Art Craft Display, Inc.

46100 Grand River Avenue, Suite B • Novi, Michigan 48374 • (248) 380-0843 • Fax (248) 380-0848
www.artcraftdisplay.com

EVENT DETAILS

Re: Motor City Comic Con November 2026
November 13-15, 2026
Vibe Credit Union Showplace

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

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

Provided by Art Craft Display

Vendor Booths	Artist Booths	Guest Booths
- 3' and 8' High – Booth Draping	- (1) 2' x 8' x 30" Covered Table	- 3' and 8' High – Booth Draping
- (1) 8' x 30" x 30" Plain Table	- (2) Folding Chairs	- (2) 2' x 8' x 42" High - Skirted Table
- (2) Folding Chairs		- (2) Stools

If you require additional items that are not listed above, an Exhibitor Kit is available on our website for downloading or for online ordering.

►**Go to the following website:** www.artcraftdisplay.com
On the Home Page, click on: "Download Exhibitor Kit"
Enter Event Code: 369363

To qualify for Advance Rates, your order(s) with payment must be received by us no later than 5:00 pm EST on Thursday, October 29th. Some equipment or services may require more lead time. Please see appropriate order forms for actual deadlines.

SHOW SCHEDULE

Exhibitor Move-In

Thursday, November 12th	11:00 am – 9:00 pm
Friday, November 13th	8:00 am – 11:30 am

Exhibit Hours

Friday, November 13th	12:00 pm – 7:00 pm
Saturday, November 14th	10:00 am – 7:00 pm
Sunday, November 15th	10:00 am – 5:00 pm

Exhibitors can arrive as early as 8:30 am on November 14th and 15th.

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EVENT DETAILS CONTINUED

Exhibitor Move-Out

Sunday, November 15th 5:00 pm – 11:59 pm

We will begin returning empty containers once we get the "all clear" from the facility.

ADVANCE WAREHOUSE SHIPMENTS

Advance Warehouse shipments will be accepted from **October 12th** through **November 11th**. Freight Handling fees will apply for all shipments received. Warehouse receiving hours are from 8:00 a.m. to 4:30 p.m., Monday – Friday. If required, provide your carrier with this phone number (248) 380-0843.

Advance Warehouse Shipping Address:

Exhibiting Company Name / Booth #
Motor City Comic Con November 2026
C/o Art Craft Display, Inc.
46100 Grand River Ave., Ste B
Novi, MI 48374

ONSITE SHIPMENTS

Onsite shipments will be accepted **during move-in hours**. Freight Handling fees will apply for all shipments received. If any shipments are received before this date, you will be charged the Advance Warehouse rate.

Onsite Shipping Address:

Exhibiting Company Name / Booth #
Motor City Comic Con November 2026
C/o Art Craft Display, Inc.
46100 Grand River Ave.
Novi, MI 48374

Consolidate your shipments to save separate minimum charges. The minimum charge is 200 lbs. per shipment received.

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EVENT DETAILS CONTINUED

DISMANTLE AND MOVE-OUT INFORMATION

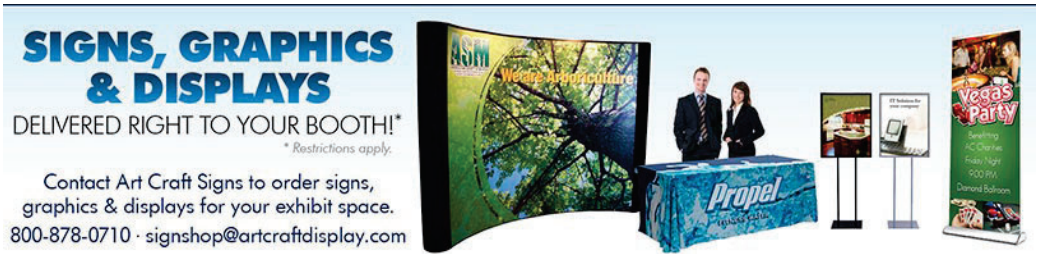
All exhibits/booths must be torn down and/or ready to ship on **November 15th by 11:59 pm.** If you are shipping out of the event, all freight paperwork must be turned into the service desk by **7:00 pm on November 15th**. Freight can be picked up that evening until **7:00 pm** or freight can be picked up on **November 16th from 8:00 am – 4:30 pm** from 46100 Grand River Ave., Ste B, Novi, MI 48374.

POST SHOW SHIPPING DOCUMENTS

All outbound paperwork must be turned into the Service Desk prior to your departure from the venue. A Material Handling Agreement must be turned into the service desk for each shipment. You may complete this document at the service desk after the show. Be sure that your carrier knows the company name and booth number when making arrangements for shipping your freight at the close of the show. Anything that is left behind in your booth that is not labeled for outbound shipment will be considered abandoned and deemed as trash.

If we can be of any further assistance, please contact us. General questions can be directed to: detroit@artcraftdisplay.com.

Thank you for your patronage and we look forward to being of service to you.



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Event Service Professionals

HELPFUL TIPS FOR USING THIS DOCUMENT

Navigation.

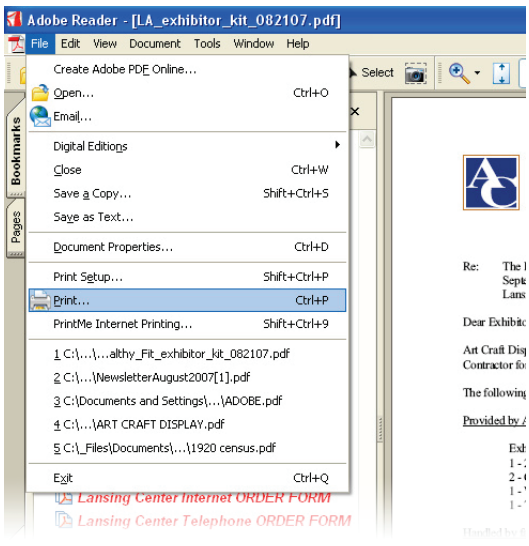
Use the bookmarks in the pane on the left side of the screen to "jump to" the page(s) you're interested in. For your convenience, the pages are color-coded by document type.

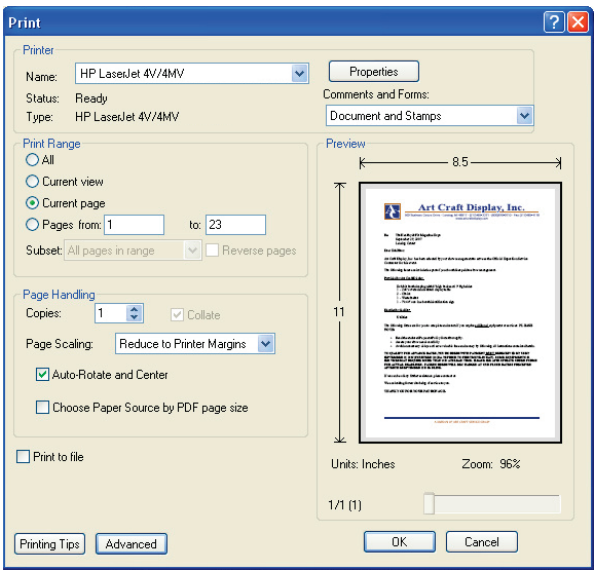
Note: Each bookmark may represent more than one page.

Printing.

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

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





We will be happy to answer any questions you have about this Exhibitor Kit. Please contact us at the phone number shown on the "Show Cover Letter" page of this document.

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

CONTACT & PAYMENT INFORMATION

CHOOSE PAYMENT METHOD:

☐ Check enclosed # _____

☐ Credit/debit information below

RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (248) 380-0848 • detroit@artcraftdisplay.com

SHOW NAME	LOCATION	SHOW DATE
Motor City Comic Con November 2026	**Vibe Credit Union Showplace**	**Nov. 13-15, 2026**

COMPANY _____ BOOTH # _____ BOOTH SIZE _____ X _____

ADDRESS _____ address _____ city _____ state _____ zip _____

PHONE _____ FAX _____ EMAIL _____

AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - PLEASE PRINT _____ DATE _____

- **Your signature above indicates your acceptance of all Terms, Conditions and Policies included in this Service Manual.**
- **Credit card charges will appear on statements as "Art Craft Display"**
- **Credit card processing fees of 3.5% will apply to all credit card transactions**

REQUIRED CREDIT CARD AUTHORIZATION

PLEASE TYPE OR CLEARLY PRINT THE FOLLOWING REQUIRED INFORMATION.

Credit Card Information: ☐ Personal Credit Card ☐ Debit Card ☐ Company Credit Card

Card Type: ☐ Visa ☐ MasterCard ☐ American Express

Card Account Number: _____ Expiration: _____ Security Code (CVV): _____

Cardholder's Name (print):_____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____ Phone: ( ) _____

PAYMENT INFORMATION

All Orders:

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

Advance Orders:

- **The Advance Order deadline for most items is fourteen (14) days prior to first move-in day.**
- Payment in full of all rental and service charges must accompany your order.
- Advance Order payments may be made by check or credit/debit card.

Floor Orders:

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

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EXHIBITOR-APPOINTED CONTRACTOR NOTIFICATION

RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (248) 380-0848 • detroit@artcraftdisplay.com

SHOW NAME	LOCATION	SHOW DATE
Motor City Comic Con November 2026	**Vibe Credit Union Showplace**	**Nov. 13-15, 2026**

EXHIBITING FIRM NAME _____ BOOTH # _____ BOOTH SIZE _____ X _____

EXHIBITING FIRM ADDRESS _____ address _____ city _____ state _____ zip _____

EXHIBITING FIRM PHONE _____ FAX _____ EMAIL _____

EXHIBITING FIRM AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - PLEASE PRINT _____ DATE _____

- **No refunds, exchanges or credits for any booth package items.**
- **All orders are subject to the enclosed Terms, Conditions and Policies.**

IF YOU ARE USING A THIRD PARTY, EXHIBITOR-APPOINTED CONTRACTOR (EAC) TO HANDLE ANY PORTION OF YOUR EXHIBIT, YOU MUST COMPLETE AND RETURN THIS FORM

EXHIBITING FIRM:

We, the exhibiting firm, understand and agree that we are ultimately responsible for payment of charges and agree to be bound by all Terms, Conditions and Policies as described within this exhibitor service manual. Payment in full of all charges, by either party, must be made prior to delivery of equipment or execution of services.

_____ _____ _____
EXHIBITING FIRM AUTHORIZED CONTACT SIGNATURE | AUTHORIZED CONTACT - PLEASE PRINT | DATE

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

☐ All Services ☐ Signs ☐ Freight / Material Handling ☐ None

☐ Furnishings ☐ Installation/Dismantle Labor ☐ Other _____

It is the responsibility of the Exhibiting Firm to:

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

EXHIBITOR-APPOINTED CONTRACTOR (EAC):

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

_____ _____
EAC AT-SHOW CONTACT NAME (please print) | EAC AT-SHOW CONTACT PHONE NO. (incl. area code)

_____
EAC COMPANY NAME

_____
EAC COMPANY ADDRESS _____ city _____ state _____ zip _____

☐ Check enclosed Check # _____

☐ Please charge my credit card (Contact & Payment Information form attached)
3.5% processing fee will apply to all credit card transactions.

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DISPLAY, INC.
Event Service Professionals

TRADE SHOW FURNISHINGS

Standard Tables & Counter Tables

All standard tables and counters are commercial-grade wooden tables with folding metal legs. Available with or without white vinyl tabletop covering and pleated cloth skirting on three sides*.
Estimated seating capacities are as follows: 4' table - 4 people, 6' table - 6 people, 8' table - 8 people.

A. Standard Tables (30" high)
Available sizes: 2' x 4' 2' x 6' 2' x 8'
Covering options: Covered & Skirted or Plain *(no cover/skirt)*

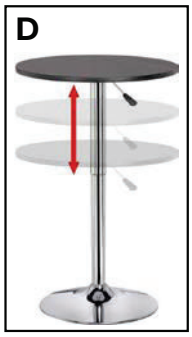
B. Counter Tables (42" high)
Available sizes: 2' x 4' 2' x 6' 2' x 8'
Covering options: Covered & Skirted or Plain *(no cover/skirt)*

C. Table Top Riser - *Covered Shelf* (12" high)
Available sizes: 4' x 1' 6' x 1' 8' x 1'
Covering options: Not applicable

** Skirting on 2'x4' tables covers all four sides of table. Fourth side table skirting available for all other tables & counters.*

Specialty Tables & Counter Tables

All specialty tables and counters are commercial-grade wooden tables with metal legs. Available with or without white vinyl tabletop covering and pleated cloth skirting on three sides*.



A. 60" Diameter Banquet Tables
Available sizes: 30" High or 42" High
Covering options: Covered & Skirted or Plain *(no cover/skirt)*

B. 6' Crescent Serpentine Tables
Available sizes: 30" High or 42" High
Covering options: Covered & Skirted or Plain *(no cover/skirt)*

C. 30" Diameter Cocktail Tables
Available sizes: 30" High or 42" High
Covering options: Black Form-Fitted Skirt or Plain *(no cover/skirt)*

D. 23.5" Diameter Premium Adjustable Cocktail Tables
Available sizes: One Size *(height adjusts from 27" to 35")*
Covering options: Table comes w/ black laminate top - *Covering not available*

** Skirting on 60" Diameter Banquet Table covers entire circumference of table. Fourth side table skirting available for 6' Crescent Serpentine Tables.*

Table Skirting

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

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

Due to different monitor & printer settings, actual colors may vary from those shown.

Art Craft DISPLAY, INC.
Event Service Professionals

TRADE SHOW FURNISHINGS

Folding Chair

Color: Black Seat w/ Chrome Legs
Size: 18"W x 20"D
Material: Molded Poly-Vinyl

Black Upholstered Chair

Color: Black Seat w/ Chrome Legs
Size: 20" Square (Standard)
Material: Fabric Covered Padding

Black Padded Counter Stool (w/back)

Color: Black Seat w/ Chrome Legs
Size: 20" Square (Standard)
Material: Fabric Covered Padding

Sign Hangers

Color: Silver
Size: 9"L
Material: Aluminum

Easel

Color: Chrome
Size: 60" tall
Material: Metal

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

Chrome Sign Frame

Color: Chrome
Frame Size: 60" tall
Sign Panel Size: 22" x 28"
Material: Metal

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

Tackboard

Color: Grey
Size: 4'x8' (vertical or horizontal)
Material: Metal frame, wood panel with Velcro® receptive fabric covering

Bag Holders

Color: Chrome
Size: 45"H
Material: Steel

Literature Holders

Color: Black
Size: 58"H (literature rack)
Material: Steel/Aluminum

Due to different monitor & printer settings, actual colors may vary from those shown.

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Event Service Professionals

TRADE SHOW FURNISHINGS

Garment Rack

Color: Chrome
Size: 5'H x 6'W
Material: Steel

Rope & Stanchion

Color: Chrome stanchion, burgundy or red velvet rope
Size: 39"H stanchion, 8' or 7' L rope
Material: Steel/fabric (velour/braided nylon)

Waste Baskets

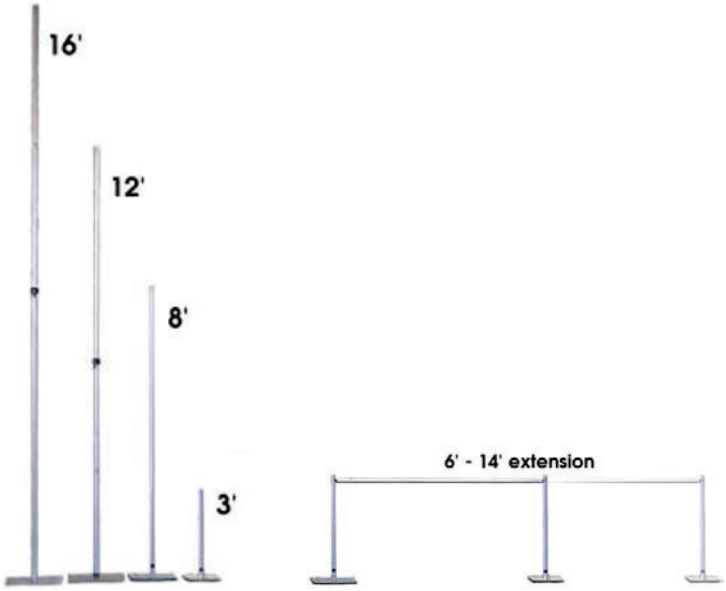
Color: Black
Material: Plastic
Sizes: 7 Gallon or 30 Gallon *(not shown)*

Swivel Spotlight

Color: White
Bulb Type: LED
Lumens: 1,000

Booth Draping & Hardware

Aluminum & steel hardware with flame-retardant fabric drapery panels. Available in 3', 8', 12' & 16' heights (see color chart below for specific availability).



Drape with Hardware *(priced per lineal foot)*

- 3' high drape w/hardware
- 8' high drape w/hardware
- 12' high drape w/hardware
- 16' high drape w/hardware
- 16' high velour drape w/hardware

Hardware Only

- Aluminum extension (6'-10')
- Base plate for 3' upright
- 3' aluminum upright
- Base plate for 8' upright
- 8' aluminum upright
- Base plate for 12' upright/pin
- 12' aluminum upright
- Base plate for 16' upright/pin
- 16' aluminum upright

Drape Only

- 3' high drape panels
- 8' high drape panels
- 12' high drape panels
- 16' high drape panels
- 16' high velour drape panels

Banjo Cloth drape colors (3' high & 8' high panels)**:**

Black | Blue | Burgundy | Expo Green | French Blue* | Gold | Hunter Green
Orange* | Purple* | Red | Silver | Teal | Tie Dye | White

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

12' high Banjo Cloth drape colors:

Black | Blue | Burgundy | Red | Silver
White

16' high drape colors:

Black Velour | Blue Banjo Cloth

Black Velour also available in 8' high panels - limited quantity.

101823E

Due to different monitor & printer settings, actual colors may vary from those shown.

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RENTAL FURNISHING

RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (248) 380-0848 • detroit@artcraftdisplay.com

SHOW NAME	LOCATION	SHOW DATE
Motor City Comic Con November 2026	**Vibe Credit Union Showplace**	**Nov. 13-15, 2026**

COMPANY | BOOTH # | BOOTH SIZE _____ X _____

AUTHORIZED CONTACT SIGNATURE | AUTHORIZED CONTACT - PLEASE PRINT | DATE

- **Advance Order Deadline: Fourteen (14) days prior to first move-in day.**
- **No refunds, exchanges or credits for any booth package items.**
- **All orders must be accompanied by "Contact & Payment Information" form.**
- **All orders are subject to the enclosed Terms, Conditions and Policies.**

Credit Card Information Required with All Orders.

3.5% processing fee will apply to all credit card transactions.

NON-TAXABLE RENTAL ITEMS

STANDARD TABLES (30" HIGH)

QTY.	ITEM	ADVANCE	FLOOR	AMOUNT
	2' x 4' Plain	44.71	56.00	
	2' x 4' Covered & Skirted (skirted 4 sides)	80.54	101.00	
	2' x 6' Plain	56.75	71.00	
	2' x 6' Covered & Skirted	99.79	125.00	
	2' x 8' Plain	68.80	86.00	
	2' x 8' Covered & Skirted	119.06	149.00	
	4th side skirted optional	34.43	44.00	

COUNTER TABLES (42" HIGH)

	2' x 4' Plain	73.94	93.00	
	2' x 4' Covered & Skirted (skirted 4 sides)	110.34	138.00	
	2' x 6' Plain	85.99	108.00	
	2' x 6' Covered & Skirted	129.59	162.00	
	2' x 8' Plain	97.99	123.00	
	2' x 8' Covered & Skirted	148.86	187.00	
	4th side skirted optional	34.43	44.00	

SPECIALTY TABLES (30" HIGH)

	30" Dia. Round Plain	66.20	83.00	
	30" Dia. Round w/ Black Form-Fitted Skirt	102.44	129.00	
	60" Dia. Round Plain	93.80	118.00	
	60" Dia. Round Covered & Skirted	137.95	173.00	
	6' Crescent Serpentine Plain	93.80	118.00	
	6' Crescent Serpentine Cov'd & Skirted	137.95	173.00	
	23.5” Dia. Premium Adjustable Cocktail	191.03	239.00	
	4th side skirted optional	34.43	44.00	

SPECIALTY TABLES (42" HIGH)

	30" Dia. Round Plain	90.29	113.00	
	30" Dia. Round w/ Black Form-Fitted Skirt	125.57	157.00	
	60" Dia. Round Plain	121.56	152.00	
	60" Dia. Round Covered & Skirted	164.47	206.00	
	6' Crescent Serpentine Plain	121.56	152.00	
	6' Crescent Serpentine Cov'd & Skirted	164.47	206.00	
	4th side skirted optional	34.43	44.00	

TABLE ACCESSORIES

	Raise Any Plain Table to 42" high	34.43	44.00	
	Raise Any Cov'd & Skirted Table to 42" high	46.44	59.00	
	Cover & Skirt for 30" table	52.57	66.00	
	Cover & Skirt for 42" table	52.57	66.00	
	Table Top Riser (Covered Shelf), 4' x 1' x 1'	44.71	56.00	
	Table Top Riser (Covered Shelf), 6' x 1' x 1'	56.75	71.00	
	Table Top Riser (Covered Shelf), 8' x 1' x 1'	68.80	86.00	

PLEASE CHECK SKIRT COLOR CHOICE
Table includes white vinyl top cover and three sides skirted

☐ SHOW COLOR ☐ BLACK ☐ BLUE ☐ BURGUNDY ☐ EXPO GREEN
☐ GOLD ☐ HUNTER GREEN ☐ RED ☐ SILVER ☐ TEAL ☐ WHITE

BOOTH FURNITURE

QTY.	ITEM	ADVANCE	FLOOR	AMOUNT
	Folding Chair	28.06	36.00	
	Black Upholstered Chair	67.00	84.00	
	Black Padded Counter Stool - w/ back	80.62	101.00	
	Wastebasket - 7 gallon	25.97	33.00	

BOOTH ACCESSORIES

	Easel	35.81	45.00	
	5' x 6' Garment Rack	90.29	113.00	
	4' x 8' Tackboard ☐V ☐H	252.85	317.00	
	Chrome Stanchion	38.22	48.00	
	Velvet Rope 8' long	38.22	48.00	
	Red Braided Rope 7’ long	38.22	48.00	
	Chrome Sign Frame - 22" x 28"	90.36	113.00	
	Chrome Bag Holder	69.47	87.00	
	Literature Rack	130.22	163.00	
	Swivel Spotlight	71.00	89.00	

BOOTH DRAPING & HARDWARE

	3' high drape per ft. (incl. hardware)	5.36	7.00	
	8' high drape per ft. (incl. hardware)	8.72	11.00	
	Aluminum Extension (6'-10')	15.07	19.00	
	Base Plate for 3' Upright	10.04	13.00	
	3' Aluminum Upright	10.04	13.00	
	Base Plate for 8' Upright	11.71	15.00	
	8' Aluminum Upright	11.71	15.00	
	Base Plate for 12' Upright / Pin	30.08	38.00	
	12' Aluminum Upright	30.08	38.00	
	Base Plate for 16' Upright / Pin	36.74	46.00	
	16' Aluminum Upright	36.74	46.00	

TOTAL NON-TAXABLE ITEMS $

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MISCELLANEOUS BOOTH SUPPLIES

RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (248) 380-0848 • detroit@artcraftdisplay.com

SHOW NAME	LOCATION	SHOW DATE
Motor City Comic Con November 2026	**Vibe Credit Union Showplace**	**Nov. 13-15, 2026**

COMPANY | BOOTH # | BOOTH SIZE _____ X _____

AUTHORIZED CONTACT SIGNATURE | AUTHORIZED CONTACT - PLEASE PRINT | DATE

- **Advance Order Deadline: Fourteen (14) days prior to first move-in day.**
- **No refunds, exchanges or credits for any booth package items.**
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- **All orders are subject to the enclosed Terms, Conditions and Policies.**

Credit Card Information Required with All Orders.

3.5% processing fee will apply to all credit card transactions.

TAXABLE BOOTH SUPPLIES

QTY.	DESCRIPTION	ADVANCE	FLOOR	AMOUNT
	White Vinyl Table Cover *(priced per lineal foot)*	2.17	3.00	
	Colored Duct Tape - 2” wide by 60 yd. roll *(black or white)*	32.47	41.00	
	Double Face Carpet Tape - 1” wide by 25 yd. roll	20.79	26.00	
	Double Face Carpet Tape - 2” wide by 25 yd. roll	38.08	48.00	
	Double Face Carpet Tape - 3” wide by 25 yd. roll	48.48	61.00	
	Clear Plastic Stretch Wrap - 18” wide by 500 yd. roll	108.75	136.00	
	Clear Plastic Stretch Wrap - 5” wide by 300 yd. roll	36.93	47.00	
	Visqueen - Plastic Covering - 10' wide *(priced per lineal foot)*	3.81	5.00	
	Sign Hangers - *Regular*	1.07	2.00	
	Sign Hangers - *Short*	1.07	2.00	
	3/8” wide, Adhesive-backed HOOK Velcro Tape *(priced per lineal foot)*	1.43	1.79	
	3/8” wide, Adhesive-backed HOOK & LOOP Velcro Tape *(priced per lineal foot)*	2.61	3.27	
	3/4” wide, Adhesive-backed HOOK Velcro Tape *(priced per lineal foot)*	1.57	1.97	
	3/4” wide, Adhesive-backed HOOK & LOOP Velcro Tape *(priced per lineal foot)*	3.04	3.80	
	1/2” wide, Adhesive-backed Magnetic Tape - “A” Polarity *(priced per lineal foot)*	0.70	0.88	
	1/2” wide, Adhesive-backed Magnetic Tape - “B” Polarity *(priced per lineal foot)*	0.70	0.88	
	6” Ball Bungees	10.36	12.95	

TAXABLE BOOTH SUPPLIES SUB-TOTAL	**$**
ADD 6% MI SALES TAX	**$**
TOTAL MISCELLANEOUS BOOTH SUPPLIES	**$**

All miscellaneous booth supply items subject to availabilty at on-site service desk

Art Craft
DISPLAY, INC.
Event Service Professionals

CARPET RENTAL

Premium Booth Carpet

Our 28 ounce plush Premuim Booth Carpet provides comfort, style and durability for your booth space flooring. All 21 colors of our Premium Booth Carpet are installed in brand new condition and include installation, removal, padding (additional padding may be ordered for an additional charge), all taping, plastic covering and vacuuming ONCE prior to the initial event opening. For multiple-day events, vacuuming for additional days may be ordered from our "Vacuuming Services" form. Available in standard sizes 10'x10', 10'x15', 10'x20', 10'x30' and 10'x40'.

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

Premium Booth Carpet color choices:

Standard Booth Carpet

Our 14 ounce Standard Booth Carpet offers an excellent cost-effective solution for your booth space flooring. Standard Booth Carpet is available in 5 different colors and is installed in clean condition. Prices include installation, removal, edge taping and vacuuming ONCE prior to the initial event opening. For multiple-day events, vacuuming for additional days may be ordered from our "Vacuuming Services" form. Optional padding, protective plastic covering and cleaning services are available for an additional charge. Available in standard sizes 10'x10', 10'x15', 10'x20', 10'x30' and 10'x40'.

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

Standard Booth Carpet color choices:

Due to different monitor & printer settings, actual colors may vary from those shown.

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

CARPET RENTAL

RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (248) 380-0848 • detroit@artcraftdisplay.com

SHOW NAME	LOCATION	SHOW DATE
Motor City Comic Con November 2026	**Vibe Credit Union Showplace**	**Nov. 13-15, 2026**

COMPANY | BOOTH # | BOOTH SIZE _____ X _____

AUTHORIZED CONTACT SIGNATURE | AUTHORIZED CONTACT - PLEASE PRINT | DATE

- **Advance Order Deadline: Fourteen (14) days prior to first move-in day.**
- **No refunds, exchanges or credits for any booth package items.**
- **All orders must be accompanied by "Contact & Payment Information" form.**
- **All orders are subject to the enclosed Terms, Conditions and Policies.**

Credit Card Information Required with All Orders.

3.5% processing fee will apply to all credit card transactions.

STANDARD BOOTH CARPET (14 ounce)

QUANTITY	SIZE	ADVANCE	FLOOR	AMOUNT
	10' x 10'	178.59	224.00	
	10' x 15'	267.00	334.00	
	10' x 20'	355.42	445.00	
	10' x 30'	498.95	624.00	
	10' x 40'	647.75	810.00	

CHECK CARPET COLOR: ☐ Black ☐ Blue ☐ Grey ☐ Green ☐ Red

Above prices include: installation, removal, edge taping and vacuuming **ONCE** prior to initial event opening. **MULTIPLE DAY EVENTS** - VACUUMING for additional days may be ordered from our "Vacuuming & Cleaning Services" form. Carpet colors are not guaranteed to match. Floor orders are subject to availability.

NON-STANDARD SIZE BOOTH CARPET (14 ounce)

SIZE	TOTAL	ADVANCE	FLOOR	AMOUNT
_____ FT. x _____ FT.	_____ SQ. FT.	3.33 per square foot	4.20 per square foot	

CHECK CARPET COLOR: ☐ Black ☐ Blue ☐ Grey ☐ Green ☐ Red

CARPET PADDING - SPECIAL SIZE *(OPTIONAL)*		ADVANCE	FLOOR	AMOUNT
_____ FT. x _____ FT.	_____ SQ. FT.	2.06 per square foot	2.58 per square foot	

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

PREMIUM BOOTH CARPET (28 ounce) - *100 sq. ft. minimum order*

SIZE	TOTAL	ADVANCE	FLOOR	AMOUNT
_____ FT. x _____ FT.	_____ SQ. FT.	5.18 per square foot	N/A	

CHECK CARPET COLOR:
Please visit www.artcraftdisplay.com to view color selection.

☐ Beige ☐ Black ☐ Burgundy ☐ Charcoal ☐ Cobalt ☐ Emerald ☐ Grape Soda
☐ Graphite ☐ Ice ☐ Ivory ☐ Key Lime ☐ Lemon Drop ☐ Midway Blue ☐ Navy
☐ Nu Blue ☐ Platinum ☐ Red ☐ Royal Blue ☐ Silver Cloud ☐ Tuitti Fruitti ☐ White

Above prices include: installation, removal, padding, all taping, plastic covering and vacuuming **ONCE** prior to initial event opening. **MULTIPLE DAY EVENTS** - VACUUMING for additional days may be ordered from our "Vacuuming & Cleaning Services" form. Premium carpet MUST be ordered fourteen (14) days prior to first move-in day.

PADDING

QUANTITY	PADDING SIZE	ADVANCE	FLOOR	AMOUNT
	9' x 10'	142.68	179.00	
	9' x 15'	214.88	269.00	
	9' x 20'	285.35	357.00	
	9' x 30'	427.99	535.00	
	9' x 40'	570.68	714.00	

- 7/16" thick padding includes installation and removal. *For extra comfort, you may order additional padding by doubling your padding order from above.*

PLASTIC COVERING

PLASTIC SIZE	ADVANCE	FLOOR	AMOUNT
_____ feet wide X _____ feet deep = _____ SQ. FT.	$.60 per square foot	$.74 per square foot	

- Protective covering includes installation, removal and taping.

NV-CS 2026	**TOTAL NON-TAXABLE CARPET ITEMS**	**$**

Art Craft
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A DIVISION OF ART CRAFT SERVICE GROUP

VACUUMING SERVICES

RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (248) 380-0848 • detroit@artcraftdisplay.com

SHOW NAME	LOCATION	SHOW DATE
Motor City Comic Con November 2026	**Vibe Credit Union Showplace**	**Nov. 13-15, 2026**

COMPANY	BOOTH #	BOOTH SIZE
		_____ X _____

AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

All carpet rented from Art Craft Display is installed in clean condition and is vacuumed **ONCE** prior to initial event opening. Any additional vacuuming in your booth should be ordered below. Any vacuuming ordered will be done at the close of the event each evening. If your booth requires a re-vacuuming the next morning, an additional vacuuming charge will apply.

CARPET VACUUMING

psf = Per Square Foot

Choose ONE:	ADVANCE	FLOOR
☐ One time Vacuuming (up to 1,000 sqft) on *(day/date)*: _____	$.29 psf / day	$.36 psf / day
☐ Daily Vacuuming (up to 1,000 sqft)	$.29 psf / day	$.36 psf / day
☐ One time Vacuuming (over 1,000 sqft) on *(day/date)*: _____	$.24 psf / day	$.30 psf / day
☐ Daily Vacuuming (over 1,000 sqft)	$.24 psf / day	$.30 psf / day

Booth width *Booth depth* *Booth area* *Rate (above)* *No. of Days* *Total Cost*

CARPET CLEANING: _____ ft. x _____ ft. = _____ sq. ft. x $_____ psf x _____ days = $_____

TOTAL NON-TAXABLE VACUUMING SERVICES	**$**

- **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.

3.5% processing fee will apply to all credit card transactions.

Art Craft
DISPLAY, INC.
Event Service Professionals

SIGNS & DISPLAYS

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

To purchase these items, please contact Art Craft Signs directly.

A

33.5" EconoRoll Retractable Banner Stand

Banner Stand with 1-sided SuperFlat Vinyl Graphic:
$167.01 /pkg.
Includes carry bag

B

Full-Height banner shown.
Pipe & drapery not included.

10 ft Custom Drapery Banner Pkg.

FULL HEIGHT (Banner size: 115"w x 92"h) **$597.41 /pkg.**
HALF HEIGHT (Banner size: 115"w x 58"h) **$383.20 /pkg.**

Packages include custom dye-sub printed polyester fabric banner with grommets, sign hooks, ball bungees and nylon carry bag.

C

30" wide Custom-Printed Fabric Table Runner

$88.68 ea.
("Economy" runner - drapes over top and front surfaces)

Additional sizes available.

Table skirt not included

D

22"w x 28"h Poster Sign

1-sided sign on 4mm corrugated plastic:
$30.48 ea.

1-sided sign on 3mm PVC:
$41.14 ea.

Additional sizes & materials available.

SIGN FRAME NOT INCLUDED.

Please refer to "Rental Furnishings" form to rent sign frame shown.

E

18oz Vinyl Banner w/ Grommets

6ft wide x 2ft high, 1-sided ..... **$73.92 ea.**
8ft wide x 3ft high, 1-sided ..... **$133.94 ea.**
10ft wide x 4ft high, 1-sided ..... **$218.72 ea.**

Additional sizes & materials available.

F

Adjustable Banner Stand w/ Fabric Graphic:

Stand w/4ft wide x 4ft high 1-sided fabric graphic ..... **$416.50 /pkg.**
Stand w/8ft wide x 8ft high 1-sided fabric graphic ..... **$467.80 /pkg.**
Stand w/10ft wide x 8ft high 1-sided fabric graphic ..... **$496.70 /pkg.**

G

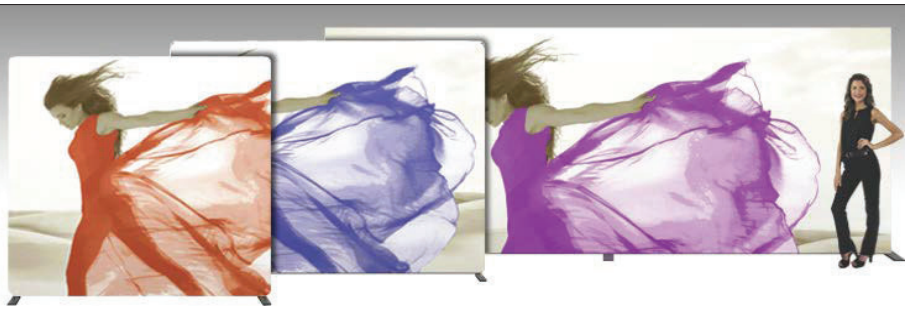
8 ft wide Quick-Set Fabric Pop-Up Display

8' Straight Frame with 1-sided Fabric Graphic & end cap graphics:
$931.44 ea. incl. carry bag

10 ft wide Quick-Set Fabric Pop-Up Display

10' Straight Frame with 1-sided Fabric Graphic & end cap graphics:
$1,148.58 ea. incl. carry bag

H



8 ft wide Straight Formulate Essential Fabric Display

8' Straight frame with 1-sided Fabric Graphic:
$753.46 ea. incl. carry bag

10 ft wide Straight Formulate Essential Fabric Display

10' Straight frame with 1-sided Fabric Graphic:
$898.97 ea. incl. carry bag

20 ft wide Straight Formulate Master Fabric Display

20' Straight frame with 1-sided Fabric Graphic:
$2,060.36 ea. incl. carry bag

Also available in CURVED Configurations

The items shown above represent a sampling of some our most popular sign and display items. For a more complete list of products and services offered, please contact our Sign Department at

800-878-0710 or **signshop@artcraftdisplay.com**

UNLESS OTHERWISE STATED, MINIMUM TURN-AROUND TIME ON ALL ITEMS SHOWN ON THIS PAGE IS **14** BUSINESS DAYS BEFORE EVENT MOVE-IN DATE.

ALL PRICES SUBJECT TO CHANGE WITHOUT NOTICE. CURRENT PRICES WILL BE REFLECTED IN A FORMAL ESTIMATE PROVIDED PRIOR TO PRODUCTION. PRICES SHOWN DO NOT INCLUDE DESIGN LABOR, SALES TAX OR SHIPPING.

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

LABOR SERVICES

RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (248) 380-0848 • detroit@artcraftdisplay.com

SHOW NAME	LOCATION	SHOW DATE
Motor City Comic Con November 2026	**Vibe Credit Union Showplace**	**Nov. 13-15, 2026**

COMPANY | BOOTH # | BOOTH SIZE _____ X _____

AUTHORIZED CONTACT SIGNATURE | AUTHORIZED CONTACT - PLEASE PRINT | DATE

- **Advance Order Deadline: Fourteen (14) days prior to first move-in day.**
- **All orders must be accompanied by "Contact & Payment Information" form.**
- **All orders are subject to the enclosed Terms, Conditions and Policies.**
- **Advance payment for all requested labor (in/out) is required with your order.**

Credit Card Information Required with All Orders.

3.5% processing fee will apply to all credit card transactions.

LABOR SERVICE

PLAN A **SUPERVISION BY ART CRAFT DISPLAY, INC. (ART CRAFT).** This plan is offered to have exhibit set prior to your arrival. Supervision will be provided by Art Craft. The charge for this service is $56.65 per hour on installation and $56.65 per hour on dismantling.
NOTE: If ordering Art Craft Supervision; **all freight must be sent to the Advance Warehouse location** (see Freight Handling forms).

PLAN B **SUPERVISION BY EXHIBITOR** Starting time can only be guaranteed at the normal start of the working day, which is usually 8:00 am, unless the official set-up time is later in the day. We reserve the right to adjust start time for exhibitor supervised labor. Labor services ordered after the Advance Order deadline are subject to availability.

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

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

NOTE: If your supervising representative fails to pick-up laborers ordered, a one hour (per laborer) no show charge will be applied, unless a 24 hour advance notice is provided. Please refer to "Cancellation/Refund Policy" for additional terms and conditions.

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

STANDARD LABOR	**ADVANCE:** 90.18 Per Man/Per Hour	**FLOOR:** 113.00 Per Man/Per Hr.

EXHIBITOR: PLEASE COMPLETE SECTION BELOW

INSTALLATION LABOR REQUEST - Please check A or B and complete information below

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

☐ **PLAN B EXHIBITOR SUPERVISION**
Supervisor will be:_____
Supervisor Cell #: _____

# of laborers	Approx # hrs. per laborer	Time	Day of Week	Date	Total Hrs.	Rate	Estimated Total
_____	at _____ hrs. each at	_____	☐ AM ☐ PM on _____	_____	for _____	x $ _____ per hr. =	$ _____
_____	at _____ hrs. each at	_____	☐ AM ☐ PM on _____	_____	for _____	x $ _____ per hr. =	$ _____

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

TOTAL ESTIMATED INSTALLATION LABOR	**$**

DISMANTLE LABOR REQUEST - Please check A or B and complete information below

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

☐ **PLAN B EXHIBITOR SUPERVISION**
Supervisor will be:_____
Supervisor Cell #: _____

# of laborers	Approx # hrs. per laborer	Time	Day of Week	Date	Total Hrs.	Rate	Estimated Total
_____	at _____ hrs. each at	_____	☐ AM ☐ PM on _____	_____	for _____	x $ _____ per hr. =	$ _____
_____	at _____ hrs. each at	_____	☐ AM ☐ PM on _____	_____	for _____	x $ _____ per hr. =	$ _____

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

TOTAL ESTIMATED DISMANTLE LABOR	**$**
IF AC SUPERVISION, ADD $56.65 PER HOUR FOR INSTALLATION & DISMANTLE	**$**
TOTAL ESTIMATED LABOR	**$**

DO NOT FILL IN BELOW - Art Craft Use Only

Installation: _____ men for _____ hours @ $ _____ / hour = _____
_____ men for _____ hours @ $ _____ / hour = _____

Dismantle: _____ men for _____ hours @ $ _____ / hour = _____
_____ men for _____ hours @ $ _____ / hour = _____

TOTAL NON-TAXABLE LABOR	**$**	**ADVANCE PAYMENT RECEIVED**	**$**
IF AC SUPERVISION, ADD $56.65 PER HOUR	**$**	**BALANCE DUE**	**$**

NV-CS 2026

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

HIGH LIFT / SIGN & BANNER HANGING

RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (248) 380-0848 • detroit@artcraftdisplay.com

SHOW NAME	LOCATION	SHOW DATE
Motor City Comic Con November 2026	**Vibe Credit Union Showplace**	**Nov. 13-15, 2026**

COMPANY	BOOTH #	BOOTH SIZE
		_____ X _____

AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

- **Advance Order Deadline: Fourteen (14) days prior to first move-in day.**
- **All orders must be accompanied by "Contact & Payment Information" form.**
- **All orders are subject to the enclosed Terms, Conditions and Policies.**
- **Advance payment for all requested labor (in/out) is required with your order.**

Credit Card Information Required with All Orders.

3.5% processing fee will apply to all credit card transactions.

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

	ADVANCE	FLOOR
HIGH LIFT/SIGN & BANNER HANGING *(includes 1-Scissor Lift & 1-Rigger)*	313.70 Per Hour	393.00 Per Hour
ADDITIONAL RIGGING LABOR	97.65 Per Man / Per Hour	123.00 Per Man / Per Hour

EXHIBITOR: Please complete this section

MOVE-IN (INSTALL)

QTY. | ESTIMATED TIME | DATE | APPROX. HRS. | RATE | ESTIMATED TOTAL

___ High Lift(s) & Rigger(s) needed at _____ ☐ AM ☐ PM on _____ for ____ hours x $ _____ per hr. = $ _____

___ High Lift(s) & Rigger(s) needed at _____ ☐ AM ☐ PM on _____ for ____ hours x $ _____ per hr. = $ _____

___ Additional Rigger(s) needed at _____ ☐ AM ☐ PM on _____ for ____ hours x $ _____ per hr. = $ _____

___ Additional Rigger(s) needed at _____ ☐ AM ☐ PM on _____ for ____ hours x $ _____ per hr. = $ _____

MOVE-OUT (REMOVE)

QTY. | ESTIMATED TIME | DATE | APPROX. HRS. | RATE | ESTIMATED TOTAL

___ High Lift(s) & Rigger(s) needed at _____ ☐ AM ☐ PM on _____ for ____ hours x $ _____ per hr. = $ _____

___ High Lift(s) & Rigger(s) needed at _____ ☐ AM ☐ PM on _____ for ____ hours x $ _____ per hr. = $ _____

___ Additional Rigger(s) needed at _____ ☐ AM ☐ PM on _____ for ____ hours x $ _____ per hr. = $ _____

___ Additional Rigger(s) needed at _____ ☐ AM ☐ PM on _____ for ____ hours x $ _____ per hr. = $ _____

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

TOTAL ESTIMATED HIGH LIFT SERVICE | **$**

OPTIONAL HANGING BANNER FRAME RENTAL

Banners attach to frames with pole pockets (top & bottom edge). Assembly labor included. Hanging/removal labor must be ordered in advance (see above).

QTY		ADVANCE	FLOOR	AMOUNT
	6' wide, 3-sided Hanging Banner Frame w/ Harness *(Variable banner print height)*	176.04	221.00	
	8' wide, 3-sided Hanging Banner Frame w/ Harness *(Variable banner print height)*	195.85	245.00	
	10' wide, 3-sided Hanging Banner Frame w/ Harness *(Variable banner print height)*	216.94	272.00	
	6' wide, 4-sided Hanging Banner Frame w/ Harness *(Variable banner print height)*	203.30	255.00	
	8' wide, 4-sided Hanging Banner Frame w/ Harness *(Variable banner print height)*	235.56	295.00	
	10' wide, 4-sided Hanging Banner Frame w/ Harness *(Variable banner print height)*	250.38	313.00	

To order graphics for the hanging banner frames above, contact our Sign & Graphics department at 800.878.0710 or signshop@artcraftdisplay.com

TOTAL BANNER FRAME RENTAL (NON-TAXABLE) | **$**

- ***Art Craft Display, Inc. will not mount, hang, lift, drop, disassemble or otherwise participate in any of the following:***
  - ***Truss systems of any kind***
  - ***Sound projection devices***
  - ***Lighting trusses or individual fixtures***
  - ***Monitors or video boards***
- ***Art Craft Display, Inc. may also, at its sole discretion, refuse to hang any item that they deem unsafe by any condition of size, weight, structure, overhead position or due to inadequate operating space. It is the exhibitor's sole responsibility to ascertain all pre-conditions prior to placing any orders with Art Craft Display, Inc.***
- ***Art Craft Display reserves the right to use additional Riggers, High Lifts and/or Fork Lifts to properly install/remove your sign or banner and charge exhibitor accordingly.***
- ***Additional charges will apply if specialty materials are required to complete this order.***
- ***Before placing your order, please check your contract from show management to see if permission is needed to hang a banner above your specific booth space.***
- ***Based on your booth location, banner hanging restrictions and or modifications may apply.***

Art Craft
DISPLAY, INC.
Event Service Professionals

FREIGHT HANDLING

Art Craft Display, Inc. provides Material Handling services and equipment for numerous events throughout the Midwest. Our staff is dedicated to providing you with timely and reasonable handling of all your freight needs.

Inbound Freight Services

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

On-Site Freight Services

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

Outbound Freight Services

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

Insurance and Security

- We strongly recommend that you insure all materials from the time they leave your firm until they are returned to you after the show. “All-Risk” coverage is suggested.
- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show - the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We highly recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials. We will not be responsible for or liable for any loss, damage or disappearance of exhibitors’ materials during the above unattended times.
- All materials handled by Art Craft Display, Inc. are subject to the Terms, Conditions and Policies included in your Service Manual.

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

FREIGHT HANDLING

RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (248) 380-0848 • detroit@artcraftdisplay.com

SHOW NAME	LOCATION	SHOW DATE
Motor City Comic Con November 2026	**Vibe Credit Union Showplace**	**Nov. 13-15, 2026**

COMPANY	PHONE	BOOTH #	BOOTH SIZE
			_____ X _____

AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

- **THIS FORM MUST PRECEDE YOUR SHIPMENT.**
- **A 200 LB. MINIMUM CHARGE PER SHIPMENT WILL APPLY (excluding envelopes).**
- **All orders must be accompanied by "Contact & Payment Information" form.**
- **All orders are subject to the enclosed Terms, Conditions and Policies.**
- **All freight is subject to re-weigh and you will be billed accordingly.**
- **ALL ORDERS MUST BE PAID IN FULL PRIOR TO DELIVERY OF FREIGHT TO YOUR BOOTH.**

Credit Card Information Required with All Orders.

3.5% processing fee will apply to all credit card transactions.

WHERE TO SHIP

ADVANCED WAREHOUSE

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

TO: (EXHIBITING FIRM NAME) BOOTH #_____

FOR: (EVENT NAME & DATE)
46100 GRAND RIVER AVE., SUITE B
NOVI, MI 48374

ONSITE SHIPPING

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

TO: (EXHIBITING FIRM NAME) BOOTH #_____

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

- All pieces should be labeled separately. Please use the enclosed shipping labels to expedite your shipment. You may make additional copies as needed.
- **CONSOLIDATE YOUR SHIPMENTS TO SAVE SEPARATE MINIMUM CHARGES.**
- **ABSOLUTELY NO PERISHABLE OR HAZARDOUS MATERIALS**

RATE SCHEDULE and TABLE	Under 5,000 pounds	5001 - 15,000 pounds	Over 15,000 pounds
INBOUND RATES w/ADVANCED WAREHOUSING	**$.71 per lb.**	**$.63 per lb.**	**$.54 per lb.**
INBOUND RATES ONSITE	**$.56 per lb.**	**$.49 per lb.**	**$.40 per lb.**
OUTBOUND RATES	**$.56 per lb.**	**$.49 per lb.**	**$.40 per lb.**
ENVELOPE RATES	**$33.60 per envelope** *(max. dimensions: 16"x13")*		

Exhibitor: Please complete this section.

A INBOUND FREIGHT (This completed form must precede your shipment)
1. Receipt of shipments and up to 30 days storage in advance of set-up
2. Delivery of materials to booth
3. Removal of crates and storage of same during show
4. **A 200 LB. MINIMUM CHARGE PER SHIPMENT WILL APPLY (excluding envelopes)**

ESTIMATED WEIGHT	ESTIMATED AMOUNT
	$

Special Handling Fees will apply to any single piece of freight that exceeds 4,000 lbs or 84" in width, depth or height. Please call for rates.

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

TOTAL EST. INBOUND FREIGHT HANDLING CHARGES A	$	**TOTAL EST. OUTBOUND FREIGHT HANDLING CHARGES B**	$
ESTIMATED INBOUND / OUTBOUND FREIGHT HANDLING CHARGES SUB-TOTAL A + B			$

	ADVANCE	FLOOR	
BANDING SERVICES: _____ pcs. @	$46.97 / piece	$59.00 / piece	$
SHRINK WRAP SERVICES: _____ pcs. @	$46.97 / piece	$59.00 / piece	$
ENVELOPES: ____ envelopes @ $33.60 / envelope			$
TOTAL ESTIMATED FREIGHT HANDLING CHARGES			$

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

ADVANCE FREIGHT

RUSH

TO: _____
(EXHIBITING FIRM NAME) (BOOTH #)

C/O ART CRAFT DISPLAY, INC.
46100 GRAND RIVER AVE, STE. B
NOVI, MI 48374
1 (248) 380-0843
detroit@artcraftdisplay.com

EVENT NAME:
Motor City Comic Con November 2026
LOCATION:
Vibe Credit Union Showplace Nov. 13-15, 2026

PIECE # _____ OF _____ TOTAL PIECES

CARRIER: _____

PLEASE LABEL EACH PIECE

NV 2026

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

ADVANCE FREIGHT

RUSH

TO: _____
(EXHIBITING FIRM NAME) (BOOTH #)

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

EVENT NAME:
Motor City Comic Con November 2026
LOCATION:
Vibe Credit Union Showplace Nov. 13-15, 2026

PIECE # _____ OF _____ TOTAL PIECES

CARRIER: _____

PLEASE LABEL EACH PIECE

NV 2026

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

ADVANCE FREIGHT

RUSH

TO: _____
(EXHIBITING FIRM NAME) (BOOTH #)

C/O ART CRAFT DISPLAY, INC.
46100 GRAND RIVER AVE, STE. B
NOVI, MI 48374
1 (248) 380-0843
detroit@artcraftdisplay.com

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NV 2026

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

FORK LIFT SERVICES

RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (248) 380-0848 • detroit@artcraftdisplay.com

SHOW NAME	LOCATION	SHOW DATE
Motor City Comic Con November 2026	**Vibe Credit Union Showplace**	**Nov. 13-15, 2026**

COMPANY _____ BOOTH # _____ BOOTH SIZE _____ X _____

AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - PLEASE PRINT _____ DATE _____

- **Advance Order Deadline: Fourteen (14) days prior to first move-in day.**
- **No refunds, exchanges or credits for any booth package items.**
- **All orders must be accompanied by "Contact & Payment Information" form.**
- **All orders are subject to the enclosed Terms, Conditions and Policies.**
- **Availability of this service cannot be guaranteed if not ordered in advance!! Please determine if this service is to be provided as part of your agreement with show management. If not, this form MUST be completed and returned according to conditions herein.**
- **Advance payment of all requested fork lift services (in/out) is required with your order.**

Credit Card Information Required with All Orders.

3.5% processing fee will apply to all credit card transactions.

STANDARD SERVICE

Up to 4,000 pound capacity fork lift with operator for installation, uncrating, unskidding, dismantling, crating, skidding and any special handling of your equipment, machinery or freight, due to size or weight.
FLOOR RATE applies to *any order received within 14 days prior to first move-in day or placed on-site.*

ADVANCE	FLOOR
177.57 per hour	222.00 per hour

One hour minimum for move-in and one hour minimum for move-out. Partial hours, after minimum, prorated to nearest 1/2 hour.

SPECIAL SERVICE

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

EXHIBITOR: Please complete this section

MOVE-IN

(TIME) ☐ AM ☐ PM Fork Lift & Operator needed at _____ on (DATE) _____ for _____ hours x $ (RATE) _____ per hr = $ _____

(TIME) ☐ AM ☐ PM Fork Lift & Operator needed at _____ on (DATE) _____ for _____ hours x $ (RATE) _____ per hr = $ _____

☐ (Qty) _____ Fork Lift Boom(s) needed (flat rate): Advance Rate: $64.11 per boom Floor Rate: $81.00 per boom = $ _____

MOVE-OUT

(TIME) ☐ AM ☐ PM Fork Lift & Operator needed at _____ on (DATE) _____ for _____ hours x $ (RATE) _____ per hr = $ _____

(TIME) ☐ AM ☐ PM Fork Lift & Operator needed at _____ on (DATE) _____ for _____ hours x $ (RATE) _____ per hr = $ _____

☐ (Qty) _____ Fork Lift Boom(s) needed (flat rate): Advance Rate: $64.11 per boom Floor Rate: $81.00 per boom = $ _____

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

TOTAL ESTIMATED FORK LIFT SERVICE	**$**
DEPOSIT AMOUNT ENCLOSED	**$**

Terms, Conditions and Policies page one

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

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. All claims must be made prior to show closing. Absolutely no credits will be issued after that time.**

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 EXHIBITORS 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 POLICY FOR ANY CANCELLED ORDERS AND/OR CANCELLED EVENTS:

a. Cancellations within 7 days of the first move-in day will be subject to a 50% administrative fee on all items and services ordered, with the exception of (**c**) below.
b. Cancellations made after the initial move-in has begun, will not be eligible for a refund for any items or services ordered.
c. At any date of cancellation, Exhibitor will be invoiced in full for any orders in which costs have been incurred by Art Craft Display for any purchases and/or work undertaken to fulfill the order. This includes, but is not limited to, orders for signs, banners, displays, SEG fabrics, custom shelves or countertops, premium carpet and freight received.

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 (Including High Lift and Fork Lift Services): 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.

Terms, Conditions and Policies page two

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

MATERIAL HANDLING: GENERAL CONDITIONS AND POLICIES

CONTRACTUAL AGREEMENT

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

-WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO ART CRAFT OR TO THE SHOW SITE FOR WHICH ART CRAFT IS THE OFFICIAL SHOW CONTRACTOR; OR
-WHEN ANY SERVICE, PAYMENT OR ORDER FORM IS 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 term "Material Handling" shall be construed within the meaning of this contract as MATERIAL HANDLING and/or MATERIALS and/or FREIGHT HANDLING and/or FREIGHT and/or DRAYAGE for all purposes and circumstances, notwithstanding anything contained herein to the contrary.

1. CHARGES AND PAYMENTS : Payment in full of all drayage charges must be made prior to delivery of equipment or execution of services, **in US Funds only.** All drayage charges from ART CRAFT are separate from any carrier charges you may incur. Under no circumstance will ART CRAFT be responsible for any freight carrier charges. Late shipment charges may apply for shipments requiring special delivery arrangements. Additional charges will be made on any shipments if they require RECRATING, PALLETING, BANDING or SPECIAL HANDLING. Special handling is defined as, but not limited to, shipments received or loaded out that cannot be unloaded/reloaded at the dock; or packed in such a way that would require additional handling and/or special equipment to unload/reload (i.e. double-decking, un-stacking, side door unloading/reloading, ground unloading/reloading).

2. TYPES OF FREIGHT: ART CRAFT reserves the right, at EXHIBITOR'S expense, to refuse or re-route the following types of freight; hazardous materials, perishable materials, and any freight considered oversize or overweight by definition of ART CRAFT. Any additional expenses incurred by ART CRAFT to handle the above freight items will be charged to the EXHIBITOR.

3. PACKAGING AND CRATES: ART CRAFT shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, ART CRAFT shall not be responsible for crates and packages which are unsuitable for handling, in poor condition, or have prior damage. Crates and packages should be of a design to adequately protect contents for handling by forklift and similar means.

4. INBOUND SHIPMENT: Shipments will be received with PREPAID carrier charges only. Collect shipments will be refused. Standard shipping hours are M-F 8am to 4:30pm EST. All inbound shipments are required to have a bill of lading or delivery slip which includes the number of pieces, material description, weight and clearly marked with exhibiting firm name and booth number. Copies of these documents should be mailed to us in advance. Shipments received without required paperwork will be delivered to your booth without guarantee of piece count. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to your booth and your arrival, and ***during such time the materials will be left unattended.*** ART CRAFT WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER MATERIALS HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. ART CRAFT highly recommends contracting security services from Facility or Show Management. Due to policy changes beyond our control, that have been implemented by any Commercial Freight and Courier Services regarding signatory acceptance/ acknowledge of receipt of shipments by Art Craft Display, Inc., Art Craft Display will no longer recognize nor address any claim of receipt of goods purely by proof of signature as provided by these outside Commercial Services. Furthermore, Art Craft Display will not be responsible for any financial claim arising, wholly or in part, from any claim by the Exhibitor (you) or by a Commercial Freight and Courier Service that any shipment was accepted by signature of an Art Craft Display authorized representative and/or by evidence provided solely by the Commercial Freight and Courier Service or by the Exhibitor (you) and when purported shipment is not in possession of Art Craft Display.

5. EMPTY CONTAINERS: Empty container labels are available at our service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR. All previous labels must be removed or obliterated. ART CRAFT assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels and without ART CRAFT labels; or improper information on empty labels. ART CRAFT WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS AND/OR THEIR CONTENTS DUE TO INCLEMENT WEATHER, OR ANY OTHER CAUSE, WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

6. OUTBOUND SHIPMENT: All outbound shipments will be sent COLLECT OR BILLED TO THIRD PARTY BY EXHIBITOR. Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and ***during such time the materials will be left unattended.*** ART CRAFT WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE MATERIALS HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. ART CRAFT highly recommends contracting security services from Facility or Show Management. All Outbound Shipping Authorizations submitted to ART CRAFT by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items listed by EXHIBITOR and the actual count of such items in the booth at the time of pick-up. If the EXHIBITOR designated carrier fails to remove your freight by the final move-out time, your shipments will be rerouted by ART CRAFT at your expense. ART CRAFT reserves the right to HOLD outbound freight until payment of all drayage invoices is satisfied.

7. ABANDONED FREIGHT: ART CRAFT will remove only our equipment and items, which are consigned to us per written authorization, by the exhibiting firm(s) and Facility or Show Management (i.e. freight). Any other items left behind by exhibiting firms or Show Management, and not authorized for removal by us, shall be deemed "abandoned", and Facility Management will be notified in writing. Reasonable effort will be made to contact known owners of abandoned items; however, ART CRAFT will not be responsible for any loss, damage, delay, disappearance or liability whatsoever regarding freight deemed abandoned.

8. ART CRAFT's RESPONSIBILITY: ART CRAFT shall be responsible for only those services provided directly by ART CRAFT. ART CRAFT assumes no responsibility for any persons, parties, or other contracting firm not under ART CRAFT's direct supervision and control. ART CRAFT shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond ART CRAFT's reasonable control, concealed damage, nor for ordinary wear & tear in the handling of materials.

9. ART CRAFT's LIMITS OF LIABILITY:

A. CLAIMS FOR LOSS: Claims for loss or damage must be filed within nine (9) months after the delivery of the property, except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has lapsed. In no event shall a suit or action be brought against ART CRAFT more than two (2) years and one day from the day when written notice is given by ART CRAFT to EXHIBITOR that the claim is disallowed. Receipt of shipment by consignee or the consignee's agent without written notification or damage or loss will be prima facie evidence that the shipment was delivered in good condition.

1. PAYMENT FOR SERVICES MAY NOT BE WITHHELD: In the event of any dispute between the 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.

2. MAXIMUM RECOVERY: If found liable for any loss, ART CRAFT's sole and exclusive remedy is limited to $.50 per pound per article with a maximum liability of $100.00 per item, or $1,500.00 per shipment, whichever is less. When a declaration is made, liability shall in no event exceed the declared value of the shipment. **DECLARED VALUE AMOUNTS APPLY ONLY TO THE AIR SHIPMENT OF MATERIALS, AND NOT TO ANY OTHER SERVICES PROVIDED BY ART CRAFT INCLUDING, WITHOUT LIMITATION, MATERIAL HANDLING SERVICES**.

3. BREACH OF CONTRACT OR NEGLIGENCE: ART CRAFT's LIABILITY SHALL BE LIMITED TO ANY LOSS OR DAMAGE WHICH RESULTS SOLELY FROM ART CRAFT's NEGLIGENCE IN THE ACTUAL PHYSICAL HANDLING OF THE ITEMS COMPRISING EXHIBITOR'S SHIPMENT OR WHICH RESULTS FROM BREACH OF CONTRACT AND NOT FOR ANY OTHER TYPE OF LOSS OR DAMAGE. In no event shall ART CRAFT be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages, whether such damages occur either prior to or subsequent to, or are alleged as a result of tortuous conduct, failure of the equipment or services of ART CRAFT or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if ART CRAFT has been advised or has notice of the possibility of such damages, or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss.

B. DECLARED VALUE: Declared value is available only on AIR SHIPMENT. The value per pound for applying valuation charges shall be determined by dividing the shipper's declared value for carriage by the actual weight of the shipment.

1. GROUND SHIPMENTS: No declared value is available for ground shipments. If the shipper declares a value, they must ship by Air.

2. DOMESTIC & INTERNATIONAL AIR SHIPMENTS: When the shipper declares a value that exceeds $.50 per pound per article with a maximum liability of $100.00 per item, or $1,500.00 per shipment, whichever is greater, an additional charge of $0.85 per $100.00 of excess valuation or fraction thereof, subject to a minimum charge of $3.25 per shipment, will be assessed on the declared value.

3. EXTRAORDINARY VALUE: Notwithstanding the above limitations, all shipments, domestic and international, containing the following items of extraordinary value are limited to a maximum declared value of $500.00.

a. Artworks and objects of art, namely original paintings, drawing, etchings, watercolors, tapestries or sculptures.
b. Clocks, jewelry, including costume jewelry, furs, and fur trimmed clothing.
c. Personal effect, including without limitation papers and documents.

4. LIABILITY: Liability for damage to shipments containing glass shall be limited to $50.00. Shipments with a declared value exceeding $50.00 will not be accepted. If inadvertently accepted, liability will be limited to $50.00. Glass shipments include, without limitations: windshields, plate glass, ceramics, chinaware and light bulbs.

5. MAXIMUM VALUES: Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by us for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums.

C. INDEMNIFICATION: EXHIBITOR agrees to indemnify, forever hold harmless and defend ART CRAFT from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential) liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, contributed to or by and of the following:

- EXHIBITOR'S negligent supervision of any labor secured through ART CRAFT, or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractor (EAC).
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representative, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
- EXHIBITOR'S violation of Federal, State, County or Local ordinances or the violation of Show or Facility Regulations and/or Rules as published and set forth by Facility and/or Show Management.
- EXHIBITOR'S inclusion of illegal substances, hazardous materials or waste in any shipments placed with ART CRAFT and for the violation of the representations and warranties made regarding hazardous materials within this Agreement.

10. INSURANCE: ART CRAFT is not an insurer nor provides insurance. Insurance for EXHIBITOR materials, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide ART CRAFT with a release of subrogation to the extent of any insurance settlement received.

11. 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.

12. JURISDICTION: The Agreement is governed by the laws of the state where the ART CRAFT branch pertinent to the transaction is situated. Any action arising out of or related to the Agreement shall be brought, at ART CRAFT's discretion, either in a court with jurisdiction over the 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.

13. EXHIBITOR ACCEPTANCE OF ART CRAFT TERMS, CONDITIONS AND POLICIES: EXHIBITOR, as a material part of the consideration to ART CRAFT for equipment rental, provision of labor, material handling and transportation services waives and releases all claims against ART CRAFT, its employees, agents, officers, and directors with respect to all matters for which ART CRAFT has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.

Complete Computer Rentals
DAILY • WEEKLY • MONTHLY
ANYTIME • ANYWHERE

Ph# 586-268-7443, Fax 586-268-7583
www.sales@completecomputerrentals.com

LAPTOPS		Intel i5 2.53ghz, 4g/250g/DVD 14.1” Wide Screen, VGA & Display port, 3 USB ports, Ethernet port, WIFI, Windows 10 Pro
		Intel i7 2.6ghz, 32g/1tb 15.4” Wide Screen, VGA & HDMI ports, 3 USB ports, Ethernet port, WIFI, Windows 10 Pro
DISPLAYS		24” LCD Monitor, 1920x1080p VGA & HDMI
		32” LCD/LED Monitor, 1920x1080p VGA, HDMI & Speakers
		40” Monitor **SMART 1080p HD** HDMI, USB Input & Speakers
		43” Monitor, 1080p VGA, HDMI & Speakers

Complete Computer Rentals
DAILY • WEEKLY • MONTHLY
ANYTIME • ANYWHERE

Ph# 586-268-7443, Fax 586-268-7583
www.sales@completecomputerrentals.com

DISPLAYS CONT.		43” Monitor **4K 2160p UHD Smart** HDMI, USB Input & Speakers
		50” Monitor 1080p VGA, HDMI & Speakers
		55” Monitor **4K 2160p UHD Smart** HDMI, USB Input & Speakers
		65” Monitor 1080p VGA, HDMI & Speakers
		65” Monitor **4K 2160p UHD Smart** HDMI, USB Input & Speakers
		75” Monitor **4K 2160p UHD Smart** HDMI, USB Input & Speakers

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www.sales@completecomputerrentals.com

DISPLAYS CONT.		86” Monitor **4K 2160p UHD Smart** HDMI, USB Input & Speakers
TOUCHSCREENS		86” Monitor **4K 2160p UHD Smart** HDMI, USB Input & Speakers
		23” Touch Screen Monitor 1080p VGA & HDMI
		55 & 65” Touch Screen Monitors 1080p VGA, HDMI and Speakers
		55” Touch Screen Monitor **4K 2160p** VGA, HDMI and Speakers

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ANYTIME • ANYWHERE

Ph# 586-268-7443, Fax 586-268-7583
www.sales@completecomputerrentals.com

DISPLAY ACCESSORIES		6Ft. Dual Post Floor Stand option for displays
		6Ft. Dual Post Back to Back monitor option for displays
		Kiosk Tilt Floor Stand Tilt 30 degrees height 46”
		Wall mount option for displays
		Accessory shelf option for dual post stands
PRINTERS		HP Laserjet B&W 40ppm, USB, Ethernet, Par. Connections
		HP Laserjet Color 20ppm Color, 20ppm B&W USB, Ethernet Connections

Complete Computer Rentals
DAILY • WEEKLY • MONTHLY
ANYTIME • ANYWHERE

Ph# 586-268-7443, Fax 586-268-7583
www.sales@completecomputerrentals.com

MISC.		iPad Floor Stand Height 25”- 43” Fits iPad 2,3,4,5,6, Air & Air 2 Fits Tablets 8.66” x 11.91 x .07”
		LCD Projector 2200 – 3000 Lumen
		Tripod Screens 6ft & 8ft
		Wireless MIC and Powered Speaker
		Wired MIC and Powered Speaker
		Media Player 1080p or 4K

Show Name: _____

Complete Computer Rentals, Inc.
35137 Goetz, Suite B Sterling Heights, MI 48312
PH: (800) 699-1227 Fax: (586) 268-7583
sales@completecomputerrentals.com

RENTAL RATES ARE FOR ENTIRE SHOW AND INCLUDE SUPPORT

	QTY	EQUIPMENT	SHOW RATE	Total
LAPTOPS		I5 2.53GHZ, 4G/250G HD, DVD-CDRW, WIN 10	170.00	
		I7 2.6ghz, 32G/1TB HD, WIN 10 **1080p HD**	295.00	
DISPLAYS		24" 1080p HD w/HDMI, VGA	225.00	
		32" 1080p HD w/HDMI,VGA & speakers	350.00	
		40" 1080p HD **SMART** w/HDMI, speakers & **USB Input**	490.00	
		43" 1080p HD w/HDMI,VGA & speakers	525.00	
		43" 4K 2160p UHD **SMART** w/HDMI, speakers & **USB Input**	595.00	
		50" 1080p HD w/HDMI,VGA & speakers & **USB Input**	600.00	
		50" 4K 2160p UHD **SMART** w/HDMI & speakers	650.00	
		55" 4K 2160p UHD **SMART** w/HDMI, speakers & **USB Input**	800.00	
		65" 1080p HD **SMART** W/HDMI,VGA, speakers & **USB Input**	850.00	
		65" 4K 2160p UHD **SMART** w/HDMI ,speakers & **USB Input**	950.00	
		75" 4K 2160p UHD **SMART** w/HDMI, speakers & **USB Input**	1200.00	
		86" 4K 2160p UHD **SMART** w/HDMI, speakers & **USB Input**	1950.00	
		TOUCHSCREENS		
		23" **TOUCHSCREEN** 1080p HD	300.00	
		55" or 65" **TOUCHSCREEN** 1080p HD (circle one)	1050.00 or 1250.00	
		55" **TOUCHSCREEN** 4K 2160p	1300.00	
		DISPLAY ACCESSORIES		
		FLOOR STAND 6' ***rented with our display***	150.00	
		FLOOR STAND 6' - UNIVERSAL ***rented without our display***	295.00	
		POLE SLEEVE (black)	45.00	
		ACCESSORY SHELF FOR FLOOR STAND	45.00	
		FLOOR STAND - 2 MONITORS BACK-TO-BACK portrait or landscape	295.00	
		KIOSK STAND	450.00	
		WALL MOUNT ***w/labor up to 8ft walls. Addt'l charges over 8ft.***	225.00	
PRINTERS		HP B/W LASER or HP COLOR LASER (circle one)	195.00 or 295.00	
		Full Size B/W Copier or Color Copier 40ppm, staple (circle one)	1200.00 or 1850.00	
MISC.		MEDIA PLAYER **1080p**	50.00	
		MEDIA PLAYER **4K**	75.00	
		iPad GEN 9 with iPad Floor Stand	350.00	
		POWERED SPEAKER & Stand w/wired MIC or w/wireless MIC	225 or 375.00	
			6% Sales Tax	
			Delivery/Setup/Pickup	275.00
			TOTAL	

PLEASE CALL FOR ITEMS NOT LISTED!

A 20% surcharge applies to orders placed within 2 weeks of delivery.

No refunds on orders cancelled within five days of delivery.

EXHIBITOR INFORMATION:

Ordered By:_____

Company Name:_____

Address:_____

City:_____State:_____ Zip Code:_____

Phone:_____Fax:_____

Email Address:_____

PAYMENT INFORMATION (Payment required prior to delivery)

VISA_____ MC_____ AMEX_____ SECURITY CODE _____

Card Number:_____Exp._____

Cardholder Name:_____

Signature:_____

SHOW INFORMATION:

Show Contact:_____

Cell Number:_____

Booth Number:_____

Delivery Date:_____

Delivery Time: 9-11am 11-1pm
1-3pm 3-5pm

Exhibitor must be present in booth to accept delivery or additional fees may apply.

Pickup Date:_____

Pickup Time:_____

Exhibitor responsible for equipment until pickup.

Order Form 2026

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: dawn@vibeshowplace.com

You may also order services online at www.vibeshowplace.com/serviceordering

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**

A 4% administrative fee will be added to all credit card transactions.

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 Vibe Credit Union Showplace are not responsible for voltage or frequency variances.
FULL PAYMENT must accompany order to receive advance rate. NO EXCEPTIONS! 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. Prices subject to change at discretion of BOCO Enterprises only. **ADVANCED RATE DEADLINE: Five (5) days prior to the first move-in day.**

Requirements	120 V – Single Phase			208 V – Single Phase			208 V- Three Phase			480 V – Three Phase		
2000 Watts/20 amps is a standard outlet	Qty	Advance	Floor	Qty	Advance	Floor	Qty	Advance	Floor	Qty	Advance	Floor
2000 Watts-20amps ⇨		$100	$175									
30 amp					$200	$300		$240	$320		$750.00	$1050.00
50 amp					$295	$410		$355	$495		N/A	N/A
60 amp					$465	$650		$600	$840		$900	$1250
100 amp					$685	$950		$820	$1150		$1425	$2000
200 amp					$1400	$1950		$1640	$2300		N/A	N/A

EXHIBITOR BOOTH CLEANING

For your convenience, we offer 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.

One Time Booth Cleaning (Optional)
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

_____ sq. ft. x .15 = _____

Multiple Day Booth Cleaning Services (Optional)
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 .30

_____ sq. ft. x .30 X ____ (number of show days) = _____

PHONE SERVICES

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. Please call for phone service rates.

ELECTRICAL LABOR

BOCO Enterprises must supply all labor. Any electrical orders with floor plans, compressed air, and 480 connections are subject to the Electrical labor rate of $50.00 an hour.

INTERNET SERVICES

See separate order form

**All internet services provided ON-SITE by Spectrum. Service is accessed through web browser (wireless or hardwire) & paid for by credit card. Wireless internet is $20.00/day with additional charges for IT support.*

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	$300	$375
	Drain	$350	$425
	Air**	$375	$500

**** Compressed air connection ½ inch**

Gas	Contact BOCO Enterprises, Inc. directly at 248-348-5600 extension 205 for pricing and connection information.
Labor	$50.00 per hour straight time
	www.vibeshowplace.com/serviceordering

PAYMENT TOTALS

A 4% credit card processing fee will be added to all credit card transactions.

Electrical Services	$
Cleaning Services	$
Phone/Internet Services *(Internet - separate order form)*	$
Water/Drain/Air Services	$
Parking Pass(es) *(Separate order form)*	$
4% Credit Card Processing Fee	$
GRAND TOTAL	$

BOCO Enterprises, Inc. Utility Order Form

46100 Grand River Avenue, Novi MI 48374
Phone: 248-348-5600 * Fax: 248-380-3005

We would like to take this opportunity to welcome your company to the Vibe Credit Union 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. All phone orders must have credit card number and expiration date on order form unless prior arrangements have been made, even if paid for in cash. We accept Visa, MasterCard, American Express, Discover and checks as payment.

CANCELLATION POLICY FOR ANY CANCELLED ORDERS AND/OR CANCELLED EVENTS:

- **a.** Cancellations more than 7 days before the first move-in day will be subject to a 50% administrative fee on all items and services ordered, with the exception of (**d**) below.
- **b.** Cancellations made after the initial move-in has begun will not be eligible for a refund for any items or services ordered. (**d**) below.
- **c.** At any date of cancellation, Exhibitor will be invoiced in full for any order in which costs have been incurred by BOCO Enterprises for any purchases and/or work undertaken to fulfill the order.
- **d.** If the event is rescheduled, no refunds will be given. Instead, a credit will be provided on orders and will be moved to the next scheduled event.

To prevent circuit overloads, exhibitors are not allowed to add wattage to existing outlets. 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 an 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.

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.
A 4% administrative fee will be added to all credit card transactions.

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

ELECTRICAL LABOR - is added to all orders with floor plans, compressed air and 480 connections. Additional for flat cords if power is required under the carpet. Labor is billed at $50/hr. For additional needs not listed on this form, please call our office for availability and pricing.

Power is not guaranteed to be continuous and/or backed up by the Facility's emergency generator or any other sources. BoCo Enterprises, Inc. is not responsible for any damage or loss caused by a loss of power and Exhibitor agrees to hold BoCo Enterprises, Inc., its officers, directors, employees and agents harmless from such power loss. By ordering services through this Order Form, Showplace Exhibitor agrees that the implied warranties of merchantability and fitness for a particular purpose, express or implied, are excluded from this Agreement IN NO EVENT SHALL BOCO ENTERPRISES, INC. BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless BoCo Enterprises, Inc., its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties, or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's, equipment, actions or omissions under this Agreement.

Thank you and we hope you enjoy the show!

Vibe Credit Union Showplace Management

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

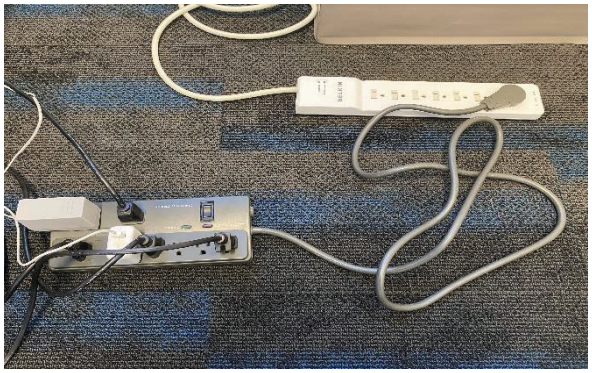
ATTENTION EXHIBITORS

In accordance with the Novi Fire Department the following electrical violations will not be permitted at the Vibe Credit Union Showplace.

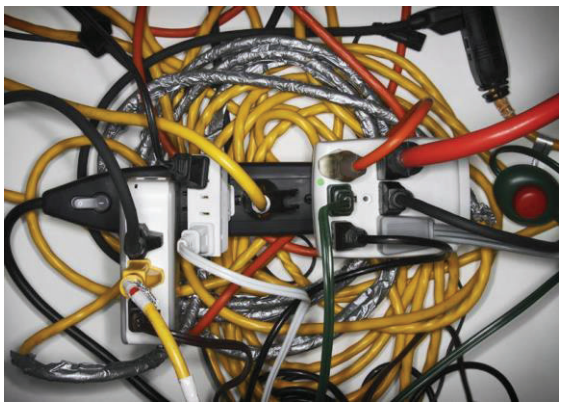
Violations must be resolved prior to show opening.

Exhibitors will be responsible for additional charges due to Fire Marshall violations.
Additional extension cords and power strips can be rented from the service desk.

- **A power strip MAY NOT be plugged into another power strip.**
  - **Only 1 power strip per power drop.**



- **Non-fused multi-outlet connections are NOT ALLOWED. Surge protector power strips only.**



- **All cords must be free of damage and continuous with no splices even if wrapped with tape.**

MOTOR CITY COMIC CON
AT THE VIBE CREDIT UNION SHOWPLACE
INTERNET SERVICES GUIDELINES
NOVEMBER 13 – 15, 2026

To ensure that all exhibitors receive the high level of service that Vibe Credit Union Showplace strives to provide, we strongly encourage all exhibitors to order internet services in advance of the Motor City Comic Con.

Please note the following important information:

- **Advance orders are due by Friday, November 6** to guarantee that internet service will be installed and operational by the show opening on **Friday, November 13**.
- **The facility cannot guarantee that internet service ordered during move-in, November 12–13**, will be installed and operational prior to the opening of the show.
- **Any internet services ordered on-site will be processed on a first-come, first-served basis.**
- The facility **cannot guarantee installation times or activation prior to the opening of the show** for services ordered on-site.
- The **$20/day facility Wi-Fi** is intended for basic, non-commercial use and is **not suitable for business or commercial operations**. Vibe Credit Union Showplace and BOCO cannot guarantee reliable performance of this service during the event.
- **Technical support is not available for the $20/day facility Wi-Fi**. If the service experiences an interruption or connectivity issue, on-site technical assistance cannot be guaranteed.

If you have any questions regarding internet services or need assistance placing an order, please contact **Vibe Credit Union Showplace at 248-348-5600**.

Thank you for your cooperation in ordering internet services in advance and helping us provide the best possible experience for all exhibitors.

Thank you for your cooperation,

Vibe Credit Union Showplace Management

BOCO ENTERPRISES – Internet Order Form

MOTOR CITY COMIC CON at Vibe Credit Union Showplace

Phone: (248) 348-5600 ext. 206 * Fax: (248) 380-3005 * Email: dawn@vibeshowplace.com

Event Name:	Company Name:
Event Start Date: / /	Billing Name:
Event End Date: / /	Billing Address:
Booth/Room #:	Billing Address:
On-Site Contact:	City: State: Zip:
Cell #:	Country:
Email Address:	Phone #:

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

SHARED EXHIBITOR NETWORK (SEN): A shared network will be established for Comic Con Exhibitors. Exhibitors should review this order form and determine with their technical support staff what level of connectivity is needed for their activities while at the Vibe Credit Union Showplace. To assist BOCO in understanding what level of connectivity is required, please review and select the level of connectivity outlined below.

INTERNET VIA HARDLINE* [All Hardlines Include 3 Patch Cords]

	Quantity	Advance	Floor	Total
Dedicated Bandwidth Hardline* **				
1.5 Mbps* One drop for up to **3** devices (includes 1 public IP and 1 router)		$ 250	$ 300	
3.0 Mbps* One drop for up to **5** devices (includes 1 public IP and 1 router)		$ 350	$ 400	
6.0 Mbps* One drop for up to **10** devices (includes 1 public IP and 1 router)		$ 450	$ 500	
****Shared Hardline (if the credit card machine can take a hardline connection and doesn't have wifi) 3MB Speed**		$ 105	$ 155	

With the purchase of dedicated bandwidth, routers and switches are provided, NO unauthorized routers or outside devices are allowed.
*A Switch Rental is REQUIRED for multiple connections.
The user must obtain **ONE HOUR MINIMUM of technical support to assist in the configuration and connection of the user's device(s).
***INCLUDES** the **ONE HOUR MINIMUM** of technical support to assist in the configuration and connection of the user's device(s).

GREATER BANDWIDTHS (HIGHER THAN 30MB) ARE AVAILABLE BEYOND THOSE LISTED

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

By signing below Customer accepts the BoCo Enterprises Terms and Conditions (page 2)

Customer—Print Authorized Name	**Customer**—Authorized Signature	Date

SUBTOTAL:	
GRAND TOTAL:	

Payment Type: Please select one. Credit card payments appear as "BoCo Enterprises" or "Suburban Collection Showplace" on monthly statements

Internal Use Only

☐ **Check Payable to: BoCo Enterprises** **Mail to: Dawn Thomas, 46100 Grand River Ave., Novi, MI 48374**

By signing this Agreement, Customer agrees that BoCo Enterprises may store Customer's credit card information and Customer hereby authorizes BoCo Enterprises to use Customer's credit card information for future orders which are signed by an authorized representative of Customer.
A 4% administrative fee will be added to all credit card transactions.

☐ **Credit Card** ☐ **Amex** ☐ **MC** ☐ **Visa** **Credit Card #:** _____ **Ex. Date:** _____ **Security Code:** _____

Card Holder Name (print)	Card Holder Name (signature)	Date

BoCo ENTERPRISES
TERMS & CONDITIONS FOR TECHNOLOGY SERVICES
BoCo Enterprises-Vibe Credit Union Showplace

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

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

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

4. **OTHER REQUIREMENTS** over and above what is listed on this form, should be attached and returned to the Vibe Credit Union Showplace.

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

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

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

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

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

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

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

MOTOR CITY COMIC CON

November 13 – 15, 2026

Vibe Credit Union Showplace * Novi, Michigan

Order online at: www.vibeshowplace.com/serviceordering

PARKING AT THE VIBE CREDIT UNION SHOWPLACE

There is sufficient parking space at the Exhibit Hall for both exhibitors and consumers – however, exhibitors **MUST PARK ONLY AT THE BACK OF THE BUILDING (NORTH END).**

As a benefit to exhibitors, you may purchase a **THREE-DAY PARKING PASS** for only **$15.00**! This represents a **50% savings over the regular daily parking fees**. This parking pass will permit your vehicle to enter and leave the Vibe Credit Union Showplace lots, at will, during the three days of the show. (There is no charge for parking at the Vibe Credit Union Showplace during Move-In & Move-Out)

ADVANCE DEADLINE MONDAY, NOVEMBER 9, 2026. Faxed and mailed orders will not be accepted after Move-In begins!
They will have to be purchased on site, at the Service Desk. However, the discounted price will still apply up to the opening of the show. Regular rates will apply once the show has opened. A 4% processing fee will be added to all credit card transactions.

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Mail to: **BoCo Enterprises, Inc. -** c/o Vibe Credit Union Showplace **-** 46100 Grand River Dr **-** Novi **-** MI 48374 or Fax form to**:**
(248)-380-3005 or email dawn@vibeshowplace.com

I am purchasing (Qty:____) **THREE DAY PARKING PASSES** for *2026 Motor City Comic Con* to the undersigned.
Enclosed is my payment for $_____, ($15.00 each).

Payment Info (Please Print Clearly. Final receipts/invoices will be emailed to this address)

Exhibitor Company Name:_____Contact:_____

Or if you are a volunteer - Volunteer Name: _____

Address:_____City, State, Zip:_____

Telephone:_____Fax:_____

Email: _____

Would you like your parking passes ☐ Mailed (We will mail orders placed in advance in the USA only.)

☐ Hold at the Service Center for pick up. Hold for: _____

Check ☐ Payable to BoCo Enterprises, Inc ☐ **Visa/MasterCard** ☐ **Discover** ☐ **Am Ex**

A 4% processing fee will be added to all credit card transactions.

_____ _____
Card Account Number (Please List All Numbers on Card) Expiration Date Required

CARDHOLDER:_____/_____
Signature **Print**

Note to Exhibitors: Your electrical needs and parking passes are ordered through BoCo Enterprises at the Vibe Credit Union Showplace. Therefore, for your convenience, *only one check* or *one credit card* is needed for payment of both.