



# EXHIBITOR KIT

Bay City Michigan  
Suite #7

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

Re: **Kalamazoo Home & COMMUNITY EXPO**  
**Kalamazoo Expo Center**  
**Kalamazoo Michigan**  
**September 23-25, 2022**

Dear Exhibitors:

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

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

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

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

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

- Exhibit booth draping with 8 ft. high backdrop & 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](mailto:Orders@esiusa.biz)**

**FAXED ORDERS ARE NO LONGER ACCEPTED.**



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### - 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 Services Inc**  
**6907 Westside Saginaw Rd.**  
**Suite # 7**  
**Bay City MI 48706**

All claims must be made prior to show closing. Absolutely no credit will be issued after that time. As the exhibiting firm, you are ultimately responsible for the payment of all charges. Please 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 7 days 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](mailto: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 Size _____
X _____	_____	X _____	X _____
Authorized Contact Signature _____		Authorized Contact - Please Print _____	
_____		Date _____	
X _____		M _____ D _____ Y _____	

**Advance Order Deadline: Seven (7) days prior to first move-in day.  
No Refunds, exchanges or credits for any booth package items.  
All orders must be accompanied by "Contact & Payment information" form.  
All orders are subject to the enclosed Terms, Conditions, and Policies.**

**Credit Card Information required with All Orders.**

C.C. # \_\_\_\_\_ Exp date: \_\_\_\_\_  
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)						BOOTH DRAPING & HARDWARE			
	30" Dia. Round Plain	18.49	32.33			Chrome Bag Holder	49.29	60.00	
	30" Dia. Round Covered & Skirted	45.70	47.00			Literature Rack	92.42	111.00	
	60" Dia Round Plain	27.66	N/A			Swivel Spotlight	40.66	52.00	
	60" Dia Round Covered & Skirted	56.11	N/A			Locking Ipad Display Stand	73.20	88.00	
	6' Crescent Serpentine Plain	35.82	N/A						
	6' Crescent Serpentine Cov'd / Skirted	55.95	N/A						
	4th side skirted optional	18.22	27.00						
SPECIALTY TABLES (42" HIGH)						BOOTH DRAPING & HARDWARE			
	4' x 1' x 1' Plain Table Top Raiser	15.65	29.00			3'(h) drape per ft. w/ hardware	3.70	5.00	
	4' x 1' x 1' Covered Table Top Raiser	27.49	37.00			8'(h) drape per ft. w/ hardware	6.00	8.00	
	6' x 1' x 1' Plain Table Top Raiser	22.25	34.00			Aluminum Crossbar (6' - 10')	10.41	13.00	
	6' x 1' x 1' Covered Table Top Raiser	31.59	43.00			Base Plate for 3' Upright	6.94	9.00	
	8' x 1' x 1' Plain Table Top Raiser	26.25	34.00			3' Aluminum Upright	6.94	9.00	
	8' x 1' x 1' Covered Table Top Raiser	34.59	48.00			Base Plate for 8' Upright	8.10	10.00	
	4th side skirted optional	22.22	27.00			8' Aluminum Upright	8.10	10.00	
TABLE ACCESSORIES						BOOTH DRAPING & HARDWARE			
	Raise Any Plain Table to 42" High	24.00	30.00			Base Plate for 2' Upright/ Pin	20.83	25.00	
	Raise Any Cov'd Skirted Table to 42" High	32.00	40.00			9' -16' Aluminum Upright	20.83	25.00	
	Cover & Skirt for 30" table	37.00	46.00			Base Plate for 16' Upright/Pin	25.46	31.00	
	Cover & Skirt for 42" table	43.16	52.00			16' Aluminum Upright	25.46	31.00	
	Switch package table	36.34	44.00						
						<b>PLEASE CHECK SKIRT COLOR CHOICES</b> Table includes white vinyl top cover & three skirted sides			
						<input type="radio"/> BLACK <input type="radio"/> ROYAL BLUE <input type="radio"/> SILVER <input type="radio"/> WHITE <input type="radio"/> RED <input type="radio"/> HUNTER GREEN			
						<b>TOTAL NON- TAXABLE ITEMS \$</b>			



# DRAYAGE FORMS

RETURN TO: [Orders@esiusa.biz](mailto: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 _____
Authorized Contact Signature _____		Authorized Contact - Please Print _____	Date _____
X _____		X _____	

Return all orders to [Orders@esiusa.biz](mailto:Orders@esiusa.biz)

**GENERAL INSTRUCTIONS**

**ALL PACKAGES MUST BE ADDRESSED AS FOLLOWS:**

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

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

**INBOUND SERVICE**

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

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

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

**OUTBOUND SERVICE**

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

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

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

**ON SITE SERVICE / STORAGE**

- ADVANCE RATE: \$.31 per lb. 200 lb. (\$62.00) minimum charge. **All other charges are separate.**
- FLOOR RATE: \$.48 per lb. 200 lb. (\$96.00) minimum charge.
- Special request for shipments must be arranged with an ESI associate.

Pallet 4ft x 4ft x 92" – Cold Storage # of pallets \_\_\_\_\_ \* \$25.00 = \_\_\_\_\_ per wk \* # of wks \_\_\_\_\_ = \$ \_\_\_\_\_ Balance  
Non Pallet booth material – Cold Storage # of boxes \_\_\_\_\_ \* \$15.00 = \_\_\_\_\_ per wk \* # of wks \_\_\_\_\_ = \$ \_\_\_\_\_ Balance

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



# CREDIT CARD AUTHORIZATION FORMS

RETURN TO: [Orders@esiusa.biz](mailto: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 QUALIFY FOR ADVANCE RATES.

Furniture Order Form Total	_____
Carpet Order Form Total	_____
Drayage Order Form Total	_____
Misc. Order Total	_____
<b>FORK TRUCK / LABOR FORMS</b>	_____
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](mailto:Orders@esiusa.biz)**