

# Vendors: Plan to Exhibit at Realcomp's 2022 Tools of the Trade REALTOR® Expo!



**Thursday, June 16, 2022 at the  
Suburban Collection Showplace**

46100 Grand River Ave., Novi, 48374

- Reach your target audience of Michigan REALTOR® VIPS and other real estate professionals at our 18th Annual Tools of the Trade REALTOR® EXPO! It's greatly anticipated, fun, and well-attended by REALTORS® across Southeast Michigan.
- Move your business forward by securing your booth at this easy to access location! Draw qualified, motivated real estate professionals from across Metro Detroit.
- Obtain a great booth space at a low cost, which includes one 8 ft. covered/skirted table, 2 chairs, and up to 2 lunches.
- Exhibitor setup begins at 6:30 a.m.
- Consider becoming a sponsor or an advertiser and stand out among the competition.
- No charge parking for exhibitors and attendees.



**Complete the enclosed materials to  
secure your booth. For questions,  
please call (866) 553-3003, ext. 114 or  
email us at [marketing@realcomp.com](mailto:marketing@realcomp.com)!**

## REALCOMP 2022 TOOLS OF THE TRADE EXHIBITOR REGISTRATION FORM

**Date: Thursday, June 16, 2022**

Suburban Collection Showplace, 46100 Grand River Ave, Novi, MI 48374

Setup Time: 6:30 a.m. to 7:45 a.m. / Expo Hours: 8:00 a.m. to 2:30 p.m.

Submit this form and vendor registration to: Marketing@Realcomp.com or Via Fax at (248) 553-4244

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State & Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Website: \_\_\_\_\_  
Business Description: \_\_\_\_\_

**Booth Request:** The cost of each booth is \$400.00. This includes one (1) 8' skirted table, two (2) chairs, and up to two (2) boxed lunches. \$ 400.00

- **Internet Access:** Wi-Fi access will be provided to all exhibitors at no additional cost. \$ -0-
- **Exhibitor Lunches\*:** Additional boxed lunches are available at the cost of ... \$ \_\_\_\_\_  
\$30.00 each and must be ordered through Realcomp at least 14-days in advance of the event.

**Total Booth Cost:** Realcomp will confirm your booth assignment once your payment has been processed. \$ \_\_\_\_\_

**Booth Requests:** \_\_\_\_\_ (1st choice), \_\_\_\_\_ (2nd choice), \_\_\_\_\_ (3rd choice)

**Competitors:** If at all possible, we prefer NOT to be near the following competitors (names of competitors or types of competitors):  
\_\_\_\_\_

**\*\* Important:** Electrical access for your booth and freight handling services can be ordered separately through BOCO Enterprises, Inc. These services are not included in the booth price noted above.

**Vendor Prize Recognition Instructions:** If you plan to give away a prize at the event, be sure to provide the following information by Friday, May 15<sup>th</sup> so it can be shared with attendees via our printed *Schedule of Events*. You can then text the winner at the event to pick-up the prize from your booth. *Description of Prize(s):* \_\_\_\_\_

Value: \$ \_\_\_\_\_

**Exhibitor Representatives:** My booth will be staffed at all times during the expo by one or more of the following representatives:

Rep. #1 (included in booth price): \_\_\_\_\_

Rep. #2 (included in booth price): \_\_\_\_\_

Rep. #3 (\*add'l lunch cost is \$30.00): \_\_\_\_\_

Rep. #4 (\*add'l lunch cost is \$30.00): \_\_\_\_\_

**Rules, Regulations, & Cancellation Policy:** We agree to abide by all rules, regulations, and restrictions as outlined by Realcomp II Ltd. We also acknowledge that all cancellations must be made in writing. A cancellation fee of \$250 will be charged for any cancellations made between March 1<sup>st</sup> and May 1<sup>st</sup>. Cancellations made after May 1<sup>st</sup> will be non-refundable.

**Online Payment:** Upon receiving your registration paperwork, Realcomp will generate an email message to you that contains a link to our online payment system. You will be able to use this link to make payment to Realcomp via a debit or credit card and automatically print your receipt. Booth assignment confirmation will be made once payment has been received.

**Mailing a check to Realcomp II Ltd.** continues to be a payment option. Please mail payment to the following address: 27555 Farmington Road, Suite 325, Farmington Hills, MI 48334 – Attention: Marketing.

**QUESTIONS? CALL (866) 553-3003 AND ASK FOR THE MARKETING DEPARTMENT.**

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**Setup Time: 6:30 a.m. to 7:45 a.m. / Expo Hours: 8:00 a.m. to 2:30 p.m.**

**Submit this form and vendor registration to:** Marketing@Realcomp.com or Via Fax at (248) 553-4244

1. Materials, magazines, merchandise, souvenirs, and all types of other giveaways may be distributed only within the exhibitor's booth.
2. **All exhibits must be set up by 8:00 A.M. Exhibits must be completely dismantled and removed from premises by 5:00 P.M. Dismantling prior to 2:30 PM is not allowed.**
3. Neither the management of the Suburban Collection Showplace or Realcomp II Ltd. shall be liable for damage, loss or destruction to the exhibits by reason of fire, theft, accident or other destructive causes.
4. No part of any exhibit or any signs relating thereto, shall be pasted, nailed or otherwise attached to the walls, doors, etc., in any way as to deface same. Damage arising by failure to observe these rules shall be paid by the exhibitor.
5. All exhibits must not obstruct the view or interfere with the exhibits of others.
6. Space is provided with the understanding that the exhibitor will indemnify and hold Realcomp II Ltd. harmless from any claims, damages or disputes, including reasonable attorney's fees and costs incurred by Realcomp II Ltd., arising from the exhibitor's activities prior to, during and after the exhibition.
7. The exhibitor shall not assign, sublet or apportion the whole or any part of the space assigned or have representatives, equipment or materials from firms other than their own in the exhibit space without written consent of Realcomp II Ltd.
8. Each company is responsible for having a minimum of one (1) representative from the company in their booth at all times during the official trade show hours unless prior written authorization is provided by Realcomp II Ltd. Failure to comply may result in loss of your booth. Exhibitors may not leave merchandise or printed material in the registration areas, lounges, meeting rooms or other facilities of the venue.
9. The exhibitor must carry full insurance for the entire duration of the show, including move-in and move-out. The exhibitor shall provide proof of insurance to Realcomp II Ltd. upon request.
10. Demonstrations and all other activities must be confined to the limits of the exhibitor's booth without written consent of Realcomp II Ltd.
11. All equipment regardless of source of power, must comply with Federal, State and local codes. The Suburban Collection Showplace reserves the right to inspect all electrical devices and connections to insure compliance with all codes. They may refuse connections where the exhibitor wiring is not in accordance with local electrical codes.
12. Exhibitor cancellations made between March 1<sup>st</sup> through May 1<sup>st</sup> will be subject to a \$250.00 cancellation fee. Cancellations made after May 1<sup>st</sup> will be non-refundable.
13. Exhibitor agrees to use attendee contact information for the sole purpose of marketing the exhibitor's company, products, and/or services to attendees. This information shall not be provided to any third parties.
14. Booth payment must be MADE IN FULL to reserve booth space. Booth space will not be granted to any vendor without the full payment being secured by Realcomp prior to the event.
15. **Parking:** All exhibitor vehicles must have the proper parking pass prominently displayed at all times when accessing the parking lot. All vehicles must be parked in legitimate, clearly marked standard parking spaces in the Northwest parking lot of Suburban Collection Showplace. Parking in fire lanes, in front of marked exits, on islands, or any other non-paved areas will not be permitted at any time. The Suburban Collection Showplace reserves the right to tow, at owner's expense, any vehicle improperly parked on its site without prior notification. No overnight parking of any vehicle, truck, trailer etc. will be allowed without proper authorization.
16. **Exhibitor Entrance and Exit:** Without exception, all exhibitors will be required to park in the Northwest parking areas and enter the building from the North entrances ONLY. All parking on the South and East sides of the building will be reserved for event attendees. Move-in will be permitted through the designated area determined for each show. At no time is move-in permitted through the facility's lobby or pre-function spaces. This rule will be strictly enforced by Security and Suburban Collection Showplace personnel.

17. Inspection: The Suburban Collection Showplace reserves the right to inspect all cartons, packages, containers or coolers brought in or out of the facility at any time.
18. Alcohol: Outside alcohol is strictly prohibited from being brought into Suburban Collection Showplace.
19. Smoking: Suburban Collection Showplace is a non-smoking facility. Smoking is allowed outside in designated smoking areas. No doors may be propped open for any reason, at anytime, as it is a violation of the fire ordinance.
20. Flammables: Exhibitors are prohibited from bringing in flammable advertising/decorating materials to the facility. All such material to be used for decorative or advertising purposes must first be treated with a flame-retardant, and such use shall be in accordance with all applicable federal, state, and municipal fire and safety rules and regulations. All flammable liquids and gases are prohibited without prior written consent from the Suburban Collection Showplace.
21. Helium: The Suburban Collection Showplace does not allow helium tanks within the building or on the premise. Exhibitors with prior approval can have helium balloons to decorate their booth but may not hand balloons to attendees. A charge will be applied to retrieve balloons from the ceiling.
22. Electrical: Exhibitors must follow these electrical rules: No cords allowed on the ground in foot traffic areas or under carpet. Cords without a ground are not permitted. All cords must have 3 prongs and may not be damaged. Fusible cord strips must be used in any multi plug situation. No cube taps are allowed. Any display that uses water must have a G.F.I.
23. Please contact the Suburban Collection Showplace Utilities Manager, Terri Freytag, with any further questions you may have at 248-348-5600 ext. 205 or [tfreytag@suburbanshowplace.com](mailto:tfreytag@suburbanshowplace.com).
24. Emergency Equipment: Any type of emergency equipment, entrances or exits shall not be blocked or obstructed under any circumstances.
25. Food: If you plan on having any type of food samples as part of your display you will need to call the Oakland County Health Department for a proper license. If you plan to sell any food item, you must receive prior approval from the Suburban Collection Showplace. If you have specific questions, please contact our Exposition Food and Beverage Manager, Bob Bowman, at 248-348-5600 ext. 214 or [bobbowman@suburbanshowplace.com](mailto:bobbowman@suburbanshowplace.com).
26. This event is not sponsored by the Suburban Collection Showplace.

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



### Archery

5  
4  
Realcomp & Leigh Brown

Cappuccino  
Man Gourmet  
Coffee Cart

46  
47  
Vanguard Title Company



Corn Hole  
Corn Hole



Oakland County Home Inspections  
2-10 Home Buyers Warranty  
Real Estate Staging Association



Realcomp  
Registration  
Tables

10  
GMAR-2 booths

11

12  
Elm Street Techno-logy

13  
Changing Places Moving

14  
Green-stone Farm Credit Svs

15  
Cutco

16  
First American Title

17  
Next Door Photos

\*\*Feed the Bears\*\*

19  
HomeTeam Inspection SVC

20  
Goose-head Ins. LLC

21  
Sentri-Lock

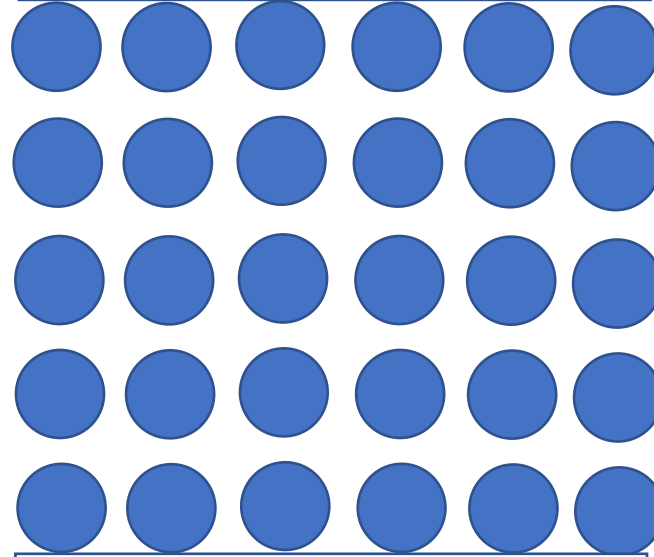
22  
Liberty Title

23  
RentSpree

Independent Bank

Realtor.com

### Lunch Tables



### Lunch Tables

F & B

43  
Tener Technologies

42  
America's Preferred Home Warranty



41  
Vis-home

40  
Crazy 'Bout Canines

39  
NHL Property Management

38  
American Home Shield

## Escalator

Tables for  
Donations

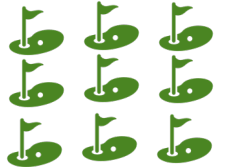
Tables for  
Donations

Tables for  
Donations



### Axe Throwing

Corn Hole  
Corn Hole



75  
76  
77  
78  
79  
Total House Inspection

MSHDA  
EverDry Water-proofing

67  
66  
65  
64  
Homes.com & Homesnap  
CoreLogic  
ShowingTime  
ATA National Title Group

Revision Date: 6/13/2022

# REALCOMP 2022 TOOLS OF THE TRADE SPONSORSHIP OPPORTUNITIES

**Date: Thursday, June 16, 2022**

Suburban Collection Showplace, 46100 Grand River Ave, Novi, MI 48374

## 1) PLATINUM SPONSOR | \$10,000

- Major recognition on promotional materials (i.e., Realcomp website, registration module, event flyer, event signage, etc.)
- Recognition on event lanyards
- 30-minute presentation opportunity in large presentation room (seats 900)
- Showing of your 2-minute YouTube video in large presentation room.
- Priority booth choice in exhibit hall
- Pre-event recognition in Realcomp's MLS Tech Trends newsletter with link to your landing page (currently distributed to more than 18,000 real estate professionals)
- Post-event recognition in Realcomp's MLS Tech Trends with links to your landing page and/or your 2-minute YouTube video

No Longer Available

## 2) POWER SPONSOR | \$5,000 | # AVAILABLE DEPENDS ON FINAL SCHEDULE

- Recognition on promotional materials and signage (i.e., Realcomp website, event flyer, etc.)
- 30-minute presentation opportunity in smaller presentation room (seats 200)
- Priority booth choice in exhibit hall
- Post-event recognition in Realcomp's MLS Tech Trends with links to your landing page

No Longer Available

## 3) LUNCH SPONSOR | \$3,000 | THREE (3) AVAILABLE

- Recognition on Realcomp website and signage at event
- Booth in exhibit hall
- Post-event recognition in Realcomp's MLS Tech Trends with links to your landing page

## 4) CONTINENTAL BREAKFAST SPONSOR | \$2,000 | THREE (3) AVAILABLE

- Recognition on Realcomp website and signage at event
- Booth in exhibit hall

## 5) GOURMET COFFEE BAR SPONSOR | \$1,500 | ~~THREE (3)~~ TWO (2) AVAILABLE

- Recognition on Realcomp website and signage at event
- Booth in exhibit hall

## 6) PHOTO SPONSOR | \$1,500 | TWO (2) AVAILABLE

- Recognition on Realcomp website and signage at event
- Booth in exhibit hall

## 7) SCHEDULE OF EVENTS SPONSOR | \$1,500 |

- Recognition on Realcomp website
- Booth in exhibit hall
- Business card sized ad included on Schedule of Events

No Longer Available

## 8) REALCOMP MLS UPDATE SPONSOR | \$1,000

- Recognition on Realcomp website and signage at event
- Booth in exhibit hall
- Opportunity to introduce Realcomp's CEO for the MLS Update portion of the program

No Longer Available

## REALCOMP 2022 TOOLS OF THE TRADE SPONSORSHIP OPPORTUNITIES

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### 9) SOCIAL MEDIA SPONSOR | \$1,000 | ~~THREE (3)~~ TWO (2) AVAILABLE

- Social media posts from Realcomp about the Tools Expo will contain a hashtag including your company name
- Booth in exhibit hall

### 10) BAG SPONSOR | \$ 900 | ~~THREE (3)~~

- Event bags will include up to 3 company logos, event name and artwork

No Longer Available

### 11) **NEW!!!** -- BOW TIE SPONSOR | \$ 1,200 | ~~ONE (1)~~ AVAILABLE

- Provide **the bow tie** that Dr. Elliot Eisinger (Economic Analyst) wears during his economic update presentation and he will include your company and/or product during his live presentation.

No Longer Available

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

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

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### Sponsorship(s) Requested:

- |  |             |
|--|-------------|
| <input type="checkbox"/> Platinum Sponsor              | \$10,000.00 |
| <input type="checkbox"/> Power Sponsor                 | \$ 5,000.00 |
| <input type="checkbox"/> Lunch Sponsor                 | \$ 3,000.00 |
| <input type="checkbox"/> Continental Breakfast Sponsor | \$ 2,000.00 |
| <input type="checkbox"/> Gourmet Coffee Bar Sponsor    | \$ 1,500.00 |
| <input type="checkbox"/> Photo Sponsor                 | \$ 1,500.00 |
| <input type="checkbox"/> Schedule of Events Sponsor    | \$ 1,500.00 |
| <input type="checkbox"/> Bow Tie Sponsor               | \$ 1,200.00 |
| <input type="checkbox"/> Realcomp MLS Update Sponsor   | \$ 1,000.00 |
| <input type="checkbox"/> Social Media Sponsor          | \$ 1,000.00 |
| <input type="checkbox"/> Bag Sponsor                   | \$ 900.00   |

# BOCO Enterprises, Inc. Utility Order Form

46100 Grand River Avenue, Novi MI 48374 \* Phone: 248-348-5600 \* Fax: 248-380-3005  
Email your order form to: dthomas@suburbanshowplace.com or tfreytag@suburbanshowplace.com  
**You may also order all services online at [www.suburbancollectionshowplace.com](http://www.suburbancollectionshowplace.com)**

Name of Show: \_\_\_\_\_ Date of Show: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

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

Email Address (please print clearly): \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Check/Credit Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

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

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

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

**FULL PAYMENT must accompany order to receive advance rate. NO EXPECTATIONS! Advanced ordering deadline: Five (5) days prior to first move-in day.** All orders received after deadline or on-site are subject to the advanced floor rate. **Any orders requiring collection during or after the show are subject to the floor rate, including declined credit cards.** Prices subject to change at discretion of BOCO Enterprises only.

Requirements	120 V – Single Phase			208 V – Single Phase			208 V- Three Phase			480 V – Three Phase		
Lighting outlet 120 volts 60 cycle outlet up to 2000 watts	Qty	Advance	Floor	Qty	Advance	Floor	Qty	Advance	Floor	Qty	Advance	Floor
30 amp		\$85	\$125									
40 amp					\$170	\$250		\$200	\$285		\$625	\$950
50 amp					\$240	\$340		\$275	\$410			
60 amp					\$245	\$345		\$285	\$425			
100 amp					\$390	\$445		\$505	\$560		\$750	\$1050
150 amp					\$595	\$835		\$685	\$950		\$1200	\$1200
200 amp					\$775	\$1050		\$895	\$1160			
					\$1170	\$1260		\$1370	\$1460			

<b>Exhibitor Booth Cleaning</b> For your convenience, we are offer an individual booth cleaning service. This is an optional service that will not be provided without the return of this form as well as advanced payment.  <b>One Time Cleaning (Optional)</b> Carpets vacuumed or floor swept, wastebaskets emptied, tables wiped. One time service provided the night before the first open show day only.  Total booth sq. ft. x .15 _____ X _____ show days = _____  <b>Nightly cleaning services (Optional)</b> Carpet vacuumed or floor swept, wastebaskets emptied, tables wiped. Service is provided nightly, after show closing. Service commences on the final night of move in and ends the night before closing of the show.  Total booth sq. ft. x .11 _____ X one (1) show day = _____		<b>Phone Services</b>  All credit card machines, lap tops, fax machines, etc must be programmed to dial "9" for all outgoing calls. Data transmission capabilities are limited and exhibitors should inquire if there are questions concerning the compatibility of any equipment with BOCO Enterprises, Inc. phone system. Customers are responsible for all local and long distance charges made on phone lines from move-in through move-out of show. Billing for all additional charges will be at a later date.		QTY	Phone Services	Advance	Floor
					Telephone services – outgoing calls	\$150	\$175
					Telephone services – incoming and outgoing calls	\$175	\$200
					Internet – See separate order form  <i>*All internet services provided ON-SITE by Spectrum. Service is accessed through web browser (wireless or hardwire) &amp; paid for by credit card. The service is \$20.00/day with additional charges for IT support.</i>		

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

Qty	Service	Advance	Floor
	Water	\$200	\$225
	Drain	\$250	\$275
	Air**	\$325	\$375
<b>** Compressed air connection 1/2 inch</b>			
<b>Gas</b>	Contact BOCO Enterprises, Inc. directly at 248-348-5600 extension 205 for pricing and connection information.		
<b>Labor</b>	\$50.00 per hour straight time \$75.00 per hour overtime		

## PAYMENT TOTALS

Electrical Services	\$
Cleaning Services	\$
Phone Services	\$
Water/Drain Services	\$
Gas/Air Services	\$
<b>GRAND TOTAL</b>	\$



## **BOCO Enterprises, Inc. Utility Order Form**

**46100 Grand River Avenue, Novi MI 48374**

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

Dear Showplace Exhibitor,

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

In order to expedite a smooth and proper operational show, please fill out your service requirement order form and return it immediately. Full payment must accompany order to receive advance rate. No exceptions! Payment in full must be rendered prior to opening of the show. Advance order deadline: Five (5) working days prior to the first move in day. All orders received after deadline or on-site are subject to the floor rate. Any orders requiring collection during or after the show are subject to the floor rate including declined credit cards.

We accept Visa, MasterCard, American Express, Discover and checks as payment. Cancellations made 7-14 days prior to show will be refunded at a rate of 50%. Orders cancelled later than seven days prior to show will result in forfeiture of deposit.

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

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

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

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

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

Materials and labor for 24 hour power or 240V is a 50% addition to total bill. Labor is billed at \$50.00 per hour straight time and \$75.00 overtime. For additional needs not listed on this form, call our office for availability and pricing.

Thank you and we hope you enjoy the show!

*Suburban Collection Showplace Management*

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

# CONFERENCE CENTER FREIGHT HANDLING

## SHIPPING & RECEIVING FEES AND INFORMATION

***Additional handling fees may apply to shipments to the Legacy Ballroom. Please contact us directly prior to submitting orders or shipping any packages.***

### THIS FORM MUST PRECEDE YOUR SHIPMENT. *Please complete this section.*

EVENT NAME		EVENT DATES	
COMPANY	PHONE	FAX	
ADDRESS	CITY	STATE	ZIP
AUTHORIZED CONTACT - PLEASE PRINT		AUTHORIZED CONTACT SIGNATURE	
CREDIT CARD TYPE <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> AmEx	ACCOUNT NUMBER	EXPIRATION DATE	
BILLING ADDRESS	CITY	STATE	ZIP

- **MINIMUM CHARGE FOR THIS SERVICE IS \$59.00** (excludes envelopes and courier boxes up to five pounds, total weight). All orders are subject to the enclosed Terms, Conditions and Policies.

### WHERE TO SHIP / HOW TO LABEL

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

- **All shipments must be sent labeled as follows:**

\_\_\_\_\_  
(YOUR COMPANY NAME)                      (YOUR NAME)

\_\_\_\_\_  
(EVENT NAME & DATE)

C/O ART CRAFT DISPLAY, INC.  
46100 GRAND RIVER AVENUE, SUITE B  
NOVI, MI 48374

- **Return completed form to:**

ART CRAFT DISPLAY, INC.  
46100 GRAND RIVER AVENUE, SUITE B  
NOVI, MI 48374  
P: 248.380.0843    F: 248.380.0848  
EMAIL: detroit@artcraftdisplay.com

### SHIPPING INFORMATION and ROUND-TRIP RATE FEES

1. ALL shipping envelopes and courier/postage boxes up to FIVE POUNDS TOTAL WEIGHT will be handled at no charge. This form must be completed and returned even if no charges are to be incurred so we have notification of your shipments. Weight is cumulative.
2. Standard cardboard/fiber boxes and display cases will be handled for \$.59 per lb. (\$59.00 minimum charge). Storage charges will apply if shipments are received more than 72 hours prior to group's arrival.
3. This is a Round Trip charge. Please send outbound shipping arrangements to us in advance or contact us on-site to return your items.
4. YOU are responsible to save your empty packaging if needed for return shipping.
5. In most cases, your packages will be delivered to your assigned meeting room prior to your arrival, if we are in receipt of this form and payment in advance. However, smaller packages or envelopes may be held at the Diamond Center Reception Desk for pick-up by you.
6. All pallets and/or crates received for Diamond Center functions will be charged at our standard trade show rates. Please contact Art Craft Display in advance of shipping any of these items for the appropriate order form and instructions.

### *Please complete this section.*

☐ WE ARE ONLY SHIPPING ITEMS WITH A TOTAL WEIGHT OF FIVE (5) POUNDS OR LESS

☐ I WILL HAVE AN OUTBOUND SHIPMENT

TOTAL ESTIMATED ROUND-TRIP SHIPPING CHARGES: \_\_\_\_\_ LBS. @ \$59/ LB (\$55.00 MINIMUM CHARGE) = \$ \_\_\_\_\_

STORAGE CHARGES FOR ITEMS RECEIVED PRIOR TO 72 HOURS: \_\_\_\_\_ days @ \$31.28/ day = \$ \_\_\_\_\_

**TOTAL ESTIMATED SHIPPING CHARGES: \$ \_\_\_\_\_**

SHIP TO:

\_\_\_\_\_  
(YOUR COMPANY NAME)

**C/O ART CRAFT DISPLAY, INC.  
46100 GRAND RIVER AVE., STE. B  
NOVI, MI 48374  
248.380.0843  
detroit@artcraftdisplay.com**



EVENTNAME: \_\_\_\_\_

MEETING ROOM NAME: \_\_\_\_\_

YOUR ON-SITE CONTACT: \_\_\_\_\_ CONTACT PHONE NUMBER: \_\_\_\_\_

EVENT DATES - FROM: \_\_\_\_/\_\_\_\_/\_\_\_\_ TO: \_\_\_\_/\_\_\_\_/\_\_\_\_

**BOX # \_\_\_\_ of \_\_\_\_**  
***PLEASE LABEL EACH PIECE***

DT 2019

SHIP TO:

\_\_\_\_\_  
(YOUR COMPANY NAME)

**C/O ART CRAFT DISPLAY, INC.  
46100 GRAND RIVER AVE., STE. B  
NOVI, MI 48374  
248.380.0843  
detroit@artcraftdisplay.com**



EVENT NAME: \_\_\_\_\_

MEETING ROOM NAME: \_\_\_\_\_

YOUR ON-SITE CONTACT: \_\_\_\_\_ CONTACT PHONE NUMBER: \_\_\_\_\_

EVENT DATES - FROM: \_\_\_\_/\_\_\_\_/\_\_\_\_ TO: \_\_\_\_/\_\_\_\_/\_\_\_\_

**BOX # \_\_\_\_ of \_\_\_\_**  
***PLEASE LABEL EACH PIECE***

DT 2019

# Terms, Conditions and Policies page one

## CONTRACTUAL AGREEMENT

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

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

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

## DEFINITIONS

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

## PAYMENT TERMS

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

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

**3. PAYMENT POLICY:** Payment in full of rental and service charges must accompany your orders, and be received by ART CRAFT by the appropriate deadlines to qualify for advance rates. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without payment, orders received after deadline dates, or orders placed at the show will be charged floor rates. Purchase orders are not considered payment. **All orders must be paid in full prior to delivery of equipment or execution of services.**

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

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

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

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

## EQUIPMENT: GENERAL CONDITIONS AND POLICIES

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

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

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

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

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

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

## LABOR: GENERAL CONDITIONS AND POLICIES

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

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

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

### 3. LABOR PROVIDED UNDER THE SUPERVISION OF ART CRAFT:

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

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

### 4. LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR:

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

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