Re***:* Kalamazoo Home & Garden**

**Kalamazoo Expo Center**

**Kalamazoo Michigan**

 **March 11 -13, 2022**

Dear Exhibitors:

Show Management has selected Exhibition Services, Inc.toserve as you’re official Exposition Service Contractor.

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

**NEW DRAYAGE REQUIREMENTS FOR ALL INBOUND / OUTBOUND AND STORAGE**

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

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

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

* Exhibit booth draping with 8 ft. high backdrop & 8ft high side drape.
* Booth carpet

**Show colors are as follows**:

* Pipe & Drape – Navy Blue / Silver banjo drape
* Table skirts -- Silver
* Carpet color -- Convention Grey

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

**FAXED ORDERS ARE NO LONGER ACCEPTED.**

** EXHIBITOR KIT**

 Bay City Michigan

 Suite # 7

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

**- IMPORTANT -**

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

ESI accepts the following payment methods: Cash (on site only), check, money order, and cashier’s check and credit cards for all orders.

Please remit all payments to: **Exhibition Servic****es Inc**

**6907 Westside Saginaw Rd.**

**Suite # 7**

 **Bay City MI 48706**

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

As the exhibiting firm, you are ultimately responsible for the payment of all charges. Please be advise on site representatives, staff and third party designates of the entire payment policy.

**ADVANCED ORDER PRICING:**

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

**FLOOR ORDERS** **(on site orders):**

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

**CANCELLATION / REFUNDS:**

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

**DRAYAGE DELIVERY:**

All drayage must be sent to Exhibition Services Inc. for Inbound service 7 days prior to vendor move-in to qualify for the Advance Rate. All other deliveries will be subject to the Floor rate.

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

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

**FORK TRUCK / LABOR SERVICES:**

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

 **FURNITURE FORM**

 **RETURN TO:** Orders@esiusa.biz

 Bay City Michigan

 Suite # 7

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

|  |
| --- |
| Show Name Show Date |
| Company Phone Number Booth # Booth SizeX X \_\_\_\_\_\_X\_\_\_\_\_\_ |
| Authorized Contact Signature Authorized Contact - Please Print DateX xM D Y . |

|  |  |
| --- | --- |
| **Advance Order Deadline: Seven (7) days prior to first move-in day.****No Refunds, exchanges or credits for any booth package items.****All orders must be accompanied by “Contact & Payment information” form.****All orders are subject to the enclosed Terms, Conditions, and Policies.**  | **Credit Card Information required with All Orders.****C.C. # Exp date: .****CVV Zip Code Check # .** |
| **STANDARD TABLES (30” HIGH)** | **BOOTH FURNITURE** |
| **QTY.** | **ITEM** | **ADVANCE** | **FLOOR** | **AMOUNT** | **QTY.** | **ITEM** | **ADVANCE** | **FLOOR** | **AMOUNT** |
|  |  2 x 4’ Plain | 21.81 | 29.00 |  |  |  Solid black folding Chair | 4.55 | 5.65 |  |
|  |  2’ x 4’ Covered & Skirted / 4 sides | 39.22 | 49.00 |  |  |  Black / chrome chair | 5.55 | 6.65 |  |
|  |  2’ x 6’ Plain | 29.38 | 37.00 |  |  |  Solid white folding chair | 6.38 | 7.65 |  |
|  |  2’ x 6’ Covered & Skirted | 49.77 | 59.00 |  |  |  White Padded chair | 12.14 | N/A |  |
|  |  2’ x 8’ Plain | 49.06 | 58.00 |  |  |  Padded Counter Stool / back | 28.06 | 58.00 |  |
|  |  2’ x 8’ Covered & Skirted | 59.80 | 79.00 |  |  |  Wastebasket - 7 gallon | 12.32 | 15.00 |  |
|  |  4th side skirted optional | 18.22 | 27.00 |  |  |  Upholstered Arm Chair | 36.97 |  N/A |  |
| **COUNTER TABLES (42” HIGH)** | **BOOTH ACCESSORIES** |
| **QTY.** | **ITEM** | **ADVANCE** | **FLOOR** | **AMOUNT** | **QTY.** | **ITEM** | **ADVANCE** | **FLOOR** | **AMOUNT** |
|  |  ‘2 x 4’ Plain | 27.52 | 35.00 |  |  |  Easel | 24.64 | 31.00 |  |
|  |  2’ x 4’ Covered & Skirted  | 43.93 | 58.99 |  |  |  5’ x 6’ Garment Rack | 64.07 | 77.00 |  |
|  |  2’ x 6’ Plain | 39.91 | 49.00 |  |  |  4’ x 8’ Pegboard | 184.83 | 222.00 |  |
|  |  2’ x 6’ Covered & Skirted | 55.25 | 69.00 |  |  |  4’ x 8’ Tack board | 184.83 | 222.00 |  |
|  |  2’ x 8’ Plain | 39.77 | 49.00 |  |  |  Chrome Stanchion | 27.11 | 33.00 |  |
|  |  2’ x 8’ Covered & Skirted | 72.81 | 82.00 |  |  |  Velvet Rope 8’ long | 27.11 | 33.00 |  |
|  |  4th side skirted optional | 18.22 | 27.00 |  |  |  Flat Cart – 1 hour ’ | 25.00 | 35.00 |  |
|  **SPECIALTY TABLES (30” HIGH)** |  Chrome Bag Holder | 49.29 | 60.00 |  |
|  |  30” Dia. Round Plain | 18.49 | 32.33 |  |  |  Literature Rack | 92.42 | 111.00 |  |
|  |  30” Dia. Round Covered & Skirted | 45.70 | 47.00 |  |  |  Swivel Spotlight | 40.66 | 52.00 |  |
|  |  60” Dia Round Plain | 27.66 | N/A |  |  |  Locking Ipad Display Stand | 73.20 | 88.00 |  |
|  |  60” Dia Round Covered & Skirted | 56.11 | N/A |  |  |  |  |  |  |
|  |  6’ Crescent Serpentine Plain | 35.82 | N/A |  |  | **BOOTH DRAPING & HARDWARE** |
|  |  6’ Crescent Serpentine Cov’d / Skirted | 55.95 | N/A |  |  |  3’(h) drape per ft.w/ hardware | 3.70 | 5.00 |  |
|  |  4th side skirted optional | 18.22 | 27.00 |  |  |  8’(h) drape per ft. w/ hardware | 6.00 | 8.00 |  |
|  **SPECIALTY TABLES (42” HIGH)** |  Aluminum Crossbar (6’ - 10’) | 10.41 | 13.00 |  |
|  |  4’ x 1’ x 1’ Plain Table Top Raiser | 15.65 | 29.00 |  |  |  Base Plate for 3’ Upright | 6.94 | 9.00 |  |
|  |  4’ x 1’ x 1’ Covered Table Top Raiser | 27.49 | 37.00 |  |  |  3’ Aluminum Upright | 6.94 | 9.00 |  |
|  |  6’ x 1’ x 1’ Plain Table Top Raiser | 22.25 | 34.00 |  |  |  Base Plate for 8’ Upright | 8.10 | 10.00 |  |
|  |  6’ x 1’ x 1’ Covered Table Top Raiser | 31.59 | 43.00 |  |  |  8’ Aluminum Upright | 8.10 | 10.00 |  |
|  |  8’ x 1’ x 1’ Plain Table Top Raiser | 26.25 | 34.00 |  |  |  Base Plate for 2’ Upright/ Pin | 20.83 | 25.00 |  |
|  |  8’ x 1’ x 1’ Covered Table Top Raiser | 34.59 | 48.00 |  |  |  9’ -16’ Aluminum Upright | 20.83 | 25.00 |  |
|  |  4th side skirted optional | 22.22 | 27.00 |  |  |  Base Plate for 16’ Upright/Pin | 25.46 | 31.00 |  |
| **TABLE ACCESSORIES** |  16’ Aluminum Upright | 25.46 | 31.00 |  |
|  |  Raise Any Plain Table to 42” High | 24.00 | 30.00 |  |  | **PLEASE CHECK SKIRT COLOR CHOICES****Table includes white vinyl top cover & three skirted sides** **O BLACK O ROYAL BLUE O SILVER**  **O WHITE O RED O HUNTER GREEN**  |
|  |  Raise Any Cov’d Skirted Table to 42” High | 32.00 | 40.00 |  |  |
|  |  Cover & Skirt for 30” table | 37.00 | 46.00 |  |  |
|  |  Cover & Skirt for 42” table | 43.16 | 52.00 |  |  |
|  |  Switch package table | 36.34 | 44.00 |  |  |  |  |  |  |
|  |  |  |  |  |  | **TOTAL NON- TAXABLE ITEMS $** |

 **DRAYAGE FORMS**

 **RETURN TO:** Orders@esiusa.biz

 Bay City Michigan \* Suite # 7

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

|  |
| --- |
| Show Name Show Date  |
| Company Booth # Booth Size , \_\_\_\_\_\_X\_\_\_\_\_\_  |
| Authorized Contact Signature Authorized Contact - Please Print DateX X \_\_\_\_\_\_ .  |

|  |
| --- |
|  **Return all orders to** **Orders@esiusa.biz**GENERAL INSTRUCTIONS  ***ALL PACKAGES MUST BE ADDRESSED AS FOLLOWS:***· This form must be completed and **Exhibiting Firms Name** returned prior to our receipt of any freight. **Show Name**· Payment must accompany this order. **c/o Exhibition Services, Inc.**· All drayage charges are payable upon demand at close of event. **Suite # 7**· Payment accepted by the following methods: **6907 W. Side Saginaw Rd.** Corporate Check, Money Order, Cash **Bay City MI 48708**· All pallet shipments must be within a 4ft (w) x 4ft (l) x 94” (h) area Any pallet sent that does not conform to the said sizes will be subject re-palletizing fee. · Pallets received must be in a sold working condition. · Shipments prior to show must be received 7 days in advance with payment to receive ADVANCE RATE |
| INBOUND SERVICE· ADVANCE RATE: $.31 per lb. 200 lb. ($62.00) minimum charge. ***All other charges are separate.*** · FLOOR RATE: $.48 per lb. 200 lb. ($96.00) minimum charge. · Shipments prior to show must be received 7 days in advance with payment to receive ADVANCE RATE:  Amount Due (min. 200 lbs. - $62.00) --- Advance Rate $.31 per lb. x # of lbs = $  Number of Containers  Number of skids Amount Due  Payment Enclosed $ Ck. #  Please check how freight will be shipped in: Account #   \_ UPS \_ Federal Express \_ Other Courtier \_\_Motor Carrier  |
| OUTBOUND SERVICE· ADVANCE RATE: $.31 per lb. 200 lb. ($62.00) minimum charge. ***All other charges are separate.*** · FLOOR RATE: $.48 per lb. 200 lb. ($96.00) minimum charge. · Allow 5 working days for drayage to be processed & shipped from our Michigan warehouse. · Special request for shipments must be arranged with an ESI associate.  Amount due (min. 200 lbs. - $62.00) --- Advance Rate $.31 per lb. x # of lbs = $  Number of Containers  Number of skids Amount Due  Payment Enclosed $ Ck. #  Please check how freight will be shipped out: Account #   \_ UPS \_ Federal Express \_ Other Courtier \_\_Motor Carrier . |
| ON SITE SERVICE / STORAGE· ADVANCE RATE: $ .31 per lb. 200 lb. ($62.00) minimum charge. ***All other charges are separate.*** · FLOOR RATE: $.48 per lb. 200 lb. ($96.00) minimum charge. · Special request for shipments must be arranged with an ESI associate. Pallet 4ft x 4ft x 92” – Cold Storage # of pallets \* $25.00 = per wk \* # of wks = $ Balance Non Pallet booth material – Cold Storage # of boxes \* $15.00 = per wk \* # of wks = $ Balance   Amount due (min. 200 lbs. - $62.00) --- Advance Rate Advance Rate $.31per lb. x # of lbs = $  Number of Containers  Number of skids Amount Due  Payment Enclosed $ Ck. #  |

****

 **CREDIT CARD AUTHORIZATION FORMS**

 **RETURN TO:** Orders@esiusa.biz

 Bay City Michigan \* Suite # 7

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

|  |
| --- |
| Show Name Show Date  |
| Company Booth # Booth Size \_\_\_\_\_\_X\_\_\_\_\_\_ |
| Address Phone Number |
| City State Zip Fax Number |
| Contact Title |
| Authorized Contact Signature Authorized Contact - Please Print Date |

**(PLEASE TYPE OR PRINT)**

PLEASE DUPLICATE ALL FORMS FOR YOUR OWN RECORDS BEFORE RETURNING ORIGINALS

PLEASE SIGN AND DATE UPON ACCEPTANCE OF RENTAL AGREEMENT. ALL ORDERS MUST BE RECEIVED (7) SEVEN DAYS PRIOR TO VENDOR MOVE-IN TO QUILIFY FOR ADVANCE RATES.

Furniture Order Form Total

Carpet Order Form Total

Drayage Order Form Total

Misc. Order Total

FORK TRUCK / LABOR FORMS

Processing fee of 4%

Total Balance Due

###  **CREDIT CARD INFORMATION**

Card Type: \_\_\_\_Visa \_\_\_\_ MasterCard\_\_\_\_ American Express CVV #\_\_\_\_\_\_\_\_\_\_\_

Card Account Number: Expiration Date:\_\_\_\_\_\_\_\_\_

Cardholder’s Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cardholder’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cardholders Billing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: State:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Return all orders to Orders@esiusa.biz**