



EXHIBITOR KIT

6907 W. Side Saginaw Rd. 48706 P: (989) 686-0660

Re: **Retailers Market Place 2020**
Frankenmuth Credit Union Event Center
Birch Run Michigan - March 1st & 2nd, 2020

Dear Exhibitors:

Show Management has selected Exhibition Services, Inc. to serve as your official Exposition Service Contractor. Enclosed are equipment forms for additional decoration supplies, all of the services offered in this exhibitor kit is optional. If your company is interested in any of the services, please e-mail or fax all forms back to Exhibition Services, Inc. with your payment enclosed. Please take the time to read and understand the payment policy terms and conditions. All rental equipment remains the property of Exhibition Services, Inc. Exhibition Services, Inc. takes great pride in our newly acquired equipment. Any damaged equipment, repair or replacement costs, if necessary, will be the responsibility of the exhibiting firm.

NEW DRAYAGE REQUIREMENTS FOR ALL INBOUND / OUTBOUND AND STORAGE

ESI WILL NO LONGER ACCEPT THIRD PARTY BILLING FOR DRAYAGE. EXHIBITORS THAT REQUIRE THIS SERVICE WILL NEED TO HAVE A CREDIT CARD ON FILE AND WILL BE RESPONSIBLE FOR PAYMENT FOR ALL EXHIBITING MATERIAL HANDLED. ESI WILL NOT BILL MANUFACTURERS FOR DRAYAGE SERVICES, THE EXHIBITING FIRM WILL BE RESPONSIBLE FOR ALL FEES.

- Take the time to assess all your needs carefully.
- Read and understand payment policy.
- Place your orders in advance and save valuable time and money.

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

- Exhibit booth draping with 8 ft. high backdrop & 3ft high side drape.
- 1 – 2ft x 8ft skirted table with a white vinyl topping
- 2 – Black /Chrome contour chairs
- Trash box with liner
- 1 – Booth ID sign
- Booth carpet
- Tables are not transferable from booth to booth

8ft side drape must be requested in advance by way of Furniture order form seven days prior to vendor move-in. This is a free service that is paid by Expo Promotions.

Show colors are as follows:

- Pipe & Drape -- Black
- Table skirts -- Silver
- Carpet color -- Convention Grey

TO QUALIFY FOR ADVANCE RATES, YOUR ORDERS WITH PAYMENT MUST BE RECEIVED BY SEVEN DAYS PRIOR TO VENDOR MOVE-IN. SOME EQUIPMENT AND SERVICES MAY REQUIRE ADDITIONAL TIME.

FAXED ORDERS MUST BE ACCOMPANIED BY A CREDIT CARD APPLICATION; ALL OTHER FAXES WILL BE BILLED AT OUR FLOOR RATES.



EXHIBITOR KIT

6907 W. Side Saginaw Rd. 48706 P: (989) 686-0660

- IMPORTANT -

Please take the time to read and understand the Payment Policy terms and conditions. This will save you valuable time and money

ESI accepts the following payment methods: Cash (on site only), check, money order, and cashier's check. Credit cards will be accepted for this event only for advance orders.

Please remit all payments to: **Exhibition Services Inc**
6907 Westside Saginaw Rd.
Suite # 7
Bay City MI 48706

All claims must be made prior to show closing. Absolutely no credit will be issued after that time. As the exhibiting firm, you are ultimately responsible for the payment of all charges. Please advise on site representatives, staff and third party designates of the entire payment policy.

ADVANCED ORDER PRICING:

All orders must be mailed in and received in our office ten working days with payment prior to move-in to qualify for the Advanced Order Price. All other orders will be priced as Floor Prices. Any orders placed during set-up must be accompanied by full payment prior to delivery of the service or product. Credit Cards will **NOT** be accepted during move-in.

FLOOR ORDERS (on site orders):

All orders placed on-site are subject to the floor order rate. All faxes received without payment will be subject to floor order rates. Your on-site representative must be made aware of this payment policy. Credit Cards will **NOT** be accepted during move-in.

CANCELLATION / REFUNDS:

Items canceled after services have been rendered prior to show startup time will be charged 50% of original price. Refunds are made in Company Credit Only! All claims must be made prior to show closing. No credits will be issued after that time. There will be NO third party billing. Exhibition Services, Inc. is here to service you the exhibitor to have a more productive event. If you have any questions or need any service that is not listed, contact our Exposition Service Department.

DRYAGE DELIVERY:

All drayage must be sent to Exhibition Services Inc. for Inbound service 7 days prior to vendor move-in.

Frankenmuth Credit Union Event Center **WILL NOT** accept delivery of any displays sent prior to vendor move-in. Drayage deliveries will be allowed at the Frankenmuth Credit Union Event Center during vendor move-in.

Drayage that require unloading and or loading by ESI will be subject to fees associated with the service being provided.

See: **LABOR / FORK TRUCK REQUEST FORM**

FORK TRUCK / LABOR SERVICES:

Fork Truck / Labor Request Form need to be filed along with payment with ESI 7days prior to Vendor move-in to qualify for Advance Pricing. All other orders request not filed within the said time will be billed at Floor Rate.



FURNITURE FORM

RETURN TO: Orders@esiusa.biz

6907 W. Side Saginaw Rd. 48706 P: (989) 686-0660

Show Name	Retailers Market Place 2020	Show Date	March 1st & 2nd, 2020
Company		Booth #	Booth Size
X		X	X
Authorized Contact Signature	Authorized Contact - Please Print	Date	
X	x	M	D Y

Advance Order Deadline: Seven (7) days prior to first move-in day. No Refunds, exchanges or credits for any booth package items. All orders must be accompanied by "Contact & Payment information" form. All orders are subject to the enclosed Terms, Conditions, and Policies.						Credit Card Information required with All Orders. C.C. # _____ Exp date: _____ Adv Price _____ Floor Price _____ Check # _____				
STANDARD TABLES (30" HIGH)						BOOTH FURNITURE				
QTY.	ITEM	ADVANCE	FLOOR	AMOUNT	QTY.	ITEM	ADVANCE	FLOOR	AMOUNT	
	2 x 4' Plain	21.81	29.00			Solid black folding Chair	12.32	15.00		
	2' x 4' Covered & Skirted / 4 sides	39.22	49.00			Black / chrome chair				
	2' x 6' Plain	29.38	37.00			Solid white folding chair				
	2' x 6' Covered & Skirted	49.77	59.00			White Padded chair				
	2' x 8' Plain	49.06	58.00			Padded Counter Stool / back	48.06	58.00		
	2' x 8' Covered & Skirted	59.80	79.00			Wastebasket - 7 gallon	12.32	15.00		
	4th side skirted optional	18.22	27.00			Upholstered Arm Chair	36.97	N/A		
COUNTER TABLES (42" HIGH)						BOOTH ACCESSORIES				
QTY.	ITEM	ADVANCE	FLOOR	AMOUNT	QTY.	ITEM	ADVANCE	FLOOR	AMOUNT	
	2' x 4' Plain	27.52	35.00			Easel	24.64	31.00		
	2' x 4' Covered & Skirted	43.93	58.99			5' x 6' Garment Rack	64.07	77.00		
	2' x 6' Plain	39.91	49.00			4' x 8' Pegboard	184.83	222.00		
	2' x 6' Covered & Skirted	55.25	69.00			4' x 8' Tack board	184.83	222.00		
	2' x 8' Plain	39.77	49.00			Chrome Stanchion	27.11	33.00		
	2' x 8' Covered & Skirted	72.81	82.00			Velvet Rope 8' long	27.11	33.00		
	4th side skirted optional	18.22	27.00			Chrome Sign Frame - 22' x 28'	61.61	74.00		
SPECIALTY TABLES (30" HIGH)						BOOTH DRAPING & HARDWARE				
	30" Dia. Round Plain	18.49	32.33			Chrome Bag Holder	49.29	60.00		
	30" Dia. Round Covered & Skirted	45.70	47.00			Literature Rack	92.42	111.00		
	60" Dia Round Plain	27.66	N/A			Swivel Spotlight	40.66	52.00		
	60" Dia Round Covered & Skirted	56.11	N/A			Locking Ipad Display Stand	73.20	88.00		
	6' Crescent Serpentine Plain	35.82	N/A			BOOTH DRAPING & HARDWARE				
	6' Crescent Serpentine Cov'd / Skirted	55.95	N/A			3'(h) drape per ft. w/ hardware	3.70	5.00		
	4th side skirted optional	18.22	27.00			8'(h) drape per ft. w/ hardware	6.00	8.00		
SPECIALTY TABLES (42" HIGH)						BOOTH DRAPING & HARDWARE				
	4' x 1' x 1' Plain Table Top Raiser	15.65	29.00			Aluminum Crossbar (6' - 10')	10.41	13.00		
	4' x 1' x 1' Covered Table Top Raiser	27.49	37.00			Base Plate for 3' Upright	6.94	9.00		
	6' x 1' x 1' Plain Table Top Raiser	22.25	34.00			3' Aluminum Upright	6.94	9.00		
	6' x 1' x 1' Covered Table Top Raiser	31.59	43.00			Base Plate for 8' Upright	8.10	10.00		
	8' x 1' x 1' Plain Table Top Raiser	26.25	34.00			8' Aluminum Upright	8.10	10.00		
	8' x 1' x 1' Covered Table Top Raiser	34.59	48.00			Base Plate for 2' Upright/ Pin	20.83	25.00		
	4th side skirted optional	22.22	27.00			9' -16' Aluminum Upright	20.83	25.00		
TABLE ACCESSORIES						PLEASE CHECK SKIRT COLOR CHOICES				
	Raise Any Plain Table to 42" High	24.00	30.00			Table includes white vinyl top cover & three skirted sides				
	Raise Any Cov'd Skirted Table to 42" High	32.00	40.00			O BLACK	O ROYAL BLUE	O SILVER		
	Cover & Skirt for 30" table	37.00	46.00			O WHITE	O RED	O HUNTER GREEN		
	Cover & Skirt for 42" table	43.16	52.00							
	Switch package table	36.34	44.00							
						TOTAL NON- TAXABLE ITEMS \$				



DRAYAGE FORMS

RETURN TO: Orders@esiusa.biz

6907 W. Side Saginaw Rd. 48706 P: (989) 686-0660

Show Name	Retailers Market Place 2020	Show Date	March 1st & 2nd, 2020
Company	Booth #	Booth Size	
Authorized Contact Signature	Authorized Contact - Please Print	Date	
X	X	X	

Return all orders to Orders@esiusa.biz

GENERAL INSTRUCTIONS

ALL PACKAGES MUST BE ADDRESSED AS FOLLOWS:

- This form must be completed and returned prior to our receipt of any freight.
- Payment must accompany this order.
- All drayage charges are payable upon demand at close of event.
- Payment accepted by the following methods:
Corporate Check, Money Order, Cash
- All pallet shipments must be within a 4ft (w) x 4ft (l) x 94" (h) area
Any pallet sent that does not conform to the said sizes will be subject re-palletizing fee.
- Pallets received must be in a sold working condition.
- Shipments prior to show must be received 7 days in advance with payment to receive ADVANCE RATE

Exhibiting Firms Name
Show Name
c/o Exhibition Services, Inc.
Suite # 7
6907 W. Side Saginaw Rd.
Bay City MI 48708

INBOUND SERVICE

- ADVANCE RATE: \$.31 per lb. 200 lb. (\$62.00) minimum charge. **All other charges are separate.**
- FLOOR RATE: \$.48 per lb. 200 lb. (\$96.00) minimum charge.
- Shipments prior to show must be received 7 days in advance with payment to receive ADVANCE RATE:

Amount Due (min. 200 lbs. - \$62.00) --- Advance Rate
 \$.31 per lb. x _____ # of lbs = \$ _____
 Number of Containers _____
 Number of skids _____ Amount Due _____
 Payment Enclosed \$ _____ Ck. # _____

Please check how freight will be shipped in: Account # _____
 _____ UPS _____ Federal Express _____ Other Courtier _____ Motor Carrier _____

OUTBOUND SERVICE

- ADVANCE RATE: \$.31 per lb. 200 lb. (\$62.00) minimum charge. **All other charges are separate.**
- FLOOR RATE: \$.48 per lb. 200 lb. (\$96.00) minimum charge.
- Allow 5 working days for drayage to be processed & shipped from our Michigan warehouse.
- Special request for shipments must be arranged with an ESI associate.

Amount due (min. 200 lbs. - \$62.00) --- Advance Rate
 \$.31 per lb. x _____ # of lbs = \$ _____
 Number of Containers _____
 Number of skids _____ Amount Due _____
 Payment Enclosed \$ _____ Ck. # _____

Please check how freight will be shipped out: Account # _____
 _____ UPS _____ Federal Express _____ Other Courtier _____ Motor Carrier _____

ON SITE SERVICE / STORAGE

- ADVANCE RATE: \$.31 per lb. 200 lb. (\$62.00) minimum charge. **All other charges are separate.**
- FLOOR RATE: \$.48 per lb. 200 lb. (\$96.00) minimum charge.
- Special request for shipments must be arranged with an ESI associate.
 Pallet 4ft x 4ft x 92" – Cold Storage # of pallets _____ * \$25.00 = _____ per wk * # of wks _____ = \$ _____ Balance
 Non Pallet booth material – Cold Storage # of boxes _____ * \$15.00 = _____ per wk * # of wks _____ = \$ _____ Balance

Amount due (min. 200 lbs. - \$62.00) --- Advance Rate
 Advance Rate \$.31per lb. x _____ # of lbs = \$ _____
 Number of Containers _____
 Number of skids _____ Amount Due _____
 Payment Enclosed \$ _____ Ck. # _____



FORK TRUCK / LABOR FORMS

RETURN TO: Orders@esiusa.biz

6907 W. Side Saginaw Rd. 48706 P: (989) 686-0660

Show Name Retailers Market Place 2020		Show Date March 1st & 2nd, 2020	
Company _____		Booth # _____	Booth Size _____ X _____
Authorized Signature _____		Contact - Please Print _____	Date _____
Advance Order Deadline: Seven (7) days prior to first move-in day. No Refunds, exchanges or credits for any booth package items. All orders must be accompanied by "Credit Card Authorization Form" form. All orders are subject to the enclosed Terms, Conditions, and Policies.		Credit Card Authorization Form Is Required with All Orders.	
FORK TRUCK / DRIVER - LABOR SERVICE			
PLAN A: FORK TRUCK / DRIVER BY EXHIBITION SERVICES INC			
This plan is offered to have a Fork Truck / driver provided by ESI to assist in your display move in / move out. Order change for this service is 25% of the total labor bill with a minimum of \$50.00 on installation and \$50.00 on dismantling.			
PLAN B: SUPERVISION BY EXHIBITOR			
Starting time can only be guaranteed at the normal start of the working day which is usually 8:00am, unless the official show schedule is different.			
EXHIBITOR REQUIREMENTS:			
You must do the following to expedite your labor request.			
<ol style="list-style-type: none"> 1. Credit Card Authorization form must be completed and billed. 2. Check in at our Service Desk to pick-up laborers ordered. 3. Upon completion of work, check laborers out at Service Desk. 4. Your supervising representative must be present during the entire labor call. 			
RATES (One hour minimum Move-In / One hour minimum Move-Out)			
STANDARD FORK TRUCK / DRIVER BASED ON AVAILABILITY		ADVANCE: \$71.00 Per Hour	Floor: \$94.00 Per Hour

EXHIBITOR: COMPLETE SECTION BELOW

FORK TRUCK / DRIVER REQUEST						
Please check A or B and complete information below						
<input type="radio"/> PLAN A FORK TRUCK / ESI DRIVER You must submit all appropriate information to ESI in advance,						
Time	Day of Week	Date	Approx. Hrs.	Rate	Estimate Total	
_____	on _____	_____	For _____	_____ x	\$ _____	
_____	on _____	_____	For _____	_____ x	\$ _____	
PLEASE VERIFY THAT YOUR EXHIBIT / FREIGHT HAS BEEN DELIVERED TO YOUR SPACE PRIOR CHECKING OUT LABORERS						
RATES (One hour minimum Move-In / One hour minimum Move-Out)			ADVANCE: 45.00 Per Man/Per Hour	Floor: \$64.00 Per Man/Per Hour		
INSTALLATION / DISMANTLE LABOR REQUEST						
Please check A or B and complete information below						
<input type="radio"/> PLAN B ESI SUPERVISION You must submit all appropriate information to us in advance in order for ESI can to ensure your labor request is filled.						
# of Laborers	Time	Day of Week	Date	Approx. Hrs.	Rate	Estimate Total
_____ at _____	_____	on _____	_____	For _____	_____ x	\$ _____
_____ at _____	_____	on _____	_____	For _____	_____ x	\$ _____
BE SURE TO ALLOW SUFFICIENT TIME FOR EMPTY CONTAINER RETURN FOR SCHEDULING DISMANTLE LABOR.						
				TOTAL ESTIMATED FORK TRUCK	\$ _____	
				TOTAL ESTIMATED LABOR	\$ _____	
				TOTAL BALANCE DUE	\$ _____	



CREDIT CARD AUTHORIZATION FORMS

RETURN TO: Orders@esiusa.biz

6907 W. Side Saginaw Rd. 48706 P: (989) 686-0660

Show Name	Retailers Market Place 2020		Show Date	March 1st & 2nd, 2020	
Company			Booth #	Booth Size	
			_____X_____		
Address			Phone Number		
City	State	Zip	Fax Number		
Contact	Title				
Authorized Contact Signature	Authorized Contact - Please Print			Date	

(PLEASE TYPE OR PRINT)

PLEASE DUPLICATE ALL FORMS FOR YOUR OWN RECORDS BEFORE RETURNING ORIGINALS
PLEASE SIGN AND DATE UPON ACCEPTANCE OF RENTAL AGREEMENT. ALL ORDERS MUST BE
RECEIVED (7) SEVEN DAYS PRIOR TO VENDOR MOVE-IN TO QUALIFY FOR ADVANCE RATES.

Furniture Order Form Total	_____
Carpet Order Form Total	_____
Drayage Order Form Total	_____
Misc. Order Total	_____
FORK TRUCK / LABOR FORMS	_____
Processing fee of 3%	_____
Total Balance Due	_____

CREDIT CARD INFORMATION

Card Type: ___ Visa ___ MasterCard ___ American Express

Card Account Number: _____ Expiration Date: _____

Cardholder's Name (print): _____

Cardholder's Signature: _____

Cardholders Billing Address: _____

City: _____ State: _____ Zip: _____

Return all orders to Orders@esiusa.biz