



Service Information:

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

Booth Information:

Each 10' x 10' booth space will be set with 8' high black back drape & 3' high black side rail. (1) 6' black skirted table, (2) side chairs, (1) wastebasket, and (1) 7" x 44" one-line ID sign.

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

Discount Price Deadline: July 22, 2022

Order early to take advantage of our discount prices, place your order by **July 22, 2022**. Orders placed at show site will be charged an additional 30% above the discount price

GEMS ONLINE ORDERING

Show Schedule:

Exhibitor Move-In:

Tuesday	August 23, 2022	12:30 PM—4:30 PM
Wednesday	August 24, 2022	8:00 AM—2:00 PM

Exhibit Hours:

Thursday	August 25, 2022	9:00 AM—4:00 PM
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Exhibitor Move-Out:

Thursday	August 25, 2022	4:00 PM—7:00 PM
Friday	August 26, 2022	8:00 AM—12:00 PM

Dismantle & Move-Out Information:

- ◇ GEMS will begin returning any empty containers as soon as the conference ends.
- ◇ Our exhibitor service team will gladly prepare your outbound material handling form and labels ahead of time. Complete the outbound shipping form found in this exhibitor kit and your paperwork will be available at show site.
- ◇ All exhibitor materials should be removed from the facility by 12:00 PM on Friday, August 26, 2022.
- ◇ Please inform your drivers to be checked in at the loading area by **10:00 AM on Friday, August 26, 2022**.
- ◇ Freight not picked up by 12:00 PM on Friday, August 26, 2022 will be redirected.

General Contractor Information:

Assistance:

A GEMS Exhibitor Services Lead is specifically assigned to this event in order to help you with all of your booth needs.

Please do not hesitate to contact your Project Manager with any questions.

Your Exhibitor Services Lead is: Stephanie Baumgart **Phone:** 313-400-1454 **Email:** Stephanie@gemsevents.com

Gilbert Exposition Management Services (GEMS)

One Washington Blvd. Suite 1056

Detroit, MI 48226

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

During the Show:

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

Shipping Information:

Advance to Warehouse:

ABF Freight
c/o GEMS
MMPC 2022
Company name & Booth #
6250 Inkster Rd.
Romulus, MI. 48174

Shipments may begin arriving at the above address on **Monday, July 25, 2022** from 8 AM—4:30 PM daily. Shipments will be accepted at the warehouse until **Friday, August 19, 2022** after that additional after deadline fees will apply. To trace the arrival of your shipment or for directions to the warehouse please call 877.231.8348

Direct to Show Site:

Huntington Place
c/o GEMS
MMPC 2022
Company Name & Booth #
One Washington Blvd.
Detroit, MI 49226

Shipments arriving at show site prior to **Tuesday, August 23, 2022** will be refused, rerouted, or held by the facility. You are responsible for all related charges incurred at show site and by GEMS. Shipping prior to move-in could delay your shipment to your booth. Please follow the outlined shipping guidelines.

After the Show:

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

We look forward to serving you in the future!



PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

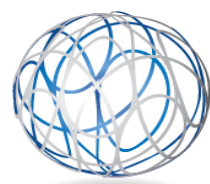
Credit Card Charge Authorization

(All Information Must Be Provided)

<p> <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express <input type="checkbox"/> Corporate <input type="checkbox"/> Personal </p> <table style="width: 100%; border: 1px solid black;"> <tr> <td style="width: 15%; height: 30px;"></td> <td style="width: 15%; height: 30px;"></td> <td style="width: 15%; height: 30px;"></td> <td style="width: 15%; height: 30px;"></td> <td style="width: 40%; text-align: center; border: 1px solid black;"> ____ / ____ </td> </tr> </table>					____ / ____	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">EXPIRATION DATE</th> <th style="text-align: left;">Calculation of Orders</th> <th style="text-align: left;">Total</th> </tr> </thead> <tbody> <tr><td></td><td>Material Handling</td><td style="text-align: right;">\$</td></tr> <tr><td></td><td>Installation & Dismantle Labor</td><td style="text-align: right;">\$</td></tr> <tr><td></td><td>Standard Furnishings & Accessories</td><td style="text-align: right;">\$</td></tr> <tr><td></td><td>Specialty Furniture Rental</td><td style="text-align: right;">\$</td></tr> <tr><td></td><td>Carpet</td><td style="text-align: right;">\$</td></tr> <tr><td></td><td>GEMS Fabric</td><td style="text-align: right;">\$</td></tr> <tr><td></td><td>Rental Exhibits</td><td style="text-align: right;">\$</td></tr> <tr><td></td><td>OTHER</td><td style="text-align: right;">\$</td></tr> <tr><td></td><td>3.75 % processing fee</td><td style="text-align: right;">\$</td></tr> <tr><td></td><td>Tax 6%</td><td style="text-align: right;">\$</td></tr> <tr><td></td><td>Total</td><td style="text-align: right;">\$</td></tr> <tr> <td colspan="3" style="text-align: center;"> To simplify payment, send a check payable to GEMS for your entire order or note the amount to be charged to your credit card. </td> </tr> <tr> <td></td><td>FULL PAYMENT in U.S. funds drawn on a U.S. Bank</td><td style="text-align: right;">\$</td></tr> <tr> <td></td><td>Check #</td><td></td></tr> <tr> <td colspan="3" style="text-align: center;"> Please list all authorized persons for credit card use at show site below. </td> </tr> <tr> <td></td><td></td><td></td></tr> </tbody> </table>	EXPIRATION DATE	Calculation of Orders	Total		Material Handling	\$		Installation & Dismantle Labor	\$		Standard Furnishings & Accessories	\$		Specialty Furniture Rental	\$		Carpet	\$		GEMS Fabric	\$		Rental Exhibits	\$		OTHER	\$		3.75 % processing fee	\$		Tax 6%	\$		Total	\$	To simplify payment, send a check payable to GEMS for your entire order or note the amount to be charged to your credit card.				FULL PAYMENT in U.S. funds drawn on a U.S. Bank	\$		Check #		Please list all authorized persons for credit card use at show site below.					
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<p>Payment Policy</p> <p>Payment for Services</p> <p>GEMS requires payment in full at the time services are ordered. GEMS requires that you provide a credit card authorization with your initial order. For your convenience, GEMS/GEMS Logistics LLC will use this authorization to charge your account for services which may include labor, material handling, and shipping services not covered by your first payment.</p> <p><i>For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative for products and services rendered to your company for this event.</i></p> <p>Method of Payment</p> <p>GEMS accepts MasterCard, VISA, Discover, American Express, & Check. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank. Exhibitors will be charged a \$25.00 fee for returned NSF checks.</p>	<p>Third Party Billing</p> <p>Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GEMS reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.</p> <p>Tax Exempt</p> <p>If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information with your orders for the show. GEMS must receive your certificate with your order; otherwise tax will appear on your invoice.</p> <p>Adjustments and Cancellations</p> <p>Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Cancellation fees will apply if written notice of cancellation is not received within 15 business days of the show move-in. No credits will be issued after delivery or attempted delivery.</p>
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If you have any questions regarding our payment policy, please call exhibitor services at 313-400-1454 or visit our Service Desk during setup and move-out. Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GEMS. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the Show, or balance left without appropriate credit card on file.



THIRD PARTY PAYMENT AND STATEMENT OF TERMS

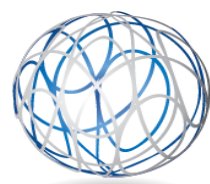
GEMS will present invoices to third parties at the Show site for payment of all services rendered to exhibitors provided the following conditions are met :

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

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

ALL INVOICES MUST BE SETTLED BY THE CLOSE OF THE SHOW. Please fill out the form below completely.

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



SHIPPING INSTRUCTIONS

ADVANCE SHIPMENTS TO THE WAREHOUSE

- Shipments must be sent PRE-PAID. All collect shipments will be refused.
- Crated shipments may be sent to the warehouse in advance up to thirty (30) days prior to the Show move-in date. Such shipments must arrive on or before **August 19, 2022** between 8:00am & 4:00pm Monday through Friday.
- No shipments will be received at the warehouse on weekends or holidays. To trace the arrival of a shipment, call
- **HAVE PRO NUMBER AND CARRIER INFORMATION AVAILABLE.**
- **NOTE:** Shipments that arrive at the warehouse after Show move-in has begun will be charged an additional 25% overtime rate of the advance warehouse rate.
- Label each package or crate as follows:

TO ARRIVE ON OR BEFORE

August 19, 2022

MMPC 2022

ABF Freight

c/o GEMS

Company Name & Booth #

6250 Inkster Rd.

Romulus, MI 48174

Bring tracking information to showsite!

SHIPMENTS TO SHOW SITE

- **All shipments arriving at the facility prior to August 23, 2022 will be refused & rerouted.**
- **NOTE:** Shipments will only be received at the Show site *during the move-in periods* - **SEE PAGE 2, 3 OF THE SERVICE MANUAL.**
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for direct deliveries to the Show facility.
- Bills of Lading indicating weight must accompany freight delivery. The driver's signature on the Show site receiving report will verify the total count and weight.
- **NOTE:** Shipments arriving at Show site before the designated move-in date will be *refused, rerouted, or held by the facility*. You're responsible for all related charges incurred at site & by GEMS. Shipping prior to move-in could delay your shipment to your booth. Please follow the outlined shipping guidelines.
- Label each package or crate as follows:

DO NOT DELIVER PRIOR TO

August 23, 2022

MMPC 2022

Huntington Place

c/o GEMS

Company Name & Booth #

One Washington Blvd.

Detroit, MI 48226

GEMS WILL NOT be responsible for locating freight that is sent to the facility prior to August 23, 2022

Please note the following general shipping information:

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

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



RUSH
DO NOT DELAY
 Receiving Date Begins: JULY 25, 2022
 Deadline Date: AUGUST 19, 2022

RUSH
DO NOT DELAY
 Receiving Date Begins: JULY 25, 2022
 Deadline Date: AUGUST 19, 2022

To: _____

To: _____

C/O: GEMS
 ABF FREIGHT
 6250 INKSTER RD.
 ROMULUS, MI 48174

C/O: GEMS
 ABF FREIGHT
 6250 INKSTER RD.
 ROMULUS, MI 48174

ADVANCED

ADVANCED

Event: MMBC 2022

Event: MMBC 2022

Booth No: No. Of PCS

Booth No: No. Of PCS

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



RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE: August 23, 2022

To:

C/O: GEMS
HUNTINGTON PLACE
1 WASHINGTON BLVD.
DETROIT, MI 48226

SHOW SITE

Event: MMBC 2022

Booth No: No. Of PCS



RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE: August 23, 2022

To:

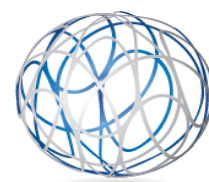
C/O: GEMS
HUNTINGTON PLACE
1 WASHINGTON BLVD.
DETROIT, MI 48226

SHOW SITE

Event: MMBC 2022

Booth No: No. Of PCS

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



MATERIAL HANDLING ORDER FORM

Please indicate where your shipment will arrive: **GEMS Warehouse** **Show Site**

Advance Warehouse Receiving Rates:

We will ship _____ pieces @ _____ lbs.	@ \$1.35 per pound	\$
Loose/Uncrated/Pad Wrapped	@ \$1.65 per pound	\$

OVERTIME MATERIAL HANDLING CHARGES (See Schedule On Page One)

Overtime rates prevail before 8:00AM and after 4:00PM daily, and all day on Saturdays, Double time rates prevail Sundays & Holidays.

Inbound Overtime - 25% Surcharge	\$
Outbound Overtime - 25% Surcharge	\$

NOTE: We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound Bills of Lading. Adjustments will be made accordingly, and must be paid at Show site. If you have any questions about material handling, please call 313-400-1454	Material Handling Subtotal	\$
	Overtime Subtotal	\$
	Material Handling Total	\$

For complete information and instructions on shipping and material handling, refer to the "SHIPPING INSTRUCTIONS" and "MATERIAL HANDLING RATES."

*When recording weight, round up to the next one hundred (100) pounds. *Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition.

Show Site Receiving Rates:

We will ship _____ pieces @ _____ lbs.	@ \$1.25 per pound	\$
Loose/Uncrated/Pad Wrapped	@ \$1.55 per pound	\$

OVERTIME MATERIAL HANDLING CHARGES (See Schedule On Page One)

Overtime rates prevail before 8:00AM and after 4:00PM daily, and all day on Saturdays, Double time rates prevail Sundays & Holidays.

Inbound Overtime - 25% Surcharge	\$
Outbound Overtime - 25% Surcharge	\$

NOTE: We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound Bills of Lading. Adjustments will be made accordingly, and must be paid at Show site. If you have any questions about material handling, please call 313-400-1454	Material Handling Subtotal	\$
	Overtime Subtotal	\$
	Material Handling Total	\$

For complete information and instructions on shipping and material handling, refer to the "SHIPPING INSTRUCTIONS" and "MATERIAL HANDLING RATES."

*When recording weight, round up to the next one hundred (100) pounds. *Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition.

EXHIBITING FIRM:

BOOTH#:



MATERIAL HANDLING RATES

- \$100.00 per hundred weight (or fraction thereof).
- Rates are charged on actual weight of shipments per pound.

- Rates are calculated on a round trip basis.

-If the inbound and / or outbound receiving hours occur during overtime there will be a 25% surcharge for each occurrence.

SMALL PACKAGE SHIPMENTS

Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition. GEMS will assume no liability for these shipments. \$55.00 per shipment will be charged for packages 25 pounds and under.

LABOR AND EQUIPMENT

Labor will be available for un-crating, un-skidding, assembling, positioning, leveling, dismantling, re-crating, and re-skidding machinery and/or equipment of exhibitors. Please see the "INSTALLATION AND DISMANTLING LABOR ORDER FORM" in this manual.

SPECIAL HANDLING

Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS, Airborne Express & DHL are included in this category due to their delivery procedures.

INBOUND BILL OF LADING OR DELIVERY RECEIPT

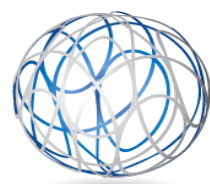
All shipments must have a Bill of Lading or delivery receipt showing number of pieces, weight and description of merchandise. The charges will be computed based on this weight. In the event that no weight is indicated on the documents presented, GEMS shall estimate the weight, and all charges will be based on these estimates. The estimates will be binding on both parties. A \$25 fee will be applied to your invoice if GEMS finds it necessary to provide this weigh scale service. No adjustments will be made after the Show closes. Copies of the Bills of Lading, including pro number, should be mailed to GEMS as soon as shipments are made. This will assist in tracking, if necessary.

EMPTY CONTAINER LABELS

Empty labels for storage of containers during the Show will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the exhibitor or representative. All previous labels should be removed. GEMS assumes no liability for errors to the above procedure, removal of containers with old labels, improper information or valuables stored in containers with old empty labels. Empty crates or containers will not be accessible after removal unless prior arrangements are made for accessible storage at the Exhibitor Service Center.

SPECIAL RATES AND SERVICES

- Steel banding is available at \$3.50 per linear foot, plus one-half hour minimum labor.
- Shrink Wrap is available at \$35.00 per pallet / skid plus one-half hour labor..
- Mobile equipment will be moved in & out of the exhibit hall on a time & material basis with a minimum \$250 charge per round trip.



MATERIAL HANDLING RATES

-CONTINUED-

AGREEMENT OF TERMS

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

OUTBOUND SHIPPING

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

SHIPMENTS RETURNED TO THE WAREHOUSE

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

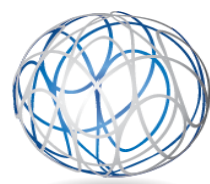
LIMITS OF LIABILITY

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

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

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

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



MMPC
MICHIGAN MINORITY
PROCUREMENT CONFERENCE

OUTBOUND SHIPPING FORM

Exhibiting Firm: _____

Booth #: _____ Booth Size: _____

Contact Name: _____ Phone #: _____

Email Address: _____

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

SHIPPING INFORMATION

SHIP TO:

Company Name: _____

Delivery Address: _____

City _____ State: _____ Zip/Postal Code: _____

Phone #: _____ Attn: _____

Special Instructions: _____

BILL TO: Same as Ship to:

Company Name: _____

Billing Address: _____

City _____ State: _____ Zip/Postal Code: _____

In the event that your carrier does not arrive by designated check -your freight will be Re-routed via show carrier.

METHOD OF SHIPMENT

CARRIER:

Carrier Name: _____ Carrier Phone Number _____

Select a Level of Service:

1 Day 2 Day 3 Day Standard Ground Specialized

Number of Shipping Labels Needed _____



GEMS

GILBERT EXPOSITION MANAGEMENT SERVICES

One Washington Blvd. Ste 1056

Detroit, MI 48226

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



MMPC

MICHIGAN MINORITY
PROCUREMENT CONFERENCE

INSTALL & DISMANTLE LABOR

DISPLAY LABOR (1 HOUR MINIMUM PER WORKER)

Description	Advance	Show site
Straight-Time — 8:00 AM to 4:30 PM Monday through Friday.....	\$105.50	\$131.50
Overtime - 6:00 AM to 8:00 AM and 4:30 PM to 12:00 midnight Monday through Friday All day Saturday.....	\$158.25	\$197.50
Double Time - Sunday and all recognized holidays.....	\$210.00	\$260.00

- Show Site prices will apply to all labor orders placed at show site.
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor
- GEMS supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

INSTALLATION LABOR

- GEMS Supervised Labor - Please complete the reverse side of this form.
- Installation of your exhibit will be completed at our discretion prior to show opening.
 - The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

Emergency contact: _____ Phone Number: _____

- Exhibitor Supervised Labor** (Supervisor must check in at the GEMS Service Center to pick up labor)
- Supervisor will be: _____ Phone Number: _____

Date	State Time	No. of People	Approx. Hrs.	Total Hrs.	Hourly Rate	Estimate Cost:
_____	_____	_____ x	_____	_____	_____	= \$ _____
_____	_____	_____ x	_____	_____	_____	= \$ _____
_____	_____	_____ x	_____	_____	_____	= \$ _____
GEMS Supervisions (30%/\$45.00)						= \$ _____
Tax						= \$ <u>NA</u>
Total Installation						= \$ _____

DISMANTLE LABOR

- GEMS Supervised Labor - Please complete the reverse side of this form.
- Installation of your exhibit will be completed at our discretion prior to show opening.
 - The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

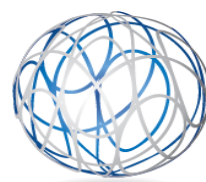
Emergency contact: _____ Phone Number: _____

- Exhibitor Supervised Labor** (Supervisor must check in at the GEMS Service Center to pick up labor)
- Supervisor will be: _____ Phone Number: _____

Date	State Time	No. of People	Approx. Hrs.	Total Hrs.	Hourly Rate	Estimate Cost:
_____	_____	_____ x	_____	_____	_____	= \$ _____
_____	_____	_____ x	_____	_____	_____	= \$ _____
_____	_____	_____ x	_____	_____	_____	= \$ _____
GEMS Supervisions (30%/\$45.00)						= \$ _____
Tax						= \$ <u>NA</u>
Total Dismantle						= \$ _____

EXHIBITING FIRM:

BOOTH#:



INTENT TO USE NON-OFFICIAL CONTRACTORS

NON-OFFICIAL CONTRACTORS' RULES & REGULATIONS

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

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

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

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

A NON-OFFICIAL CONTRACTOR IS:

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

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

All representatives of the Non-Official Contractor must obtain an "Exhibit Crew" badge at the **GEMS Exhibitor Service Center**.

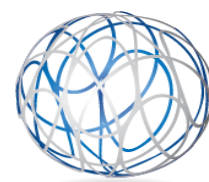
IMPORTANT: It is the responsibility of each Exhibiting Firm who is utilizing a Non-Official Contractor to complete and return the following forms to GEMS no later than July 23, 2022

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

If both the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form and "CERTIFICATE OF INSURANCE" are not supplied to GEMS by July 23, 2022, then any representative of the Exhibiting Firm or Non-Official Contractor will be required to order labor from GEMS.

NOTIFICATION DEADLINE: JULY 23, 2022

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



STANDARD FURNISHINGS & ACCESSORIES

CHAIRS AND ACCESSORIES

Quantity	Description	Discount Price	Standard Price	Total
	Padded Black Side Chair	\$62.75	\$80.00	\$
	Padded Black Bar Stool	\$120.00	\$135.00	\$
	Literature Stand	\$150.00	\$175.00	\$
	Waste Basket	\$20.50	\$35.00	\$
	Easel, Chrome	\$46.00	\$65.00	\$
	Tack Board	\$150.00	\$175.00	\$
	42" High Round Café Table	\$175.00	\$210.00	\$
	Bag Rack	\$65.00	\$80.00	\$

SPECIAL DRAPERY BACKGROUNDS—Ordered In 10' Increments

Indicate Color: Red Blue Black Sky Blue Grey White

Quantity	Description	Discount Price	Standard Price	Total
	3' Drapery Installed, per linear foot	\$9.25	\$13.75	\$
	8' Drapery Installed, per linear foot	\$12.00	\$18.25	\$

DRAPED DISPLAY TABLES—30" High x 24" Wide

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

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$100.75	\$120.50	\$
	6' Draped	\$120.25	\$140.50	\$
	8' Draped	\$140.25	\$154.50	\$
	4th Side Draped	\$25.00	\$32.50	\$

DRAPED DISPLAY COUNTERS—42" High x 24" Wide

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

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$105.75	\$129.25	\$
	6' Draped	\$128.75	\$147.00	\$
	8' Draped	\$140.25	\$162.75	\$
	4th Side Draped	\$25.00	\$32.50	\$

TABLE RISERS AND DRAPING

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

Quantity	Description	Discount Price	Standard Price	Total
	4' x 10" x 12" Draped	\$35.25	\$47.50	\$
	6' x 10" x 12" Draped	\$45.00	\$60.75	\$
	8' x 10" x 12" Draped	\$57.75	\$78.00	\$

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

Subtotal \$

Tax @ 6.0% \$

EXHIBITING FIRM:

BOOTH #:

Total \$



GEMS

GILBERT EXPOSITION MANAGEMENT SERVICES

One Washington Blvd. Ste 1056

Detroit, MI 48226

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MICHIGAN MINORITY
PROCUREMENT CONFERENCE

SPECIALITY FURNITURE

Quantity	Description	Discount Price	Standard Price	Total
	POWERED FURNITURE			
	Naples Chair, Powered	\$525.00	\$603.75	\$
	Naples Loveseat, Powered	\$685.00	\$787.75	\$
	Naples Sofa, Powered	\$835.00	\$960.25	\$
	Black Sydney Cocktail, Powered	\$305.00	\$350.75	\$
	White Sydney Cocktail Table, Powered	\$305.00	\$350.75	\$
	Wireless Charging Table, Powered	\$365.00	\$419.75	\$
	Ventura Communal Cafe Table, Powered	\$489.00	\$562.35	\$
	Ventura Communal Bar Table, Powered	\$635.00	\$730.25	\$
	5' Table, Powered	\$479.00	\$550.85	\$
	8' Table, Powered	\$921.00	\$1059.15	\$
	10' Table, Powered	\$921.00	\$1059.15	\$
	SOFA SEATING			
	Allegro Chair	\$419.00	\$481.85	\$
	Allegro Sofa	\$590.00	678.50	\$
	Fairfax Sofa	\$410.00	\$417.50	\$
	Fairfax Chair	\$295.00	\$339.25	\$
	Key Largo Chair	\$265.00	\$304.75	\$
	Key Largo Loveseat	\$309.00	\$355.35	\$
	Key Largo Sofa	\$40900	\$470.35	\$
	Naples Chair	\$495.00	\$569.25	\$
	Naples Loveseat	\$590.00	\$678.50	\$
	Naples Sofa	\$710.00	\$816.50	\$
	Valencia Sofa	\$379.00	\$435.85	\$
	Valencia Chair	\$255.00	\$293.25	\$
	Palm Beach Sofa	\$565.00	\$649.75	\$
	Baja Sofa	\$715.00	\$822.25	\$
	Baja Loveseat	\$659.00	\$757.85	\$
	Baja Chair	\$449.00	\$516.35	\$
	Sterling Chair	\$616.00	\$708.40	\$
	Sterling Sofa	\$898.00	\$1032.70	\$
	CASUAL SEATING			
	La Brea Swivel Chair	\$350.00	\$402.50	\$
	White Madrid Chair	\$545.00	\$626.75	\$
	Wentworth Swivel	\$275.00	\$316.25	\$
	Swanson Swivel Chair	\$305.00	\$350.75	\$
	Meeting Chair (white)	\$239.00	\$274.85	\$
	Black Brewer Chair	\$145.00	\$166.75	\$
	Red Blade Chair	\$59.00	\$67.85	\$
	Sky Blue Blade Chair	\$59.00	\$67.85	\$
	Christopher Chair	\$95.00	\$109.25	\$
	Duet Stack Chair	\$60.00	\$69.00	\$
	Laguna Chair, Maple/Chrome	\$119.00	\$136.85	\$
	Lucent Chair	\$149.00	\$171.35	\$
	Marina Chair, Black Vinyl	\$125.00	\$143.75	\$
	Marina Chair, Brown Fabric	\$125.00	\$143.75	\$
	Marina Chair, Ocean Blue Fabric	\$125.00	\$143.75	\$

EXHIBITING FIRM:

BOOTH#:



GEMS

**GILBERT EXPOSITION
MANAGEMENT SERVICES**



MMFC

MICHIGAN MINORITY
PROCUREMENT CONFERENCE

One Washington Blvd. Ste 1056

Detroit, MI 48226

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

SPECIALITY FURNITURE

Quantity	Description	Discount Price	Standard Price	Total
	Atherton Chair, Brown Leather	\$463.00	\$532.45	\$
	Bowery Chair, Ochre Fabric	\$434.00	\$499.10	\$
	Century Chair, Gray Velvet	\$442.00	\$508.30	\$
	Lena Chair, Moss Green Leather	\$390.00	\$448.50	\$
	Marina Cahir, White Vinyl	\$125.00	\$143.75	\$
	Marina Chair, Red Fabric	\$125.00	\$143.75	\$
	Malba Chair, Gray	\$90.00	\$103.50	\$
	Malba Chair, Green	\$90.00	\$103.50	\$
	Razor Armless Chair	\$70.00	\$80.50	\$
	Rustique Chair w/ arms	\$125.00	\$143.75	\$
	Syntax Chair, Black / Chrome	\$170.00	\$195.50	\$
	Zenith Chair, White / Chrome	\$139.00	\$159.85	\$
	Montreal Chair, Blue	\$477.00	\$548.55	\$
	Pasadena Chair	\$268.00	\$308.20	\$
	OTTOMANS			
	Beverly Bench Ottoman, Black Vinyl	\$325.00	\$373.75	\$
	Beverly Bench Ottoman, Brown Fabric	\$325.00	\$373.75	\$
	Beverly Bench Ottoman, Gray Fabric	\$325.00	\$373.75	\$
	Beverly Bench Ottoman, Linen Fabric	\$325.00	\$373.75	\$
	Beverly Bench Ottoman, Ocean Blue	\$325.00	\$373.75	\$
	Beverly Bench Ottoman, Red Fabric	\$325.00	\$373.75	\$
	Beverly Bench Ottoman, White Vinyl	\$325.00	\$373.75	\$
	Beverly Small Bench Ottoman, Black Vinyl	\$239.00	\$274.85	\$
	Beverly Small Bench Ottoman, Ocean Blue Fabric	\$239.00	\$274.85	\$
	Beverly Small Bench Ottoman, Brown Fabric	\$239.00	\$274.85	\$
	Beverly Small Bench Ottoman, Olive Green Fabric	\$239.00	\$274.85	\$
	Beverly Small Bench Ottoman, Gray Fabric	\$239.00	\$274.85	\$
	Beverly Small Bench Ottoman, Linen Fabric	\$239.00	\$274.85	\$
	Beverly Small Bench Ottoman, Lavender Fabric	\$239.00	\$274.85	\$
	Beverly Small Bench Ottoman, Orange Fabric	\$239.00	\$274.85	\$
	Beverly Small Bench Ottoman, Red Fabric	\$239.00	\$274.85	\$
	Beverly Small Bench Ottoman, White Vinyl	\$239.00	\$274.85	\$
	Beverly Small Bench Ottoman, Yellow Fabric	\$239.00	\$274.85	\$
	Endless Curved Ottoman	\$355.00	\$408.25	\$
	Endless Square Ottoman	\$305.00	\$350.75	\$
	Marche Swivel, Black Vinyl	\$239.00	\$274.85	\$
	Marche Swivel, Blue Fabric	\$239.00	\$274.85	\$
	Marche Swivel, Distressed Brown Vinyl	\$239.00	\$274.85	\$
	Marche Swivel, Forest Green Vinyl	\$239.00	\$274.85	\$
	Marche Swivel, Gray Fabric	\$239.00	\$274.85	\$
	Marche Swivel, Ivory Faux Sheep Fur	\$239.00	\$274.85	\$
	Marche Swivel, Linen Fabric	\$239.00	\$274.85	\$
	Marche Swivel, Meadow Green Fabric	\$239.00	\$274.85	\$
	Marche Swivel, Orange Fabric	\$239.00	\$274.85	\$
	Marche Swivel, Pear Yellow Fabric	\$239.00	\$274.85	\$
	Marche Swivel, Plum Fabric	\$239.00	\$274.85	\$
	Marche Swivel, Raspberry Fabric	\$239.00	\$274.85	\$

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PROCUREMENT CONFERENCE

SPECIALITY FURNITURE

Quantity	Description	Discount Price	Standard Price	Total
	Marche Swivel, Red Fabric	\$160.00	\$184.00	\$
	Marche Swivel, Rose Quartz Fabric	\$160.00	\$184.00	\$
	Marche Swivel, Teal Velvet	\$160.00	\$184.00	\$
	Marche Swivel, White Vinyl	\$160.00	\$184.00	\$
	Vibe Cube Ottoman—Red	\$119.00	\$136.85	\$
	Vibe Cube Ottoman—Silver Vinyl	\$119.00	\$136.85	\$
	Vibe Cube Ottoman—Spice Orange	\$119.00	\$136.85	\$
	Vibe Cube Ottoman—Steel Blue Vinyl	\$119.00	\$136.85	\$
	Vibe Cube Ottoman—Taupe Vinyl	\$119.00	\$136.85	\$
	Vibe Cube Ottoman—White Vinyl	\$119.00	\$136.85	\$
	Vibe Cube Ottoman—Yellow	\$119.00	\$136.85	\$
	Vibe Cube Ottoman—Black Vinyl	\$119.00	\$136.85	\$
	Vibe Cube Ottoman—Blue	\$119.00	\$136.85	\$
	Vibe Cube Ottoman—Citrus Green Vinyl	\$119.00	\$136.85	\$
	Vibe Cube Ottoman—Desert Rose Vinyl	\$119.00	\$136.85	\$
	Vibe Cube Ottoman—Green	\$119.00	\$136.85	\$
	Vibe Cube Ottoman—Orange	\$119.00	\$136.85	\$
	Vibe Cube Ottoman—Purple Vinyl	\$119.00	\$136.85	\$
	ACCENT TABLES			
	Alondra Cocktail Table, Glass / Chrome	\$279.00	\$320.85	\$
	Alondra Cocktail Table, Wood/Chrome	\$279.00	\$320.85	\$
	Alondra End Table, Glass / Chrome	\$200.00	\$230.00	\$
	Alondra End Table, Wood / Chrome	\$200.00	\$230.00	\$
	Aura Round Table	\$125.00	\$143.75	\$
	Chrome Geo Cocktail Table with Glass	\$235.00	\$270.25	\$
	Geo Cocktail Table, Wood / Black	\$235.00	\$270.25	\$
	Chrome Geo End Table with Glass	\$210.00	\$241.50	\$
	Geo End Table, Wood / Black	\$210.00	\$241.50	\$
	Regis Bench / Table	\$249.00	\$286.35	\$
	Regis End Table	\$175.00	\$201.25	\$
	Silverado Cocktail Table with Glass	\$240.00	\$276.00	\$
	Silverado End Table with Glass	\$220.00	\$253.00	\$
	Mesa End Table, Black Top	\$109.00	\$125.35	\$
	Mesa End Table, Glass Top	\$109.00	\$125.35	\$
	Mesa End Table, Wood Top	\$109.00	\$125.35	\$
	Mesa Cocktail Table, Black Top	\$165.00	\$189.75	\$
	Mesa Cocktail Table, Glass Top	\$165.00	\$189.75	\$
	Mesa Cocktail Table, Wood Top	\$165.00	\$189.75	\$
	Black Sydney Cocktail Table	\$240.00	\$276.00	\$
	White Sydney Cocktail Table	\$240.00	\$276.00	\$
	Blue Sydney Cocktail Table	\$240.00	\$276.00	\$
	Wood Sydney Cocktail Table	\$240.00	\$276.00	\$
	Black Sydney Cocktail Table	\$240.00	\$276.00	\$
	Blue Sydney End Table	\$210.00	\$241.50	\$

EXHIBITING FIRM:	BOOTH#:
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PROCUREMENT CONFERENCE

SPECIALITY FURNITURE

Qty	Description	Discount Price	Standard Price	Total
	White Sydney End Table	\$210.00	\$241.50	\$
	Wood Sydney End Table	\$210.00	\$241.50	\$
	Timber Table	\$149.00	\$171.35	\$
	Taos Side Table, Black Top	\$110.00	\$126.50	\$
	Taos Side Table, White Top	\$110.00	\$126.50	\$
	Taos Side Table, Wood Top	\$110.00	\$126.50	\$
	Sedona Side Table, Black Top	\$110.00	\$126.50	\$
	Sedona Side Table, White Top	\$110.00	\$126.50	\$
	Sedona Side Table, Wood Top	\$110.00	\$126.50	\$
	CAFÉ TABLES			
	Graphite Nebula Café Table with Black Base	\$190.00	\$218.50	
	Maple Café Table with Black Base	\$190.00	\$218.50	
	Brushed Red Café Table with Black Base	\$190.00	\$218.50	
	30" Round Café Table w/ Standard Black Base, White Top	\$190.00	\$218.50	\$
	30" Round Café Table w/ Standard Black Base, Wood Top	\$190.00	\$218.50	\$
	30" Round Café Table w/ Hydraulic Base, Blue Top	\$259.00	\$297.85	\$
	30" Round Café Table, Standard Black Base, Madison Gray Acajou Top	\$190.00	\$218.50	\$
	36" Café Table with Black Base (Graphite Nebula)	\$205.00	\$235.75	\$
	36" Round Café Table with Black Base (Maple)	\$205.00	\$235.75	\$
	36" Round Café Table w/ Standard Black Base (White Laminate)	\$205.00	\$235.75	\$
	30" Round Café Table, Graphite Top	\$259.00	\$297.85	\$
	30" Round Café Table, Maple Top	\$259.00	\$297.85	\$
	30" Round Café Table, Red Top	\$259.00	\$297.85	\$
	30" Round Café Table w/ Hydraulic Base, White Top	\$259.00	\$297.85	\$
	30" Round Café Table w/ Hydraulic Base, Wood Top	\$259.00	\$297.85	\$
	30" Round Café Table, Hydraulic Chrome Base, Madison Gray Acajou Top	\$259.00	\$297.85	\$
	30" Round Café Table w/ Standard Black Base, Blue Top	\$190.00	\$218.50	\$
	36" Round Café Table, Graphite Top	\$279.00	\$320.85	\$
	30" Round Café Table, White Top	\$279.00	\$320.85	\$
	36" Round Café Table w/ Standard Black Base, Black Top	\$205.00	\$235.75	\$
	36" Round Café Table w/ Hydraulic Base, Black Top	\$279.00	\$320.85	\$
	30" Round Café Table w/ Standard Black Base, Black Top	\$190.00	\$218.50	\$
	30" Round Café Table w/ Standard Black Base, Brushed Gunmetal Top	\$190.00	\$218.50	\$
	30" Round Café Table w/ Standard Black Base, Brushed Yellow Top	\$190.00	\$218.50	\$
	30" Round Café Table w/ Standard Black Base, Green Top	\$190.00	\$218.50	\$
	30" Round Café Table w/ Standard Black Base, Orange Top	\$190.00	\$218.50	\$
	30" Round Café Table w/ Hydraulic Base, Black Top	\$259.00	\$297.85	\$
	30" Round Café Table w/ Hydraulic Base, Brushed Gunmetal Top	\$259.00	\$297.85	\$
	30" Round Café Table w/ Hydraulic Base, Brushed Yellow Top	\$259.00	\$297.85	\$
	30" Round Café Table w/ Hydraulic Base, Green Top	\$259.00	\$297.85	\$

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SPECIALITY FURNITURE

Quantity	Description	Discount Price	Standard Price	Total
	5' Madison Table, Gray Acajou	\$385.00	\$442.75	\$
	8' Madison Table, Gray Acajou	\$769.00	\$884.35	\$
	10' Madison Table, Gray Acajou	\$769.00	\$884.35	\$
	8' Table, Black Top	\$769.00	\$884.35	\$
	10' Table, Black Top	\$769.00	\$884.35	\$
	Geo Table, Rectangle, Glass Top	\$380.00	\$437.00	\$
	42" Round Conference Table, Black Top	\$325.00	\$373.75	\$
	Atomic 42" Round Table	\$259.00	\$297.85	\$
	Atomic 36" Round Table	\$259.00	\$297.85	\$
	Midtown Powered Counter, Unlighted.	\$1,179.00	\$1,355.85	\$
	Midtown Powered Counter, Lighted w/ Plug In	\$1,250.00	\$1,437.50	\$
	Genesis Char	\$205.00	\$235.75	\$
	Cupertino Mid Back Chair	\$235.00	\$270.25	\$
	Task Stool	\$125.00	\$143.75	\$
	Pro Executive Guest Chair (Black Vinyl)	\$215.00	\$247.25	\$
	Pro Executive High Back Chair (Black Vinyl)	\$309.00	\$355.35	\$
	Pro Executive High Back (White Vinyl)	\$309.00	\$355.35	\$
	Pro Executive Mid Back Chair, Black Vinyl	\$200.00	\$230.00	\$
	Pro Executive Mid Back Chair, White Classic Vinyl	\$200.00	\$230.00	\$
	DISPLAY & ACCESSORIES			
	3 Drawer File Cabinet on Castors	\$125.00	\$143.75	\$
	Madison Executive Desk, Gray Acajou	\$475.00	\$546.25	\$
	Madison Bookcase, Gray Acajou	\$359.00	\$412.85	\$
	Posh Shelving	\$410.00	\$471.50	\$
	Powered Locking Pedestal, 36" Black	\$429.00	\$493.35	\$
	Powered Locking Pedestal, 36"	\$429.00	\$493.35	\$
	Powered Locking Pedestal, 42"	\$510.00	\$586.50	\$
	Village Charging Hub	\$195.00	\$224.25	\$
	Stanchion Sign Holder	\$55.00	\$63.25	\$
	Stanchion w/ Retractable Belt	\$75.00	\$86.25	\$
	Mason Table Lamp	\$125.00	\$143.75	\$
	Mason Floor Lamp	\$185.00	\$212.75	\$
	Clear Divider, Bar/Counter (Clear, Black)	\$144.00	\$165.60	\$
	Clear Divider, Freestanding (Silver, Clear)	\$289.00	\$332.35	\$
	Clear Divider, Freestanding Corner (Silver, Clear)	\$579.00	\$665.85	\$
	Clear Divider, Freestanding Wall (Silver, Clear)	\$289.00	\$332.35	\$
	Clear Divider, Sofa/Table (Silver, Clear)	\$260.00	\$299.00	\$
	Divider, Freestanding Whiteboard (Silver, White)	\$361.00	\$415.15	\$
	Miramar Divider, Molded Plastic (White)	\$370.00	\$425.50	\$

EXHIBITING FIRM:

BOOTH#:

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



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STANDARD CARPET ORDER

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

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

CARPET - Carpet Ordered in Multiples are not Guaranteed a Color Match

Indicate Color: ___Black ___Blue ___Grey ___Red ___Midnight Blue ___Tuxedo

Quantity	Description	Discount Price	Standard Price	Total
	10' x 10'	\$218.50	\$295.00	\$
	10' x 20'	\$437.00	\$589.50	\$
	10' x 30'	\$655.50	\$884.90	\$
	10' x 40'	\$874.00	\$1,180.00	\$
	10' x 10' Carpet Padding—Single Layer	\$91.00	\$127.40	\$
	10' x 20' Carpet Padding—Single Layer	\$157.65	\$220.70	\$
	10' x 30' Carpet Padding—Single Layer	\$224.40	\$314.15	\$
	10' x 40' Carpet Padding—Single Layer	\$291.05	\$407.45	\$
	10' x 10' Carpet Padding—Double Layer	\$181.90	\$254.65	\$
	10' x 20' Carpet Padding—Double Layer	\$315.30	\$441.40	\$
	10' x 30' Carpet Padding—Double Layer	\$400.20	\$560.30	\$
	10' x 40' Carpet Padding—Double Layer	\$582.10	\$814.95	\$
	Plastic Covering (price per sq. ft)	\$.50	\$.70	\$

16 oz. CUSTOM CUT CARPET

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

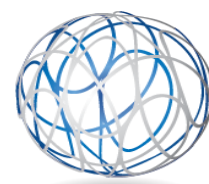
Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 2.40

Choose your Carpet Color: ___Blue ___Black ___Grey ___Red ___Midnight Blue ___Tuxedo

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

Booth Size: _____ X _____ = _____ Sq. Ft. @ \$2.40/Sq. Ft. \$ _____

EXHIBITING FIRM:	BOOTH #	Subtotal	\$
		Tax @ 6%	\$
		Total	\$



CUT TO SIZE CARPET & PADDING

Guaranteed new, high-quality carpet.

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

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

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

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

Choose your Carpet Color: Black Navy Charcoal Grey Pearl

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

1 - 700 sqft Booth Size _____ X _____ = _____ Sq. Ft. @ \$6.65/Sq. Ft. \$ _____

Over 700 sqft Booth Size _____ X _____ = _____ Sq. Ft. @ \$6.10/Sq. Ft. \$ _____

Choose your Carpet Color: Black Navy Charcoal Grey Pearl

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

1 - 700 sqft Booth Size _____ X _____ = _____ Sq. Ft. @ \$7.75/Sq. Ft. \$ _____

Over 700 sqft Booth Size _____ X _____ = _____ Sq. Ft. @ \$7.20/Sq. Ft. \$ _____

CARPET PADDING includes delivery, material handling, installation and removal

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

1/2" Padding Booth Size _____ X _____ = _____ Sq. Ft. @ \$3.25/Sq. Ft. \$ _____
 (90-700 sq.ft.)

1/2" Padding Booth Size _____ X _____ = _____ Sq. Ft. @ \$4.25/Sq. Ft. \$ _____
 (Over 700 sq.ft.)

Double Padding Booth Size _____ X _____ = _____ Sq. Ft. @ \$4.60/Sq. Ft. \$ _____
 1/2" (90-700 sq.ft.)

Double Padding Booth Size _____ X _____ = _____ Sq. Ft. @ \$4.50/Sq. Ft. \$ _____
 1/2" (Over 700 Sq.Ft)

EXHIBITING FIRM:

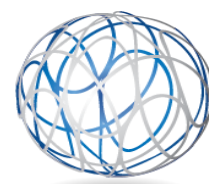
BOOTH #

Subtotal \$

Tax @ 6% \$

Total \$

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



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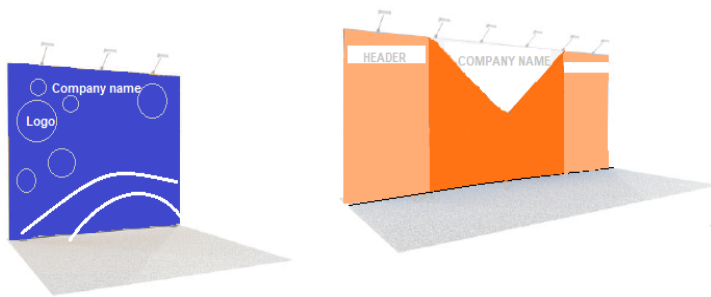
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GEMS FABRIC EXHIBITS

Booth # _____ Exhibiting Firm: _____
 Contact Name: _____ Phone: _____

GEMS FABRIC EXHIBIT

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



- GEMS Fabric Rental Exhibit includes
- 116.5" x 92.5" Custom Fabric Graphics (Purchased to keep)
 - Carrying case for Graphic.
 - Classic Carpet 9'x 10' or 9' x 20'.
 - Installation & Dismantle of Exhibit
 - Material Handing of Exhibit
 - Nightly Vacuuming
 - 3-Arm Lights (per 10 ft.)
 - Power for LIGHTS ONLY

Classic Carpet Black Blue Gray
 Red Tuxedo Midnight Blue

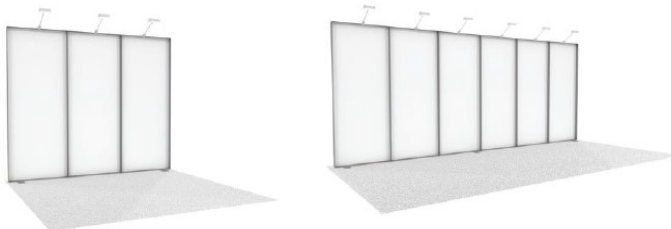
Qty	Description	Discount	Standard	Total
_____	10' x 10' GEMS Fabric Exhibit	\$ 4,155.00	\$5,017.00	_____
_____	10' x 20' GEMS Fabric Exhibit	\$ 6,155.00	\$7,817.00	_____

CUSTOM GRAPHICS

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

FRAME UNIT ONLY

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



- Frame Only Unit Includes
- Classic Carpet 9'x 10' or 9' x 20'.
 - Installation & Dismantle of Exhibit
 - Material Handing of Exhibit
 - Nightly Vacuuming
 - 3-Arm Lights (per 10 ft.)
 - Power for LIGHTS ONLY

Classic Carpet Black Blue Gray
 Red Tuxedo Midnight Blue

Qty	Description	Discount	Standard	Total
_____	10' x 10' GEMS Fabric Exhibit	\$ 2,410.00	\$2,974.00	_____
_____	10' x 20' GEMS Fabric Exhibit	\$ 4,2350.00	\$4,290.00	_____

Total Cost		
_____	+	_____ = _____

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RENTAL EXHIBITS

Booth # _____ Exhibiting Firm: _____

Contact Name: _____ Email: _____

EXHIBITS		ADVANCE PRICING	STANDARD PRICING
PACKAGE 1	___ 10' X 10'	\$1,735.00	\$2,255.50
PACKAGE 2	___ 10' X 10'	\$2,465.00	\$3,204.50
PACKAGE 3	___ 10' X 20'	\$2,650.00	\$3,445.00
PACKAGE 4	___ 10' X 20'	\$3,345.75	\$4,350.00

Rental Exhibits Include: 10' x 10' Standard 16 oz. Carpet; Exhibit Install & Dismantle, Material Handling of Exhibit, Nightly Vacuuming, 2-arm lighters per 10' Booth, Power (500 watts) for light only.

CARPET

___ Black ___ Blue ___ Gray
 ___ Midnight Blue ___ Red ___ Tuxedo

LIGHTING

Each Rental Exhibit will include 2 Arm Lights (per 10' unit).
 Note: Power and labor to hang the lights are included in our standard rental exhibit package.
 Power consumption not to exceed 500 Watts.

HEADER IDENTIFICATION SIGN

Indicate which color letting you would.

___ Black ___ Blue ___ Brown ___ Burgundy
 ___ Red ___ Teal ___ White ___ Green

Indicate how you would like your company name to appear:

ENHANCE YOUR EXIBIT

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

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