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## 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 blue back drape, 3' high blue side rail, (1) 6' draped table, (2) side chairs, booth carpet, wastebasket and a one-line identification sign.

Each 10' x 20' and 20' x 20' booth space will be set with (2) 6' draped tables, (4) side chairs, booth carpet, (2) wastebaskets and a one-line identification sign. 10' x 20' booth spaces will be set with 8' high blue back drape and 3' high blue side rail.

**Carpet:** Booth and aisle ways will be carpeted in Blue.

## Discount Price Deadline: October 2, 2023

Order early to take advantage of our discount prices, place your order by **October 2, 2023**. Orders placed at show site will be charged an additional 30% above the discount price.

## [GEMS ONLINE ORDERING](#)

**AV Ordering** <https://eform.pandadoc.com/?eform=86bb06d8-30e7-4012-a5cf-ccfa06a3b55f>

**Facility Ordering** <https://www.huntingtonplacedetroit.com/plan-your-event/exhibitor-services-online-ordering>

## Show Schedule:

### Exhibitor Move-In:

Tuesday	October 24, 2023	7:00 AM - 4:00 PM
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### Exhibit Hours:

Tuesday	October 24, 2023	5:30 PM - 7:00 PM
Wednesday	October 25, 2023	10:00 AM - 5:00 PM
Thursday	October 26, 2023	7:00 AM - 3:45 PM

### Exhibitor Move-Out:

Thursday	October 26, 2023	3:45 PM - 6:00 PM
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*The exhibitor service center will be open during move-in and move-out.*

## Dismantle & Move-Out Information:

- ◇ GEMS will begin returning any empty containers as soon as the aisle carpet has been removed.
- ◇ 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 **6:00 PM on Thursday, October 26, 2023.**
- ◇ Please inform your drivers to be checked in at the loading area by **3:45 PM on Thursday, October 26, 2023.**
- ◇ **Freight not picked up by 6:00 PM on Thursday, October 26, 2023 will be redirected.**

## **General Contractor Information:**

### **Assistance:**

A GEMS project coordinator is assigned to this event in order to help you with all of your booth needs.

Please do not hesitate to contact us with any questions.

**Email:** Stephanie@gemsevents.com **Phone:** (313)-400-1454

### **Gilbert Exposition Management Services (GEMS)**

1 Washington Blvd. Ste 1056

Detroit, MI 48226

(313) 400-1454

### **During the Show:**

GEMS maintains an on-site Exhibitor Services Contact during the move in and move out of the show. 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.

### **EXCESSIVE TRASH AND BOOTH ABANDONMENT**

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at 313-400-1454 for a quote.

### **Shipping Information:**

Advance to Warehouse:

GEMS  
25th LCI Congress 2023  
Company name & Booth #  
1600 East Grand Boulevard  
Detroit, MI 48211

Shipments may begin arriving at the above address on **Monday, September 25, 2023** from 8 AM–3:00 PM daily. Shipments will be accepted at the warehouse until **Friday, October 20, 2023** after that additional after deadline fees will apply. To trace the arrival of your shipment or for directions to the warehouse please call 313-400-1454.

Direct to Show Site:

HUNTINGTON PLACE  
c/o GEMS  
25th LCI Congress 2023  
Company Name & Booth #  
1 Washington Blvd.  
Detroit, MI 48226

Shipments arriving at show site prior to **Tuesday, October 24, 2023** 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)

**EXPIRATION DATE**

MasterCard    VISA    American Express    Corporate    Personal

			____ / ____
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<b>Card Holders Name</b> (Please Print)		
<b>Billing Address</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Phone Number</b>	<b>Credit Card CVV Code</b>	
<b>Email Address</b>		
<b>Card Holders Signature</b>		
<b>Company Name</b>	<b>Booth #</b>	

Calculation of Orders	Total
Material Handling	\$
Installation & Dismantle Labor	\$
Standard Furnishings & Accessories	\$
Custom Furniture Rental	\$
Carpet	\$
3.95% Processing Fee	\$
Taxes 6%	\$
<b>Total</b>	<b>\$</b>
To simplify payment, send a check payable to GEMS for your entire order or note the amount to be charged to your credit card.	
<b>FULL PAYMENT</b> in U.S. funds drawn on a U.S. Bank	\$
<b>Check #</b>	
Please list all authorized persons for credit card use at show site below.	

<p><b>Payment Policy</b></p> <p><b>Payment for Services</b></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><b>Method of Payment</b></p> <p>GEMS accepts MasterCard, VISA, Discover, American Express, &amp; 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><b>Third Party Billing</b></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><b>Tax Exempt</b></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><b>Adjustments and Cancellations</b></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. **Starting January 2023, the third party / EAC will be required to pay a \$250 Exhibitor Allocated Contractor flat rate fee.**
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 on the EAC Form. 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.

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:	EMAIL ADDRESS:	
<b>PLEASE INDICATE ITEMS TO BE BILLED TO THIRD PARTY:</b>		
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> DISCOVER <input type="checkbox"/> 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 **Friday, October 20, 2023** between 8:00am & 3:00pm Mon-day through Friday.
- No shipments will be received at the warehouse on weekends or holidays.
- **HAVE PRO NUMBER AND CARRIER INFORMATION AVAILABLE.**
- To trace the arrival of your shipment or for directions to the warehouse please call 313-400-1454.
- **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

**October 20, 2023**

GEMS  
25th LCI Congress 2023  
Company name & Booth #  
1600 East Grand Boulevard  
Detroit, MI. 48211

***Bring tracking information to showsite!***

### SHIPMENTS TO SHOW SITE

- **All shipments arriving at the facility prior to Tuesday, October 24, 2023 will be refused & rerouted.**
- **NOTE: Shipments will only be received at the Show site during the move-in periods - SEE PAGE 1, 2 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

**October 24, 2023**

Huntington Place  
c/o GEMS  
25th LCI Congress 2023  
Company Name & Booth #  
1 Washington Blvd.  
Detroit, MI 48226

***GEMS WILL NOT be responsible for locating freight that is sent to the facility prior to October 24, 2023***

### 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.**



## **MATERIAL HANDLING**

As the Official General Contractor, we will take care of the all the material handling needs. GEMS will provide complete freight handling. We offer (1) month of storage prior to the show opening at our advanced warehouse. Our material handling service includes: Unloading of material from truck, delivering of material to booth, handling & storage of empties, delivery of empties to the booth at show closing, loading of material back onto outbound carriers.

### **RATES**

Advanced Warehouse Material Handling.....	\$	1.50 per pound.
Rate applies to shipments sent only to the warehouse.		
Direct to Show Site Material Handling .....	\$	1.25 per pound.
Rate applies to shipments sent only directly to show site.		
Material Handling - 10lbs and under .....		Free of Charge
This rate is per shipment. A qualifying shipment totals any number of pieces delivered to the same booth, by the same carrier, from the same shipper, on the same day, weighing 10 pounds or less.		

## **SHIPPING INSTRUCTIONS**

**Warehouse:**

- Shipments must be sent PRE-PAID. All collect shipments will be refused.
- Warehouse receiving begins on: **September 25, 2023**
- No shipments will be received at the warehouse on weekends or holidays.
- **Warehouse address:**

GEMS  
 25th LCI Congress 2023  
 Company Name / Booth  
 1600 East Grand Boulevard  
 Detroit, MI 48211

**Show Site:**

- Show Site receiving begins: **October 24, 2023**
- **All shipments arriving at the facility prior to October 24, 2023 will be refused & rerouted.**
- **Show Site address:**

Huntington Place  
 c/o GEMS  
 25th LCI Congress 2023  
 Company Name / Booth  
 1 Washington Blvd.  
 Detroit, MI 48226

**Outbound:** Submit your outbound shipping information in advanced and we will deliver your paper to you during the event.



## **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.

The consignment or delivery of a shipment to GEMS or its subcontractors by the exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in the above section.



**GEMS**

GILBERT EXPOSITION  
MANAGEMENT SERVICES

**RUSH**

**DO NOT DELAY**

Receiving Date Begins: September 25, 2023

Deadline Date: October 20, 2023

To:

Exhibitor/Vendor Name

Booth #:

**C/O:** GEMS

1600 East Grand Boulevard  
Detroit, MI 48211

**WAREHOUSE**

Event: 25th LCI Congress

No. Of PCS



**GEMS**

GILBERT EXPOSITION  
MANAGEMENT SERVICES

**RUSH**

**DO NOT DELAY**

Receiving Date Begins: September 25, 2023

Deadline Date: October 20, 2023

To:

Exhibitor/Vendor Name

Booth #:

**C/O:** GEMS

1600 East Grand Boulevard  
Detroit, MI 48211

**WAREHOUSE**

Event: 25th LCI Congress

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





**GEMS**

GILBERT EXPOSITION  
MANAGEMENT SERVICES

**RUSH**

**DO NOT DELAY**

Cannot Deliver Before: October 24, 2023

To:

Exhibitor/Vendor Name

Booth #:

**C/O:** GEMS

Huntington Place  
1 Washington Blvd.  
Detroit, MI 48226

**SHOW SITE**

Event: 25th LCI Congress

No. Of PCS



**GEMS**

GILBERT EXPOSITION  
MANAGEMENT SERVICES

**RUSH**

**DO NOT DELAY**

Cannot Deliver Before: October 24, 2023

To:

Exhibitor/Vendor Name

Booth #:

**C/O:** GEMS

Huntington Place  
1 Washington Blvd.  
Detroit, MI 48226

**SHOW SITE**

Event: 25th LCI Congress

No. Of PCS

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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



## **MOBILE UNIT & VEHICLE SPOTTING**

Exhibitors or agents with mobile units or vehicles will require guidance to their respective booths. This guidance is required and provided by GEMS to prevent damage that may occur to exhibitors, the property of others, or when necessary to move crates that may be in the aisles.

Mobile units are defined as a piece of equipment than can be pushed or towed to the booth on wheels. Vehicles are defined as an automobile, trailer, tractor, crane, etc. arriving at the exhibit hall that can be driven to the booth location, under its own power.

SPOTTING FEES Mobile Units \* ..... \$350.00 per unit (round trip)

Vehicles..... \$350.00 per unit (round trip)

PLUS 6% Tax

Exhibiting Firm: \_\_\_\_\_

Booth #: \_\_\_\_\_ Booth Size: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_



## OUTBOUND SHIPPING FORM

Exhibiting Firm: \_\_\_\_\_

Booth #: \_\_\_\_\_ Booth Size: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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 OR TO THE GEMS CUSTOMER SERVICE CTR.

## SHIPPING INFORMATION

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### 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: \_\_\_\_\_

## METHOD OF SHIPMENT

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### SELECT A CARRIER:

Carrier Name: \_\_\_\_\_ Carrier Phone Number \_\_\_\_\_

GEMS Preferred Carrier:

Select a Level of Service:

1 Day  2 Day  3 Day  Standard Ground  Specialized

Number of Shipping Labels Needed \_\_\_\_\_

**In the event that your carrier does not arrive by the designated check-in time your shipment will be re-routed via the show carrier.**



## EAC FORM

### 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.

1. 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.
2. 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.
3. 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.
4. 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.

### INTENT TO USE NON-OFFICIAL CONTRACTORS

### 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.

1. 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.**
2. 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. **A one time flat fee of \$250 must be submitted with COI. NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.**
3. **NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.**
4. 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.

**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 **October 2, 2023**

- "INTENT TO USE NON-OFFICIAL CONTRACTORS" form, below.
- 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 October 2, 2023 then any representative of the Exhibiting Firm or Non-Official Contractor will be required to order labor from GEMS.

## INTENT TO USE NON-OFFICIAL CONTRACTOR

**NOTIFICATION DEADLINE: October 2, 2023**

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:	



**INSTALL & DISMANTLE LABOR**

<b>Description</b>	Advance	Show site
<b>Straight-Time</b> — 8:00 AM to 4:30 PM Monday through Friday.....	\$116.30	\$145.00
<b>Overtime</b> - 6:00 AM to 8:00 AM and 4:30 PM to 12:00 midnight Monday through Friday		
All day Saturday.....	\$174.60	\$217.77
<b>Double Time</b> - Sunday and all recognized holidays.....	\$231.50	\$286.65

- 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.
- 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.**

**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 35% 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	Start Time	No. of People	Approx Hrs.	Total Hrs.	Hourly Rate	Estimated Cost:
_____	_____	_____ x	_____	_____	_____ =	\$ _____
_____	_____	_____ x	_____	_____	_____ =	\$ _____
_____	_____	_____ x	_____	_____	_____ =	\$ _____
GEMS Supervisions (35%/\$45.00) =						\$ _____
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 35% 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	Start Time	No. of People	Approx Hrs.	Total Hrs.	Hourly Rate	Estimated Cost:
_____	_____	_____ x	_____	_____	_____ =	\$ _____
_____	_____	_____ x	_____	_____	_____ =	\$ _____
_____	_____	_____ x	_____	_____	_____ =	\$ _____
GEMS Supervisions (35%/\$45.00) =						\$ _____
Total Installation =						\$ _____

**EXHIBITING FIRM:**

**BOOTH #:**

## GEMS SUPERVISED LABOR

IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY GEMS I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

## INBOUND SHIPPING AND SET UP INFORMATION

Freight will be shipped to Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date Shipped \_\_\_\_\_

Total # of: \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases

Setup Plan/Photo: Attached \_\_\_\_\_ To be sent with exhibit \_\_\_\_\_ In Crate # \_\_\_\_\_

Carpet: With Exhibit \_\_\_\_\_ Rented from GEMS \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: \_\_\_\_\_ Drawing attached \_\_\_\_\_ Drawing with exhibit \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

## OUTBOUND SHIPPING INFORMATION

SHIP TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### METHOD OF SHIPMENT

#### GEMS Preferred Show Carrier:

Standard Ground

Air Freight      Next Day 2nd Day Deferred      Expedited

Other Carrier: Name \_\_\_\_\_ Phone # \_\_\_\_\_

#### FREIGHT CHARGES

Prepaid      Collect

Bill to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTE: GEMS is not responsible for the product or literature that is not properly packed and labeled by the exhibitor.**

**In the event that your carrier does not arrive by the designated check-in time your shipment will be re-routed via the show carrier.**



## FORKLIFT / RIGGING INSTALL & DISMANTLE

**FORKLIFT CREW & 5M FORKLIFT:**

Straight Time: \$396.10 | 2 man crew per hour.

Overtime: \$512.95 | 2 man crew per hour.

Double Time: \$628.70 | 2 man crew per hour.

**TWO MAN RIGGING CREW (equipment not included)**

Straight Time: \$234.30 per personnel hour

Overtime: \$351.15 per personnel hour

Double Time: \$468.05 per personnel hour

**Two man crew is required with all equipment below:**

Lg. Forklift (up to 15,000 lbs.) - crew not included: \$194.05 per hour

4 Stage—Forklift (14' or higher—crew not included: \$163.17

Man Cage for Forklift: \$87.70

Boom for Forklift: \$116.30

- Forklift crew will consist of one forklift, one driver and one spotter.
- Please note that a forklift crew should be ordered if you need equipment spotted in your booth area, removed from crates, positioned or repositioned once it is in your booth area.
- Forklift crews do not need to be ordered if it is part of the Material Handling Process.
- The same rules and regulations apply to forklift crew labor as to all other labor services.

Overtime rates prevail before 8:00AM and after 4:30PM, daily and all day on Saturdays.

Double time rates prevail on Sundays & Holidays.

A minimum charge is 1 hour per labor personnel

**This form is a Machinery/Forklift/Rigging order form to uncrate, unskid, spot and place equipment. This form will not be accepted for your Hanging Sign/Condor needs.**

**INSTALL & DISMANTLE RECAP**

Please check the appropriate line:		<input type="checkbox"/> Exhibitor Supervision	<b>* Supervisor must check in at the GEMS Service Center to pick up labor</b>	
Install	Date: _____ Time: _____	Total Laborers:	Hours per Laborer:	\$
Dismantle	Date: _____ Time: _____	Total Laborers:	Hours per Laborer:	\$
EQUIPMENT:				\$
ESTIMATED COST FOR INSTALLATION, DISMANTLE LABOR				\$

Describe work to be done:

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**EXHIBITING FIRM:**

**BOOTH#:**



## HANGING SIGN

- All ceiling rigging must conform to Show Management Rules & Regulations and facility limitations.
- **All overhead hanging must be assembled, installed, and removed by GEMS.**
- Set up Instructions must be provided for signs needing assembly.
- Scheduling is done on a first come, first served basis.
- Electrical signs must be in working order and in accordance with the National Electrical Code and Local Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advanced on the enclosed ELETRICAL SERVICE Order Form.
- If you have any questions or require further assistance you may reach us at (313)400-1454.

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Straight Time

8:00 AM—4:30 PM Monday through Friday

#### Over Time

Before 8:00 AM & after 4:30 PM. Monday through Friday. All day Saturday.

#### Double Time

All day Sunday and recognized holidays

**Crew** consists of 2 people under normal circumstances. However, under GEMS discretion and scope of work and safety, 3 or more men may be required.

Materials—cable, clamps, etc. additional and charge accordingly.

Equipment with Crew

Show site prices will apply to all hanging sign orders placed at show site.

Rates are per lift and crew per hour.

Crew 2 men with a lift (up to 500 lbs. capacity)			
	<b>ST</b>	<b>OT</b>	<b>DT</b>
Advanced Price	\$583.25	\$691.80	\$800.40
Show Site Price	\$727.65	\$864.35	\$999.95
<b>Additional Labor</b>			
Advanced Price	\$116.30	\$174.45	\$231.55
Show Site Price	\$144.95	\$217.75	\$286.65

INSTALL & DISMANTLE RECAP					
Please check the appropriate line:			___ GEMS Supervision	___ Exhibitor Supervision	* Supervisor must check in at the GEMS Service Center to pick up labor
Install	Date:	Time:	Total Laborers:	Hours per Laborer:	\$
Dismantle	Date:	Time:	Total Laborers:	Hours per Laborer:	\$
GEMS Supervision Install 35%:		GEMS Supervision Dismantle 35%:		Forklift Fee: \$50.00	\$
ESTIMATED COST FOR INSTALLATION, DISMANTLE OF HANGING SIGN					\$

<b>EXHIBITING FIRM:</b>	<b>BOOTH#:</b>
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## STANDARD FURNISHINGS & ACCESSORIES

### CHAIRS AND ACCESSORIES

Quantity	Description	Discount Price	Standard Price	Total
	Padded Black Side Chair	\$121.30	\$151.60	\$
	Padded Black Bar Stool	\$242.55	\$303.20	\$
	Literature Stand	\$165.40	\$192.95	\$
	Waste Basket	\$22.65	\$38.60	\$
	Easel, Chrome	\$50.70	\$71.65	\$
	Tack Board	\$165.40	\$192.95	\$
	42" High Round Café Table	\$192.95	\$231.50	\$
	Bag Rack	\$71.65	\$88.20	\$

### DRAPED DISPLAY TABLES—30" High x 24" Wide

Indicate Color:    \_\_\_Red    \_\_\_Blue    \_\_\_Black    \_\_\_Sky Blue    \_\_\_Silver    \_\_\_White    \_\_\_Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$143.30	\$179.20	\$
	6' Draped	\$168.15	\$210.05	\$
	8' Draped	\$193.20	\$241.45	\$
	4th Side Draped	\$27.55	\$35.85	\$

### DRAPED DISPLAY COUNTERS—42" High x 24" Wide

Indicate Color:    \_\_\_Red    \_\_\_Blue    \_\_\_Black    \_\_\_Sky Blue    \_\_\_Silver    \_\_\_White    \_\_\_Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$160.15	\$200.05	\$
	6' Draped	\$180.60	\$225.75	\$
	8' Draped	\$200.05	\$249.90	\$
	4th Side Draped	\$27.55	\$35.85	\$

### TABLE RISERS AND DRAPING

Indicate Color:    \_\_\_Red    \_\_\_Blue    \_\_\_Black    \_\_\_Sky Blue    \_\_\_Silver    \_\_\_White    \_\_\_Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' x 10" x 12" Draped	\$38.85	\$52.40	\$
	6' x 10" x 12" Draped	\$49.60	\$67.00	\$
	8' x 10" x 12" Draped	\$63.70	\$85.95	\$

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

**Subtotal**    \$

Tax @ 6%    \$

**EXHIBITING FIRM:**

**BOOTH #:**

**Total**    \$



## RENTAL EXHIBITS

Booth # \_\_\_\_\_ Exhibiting Firm: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

EXHIBITS			ADVANCE PRICING	STANDARD PRICING
PACKAGE 1	<input type="checkbox"/>	10' X 10'	\$3,302.50	\$3,930.40
PACKAGE 2	<input type="checkbox"/>	10' X 10'	\$4,184.00	\$5,076.95
PACKAGE 3	<input type="checkbox"/>	10' X 20'	\$4,407.40	\$5,367.35
PACKAGE 4	<input type="checkbox"/>	10' X 20'	\$5,247.50	\$6,460.15

Rental Exhibits Include: 10' x 10' Standard 16 oz. Carpet; Exhibit Install & Dismantle and Material Handling of Exhibit.

### CARPET

- Black       Blue       Gray  
 Midnight Blue     Red       Tuxedo

### 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 EXHIBIT

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

<b>TOTAL COST</b>		
_____	+	_____
Sub-total	6%	Total Cost

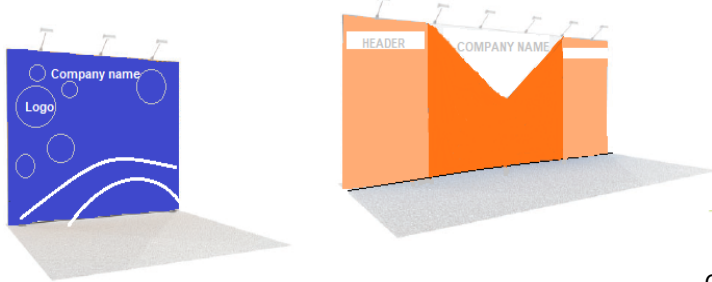


**GEMS FABRIC EXHIBIT**

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 Handling of Exhibit



Classic Carpet  Black  Blue  Gray  
 Red  Tuxedo  Midnight Blue

Qty	Description	Discount	Standard	Total
_____	10' x 10' GEMS Fabric Exhibit	\$ 5,017.15	\$6058.00	_____
_____	10' x 20' GEMS Fabric Exhibit	\$ 7432.15	\$9439.00	_____

**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 Handling of Exhibit
- Nightly Vacuuming



Classic Carpet  Black  Blue  Gray  
 Red  Tuxedo  Midnight Blue

Qty	Description	Discount	Standard	Total
_____	10' x 10' GEMS Fabric Exhibit	\$ 2,910.10	\$3,591.10	_____
_____	10' x 20' GEMS Fabric Exhibit	\$ 5,113.75	\$5,180.20	_____

_____	+	Total Cost	=	_____
Sub-Total		6% Tax		Total

Booth # \_\_\_\_\_ Exhibiting Firm: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

# HUNTINGTON PLACE ONLINE ORDERING

Dear Exhibitor,

Huntington Place Online Ordering is available for your convenience using the link below:

[Exhibitor Services Online Ordering | Huntington Placehuntingtonplacedetroit.com](http://HuntingtonPlacehuntingtonplacedetroit.com)

## **Huntington Place Services available online include:**

Internet

Booth Cleaning

Plumbing/Compressed Air

Stagehand Labor

Electrical Services – Provided by Freeman Electric

Booth Catering – Provided by Sodexo Live!

As part of an overall strategy to reduce the facility's carbon footprint, Huntington Place has migrated to ordering online. This process also provides greater efficiency in service delivery. Supporting sustainable Green Events is an ongoing effort at Huntington Place.

**Please take advantage of the advanced pricing by placing your orders at least two weeks prior to the first event date.** If you have questions or need assistance, please contact us at:

[orders@huntingtonplacedetroit.com](mailto:orders@huntingtonplacedetroit.com)

Thank you!



## DIRECTIONS TO HUNTINGTON PLACE

- **From North**  
Southbound on the Lodge M-10, exit Larned St. (on left); right on Washington Blvd.  
Southbound on I-75 take I-375 to Jefferson Ave. west to Washington Blvd.
- **From South**  
Northbound on I-75, exit Lodge M-10 to Larned St. (on left); right on Washington Blvd.
- **From East**  
Westbound on I-94 to I-75 south; take I-375 to Jefferson Ave. west to Washington Blvd.
- **From West**  
Eastbound on I-96 or I-94, take the Lodge M-10 south; exit Larned St. (on left); right on Washington Blvd.
- **From Canada**  
Tunnel crossing: left on Jefferson Ave. west to Washington Blvd.  
Ambassador Bridge crossing: take I-75 northbound to the Lodge MI-10 south; exit Larned St. (left side); right on Washington Blvd.

## HUNTINGTON PLACE PARKING AND SHUTTLE DROP OFF

- 1 **Huntington Place Rooftop Parking**  
From front of Huntington Place, go north to Congress St. Turn left, stay in right lane to circular ramp between Second and Third Streets. From the Lodge M-10 south, take the Howard St. exit to Fort St. Left on Fort one block and turn right on Third St. Proceed to circular ramp to roof parking.
- 2 **Huntington Place Congress Street Garage**  
Huntington Place Congress Street Garage is located at Congress and First Streets under Huntington Place.
- 3 **Huntington Place Washington Blvd. Garage**  
Huntington Place Garage is located at the intersection of Jefferson and Washington Blvd. in front of the main entrance to Huntington Place.
- 4 **Shuttle Drop-off (Atwater Street)**  
From front of the Huntington Place, go east on Jefferson (left). Turn right on Bates and right again on Atwater. Take Atwater Street to the Huntington Center atrium entrance for visitor drop-off.
- 5 **Huntington Place Atwater Garage**  
From front of the Huntington Place, go east on Jefferson (left). Turn right on Bates and right again on Atwater. Take Atwater Street to Civic Center Drive, turn right and drive to Atwater Garage.