

EVENT INFORMATION

IEDC 2025 Annual Conference

Huntington Place September 14-17, 2025

General Contractor

Convention & Show Services, Inc. (CSS)

Phone: 313.386.5555

1250 John A. Papalas Dr.

Email: info@convshow.com

Service Information

CSS is proud to be your Official Service Contractor. The following are important dates and information to keep at hand:

Booth Information

Each Booth space will be set with 8' high blue backwall drape, 3' high blue sidewall drape, and (1) 6' blue skirted table, (2) black plastic sled-based side chairs, (1) wastebasket, and (1) 7" x 44" exhibit ID sign to include company name and booth number.

Order Deadline Dates

Order deadlines are clearly marked on all necessary forms in this manual. All orders must also include the following required forms:

- Payment Policy
- Limitations of Liability
- Third-Party Billing Form (where applicable).

Deadline to receive advance pricing on Furnishings, Accessories

Friday August 29, 2025

Advanced Warehouse Deadline Date

Friday September 12, 2025 All advanced warehouse freight must be received by 4:00 p.m. on this date.

Shipping Freight Direct to Show site & Exhibitor Move-In

 Saturday
 September 13, 2025
 6:00 pm - 9:00 pm

 Sunday
 September 14, 2025
 7:00 am - 9:00 am

Event Hours

https://www.iedconline.org/index.php

Exhibitor Move-Out

Tuesday September 16, 2025 5:00 pm Initial Load-out begins.

7:00 pm All Carriers must be checked in or your freight will be rerouted.

9:00 pm Exhibit Hall to be cleared by

CSS Show Services

- Rental Furnishings & Accessories
- Custom Rental Exhibits
- Graphics Production
- Material Handling Services
- Installation and Dismantle

Services

As the Official Tradeshow Services Contractor for the IEDC 2025 Annual Conference, we have enclosed the necessary forms for ordering additional furniture, material handling services, and other requirements. Many exhibitors are unaware of the depth and breadth of products and services that we offer. Because having insight into the control of the entire show process, we can generally save you time and money by assisting in your pre-show planning. CSS will be on-site during the move-in and move-out of your show to assist you in coordinating any last-minute services and to answer any questions you may have. If you have any questions or require an item not included in this manual, please contact us. We look forward to working with you.



PAYMENT POLICY

Convention & Show Services, Inc. requires pre-payments from all exhibitors. CSS requires your complete credit card information even if you are paying by check or bank transfer.

Exhibitors requesting third parties to pay their invoice must complete and submit the Authorization for Third Party Billing form enclosed in this section. Payment for all labor and services ordered by the exhibitor, its display house, or other third parties are the responsibility of the exhibitor.

Payment is due fourteen (14) days after receipt of the invoice for any remaining balance due, where applicable. Monthly finance charges of 1.5% will be applied to all accounts that are delinquent thirty (30) days or more.

Authorized Signature: Ema	il Address:	
Cardholder Name:		
Expiration Date:	CVV:	
City:	State:	ZIP:
Cardholder Billing Address:		
Account Number:		
THIS FORM MUST BE RETURNED TO CONVENTION & SHOW SERV	ICES FOR YOUR ORDERS	TO BE PROCESSED
Your signature below indicates acceptance of all terms and co	nditions outlined in the	Service Manual.
Please complete the information requested below.		
For your convenience we accept Visa, MasterCard, Discover and A processing fee for all payments made via a Credit Card. By completed to complete the amount of your advance orders, deposit amount that may be incurred on show-site by you or a representative actic completed and returned prior to your installation date. Any bald applied to the credit card account below.	eting the information b (when applicable), ar ng on your behalf. C:	pelow, you are authorizing and any additional charges SS requires this form to be
Remit payment details to: apdept@convshow.com CREDIT CARD	<u>n</u>	
Bank: Comerica Bank ABA: 072000096 Account Number: 1840263857 (Convention & Shows SWIFT Code: MNBDUS33	v Services, Inc.)	
Please reference the Company Name, Show Name, Booth number or transaction fees incurred to receive or send a wire will be the resp		
BANK TRANSFER		
Please make checks payable to Convention & Show Services, Incand/or meeting room/press conference. Checks must be made advance of scheduled installation day.		
COMPANY CHECK		
METHOD OF PAYMENT: Please indicate your preferred method of p	ayment:	
Monthly infance charges of 1.3% will be applied to all accounts the	i die deililquerii iriliry	(30) days of more.



THIRD PARTY BILLING AND GUARANTY AGREEMENT

RETURN THIS FORM WHEN A THIRD PARTY (ANY PARTY OTHER THAN EXHIBITING COMPANY) WILL BE BILLED FOR SERVICES

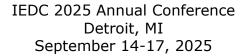
THIS AGREEM	ENT is made on	between	
	(Date)		
EXHIBITING FII	RM:		
Nama			
name			-
Address:			
1 110116	Fax:		-
and DISPLAY	HOUSE:		
Name:			
			-
Address:			
Phone:	Fax:		
			-
and		CES, INC. ("CSS")	
	1250 John A. Papalas Drive		
	Lincoln Park, MI 48146		
To handle the	e display for		
		Exhibitor Name")	

at the IEDC 2025 Annual Conference

Now therefore, in consideration of the mutual covenants set forth herein, the parties agree as follows:

Exhibiting Firm has authorized and appointed Display House as its agent to handle Exhibiting Firm's display for the Show and to receive and pay CSS' invoices for services. This Agreement must be completed, signed, and returned to CSS no later than two (2) weeks prior to the first move-in day in order for third party billing to be accepted. All parties must sign this Agreement indicating acceptance or request for third party billing will be denied. This Agreement includes CSS' invoices for all services rendered in conjunction with Exhibiting Firm's participation in the Show, including but not limited to rental furniture, booth cleaning, drayage, labor, and signs, whether ordered by Exhibiting Firm, Display House, or other third parties.

CSS shall issue the invoices to Display House. Payment shall be made by Display House within 30 days after each invoice is issued. In the event that for any reason Display House does not remit payment of CSS' invoices by the date required, such invoice(s) shall be submitted to Exhibiting Firm for immediate payment. Payments must be made in U.S. Funds. Invoices may be paid by cash, certified, company or traveler's check, VISA, MasterCard, or American Express. Payment by Exhibiting Firm to Display House shall not discharge Exhibiting Firm's obligations under this Agreement.





THIRD PARTY BILLING CONTINUED

In consideration of the services to be rendered by CSS pursuant to this Agreement, Exhibiting Firm absolutely, unconditionally, and irrevocably guarantees prompt payment when due as required by CSS' invoices for all services rendered in conjunction with Exhibiting Firm's participation in the Show (collectively the "Indebtedness"). Exhibiting Firm shall reimburse CSS for all costs, attorney fees incurred, and other expenses at any time expended or incurred by CSS in collecting or attempting to collect the Indebtedness or in enforcing this Guaranty. Unless and until the Indebtedness is paid in full, Exhibiting Firm waives any and all claims and rights of subrogation, contribution, indemnity, and exoneration against Display House or any other person liable for payment of all or any part of the Indebtedness. Exhibiting Firm waives notice of the acceptance of this Guaranty; presentment, protest, notice, demand, or action with respect to any default in payment of the Indebtedness and with respect to any default by Exhibiting Firm in its obligation under this Guaranty; and any right to require CSS to sue Display House or any other person obligated with respect to the Indebtedness. The validity and enforceability of this Guaranty shall not be impaired or affected by any act or omission by CSS with respect to the Indebtedness. Exhibiting Firm waives any and all defenses, claims, and discharges that Display House may have with respect to the Indebtedness, except the defense of payment in full by Display House to CSS.

This agreement shall be governed by and interpreted according to the laws of the State of Michigan. Any litigation commenced based upon this Agreement shall be commenced in the Circuit Court for the County of Oakland, State of Michigan, or in the appropriate lower District Court in said county, or in the U.S. District Court for the Eastern District of Michigan, and the parties hereby consent to such personal jurisdiction.

This Agreement contains the complete agreement of the parties as to the subject matter hereof, and supersedes all previous understanding, negotiations, and proposals with respect to such subject matter. This Agreement may not be altered, amended, or modified except in writing signed by a duly authorized representative of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first above written.

Exhibitor Name	Display House
By:	By:
Authorized Signature	Authorized Signature
Print Name and Title	Print Name and Title
Convention and Show Services, Inc.	
Ву:	
Authorized Signature	
Print Name and Title	



LIMITATIONS OF LIABILITY

THIS FORM IS REQUIRED TO BE SUBMITTED

This form must be signed and returned no later than 10 days prior to the first move-in day of the event, regardless of whether you will be using our services or not. Complying with this will help expedite move-in.

LIMITATIONS OF CONVENTION & SHOW SERVICES, INC. LIABILITY AND RESPONSIBILITY

Convention & Show Services, Inc. shall be referred to as CSS below.

- A. CSS shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- B. CSS shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth and left unattended.
- C. CSS shall not be responsible for loss, damage, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after show. Bills of lading covering outgoing shipments, which are furnished to CSS by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
- D. CSS shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind, or for any cause beyond its control.
- E. CSS' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged and in any event CSS' maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item and \$1,000.00 per shipment, whichever is less.
- F. CSS shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral cost, which may result from any loss or damage to an exhibitor's material which may make it impossible or impractical to exhibit same.
- G. The consignment or delivery of a shipment to CSS by an exhibitor, or by any shipper to or 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 this bulletin.

ORDER FOR DRAYAGE SERVICES

We hereby authorize Convention & Show Services, Inc. to handle our shipment(s) in accordance with the information set forth above in the "Limits of Liability" section of this form and we further agree to the following:

- a. We accept the responsibility for the payment of CSS' charges in connection with the handling of our shipments as set forth above and we guarantee payment to CSS in the event that any third party who acts in our behalf shall fail to pay such charges within 30 days after the close of the show.
- b. We agree to the "Limitations of Convention & Show Services' Liability and Responsibility" set forth above.
- c. We agree that CSS' liability shall be limited to any loss or damage which results solely from CSS' negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.

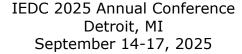


- d. With particular reference to subparagraphs b and c of the above, we agree, in connection with the receipts, handling, storage, and re-loading of our materials at the convention site (as distinct from CSS' warehouse) that CSS will provide its services as our agent, and not as bailee or shipper. If any employee of CSS shall sign a delivery receipt, bill of lading, or other documents, we agree that CSS will do so as our agent and we accept the responsibility therefore.
- e. Relative to outgoing shipments after the show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading onto a carrier, and that during such time our shipment will be left unattended in our booth. We agree that CSS shall not be responsible for any loss or damage during such period, and we authorize CSS to adjust the quantities of items on any bill of lading left by us with CSS to conform to the actual count of such items in the booth at the time of pickup.
- f. We agree, in the event of a dispute with CSS relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to CSS for drayage or any other services provided by CSS as an offset against the amount of the alleged loss or damage. Instead, we agree to pay CSS within 30 days from the close of the event for all such charges, and we further agree that any claim we may have against CSS shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.
- g. In order to expedite removal of materials, CSS shall have authority to change designated carriers if such do not pick up on time. Where no disposition is made, materials will be taken to CSS' warehouse awaiting exhibitor's shipping instructions, and exhibitor will be charged accordingly.
- h. CSS is not liable for exhibitor freight left on the show floor after the show closing deadline. It is exhibitor's responsibility to complete accurate paperwork for shipping and to ensure exhibitor's freight is properly labeled. If exhibitor freight remains on the floor after the end of dismantle, CSS has the right to remove the exhibitor's freight. CSS is authorized by the exhibitor to proceed in the manner chosen by the exhibitor on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship exhibitor freight at the discretion of CSS and at the exhibitor's expense. CSS shall incur no liability for such shipment. CSS retains the right to dispose of customer goods without liability if they are left on the show floor unattended without labels, or are not correctly labeled.

Please keep a copy for your records

Exhibitor Name:	Booth/Room #:		
Address:			
City:	State:	ZIP:	
Email Address:	Phone:		
Authorized Signature:			
Print Name:			

THIS FORM IS REQUIRED TO BE SUBMITTED





DAMAGE CLAIMS

Any and all claims against CSS or its personnel for any and all damage must be reported to CSS' office/administrative staff immediately. Any claims not reported within 24 hours of occurrence will not be accepted. Further, any claim for damaged material(s) must be inspected by CSS office/administrative staff and a report filed prior to the material(s) leaving the facility or changing hands or the claim will not be accepted. When a claim is filed, you will receive a copy of the report. If a report is not provided, please see a customer service representative at the service center to assure a report is filed. CSS will not accept any claims for damage if there is not a report on file.



Estimated Due

Fee

INBOUND SHIPPING INFORMATION

Advanced Warehouse Shipping:

Huntington Place has no facilities for receiving exhibit materials prior to a specified move in date; therefore, advance warehousing is available. CSS will receive and store freight at our warehouse beginning Monday, August 4, through Friday, September 12, 2025, by which all advanced freight must be received. Warehouse receiving hours are Monday through Friday, 8:30 a.m. to 4:00 p.m. EST. Freight will be transported to show site on the first scheduled day of move-in. Service includes delivery of freight to booth space, on-site storage of empties, and loading out outbound freight.

Mark and consign all shipments as follows: COMPANY NAME & BOOTH NUMBER

IEDC Annual Conference

c/o Convention & Show Services, Inc.

1250 John A Papalas Drive Lincoln Park, MI 48146

This service is provided @ \$1.65 per pound with a 100 lb. minimum charge per shipment. All shipments must be prepaid, collect shipments will not be accepted. The phone number for the advanced warehouse is (313) 386-5555.

Description	Weight / LB. 100 lb. minimum	Fee	Estimated Due
		X \$1.65	

Direct (Show Site) Shipping: Saturday, September 13, 2025 from 6:00 p.m. – 9:00 p.m. & Sunday, September 14, 2025 from 7:00 a.m. – 9:00 a.m. CSS will receive freight during the posted scheduled exhibitor move-in date and times. Service includes delivery of freight to booth space, on-site storage of empties, and loading out outbound freight. Freight that arrives prior to the specified move-in date and times will be refused by Huntington Place and may result in being charged a redirect fee by your freight carrier.

Mark and consign all shipments as follows: COMPANY NAME & BOOTH NUMBER

Description

IEDC Annual Conference c/o CSS

Huntington Place – Hall C 1 Washington Blvd. Detroit, MI 48226

This service is provided @ \$1.95 per pound with a 100 lb. minimum charge per shipment. All shipments must be prepaid, collect shipments will not be accepted.

		X \$1.95	
SHIPPER (NAME)	CARRIER		
SHIPPING TO (CIRCLE ONE) ADVAI	NCE WAREHOUSE OR	DIRECT (SHOW SITE)	
est. # of shipments	EST. TOTAL WEIG	GHT OF ALL	

Weight / LB. 100 lb. minimum

All shipments should be insured by the exhibitor from the time they leave their firm until they are returned from the show. This can be done by adding a "rider" to an existing policy. CSS shall not be responsible for damage to uncrated materials improperly packed, for any concealed damage, for loss or the first of materials after they have been delivered to the booth, or before we have picked them up for loading out of the exhibit hall. We are not responsible for shipments left in the booth by the exhibitor. We will count and ship pieces as we remove them from the exhibit hall. At the close of the show, where carriers fail to pick up or refuse to accept shipments, CSS reserves the right to re-route such shipments where no destination is provided, or material may be hauled to a warehouse pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling. The foregoing rates do not include any erection, uncrating, unskidding, dismantling, crating, skidding to booth or blocking or bracing cars. Convention & Show Services, Inc. serves as a contractor only and abides by the hours scheduled by the Exhibit Facility and sponsoring association.

Exhibitor Name:	Booth/Room #:	
Address:		
City:	State:	Zip:
Phone:	Fax:	
Email Address:		
Signature:	Print Name:	



OUTBOUND SHIPPING INSTRUCTIONS

Convention & Show Services will have an exhibitor service desk located on site to assist with all your outbound shipping needs. Your representative on site will be **required** to fill out a blank bill of lading for each destination of outbound freight. Please complete and submit this form to CSS to help expedite the outbound shipping process. By submitting this form, you are guaranteeing that all outbound shipping information is on file with CSS.

Consigned to:				
Address:				
City:		State:		Zip:
Phone:		Attn:		
Piece Count:	Total Weight:		Carrier:	

Shipping freight from show site:

All freight will be shipped by a common carrier, collected at the close of the show. If you want to ship your freight by any other means, it will be your responsibility to make ALL arrangements. Freight being handled by an outside carrier MUST BE picked up during the specified move out times.

Whether you are shipping through CSS's common carrier or by other means, you must fill out an outgoing Bill of Lading for all outgoing freight. Labels will be available at the service desk. You will return the completed Bill of Lading to the service desk when you are all packed up and ready to leave. Please fill out shipping labels and attach them to every piece of freight (remove any old labels). Please do not leave freight in your booth without filling out an outgoing Bill of Lading.

You are shipping from: IEDC Annual Conference

Huntington Place – Hall C 1 Washington Blvd. Detroit, MI 48226

If you are not going through CSS's common carrier, please provide your carrier with as much information as possible. Include the show name, your booth number, and the address of the facility, driver check in time, and number of pieces to pick up. CSS will provide loading assistance to carriers at the Huntington Place loading dock. Carriers will not be allowed to load out freight directly from the show floor.

In the event your selected carrier fails to show up during the scheduled move-out time, **please circle** one of the following options:

Reroute via CSS's common carrier

Return to CSS's Warehouse

- Reroute—Shipments that are rerouted will be invoiced by the common carrier.
- **Return to Warehouse**—Shipments returned to the warehouse for holding or re-forwarding will be charged \$100.00 per day and \$100.00 per 100 lbs., with a 100 lb. minimum charge.
- **Return to Warehouse** —You are responsible for providing your own labels and for scheduling a pick-up from the advance warehouse address no earlier than the next business day following the dismantle/move-out of the show.

Shipping freight via FedEx or UPS:

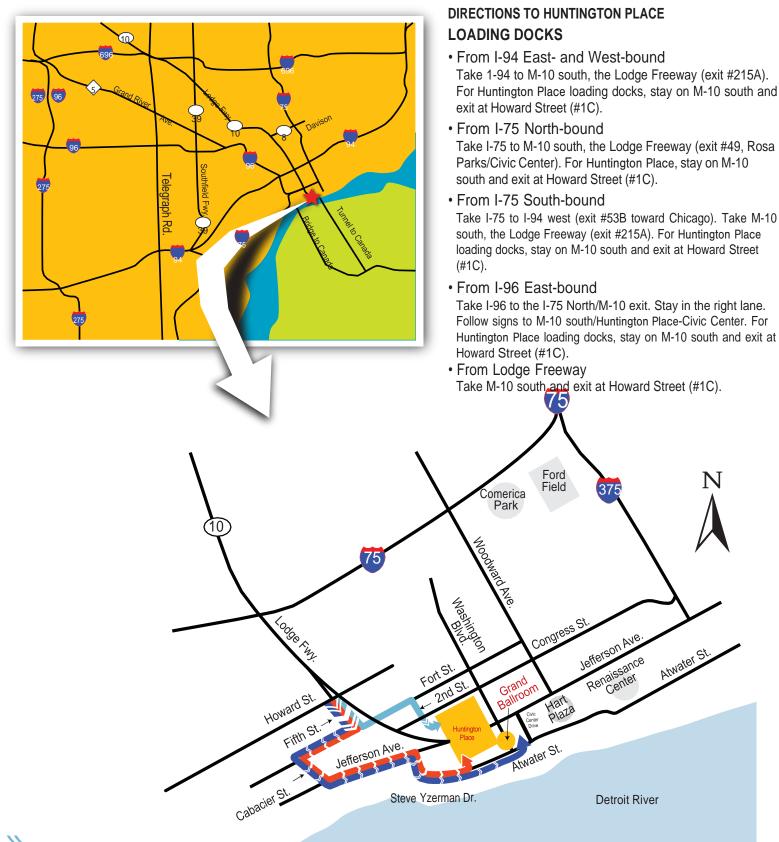
The CSS service desk will not have blank shipping labels for these carriers. You are responsible for providing your own labels and for scheduling a pick-up. Warning, FedEx, and UPS will not typically adhere to a specific call time for outbound freight pick-up from a Convention Center.

FedEx: (800)463-3339

UPS: (800)742-5877

All carriers must check in by 7:00 p.m. on Tuesday, September 16, 2025, or your freight will be rerouted.

(Shipper) Company Name:	Booth #:
Phone:	Fax:
Email Address:	
Signature:	Print:



From M-10/Howard Street exit to Halls A, B, C, and D Loading Docks

Exit at Howard Street and stay straight on Fifth Street to Fort Street, turn left. Continue on Fort Street to Second Street, turn right. Take Second Street straight into loading docks crossing Congress.

From M-10/Howard Street exit to Hall E Loading Dock

Exit at Howard Street and stay straight on Fifth Street to Fort Street, turn right. Continue on Fort Street to Cabacier Street, turn left. Take Cabacier St. to Jefferson Avenue, turn left. Continue on Jefferson to Steve Yzerman Drive, turn right before the freeway entry. Follow the road around the truck loading entrance which will be to your left before approaching Huntington Place.

From M-10/Howard Street exit to Grand Ballroom Loading Dock

Exit at Howard Street and stay straight on Fifth Street to Fort Street, turn right. Continue on Fort Street to Cabacier Street, turn left. Take Cabacier St. to Jefferson Avenue, turn left. Continue on Jefferson to Steve Yzerman Drive, turn right before the freeway entry. Follow the road around the where it turns into Atwater Street. Turn left on Civic Center Drive, into the loading dock area, east of the building.





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)

Huntington Place services available online include:

Internet

Booth Cleaning

Plumbing/Compressed Air

Electrical Services – Provided by Freeman Electric

Booth Catering – Provided by Sodexo Live!

FOR STAGEHAND LABOR CONTACT YOUR EVENT AV PROVIDER

Exhibits / booths that use Audio / Visual equipment (I.e.: including, but not limited to sound and projection systems; control boards; cued and theatrical lighting; LED walls; monitors; cameras; motors, truss and rigging for AV equipment; exhibitor provided decking; turntables, etc.)

Exceptions are for booths of 400 square feet or less where an exhibitor's full-time employees may do the work. Please click here for more details.

If you have questions or need assistance, please contact us at:

orders@huntingtonplacedetroit.com

Thank you!



Phone: (313) 540-4060 Email: av@premierav.net https://premierav.net/

Exhibitor Audio Visual Order Form



2025 IEDC Annual Conference September 14th - 17th, 2025



ORDER ONLINE AT: https://premierav.net/2025-iedc-annual-conference/

Receive a 20% Discount if you complete your order on, or before: August 31st, 2025 Booth Name/Number: Company Name: Contact Name: ___ Ordered by Name:_____ Ordered By Phone/Cell#:_____ Contact Cell Number: _____ E-Mail Address: Delivery Date: Delivery Time: ☐ 6AM-10AM ☐ 10AM-2PM ☐ 2PM-6PM Pick Up Date: Billing Address: **COMPUTERS & ACCESSORIES TOTAL** QTY **EXPO RATE** \$450.00 Laptop Computer - 15" w/ MS Office MacBook Pro - 15" w/ Keynote \$900.00 ** Laser Printer (Black & White) Call for Color Printing. \$225.00 Apple iPad \$150.00 Wireless Keyboard/Mouse Kit \$60.00 **Rental will incur additional \$0.10 per copy billed at the end of the event. **MONITORS - DISPLAYS - PLAYBACK DEVICES EXPO RATE TOTAL** QTY 32" HDTV w/ 6' HDMI Cable, Desktop Stand, & USB Media Player \$450.00 42" HDTV w/ 6' HDMI Cable, Desktop Stand, & USB Media Player \$750.00 50" HDTV w/6' HDMI Cable, Desktop Stand, & USB Media Player \$900.00 60" HDTV w/6' HDMI Cable, Desktop Stand, & USB Media Player \$1050.00 65" HDTV w/6' HDMI Cable, Desktop Stand, & USB Media Player \$1200.00 HDTV Floor Stand (Note: fits 42"-70" HDTVs) - Reg Vertical Mounting: \$225.00 HDTV Wall Mounting Bracket (Note: Subject to Electrical Union Fees) \$45.00 Laptop Shelf for Floor Stand \$45.00 Media Player w/ 6' HDMI Cable: 1080p: 4K: \$60.00 Please call or email to request larger monitors or LED wall. MISCELLANEOUS AV EOUIPMENT **TOTAL EXPO RATE** QTY Wireless Microphone: LAV: Handheld: Headset: \$900.00 Small Exhibit Booth Audio System: (2) Speaker w/ Stands + Mixer \$450.00 Tripod Screen w/ Skirt: Select Size: 6' 8' 10' \$150.00 Meeting Room Projector w/ Stand & Skirt \$900.00 Projector Stand & Skirt \$45.00 Please call or email if you require any equipment not on this form. A. Equipment Total: **IMPORTANT NOTES:** A Handling Charge greater of \$100 or 30% of the total will be

- applied to the rental. This covers Delivery, Setup, and Take Down of the rented equipment.
- Additional Labor may be required for Client provided monitors and stands.
- Electrical services are not included in the equipment rental pricing.

Final Calculations	Totals
A. Equipment Total:	
B. Handling Charge (A x 30%):	
Total Amount Due (A + B):	

If this order has been submitted on or before the Advanced Rate date stated above, we will discount your total due by 20%.

Our team will process your order and provide you with a final quote. Payment options are defined on page 2 of this document.





Exhibitor Audio Visual Order Form

Phone: (313) 540-4060 Email: av@premierav.net https://premierav.net/



2025 IEDC Annual Conference September 14th – 17th, 2025



PAYMENT INFORMATION

Premier Creative Group accepts payments by Check, Credit Card, or Electronic Funds Transfer (EFT).

Once your order is submitted, a representative from our account management team will send you a formal quote with any additional discounts or additions applied.

After payment is processed, an invoice showing Paid in Full will be emailed to you for your accounting records. W9 is available upon request.

ORDER CONFIRMATION

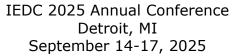
You can also order online at our website: https://premierav.net/ Access the exhibitor portal to complete an order online.

https://www.premierav.net/services-terms-conditions/

Please review our company's terms & conditions for rental agreements.

By signing the Exhibitor Ord	der Form, you agree to our terms & condition	ons as stated at the time of signature.
Printed Name:		
Signature:		
Date:		
	ADDITIONAL	INFORMATION
Please use this section if you this form. Thank You!	ou would like to provide any other informat	tion or have questions about the information that has been provided on







RENTAL FURNISHINGS AND ACCESSORIES

Convention & Show Services is the sole provider of all rental furnishings and accessories. CSS offers the following furnishings and accessories options to enhance the look of your exhibit space. If you require a special item that is not listed, please contact a CSS representative. The rates listed below include delivery to booth, usage during the show and removal after the show. **To receive advance rate pricing your order must be received by August 29**, **2025**. Orders received after the deadline will be charged floor rate. Items cancelled prior to August 29, 2025, will be refunded at 100%. Items cancelled after August 29, 2025, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are non-refundable and billed at 100%. Full payment must accompany all orders. All claims or discrepancies must be settled at the CSS Service Desk prior to the close of the show.

ΣΤΥ	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL	QTY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL
	Tables – Unskirted D	isplay Tables				Tables – Ac	ccent		
	4' L x 30" H x 2' W	\$67.00	\$76.00			Modern End Table	\$175.00	\$240.00	
	6' L x 30" H x 2' W	\$74.00	\$87.00			Glass End Table	\$175.00	\$240.00	
	8' L x 30" H x 2' W	\$79.00	\$97.00			Glass Coffee Table	\$225.00	\$295.00	
						Gridiron Stainless Steel Table	\$225.00	\$295.00	
	Tables – Skirted Di	splay Tables				Tables – Conferenc	е		
						8' Coastal Gray Table	\$1495.00	\$2255.00	
	4' L x 30" H x 2' W	\$139.00	\$166.00			10' Maple Table	\$2455.00	\$2895.00	
	6' L x 30" H x 2' W	\$158.00	\$188.00						
	8' L x 30" H x 2' W	\$171.00	\$199.00			Seating – Ch	airs		
	4th Side Skirting	\$57.00	\$63.00			Plastic Chair - Black	\$67.00	\$78.00	
Circ	cle Color: Red Grey White Bur	gundy Black				Fabric Chair - Black	\$88.00	\$100.00	
	Blue Teal Gold Hunter G	reen Beige				Fabric Chair w/ Arms - Black	\$99.00	\$119.00	
						Demi Armless Chair – White	\$99.00	\$119.00	
	Tables – Unskirted Dis	play Counters				Seating – Bar S	Stools		
						Reggie Bar Stool – White	\$225.00	\$255.00	
	4' L x 42" H x 2' W	\$85.00	\$92.00			Vinyl Bar Stool - Black	\$109.00	\$125.00	
	6' L x 42" H x 2' W	\$91.00	\$102.00			Gelato Bar Stool - White	\$149.00	\$195.00	
	8' L x 42" H x 2' W	\$97.00	\$114.00			Rustique Gunmetal Barstool	\$106.00	\$122.00	
	Tables – Skirted Display C	Counters							
	4' L x 42" H x 2' W	\$158.00	\$187.00			Seating – Office a	nd Utilities		
	6' L x 42" H x 2' W	\$169.00	\$199.00			Innovate White Conference Chair	\$378.00	\$420.00	
	8' L x 42" H x 2' W	\$182.00	\$221.00			Innovate Black Conference Chair	\$378.00	\$420.00	
	4th Side Skirting	\$57.00	\$63.00			Standard Executive Chair	\$320.00	\$345.00	
						Elite Executive Chair	\$395.00	\$439.00	
ircl	le Color: Red Grey White Bur					Seating – S	oft		
	Blue Teal Gold Hunter	Green Beige				Loft Brown Fabric Sofa	\$1375.00	\$1800.00	
	Tables - Coc	:ktail				Nova Gray Fabric Sofa	\$1025.00	\$1300.00	
	30" Round x 18" H	\$169.00	\$215.00			Swan Chair – White Leather	\$499.00	\$605.00	
	30" Round x 30" H	\$169.00	\$215.00			Swan Chair – Grey Fabric	\$499.00	\$605.00	
	30" Round x 42" H	\$195.00	\$243.00			Swan Chair – Blue Fabric	\$499.00	\$605.00	
	36" Round x 42" H	\$195.00	\$243.00			Swan Chair – Red Fabric	\$499.00	\$605.00	
	Stainless Steel Adj Bistro Table	\$205.00	\$255.00						-
	White Gelato Adjustable Table	\$185.00	\$235.00						

Company Name:	Address:		
Phone:		Fax:	
Email Address:	Booth #:		
Signature:		Print Name:	



RENTAL FURNISHINGS AND ACCESSORIES (cont'd.)

QTY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL	QTY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL
	Seating – Lounge Collection			Seating – Lounge Collection					
	Traditional Leather Chair	\$525.00	\$635.00			Ultramodern Love Seat	\$500.00	\$620.00	
	Traditional Leather Love Seat	\$585.00	\$695.00			Ultramodern Armless Love Seat		\$520.00	
	Traditional Leather Sofa	\$745.00	\$825.00		Ultramodern Armless Lounger		\$400.00	\$520.00	
	Contemporary White Sofa	\$825.00	\$1175.00			Ultramodern Corner Chair	\$300.00	\$420.00	
	Contemporary White Love Seat	\$725.00	\$925.00			Ultramodern Armless Chair	\$250.00	\$360.00	
	Contemporary White Chair	\$525.00	\$725.00			Ultramodern Ottoman	\$250.00	\$360.00	
	Modern Chair	\$595.00	\$775.00			Ultramodern 6pc. Sectional w/ ottoman	\$1600.00	\$2100.00	
	Modern Sofa	\$775.00	\$925.00						
	Detroit Chair	\$535.00	\$715.00						
	Detroit Love Seat	\$745.00	\$935.00						
	Contemporary Ivory Sofa	\$595.00	\$695.00						
	Contemporary Ivory Love Seat	\$495.00	\$595.00						
	Contemporary Ivory Chair	\$395.00	\$495.00						
	Accessories					Accessories			
	Wastebasket – Plastic	\$29.00	\$35.00			Coat Tree – Chrome	\$90.00	\$105.00	
	Wastebasket – Disposable	\$29.00	\$35.00			Coat Rack w/ 20 Hangers – Chrome	\$105.00	\$145.00	
	Easel – Chrome	\$52.00	\$68.00			Chrome Stanchion	\$50.00	\$65.00	
	Sign Stand – 22" W x 28" H - Black	\$90.00	\$115.00			Stanchion Velvet / Black Rope	\$50.00	\$65.00	
	Sign Stand – 22" W x 28" H - Silver	\$90.00	\$115.00			Stanchion w/ Retractable Belt – Black	\$95.00	\$130.00	
	Bag Rack – Black	\$125.00	\$155.00			Stanchion w/ Retractable Belt – Red/Black	\$95.00	\$130.00	
	Bag Rack – Silver	\$125.00	\$155.00			Modern Floor Lamp – Chrome / White	\$235.00	\$335.00	
	Literature Rack – Black	\$173.00	\$205.00			Table Lamp – White	\$65.00	\$85.00	
	Small Raffle Drum – Brass	\$89.00	\$105.00			Mini Refrigerator	\$525.00	\$660.00	
	Large Raffle Drum – Brass	\$115.00	\$135.00			Standard Refrigerator	\$1575.00	\$2375.00	
	Tack Board - 6' W x 4' H - Gray	\$214.00	\$295.00						
	Tack Board – 8' W x 4' H – Gray	\$235.00	\$325.00						

PAYMENT POLICY MUST ACCOMPANY ALL ORDERS.

Company Name:	Address:		
Phone:		Fax:	
Email Address:	Booth #:		
Signature:		Print Name:	_



Rental Furnishings and Accessories by:





TRADITIONAL

- **A) Traditional Chair** 38"W 42"D 36"H
- **B) Traditional Love Seat** 68"W 38"D 36"H
- C) Traditional Sofa 85"W 38"D 36"H



CONTEMPORARY WHITE

- **D) Contemporary Sofa** 87"W 42"D 37"H
- **E) Contemporary Love Seat** 63"W 42"D 37"H
- **F) Contemporary Chair** 36"W 42"D 37"H

MODERN

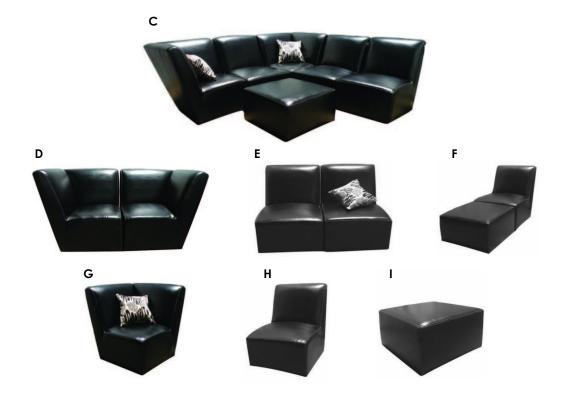
- **G) Modern Chair** 29"W 27"D 28"H
- **H) Modern Sofa** 84"W 37"D 30"H





Lounge Collections







Don't see what you're looking for? See more styles and sizes online at www.comvshow.com or give us a call at (313) 386-5555!

DETROIT

- **A) Detroit Love Seat** 56"W 32"D 29"H
- B) Detroit Chair 33"W 31"D 29"H

ULTRAMODERN

- C) Ultramodern 6-Piece Sectional with Ottoman 103"W 103"D 36"H
- **D) Ultramodern Love Seat** 72"W 36"D 36"H
- **E)** Ultramodern Armless Love Seat 62"W 36"D 36"H
- F) Ultramodern Armless Lounger 31"W 66"D 36"H
- G) Ultramodern Corner Chair

31"W 36"D 36"H

- 36"W 36"D 36"H **H) Ultramodern Armless Chair**
- I) Ultramodern Ottoman 30"W 30"D 17"H

CONTEMPORARY IVORY

- **J) Contemporary Sofa** 85"W 36"D 38"H
- **K) Contemporary Love Seat** 68"W 36"D 38"H
- **L) Contemporary Chair** 42"W 36"D 38"H



Seating



- A) Loft Brown Fabric Sofa 80"W 31"D 32"H
- **B) Nova Gray Fabric Sofa** 91"W 35"D 32"H
- C) White Leather Swan Chair 29"W 24"D 30-36"H
- D) Blue Fabric Swan Chair 29"W 24"D 30-36"H
- E) Red Fabric Swan Chair 29"W 24"D 30-36"H
- F) Grey Fabric Swan Chair 29"W 24"D 30-36"H
- **G) Reggie Bar Stool** 14"W 16"D 41"H
- **H) Vinyl Bar Stool** 21"W 21"D 42"H
- **I) Gelato Bar Stool** 16"W 13"D 21"-30"H
- **J) Rustique Gunmetal Barstool** 13"W 13"D 32"H
- **K) Plastic Chair** 18"W 18"D 27"H
- L) Black Fabric Chair 20"W 22"D 33"H
- **M) Black Fabric Arm Chair** 21"W 22"D 33"H
- N) Demi Armless Chair 20"W 22"D 32"H
- P) Innovate Mid-back White Conference Chair 18"W 21"D 33-37"H
- Q) Innovate High-back Black Conference Chair 26"W 26"D 45"H
- **R) Standard Executive Chair** 27"W 29"D 45"H
- \$) Elite Executive Chair 27"W 30"D 43"H

Don't see what you're looking for? See more styles and sizes online at www.comshow.com or give us a call at (313) 386-5555!

Tables



COCKTAIL TABLES

A) Standard Cocktail Tables Available in:

30"W 30"D 18"H 30"W 30"D 30"H 30"W 30"D 42"H 36"W 36"D 42"H

B) Stainless Steel Table 24"W 24"D 26"-41"H

C) White Gelato Table 24"W 24"D 27"-40"H

ACCENT TABLES

D) Modern End Table 18"W 18"D 25"H

E) Glass End Table 26"W 26"D 26"H

F) Glass Coffee Table 46"W 28"D 20"H

G) Gridiron Stainless Steel Table 60"W 15"D 17"H

CONFERENCE **TABLES**

H) 8' Coastal Gray Table

Boat Shaped Conference Table 96"W 44"D 30"H

I) 10' Maple Table

Boat Shaped Conference Table 120"W 48"D 30"H

SKIRTED TABLES

24" deep

Available in: 4', 6', & 8' lengths

30" & 42" heights
Plain or skirted

Skirt Colors: Black, White, Red, Hunter Green, Grey, Gold, Teal, Blue, Beige, and Burgundy

Don't see what you're looking for? See more styles and sizes online at www.convshow.com or give us a call at (313) 386-5555!

Accessories В С D Ε G н K M 0

ACCESSORIES

- A) Chrome Stanchion & 8' Velvet Rope 38"H
- B) Stanchion w/ 8' Black Retractable Belt 38"H
- C) Stanchion w/ 8' Red Retractable Belt 38"H
- **D) Chrome Bag Rack** 15"W 12"D 50"-71"H
- **E) Black Bag Rack** 15"W 12"D 48"-72"H
- F) Literature Rack 10"W 11"D 57"H
- **G) Wastebasket**Disposable or plastic
 11"W 9"D 16"H
- **H) 22" x 28" Sign Stand**Black or Silver
 22"W 10"D 60"H
- **I) Easel** 37"W 24"D 65"H
- **J) Tack Board** 72"W 24"D 82"H
- **K) Coat Rack w/20 Hangers** 60"W 14"D 60"H
- **L) Coat Tree** 9"W 9"D 69"H
- **M) Large Raffle Drum** 25"W 16"D 18"H
- N) Small Raffle Drum 14"W 11"D 11"H
- O) Mini Refrigerator 21"W 19"D 33"H
- **P) Standard Refrigerator** 31"W 28"D 61"H
- **Q) Modern Floor Lamp** 18"W 16"D 60"H
- **R) Modern Table Lamp** 12"W 12"D 22"H

Don't see what you're looking for? See more styles and sizes online at www.comshow.com or give us a call at (313) 386-5555!



INFO/RECEPTION COUNTER



Dimensions of the counter to be 40"H X 49"W X 24"D The size of the graphic to cover the full front side should be 35" H X 43.7/8" W

Cost of Info/Reception Counter: \$750.00 each	QTY
Cost of Graphic: \$450.00 each	QTY

PAYMENT POLICY MUST ACCOMPANY ALL ORDERS.

Orders must be received by Wednesday, August 27, 2025. Orders placed after this deadline cannot be guaranteed. Items canceled after panels have been produced/delivered will be charged 100% of the original price.

Company Name:		
Exhibitor Name:	Booth Number:	
Address:		
City:	State:	Zip:
Email Address:		Phone:
Authorized Signature:		
Print Name:		



SIGNAGE, BACKWALLS AND GRAPHICS

Whether your message is large or small, the Convention & Show Services design team can assist you with communicating your message visually. This is achieved by using the latest technology, a high level of detail, and an in-depth knowledge of our environment.

The Convention & Show Services design team supports most digital artwork files allowing us to create signage of any size and on any medium. Please refer to the Digital File Preparation page for more detail and submission info.

Graphics are printed and mounted using high quality material to provide durable pieces that can be preserved for future use, allowing you to save cost and production time. Here is just a small selection of the products we offer:



Meter Board Signage



Fabric & Hardwall Backwalls



Foamcore Signage



Vinyl & Fabric Banners



Window Clings



22 x 28 Signage

... and much more! Contact a CSS Sales Representative today to discuss the many possibilities and ideas to increase your brand's presence!



CUSTOM RENTAL EXHIBITS / BOOTHS / HARDWALL SYSTEMS / OFFICES





All Packages can be upgraded and customized with GRAPHICS!





Contact <u>bobbyw@convshow.com</u> for pricing and to discuss the many possibilities and ideas to increase your brand's presence!



CARPENTER LABOR ORDER

Convention & Show Services can provide skilled carpenter labor for the install and dismantle of your display. The minimum charge is one (1) hour, per laborer, labor thereafter is charged in half (1/2) hour increments. Depending on the requested date and time, you could be responsible for up to a four (4) hour minimum charge per laborer. Start times cannot be guaranteed, however, every effort is made to meet all requests. CSS reserves the right to dispatch all labor calls based upon availability of labor and the order that the requests are confirmed. No work shall be started until you check in at the service desk on show site to confirm the labor order, unless you have ordered supervision services. Upon completion of work an exhibitor representative must return to the CSS Service Desk to sign the completed work order. There will be no exceptions, unless other arrangements are made with CSS. Once the work order is signed, no adjustments will be made.

Install/Dismantle Labor Rates	S.T.	О.Т.	P.T.
Carpenter	\$115.00	\$172.00	\$230.00
Carpenter Steward and/or General Foreman	\$115.00	\$172.00	\$230.00

^{*}Steward and/or General Foreman will be billed additionally when work takes place outside of normal ST hours at these hourly rates.

CSS offers Supervision Services for the installation/dismantling of your exhibit.

Circle YES or NO if CSS Supervision is required.

CSS will supervise labor to unpack and install your exhibit before exhibitor arrival at show site. At the close of the show the labor will dismantle, pack, and arrange to ship display per exhibitor instructions. Supervised jobs will be completed at CSS' discretion prior to show opening and before the hall must be cleared.

The charge for this service is 35% of the total labor bill, with a minimum of \$155.00.

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	ling to actual hours wor	nd hours per worker needed f ked. Hourly Rate	for install and dismantle	e above. Invoice will be
Date:	Time:	# of Workers:	# of Hours:	
Dismantle				
Date:	Time:	# of Workers:	# of Hours:	
Install				

Any and all claims against CSS or its personnel for any and all damage must be reported to CSS' office/administrative staff immediately. Any claims not reported within twenty-four (24) hours of occurrence will not be accepted. Further, any claim for damaged material(s) must be inspected by CSS office/administrative staff and a report filed prior to the material(s) leaving the facility or changing hands or the claim will not be accepted. When a claim is filed, you will receive a copy of the report. If a report is not provided, please see a customer service representative at the service center to assure a report is filed. CSS will not accept any claims for damage if there is not a report on file.

Company Name:		Booth #:
Phone:	Fax:	
Email Address:		
Signature:	Print Name:	
Show Site Rep Authorized to Sign for Labor:		



EXHIBITOR APPOINTED CONTRACTOR'S AGREEMENT

If an exhibitor plans to use a company other than Convention & Show Services, Inc., for their carpenter labor the **EXHIBITOR ONLY** must complete and submit copies of this form to Show Management and Convention & Show Services, Inc. by **Monday**, **August 11**, **2025**. Use of an outside drayage contracting service, electrician or plumber is not permitted.

The exhibitor-appointed contractors are also required to provide Show Management and Convention & Show Services, Inc. notice in letter form by **Monday**, **August 11**, **2025**. Exhibitor-appointed contractors must provide a General Liability Insurance Certificate of coverage in the amount of \$1,000,000.00 to include single limit of liability for each occurrence and subject to a deductible of \$250.00 per claim for Bodily Injury, and Broad Form Property Damage.

THESE REQUIREMENTS WILL BE STRICTLY ENFORCED.

If the exhibitor and/or exhibitor appointed contractor fails to supply these forms by the date indicated above, the exhibitor-appointed contractor will not be permitted access to the exhibit floor to service the exhibit; and the work will be performed and/or supervised by Convention & Show Services, Inc.

It is the responsibility of the exhibitor to provide their appointed contractor with information pertinent to the installation and servicing of the exhibit, i.e., utilities, service order forms, installation and dismantling dates, shipping instructions and labels, display regulations, etc. Exhibitor Service Manuals will be shipped to the exhibitor-appointed contractor only if requested in writing by the exhibitor.

Exhibitor:	Вс	ooth Number:
Exhibitor Contact:	Telephone:	
Signature:	Date:	
Type of Work to be Performed:		
Exhibitor Appointed Contractor:		
Address:		
Email Address:		
Phone Number:	Fax Number:	
City:	State:	Zip:
Contractor Contact Name:		
Telephone:		

CSS will only accept this form if it is signed by the exposition contact (the Exhibitor.)

PLEASE FORWARD A COPY TO YOUR APPOINTED CONTRACTOR AND KEEP ONE FOR YOUR RECORDS.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

certificate holder in lieu of such endors	sement(s).						
PRODUCER "Your Insurance Agent/Broker"			CONTACT NAME:				
			PHONE FAX (A/C, No, Ext): (A/C, No):				
			E-MAIL ADDRESS:				
				SURER(S) AFFOR	DING COVERAGE		NAIC #
	_		INSURER A:				
INSURED			INSURER B :		<u> </u>		
"Legal Name of Your Compan	Y"		INSURER C :				
			INSURER D :				
			INSURER E :				
		i	INSURER F :		· · · · · ·	71.	
COVERAGES CER	TIFICATE	NUMBER:Sample	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		N NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES INDICATED. NOTWITHSTANDING ANY RECERTIFICATE MAY BE ISSUED OR MAY I EXCLUSIONS AND CONDITIONS OF SUCH	QUIREMENT PERTAIN, TI POLICIES, L	T, TERM OR CONDITION HE INSURANCE AFFORD	OF ANY CONTRACT DED BY THE POL E BEEN REDUCED L	T OR OTH S DESC E	ABOVE FOR DOO' -NT WITH RESPI	ECT TO	
INSR TYPE OF INSURANCE	ADDLISUBRI INSR WVD	POLICY NUMBER	PÓLICY EFF (MM/DDOYYY)	TEY EL	LIMIT	rs	
GENERAL LIABILITY					BAGH CECURRENCE	s	1,000,000
X COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence)	5	100,000
CLAIMS MADE X OCCUR					IEO EXP (Any one person)	5	5,000
				 	PERSONAL & ADV INJURY	s	1,000,000
					GENERAL AGGREGATE	5	2,000,000
GENLAGGREGATE UMIT APPLIES PER:		4			PRODUCTS - COMP/OP AGG	s	2,000,000
POLICY X PRO-					FRODUCTO - COMPTOR AGG	\$	2,000,000
AUTOMOBILE LIABILITY	- 	الم ا			COMBINED SINGLE LIMIT (Ea accident)	-	7 000 000
X ANY AUTO					(Ea accident) 800(LY INJURY (Per person)	\$	1,000,000
ALL OWNED SCHEDULED				•	BODILY INJURY (Per accident)	_	
AUYOS AUTOS NON-OWNED					PROPERTY DAMAGE	s	
HIREO AUTOS AUTOS			\blacksquare		(Per accident)	5	
X UMBRELLA LIAB X OCCUR						-	1 000 000
H	<u> </u>		•]	EACH OCCURRENCE	s	1,000,000
					AGGREGATE	\$	1,000,000
DED X RETENTION S WORKERS COMPENSATION	-			 	X WC STATU OTH	5	
AND EMPLOYERS' DABILITY	~					 	
ANY PROPRIETOR/PARTNER/EXECTIVE OFFICER/MEMBER EXCLUDED?	N/				E.L. EACH ACCIDENT	\$	1,000,000
(Mandatory in NH) If yes, describe under					E.L. DISEASE - EA EMPLOYEE	t	1,000,000
DESCRIPTION OF OPERATIONS PA					E.L. DISEASE - POLICY LIMIT	8	1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICle Cartificate holder is added a non-contributory basis with a written contract/agreement. Compensation as required by a	as Addit: respect Waiver	ional Insured (G to work/services of Subrogation a	eneral Liabil: performed/pro pplies to Gene	cty/Automoduct supp	plied by Named In	sure	las per
CERTIFICATE HOLDER			CANCELLATION				
Convention & Show Services Inc. Attn: Angle Johnson 1250 John A Papalas Drive Lincoln Park, MI 48146			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE				

ACORD 25 (2010105)



(Please Print)

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

Company Name:		Attention:	
Address:		City:	State: Zip:
Phone:()	Fax: ()	Booth Contact:	Booth #
Method of Payment: Check	x: Credit Car	rd #	Exp. Date:
Name on Card:		Signature:	Date:
Set up: Time: I	Date:	Strike: Time: Date	
plack pots – please call or a and are the sole property of charged for them. Orders p not listed on this form, plea	email for availab f Viviano Flower placed within 2 w ase call or email-	Shop, Inc. If plants are missing fr	s are provided on a rental basis on com your display you will be availability on hand. For requests cany. For shows longer than 4
Green Plants:	TRICE	QUANTITI	TOTAL DOLLARS
1'	\$20		
2'-3'	\$45		
4'-5'	\$65		
6-7'	\$95		
8'- up	call/email		
Large Fern	\$40		
Ivy	\$35		
Flowering Plants:		Quantity and Color	
Pot of Blooming Plants (10" wide by 1 foot tall)	\$55		
6" pot (1 foot tall)	\$35		
Cut Flower Arrangemen	ıts	Quantity and Color	
Boutonnieres	\$14 and up		
Corsages	\$25 and up		
Bud Vases	\$20 and up		
Floral Arrangements	\$50 and up		
Cubtotal Manakandia			
	s 5% (minimum \$5	50, but minimum is waived if multiple bined delivery fee is higher than \$50)	
Sales tax 6%			
Total			



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)

Huntington Place services available online include:

Internet

Booth Cleaning

Plumbing/Compressed Air

Electrical Services – Provided by Freeman Electric

Booth Catering – Provided by Sodexo Live!

FOR STAGEHAND LABOR CONTACT YOUR EVENT AV PROVIDER

Exhibits / booths that use Audio / Visual equipment (I.e.: including, but not limited to sound and projection systems; control boards; cued and theatrical lighting; LED walls; monitors; cameras; motors, truss and rigging for AV equipment; exhibitor provided decking; turntables, etc.)

Exceptions are for booths of 400 square feet or less where an exhibitor's full-time employees may do the work. Please click here for more details.

If you have questions or need assistance, please contact us at:

orders@huntingtonplacedetroit.com

Thank you!



HUNTINGTON PLACE FIRE REGULATIONS

Show Management, Contractors and Exhibitors must comply with all fire regulations of the City of Detroit. Particular rules governing use of compressed gases and other special circumstances will be made available upon request. Fire extinguishers are provided in a limited number by the Building. If Fire Marshal requires additional extinguishers on show floor, they may be signed for and obtained from the Building, if available, at nominal cost or must be provided by Show Management.

Show Management and Exhibitors will be required to comply at their own expense with all applicable Federal and State Laws; Municipal Ordinances; and Health, Safety and Fire Ordinances. In particular, attention is called to the more significant legal requirements which follow. These items are paraphrased and do not serve to relieve Show Management or Exhibitors of their obligation to inform themselves of the full content of the pertinent statutes.

Except as otherwise provided by special rulings from the Detroit Fire Marshal, regulations of the Detroit Fire Department will prevail as follows:

- A. The area in front of all buildings and all exits must be maintained free of parking or storage.
- B. All exits must be maintained readily accessible at all times.
- C. All aisle ways to exits shall be maintained free and clear at all times. Aisle ways to exits shall not be blocked at any time by tables, chairs, benches or other obstructions.
- D. All draperies, backdrops, bunting and other decorations must be flame proofed. All paper and other flimsy materials used for decorative purposes, including flame-proofed paper are prohibited. The use of a heavy cardboard shall be permitted in limited amounts.
- E. Cut trees, branches and shrubs are prohibited, unless maintained in soil in a natural state.
- F. The use of liquefied petroleum gases shall not be permitted unless approved by Fire Marshal.
- G. All vehicles and combustion operated machinery being exhibited shall contain a minimum amount of gasoline (approximately two (2) gallons maximum) and shall further be equipped with locking gas caps. After the vehicle/machinery is placed in its display position, batteries shall be disconnected, gas caps locked, and the keys to same retained in either the Show Management or Building Management Office.
- H. The use of open flame or the storage and handling of flammable liquids, chemicals or harmful hazardous substances are prohibited, unless approved by the Fire Marshal or applicable agency.
- I. Combustible crates and packing boxes must be removed after setup period to a proper storage area.
- J. Additional fire extinguishing equipment as determined by the Fire Marshal must be located throughout the area occupied by Permittee at the Permittee's expense.
- K. All fire extinguishing equipment must be unobstructed and accessible at all times.

Double-Deck Booths/Smoke Detectors

All double-deck booths or structures with closed solid ceiling booths must have hardwired electric powered smoke detectors. Electrically powered smoke detectors with a backup battery power source must be hardwired to a circuit that is powered 24 hours per day must be installed in the ceiling of all multi-level booths and all rooms or storage areas that have ceilings. One (1) smoke detector must be installed for no more than 900 square feet of continuous ceiling. The placement of smoke detectors must be 30 feet on center. Please be sure to advise Huntington's electrical contractor that you will need 24-hour circuits when placing your electrical order. In cases where a double-deck booth blocks building fire pull stations or strobe lights, additional approvals and measures to rectify such blockage of fire safety systems may be necessary.

Natural Gas Hook-ups

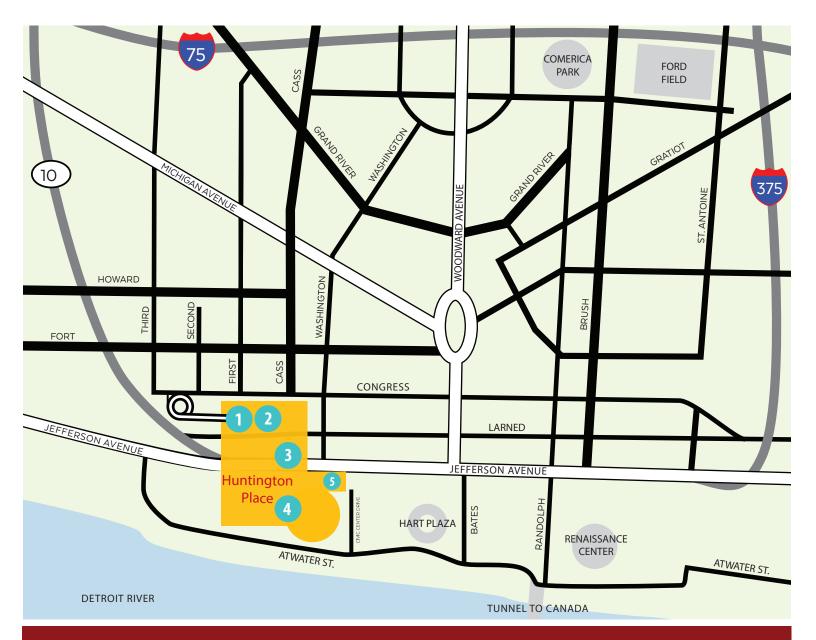
All requests for natural gas hook-ups must be submitted to the Huntington Place Event Services Department. Huntington Place will then forward these requests to the Fire Marshal for approval. NOTE: Natural gas is <u>not</u> available in all of the Huntington Place exhibit areas.

Toxic/Hazardous Materials

All toxic and hazardous materials, gases, liquids or solids, are and remain the property of the show or the exhibitor bringing such materials onto Huntington Place property. Use of these materials may require additional insurance coverage. At least 45 days in advance of event move-in, the Event Services Manager must be advised of toxic and hazardous materials being brought to the building. Information needed is: Chemical name of material, trade name of material, hazardous component, flammability, date of arrival, place of storage, how contained, size and number of containers, exhibitor name and booth number, description of use, date of removal, how and by whom to be removed, contact person at supplying company, contact person at Huntington Place. A data sheet is to be in each booth and given to Fire Marshal for each material.

Above information will be reviewed by building staff, the Fire Marshal, and other regulatory agencies. Any specific instructions on storage, use, disposal or removal must be followed. Toxic or hazardous materials are subject to immediate removal from premises if required information is not received or instructions are not followed. All costs associated with safe handling of these materials are to be borne by show management.

By end of the move-out period all toxic and hazardous material must be removed from the Huntington Place premises. Materials are not to be left behind after exhibitor(s), show management and contractor have left the premises. Responsibility for verifying actual removal of materials from the property rests with show management. Should any materials be left and Huntington Place therefore be forced to have the materials removed, costs for such removal including containers, material testing, transportation, disposal, and any other related costs, plus a twenty-five percent (25%) nonperformance penalty charge, will be billed to show management.



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

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.

Huntington Place Congress Street Garage

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

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 Huntingtong Place.

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 Centeratrium entrance for visitor drop-off.

Huntington Place Atwater Garage

5 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.