnify and hold harmless AGMA / MPT, NTP Events and Huntington Place Convention Center from any and all liability, including attorney's fees, which may arise due to the third-party contractor's (EACs) presence or actions.
- 8) **Exhibitors will be notified directly only if authorization is NOT approved. Therefore, unless the exhibitor is so informed by Show Management, and if the listed conditions are met, approval to use an EAC is implied.**

#### Rules & Regulations Governing EAC's

- The EAC will refrain from placing an undue burden on the Official Contractor by interfering in any way with the Official Contractor's work.
- The EAC will not solicit business on the show floor at any time.
- The EAC will share with the Official Contractor all reasonable costs incurred in connection with his operation, including overtime pay for stewards, security if necessary, restoration of exhibit space to its initial condition, marking of exhibit floor, etc.
- The EAC will cooperate fully with the Official Contractors and will comply with existing labor/union regulations or contracts as determined by the commitment made and obligations assumed by Show Management in any contracts with the Official Contractors.
- ALL EACs and their labor must be badged. No one will be allowed on the show floor without proper identification.

# SAMPLE CERTIFICATE

<b>ACORD™</b> <b>CERTIFICATE OF LIABILITY INSURANCE</b>		OP ID KR	DATE (MM/DD/YYYY)
<b>PRODUCER</b> INSURANCE PROVIDER COMPANY NAME FULL ADDRESS PHONE FAX		<b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</b>	
<b>INSURED</b> EXHIBITOR NAME FULL ADDRESS PHONE FAX		<b>INSURERS AFFORDING COVERAGE</b> INSURER A: <b>Miscellaneous</b> INSURER B: INSURER C: INSURER D: INSURER E:	<b>NAIC #</b>      

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADDL INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	X	<b>GENERAL LIABILITY</b>				EACH OCCURRENCE	\$ 1,000,000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ EXCLUDED
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS - COM/OP AGG	\$ 1,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER:					
		<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
		<b>AUTOMOBILE LIABILITY</b>				COMBINED SINGLE LIMIT (Ea accident)	\$
		<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
		<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
		<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
		<input type="checkbox"/> HIRED AUTOS					
		<b>GARAGE LIABILITY</b>				AUTO ONLY - EA ACCIDENT	\$
		<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC AGG	\$
		<b>EXCESS/UMBRELLA LIABILITY</b>				EACH OCCURRENCE	\$
		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
							\$
		<input type="checkbox"/> DEDUCTIBLE					\$
		<input type="checkbox"/> RETENTION \$					\$
		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>				WC STATUTORY LIMITS	OTH-ER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
		<b>OTHER</b>					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

### FOLLOWING LANGUAGE REQUIRED ON COI:

Additional insured as respects to claims arising out of the operation of *Motion Power Technology Expo, 10/13 – 10/20; NTP Events, Huntington Place Convention Center, AGMA, Gilbert Exposition Management Services (GEMS) and all employees of the above. (BOOTH #: XXXX)*

## CERTIFICATE HOLDER

AGMA / Motion Power Technology 2023  
 1001 N. Fairfax Street, Suite 500  
 Alexandria, VA 22314-1587

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL \_\_\_\_\_ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



## General Safety/Guarding of Equipment Motion & Hazards

**\*Note to all exhibitors, please read\***

Safety on the show floor is of paramount importance, and that includes the personal safety of all attendees and exhibitors beyond the normal considerations of fire and slip/trip events. Industrial expositions present a number of potential hazards from exposure to operating machinery and processes throughout the hall. The following requirements are designed to minimize the exposure to potential hazards and apply to all exhibitors in the Motion Power Expo show.

All demonstrations involving any machine motion (robots, machine vision system, conveyors, index tables, etc.) or any equipment or process operation that could create a hazard to persons shall have appropriate safeguarding installed.

### Enforcement

Show Management will inspect displays to ensure that the hazard barrier guidelines are followed. If your display is found in violation of the rules or deemed an injury or safety hazard, you must disable all movement and/or make the recommended changes immediately (at your own expense).

### General Guarding Provisions

- Barriers shall be installed in a position which prevents a person from inadvertently coming into contact with a hazard in the exhibit area.
- Barriers shall be designed and constructed to withstand persons pushing or shoving against it (i.e., solid panels, rails or fencing). **Flexible exhibit materials such as drapes, chains or rope shall not be used as barriers.**
- Barriers should be at least 36 inches (0.9 meters) high and shall be installed so that a person cannot reach over, under, around or through the barrier and reach any portion of the hazard or hazardous motion area.

### Robot Specific Guarding

- Robots which will not be operated at any time during the show (no power available) may be displayed in an open area.
- Robots which will only be operated in the manual reduced speed mode under the direct control/supervision of an exhibitor may be guarded per the General Guarding Provisions above.
- Robots which will operate in the automatic mode, or travel faster than reduced speed (250mm/sec) shall be properly guarded per one of the three options below:
  - A) The running robot demonstration shall be under the direct supervision AT ALL TIMES of designated exhibitor personnel. While not running, it must be deactivated in a safe manner that prevents unauthorized personnel from activating it. The General Guarding Provisions also apply for this option.

- B) Safeguarding devices (such as light curtains or sensors) shall be installed to prevent or detect access to the hazardous motion area and shall be positioned at the proper safety distance so that the guarded hazard will be completely stopped (safe) prior to access being gained by a person entering the area. The General Guarding Provisions also apply for this option.
- C) The entire perimeter of the robot's operating space shall be enclosed with barriers. The barrier shall be positioned so that the bottom of the barrier is no higher than 12 inches (0.3 meters) above the floor and the top of the barrier is no lower than 60 inches (1.5 meters) above the floor. Any opening in the barrier must be sized so that a person cannot access the hazard through the barrier.

**Note:** Operating space is defined as the space that is actually used by the robot while performing its task program.

- For exhibits displaying collaborative robot operations (i.e. safety-rated monitored stop, hand guiding, speed and separation monitoring, or power and force limiting by design or control), exhibitors may demonstrate a robot which complies with ISO/TS 15066:2016 or RIA TR R15.606-2016 on collaborative robot safety. The collaborative robotic equipment shall be free of pinch points, sharp edges, trip hazards, or other physical hazards. Robots demonstrating collaborative operations shall be operated only in the presence of badged exhibitor personnel. Please contact show management with questions.

## Mobile Robots

- For exhibits displaying mobile robots in operation, care shall be taken to avoid hazardous contact between operating mobile robots and show attendees and other exhibitors. Such hazardous contact includes but is not limited to, for example: mobile robot tripping or striking a person and causing him/her to fall; mobile robot crushing or trapping a person's body part (e.g., foot); mobile robot equipped with an attachment that strikes a person.
- Mobile robots that are intended to move among show attendees without guarding as described above shall be free of pinch points, sharp edges, and other physical hazards, and shall be equipped with sensors and safety functions to enable them to detect persons and avoid hazardous contact with them.
- Mobile robots that do not meet these requirements, or are equipped with hazardous attachments, shall remain behind guarding as described above.

## Special Provisions

- Machines that create eye, noise, blower, or heat hazards shall be appropriately shielded or attenuated (i.e., flash curtains on arc welding equipment).
- Any machine that produces metal chips, sparks, dust, or liquid spray or other process hazard must be shielded to prevent any harmful material from reaching a bystander.
- Applications that emit dust or fumes (i.e., spray paint and welding) must use exhaust venting to prevent dust or toxic fumes from escaping into the show area.
- All exhibitors must adhere to all applicable fire and safety codes for the exhibit hall and instructions from show management.



# INTERNATIONAL SHIPPING INSTRUCTIONS



## **MOTION+POWER**

TECHNOLOGY EXPO

HUNTINGTON PLACE – DETROIT, MI

OCTOBER 17-19, 2023



**DSV Fairs & Events** has been appointed by show management as the **Official International Freight Forwarder and Customs Broker** for the **Motion + Power Technology Expo 2023**.

It's time to plan your shipping, so let our exposition freight experts assist you with all of your international transportation needs, including:

- Shipping of international exhibits to the show
- Customs clearance procedures
- Delivering your cargo to the appointed site handling contractor
- Re-exporting your freight at the conclusion of the show.

Please **[CLICK HERE](#)** to request a quotation for our services.



**DSV Fairs & Events, Solutions USA**

[www.dsv.com](http://www.dsv.com)

Contact: Marius Ghitescu

E-mail: [marius.ghitescu@dsv.com](mailto:marius.ghitescu@dsv.com)

Direct: + 1 786 577 6757

Mobile: + 1 770 633 6670

LCL OCEAN  
INTO  
DETROIT  
TERMINAL



Freight for **advance warehouse delivery** should arrive by **September 15<sup>th</sup>**



Freight for **direct to show delivery** should arrive **21 days** before assigned target move-in date

FCL OCEAN  
INTO  
DETROIT  
RAIL PORT



Freight for **advance warehouse delivery** should arrive by **September 18<sup>th</sup>**



Freight for **direct to show delivery** should arrive **14 days** before assigned target move-in date

AIR  
FREIGHT  
INTO  
DETROIT  
(DTW)



Freight for **advance warehouse delivery** should arrive by **September 25<sup>th</sup>**



Freight for **direct to show delivery** should arrive **10 days** before assigned target move-in date

- Huntington Place
- One Washington Blvd.
- Detroit, MI 48226 USA

## Consignee



- *“Exhibitor Name”* / Booth No. \_\_\_\_\_
- Motion + Power 2023
- c/o DSV Fairs & Events
- E-mail: [US-Exhibitions@dsv.com](mailto:US-Exhibitions@dsv.com)
- Office: + 1 786 577 6750

## Notify



- *“Exhibiting Company Name”*
- c/o Motion + Power 2023
- Booth No. \_\_\_\_\_
- Huntington Place
- Detroit, MI USA
- Made in (country of origin)

## Marks



To find a local **DSV Fairs & Events** agent office in your country please [CLICK HERE](#)

If you only require services from arrival USA, then [CONTACT US](#) prior to shipping for handling and coordination

Please [CLICK HERE](#) for blank shipping documents and instructions (ex - pre alert, ISF form, commercial invoice & packing list, Customs POA and other gov't agency forms)

NOTIFICATION - Notify **DSV Fairs & Events** with the details of your shipment before it departs the origin country

INSURANCE – Take out adequate insurance to cover the value of your exhibit to and from the show



Pre Alert Requirements  
for Air Freight

Pre Alert Requirements  
for Sea Freight

Pre Alert Form

ISF Guidelines and Notes  
for Consolidated Containers

ISF Worksheet

Commercial Invoice  
& Packing List Form

Customs POA Form

POA Non-Resident Form

Customs Form 5106

Re-export FPPI - Power of  
Attorney for Foreign  
Principle Party in Interest

Textile Declaration Form

Textile Manufacturer Form

Toxic Substances  
Control Act Form (TSCA)

Lacey Act Form

- Pre Alert requirement documents are basic guides for which documents are required for air and ocean shipments, and details on specific items that require additional documentation.
- Pre Alert form is your instructions page to us on how to handle the shipment.
- ISF guidelines are notes on what is required to complete an Importer Security Filing for your ocean shipment along with the blank ISF form.
- Commercial Invoice and Packing List (CIPL)
- Contact DSV Fairs & Events USA for the correct Customs POA Form, Non-Resident Form and Form 5106 for your shipment.
- Re-export FPPI Power of Attorney is required for ALL shipments that are being re-exported after the show / exhibition.
- Textile Declaration form and manufacturer form are both required for any shipment that contains any textile items.
- TSCA form is required for any shipment that contains a chemical. The TSCA form is required for all shipments that contain pens.
- Lacey Act form is required for any product that is made of wood.

[CONTACT DSV F&E USA FOR BLANK DOCUMENTS](#)

DSV Fairs & Events USA is ready to make your international shipping needs easy. Contact DSV Fairs & Events USA today to get started!

**Show Project Manager: Marius Ghitescu**

**Email: [marius.ghitescu@dsv.com](mailto:marius.ghitescu@dsv.com)**

**Direct: + 1 786 577 6757**

**Mobile: + 1 770 633 6670**

**DSV Fairs & Events, Solutions USA**

1100 Tamiami Trail South, Suite B

Venice, FL 34285 USA

[www.dsv.com](http://www.dsv.com)

Office: + 1 786 577 6750

Toll Free: + 1 866 298 3422

Colin May, Director - Fairs & Events, Solutions

Direct: + 1 786 577 6751

Mobile: + 1 404 822 5440

Please **[CLICK HERE](#)** to request a quotation for our services.



DSV Fairs & Events has an agent office in most countries. If you do not see your country listed below, then please contact DSV F&E USA, so that we can provide local contact info.

## Austria

AMB Logistics GmbH  
Messeplatz 1  
Graz 8010  
Austria  
Contact: Patrick Görgl  
Tel: + 43 316 8088 150  
Fax: + 43 316 8088 159  
Email: patrick.goergl@amb-logistics.at

## Belgium

Schenker Fairs & Exhibitions  
Vliegveld 756  
1820 Steenokkerzeel  
Belgium  
Contact: Selma Demir  
Tel: + 32 2 716 37 86  
Fax: + 32 2 716 38 55  
Email: selma.demir@dbschenker.com

## Brazil

Fink Mobility  
Estrada dos Bandeirantes, 2856  
Jacarepagua, Rio de Janeiro  
RJ 22775-110 Brazil  
Contact: Renata Vinhas  
Tel: + 55 21-3410-9737  
Mobile: +55 21 98236 0130  
Email: rvinhas@fink.com.br

## Canada

DSV Global Transport & Logistics  
2200 Yukon Court, Milton, ON  
L9E 1N5 Canada  
Contact: Abishek Ramadoss  
Tel: +1 905-203-2048  
Mobile: +1 365 822 2333 (Faisal)  
E-mail: fairs&eventsDSVcanada@ca.dsv.com

## China

DSV Fairs & Events, Solutions  
Rm 2307-2308, 23F  
One Indigo  
20 Jiuxianqiao Road  
Chaoyang District  
Beijing 10016  
P.R. China  
Contact: Roaddy Lu  
Tel: + 86 10 8540 7288 / 7299  
Mobile: + 86 13 91029 8808  
Email: roaddy.lu@dsv.com

## Denmark

DSV Solutions A/S  
Fairs & Events  
Center Boulevard 5  
2300 Copenhagen S  
Denmark  
Contact: Lars Skovhoej  
Tel: +45 43203859  
Email: expo@dk.dsv.com

## Finland

Suomen Event Logistics Oy  
Tiikarinkatu 9  
24240 Salo  
Finland  
Contact: David Palomo  
Tel: + 358 50 4307 082  
Email: david@suomeneventlogistics.com

## France

E.S.I.  
2 Rue du Meunier  
Zac du Moulin  
95700  
Roissy en France  
France  
Contact: Rachid Bensaber  
Tel: + 33 1 30 11 93 43  
Fax: + 33 7 88 63 82 46  
Email: bensaber.rachid@group-esi.com

## Germany

DSV Solutions GmbH  
Fairs & Events  
Nirostastrasse 3  
48707 Krefeld  
Germany  
Contact: Christian Rasche  
Tel: + 49 2151 7371493  
Mobile: + 49 171 9793 078  
Email: christian.rasche@dsv.com

## Hong Kong

DSV Fairs & Events, Solutions  
13001-11W, 103-04S&106-7S, 13/F  
ATL Logistics Centre B, Berth 3  
Kwai Chung Container Terminal NT  
Hong Kong  
Contact: Sunny Ling  
Tel: + 852 2942 3793  
Mobile: + 852 9622 3280  
Email: sunny.ling@dsv.com

## India

PS Bedi Group  
D-14/1 & 14/2  
Okhla Industrial Area  
Phase – I, New Delhi  
110 020  
India  
Contact: Rajan Rawat  
Tel: + 91 11 4605 5200  
Mobile: +91 9971889881  
Email: outboundexh@psbedi.com

## Ireland

Interflow Logistics Ltd.  
Suite 304  
The Crescent Building  
Northwood Business Park  
Santry, Dublin 9 Ireland  
Contact: Niall Thompson  
Tel: + 353 16 853 845  
Fax: + 353 64 662 0558  
Email: niall@interflow.ie

## Italy

DSV Solutions SRL  
Fairs and Events  
Via Dante 134  
20096 Pioltello, Milan Italy  
Contact: Marco Simone  
Tel: + 39 02 921 34036  
Mobile: + 39 342 7410283  
Email: marco.simone@dsv.com

## Japan

DSV Solutions Co., Ltd.  
Imperial Hotel Tower 16F 16A-4  
1-1-1 Uchisaiwaicho, Chiyoda-ku  
Tokyo 100-0011  
Japan  
Contact: Tokiko Inaba  
Tel + 81 3 4565 4569  
Mobile: + 81 70 1599 8869  
Email: JP.FE@dsv.com

## Korea

DSV Fairs & Events, Solutions  
Magok Central Tower 1 Cha, 227  
Gonghang-daero  
Gangseo-gu, Seoul, 07802  
Korea  
Contact: Chris Lim  
Tel: + 82 2 2192 7420  
Mobile: +82 10 2800 1834  
Email: chris.lim@dsv.com

## Malaysia

DSV Fairs & Events, Solutions  
No 2, Block B, Jalan Bumbung  
U8/90, Seksyen U8  
Perindustrian Bukit Jelutong  
40150 Shah Alam  
Selangor Darul Eshan  
Malaysia  
Contact: Irene Leow  
Tel: + 60 3 7841 8860  
Mobile: + 60 1 2297 7377  
Email: geok.leow@dsv.com

## Netherlands

Fairexx BV  
De Trompet 2650  
1967 DB Heemskerk  
Netherlands  
Contact: Paul van Zijl  
Tel: + 31 251 2500 60  
Fax: + 31 251 2500 65  
Email: paul.van-zijl@fairexx.nl

## New Zealand

DSV Air & Sea Ltd.  
19 Landing Drive  
Auckland Airport  
2022 Auckland  
New Zealand  
Contact: Shane van Heerden  
Tel: + 64 9 941 3582  
Mobile: + 64 274 777 336  
Email: shane.vanheerden@nz.dsv.com

## Portugal

DSV Transitários, Lda  
Rua Abade Correia da Serra, 112  
Senhora da Hora  
4460-208  
Portugal  
Contact: Sílvia Eloi  
Tel: + 351 266 088 642  
Mobile: + 351 916 141 569  
Email: silvia.eloi@dsv.com

## Poland

Universal Express Sp. z o.o.  
ul. Ruchliwa 15  
02-182, Warsaw  
Poland  
Contact: Anna Slawek  
Tel: + 48 22 100 28 90  
Mobile: + 48 691 060 358  
Email: anna.slawek@uex.pl

## Singapore

DSV Solutions Pte Ltd  
No.5 Changi North Way  
5<sup>th</sup> Floor, 498771  
Singapore  
Contacts: Ghazali Saad  
Tel: + 65 6500 5610  
Mobile: + 65 9693 4759  
Email: mohamed.ghazali.bin.saad@dsv.com

## Spain

DSV Fairs & Events, Solutions  
Pol. Ind. Riera del Molí  
Les Llicorelles, Calle A num. 1  
08750 Molins de Rei  
Barcelona  
Spain  
Contact: Belina Flores  
Tel: + 930 260 838  
Mobile: + 34 34 686 902 300  
Email: belina.flores.sierra@dsv.com

## Sweden

On-Site Exhibitions AB  
Norra Gubberogatan 30  
S-416 63 Gothenburg  
Sweden  
Contact: Lena Ericson  
Tel: + 46 31 707 3070  
Fax: + 46 31 707 3075  
Email: lena@onsitegroup.se

## Switzerland

BTG Suisse AG  
Salinenstrasse 61  
4133 Pratteln  
Switzerland  
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Tel : + 41 61 487 87 02  
Fax : + 41 61 487 87 09  
Email: dominique.geiser@btg-suisse.ch

## Taiwan

DSV – TransLink Fairs & Events  
Room 5-2, 5<sup>th</sup> Floor  
No. 99, Chung Shan N. Rd  
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Taipei 104-48  
Taiwan R.O.C.  
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Fax: + 886 2 2523 9449  
Email: frances@trans-link.com.tw

## Thailand

DSV Fairs & Events, Solutions  
136 Romklao Road  
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## Turkey

DSV Fairs & Events  
Rüzgarlıbahçe Mahallesi  
Cumhuriyet Caddesi  
Acarlar İş Merkezi C Blok No:10  
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## United Arab Emirates

DSV Fairs & Events, Solutions  
Level 15, Office No. 07-08  
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Dubai World Trade Centre  
P.O.Box 36683  
Dubai, UAE  
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Mobile: + 971 56 6833914  
Email: nilofer.sayeed@dsv.com

## United Kingdom

DSV Fairs & Events, Solutions  
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Royal Victoria Dock  
London E16 1XL  
United Kingdom  
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Mobile: + 44 7760 165828  
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## Vietnam

DSV - Panalpina Co. Ltd  
3/F Republic Plaza,  
18E Cong Hoa Street, Ward 4  
Tan Binh District,  
Ho Chi Minh City, Vietnam  
Contact: Nguyen Thi Bong  
Tel: + 84 2839487800  
Mobile: 84 906690580  
Email: bong.thi.nguyen@dsv.com

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**Service Information:**

GEMS is proud to be your Exposition Management team. The following are important dates and information to keep at hand:

**Booth Information:**

Each 10' x 10' booth space will be set with 8' high black back drape, 3' high black side rail and a one-line identification sign.

**Carpet:** The exhibit area is not carpeted. The aisle ways will be carpeted in Tuxedo.

**Discount Price Deadline:**

Order early to take advantage of our discount prices, place your order by September 18, 2023. Orders placed at show site will be charged an additional 30% above the discount price.

**GEMS ONLINE ORDERING****Show Schedule:****Exhibitor Move-In:**

Thursday	October 12, 2023	12:30 PM - 4:30 PM
Friday	October 13, 2023	8:00 AM - 4:30 PM
Saturday	October 14, 2023	8:00 AM - 4:30 PM
Monday	October 16, 2023	8:00 AM - 1:00 PM

**Exhibit Hours:**

Tuesday	October 17, 2023	9:00 AM - 6:00 PM
Wednesday	October 18, 2023	9:00 AM - 5:00 PM
Thursday	October 19, 2023	9:00 AM - 4:00 PM

**Exhibitor Move-Out:**

Thursday	October 19, 2023	4:00 PM - 10:00 PM
Friday	October 20, 2023	8:00 AM - 3:00 PM

The exhibitor service center will be open daily during move-in, move-out and show hours.

**Dismantle & Move-Out Information:**

- ◇ GEMS will begin returning any empty containers as soon as the aisle carpet has been removed.
- ◇ Our exhibitor service team will gladly prepare your outbound material handling form and labels ahead of time. Complete the outbound shipping form found in this exhibitor kit and your paperwork will be available at show site.
- ◇ All exhibitor materials should be removed from the facility by 3:00 PM on Friday, October 20, 2023.
- ◇ Please inform your drivers to be checked in at the loading area by 12:00 PM on Friday, October 20, 2023.
- ◇ Freight not picked up by 3:00 PM on Friday, October 20, 2023 will be redirected.

## General Contractor Information:

### Assistance:

A GEMS project coordinator is assigned to this event in order to help you with all of your booth needs.

Please do not hesitate to contact us with any questions.

**Email:** Stephanie@gemsevents.com **Phone:** (313)-400-1454

### Gilbert Exposition Management Services (GEMS)

1 Washington Blvd. Ste 1056

Detroit, MI 48226

(313) 400-1454 fax. (313) 209-3838

### During the Show:

GEMS maintains an on-site Exhibitor Services Contact during the whole duration of the show. If there is anything you forgot to order, or new requirements arise during the show, we will be happy to help you. Just visit us at the Exhibitor Service Center for assistance.

### EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at 313-400-1454 for a quote.

### Shipping Information:

Advance to Warehouse:

GEMS  
MOTION & POWER 2023  
Company name & Booth #  
1600 East Grand Boulevard  
Detroit, MI 48211

Shipments may begin arriving at the above address on **Monday, September 18, 2023** from 8 AM—3:00 PM daily. Shipments will be accepted at the warehouse until **Wednesday, October 11, 2023** after that additional after deadline fees will apply. To trace the arrival of your shipment or for directions to the warehouse please call 313-400-1454

Direct to Show Site:

HUNTINGTON PLACE  
c/o GEMS  
MOTION & POWER 2023  
Company Name & Booth #  
1 Washington Blvd.  
Detroit, MI 48226

Shipments arriving at show site prior to **Friday, October 13, 2023** will be refused, rerouted, or held by the facility. You are responsible for all related charges incurred at show site and by GEMS. Shipping prior to move-in could delay your shipment to your booth. Please follow the outlined shipping guidelines.

### After the Show:

Feel free to contact GEMS throughout the year for assistance with any trade shows, special events, exhibit rentals, installation and dismantle labor, or material storage.

**We look forward to serving you in the future!**

1 Washington Blvd. Ste 1056  
Detroit, MI 48226  
(313) 400-1454 fax. (313) 209-3838

October 17-19, 2023  
Huntington Place Detroit, MI

## PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

### Credit Card Charge Authorization

(All Information Must Be Provided)

**EXPIRATION DATE**

☐ MasterCard ☐ VISA ☐ American Express ☐ Corporate ☐ Personal

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#### Card Holders Name

(Please Print)

#### Billing Address

City State Zip Code

Phone Number Credit Card CVV Code

#### Email Address

#### Card Holders Signature

#### Company Name

#### Booth #

Calculation of Orders	Total
Material Handling	\$
Installation & Dismantle Labor	\$
Standard Furnishings & Accessories	\$
Custom Furniture Rental	\$
Carpet	\$
3.95% Processing Fee	\$
Taxes 6%	\$
Total	\$
To simplify payment, send a check payable to GEMS for your entire order or note the amount to be charged to your credit card.	
FULL PAYMENT in U.S. funds drawn on a U.S. Bank	\$
Check #	
Please list all authorized persons for credit card use at show site below.	

#### Payment Policy

##### Payment for Services

GEMS requires payment in full at the time services are ordered. GEMS requires that you provide a credit card authorization with your initial order. For your convenience, GEMS/GEMS Logistics LLC will use this authorization to charge your account for services which may include labor, material handling, and shipping services not covered by your first payment.

*For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative for products and services rendered to your company for this event.*

##### Method of Payment

GEMS accepts MasterCard, VISA, Discover, American Express, & Check. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank. Exhibitors will be charged a \$25.00 fee for returned NSF checks.

#### Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GEMS reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

#### Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information with your orders for the show. GEMS must receive your certificate with your order; otherwise tax will appear on your invoice.

#### Adjustments and Cancellations

Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Cancellation fees will apply if written notice of cancellation is not received within 15 business days of the show move-in. No credits will be issued after delivery or attempted delivery.

*If you have any questions regarding our payment policy, please call exhibitor services at 313-400-1454 or visit our Service Desk during setup and move-out. Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GEMS. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the Show, or balance left without appropriate credit card on file.*



October 17-19, 2023

Huntington Place Detroit, MI

## THIRD PARTY PAYMENT AND STATEMENT OF TERMS

GEMS will present invoices to third parties at the Show site for payment of all services rendered to exhibitors provided the following conditions are met :

1. The exhibitor is required to complete the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form located in this manual. **Starting January 2023, the third party / EAC will be required to pay a \$150 Exhibitor Allocated Contractor flat rate fee.**
2. The payment record of the third party must be acceptable to GEMS. Also, the charge card information must be completed and submitted to GEMS as a deposit for the Show.
3. If there is any doubt who is to be invoiced for a service, the charges for the service will be charged to the exhibitor. The exhibiting firm is ultimately responsible for the payment of all charges. If the Non-Official Contractor requires GEMS to fax an invoice from the Show Facility, a \$75.00 service charge will be added.
4. The following form is to be completed, signed and returned by both parties by the deadline date indicated on the EAC Form. Otherwise, the request will be denied. **Please do not forget to fill out the credit card authorization form.**

We understand that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event that the named third party does not make payment upon presentation of the invoice at the Show site, such charges will be presented to the exhibiting firm for payment.

EXHIBITING FIRM:		BOOTH#:
AUTHORIZED NAME & TITLE:		
AUTHORIZED SIGNATURE:		
DISPLAY HOUSE NAME/THIRD PARTY PAYER:		
COMPLETE ADDRESS:		
CITY, STATE:		ZIP CODE:
AUTHORIZED NAME & TITLE:		
AUTHORIZED SIGNATURE:		
PHONE NUMBER:		FAX NUMBER:
<b>PLEASE INDICATE ITEMS TO BE BILLED TO THIRD PARTY:</b>		
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS		
ACCOUNT NUMBER:		EXPIRATION DATE and CVV Code:
NAME ON CARD:		
SIGNATURE:		
COMPANY NAME:		BOOTH #:
COMPANY ADDRESS:		
CITY, STATE:		ZIP CODE:
PHONE NUMBER:		FAX NUMBER:

## SHIPPING INSTRUCTIONS

### ADVANCE SHIPMENTS TO THE WAREHOUSE

- Shipments must be sent PRE-PAID. All collect shipments will be refused.
- Crated shipments may be sent to the warehouse in advance up to thirty (30) days prior to the Show move-in date. Such shipments must arrive on or before **Monday, September 18, 2023** between 8:00am & 3:00pm Monday through Friday.
- No shipments will be received at the warehouse on weekends or holidays.
- **HAVE PRO NUMBER AND CARRIER INFORMATION AVAILABLE.**
- To trace the arrival of your shipment or for directions to the warehouse please call 313-400-1454.
- **NOTE: Shipments that arrive at the warehouse after Show move-in has begun will be charged an additional 25% overtime rate of the advance warehouse rate.**
- Label each package or crate as follows:

### TO ARRIVE ON OR BEFORE

**October 11, 2023**

GEMS  
**Motion & Power 2023**  
Company name & Booth #  
1600 East Grand Boulevard  
Detroit, MI. 48211

***Bring tracking information to showsite!***

### SHIPMENTS TO SHOW SITE

- ***All shipments arriving at the facility prior to Friday, October 13, 2023 will be refused & rerouted.***
- **NOTE:** Shipments will only be received at the Show site *during the move-in periods - SEE PAGE 1, 2 OF THE SERVICE MANUAL.*
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for direct deliveries to the Show facility.
- Bills of Lading indicating weight must accompany freight delivery. The driver's signature on the Show site receiving report will verify the total count and weight.
- **NOTE: Shipments arriving at Show site before the designated move-in date will be refused, rerouted, or held by the facility. You're responsible for all related charges incurred at site & by GEMS.**  
Shipping prior to move-in could delay your shipment to your booth. Please follow the outlined shipping guidelines.
- Label each package or crate as follows:

### DO NOT DELIVER PRIOR TO

**October 13, 2023**

Huntington Place  
c/o GEMS  
**Motion & Power 2023**  
Company Name & Booth #  
1 Washington Blvd.  
Detroit, MI 48226

***GEMS WILL NOT be responsible for locating freight that is sent to the facility prior to October 13, 2023***

### Please note the following general shipping information:

- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. No liability will be assumed by GEMS for such shipments.
- Crated materials will be received at the warehouse up to 30 days in advance and delivered to respective booths at the Show facility. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the Show. Material is then moved from the booth to the dock and reloaded on designated vehicles. Charges will be based on in-bound weight only.

**IMPORTANT: Refer to the "MATERIAL HANDLING RATES" in the Exhibitor Service Manual for rate information.**

## MATERIAL HANDLING

As the Official General Contractor, we will take care of the all the material handling needs. GEMS will provide complete freight handling. We offer (1) month of storage prior to the show opening at our advanced warehouse. Our material handling service includes: Unloading of material from truck, delivering of material to booth, handling & storage of empties, delivery of empties to the booth at show closing, loading of material back onto outbound carriers.

### RATES

Advanced Warehouse Material Handling.....	\$ 1.50 per pound.
Rate applies to shipments sent only to the warehouse.	
Direct to Show Site Material Handling .....	\$ 1.25 per pound.
Rate applies to shipments sent only directly to show site.	
Material Handling - 10lbs and under .....	Free of Charge
This rate is per shipment. A qualifying shipment totals any number of pieces delivered to the same booth, by the same carrier, from the same shipper, on the same day, weighing 10 pounds or less.	

## SHIPPING INSTRUCTIONS

### Warehouse:

- Shipments must be sent PRE-PAID. All collect shipments will be refused.
- Warehouse receiving begins on: **September 18, 2023**
- No shipments will be received at the warehouse on weekends or holidays.
- **Warehouse address:**

GEMS  
Motion & Power Technology Expo  
Company Name / Booth  
1600 East Grand Boulevard  
Detroit, MI 48211

### Show Site:

- Show Site receiving begins: **October 13, 2023**
- **All shipments arriving at the facility prior to March 15, 2023 will be refused & rerouted.**
- **Show Site address:**

Huntington Place  
c/o GEMS  
Motion & Power Technology Expo  
Company Name / Booth  
1 Washington Blvd.  
Detroit, MI 48226

**Outbound:** Submit your outbound shipping information in advanced and we will deliver your paper to you during the event.

## **MATERIAL HANDLING RATES**

-CONTINUED-

### **AGREEMENT OF TERMS**

The exhibitor accepts responsibility for the payment of charges in connection with the handling of shipments and guarantees payment to GEMS for the incurred services described herewith.

### **OUTBOUND SHIPPING**

Each exhibitor or his representative will be expected to label his exhibit materials and furnish shipping information. Labels and Bills of Lading will be available at the Exhibitor Service Center. Previous shipping labels should be removed. GEMS accepts no responsibility for misdirected shipments as a result of old shipping labels remaining on containers. GEMS will route all shipments unless special advance arrangements are made. Exhibits and materials for which arrangements have not been made with GEMS, or which have not been removed from the exhibit area on removal day, will be transported to our warehouse, at an additional charge, to await disposition. GEMS reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within five (5) business days following the close of the Show. No liability will be assumed by GEMS as a result of such re-routing or handling. Any freight brought back to the warehouse for special pick-up will be given an additional charge.

### **SHIPMENTS RETURNED TO THE WAREHOUSE**

At the close of the Show, should shipments need to be brought back for any reason, there will be an additional charge of \$100.00 per CWT for straight time and \$200.00 per CWT for overtime, with a 500 lb. minimum.

### **LIMITS OF LIABILITY**

All shipments should be insured by the exhibitor from the time they leave their firm until they are returned after the Show. All exhibits or materials handled by GEMS and insured by the exhibitor are not to exceed a value of \$0.25 per pound and are not to exceed a maximum of \$50.00 per item or \$1000.00 per claim, whichever is less. GEMS and its subcontractors are not insurers. The amounts paid to GEMS are based on the value of the material handling services and are unrelated to the value of the property being handled.

GEMS and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppage, fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearances or other causes beyond its control, or for ordinary wear and tear in handling of equipment. GEMS and its subcontractors shall not be responsible for the materials after they have been delivered to the booth, or before they have been picked up for loading at the exhibit hall. GEMS shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage. All Bills of Lading covering outgoing shipments, which are given to GEMS by exhibitors, will be checked at the time of pickup from the booth, at which time corrections will be made where discrepancies exist. *Furthermore, the exhibitor recognizes there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier. During such time, the materials will not be under the care or responsibility of GEMS.* GEMS and its subcontractors shall not be liable to any extent whatsoever for potential or assumed loss of profits or revenues for any collateral costs, which may make it impossible or impractical to exhibit. Same claims for loss or damage which are not submitted to GEMS within thirty (30) days of the close of the Show shall be considered waived.

No suit or action shall be brought against GEMS or its subcontractors more than one year after accrual of the cause or action thereof. In order to expedite removal of materials from the Show site, GEMS shall have the authority to change designated carriers if such carriers do not pick up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case extra charges will be the responsibility of the exhibitor) or shipped to the exhibitor's address.

The consignment or delivery of a shipment to GEMS or its subcontractors by the exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in the above section.



## Unlimited Shipping Options

Airways Freight provides customized logistic services optimized for the unique shipping and timeframe requirements of numerous industries.

### Services Include:

- DOMESTIC AND INTERNATIONAL
- Ground/Economy
- Second Day Service
- Service by LAND, AIR, or SEA
- Show to Show Direct Service
- Express/Overnight Service
- Canadian/Transborder Service
- Customs Brokerage Services
- LTL or FULL Truckloads
- 24 Hour Customer Service
- The BEST Personalized Service
- Weekday, Weekend, and Holidays



**800.643.3525**  
**www.airwaysfreight.com**



**CONTACT LAUREN WHITE TODAY!**  
**LWHITE@AIRWAYSFREIGHT.COM**  
**301.452.2624**



**RUSH**

***DO NOT DELAY***

**Receiving Date Begins: SEPTEMBER 18, 2023**

**Deadline Date: OCTOBER 11, 2023**

**To:**

Exhibitor/Vendor Name

**C/O: GEMS**

1600 East Grand Boulevard  
Detroit, MI 48211

**WAREHOUSE**

**Event: MOTION & POWER 2023**

**Booth No: No. Of PCS**



**RUSH**

***DO NOT DELAY***

**Receiving Date Begins: SEPTEMBER 18, 2023**

**Deadline Date: OCTOBER 11, 2023**

**To:**

Exhibitor/Vendor Name

**C/O: GEMS**

1600 East Grand Boulevard  
Detroit, MI 48211

**WAREHOUSE**

**Event: MOTION & POWER 2023**

**Booth No: No. Of PCS**

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVEINCE.  
PLEASE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY  
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE





**RUSH**

***DO NOT DELAY***

**Cannot Deliver Before: OCTOBER 13, 2023**

To:

Exhibitor/Vendor Name

**C/O:** GEMS

Huntington Place  
1 Washington Blvd.  
Detroit, MI 48226

**SHOW SITE**

Event: MOTION & POWER 2023

Booth No: No. Of PCS



**RUSH**

***DO NOT DELAY***

**Cannot Deliver Before: OCTOBER 13, 2023**

To:

Exhibitor/Vendor Name

**C/O:** GEMS

Huntington Place  
1 Washington Blvd.  
Detroit, MI 48226

**SHOW SITE**

Event: MOTION & POWER 2023

Booth No: No. Of PCS

-----  
THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVEINCE.  
PLEASE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY  
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE



1 Washington Blvd. Ste 1056  
Detroit, MI 48226  
(313) 400-1454 fax. (313) 209-3838



October 17-19, 2023  
Huntington Place Detroit, MI

## MOBILE UNIT & VEHICLE SPOTTING

Exhibitors or agents with mobile units or vehicles will require guidance to their respective booths. This guidance is required and provided by GEMS to prevent damage that may occur to exhibitors, the property of others, or when necessary to move crates that may be in the aisles.

Mobile units are defined as a piece of equipment than can be pushed or towed to the booth on wheels. Vehicles are defined as an automobile, trailer, tractor, crane, etc. arriving at the exhibit hall that can be driven to the booth location, under its own power.

SPOTTING FEES Mobile Units \*..... \$350.00 per unit (round trip)

Vehicles..... \$350.00 per unit (round trip)

PLUS 6% Tax

Exhibiting Firm: \_\_\_\_\_

Booth #: \_\_\_\_\_ Booth Size: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

## MACHINERY HANDLING DEFINITIONS

**STRAIGHT TIME:** 8:00 AM to 4:30 PM. Monday through Friday

**OVERTIME:** 4:30 PM to 8:00 AM. Monday through Friday, all day Saturday.

**DOUBLE TIME:** Sundays, and holidays

(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times. )

**DRIVERS CHECK-IN:** NO LATER THAN 2:00 PM IN ORDER TO BE OFF-LOADED ON ARRIVAL DATE.

- All machinery shipments MUST be shipped directly to HUNTINGTON PLACE in care of GEMS. GEMS WILL NOT ACCEPT any shipments addressed to HUNTINGTON PLACE prior the first day of Exhibitor Move-In.
- **MACHINERY WILL NOT BE ACCEPTED AT THE WAREHOUSE.**
- Certified weight tickets and proper documentation will be required on all loads containing machinery. Separate weight for display material and machinery equipment is required. There are different rates for machinery equipment if properly identified on the Bill of Lading. If the weight is not separated and/or materials not identified properly, the display rate will prevail.
- Rates quoted on Page 1 of the Material Handling form include all labor and equipment required to unload trucks at the hall and to place items in the exhibitor's booth, one time spotting, return of containers to dock and loading on outbound carriers. Machinery will be spotted with a 6" tolerance, one time after removal from the truck provided the following conditions are met:
  1. The exhibitor, or his representative, is there to supervise the spotting
  2. The area within the booth is clearly marked to indicate the machine's position
  3. No rigging, bolting or unbolting, unskidding, uncrating or attaching to other equipment must be done
- This will include shipments of machinery WITH proper lifting bars, points, hooks or skids which may be moved on or off of the loading dock or vehicle or show floor by forklift with NO other additional handling requirements. Forklift lifting points MUST be clearly marked.
- Machinery that does NOT fit this description or if a representative is not there will be considered UNSKIDDED and will be charged the published rates for Unskidded Machinery Shipments.
- Rates DO NOT include a labor charge for uncrating, unskidding, unpacking, recrating or reskidding materials.

## MACHINERY HANDLING

### DIRECT MACHINERY MATERIAL RATES

These rates apply to machinery with proper lifting bars, points, hooks, or skids, equipment which may be moved on or off the loading dock, vehicle, or show floor by Forklift with no special handling required. Forklift points must be clearly marked The round trip rates for this service are as followed:

#### ROUND TRIP RATES

#### Round Trip Rates

0—10,000 lbs.....	\$39.40
10,000—20,000 lbs.....	\$36.25
20,001—30,000 lbs.....	\$32.80
30,001—40,000 lbs. ....	\$30.00
40,001—50,000 lbs.....	\$27.00
50,001—60,000 lbs. ....	\$24.00

### MACHINERY INFORMATION

<u>MACHINE NUMBER</u>	1	2	3
TYPE			
WEIGHT			
HEIGHT			
SIZE OF BASE			
IS MACHINE CRATED (YES OR NO)			
WILL SKIDS REMAIN UNDER MACHINE ( YES OR NO)			
PRE-RIGGING INFORMATION AND OR OTHER DATA			

NOTE: If equipment requiring special handling, including machinery is to be displayed it's imperative that details be included above. If no machinery requiring special handling will be displayed in your booth, please write "NONE - DISPLAY MATERIAL ONLY" across the above area. This applies to "General Exhibitors" whose exhibits consist primarily of background panels, prefabricated display units, drapes and/or other display material including product presentation.

**EXHIBITING FIRM:**

**BOOTH#:**

## OUTBOUND SHIPPING FORM

Exhibiting Firm: \_\_\_\_\_

Booth #: \_\_\_\_\_ Booth Size: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

EACH OUTBOUND SHIPMENT WILL REQUIRE A GEMS BILL OF LADING. WE ARE HAPPY TO PREPARE THESE FOR YOU  
AHEAD OF TIME AND DELIVER TO YOUR BOOTH PRIOR TO SHOW CLOSE. PLEASE COMPLETE & RETURN THIS FORM VIA  
EMAIL / FAX OR TO THE GEMS CUSTOMER SERVICE CTR.

## SHIPPING INFORMATION

### SHIP TO:

Company Name: \_\_\_\_\_

Delivery Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Attn: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

**BILL TO:** ☐ Same as Ship to:

Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

## METHOD OF SHIPMENT

### SELECT A CARRIER:

Carrier Name: \_\_\_\_\_ Carrier Phone Number \_\_\_\_\_

Select a Level of Service:

1 Day ☐ 2 Day ☐ 3 Day ☐ Standard Ground ☐ Specialized ☐

Number of Shipping Labels Needed \_\_\_\_\_

In the event that your carrier does not arrive by the designated check-in time your shipment will be re-routed via the show carrier.

## EAC FORM

### NON-OFFICIAL CONTRACTORS' RULES & REGULATIONS

Gilbert Exposition Management, Inc. (GEMS), has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, and installation and dismantling of decorations.

**A NON-OFFICIAL CONTRACTOR IS:** Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site, and does not represent one or more of the official contractors.

- Each representative on a Non-Official Contractor must physically pick up, in person, an "Exhibit Crew" badge at the GEMS Exhibitor Service Center. If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Official Contractor he/she must be accompanied to the GEMS exhibitor Service Center by a representative who has verifying identification.
- These services shall not compete with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and Show management regarding entrance.
- The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the move-in date and shall not solicit business on the Show floor.
- The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

It is the responsibility of the Exhibitor to see that each representative of a Non-Official Contractor abides by the *Official Rules & Regulations* of this Exposition.

### INTENT TO USE NON-OFFICIAL CONTRACTORS

#### A NON-OFFICIAL CONTRACTOR IS:

Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the Show facility and does not represent on or more of the official contractors.

- Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Gilbert Exposition Management Services, Inc. (GEMS), no later than the Deadline Date. **NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.**
- The Non-Official Contractor must provide GEMS with a copy of valid "Certificate of Insurance." This certificate must be received no later than the deadline date. **A one time flat fee of \$150 must be submitted with COI. NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.**
- NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.**
- Failure to provide GEMS with items 1 and 2 above will result in said firms being required to hire installation and dismantling labor from GEMS. Non-Official Contractors will be able to provide supervision only.

**IMPORTANT:** It is the responsibility of each Exhibiting Firm who is utilizing a Non-Official Contractor to complete and return the following forms to GEMS no later than **October 2, 2023**

- "INTENT TO USE NON-OFFICIAL CONTRACTORS" form, below.
- Liability "Certificate of Insurance" form which names Gilbert Exposition Management, Inc. (GEMS), as additionally insured for each Non-Official Contractor firm being utilized. (Note: The exhibitor-appointed contractor must maintain at least \$1 million in Employer's Liability, General Liability, Automobile Liability & Worker's Compensation as required in the state the exposition is located.)

**If both the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form and "CERTIFICATE OF INSURANCE" are not supplied to GEMS by October 2, 2023 then any representative of the Exhibiting Firm or Non-Official Contractor will be required to order labor from GEMS.**

### INTENT TO USE NON-OFFICIAL CONTRACTOR

#### NOTIFICATION DEADLINE: October 2, 2023

EXHIBITING FIRM:		BOOTH #:	
AUTHORIZED NAME AND TITLE:			
AUTHORIZED SIGNATURE:			
FULL NAME OF NON-OFFICIAL CONTRACTOR:			
COMPLETE ADDRESS:			
CITY:	STATE:	ZIP CODE:	
AUTHORIZED NAME AND TITLE:			
AUTHORIZED SIGNATURE:	PHONE NUMBER:	FAX NUMBER:	
NON-OFFICIAL CONTRACTOR "SHOW SITE" REPRESENTATIVE (if not same as above):			
DIRECT PHONE NUMBER:		TYPE OF SERVICE TO BE PERFORMED:	



### INSTALL & DISMANTLE LABOR

Description Advance Show site

**Straight-Time**— 8:00 AM to 4:30 PM Monday through Friday.....\$116.30 \$145.00

**Overtime** - 6:00 AM to 8:00 AM and 4:30 PM to 12:00 midnight Monday through Friday

All day Saturday.....\$174.60 \$217.77

**Double Time**- Sunday and all recognized holidays.....\$231.50 \$286.65

- Show Site prices will apply to all labor orders placed at show site.
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- GEMS supervised jobs will be completed at our discretion prior to show opening and before the hall

must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information.**

### INSTALLATION LABOR

☐ **GEMS Supervised Labor** - Please complete the reverse side of this form.

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is 35% of the total installation labor bill, with a minimum of \$45.00.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

☐ **Exhibitor Supervised Labor** \*Supervisor must check in at the GEMS Service Center to pick up labor

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx Hrs.	Total Hrs.	Hourly Rate	Estimated Cost:
_____	_____	_____ x	_____	_____	_____ =	\$ _____
_____	_____	_____ x	_____	_____	_____ =	\$ _____
_____	_____	_____ x	_____	_____	_____ =	\$ _____

GEMS Supervisions (35%/\$45.00) = \$ \_\_\_\_\_

Total Installation = \$ \_\_\_\_\_

### DISMANTLE LABOR

☐ **GEMS Supervised Labor** - Please complete the reverse side of this form.

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is 35% of the total installation labor bill, with a minimum of \$45.00.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

☐ **Exhibitor Supervised Labor** \*Supervisor must check in at the GEMS Service Center to pick up labor

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx Hrs.	Total Hrs.	Hourly Rate	Estimated Cost:
_____	_____	_____ x	_____	_____	_____ =	\$ _____
_____	_____	_____ x	_____	_____	_____ =	\$ _____
_____	_____	_____ x	_____	_____	_____ =	\$ _____

GEMS Supervisions (35%/\$45.00) = \$ \_\_\_\_\_

Total Installation = \$ \_\_\_\_\_

**EXHIBITING FIRM:**

**BOOTH #:**

## GEMS SUPERVISED LABOR

IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY GEMS I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

## INBOUND SHIPPING AND SET UP INFORMATION

Freight will be shipped to Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date Shipped \_\_\_\_\_

Total # of: \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_

Setup Plan/Photo: Attached \_\_\_\_\_ To be sent with exhibit \_\_\_\_\_ In Crate # \_\_\_\_\_

Carpet: With Exhibit \_\_\_\_\_ Rented from GEMS \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: \_\_\_\_\_ Drawing attached \_\_\_\_\_ Drawing with exhibit \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

## OUTBOUND SHIPPING INFORMATION

SHIP TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### METHOD OF SHIPMENT

#### GEMS Preferred Show Carrier:

Standard Ground

Air Freight

Next Day 2nd Day Deferred

Expedited

Other Carrier: Name \_\_\_\_\_ Phone # \_\_\_\_\_

#### FREIGHT CHARGES

Prepaid

Collect

Bill to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTE:** GEMS is not responsible for the product or literature that is not properly packed and labeled by the exhibitor.

In the event that your carrier does not arrive by the designated check-in time your shipment will be re-routed via the show carrier.

## FORKLIFT / RIGGING INSTALL & DISMANTLE

### FORKLIFT CREW & 5M FORKLIFT:

Straight Time: \$396.10 | 2 man crew per hour.

Overtime: \$512.95 | 2 man crew per hour.

Double Time: \$628.70 | 2 man crew per hour.

### TWO MAN RIGGING CREW (equipment not included)

Straight Time: \$234.30 per personnel hour

Overtime: \$351.15 per personnel hour

Double Time: \$468.05 per personnel hour

### Two man crew is required with all equipment below:

Lg. Forklift (up to 15,000 lbs.) - crew not included: \$194.05 per hour

4 Stage—Forklift (14' or higher—crew not included: \$163.17

Man Cage for Forklift: \$87.70

Boom for Forklift: \$116.30

- Forklift crew will consist of one forklift, one driver and one spotter.
- Please note that a forklift crew should be ordered if you need equipment spotted in your booth area, removed from crates, positioned or repositioned once it is in your booth area.
- Forklift crews do not need to be ordered if it is part of the Material Handling Process.
- The same rules and regulations apply to forklift crew labor as to all other labor services.

Overtime rates prevail before 8:00AM and after 4:30PM, daily and all day on Saturdays.

Double time rates prevail on Sundays & Holidays.

A minimum charge is 1 hour per labor personnel

**This form is a Machinery/Forklift/Rigging order form to uncrate, unskid, spot and place equipment. This form will not be accepted for your Hanging Sign/Condor needs.**

### INSTALL & DISMANTLE RECAP

Please check the appropriate line:		___ Exhibitor Supervision	<b>* Supervisor must check in at the GEMS Service Center to pick up labor</b>	
Install	Date: _____ Time: _____	Total Laborers: _____	Hours per Laborer: _____	\$ _____
Dismantle	Date: _____ Time: _____	Total Laborers: _____	Hours per Laborer: _____	\$ _____
EQUIPMENT:				\$ _____
ESTIMATED COST FOR INSTALLATION, DISMANTLE LABOR				\$ _____

Describe work to be done:

---



---

**EXHIBITING FIRM:**

**BOOTH#:**

## HANGING SIGN

**For booths 20 x 20 or larger**

- All ceiling rigging must conform to Show Management Rules & Regulations and facility limitations.
- **All overhead hanging must be assembled, installed, and removed by GEMS.**
- Set up Instructions must be provided for signs needing assembly.
- Scheduling is done on a first come, first served basis.
- Electrical signs must be in working order and in accordance with the National Electrical Code and Local Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advanced on the enclosed ELECTRICAL SERVICE Order Form.
- If you have any questions or require further assistance you may reach us at (313)400-1454.

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Straight Time

8:00 AM—4:30 PM Monday through Friday

#### Over Time

Before 8:00 AM & after 4:30 PM. Monday through Friday. All day Saturday.

#### Double Time

All day Sunday and recognized holidays

**Crew** consists of 2 people under normal circumstances. However, under GEMS discretion and scope of work and safety, 3 or more men may be required.

Materials—cable, clamps, etc. additional and charge accordingly.

Equipment with Crew

Show site prices will apply to all hanging sign orders placed at show site.

Rates are per lift and crew per hour.

Crew 2 men with a lift (up to 500 lbs. capacity)

	ST	OT	DT
Advanced Price	\$583.25	\$691.80	\$800.40
Show Site Price	\$727.65	\$864.35	\$999.95

#### Additional Labor

Advanced Price	\$116.30	\$174.45	\$231.55
Show Site Price	\$144.95	\$217.75	\$286.65

### INSTALL & DISMANTLE RECAP

Please check the appropriate line:			___GEMS Supervision	___Exhibitor Supervision	* Supervisor must check in at the GEMS Service Center to pick up labor
Install	Date:	Time:	Total Laborers:	Hours per Laborer:	\$
Dismantle	Date:	Time:	Total Laborers:	Hours per Laborer:	\$
GEMS Supervision Install 35%:		GEMS Supervision Dismantle 35%:		Forklift Fee: \$50.00	\$
ESTIMATED COST FOR INSTALLATION, DISMANTLE OF HANGING SIGN					\$

**EXHIBITING FIRM:**

**BOOTH#:**

## BOOTH PACKAGES

### Booth Package:

Each 10' x 10' package includes:

- (1) 10' x 10' Carpet
- (1) 6' L x 30" skirted table
- (2) Side chairs
- (1) Corrugated Wastebasket

Advanced Price.....\$452.55

Standard Price.....\$523.70

Items included in this package cannot be substituted or traded.

Rates based on full packages whether used completely or in part

Please indicated your color Selection Below:

(circle color choice)

TABLE:      Black   Blue   Gold   Gray   Red   Silver   White

CARPET:      Black   Blue   Grey   Red   Midnight-Blue   Tuxedo

_____	@	_____	+	_____	=	\$	_____
No. of Pkgs				6% tax			Total

**EXHIBITING FIRM:**

**BOOTH#:**

## STANDARD FURNISHINGS & ACCESSORIES

### CHAIRS AND ACCESSORIES

Quantity	Description	Discount Price	Standard Price	Total
	Padded Black Side Chair	\$121.30	\$151.60	\$
	Padded Black Bar Stool	\$242.55	\$303.20	\$
	Literature Stand	\$165.40	\$192.95	\$
	Waste Basket	\$22.65	\$38.60	\$
	Easel, Chrome	\$50.70	\$71.65	\$
	Tack Board	\$165.40	\$192.95	\$
	42" High Round Café Table	\$192.95	\$231.50	\$
	Bag Rack	\$71.65	\$88.20	\$

### SPECIAL DRAPERY BACKGROUNDS—Ordered In 10' Increments

Indicate Color: ☐ Red ☐ Blue ☐ Black ☐ Sky Blue ☐ Grey ☐ White

Quantity	Description	Discount Price	Standard Price	Total
	3' Drapery Installed, per linear foot	\$10.20	\$15.20	\$
	8' Drapery Installed, per linear foot	\$13.25	\$20.10	\$

### DRAPED DISPLAY TABLES—30" High x 24" Wide

Indicate Color: ☐ Red ☐ Blue ☐ Black ☐ Sky Blue ☐ Silver ☐ White ☐ Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$143.30	\$179.20	\$
	6' Draped	\$168.15	\$210.05	\$
	8' Draped	\$193.20	\$241.45	\$
	4th Side Draped	\$27.55	\$35.85	\$

### DRAPED DISPLAY COUNTERS—42" High x 24" Wide

Indicate Color: ☐ Red ☐ Blue ☐ Black ☐ Sky Blue ☐ Silver ☐ White ☐ Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$160.15	\$200.05	\$
	6' Draped	\$180.60	\$225.75	\$
	8' Draped	\$200.05	\$249.90	\$
	4th Side Draped	\$27.55	\$35.85	\$

### TABLE RISERS AND DRAPING

Indicate Color: ☐ Red ☐ Blue ☐ Black ☐ Sky Blue ☐ Silver ☐ White ☐ Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' x 10" x 12" Draped	\$38.85	\$52.40	\$
	6' x 10" x 12" Draped	\$49.60	\$67.00	\$
	8' x 10" x 12" Draped	\$63.70	\$85.95	\$

FOR ANY ADDITIONAL FURNISHINGS NOT LISTED ABOVE, PLEASE CONTACT  
YOUR PROJECT MANAGER AT GEMS FOR ORDERING AND PRICING DETAILS.

Subtotal \$

Tax @ 6% \$

EXHIBITING FIRM:

BOOTH #:

Total \$

## STANDARD SIZE CARPET & PADDING

Exhibitor will be charged to replace any carpet ordered from GEMS if grease/food etc. has damaged the carpet. Carpets will be inspected by GEMS after the event and replacement costs at GEMS discretion.

All utility lines must be installed before carpet installation. Utilities should be ordered in advance.

### 10' CLASSIC CARPET, PADDING & PLASTIC COVERING

Choose your Carpet Color: ☐ Blue ☐ Black ☐ Grey ☐ Red ☐ Midnight Blue ☐ Tuxedo

Quantity	Description	Discount Price	Standard Price	Total
	10' x 10'	\$240.90	\$325.25	\$
	10' x 20'	\$481.80	\$649.90	\$
	10' x 30'	\$701.70	\$975.60	\$
	10' x 40'	\$963.60	\$1300.95	\$
	10' X 10' Carpet Padding—Single Layer	\$105.10	\$147.15	\$
	10' x 20' Carpet Padding—Single Layer	\$182.10	\$254.90	\$
	10' x 30' Carpet Padding—Single Layer	\$259.20	\$362.85	\$
	10' x 40' Carpet Padding—Single Layer	\$336.15	\$512.60	\$
	10' x 10' Carpet Padding—Double Layer	\$210.10	\$294.10	\$
	10' x 20' Carpet Padding—Double Layer	\$364.20	\$509.85	\$
	10' x 30' Carpet Padding—Double Layer	\$462.25	\$647.15	\$
	10' x 40' Carpet Padding—Double Layer	\$672.30	\$941.30	\$
	Plastic Covering (price per sq. ft.)	\$0.60	\$0.80	\$

### 16 oz. CUSTOM CUT CARPET

Order 16 oz. Custom Cut Carpeting by the sq. ft. If your size is not listed above.

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 3.60

Choose your Carpet Color: ☐ Blue ☐ Black ☐ Grey ☐ Red ☐ Midnight Blue ☐ Tuxedo

16 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)

Booth Size: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. @ \$3.60/Sq. Ft. \$ \_\_\_\_\_

**EXHIBITING FIRM:**

**BOOTH #**

Subtotal \$

Tax @ 6% \$

**Total** \$



### CUT TO SIZE CARPET & PADDING

Guaranteed new, high-quality carpet.

Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.

All utility lines must be installed before carpet installation. Utilities should be ordered in advance.

All Carpet, padding and plastic covering contain recycled content and are recyclable.

#### **PRESTIGE CARPET includes visqueen, delivery, material handling, installation and removal**

Choose your Carpet Color: ☐ Black ☐ Navy ☐ Charcoal ☐ Grey Pearl

28 oz. Carpet Rental—Price per sq. ft. (100 sq. ft. minimum)

1 - 700 sqft Booth Size \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. @ \$7.35/Sq. Ft. \$ \_\_\_\_\_

Over 700 sqft Booth Size \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. @ \$6.72/Sq. Ft. \$ \_\_\_\_\_

Choose your Carpet Color: ☐ Black ☐ Navy ☐ Charcoal ☐ Grey Pearl

40 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)

1 - 700 sqft Booth Size \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. @ \$8.55/Sq. Ft. \$ \_\_\_\_\_

Over 700 sqft Booth Size \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. @ \$7.95/Sq. Ft. \$ \_\_\_\_\_

#### **CARPET PADDING includes delivery, material handling, installation and removal**

Order Carpet Padding by the sq. ft. if your size is not listed on the standard size order form.

1/2" Padding Booth Size \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. @ \$2.80/Sq. Ft. \$ \_\_\_\_\_

(90-700 sq.ft.)

1/2" Padding Booth Size \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. @ \$2.20/Sq. Ft. \$ \_\_\_\_\_

(Over 700 sq.ft.)

Double Padding Booth Size \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. @ \$3.85/Sq. Ft. \$ \_\_\_\_\_

1/2" (90-700 sq.ft.)

Double Padding Booth Size \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. @ \$3.25/Sq. Ft. \$ \_\_\_\_\_

1/2" (Over 700

Sq.Ft)

**EXHIBITING FIRM:**

**BOOTH #**

Subtotal \$

Tax @ 6% \$

**Total** \$

# GEMS | RENTAL EXHIBITS

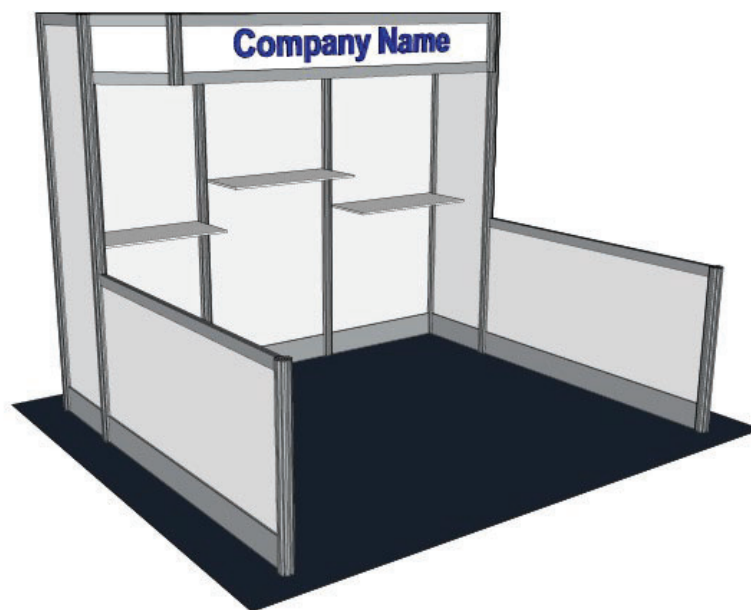
**MAKE YOUR EXHIBIT SHINE WITH ONE OF OUR CUSTOM RENTAL EXHIBITS.**

## **Package 1—10' x 10'**



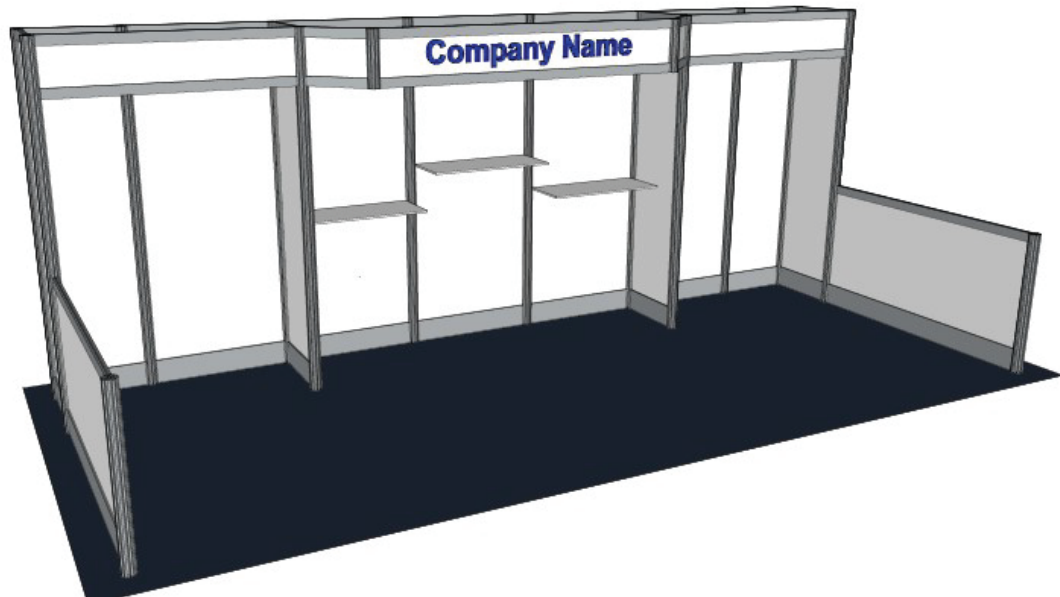
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## **Package 2—10' x 10'**



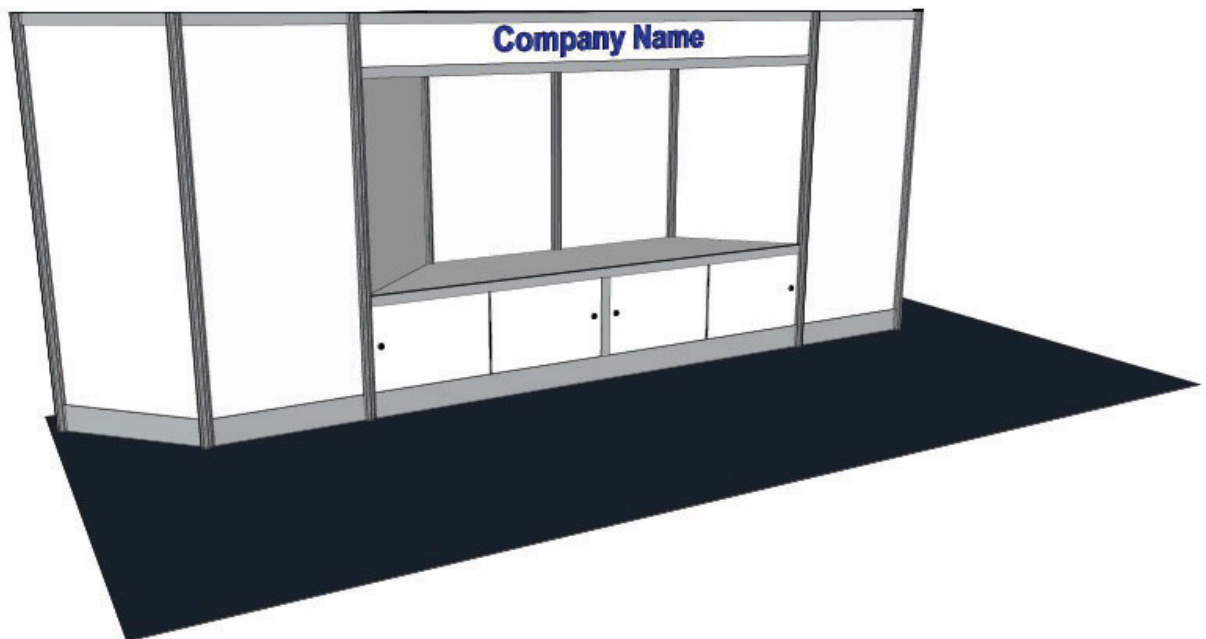
**Please call the phone number listed on the Quick Facts for quick easy ordering!**

**Package 3—10' x 20'**



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**Package 4—10' x 20'**



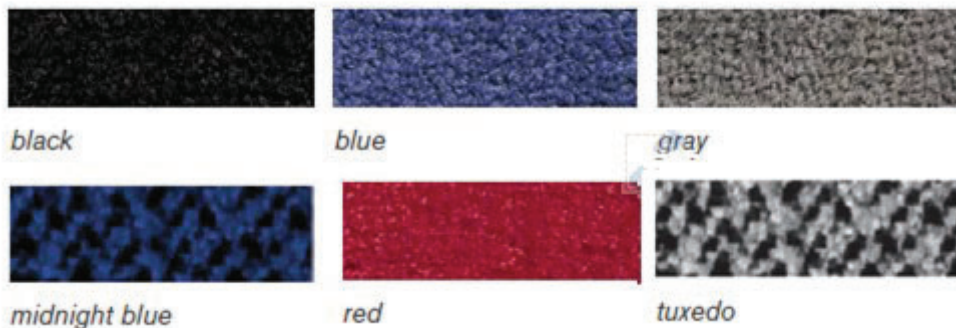
# GEMS | RENTAL EXHIBITS

## Rental Exhibits Include:

- 10' x 10' Standard 16 oz. Carpet
- Exhibit Install & Dismantle
- Material Handling of Exhibit

**ALL PACKAGES CAN BE UPGRADED  
AND CUSTOMIZED WITH  
GRAPHICS.**

## STANDARD CARPET COLORS:



## CABINET OPTIONS



## White PVC Cabinets

	Discount Price	Standard Price
17305 1M x ½M x 36" High	\$1,163.29	\$1,628.60
17306 1M x ½M x 42" High	\$1,302.50	\$1,823.50
17308 2M x ½M x 36" High	\$1,465.05	\$2,051.15
17309 2M x ½M x 42" High	\$1,534.35	\$2,147.70
173010 1M Radius x ½M x 36" High	\$1,089.80	\$1,525.75
173011 1M Radius x ½M x 42" High	\$1,274.80	\$1,784.70
(Radius Cabinets do not have doors)		
17301 Cabinet Lock	\$26.10	\$36.45

Total Cost		
_____	+	_____ = _____
Sub-Total	6% Tax	Total

## CUSTOM EXHIBITS:

**CUSTOM EXHIBITS ARE AVAILABLE PLEASE CONTACT GEMS TO BEGIN YOUR DESIGN!**

**Please call the phone number listed on the Quick Facts for quick easy ordering!**

October 17-19, 2023

## RENTAL EXHIBITS Huntington Place Detroit, MI

Booth # \_\_\_\_\_ Exhibiting Firm: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

EXHIBITS			ADVANCE PRICING	STANDARD PRICING
PACKAGE 1	<input type="checkbox"/>	10' X 10'	\$3,302.50	\$3,930.40
PACKAGE 2	<input type="checkbox"/>	10' X 10'	\$4,184.00	\$5,076.95
PACKAGE 3	<input type="checkbox"/>	10' X 20'	\$4,407.40	\$5,367.35
PACKAGE 4	<input type="checkbox"/>	10' X 20'	\$5,247.50	\$6,460.15

Rental Exhibits Include: 10' x 10' Standard 16 oz. Carpet; Exhibit Install & Dismantle and Material Handling of Exhibit.

### CARPET

- ☐ Black
 ☐ Blue
 ☐ Gray  
☐ Midnight Blue
 ☐ Red
 ☐ Tuxedo

### HEADER IDENTIFICATION SIGN

Indicate which color letting you would.

- ☐ Black
 ☐ Blue
 ☐ Brown
 ☐ Burgundy  
☐ Red
 ☐ Teal
 ☐ White
 ☐ Green

Indicate how you would like your company name to appear.

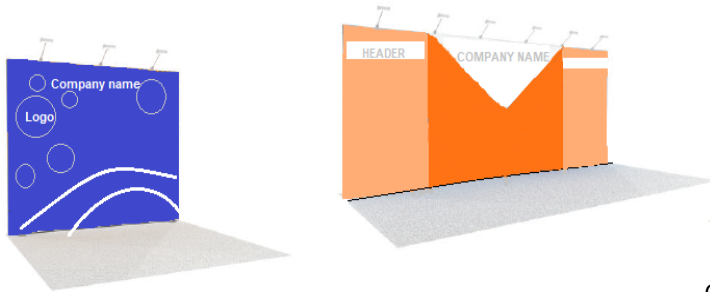
### ENHANCE YOUR EXHIBIT

- ☐ CABINETS & COUNTERS
 ☐ COLORED PANELS
 ☐ GRAPHICS & CUSTOM LOGO  
☐ CREATE CUTOM EXHIBIT
 ☐ SEPCIALITY COLORED METAL
 ☐ RECYLABLE GRAPHICS

TOTAL COST		
_____	+	_____
Sub-total	6%	Total Cost

## GEMS FABRIC EXHIBIT

**GEMS Fabric Exhibits provide a custom printed fabric graphic to keep and reuse for future events!**



GEMS Fabric Rental Exhibit includes

- 116.5" x 92.5" Custom Fabric Graphics (Purchased to keep)
- Carrying case for Graphic.
- Classic Carpet 9'x 10' or 9' x 20'.
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit

Classic Carpet ☐ Black ☐ Blue ☐ Gray  
☐ Red ☐ Tuxedo ☐ Midnight Blue

Qty	Description	Discount	Standard	Total
_____	10' x 10' GEMS Fabric Exhibit	\$ 5,017.15	\$6058.00	_____
_____	10' x 20' GEMS Fabric Exhibit	\$ 7432.15	\$9439.00	_____

## CUSTOM GRAPHICS

GEMS Project Coordinator will be contacting you to review the process for providing graphic files and helpful tips that will ensure a successful graphic print.

## FRAME UNIT ONLY

The GEMS Fabric frame only unit for exhibitors who have previously rented the GEMS Fabric exhibit (above) and have the fabric graphic ready for reuse. If you need a new graphic made, please select the GEMS Fabric rental exhibit (above) No fabric graphics will be printed without the rental unit.



Frame Only Unit Includes

- Classic Carpet 9'x 10' or 9' x 20'.
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit

Classic Carpet ☐ Black ☐ Blue ☐ Gray  
☐ Red ☐ Tuxedo ☐ Midnight Blue

Qty	Description	Discount	Standard	Total
_____	10' x 10' GEMS Fabric Exhibit	\$ 2,910.10	\$3,591.10	_____
_____	10' x 20' GEMS Fabric Exhibit	\$ 5,113.75	\$5,180.20	_____

Total Cost		
Sub-Total	+	6% Tax
	=	Total

Booth # \_\_\_\_\_ Exhibiting Firm: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**1 Washington Blvd. Ste 1056**

**Detroit, MI 48226**

**(313) 400-1454**

**SPECIALITY FURNITURE**

Quantity	Description	Discount Price	Standard Price	Total
	Blanc Bright White Leather Sofa	\$814.00	\$893.55	\$
	Blanc Bright White Leather Loveseat	\$777.00	\$893.55	\$
	Blanc Bright White Leather Chair	\$649.00	\$746.35	\$
	Blanc Bright White Leather Bench Ottoman	\$390.00	\$448.50	\$
	Blanc Bright White Leather Cube Ottoman	\$136.00	\$156.40	\$
	Whisper White Leather Sofa	\$777.00	\$893.55	\$
	Whisper White Leather Loveseat	\$745.00	\$856.75	\$
	Whisper White Leather Chair	\$618.00	\$710.70	\$
	Whisper White Leather Bench Ottoman	\$345.00	\$396.75	\$
	Whisper White Leather Square Ottoman	\$345.00	\$396.75	\$
	Whisper White Leather Round Ottoman	\$345.00	\$396.75	\$
	Function Bright White Leather Armless Chair	\$415.00	\$477.25	\$
	Function Bright White Leather Corner	\$446.00	\$512.90	
	Continental Bright White Leather Curved	\$802.00	\$922.30	\$
	Continental Bright White Leather Reverse	\$777.00	\$893.55	\$
	Continental Bright White Leather Wedge Otto-	\$345.00	\$396.75	\$
	Continental Bright White Leather Curved	\$407.00	\$468.05	\$
	Continental Bright White Leather Half Moon Ottoman	\$345.00	\$396.75	\$
	Sophistication White Leather Sofa	\$802.00	\$922.30	\$
	Sophistication White Leather Loveseat	\$542.00	\$623.30	\$
	Sophistication White Leather Chair	\$407.00	\$468.05	\$
	Sophistication White Leather Corner	\$407.00	\$468.05	\$
	Sophistication White Leather Ottoman	\$306.00	\$351.90	\$
	Boca Black Leather Corner	\$446.00	\$512.90	\$
	Boca Black Leather Armless	\$415.00	\$415.00	\$
	Metro Black Leather Sofa	\$669.00	\$669.00	\$
	Metro Black Leather Loveseat	\$644.00	\$740.60	\$
	Metro Black Leather Chair	\$503.00	\$578.45	\$
	Metro Black Leather Square Ottoman	\$345.00	\$396.75	\$
	Metro Black Leather Bench Ottoman	\$345.00	\$396.75	
	Suave Midnight Sofa	\$586.00	\$673.90	\$
	Suave Midnight Loveseat	\$509.00	\$585.35	\$
	Suave Midnight Chair	\$382.00	\$439.30	\$
				\$
				\$

**EXHIBITING FIRM:**

**BOOTH#:**



1 Washington Blvd. Ste 1056

Detroit, MI 48226

(313) 400-1454

## SPECIALITY FURNITURE

Quantity	Description	Discount Price	Standard Price	Total
	Grammercy Charcoal Leather Sofa	\$745.00	\$856.75	\$
	Grammercy Charcoal Leather Loveseat	\$649.00	\$746.35	\$
	Grammercy Charcoal Leather Chair	\$415.00	\$477.25	\$
	Grammercy Charcoal Leather Corner	\$478.00	\$549.70	\$
	Grammercy Charcoal Leather Round Ottoman	\$345.00	\$396.75	\$
	Grammercy Charcoal Leather Square Ottoman	\$345.00	\$396.75	\$
	Parma Brown Leather Sofa	\$669.00	\$769.35	\$
	Parma Brown Leather Loveseat	\$644.00	\$740.60	\$
	Parma Brown Leather Chair	\$503.00	\$578.45	\$
	Parma Brown Leather Bench Ottoman	\$345.00	\$396.75	\$
	Montana Mocha Sofa	\$630.00	\$724.50	\$
	Montana Mocha Loveseat	\$554.00	\$637.10	\$
	Montana Mocha Chair	\$427.00	\$491.05	\$
	Madison Sofa	\$777.00	\$893.55	\$
	Madison Chair	\$453.00	\$520.95	
	Madison Sky Bench	\$319.00	\$366.85	\$
	Madison Ottoman - Willow	\$204.00	\$234.60	\$
	Madison Ottoman - Sand Dollar	\$204.00	\$234.60	\$
	Madison Ottoman - Apricot	\$204.00	\$234.60	\$
	Madison Ottoman - Sunflower	\$204.00	\$234.60	\$
	Chandler Red Leather Sofa	\$669.00	\$769.35	\$
	Chandler Red Leather Loveseat	\$644.00	\$740.60	\$
	Chandler Red Leather Chair	\$503.00	\$578.45	\$
	Chandler Red Leather Bench Ottoman	\$345.00	\$396.75	\$
	Evoke Sofa	\$1,011.00	\$1,162.65	\$
	Evoke Chair	\$542.00	\$623.30	\$
	Evoke Cocktail Table	\$345.00	\$396.75	\$
	Evoke End Table	\$306.00	\$351.90	\$
	Evoke Cube Table	\$217.00	\$249.55	\$
	Niko Sofa	\$828.00	\$952.20	\$
	Niko Loveseat	\$757.00	\$870.55	\$
	Niko Chair	\$630.00	\$724.50	\$
	Midnight Stage Chair	\$249.00	\$286.35	\$
	Chamois Stage Chair	\$249.00	\$286.35	\$
	Buckskin Stage Chair	\$249.00	\$286.35	\$
	Empire Chair - Black Leather	\$446.00	\$512.90	\$
	Empire Chair - White Leather	\$446.00	\$512.90	\$
	Monarch Chair	\$285.00	\$327.75	\$
	Continental Bright White Leather Curved	\$407.00	\$468.05	\$

**EXHIBITING FIRM:**

**BOOTH#:**

1 Washington Blvd. Ste 1056

Detroit, MI 48226

(313) 400-1454

### SPECIALITY FURNITURE

Quantity	Description	Discount Price	Standard Price	Total
	Metro Black Leather Square Ottoman	\$345.00	\$396.75	\$
	Whisper White Leather Square Ottoman	\$345.00	\$396.75	\$
	Grammercy Charcoal Leather Square Ottoman	\$345.00	\$396.75	\$
	Metro Black Leather Bench Ottoman	\$345.00	\$396.75	\$
	Whisper White Leather Bench Ottoman	\$345.00	\$396.75	\$
	Chandler Red Leather Bench Ottoman	\$345.00	\$396.75	\$
	Grammercy Charcoal Leather Bench Ottoman	\$345.00	\$396.75	\$
	Parma Brown Leather Bench Ottoman	\$345.00	\$396.75	\$
	Essentials Storage Ottoman	\$478.00	\$549.70	\$
	Grammercy Charcoal Leather Round Ottoman	\$345.00	\$396.75	\$
	Whisper White Leather Round Ottoman	\$345.00	\$396.75	\$
	Grammercy Charcoal Leather 1/4 Round Otto-	\$212.00	\$243.80	\$
	Whisper White Leather White 1/4 Round Otto-	\$212.00	\$243.80	\$
	Madison Sky Bench	\$319.00	\$366.85	\$
	Madison Ottoman - Willow	\$204.00	\$234.60	\$
	Madison Ottoman - Sand Dollar	\$204.00	\$234.60	\$
	Madison Ottoman - Apricot	\$204.00	\$234.60	\$
	Madison Ottoman - Sunflower	\$204.00	\$234.60	\$
	Essentials White Leather Banquette (2 pcs)	\$1,011.00	\$1,162.65	\$
	Whisper White Leather Banquette (2 pcs)	\$1,011.00	\$1,162.65	\$
	Grammercy Charcoal Leather Banquette (2	\$1,011.00	\$1,162.65	\$
	Essentials White Leather Turning Bed	\$1,215.00	\$1,397.25	\$
	Rubix Cube - Cherry	\$139.00	\$159.85	\$
	Rubix Cube - Cromwell	\$139.00	\$159.85	\$
	Rubix Cube - Grape	\$139.00	\$159.85	\$
	Rubix Cube - Lemon	\$139.00	\$159.85	\$
	Rubix Cube - Lime	\$139.00	\$159.85	\$
	Rubix Cube - Mango	\$139.00	\$159.85	\$
	Blanc Bright White Leather Cube	\$136.00	\$156.40	\$
	Whisper White Leather Cube Ottoman	\$136.00	\$156.40	\$
	Metro Black Leather Cube Ottoman	\$136.00	\$156.40	\$
	Essentials Turning Bed w/Charging Station In-	\$1,348.00	\$1,550.20	\$
	Boca Bright White Corner - Charged	\$509.00	\$585.35	\$

**EXHIBITING FIRM:**

**BOOTH#:**

1 Washington Blvd. Ste 1056

Detroit, MI 48226

(313) 400-1454

### SPECIALITY FURNITURE

Qty	Description	Discount Price	Standard Price	Total
	Boca Bright White Armless - Charged	\$471.00	\$541.65	\$
	Aspen Bar Table - Charged	\$789.00	\$907.35	\$
	Aspen Cocktail Table - Charged	\$446.00	\$512.90	\$
	White Conference Table - Charged	\$1,062.00	\$1,221.30	\$
	Patrice Tablet Chair	\$491.00	\$564.65	\$
	Lincoln Bench - Charged	\$745.00	\$856.75	\$
	Tribeca End Table	\$242.00	\$278.30	\$
	Tribeca Console Table	\$269.00	\$309.35	\$
	Tribeca Cocktail Table	\$255.00	\$293.25	\$
	Novel End Table	\$306.00	\$351.90	
	Novel Cocktail Table	\$345.00	\$396.75	\$
	Aria Red End Table	\$242.00	\$278.30	\$
	Aria Red Cocktail Table	\$255.00	\$293.25	\$
	Aria Green End Table	\$242.00	\$278.30	\$
	Aria Green Cocktail Table	\$255.00	\$293.25	\$
	Aria Blue End Table	\$242.00	\$278.30	\$
	Aria Blue Cocktail Table	\$255.00	\$293.25	\$
	Aria Purple End Table	\$242.00	\$278.30	\$
	Aria Purple Cocktail Table	\$255.00	\$293.25	\$
	Aria White End Table	\$242.00	\$278.30	\$
	Aria White Console Table	\$269.00	\$309.35	\$
	Aria White Cocktail Table	\$255.00	\$293.25	\$
	Aria Charcoal End Table	\$242.00	\$278.30	\$
	Aria Charcoal Console Table	\$269.00	\$309.35	\$
	Aria Charcoal Cocktail Table	\$255.00	\$293.25	\$
	Fuze End Table	\$262.00	\$301.30	\$
	Fuze Console Table	\$319.00	\$366.85	\$
	Fuze Cocktail Table	\$294.00	\$338.10	\$
	London End Table	\$262.00	\$301.30	\$
	London Console Table	\$319.00	\$366.85	\$
	London Cocktail Table	\$294.00	\$338.10	\$
	Brooklyn II Square End Table	\$224.00	\$257.60	\$
	Brooklyn II Round End Table	\$224.00	\$257.60	\$
	Brooklyn II Rect Cocktail Table	\$249.00	\$286.35	\$
	Brooklyn II Round Cocktail Table	\$249.00	\$286.35	\$
	Vivid End Table	\$242.00	\$278.30	\$
	Vivid Console Table	\$269.00	\$309.35	\$

**EXHIBITING FIRM:**

**BOOTH#:**

1 Washington Blvd. Ste 1056

Detroit, MI 48226

(313) 400-1454

### SPECIALITY FURNITURE

Quantity	Description	Discount Price	Standard Price	Total
	Vivid Cocktail Table	\$255.00	\$293.25	\$
	Rose Table	\$269.00	\$309.35	\$
	Zanzibar Table	\$269.00	\$309.35	\$
	24" Cube End Table - Black	\$249.00	\$286.35	\$
	24" Cube End Table - White	\$249.00	\$286.35	\$
	24" Cube Cocktail Table - Black	\$242.00	\$278.30	\$
	24" Cube Cocktail Table - White	\$242.00	\$278.30	\$
	Hylton Tablet Table	\$217.00	\$249.55	\$
	VIP Glow Bar 6'	\$884.00	\$1,016.60	\$
	VIP Glow Bar 4'	\$745.00	\$856.75	\$
	Black Bar - 2 Shelf	\$407.00	\$468.05	\$
	White Bar - 2 Shelf	\$407.00	\$468.05	\$
	Blox Bar Back	\$509.00	\$585.35	\$
	Piazza Bar Back - Black	\$478.00	\$549.70	\$
	Piazza Bar Back - White	\$478.00	\$549.70	\$
	Vienna Stool - Gray	\$255.00	\$293.25	\$
	Vienna Stool - Orange	\$255.00	\$293.25	\$
	Vienna Stool - Teal	\$255.00	\$293.25	\$
	Criss Cross Bar Stool - Espresso	\$229.00	\$263.35	\$
	Criss Cross Bar Stool - White	\$229.00	\$263.35	\$
	Colin Stool	\$192.00	\$220.80	\$
	Silk Back Bar Stool - Black	\$217.00	\$249.55	\$
	Silk Back Bar Stool - White	\$217.00	\$249.55	\$
	Silk Back Bar Stool - Blue	\$217.00	\$249.55	\$
	Silk Back Bar Stool - Green	\$217.00	\$249.55	\$
	Silk Back Bar Stool - Purple	\$217.00	\$249.55	\$
	Silk Back Bar Stool - Red	\$217.00	\$249.55	\$
	Euro Bar Stool - Black	\$217.00	\$249.55	\$
	Hourglass Bar Stool - Black	\$237.00	\$272.55	\$
	Hourglass Bar Stool - White	\$237.00	\$272.55	\$
	Equino Bar Stool - Black	\$237.00	\$272.55	\$
	Equino Bar Stool - White	\$237.00	\$272.55	\$
	Clara Stool	\$229.00	\$263.35	\$
	Marcus Stool	\$173.00	\$198.95	\$
	Regal Stool	\$237.00	\$272.55	\$
	Caprice Stool	\$237.00	\$272.55	\$
	Sonic Stool	\$192.00	\$220.80	\$
	Nexus Stool	\$198.00	\$227.70	\$
				\$
				\$

**EXHIBITING FIRM:**

**BOOTH#:**

**1 Washington Blvd. Ste 1056**

**Detroit, MI 48226**

**(313) 400-1454**

**SPECIALITY FURNITURE**

Quantity	Description	Discount Price	Standard Price	Total
	Vienna Chair - Gray	\$161.00	\$185.15	\$
	Vienna Chair - Orange	\$161.00	\$185.15	\$
	Vienna Chair - Teal	\$161.00	\$185.15	\$
	Silk Back Armless Chair - Black	\$136.00	\$156.40	\$
	Silk Back Armless Chair - White	\$136.00	\$156.40	\$
	Silk Back Armless Chair - Blue	\$136.00	\$156.40	\$
	Silk Back Armless Chair - Green	\$136.00	\$156.40	\$
	Silk Back Armless Chair - Purple	\$136.00	\$156.40	\$
	Silk Back Armless Chair - Red	\$136.00	\$156.40	\$
	Clara Chair	\$153.00	\$175.95	\$
	Leslie Chair	\$121.00	\$139.15	\$
	Criss Cross Chair - Espresso	\$153.00	\$175.95	\$
	Criss Cross Chair - White	\$153.00	\$175.95	\$
	Elio Chair	\$136.00	\$156.40	\$
	Caprice Chair - Black	\$136.00	\$156.40	\$
	Comet Stack Chair - Arms	\$186.00	\$213.90	\$
	Comet Stack Chair - Armless	\$173.00	\$198.95	\$
	Regal Dining Chair	\$192.00	\$220.80	\$
	Sonic Chair	\$136.00	\$156.40	\$
	Nexus Chair	\$161.00	\$185.15	\$
	Colin Chair	\$136.00	\$156.40	\$
	Euro Bar Table Black/Black 30" Round	\$242.00	\$278.30	\$
	Euro Bar Table Black/Black 36" Round	\$249.00	\$286.35	\$
	Silk Bar Table Black/Chrome 30" Round	\$242.00	\$278.30	\$
	Silk Bar Table Black/Chrome 36" Round	\$249.00	\$286.35	\$
	City Bar Table Maple/Black 30" Round	\$242.00	\$278.30	\$
	City Bar Table Maple/Black 36" Round	\$249.00	\$286.35	\$
	Park Ave Bar Table Maple/Chrome 30" Round	\$242.00	\$278.30	\$
	Park Ave Bar Table Maple/Chrome 36" Round	\$249.00	\$286.35	\$
	Summit Bar Table White/Black 30" Round	\$242.00	\$278.30	\$
	Summit Bar Table White/Black 36" Round	\$249.00	\$286.35	\$
	Blanco Bar Table White/Chrome 30" Round	\$242.00	\$278.30	\$
	Blanco Bar Table White/Chrome 36" Round	\$249.00	\$286.35	\$
	Fuze Bar Table	\$274.00	\$315.10	\$
	Blanco Bar Table - White/Chrome 24" Square	\$242.00	\$278.30	\$
	Blanco Rectangle Bar Table - White/Chrome	\$376.00	\$432.40	\$
	Spectrum Bar Table - Red	\$262.00	\$301.30	\$
	Spectrum Bar Table - Blue	\$262.00	\$301.30	\$
	Spectrum Bar Table - Purple	\$262.00	\$301.30	\$

**EXHIBITING FIRM:**

**BOOTH#:**

1 Washington Blvd. Ste 1056

Detroit, MI 48226

(313) 400-1454

**SPECIALITY FURNITURE**

Quantity	Description	Discount Price	Standard Price	Total
	Spectrum Bar Table - Green	\$262.00	\$301.30	\$
	Zinc Bar Table	\$363.00	\$417.45	\$
	Aspen Bar Table	\$675.00	\$776.25	\$
	Euro Café Table Black/Black 30" Round	\$242.00	\$278.30	\$
	Euro Café Table Black/Black 36" Round	\$249.00	\$286.35	\$
	Silk Café Table Black/Chrome 30" Round	\$242.00	\$278.30	\$
	Silk Café Table Black/Chrome 36" Round	\$249.00	\$286.35	\$
	Park Ave Café Table Maple/Chrome 30" Round	\$242.00	\$278.30	\$
	Park Ave Café Table Maple/Chrome 36" Round	\$249.00	\$286.35	\$
	City Café Table Maple/Black 30" Round	\$242.00	\$278.30	\$
	City Café Table Maple/Black 36" Round	\$249.00	\$286.35	\$
	Summit Café Table White/Black 30" Round	\$242.00	\$278.30	\$
	Summit Café Table White/Black 36" Round	\$249.00	\$286.35	\$
	Blanco Café Table White/Chrome 30" Round	\$242.00	\$278.30	\$
	Blanco Café Table White/Chrome 36" Round	\$249.00	\$286.35	\$
	Fuze Café Table	\$274.00	\$315.10	\$
	Blanco Café Table White/Chrome 24" Square	\$242.00	\$278.30	\$
	Blanco Café Table White/Chrome Rectangle	\$376.00	\$432.40	\$
	Spectrum Café Table - Red	\$262.00	\$301.30	\$
	Spectrum Café Table - Blue	\$262.00	\$301.30	\$
	Spectrum Café Table - Purple	\$262.00	\$301.30	\$
	Spectrum Café Table - Green	\$262.00	\$301.30	\$
	Aspen Dining Table	\$579.00	\$665.85	\$
	Brio Dining Table	\$777.00	\$893.55	\$
	Tamiri High Back Chair	\$306.00	\$351.90	\$
	Tamiri Mid Back Chair	\$269.00	\$309.35	\$
	Tamiri Guest Chair	\$249.00	\$286.35	\$
	Accord High Back Chair - Black	\$382.00	\$439.30	\$
	Accord High Back Chair - White	\$382.00	\$439.30	\$
	Goal Task Chair - Arms	\$204.00	\$234.60	\$
	Goal Task Chair Armless	\$186.00	\$213.90	\$
	Enterprise High Back Conference Chair	\$269.00	\$309.35	\$
	Enterprise Mid Back Conference Chair	\$249.00	\$286.35	\$
	Enterprise Guest Chair	\$229.00	\$263.35	\$
	Goal Black Drafting Stool - Arms	\$217.00	\$249.55	\$
	Goal Black Drafting Stool - Armless	\$204.00	\$234.60	\$
	42" Round Conference Table - Black	\$338.00	\$388.70	\$
	42" Round Conference Table - Mahogany	\$338.00	\$388.70	\$
	Command Conference Table - 6' Black	\$604.00	\$694.60	\$

**EXHIBITING FIRM:**

**BOOTH#:**



1 Washington Blvd. Ste 1056

Detroit, MI 48226

(313) 400-1454

### SPECIALITY FURNITURE

Quantity	Description	Discount Price	Standard Price	Total
	Command Conference Table - 6' Sirona	\$604.00	\$694.60	\$
	Command Conference Table - 6' White	\$604.00	\$694.60	\$
	Command Conference Table - 8' Black	\$649.00	\$746.35	\$
	Command Conference Table - 8' Sirona	\$649.00	\$746.35	\$
	Command Conference Table - 8' White	\$649.00	\$746.35	\$
	Command Conference Table - 10' Black	\$745.00	\$856.75	\$
	Command Conference Table - 10' Sirona	\$745.00	\$856.75	\$
	Command Conference Table - 10' White	\$745.00	\$856.75	\$
	Computer Kiosk - Black	\$497.00	\$571.55	\$
	Computer Kiosk - White	\$497.00	\$571.55	\$
	Black Credenza	\$446.00	\$512.90	\$
	Black Double Pedestal Desk	\$509.00	\$585.35	\$
	5 Shelf Bookcase - Black	\$478.00	\$549.70	\$
	5 Shelf Bookcase - Mahogany	\$478.00	\$549.70	\$
	Genoa Kneespace Credenza	\$446.00	\$512.90	\$
	Genoa Executive Desk	\$528.00	\$607.20	\$
	Genoa Storage Credenza	\$446.00	\$512.90	\$
	Vivid Café Table - Square	\$415.00	\$477.25	\$
	Vivid Café Table - Rectangle	\$478.00	\$549.70	\$
	Brooklyn II Rect Dining Table	\$497.00	\$571.55	\$
	Brooklyn II Round Dining Table	\$390.00	\$448.50	\$
	Aspen Dining Table	\$579.00	\$665.85	\$
	Brio Dining Table	\$777.00	\$893.55	\$
	2 Drawer Vertical File - Letter Size Black	\$167.00	\$192.05	\$
	2 Drawer Vertical File - Legal Size Black	\$217.00	\$249.55	\$
	4 Drawer Vertical File - Letter Size Black	\$224.00	\$257.60	\$
	4 Drawer Vertical File - Legal Size Black	\$249.00	\$286.35	\$
	2 Drawer Lateral File - Black	\$224.00	\$257.60	\$
	2 Drawer Lateral File - Black	\$224.00	\$257.60	\$
	4 Drawer Lateral File - Black	\$274.00	\$315.10	\$
	Storage Cabinet - Black	\$274.00	\$315.10	\$
	Display Pedestal 14" x 42" Black	\$332.00	\$381.80	\$
	Display Pedestal 24" x 42" Black	\$402.00	\$462.30	\$
	Display Pedestal 18" x 42" Black	\$370.00	\$425.50	\$
	Display Pedestal 14" x 42" White	\$332.00	\$381.80	\$
	Display Pedestal 14" x 36" Black	\$281.00	\$323.15	\$
	Display Pedestal 24" x 36" Black	\$402.00	\$462.30	\$
	Display Pedestal 14" x 36" White	\$281.00	\$323.15	\$
	Display Pedestal 24" x 36" White	\$402.00	\$462.30	\$

**EXHIBITING FIRM:**

**BOOTH#:**



[illegible]**BOOTH#:**

## BLANC



**Blanc Sofa**  
Bright White Leather  
75"W x 35"D x 35"H



**Blanc Loveseat**  
Bright White Leather  
54"W x 35"D x 35"H



**Blanc Chair**  
Bright White Leather  
33"W x 35"D x 35"H



**Blanc Bench Ottoman**  
Bright White Leather  
48"W x 24"D x 18"H



**Blanc Cube Ottoman**  
Bright White Leather  
17"Square x 17"H

## WHISPER



**Whisper Sofa**  
White Leather  
87"W x 37"D x 35"H



**Whisper Loveseat**  
White Leather  
61"W x 37"D x 35"H



**Whisper Chair**  
White Leather  
35"W x 37"D x 35"H

## WHISPER



### Whisper Bench Ottoman

White Leather  
60"W x 24"D x 17"H



### Whisper Square Ottoman

White Leather  
40"Square x 17"H



### Whisper Round Ottoman

White Leather  
46"Round x 17"H

## FUNCTION

Modular Seating Collection



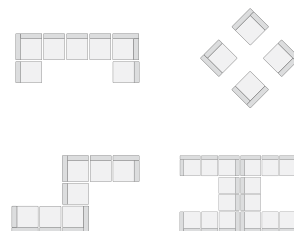
### Function Armless Chair

White Leather  
28"Square x 29"H



### Function Corner

White Leather  
28"Square x 29"H



## CONTINENTAL

Modular Seating Collection



### Continental Curved Loveseat

Bright White Leather  
82"W x 34"D x 31"H



### Continental Reverse Curved Loveseat

Bright White Leather  
72"W x 34"D x 31"H



### Continental Wedge Ottoman

Bright White Leather  
30"W x 34"D x 19"H

## CONTINENTAL

Modular Seating Collection



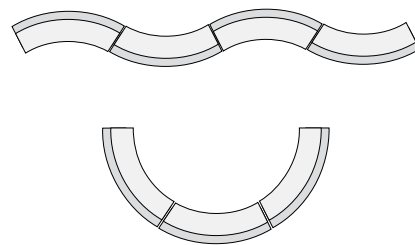
### Continental Curved Bench

Bright White Leather  
70"W x 26"D x 19"H



### Continental Half Moon Ottoman

Bright White Leather  
33"W x 19"D x 19"H



## SOPHISTICATION

Modular Seating Collection



### Sophistication Sofa

White Leather  
72"W x 31"D x 48"H



### Sophistication Loveseat

White Leather  
48"W x 31"D x 48"H



### Sophistication Chair

White Leather  
24"W x 31"D x 48"H



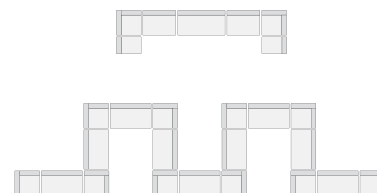
### Sophistication Corner

White Leather  
31"Square x 48"H



### Sophistication Ottoman

White Leather  
31"Square x 19"H



## BOCA

Modular Seating Collection



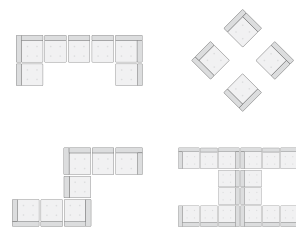
### Boca Corner

Black Leather  
22"W x 27"D x 30"H



### Boca Armless

Black Leather  
27"Square x 30"H



## METRO



### Metro Sofa

Black Leather  
85"W x 35"D x 35"H



### Metro Loveseat

Black Leather  
60"W x 35"D x 35"H



### Metro Chair

Black Leather  
35"Square x 35"H



### Metro Square Ottoman

Black Leather  
40"Square x 17"H



### Metro Bench Ottoman

Black Leather  
60"W x 24"D x 17"H

## SUAVE MIDNIGHT



### Suave Midnight Sofa

Midnight Suede  
77"W x 36"D x 33"H



### Suave Midnight Loveseat

Midnight Suede  
54"W x 36"D x 33"H



### Suave Midnight Chair

Midnight Suede  
32"W x 36"D x 33"H

## GRAMMERCY

Modular Seating Collection



### Grammercy Sofa

Charcoal Leather  
82"W x 36"D x 36"H



### Grammercy Loveseat

Charcoal Leather  
57"W x 36"D x 36"H



### Grammercy Chair

Charcoal Leather  
28"W x 36"D x 36"H



### Grammercy Corner

Charcoal Leather  
36"Square x 36"H



### Grammercy Round Ottoman

Charcoal Leather  
46"Round x 17"H



### Grammercy Square Ottoman

Charcoal Leather  
40"Square x 17"H  
Also Available in Bench Ottoman  
60"W x 24"D x 17"H

## PARMA



**Parma Sofa**  
Brown Leather  
79"W x 37"D x 36"H



**Parma Loveseat**  
Brown Leather  
56"W x 37"D x 36"H



**Parma Chair**  
Brown Leather  
33"W x 37"D x 36"H



**Parma Bench Ottoman**  
Brown Leather  
60"W x 24"D x 17"H

## MONTANA MOCHA



**Montana Mocha Sofa**  
Mocha Tan Fabric  
79"W x 35"D x 34"H



**Montana Mocha Loveseat**  
Mocha Tan Fabric  
57"W x 35"D x 34"H



**Montana Mocha Chair**  
Mocha Tan Fabric  
35"Square x 34"H



# MADISON



## **Madison Sofa**

Tan Fabric  
86"W x 34"D x 34"H



## **Madison Chair**

Tan Fabric  
33"W x 34"D x 34"H



## **Madison Sky Bench**

Teal Fabric  
48"W x 24"D x 17"H



## **Madison Ottoman - Willow**

Green Fabric  
24"Square x 17"H



## **Madison Ottoman - Sand Dollar**

Tan Fabric  
24"Square x 17"H



## **Madison Ottoman - Apricot**

Orange Fabric  
24"Square x 17"H



## **Madison Ottoman - Sunflower**

Yellow Fabric  
24"Square x 17"H

## CHANDLER



### Chandler Sofa

Red Leather  
76"W x 37"D x 35"H



### Chandler Loveseat

Red Leather  
53"W x 37"D x 35"H



### Chandler Chair

Red Leather  
31"W x 37"D x 35"H



### Chandler Bench Ottoman

Red Leather  
60"W x 24"D x 17"H

## EVOKE



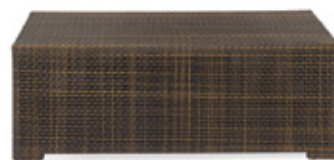
### Evoke Sofa

Coffee Resin Frame with Tan Cushions  
81"W x 35"D x 27"H



### Evoke Chair

Coffee Resin Frame with Tan Cushions  
33"W x 35"D x 27"H



### Evoke Cocktail Table

Coffee Resin Frame  
48"W x 24"D x 18"H

## EVOKE



### Evoke End Table

Coffee Resin Frame  
24"W x 28"D x 25"H



### Evoke Cube Table

Coffee Resin Frame  
18"Square x 18"H

## NIKO



### Niko Sofa

Grey Microfiber  
81"W x 30"D x 38"H



### Niko Loveseat

Grey Microfiber  
58"W x 30"D x 38"H



### Niko Chair

Grey Microfiber  
31"W x 30"D x 38"H

## STAGE CHAIRS



### Midnight Stage Chair

Midnight Microfiber  
25"W x 26"D x 37"H



### Chamois Stage Chair

Beige Microfiber  
25"W x 26"D x 37"H



### Buckskin Stage Chair

Tan Microfiber  
25"W x 26"D x 37"H

## STAGE CHAIRS



**Empire Chair**

■ Black Leather  
□ White Leather  
28"W x 32"D x 32"H



**Monarch Chair**

Bright White Leather  
28" Square x 30"H

## OTTOMANS & BENCHES



**Curved Bench**

Continental White Leather  
70"W x 26"D x 19"H



**Square Ottoman**

■ Metro Black Leather  
□ Whisper White Leather  
■ Grammercy Charcoal Leather  
40" Square x 17"H



**Bench Ottoman**

■ Metro Black Leather  
□ Whisper White Leather  
■ Chandler Red Leather  
■ Grammercy Charcoal Leather  
■ Parma Brown Leather  
60"W x 24"D x 17"H



**Essentials Storage Ottoman**

White Leather with Locking Mechanism  
48"W x 24"D x 20"H  
Lock Not Included



**Round Ottoman**

■ Grammercy Charcoal Leather  
□ Whisper White Leather  
46" Round x 17"H

## OTTOMANS & BENCHES



### Madison Sky Bench

Teal Fabric  
48"W x 24"D x 17"H



### Madison Ottomans

Left to Right: Willow, Sand Dollar, Apricot, Sunflower  
24"Square x 17"H

## BANQUETTES



### Essentials Banquette

White Leather  
60"Round x 48"H (2 Pieces)



### Whisper Banquette

White Leather  
59"Round x 38"H (2 Pieces)



### Grammercy Banquette

Charcoal Leather  
59"Round x 38"H (2 Pieces)

## TURNING BEDS





### Essentials Turning Bed

White Leather  
96"W x 48"D x 36"H

# CUBE OTTOMANS



## Rubix Cube Ottomans

- |                                                                                            |                                                                                          |
|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
|  Cherry   |  Lemon  |
|  Cromwell |  Lime   |
|  Grape   |  Mango |
- 18"Square x 18"H



## Blanc Cube Ottoman

Bright White Leather  
17"Square x 17"H



## Whisper Cube Ottoman

White Leather  
18"Square x 18"H



## Metro Cube Ottoman

Black Leather  
18"Square x 18"H



**Essentials Turning Bed - Charged**

White Leather  
96"W x 48"D x 25"H

*\*White slip cover available for black charging unit.  
\*Maximum of 1 bed per power source.*



**Boca Corner - Charged**

Bright White Leather  
27" Square x 30"H

*\*Maximum of 4 daisy linked together per power source.*



**Boca Chair - Charged**

Bright White Leather  
22"W x 27"D x 30"H

*\*Maximum of 4 daisy linked together per power source.*



**Aspen Bar Table - Charged**

White / Brushed Steel  
72"W x 26"D x 42"H

*\*Maximum of 1 table per power source.*



**Aspen Cocktail Table - Charged**

White / Brushed Steel  
48"W x 24"D x 18"H

*\*Maximum of 1 table per power source.*



**White Conference Table - Charged**

White  
96"W x 43"D x 30"H

*\*Maximum of 1 table per power source.*



**Patrice Table Chair - Charged**

Bright White Leather  
28"W x 31"D x 31"H

*\*Maximum of 6 daisy linked together per power source.*



**Lincoln Bench - Charged**

Bright White Leather  
59"W x 39"D x 17"H

*\*Maximum of 3 daisy linked together per power source.*



## OCCASIONAL TABLES



### Tribeca Tables

End Table Wood/Black  
24"W x 28"D x 22"H  
Console Table Wood/Black  
48"W x 18"D x 30"H  
Cocktail Table Wood/Black  
48"W x 28"D x 19"H



### Novel Tables

End Table Satin Steel  
15" Square x 16"H  
Cocktail Table Satin Steel  
46"W x 15"D x 16"H



### Aria Tables Red

End Table Red/Brushed Steel  
24"W x 20"D x 22"H  
Cocktail Table Red/Brushed Steel  
44"W x 20"D x 18"H



### Aria Tables Green

End Table Green/Brushed Steel  
24"W x 20"D x 22"H  
Cocktail Table Green/Brushed Steel  
44"W x 20"D x 18"H



### Aria Tables Blue

End Table Blue/Brushed Steel  
24"W x 20"D x 22"H  
Cocktail Table Blue/Brushed Steel  
44"W x 20"D x 18"H



### Aria Tables Purple

End Table Purple/Brushed Steel  
24"W x 20"D x 22"H  
Cocktail Table Purple/Brushed Steel  
44"W x 20"D x 18"H



### Aria Tables White

End Table White/Brushed Steel  
24"W x 20"D x 22"H  
Console Table White/Brushed Steel  
44"W x 20"D x 30"H  
Cocktail Table White/Brushed Steel  
44"W x 20"D x 18"H



### Aria Tables Charcoal

End Table Storm Grey/Brushed Steel  
24"W x 20"D x 22"H  
Console Table Storm Grey/Brushed Steel  
44"W x 20"D x 30"H  
Cocktail Table Storm Grey/Brushed Steel  
44"W x 20"D x 18"H

## OCCASIONAL TABLES



### Fuze Tables

End Table Chrome/Zebrawood Laminate  
24"Square x 23"H  
Console Table Chrome/Zebrawood Laminate  
60"W x 16"D x 34"H  
Cocktail Table Chrome/Zebrawood Laminate  
40"Square x 16"H



### London Tables

End Table Chrome/Marble  
24"Square x 23"H  
Console Table Chrome/Marble  
60"W x 16"D x 34"H  
Cocktail Table Chrome/Marble  
40"Square x 16"H



### Brooklyn Tables

End Table Square - Chrome  
22"Square x 20"H  
End Table Round - Chrome  
20"Round x 20"H  
Cocktail Table Rectangle - Chrome  
42"W x 24"D x 16"H  
Cocktail Table Round - Chrome  
30"Round x 16"H



### Vivid Tables

End Table - Smoked Powder Coat Finish  
26"Square x 21"H  
Console Table - Smoked Powder Coat Finish  
50"W x 24"D x 30"H  
Cocktail Table - Smoked Powder Coat Finish  
50"W x 24"D x 16"H



### Rose Table

17"Round x 17"H



### Zanzibar Table

17"Square



### Cube End Tables

■ Black 24"  
□ White 24"  
24"Square x 21"H



### Cube Cocktail Tables

■ Black 24"  
□ White 24"  
24"Square x 16"H



### Hylton Tablet Table

White/Brushed Steel  
18"W x 12"D x 28"H

## BARS & BAR BACKS



### VIP Glow Bar 6'

Frosted Plexi with Built-in Wireless LED Kit  
72"W x 24"D x 42"H(Bar)  
13"D x 18"H (Shelf)  
\*Includes remote control



### VIP Glow Bar 4'

Frosted Plexi with Built-in Wireless LED Kit  
48"W x 24"D x 42"H(Bar)  
13"D x 18"H (Shelf)  
\*Includes remote control



### Bar

■ Black with 2 shelves in back  
□ White with 2 shelves in back  
48"W x 16"D x 42"H



### Blox Bar Back

Walnut/Brushed Metal  
30"W x 16"D x 86"H  
Please Inquire About Shelf Dimensions



### Piazza Bar Back

■ Black  
□ White  
44"W x 12"D x 79"H  
13"W x 14"H (Inside Shelf)

# STOOLS



**Vienna Stool**

■ Gray Acrylic  
■ Orange Acrylic  
■ Teal Acrylic  
17"Square x 39"H



**Criss Cross Bar Stool**

■ Espresso Leather  
□ White Leather  
15"W x 19"D x 41"H



**Colin Stool**

Natural Maple  
20"W x 19"D x 46"H



**Silk Back Bar Stool**

■ Black ■ Green  
□ White ■ Purple  
■ Blue ■ Red  
17"W x 18"D x 42"H



**Euro Bar Stool**

Black  
22"W x 24"D x 42"H



**Hourglass Bar Stool**

■ Black  
□ White  
18"W x 20"D x 43"H



**Equino Stool**

■ Black  
□ White  
15"W x 13"D x 35"H

## STOOLS



**Clara Stool**  
White  
17"W x 21"D x 41"H



**Marcus Bar Stool**  
Steel  
17"Square (at footbase) x 29"H



**Regal Stool**  
Brown Leather  
19"W x 24"D x 45"H



**Caprice Stool**  
Black Fabric  
25"W x 26"D x 44"H



**Sonic Stool**  
Black  
22"W x 23"D x 42"H



**Nexus Stool**  
White  
19"W x 20"D x 44"H

## CAFE CHAIRS



**Vienna Chair**  
Gray Acrylic  
Orange Acrylic  
Teal Acrylic  
21"Square x 32"H



**Silk Back Chair**  
Black  
White  
Blue  
Green  
Purple  
Red  
17"W x 18"D x 34"H

## CAFÉ CHAIRS



**Clara Chair**  
White  
18"W x 21"D x 34"H



**Leslie Chair**  
White  
17"W x 21"D x 31"H



**Criss Cross Chair**  
■ Espresso Leather  
□ White Leather  
17"W x 21"D x 35"H



**Elio Chair**  
Steel  
17"Square x 33"H



**Caprice Chair**  
Black  
25"W x 24"D x 32"H



**Comet Chair**  
Black  
23"W x 22"D x 32"H (With Arms)  
19"W x 22"D x 32"H (Without Arms)



**Regal Dining Chair**  
Brown Leather  
19"W x 23"D x 38"H



**Sonic Chair**  
Black  
20"W x 21"D x 32"H



**Nexus Chair**  
White  
19"W x 22"D x 32"H

## CAFÉ CHAIRS



**Colin Chair**  
Natural Maple  
22"W x 19"D x 33"H

## BAR TABLES



**Euro Bar Table**  
Black/Black 30"  
30"Round x 42"H  
Black/Black 36"  
36"Round x 42"H



**Silk Bar Table**  
Black/Chrome 30"  
30"Round x 42"H  
Black/Chrome 36"  
36"Round x 42"H



**City Bar Table**  
Maple/Black 30"  
30"Round x 42"H  
Maple/Black 36"  
36"Round x 42"H



**Park Ave Bar Table**  
Maple/Chrome 30"  
30"Round x 42"H  
Maple/Chrome 36"  
36"Round x 42"H



**Summit Bar Table**  
White/Black 30"  
30"Round x 42"H  
White/Black 36"  
36"Round x 42"H



**Blanco Round Bar Table**  
White/Chrome 30"  
30"Round x 42"H  
White/Chrome 36"  
36"Round x 42"H



## BAR TABLES



**Fuze Bar Table**  
Zebrawood Laminate/Chrome  
36"Square x 42"H



**Blanco Square Bar Table**  
White/Chrome  
24"Square x 42"H



**Blanco Rectangle Bar Table**  
White/Chrome  
72"W x 24"D x 42"H



**Spectrum Bar Table Red**  
Red/Chrome  
24"Square x 42"H



**Spectrum Bar Table Blue**  
Blue/Chrome  
24"Square x 42"H



**Spectrum Bar Table Purple**  
Purple/Chrome  
24"Square x 42"H



**Spectrum Bar Table Green**  
Green/Chrome  
24"Square x 42"H



**Zinc Bar Table**  
Chrome  
24"Round x 42"H

## BAR TABLES



### Aspen Bar Table

White/Brushed Steel  
72"W x 26"D x 42"H

## CAFÉ TABLES



### Euro Café Table

Black/Black 30"  
30"Round x 30"H  
Black/Black 36"  
36"Round x 30"H



### Silk Café Table

Black/Chrome 30"  
30"Round x 30"H  
Black/Chrome 36"  
36"Round x 30"H



### Park Ave Café Table

Maple/Chrome 30"  
30"Round x 30"H  
Maple/Chrome 36"  
36"Round x 30"H



### City Café Table

Maple/Black 30"  
30"Round x 30"H  
Maple/Black 36"  
36"Round x 30"H



### Summit Café Table

White/Black 30"  
30"Round x 30"H  
White/Black 36"  
36"Round x 30"H



### Blanco Café Table

White/Chrome 30"  
30"Round x 30"H  
White/Chrome 36"  
36"Round x 30"H

## CAFÉ TABLES



**Fuze Café Table**  
Zebrawood Laminate/Chrome  
36"Square x 30"H



**Blanco Square Café Table**  
White/Chrome Rectangle  
24"Square x 30"H



**Blanco Rectangle Café Table**  
White/Chrome Rectangle  
72"W x 24"D x 30"H



**Spectrum Café Table Red**  
Red/Chrome  
24"Square x 30"H



**Spectrum Café Table Blue**  
Blue/Chrome  
24"Square x 30"H



**Spectrum Café Table Purple**  
Purple/Chrome  
24"Square x 30"H



**Spectrum Café Table Green**  
Green/Chrome  
24"Square x 30"H



**Aspen Dining Table**  
White/Brushed Steel  
72"W x 30"D x 30"H



**Brio Dining Table**  
Reclaimed Grey Stone Finish/Brushed Bronze  
96"W x 48"D x 30"H

## OFFICE SEATING



### **Tamiri High Back Chair**

Black Leather  
25"W x 27"D x 45"H



### **Tamiri Mid Back Chair**

Black Leather  
25"W x 27"D x 39"H



### **Tamiri Guest Chair**

Black Leather  
25"W x 27"D x 37"H



### **Accord Chair**

■ Black  
□ White  
25"Square x 44"H



### **Goal Task Chair**

Black  
25"W x 24"D x 39"H



### **Goal Task Chair Armless**

Black  
21"W x 24"D x 39"H



### **Enterprise High Back Conference Chair**

Black Fabric  
25"W x 27"D x 45"H



### **Enterprise Mid Back Conference Chair**

Black Fabric  
24"W x 26"D x 39"H



### **Enterprise Guest Chair**

Black Fabric  
25"W x 27"D x 37"H

## OFFICE SEATING



**Goal Drafting Stool**

Black  
25"W x 24"D x 48"H



**Goal Drafting Stool Armless**

Black  
21"W x 24"D x 48"H

## CONFERENCE TABLES



**Conference Table Round**

■ Black  
■ Mahogany  
42"Round x 29"H



**Command 6'  
Conference Table**

■ Black  
■ Sirona  
□ White  
72"W x 36"D x 31"H



**Command 8'  
Conference Table**

■ Black  
■ Sirona  
□ White  
96"W x 48"D x 31"H



**Command 10'  
Conference Table**

■ Black  
■ Sirona  
□ White  
120"W x 48"D x 31"H

# OFFICE FURNITURE



**Computer Kiosk**

■ Black  
□ White  
24"Square x 42"H



**Black Credenza**

Black  
60"W x 20"D x 29"H



**Black Double Pedestal Desk**

Black  
60"W x 30"D x 29"H



**5 Shelf Bookcase**

■ Black  
■ Mahogany  
36"W x 12"D x 72"H



**Genoa Kneespace Credenza**

Mahogany 2 Filing Cabinets/2-Drawers  
66"W x 20"D x 29"H



**Genoa Executive Desk**

Mahogany Double Pedestal-Locking Drawers  
72"W x 36"D x 29"H



**Genoa Storage Credenza**

Mahogany 2 Filing Cabinets  
2-Drawers-Inside Shelves  
66"W x 20"D x 29"H

## OFFICE FURNITURE



### **Vivid Café Table Square**

Clear Glass/Smoked Powder Coat Finish  
42"Square x 30"H



### **Vivid Café Table Rectangle**

Clear Glass/Smoked Powder Coat Finish  
60"W x 36"D x 30"H



### **Brooklyn Rectangle Dining Table**

Clear Glass/Chrome  
60"W x 36"D x 30"H



### **Brooklyn Round Dining Table**

Clear Glass/Chrome  
42"Round x 30"H



### **Aspen Dining Table**

White/Brushed Steel  
72"W x 30"D x 30"H



### **Brio Dining Table**

Reclaimed Grey Stone Finish/Brushed Bronze  
96"W x 48"D x 30"H



## METAL FILE & STORAGE CABINETS



### 2-Drawer File

Black Letter  
15"W x 25"D x 29"H

Black Legal  
18"W x 25"D x 29"H



### 4-Drawer File

Black Letter  
15"W x 25"D x 52"H

Black Legal  
18"W x 25"D x 52"H



### 2-Drawer Lateral File

Black (Pictured)  
36"W x 18"D x 27"H

Black (Not Pictured)  
36"W x 20"D x 29"H



### 4-Drawer Lateral File

Black  
36"W x 18"D x 54"H



### Storage Cabinet

Black  
36"W x 18"D x 72"H

# PEDESTALS



## Display Pedestals 42"

- Black  
14"Square x 42"H
- Black  
24"Square x 42"H
- Black  
18"Square x 42"H
- White  
14"Square x 42"H



## Display Pedestals 36"

- Black  
14"Square x 36"H
- Black  
24"Square x 36"H
- White  
14"Square x 36"H
- White  
24"Square x 36"H



## Display Pedestals 30"

- Black  
14"Square x 30"H
- Black  
24"Square x 30"H
- Black  
18"Square x 30"H
- White  
14"Square x 30"H



## Locking Pedestal

- Black  
24"Square x 42"H
- White



## Fuze Pedestal

- Zebrawood Laminate/Chrome  
16"Square x 44"H



## London Pedestal

- Marble/Chrome  
16"Square x 44"H

## MISCELLANEOUS ITEMS



### Stanchion

Chrome  
41"H

### Stanchion Rope

Red Velour  
6'L



### Nero Literature Rack

Black  
15"W x 12"D x 54"H



### Argento Literature Rack

Aluminum  
15"W x 12"D x 54"H



### Alto Literature Rack

Black/Metal  
11"W x 10"D x 57"H



### Compact Refrigerator

Black 4 Cu Ft  
21"W x 22"D x 32"H

## LIGHTING



### Silo Grey Lamps

Table Lamp  
25"H  
Floor Lamp  
70"H



### Silo White Lamps

Table Lamp  
25"H  
Floor Lamp  
70"H



### Neutrino Floor Lamp

Steel  
67"H

# DESIGN YOUR BOOTH SPACE *YOUR WAY*



## 20x20 Booth Footprint

Blanc Loveseat • Blanc Chair • Blanc Cube Ottoman  
Brooklyn Round End Table • Brooklyn Cocktail Table  
Aspen Bar Table - Charged • Nexus Stool  
VIP Glow Bar 6' • Argento Literature Rack



## 20x20 Booth Footprint

Aspen Dining Table • Colin Chair  
Lincoln Bench - Charged • VIP Glow Bar 4'



## 10x10 Booth Footprint

Niko Chair • Novel End Table • Fuze Pedestal  
30" Round Bar Table With Tulip Base - White • Vienna Stool



## 20x10 Booth Footprint

Chandler Loveseat • Brushed Steel Lamp  
Continental Curved Bench • Rose Table  
Aria End Table - White • London Console Table

# HUNTINGTON PLACE ONLINE ORDERING

Dear Exhibitor,

Huntington Place Online Ordering is available for your convenience using the link below:

[Exhibitor Services Online Ordering | Huntington Placehuntingtonplacedetroit.com](http://HuntingtonPlacehuntingtonplacedetroit.com)

**Huntington Place Services available online include:**

Internet

Booth Cleaning

Plumbing/Compressed Air

Stagehand Labor

Electrical Services – Provided by Freeman Electric

Booth Catering – Provided by Sodexo Live!

As part of an overall strategy to reduce the facility's carbon footprint, Huntington Place has migrated to ordering online. This process also provides greater efficiency in service delivery. Supporting sustainable Green Events is an ongoing effort at Huntington Place.

**Please take advantage of the advanced pricing by placing your orders at least two weeks prior to the first event date.** If you have questions or need assistance, please contact us at:

[orders@huntingtonplacedetroit.com](mailto:orders@huntingtonplacedetroit.com)

Thank you!

# 2023 RATES

## INTERNET SERVICES



*(Standard rate is automatically applied when order is not PAID (14) days prior to the first event day)*

Service Methods - We have two methods for providing networking services to our customers.

- 1) **Wi-Fi:** Probably needs no explanation. (We support 2.4 and 5.0ghz)
- 2) **Wired:** Means we give you a network cord and a place (Port) to plug it into.

NOTE: (DHCP is automatically provided unless a public static IP is requested)

Networking Service Types

We also have four different service types you can choose from.

- 1) **Dedicated:** This service is a private network that only you can access and has no blocks on anything, meaning all network traffic gets through.
- 2) **Dark/Dry:** This service is private as well but your or your team will manage it for you instead of our in-house team.
- 3) **Shared:** This service is NOT private. Allows only one device per drop and essentially, you are sharing your bandwidth with whomever else has purchased the shared service for that day.
- 4) **Streaming:** This is a private network, but EVERYTHING (All network traffic) is blocked except for streaming services. So, no email, chatting, browsing, etc.

All purchased services are for the entire duration/run of your event.

SHARED - WIRED INTERNET (NOT FOR STREAMING) (Does not support routers or switches)		
Service	Advance	Standard
Single drop/device - 3Mbps	\$600.00	\$720.00
Single drop/device - 6Mbps	\$900.00	\$1,080.00
DEDICATED - WIRED INTERNET/WIFI		
Service	Advance	Standard
Single Drop - 3Mbps	\$3,000.00	\$3,600.00
Single Drop - 6Mbps	\$4,800.00	\$5,760.00
Single Drop - 10Mbps	\$7,000.00	\$8,400.00
Single Drop - 15 Mbps	\$9,750.00	\$11,700.00
Single Drop - 20Mbps	\$12,000.00	\$14,400.00
Above 20 Mbps	Call for quote	
DARK VLAN		
Service	Advance	Standard
One VLAN with <u>no internet</u> connectivity	\$670.00	\$804.00
VOIP Device		
Service	Advance	Standard
VOIP Device with voice services	\$300.00	\$360.00

## 2023 RATES

STREAMING ONLY		
Service	Advance	Standard
Single Drop - 3Mbps	\$1,500.00	\$1,800.00
Single Drop - 6Mbps	\$2,400.00	\$2,880.00
Single Drop - 10Mbps	\$3,500.00	\$4,200.00
Single Drop - 15 Mbps	\$4,875.00	\$5,850.00
Single Drop - 20 Mbps	\$6,000.00	\$7,200.00
Above 20 Mbps	Call for quote	
Mics Services and Hardware		
Service	Advance	Standard
8-Port Gigabit Ethernet Unmanaged Switch	\$45.00	\$55.00
16-Port Gigabit Ethernet Unmanaged Switch	\$85.00	\$95.00
CABLES	Cost EA	Cost EA
15 Foot Cat5E	\$10.00	\$15.00
25 Foot Cat5E	\$15.00	\$20.00
50 Foot Cat5E	\$20.00	\$25.00
100 Foot Cat5E	\$35.00	\$40.00
101 Foot and longer will be made on-site by the in-house team at a cost of \$.50 per foot.		
ADDITIONAL DROPS	Cost EA	Cost EA
Any new drops from the catwalk or ran from an IDF Switch, Column, or other in-house device that will connect to your existing purchased network.	\$150.00	\$180.00

***Orders must be submitted online with credit card payment.***



## 2023 RATES

### GENERAL CLEANING SERVICES



SERVICES	RATE PER SQ. FT.
Booth Carpet Vacuuming	\$0.20
Hard Surface Floor Damp Mop	\$0.26
Booth Shampoo Service	\$0.50
Plastic Carpet Cover Removal	\$0.84

RENTALS	DAILY RATE
Large Plastic Barrel	\$49.00

LABOR (4 HOUR MINIMUM)	HOURLY RATE
<i>Porter or Car Polisher</i>	
Straight (1st 8 Hours)	\$28.00
Overtime (Sat & Sun after 1st 8 Hours)	\$39.00
Double (Sunday/Holiday)	\$41.00


Orders placed less than 2 weeks prior to the first event day will incur standard rates.  
(Additional 25%)

<i>Additional Information:</i>
• Exhibitors using their own company employees may vacuum within their own booth up to 200 square feet.
• Any hired cleaning service or labor must be through Huntington Place's House Keeping Department. All labor requests have a four (4) hour minimum for orders.
• Minimum of 100 square feet for service orders.
• Hard surface floor buff & wax, call for quote.
• Cancellation of labor requires 72 hours of advance written notice. Labor cancelled or reduced without proper notification will be charged a 4-hour cancellation fee per worker.


***Orders must be submitted online with credit card payment.***

Company Name: _____	Room/Booth# _____
Ordered By Name: _____	Contact Name: _____
Ordered By Phone/Cell #: _____	Contact Cell #: _____
E-Mail Address: _____	Delivery Date: _____
Billing Address: _____	Pick-up Date: _____
Delivery Time: <input type="checkbox"/> 6:00AM – 10:00AM <input type="checkbox"/> 10:00AM – 2:00PM <input type="checkbox"/> 2:00PM – 6:00PM	

**\*\*\*ORDER BY September 26th, 2023 TO RECEIVE ADVANCE SHOW RATE\*\*\***


COMPUTERS & ASSESSORIES	QTY	Advance Show Rate	Standard Show Rate	Total	
Laptop Computer - 15" w/MSO		\$450.00	\$585.00		
MacBook Pro - 15"		\$900.00	\$1170.00		
**Laser Printer (Black & White) Call for color pricing.		\$225.00	\$292.00		
Apple iPad		\$150.00	\$195.00		
Wireless keyboard/mouse kit		\$60.00	\$78.00		

\*\*Rental will incur additional \$.10 per copy billed at end of event.\*\*

MONITORS - DISPLAYS - PLAYBACK DEVICES	QTY	Advance Show Rate	Standard Show Rate	Total	
32" HD LCD Monitor - Select input method <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB		\$450.00	\$585.00		
42" HD LCD Monitor - Select input method <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB		\$750.00	\$975.00		
50" HD LCD Monitor - Select input method <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB		\$900.00	\$1170.00		
60" HD LCD Monitor - Select input method <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB		\$1050.00	\$1365.00		
65" HD LCD Monitor - Select input method <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB		\$1200.00	\$1560.00		
LCD Monitor Floor Stand (Note: Floor stands only fit 42" – 70" monitors)		\$225.00	\$292.00		
LCD Monitor Wall Mounting Bracket		\$45.00	\$58.00		
Shelf for LCD Monitor Stand		\$45.00	\$58.00		
DVD or Media Player w/ Auto Repeat <input type="checkbox"/> DVD <input type="checkbox"/> MEDIA PLAYER		\$60.00	\$78.00		

**All monitors come standard with a tabletop stand.**

**Please call or email to request larger monitors or LED wall.**

MISCELLANEOUS AV EQUIPMENT	QTY	Advance Show Rate	Standard Show Rate	Total	
Wireless Microphone - <input type="checkbox"/> Lav <input type="checkbox"/> Handheld <input type="checkbox"/> Headset		\$450.00	\$585.00		
Small Exhibit Booth Audio System (2 – Speakers w/stands + mixer.)		\$450.00	\$585.00		
Tripod Screen w/ Skirt - <input type="checkbox"/> - 6' <input type="checkbox"/> - 8' larger screens available		\$150.00	\$195.00		
Meeting Room Projector w/ Stand & Skirt		\$900.00	\$1170.00		
Projector Stand w/ Skirt		\$45.00	\$58.00		

**Please call or email if you need any equipment not listed on form.**

Equipment Total:	
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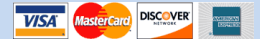
\* Handling Charge includes delivery, set-up and take-down of AV Equipment. **There is a \$100.00 minimum handling charge.**

Additional labor may be required for client provided monitors and stands.

Electrical Services are not included in equipment rental pricing.

	Total
A. Equipment Total	
B. *30% Handling Charge (A x .3)	
E. Total Due (A + B)	

**PAYMENT INFORMATION:**



Premier accepts payments by Check, Credit Card or Electronic Funds Transfer (EFT). Payment is due in advance of equipment delivery. Please select payment method below:

- ☐ Check – (Please make check payable to **Premier Creative Group**) 1324 Rankin Rd., Troy, MI 48083
- ☐ EFT – (If EFT is selected, we will provide you with banking information)
- ☐ Credit Card – (if credit card is selected, we will email you your project reference number and secure link to complete payment process)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TERMS & CONDITIONS:**

**RENTAL AGREEMENT** - It is understood and agreed that RENTER is renting PREMIER CREATIVE GROUP (PREMIER) equipment for a specified period of time and is responsible for its safe return. RENTER hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PREMIER in the same condition as it was in at the time of delivery to RENTER, reasonable wear and tear excluded. RENTER will immediately notify PREMIER of any damage to the rental equipment, and RENTER hereby agrees to be billed (at replacement cost) for any damage to, or loss of, rental equipment damaged or lost while in RENTER'S care, custody and/or control. In no event shall RENTER permit any equipment to be used and/or possessed by other parties other than the named RENTER without prior consent of PREMIER in each instance. All materials and equipment are on a rental basis for the duration of the event or event and remain the property of PREMIER except where specifically identified as a sale.

**CANCELLATIONS** – Cancellation of equipment and services must be received at least 48 hours prior to installation date to avoid a 25% cancellation fee on equipment. This cancellation fee does not apply to labor except when Union Labor is required. When Union Labor is required and a Labor Call has been placed prior to cancellation, RENTER must pay the full amount when the Union will not allow PREMIER to cancel the Labor Call.

**UNPAID BALANCES** - Should there be any pre- approved unpaid balance after the close of the event, terms will be net, due and payable in Troy, MI upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by PREMIER shall be either applied to reduce the principal unpaid balance or refunded to the payer.

**ORDER INSTRUCTIONS:**

To place your order:

- Complete and sign this document:
  - E-mail it to [AV@PremierAV.net](mailto:AV@PremierAV.net)
- We will send you a confirmation that we received your order. If you do not receive confirmation within 24 hours, please contact us directly at our Huntington Place Office number below.

*Premier @ Huntington Place Detroit, Office: 313-540-4060 ~ [AV@PremierAV.net](mailto:AV@PremierAV.net)*



# Viviano Flower Shop

## Plant & Floral Order Form

866-293-7436 events@viviano.com Fax: (586) 293-1475  
32050 Harper Avenue, Saint Clair Shores, MI 48082

(Please Print)

Company Name: \_\_\_\_\_ Attention: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Booth Contact: \_\_\_\_\_ Booth # \_\_\_\_\_

Method of Payment: Check: \_\_\_\_\_ Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Set up: Time: \_\_\_\_\_ Date: \_\_\_\_\_ Strike: Time: \_\_\_\_\_ Date: \_\_\_\_\_

**Order Form Directions:** Please fill out order form completely. All rental plants will be delivered in decorative black pots – please call or email for availability on other color options. Plants are provided on a rental basis only and are the sole property of Viviano Flower Shop, Inc. If plants are missing from your display you will be charged for them. Orders placed within 2 weeks of delivery are subject to our availability on hand. For requests not listed on this form, please call or email – we are a full-service events company. **For shows longer than 4 days, additional watering/maintenance fees might be assessed.** Thank you in advance and have a great show!

	PRICE	QUANTITY	TOTAL DOLLARS
<b>Green Plants:</b>			
1'	\$20		
2'-3'	\$45		
4'-5'	\$65		
6-7'	\$95		
8'- up	call/email		
Large Fern	\$40		
Ivy	\$35		
<b>Flowering Plants:</b>		<b>Quantity and Color</b>	
Pot of Blooming Plants (10" wide by 1 foot tall)	\$55		
6" pot (1 foot tall)	\$35		
<b>Cut Flower Arrangements</b>		<b>Quantity and Color</b>	
Boutonnieres	\$14 and up		
Corsages	\$25 and up		
Bud Vases	\$20 and up		
Floral Arrangements	\$50 and up		
<b>Subtotal Merchandise amount</b>			
<b>Delivery and Pickup fees 5%</b> (minimum \$50, but minimum is waived if multiple customers order for the same event and the combined delivery fee is higher than \$50)			
<b>Sales tax 6%</b>			
<b>Total</b>			



## DIRECTIONS TO HUNTINGTON PLACE

### • From North

Southbound on the Lodge M-10, exit Larned St. (on left); right on Washington Blvd.  
Southbound on I-75 take I-375 to Jefferson Ave. west to Washington Blvd.

### • From South

Northbound on I-75, exit Lodge M-10 to Larned St. (on left); right on Washington Blvd.

### • From East

Westbound on I-94 to I-75 south; take I-375 to Jefferson Ave. west to Washington Blvd.

### • From West

Eastbound on I-96 or I-94, take the Lodge M-10 south; exit Larned St. (on left); right on Washington Blvd.

### • From Canada

Tunnel crossing: left on Jefferson Ave. west to Washington Blvd.

Ambassador Bridge crossing: take I-75 northbound to the Lodge MI-10 south; exit Larned St. (left side); right on Washington Blvd.

## HUNTINGTON PLACE PARKING AND SHUTTLE DROP OFF

### 1 Huntington Place Rooftop Parking

From front of Huntington Place, go north to Congress St. Turn left, stay in right lane to circular ramp between Second and Third Streets. From the Lodge M-10 south, take the Howard St. exit to Fort St. Left on Fort one block and turn right on Third St. Proceed to circular ramp to roof parking.

### 2 Huntington Place Congress Street Garage

Huntington Place Congress Street Garage is located at Congress and First Streets under Huntington Place.

### 3 Huntington Place Washington Blvd. Garage

Huntington Place Garage is located at the intersection of Jefferson and Washington Blvd. in front of the main entrance to Huntington Place.

### 4 Shuttle Drop-off (Atwater Street)

From front of the Huntington Place, go east on Jefferson (left). Turn right on Bates and right again on Atwater. Take Atwater Street to the Huntington Center atrium entrance for visitor drop-off.

### Huntington Place Atwater Garage

From front of the Huntington Place, go east on Jefferson (left). Turn right on Bates and right again on Atwater. Take Atwater Street to Civic Center Drive, turn right and drive to Atwater Garage.



# Maximize Your Exhibit Investment With Lead Capture Services.

The RCS ExpoSmart App turns any Apple or Android\* smartphone or tablet into a sales capture & qualifying tool.

Scan an attendee badge to capture their information, add qualifiers and notes creating more qualified leads for your sales team to win more business.

You don't have that? No problem. You can order one of our devices loaded with the ExpoSmart App.

## Features

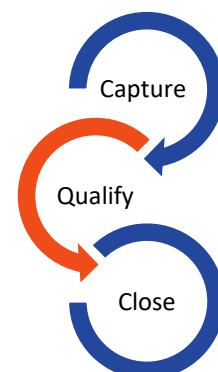
- Quickly scan badges.
- Add Notes and Qualifiers to prioritize future sales action.
- Secure login for online access to your leads after the event.
- Easily transfer leads to your CRM or solicit straight from the spreadsheet.

## Upgrades

- **ExpoAction:** Automatically send a simple text email to prospects, when you scan their badge, thanking them for visiting your booth.
- **Custom Qualifiers:** Customize the qualifiers you add to leads to clearly qualify your leads. Up to 20 qualifiers with 20 characters each.

Ready to Order? Click the "order online" button.

**ORDER ONLINE**



## Lead Retrieval Order Form

ITEM	UNIT PRICE	QUANTITY	TOTAL
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STEP 1

**EXPOSMART LEAD RETRIEVAL SCANNING OPTIONS:**

**Early Bird** Thru 8/25      **Advance** 8/26-9/29      **On-Site** 9/30-10/19      (Prices quoted in U.S. dollars only)

**Your Device**

☐ **ExpoSmart App** - Single Device      \$ 300.00      \$ 390.00      \$ 480.00      X \_\_\_\_\_ = \$ \_\_\_\_\_

☐ **ExpoSmart App** - Up to 5 Devices  (Compatible with Android and iPhone)      \$ 475.00      \$ 620.00      \$ 760.00      X \_\_\_\_\_ = \$ \_\_\_\_\_

**Our Device**

☐ **RCS Phone + ExpoSmart app**      \$ 400.00      \$ 520.00      \$ 640.00      X \_\_\_\_\_ = \$ \_\_\_\_\_


STEP 2

**Upgrades added to your scanning option order:**

Above app or device must be selected prior to choosing optional services

☐ **ExpoAction email**      \$ 250.00      \$ 325.00      \$ 400.00      X \_\_\_\_\_ = \$ \_\_\_\_\_

☐ **Custom Qualifier Questions**      \$ 125.00      \$ 165.00      \$ 200.00      X \_\_\_\_\_ = \$ \_\_\_\_\_

☐ **High Speed Scanner**  *\*can only be ordered with Our Device*      \$ 95.00      \$ 120.00      \$ 140.00      X \_\_\_\_\_ = \$ \_\_\_\_\_

☐ **Delivery & pick-up**      \$ 150.00      X \_\_\_\_\_ = \$ \_\_\_\_\_

(Please provide an on-site mobile phone number below to schedule your delivery)

STEP 3

Ready to Order? Click the "order online" button.

**ORDER ONLINE**      <http://www.rcsreg.com/leads/mpt2023>

Processing Fee      \$ 10.00

**TOTAL**      \$ \_\_\_\_\_

CONTACT INFORMATION

Name \_\_\_\_\_ Booth # \_\_\_\_\_

Company \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Address \_\_\_\_\_

City, ST, Zip \_\_\_\_\_ email \_\_\_\_\_

Country \_\_\_\_\_ email \_\_\_\_\_

(email **receipt** will be sent once order is processed)

(email **confirmation** will be sent once order is processed)

PAYMENT:

- a confirmation will be sent when order is processed if email provided -

**Credit Card** - Orders must be processed online

**Check** (US funds drawn on a US bank) - Make payable to **REGISTRATION CONTROL SYSTEMS**

Mail completed form with check to:

EXHIBITOR SERVICES DESK

REGISTRATION CONTROL SYSTEMS      [email: exhibitorserv@rcsreg.com](mailto:exhibitorserv@rcsreg.com)

1833 Portola Rd., Suite D      **Orders must be pre-paid.**

Ventura, CA 93003      **No purchase orders will be accepted.**

To ensure availability, order early.

No refunds for advance orders or units not utilized onsite. Refunds are not issued for unreported defects.

Please return units within one hour of the close of the event.

Non-returned units recovered by RCS will be charged a full delivery charge.

Lost or damaged units will be charged a replacement fee of \$1,800.00.

I agree to the above terms and conditions \_\_\_\_\_

(signature required for faxed or mailed in orders)

**PLEASE RETAIN A COPY FOR YOUR RECORDS**



## Exhibitor Liability Insurance Program

As a standard requirement for all our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Insurance Coverage is not optional.

This insurance must be in force during the leasing dates of the event October 16-20, 2023, naming AGMA (1001 N. Fairfax St., Suite 500 - Alexandria, VA 22314-1587) as the certificate holder. The following must be named as additional insured: National Trade Productions (NTP) Events its agents, and employees, and the Facility and its employees, AGMA, Huntington Place Convention Center, and employees, and the Facility and its employees and GEMS.

## Rainprotection Insurance Program

If you do not have insurance, or you would rather not use your own insurance, (similar to when you rent a car – so that claims would not be filed against your policy), we have set up a program with Rainprotection Insurance through which, you can purchase compliant insurance instantly online.

### Benefits of using this program:

- No Deductible – unlike your corporate policy, Rainprotection's policy has no deductible. Should there be a claim, you will have no out of pocket costs and your future rates will not go up since you would not need to submit a claim on your policy.
- No Hassles – you will not need to go back and forth with your broker adding additional insureds and making your insurance compliant with show requirements.
- Coverage for exhibitors who do not have an existing policy.
- Coverage for international exhibitors whose insurance will not cover them in the U.S.A.
- Easy and Inexpensive to purchase instantly online.
- Already pre-filled with all the proper show information.
- Submitted to show management for you - Once purchased, they automatically receive a copy.

## Make This Process Simple - Purchase Your Insurance Now and Forget About It

Click the link below to purchase your Liability Insurance  
Pricing starts at \$99 and runs to \$116.72 depending on the state your company is domiciled:

<https://securevendorinsurance.com/RainprotectionGroupVendor/ApplicantInformation?GroupEventKey=62984ed385ec>

### **NON USA EXHIBITORS**

When filling in your company information it will ask for a phone number and address. Please use the following: Address - 1 Washington Blvd, Detroit, MI 48226  
Phone Number - (800) 528-7975

**After reading the above information**, if you still decide to use your own insurance, please make it compliant and then submit a copy to:  
[edrudy@ntpevents.com](mailto:edrudy@ntpevents.com)

### **Are you worried about lost, stolen, or damaged merchandise?**

#### **We also offer Equipment/Merchandise/Display Insurance**

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

Please complete and return the Enrollment Form below:  
[Click Here for the Instant Equipment Insurance Enrollment Form](#)