

WELCOME EXHIBITORS

MID STATES EXPOSITION SERVICES, INC. is proud to have been selected by Show Management as the official general service contractor for the **2012 Washtenaw Home Show**. As the general service contractor, we are able to provide for a rental fee a wide variety of services to enhance your booth space at this year's event. Our goal is to help make sure your show participation is a success.

Please review the pages carefully. This kit contains information which will assist you in planning for your event.

Take advantage of our substantial price discounts! Order before the deadline date.

PAYMENT MUST ACCOMPANY YOUR ORDER.

Official General Service Contractor

Mid States Exposition Services, Inc.

100 McEwan Street

Clare, Michigan 48617

Phone: 989/386-3834 Fax: 989/386-3867

E-Mail: midstatesexpo@midstatesexpo.com

Office Hours: Monday – Friday 9:00am – 5:00pm ET

Show Colors will be Forrest Green and White.

This facility is not carpeted.

- 1) **ADDITIONAL RENTAL SERVICES FORMS:** Advanced discount prices are available through **Friday – February 24, 2012**. Please complete the entire form and return with payment. Telephone orders will not be accepted. Faxed orders must be accompanied by our Credit Card Authorization Form. Orders received after this date will be charged at the floor price up until **Friday – March 2, 2012**. After this date you will need to place your order on-site based upon availability.
- 2) **PAYMENT POLICY AND CREDIT CARD AUTHORIZATION:** Please read carefully the information on our payment policy. Orders without payment will not be processed until payment has been received, and may be subject to floor prices. Faxed orders will be accepted only when accompanied by a completed Credit Card Authorization Form. Adjustments / refunds will not be made after the close of the show. This includes claims of items not being placed in your booth.
- 3) **RENTAL POLICIES AND GUIDELINES:** Please inform your booth staff that we at Mid States Exposition Services, Inc. take great pride in our equipment and service. Therefore we ask that there be **NO** pinning, taping, wiring, stapling, gluing, etc. to any material on or from the exhibit equipment and drapery material. (ie: Drapes, Tables skirts, and Poles). Any damage will be the responsibility of the show manager. Fees may be incurred. Sign hooks are available for this purpose. Mid States Exposition Services, Inc. has the right to remove any materials, which have been improperly hung without notification of the exhibitor. Mid States will supply show management with a list of booth numbers, detailed descriptions and fees associated with the damage for their use.

Reminder: we prefer that you place your order in advance as quantities are limited on site. On site orders will be on a first come first served basis and will be completed only after all pre-orders have been filled. If you need assistance or additional information, please contact us at midstatesexpo@midstatesexpo.com or (989) 386-3834, Monday – Friday 9:00 a.m. – 5:00p.m

We look forward to working with you.

MID STATES EXPOSITION SERVICES, INC.



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 100 Mc Ewan Street - Clare, MI 48617
 Phone: (989) 386-3834 - Fax: (989) 386-3867
 E-mail: midstatesexpo@midstatesexpo.com

ALL RENTALS GOVERNED BY MSES PAYMENT POLICY AND LIMITS OF LIABILITY & RESPONSIBILITY
 PLEASE PRINT OR TYPE THIS FORM

NAME OF SHOW / EVENT:	Washtenaw Home Show		
COMPANY NAME:			
ADDRESS:			
CITY:	STATE:	ZIP:	
ORDERED BY:			
SIGNATURE: (REQUIRED)			

SHOW DATE(S):	March 16-18, 2012
BOOTH NUMBER(S):	
PHONE NUMBER:	
FAX NUMBER:	
E-MAIL:	
DATE:	

RENTABLE DISPLAY TABLES - FOR DURATION OF SHOW

30" Tall - PLAIN WOODEN (NO COVER - NO SKIRT) DISPLAY TABLES					
TABLES SIZE	ADVANCED DISCOUNT PRICE IF ORDERED BEFORE	DATE:	FLOOR PRICE	QUANTITY ORDERED	AMOUNT DUE
		Fri. 2/24/12			
2 FOOT WIDE X 4 FOOT LONG - PLAIN	\$15.00		\$30.00		
2 FOOT WIDE X 6 FOOT LONG - PLAIN	\$20.00		\$35.00		
2 FOOT WIDE X 8 FOOT LONG - PLAIN	\$25.00		\$40.00		

30" Tall - COVERED AND SKIRTED WOODEN DISPLAY TABLES (3 SIDES) (MARK SKIRTING COLOR BELOW)					
TABLES SIZE	ADVANCED DISCOUNT PRICE IF ORDERED BEFORE	DATE:	FLOOR PRICE	QUANTITY ORDERED	AMOUNT DUE
		Fri. 2/24/12			
2 FOOT WIDE X 4 FOOT LONG	\$30.00		\$45.00		
2 FOOT WIDE X 6 FOOT LONG	\$35.00		\$50.00		
2 FOOT WIDE X 8 FOOT LONG	\$40.00		\$55.00		
4th Side Skirting - * To Indicate Table Size	\$20.00		\$35.00		

40" tall - PLAIN DISPLAY COUNTERS -(NO COVER - NO SKIRT) - 24" wide X 4' - 6' - 8' long					
TABLES SIZE	ADVANCED DISCOUNT PRICE IF ORDERED BEFORE	DATE:	FLOOR PRICE	QUANTITY ORDERED	AMOUNT DUE
		Fri. 2/24/12			
4 FOOT LONG / PLAIN	\$30.00		\$45.00		
6 FOOT LONG / PLAIN	\$35.00		\$50.00		
8 FOOT LONG / PLAIN	\$40.00		\$55.00		

40" tall - COVERED AND SKIRTED DISPLAY COUNTERS - 24" wide X 4' - 6' - 8' long (3 SIDES) (MARK SKIRTING COLOR BELOW)					
TABLES SIZE	ADVANCED DISCOUNT PRICE IF ORDERED BEFORE	DATE:	FLOOR PRICE	QUANTITY ORDERED	AMOUNT DUE
		Fri. 2/24/12			
4 FOOT LONG	\$50.00		\$65.00		
6 FOOT LONG	\$55.00		\$70.00		
8 FOOT LONG	\$60.00		\$75.00		
4th Side Skirting - * To Indicate Table Size	\$20.00		\$35.00		

Indicate SKIRTING color choice: (Tables and Counters - White Vinyl Top and pleated skirt on 3 sides)
If NO color is indicated Show Colors will be used
 Choices: Black - Blue - Burgundy - Forest Green - Red - White - Show Colors-
 Indicate in box to right

TOTAL AMOUNT ENCLOSED	
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Please no pinning, taping, wiring, stapling, gluing, etc. of any materials on or from the exhibit drapery materials (ie: curtains or tableskirts). Any damage done to rentable equipment is the responsibility of the exhibitor. Fees may be incurred.	Make payments in U.S. funds. Cancellations: Items cancelled will be charged at 50% of original price 7 days prior to when contractor move in begins and 100% of original price there after.
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PLEASE RETURN WITH CREDIT CARD AUTHORIZATION OR PAYMENT IN FULL



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ALL RENTALS GOVERNED BY MSES PAYMENT POLICY AND LIMITS OF LIABILITY & RESPONSIBILITY
 PLEASE PRINT OR TYPE THIS FORM

NAME OF SHOW / EVENT: Washtenaw Home Show		SHOW DATE(S): March 16-18, 2012
COMPANY NAME:		BOOTH NUMBER(S):
ADDRESS:		PHONE NUMBER:
CITY:	STATE:	ZIP:
ORDERED BY:		FAX NUMBER:
SIGNATURE: (REQUIRED)		E-MAIL:
		DATE:

RENTABLE DISPLAY FURNITURE & ACCESSORIES- FOR DURATION OF SHOW

12" TALL - TABLE TOP RISERS - 11" WIDE X 4' - 6' - 8' LONG				
ADVANCED DISCOUNT PRICE IF ORDERED BEFORE	DATE:	FLOOR PRICE	QUANTITY ORDERED	AMOUNT DUE
4 FOOT LONG - PLAIN	\$15.00	\$25.00		
6 FOOT LONG - PLAIN	\$20.00	\$30.00		
8 FOOT LONG - PLAIN	\$25.00	\$35.00		
13" TABLESKIRT FOR RISER ADD	\$20.00	\$35.00		
4TH SIDE SKIRT - * TO INDICATE SIZE & ADD	\$20.00	\$35.00		

INDICATE SKIRTING COLOR CHOICE BELOW

CHAIRS				
FOLDING CHAIRS	\$8.00	\$10.00		
PADDED CHAIRS	\$15.00	\$20.00		
COUNTER HIGH CHAIRS WITH BACK	\$25.00	\$35.00		
BAR STOOL WITHOUT BACK	\$20.00	\$25.00		
PLASTIC MOLDED CHAIRS	\$15.00	\$20.00		

ACCESSORIES				
WASTEBASKET	\$5.00	\$10.00		
EASEL (ADJUSTABLE WOODEN)	\$15.00	\$20.00		
CLIP ON LIGHT	\$15.00	\$25.00		
8' ALUMINUM UPRIGHT	\$5.00	\$10.00		
6' - 10' CROSSBAR (UPRIGHTS NOT INCLUDED)	\$5.00	\$10.00		
4' X 8' PEG BOARD	\$50.00	\$75.00		
24" ROUND TABLE 40" TALL	\$25.00	\$35.00		
30" ROUND TABLE 40" TALL	\$30.00	\$40.00		
CLOTHES TREES, CHROME	\$20.00	\$25.00		
GARMET RACKS	\$25.00	\$30.00		

Indicate SKIRTING color choice: (Table Top Riser - White Vinyl Top and pleated skirt on 3 sides)
 If NO color is indicated Show Colors will be used
 Choices: Black - Blue - Burgundy - Forest Green - Red - White - Show Colors-
 Indicate in box to right

TOTAL AMOUNT ENCLOSED

Please no pinning, taping, wiring, stapling, gluing, etc. of any materials on or from the exhibit drapery materials (ie: curtains or tableskirts). Any damage done to rentable equipment is the responsibility of the exhibitor. Fees may be incurred.

Make payments in U.S. funds.
 Cancellations: Items cancelled will be charged at 50% of original price 7 days prior to when contractor move in begins and 100% of original price there after.

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ALL RENTALS GOVERNED BY MSES PAYMENT POLICY AND LIMITS OF LIABILITY & RESPONSIBILITY
 PLEASE PRINT OR TYPE THIS FORM

NAME OF SHOW / EVENT:	BRAG Ann Arbor Home Show			SHOW DATE(S):	March 16-18, 2012
COMPANY NAME:				BOOTH NUMBER(S):	
ADDRESS:				PHONE NUMBER:	
CITY:		STATE:		ZIP:	
ORDERED BY:				FAX NUMBER:	
SIGNATURE: (REQUIRED)				E-MAIL:	
				DATE:	

RENTABLE DISPLAY CARPET- FOR DURATION OF SHOW

STANDARD SIZE BOOTH CARPET					
CARPET SIZE	ADVANCED DISCOUNT PRICE IF ORDERED BEFORE	DATE:	FLOOR PRICE	QUANTITY ORDERED	AMOUNT DUE
		Fri. 2/24/12			
9' X 10'	\$60.00		\$90.00		
9' X 20'	\$100.00		\$160.00		
9' X 30'	\$140.00		\$230.00		
9' X 40'	\$180.00		\$300.00		
Additional 10' Increments	\$40.00		\$70.00		

BOOTH CLEANING SERVICES - AFTER EXHIBITOR MOVE IN ON SET UP DAY ONLY					
	ADVANCED DISCOUNT PRICE IF ORDERED BEFORE	DATE:	FLOOR PRICE	QUANTITY ORDERED	AMOUNT DUE
		Fri. 2/24/12			
VACUUMING - COST PER SQUARE FOOT	\$0.25		\$0.50		

ADDITIONAL SERVICES					
SERVICE TYPE	ADVANCED DISCOUNT PRICE IF ORDERED BEFORE	DATE:	FLOOR PRICE	QUANTITY ORDERED	AMOUNT DUE
		Fri. 2/24/12			
ADDITIONAL TAPING - COST PER SQUARE FOOT	\$1.00		\$1.25		

Indicate CARPET color choice: **If NO color is indicated GRAY will be used**

Choices: GRAY - ROYAL BLUE - RED - BLACK - FOREST GREEN Colors-

Indicate in box to right

TOTAL AMOUNT ENCLOSED

Rental includes installation, front edge taping and pick up at close of show. If carpet is ordered in multiples of two or more, the carpets are not guaranteed to be a color match. All rentals are delivered clean to your booth. However during exhibitor set up the carpet can become soiled.

Make payments in U.S. funds.
 Cancellations: Items cancelled will be charged at 50% of original price 7 days prior to when contractor move in begins and 100% of original price there after.

You may request our cleaning service at an additional cost.

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Office Hours: M-F 9:00 am - 5:00 pm

PAYMENT POLICY - RENTAL TERMS & CONDITIONS

- 1) **ADVANCE ORDERS FOR RENTALS AND PREDETERMINED SERVICES:**
 - * **MUST** be received no later than the deadline date printed in your Welcome Exhibitor Letter or Service Forms.
 - * **PAYMENT IN FULL** must accompany your completed order form(s).

- 2) **FORMS OF PAYMENT ACCEPTED:**
 - * Company Check or Money Order. **NO STARTER CHECK WILL BE ACCEPTED.**
 - * Credit Card - MasterCard, VISA or American Express with completed Authorization.
 - * A \$30.00 Service Fee will be added if credit card used is invalid and/or we must call or fax for a new number in order to meet your event deadline.
 - * Purchase Orders are **NOT** considered Payment.

- 3) **ALL INVOICES** must be settled at our Service Desk prior to the rented equipment being placed in your booth. Adjustments to your invoice will not be made after the opening of the show. Some items, services and labor are subject to a cancellation fee.

- 4) **RECEIPT OF PAYMENT OR ORDER:** MSES consider your copy of the rental agreement as your receipt of payment. Additional receipts may be requested in writing along with a self addressed stamped envelope. Receipts will be forwarded within 14 - 30 days after request. MSES will not fax or mail receipts of payment or order.

- 5) **ADJUSTMENTS & CANCELLATION ORDERS: (All requests must be in writing)**
Adjustments to your invoice will not be made after the close of the show. (Including Claims of Unplaced Rental Equipment or Furnishings)
 - * **REFUNDS MADE IN COMPANY CREDIT ONLY OR CREDIT CARD CREDITS.**
 - * Orders canceled will be charged 50% of original price 7 DAYS PRIOR TO when contractor move in begins and 100% of original price there after. Some items, services and labor are subject to cancellation fees.

- 6) **FLOOR ORDERS (Any Orders received after the deadline date or those sent without payment):**
 - * **All will be charged Floor Price.**
 - * Will be filled on a first come/first served basis.
 - * **PAYMENT IN FULL** required at time of order.

- 7) **RETURNED CHECKS:**
 - * There will be a \$30.00 service charge added to your account for all checks returned to us by our bank or Denied Credit Card Authorizations.
 - * If we receive two (2) returned checks or credit card denials within any six (6) month period of time your account will be placed on C.O.D. or " Payment In Advance" status for six (6) months.

- 8) **EQUIPMENT AVAILABILITY & 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 and/or b) payment of full rental floor price charged upon demand.
- 9) **RESPONSIBILITY FOR EQUIPMENT OR FURNISHINGS:** From the time the equipment or furnishings are rented, you are responsible for them. If the equipment or furnishings are lost, stolen, or damaged under any circumstances while rented, regardless of fault, you the renter shall be responsible for all charges, including labor costs, to replace or repair the equipment or furnishings.
- 10) **USE OF RENTAL EQUIPMENT OR FURNISHINGS:** You the renter agree that the equipment or furnishings will be used for the purpose for which they were manufactured and intended. Subleasing or improper use is prohibited.
- 11) **EQUIPMENT OR FURNISHINGS FAILURE:** In the event any rented equipment or furnishings should become unsafe, damaged or ceases to be in good working order, you the renter will discontinue use so as to prevent further damage to the equipment, injury or damage to persons or property. On notification, MSES shall make reasonable effort to replace or repair such equipment or furnishings provided it has personnel, equipment or furnishings available, however, MSES shall not be responsible for damages, injury or loss of revenue including consequential damages resulting from failure or any defect of the rental equipment or furnishings.
- 12) **RENTAL OF EQUIPMENT OR FURNISHINGS:** The rental of equipment or furnishings is MSES property and is rented to the renter subject to this contract for rental charges. If renter fails to leave the equipment or furnishings in their booth space at the close of show, MSES, 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 renter hereby waive any right of action against MSES for such entry and retaking. In addition, renter acknowledges that the failure to relinquish rented equipment or furnishings within the contracted time and the sale or concealment of rented equipment or furnishings is prohibited, and that such action may constitute a crime. MSES may notify the authorities and take other action, including filing of criminal complaints, subjecting renter to prosecution.
- 13) **COLLECTION COSTS:** Renter agrees to pay attorney fees, collection fees, court costs, and any other expenses incurred in collecting any charges under this agreement, in retaking the rented equipment or furnishings or otherwise in enforcing the terms of this contract A 2% per month service fee will be charged if payments are not made when due, plus an additional fee equal to interest charges allowed by law not to exceed 2% per month if payment is more than 30 days overdue.
- 14) **COLOR SELECTIONS:** Indicate color where applicable. Choices not indicated by exhibitor will be selected by MSES to coordinate with show colors. MSES reserves the right to select or change colors based upon availability.

MID STATES EXPOSITION SERVICES, INC. reserves the right to change these policies, as it deems necessary.

PLEASE MAKE A COPY OF THIS FOR YOUR RECORDS



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PAYMENT POLICY AND CREDIT CARD AUTHORIZATION

PAYMENT POLICY-Payment in full of all charges must accompany your advance orders. Payment may be made by company check or credit card authorization. Orders without payment will be charged at the "FLOOR PRICE." One copy of this form if you choose to pay by credit card must be completed with your credit card information and sent to the above address. PLEASE REMIT WITH YOUR ORDER. ALL CHARGES MUST BE PAID IN FULL PRIOR TO THE EQUIPMENT BEING PLACED IN YOUR BOOTH SPACE.

IF WE ARE UNABLE TO PROCESS YOUR ORDER BY THE ADVANCED PURCHASE DATE BECAUSE OF AN INCOMPLETE FORM, YOU WILL BE CHARGED THE FLOOR PRICE.

If you wish to authorize MID STATES EXPOSITION SERVICES, INC. to charge the amount of your advance orders and any additional expenses incurred at show site by you or your representative to your credit card account, please complete the information required below.

Please print or type this information. Please print a hard copy and fax information along with your completed rental forms to: (989)386-3867. MSES is not responsible for the security of information sent via e-mail services.

PLEASE KEEP IN MIND THAT THIS CARD WILL BE USED FOR ANY AND ALL ON-SITE CHANGES MADE TO YOUR ORDER BY YOUR COMPANY.

CARD INFORMATION (Payment must be made in US Funds)

Charge to: American Express Master Card Visa Security Code (required): _____ 3-digit code
Account Number: _____ Expiration Date: _____ (MM/YY)

(A \$30.00 Service Fee will be added to credit card orders if the credit card is invalid and/or we must call or fax you for a new number in order to meet your event deadline.)

CARDHOLDER INFORMATION

Cardholder Name (Print): _____
Cardholder Signature (required): _____
Cardholder's Billing Address: _____
City: _____ State: _____ Zip Code: _____
Company Exhibiting: _____ Booth Number: _____
Telephone Number: _____ Fax Number: _____

For Office Use Only:

Date Processed: _____ Amount: _____ Rep.: _____