

CONTRACT AGREEMENT

- **1.** <u>Deposits</u>. All deposit money for Display Space will be retained if the Exhibitor fails to fulfill, violates, or cancels Display.
- 2. Payment. All charges for your Display Space shall be paid in full with US dollars by the date specified in the Southeast Michigan Auto Show Contract. You agree that the Southeast Michigan Auto Show, Sponsors, and their agents, representatives, cannot guarantee by your exhibiting at the auto show any financial gain to you or your organization, nor can they guarantee attendance at the event.
- 3. Refunds; Liquidated Damages. No refunds will be made if Exhibit Space is unused or partially used. However, if Exhibitor gives Notice to Show Management that Exhibitor will not participate in the Southeast Michigan Auto Show and would like to cancel its Exhibit Space more than ninety (90) days prior to the event's occurrence, Show Management shall return any Payments made by Exhibitor. If Exhibitor gives Show Management Notice of its intent to cancel its Exhibit Space more than thirty (30) days, but less than or equal to sixty (60) days from the event's occurrence, Show Management will return fifty percent (50%) of any Payments paid by Exhibitor for Exhibit Space. No refunds shall be given if Exhibitor cancels its Exhibit Space thirty (30) days or less from the Southeast Michigan Auto Show.
- 4. Liability for Loss, Theft, Property Damage, or Personal Injury. Exhibitor hereby waives any and all claims against Sponsors, Show Management, their employees, agents, or representatives, relating to any loss, theft, damage, or destruction to its property, and from any and all claims for personal injuries relating to its operation of Exhibit Space at the Southeast Michigan Auto Show. It is recommended that Exhibitor take precautionary measures of their own to secure and safeguard property. Further, Exhibitor assumes entire responsibility, and hereby agrees to protect, defend, and hold harmless the Southeast Michigan Auto Show Sponsors, and Show Management, and their respective employees, agents, and representatives, against all claims, losses, and damages to persons or property, governmental charges or fines and attorneys' fees arising out of or in connection with Exhibitor's installation, removal, maintenance, or use of Exhibit Space. Exhibitor shall be held jointly and severally liable for any damage to Sponsors caused by Exhibitor, its employees, agents, or representatives.

5. <u>Insurance.</u>

The Exhibitor shall secure prior to the sixtieth (60th) day prior to the beginning of the event, and shall maintain through the event, at its expense, the following insurance coverage, copies of which shall be available for review by Southeast Michigan Auto Show at any time upon reasonable request, commencing with the sixtieth (60) day prior to the beginning of the event and continuing through the event:

Workers Compensation Insurance: Statutory Coverage in Michigan and Employer's Liability Coverage with a minimum limit of not less than One Million and no/100 Dollars (\$1,000,000.00) for each accident. Coverage shall be extended to include: Voluntary compensation, and Broad form All States endorsements. This will be waived when the Exhibitor has provides a letter to Southeast Michigan Auto Show indicating it has no employees.

Comprehensive General Liability Insurance with limits not less than Two Million and no/100 Dollars (\$2,000,000.00) for each occurrence and aggregate. Combined Single Limit for bodily injury and property damage, including coverage for personal injury employment exclusion C deleted, contractual liability coverage, broad form damage including completed operations, blanket XCU (if applicable), liquor liability coverage (if applicable), and operation of mobile equipment. If applicable, explosion, collapse, and underground property damage coverage.

Automobile Liability Insurance with limits not less than One Million and no/100 Dollars (\$1,000,000.00) for each occurrence and aggregate for bodily injury and property damage, including coverage for owned, non-owned, and hired vehicles, including loading and unloading operations. This is waived when the Exhibitor provides a letter to Southeast Michigan Auto Show indicating it has no vehicles.

Comprehensive General Liability and Automobile Liability insurance policies are required to provide Southeast Michigan Auto Show as an Additional Insured along with those persons and entities identified as Additional Insureds and Indemnities in Article I.

Certificates of Insurance for the above described insurance or duplicate originals of the policies shall be furnished to Southeast Michigan Auto Show not less than sixty (60) days prior to the beginning of the License Period so as to provide the Southeast Michigan Auto Show with verification and proof of the existence of the insurance required herein above. The Certificate of Insurance or policies shall provide that they may not be canceled or materially changed without thirty (30) days advance written notice to the Southeast Michigan Auto Show. The Exhibitor's failure to provide such certification or policies shall constitute a breach of the Exhibitor's duties and obligations hereunder.

The Exhibitor shall obtain and maintain during the License Period insurance policies on all personal property owned, leased, or hired by, or in the care, control, or custody of the Exhibitor during the License Period. Such policies shall provide coverage for all risks, including theft, with a deductible per loss of not more than One Thousand and no/100 Dollars (\$1,000.00).

Exhibitor shall require each of its exhibitors to maintain general liability insurance for the License Period and property/casualty insurance for any and all items that exhibitors are bringing onto the premises or into the Authorized Area. Exhibitor's contracts with their exhibitors/participants must include a prevision clearly stating this requirement and that each individual, participant, and/or exhibitor is solely responsible for any loss, damage, destruction, or liability relating to or arising out of any of their contents, equipment, displays, or participation in the Exhibitor's event. Upon reasonable demand the Exhibitor shall provide or require any such exhibitor to provide evidence of appropriate insurance coverages, the lack of which is in and of itself cause for ejection from the Facility.

In the event that liability or claim for liability arises the Exhibitor's insurance coverage as required herein shall be primary and non-contributory and provides coverages in accordance with Section 6.2 below. By signing this License Agreement Exhibitor acknowledges an understanding of this provision and represents that Exhibitor has

provided a copy of this License Agreement to their insurance carrier. Upon the notification of an incident that may give rise to a claim or an actual claim being made, Exhibitor and its insurance carrier shall immediately undertake the defense and representation of Southeast Michigan Auto Show as it relates to such claim or potential claim. In the event that Exhibitor or Exhibitor's insurance carrier does not timely undertake Southeast Michigan Auto Show's defense or respond to the claim, Southeast Michigan Auto Show, in addition to any other action allowed under this Agreement or at law, shall be able to respond or engage council to respond and any costs or liability that may result shall be the responsibility of the Exhibitor and/or their insurance carrier.

- **6.** Additional Insured and Indemnities. See EXAMPLE CERTIFICATE COPY ON PAGE 9 For each and every of the above insurance policies, the following must be provided as Additional Insureds:
 - a. Southeast Michigan Auto Show. LLC
 - b. BoCo Enterprises, Inc. (46100 Grand River Avenue, Novi, MI 48374)
 - c. TBON, L.L.C. (46100 Grand River Avenue, Novi, MI 48374)
 - d. Epoch Hospitality L.L.C. (46350 Grand River Ave., Suite A, Novi, MI 48374)
 - e. The Packard Companies (8775 Aero Drive, Suite 335, San Diego, CA 92123)
 - f. Suburban Collection (1795 Maplelawn Drive, Troy, MI 48084)
- 7. Compliance with Facility Rules and Regulations. The Exhibitor agrees to abide by all rules and regulations of the Sponsors/Facility in which the Southeast Michigan Auto Show takes place. All rules and regulations are on file in the general office of the building. No "E-Z Up" tents are allowed in the Facility without the express written permission of Show Management. Advertising materials or signs of entities or people, other than those who have engaged space with the event, are prohibited. Exhibitors must be present at all active hours of the event. All Exhibitors must wait to dismantle Exhibit Spaces until show closing. SHOW MANAGEMENT WILL APPRECIATE BEING INFORMED OF ANY INFRACTION OF THIS RULE.
- 8. Exhibit Space Equipment. Exhibitors are responsible for providing all equipment necessary for their Exhibit Space. Motion picture projectors and other equipment must conform to state and city fire regulations. Electrical wiring must conform with state and local fire codes. Loud speakers, radios, television sets, or the operation of any machinery or equipment shall be subject to Show Management's discretion. Tables or platforms on which any monitor or equipment is placed cannot exceed a height of 42 inches. All display décor shall be fire retardant before entering into the Exhibit Space.
- 9. Expulsion and Right of Refusal. Show Management and/or Sponsors have the right to refuse an Exhibitor on the grounds of non-compatibility with the event, the absolute right to select who may exhibit, and the absolute right to regain possession of any Exhibit Space for any reason whatsoever. Unethical conduct, uncooperative behavior, infraction or rules, sexually oriented material, or safety hazards deemed potentially dangerous to persons or property shall subject the Exhibitor to dismissal from the Southeast Michigan Auto Show. No refunds shall be given in the event of dismissal for a violation of any rules and regulations. Only registered exhibitors will be admitted to the event. All agents and representatives of Exhibitor must register with Show Management.
- **10.** <u>Floor Plan</u>; <u>Event Times</u>. Sponsors and Show Management have the right to change the time and floor plan of the Southeast Michigan Auto Show. Exhibitor must be present

during all active hours of the event.

- **11.** Subletting of Space. Exhibitor shall not assign, sublet, or apportion the whole or any part of its assigned Exhibit Space. Nor shall Exhibitor allow any other organization or person within their own Exhibit Space without the written consent from Show Management. Exhibitor shall not assign or transferred its rights or privileges under this contract.
- **12.** <u>Legal Compliance.</u> All exhibitors are required to comply with any and all federal, state, and local laws, rules, and regulations and to obtain any applicable licenses or permits (including, but not limited to, sales tax, raffles, etc.). Exhibitor is hereby charged with knowledge of all such laws, ordinances, and regulations pertaining to health, fire prevention, and public safety, while participating in the Southeast Michigan Auto Show and agrees to comply with said laws.
- 13. Intellectual Property. Exhibitor agrees to pay when due any and all royalties, license fees, or other charges accruing or becoming due all royalties, license fees, or other charges accruing or becoming due to anyone by reason of any music, either live or recorded, or other entertainment of any kind or nature, played staged or produced by the Exhibitor, its agents, employees, or representatives, within the Exhibit Space. Exhibitor shall assume all costs and expenses arising from the use of patented, trademarked, or copyrighted material, equipment, devices, processes, or dramatic rights, used during or incorporated during the Southeast Michigan Auto Show by Exhibitor, and agrees to protect, indemnify, defend, and hold harmless, Sponsors, Show Management, and their respective agents, representatives, and assigns, from any damages, costs, or expenses relating to Exhibitors activities at the Southeast Michigan Auto Show. Exhibitor authorizes Show Management to use Exhibitor's name and/or likeness to promote the Southeast Michigan Auto Show and to solicit other exhibitors for the Metro Auto Show and future events.
- **14.** Force Majeure. Sponsors and/or Show Management, their agents, or representatives shall not be liable for the fulfillment of this contract as to delivery of Exhibit Space if non-delivery is due to any of the following causes: by reason of Sponsors/Facility being destroyed or damaged as to reasonably not be usable for the Southeast Michigan Auto Show, acts of god, strikes, authority of law, or for any other reason beyond Sponsors or Show Managements control.
- **15.** Official Trade Show Services Contractor. Sponsors and Show Management will make available to Exhibitor an official Trade Show Services Contractor for the purpose of providing utilities, furnishings, accessories, tables, draperies, signs, models, labor for erecting and dismantling exhibits, etc. Exhibitor may not employ any other contractor for these services without prior written permission from Show Management. It is expressly understood that such Trade Show Services Contractor is not the agent or employee of Sponsors, Show Management, or the Southeast Michigan Auto Show and that none of the aforementioned shall be liable to Exhibitor or any other person for the acts or omissions of the Trade Show Services Contractor.
- **16.** <u>Disputes.</u> Exhibitor agrees that Show Management has, and consents to, Show Management's authority to settle all disputes regarding issues not covered by this contract. All such disputes shall be brought to Show Management's attention

immediately. Exhibitor agrees to abide by Show Management's resolution of said issue.

- **17.** <u>Joint and Several Liability.</u> Exhibitor, its agents, or representatives shall be held jointly, collectively and individually responsible for any and all debts incurred for all Payments, exhibit costs, fees, or charges, due under this Contract.
- **18.** <u>Conduct of Vendors/Exhibitors/Concessionaires.</u> Each Lessee is expected to deal honestly and fairly with the public and any attempted fraud, deception or misrepresentation will be considered sufficient cause for revoking the Vendors/Exhibitors/Concessionaire contract.

Negative attitudes, excessive unfounded complaining, etc. are not welcome and will not be tolerated.

NO Smoking in Vendors/Exhibitors/Concessionaire booths or trailers. Your booth or outdoor space SHOULD be properly manned during exhibit hours. An unoccupied booth has very little value to you or to our patrons and pilferage may occur when booths are not manned.

All Vendors/Exhibitors/Concessionaires must confine activities to within the limits of the space allotted to them. Sales people and demonstrators are prohibited from operating in the aisles/walkways and from extending their activities into the aisles/walkways. Violations may result in immediate termination of contract.

Hawking; distributing hand bills or other materials; posting or tacking advertisement bills, cards, etc., is strictly prohibited anywhere on the Fairgrounds complex, except within the confines of the Vendors/Exhibitors/Concessionaires own space. Painting; drilling of walls and/or floors; or making permanent installations to Fair property will not be allowed.

Vendors/Exhibitors/Concessionaires may advertise or distribute **approved** products or literature only from within their own exhibit space. **They may promote their own product or activity but may not discredit others**. Oral and visual advertising, solicitation and distributed materials must be in good taste, must be neutral or positive and may not be defamatory, promiscuous, pornographic, obscene, profane or vulgar.

No roving Vendors or roving solicitor (acting either for a profit, or nonprofit organization, or on his own behalf) shall be permitted to operate anywhere on the Fairgrounds. All solicitation for contributions or sales must be made within the confines of the person's own (or his Organization's) booth or contracted space. No Vendors or solicitor will be permitted to engage in deliberate touching of un-consenting persons.

Solicitation of donations by Vendors/Exhibitors/Concessionaires from their booth is prohibited, unless specifically authorized in writing in the license agreement.

Thank you for participating at the Southeast Michigan Auto Show. We look forward to working in partnership with you to create an amazing experience!

The exhibitor has read and agrees to abide by all terms, conditions and regulations set forth in the Exhibitor License agreement and Rules and Regulations.

Signature:	Date:
Print Name:	



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS
CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES
BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED
REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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COVERAGES CERTIFICATE NUMBER: **REVISION NUMBER:** THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS,

R	TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER	POLICY EFF	POLICY EXP (MM/DD/YYYY)	LIMIT	s	
	GENERAL LIABILITY						EACH OCCURRENCE	s	1,000,000
Ī	COMMERCIAL GENERAL LIABILITY						PREMISES (Ea occurrence)	\$	1,000,000
	CLAIMS-MADE X OCCUR						MED EXP (Any one person)	\$	10,000
1							PERSONAL & ADVINJURY	\$	1,000,000
							GENERAL AGGREGATE	\$	2,000,000
-	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$	2,000,000
	POLICY PRO-							\$	
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$	1,000,000
	ANYAUTO						BODILY INJURY (Per person)	\$	
ĺ	ALLOWNED SCHEDULED AUTOS						BODILY INJURY (Per accident)	\$	
į	HIRED AUTOS NON-OWNED AUTOS						PROPERTY DAMAGE (Per socklent)	\$	
								\$	
	UMBRELLA LIAB OCCUR						EACH OCOURRENCE	\$	9,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	\$	9,000,000
	DED RETENTION\$							\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU OTH- TORY LIMITS ER		
	ANY PROPRIETOR/PARTNER/EXECUTIVE	N/A					E.L. EACH ACCIDENT	\$	1,000,000
	OFFICER/MEMBER EXCLUDEO? (Mandatory in NH)	1					E.L. DISEASE - EA EMPLOYEE	\$	1,000,000
1	if yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	\$	1,000,000

The following must be provided as Additional Insureds:

- a. South East Michigan Auto Show, LLC (46100 Grand River Avenue, Novi, MI 48374) b. BoCo Enterprises, Inc. (46100 Grand River Avenue, Novi, MI 48374) c. TBON, L.L.C. (46100 Grand River Avenue, Novi, MI 48374)

- d. Epoch Hospitality L.L.C. (46350 Grand River Ave., Suite A, Novi, MI 48374)
- e. The Packard Companies (8775 Aero Drive, Suite 335, San Diego, CA 92123)

CERTIFICATE ROCDER	CANCELLATION						
South East Michigan Auto Show, LLC 46100 Grand River Ave. Novi. Mt 48374	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFOR THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED II ACCORDANCE WITH THE POLICY PROVISIONS.						
11041, 1916 4551 4	AUTHORIZED REPRESENTATIVE						

CANCELLATION

ACORD 25 (2010/05)

CERTIFICATE MOUNER

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EVENT OVERVIEW:

The Southeast Michigan Auto Show is taking a Business to Consumer approach, directly connecting manufactures, dealers, and retailers to purchasers in South East Michigan and Metro Detroit. The event audience is those people who are looking to browse a wide array of vehicles along with automotive accessories, services and products under one roof. It is also the goal of the event to educate and showcase the latest features and technology that are readily available for purchase at automotive dealerships. While no actual automobile sales will be taking place during this event; data capture, lead generation and increasing the dealer sales funnel are a top priority of this show.

ACTIVE DATES:

Friday, January 3rd: 10am – 9pm Saturday, January 4th: 10am – 8pm Sunday, January 5th: 10am – 5pm

LOCATION:

Suburban Collection Showplace 46100 Grand River Avenue Novi, Michigan 48374 Phone: 248.348.5600

Fax: 248.347.7720

 $\underline{www.SuburbanCollectionShowplace.com}$

COCKTAIL KICKOFF:

We will be holding a cocktail kickoff VIP event on the opening Friday night of the event. This will be held in the second story Legacy ballroom overlooking the event center. This will be an opportunity for employees, dealers, etc to attend and will have a charitable component.

BEST OF BRAND SHOWCASE:

We are encouraging all brands to bring "that" vehicle. It can be a concept car or a historical vehicle but doesn't have to be. It can be a top tier version of a standard model. These will be featured in our Best of Brands Showcase at the entry point. If interested in participating please document accordingly on page 3.

PROMOTIONS:

Brochures, posters, fliers, email and digital content are available for distribution to your client base. Please contact Frank Novak fnovak@suburbanshowplace.com 248-348-5600 to request these materials.

MOVE IN/OUT:

MOVE-IN HOURS:

There will be scheduled move in for our vehicles dictated by the facility. Vendor Booth set up is on Thursday, January 2^{nd} . If this day does not work for you, please contact us.

Thursday, December 26th: 9:00am – 5:00pm Friday, December 27th: 9:00am – 5:00pm Monday, December 30th: 9:00am – 5:00pm Thursday, January 2nd: 9:00am – 7:00pm *All move-in MUST be complete on Thursday, January 2nd by 7:00pm.

A registration desk will be operating during move in hours to receive badges and additional information. During this time ArtCraft Display, BoCo Enterprises and Show Management will be available for assistance.

Vehicles will be directed in to the venue upon their scheduled move in time, dictated by Show Management. Venue staff will oversee vehicle movement and do so in a manner that ensures safety.

MOVE-OUT HOURS:

Sunday, January 5th 6:00pm -12:00am Monday, January 6th 6:00 am - 12:00pm *in house services TBD based on need

WASH STATIONS:

Wash stations will be available in the back of the building to clean and prep cars before moving them into building to maintain cleanliness. If the vehicle has been driven on the roads, a wipe down of the tires will be required before entering the building, especially in inclement weather. Specific locations to come.

LABOR:

Vendors shall provide their own labor to set up, unload and dismantle, and provide their own dollies and carts. Displays that are able to be completed safely on their own is permitted. Additional forklift and banner hanging labor can be hired through ArtCraft by calling (248) 380-0843.

EXHIBITOR BADGES:

Exhibitor badges will be available for pickup during check in at the Southeast Michigan Auto Show. Each 10x10 booth will receive 2 vendor badges. Additional badges may be purchased for \$10 each.

Exhibitors must wear their badge at all times to have unlimited access to the event and any access to rear/load-in entrances of the facility. Security will not allow individuals without the proper credentials to enter through the rear of the facility.

FACILITY SERVICES:

ARTCRAFT DISPLAY - DECORATOR:

ArtCraft Display, Inc is the exclusive decorator of the Southeast Michigan Auto Show and should be contacted for additional furnishings, labor and freight. ArtCraft Display, Inc forms can be found online or the Artcraft letter in this packet has more information. https://www.artcraftdisplay.com/ or call 248-380-0843.

BoCo ENTERPRISES - UTILITIES:

Electrical Connection Charges are not included in rental rates. Please fill out the electrical order form and mail it in with your contract. Please note that electrical payments are made out to BoCo Enterprises. BoCo Enterprises is the exclusive provider of all phone, internet, **electrical** and utilities for the Southeast Michigan Auto Show. All items can be ordered online at

http://www.suburbancollectionshowplace.com/online ordering.php?section=Vendor. The utility form is also included in this packet.

ELECTRICAL:

Vendors must follow these electrical rules:

- 1. No cords allowed on the ground in foot traffic areas or under carpet
- 2. Cords without a ground are not permitted
- 3. All cords must have 3 prongs and may not be damaged
- 4. Fusible cord strips must be used in any multi plug situation
- 5. No cube taps are allowed
- 6. Any display that uses water must have a G.F.I.

Please contact our Utilities Manager, Terri Freytag, with any further questions you may have at 248-348-5600 ext. 205 or tfreytag@suburbanshowplace.com.

We have strict electrical requirements that need to be followed. The Fire Marshall comes around at the start of the show and checks every booth & trailer to ensure that these are followed. Please look over this information below so that you can make sure that your booth is up to fire code. We will have to charge if we need to come around and fix your electrical set up due to the Fire Marshall concerns.

Per the rules, here are the electrical requirements:

These types of electrical extension cords below are NOT allowed. <u>All extension cords MUST have 3 prongs.</u> **Multi-plug cords can only be used if they have a fused breaker* *



Outdoor rated extension cords are a good way to determine if a cord is acceptable. Also, computer type power strips are recommended and encouraged to plug many items into the end of the extension cords.



INTERNET:

For all internet and connectivity orders please fill out the attached form.

CLEANING:

The cleaning personnel will remove all bulk trash, crates, pallets, and packing materials/ lumber prior to the initial show opening and following move out. They will empty trash containers and small trash cans placed in the aisles by Vendors during the non-open hour cleaning. It is the responsibility of the Vendor to mark any cartons, literature, and similar items they wish to save. The Suburban Collection Showplace and the Southeast Michigan Auto Show are not responsible for removing unmarked materials as trash. BOCO Enterprises, Inc. is the exclusive contractor for all cleaning services at the Suburban Collection Showplace. For your convenience, we are offering an individual display cleaning service for the event. This is an optional service that you may purchase via the BOCO Enterprises, Inc. form within this packet.

EXCESS CLEANING FEE:

If Exhibitor, Exhibitor's agents, contractors, or representatives leave Excess Trash in the Exhibitor's booth space or within the facility or the facility's grounds, an excess cleaning fee will be charged to Exhibitor. Excess Trash is defined as anything more than the normal and customary daily trash for a 10 x 10 booth display, as determined by Show Management. Any booth displays which are left behind, crates, excessively large boxes, pallets, or any other debris or trash which is excessive, as determined by Show Management, shall incur an Excess Cleaning Fee. The amount of the Excess Cleaning Fee shall be 350.00 per dumpster used, or any portion of dumpster used, and the cost of any labor and equipment used for the Excess Trash removal.

PARKING & MARSHALLING

MARSHALLING:

Marshalling yards will be available. More information regarding vehicle marshalling will be provided closer to event date. Please let Show Management know if you are in need of the marshalling yard.

EXHIBITOR PARKING:

Exhibitor Parking Passes can be purchased for \$7 with the attached form.

Daily Cost of parking without a weekend exhibitor pass is \$5 per vehicle per day and \$10 for a larger vehicle.

Parking lots are available on a first come-first served basis. A limited amount of trailer parking is also available. All Vendor vehicles must have the proper parking pass prominently displayed at all times when accessing the parking lot. All vehicles must be parked in legitimate, clearly marked standard parking spaces. Parking in fire lanes, in front of marked exits, on islands, or any other non-paved areas will not be permitted at any time. The Suburban Collection Showplace reserves the right to tow, at owner's expense, any vehicle improperly parked on its site without prior notification. No overnight parking of any vehicle, truck, trailer etc. will be allowed without proper authorization.

FACILITY COMPLIANCE:

HELIUM:

The Suburban Collection Showplace does not allow helium tanks within the building or on the premises. Vendors cannot have helium balloons to decorate their booth or hand out to attendees.

FLAMMABLES:

Vendors are prohibited from bringing in flammable advertising/decorating materials to the facility. All such material to be used for decorative or advertising purposes must first be treated with a flame-retardant, and such use shall be in accordance with all applicable federal, state, and municipal fire and safety rules and regulations. All flammable liquids and gases are prohibited without prior written consent from the Suburban Collection Showplace.

SOUND USE:

Amplified sound is not permitted from a display area unless advance written permission is granted by the Show Management. If sound is allowed, it must be of such a nature as not to cause annoyance to other Exhibitors. A second warning will result in removal of the sound apparatus from the exhibit or termination of the license agreement.

INSPECTION:

The Suburban Collection Showplace reserves the right to inspect all cartons, packages, containers or coolers brought in or out of the facility at any time.

SECURITY:

It is to the benefit of the Exhibitors to have their spaces properly manned. Security in the display spaces is the responsibility of the Exhibitors. The Southeast Michigan Auto Show will in no way be responsible for the property of the Exhibitors.

Valuable merchandise should be secured at night under lock and key or removed to a safe location by the Exhibitors. Exhibitors may want to purchase insurance against loss or damage. We will have Security on-site throughout the entire duration of the event. However, the Southeast Michigan Auto Show is not liable for items stolen or taken from your display space.

FOOD & BEVERAGE:

Outside Food & Beverage is NOT allowed within The Suburban Collection Showplace at any time with the SINGLE EXCEPTION of move-in hours.

Outside alcohol is strictly prohibited from the grounds, includes all indoor and outdoor areas.

There are a variety of food options within the vicinity of Suburban Collection Showplace that are available during move-in hours. Please visit the *Information Center* in the facility pre-function for lists of local food options. Concessions will be open during all active event areas. This event will be serving alcohol during active event hours.

Vendors will be allowed to bring a sandwich in a brown paper bag or inside of a small (personal size) insulated lunch bag or lunch box sized "cooler." The lunch box sized coolers will be checked for alcohol, and all other sized coolers are not permitted. Our current policies do not allow vendors to bring food into the facility from fast food restaurants such as pizzas, hamburgers or sandwiches for more than one person. When concessions are closed during non-active fair hours and during move-in days, vendors may bring in food for their employees, however, no outside food or food deliveries will be allowed 2 hours prior to the start of the fair.

FOOD SAMPLING:

Those sampling food will need to acquire the appropriate license from the Michigan Department of Agriculture. Contact Nancy Harris at the Michigan Department of Agriculture (248) 521-0105 email: harrisN9@michigan.gov Please note that the MDA will be onsite daily during the event, if you have not acquired the proper licensing in advance, they will offer you the option of suspending sampling or an on the spot inspection with payment due immediately. The only form of payment MDA will accept on-site is check or money order; if you do not have these types of payments they will suspend your sampling/service. If you plan to sell any type of food item you must receive prior approval from the Suburban Collection Showplace.

All food product and sampling items need to be stored in your booth space, please allocate enough space to ensure the storage of your products.

If you have any questions related to the food and beverage options or policies of Suburban Collection Showplace please contact us at 248-348-5600.

SALES TAX:

The Southeast Michigan Auto Show does not collect taxes on behalf of the State of Michigan and it is the Vendor's responsibility to understand all tax regulations as it applies to them. Show Management is not allowed to answer questions about taxes for Vendors. To apply for a State Tax Identification number for sales tax on merchandise sold, collecting, and remitting at your booth, contact the Department of Treasury, Treasury Building, Lansing, MI 48922 or call 517-373-3200. You can also find more information at www.michigan.gov/taxes/.

INSURANCE:

All Exhibitors must provide a public liability policy certificate with a minimum single limit \$1,000,000 bodily injury and property damage with Southeast Michigan Auto Show as the certificate holder. Additional Insureds to include Southeast Michigan Auto Show LLC, BOCO Enterprises, TBON, LLC, Epoch Events, The Packard Co, and Suburban Collection, its agents and its employees named as additional insured. See insurance section of license agreement for more information. We will need a copy of this before move in. You will not be allowed to move in if we do not have your insurance on file.

ACCOMODATIONS:

HOTEL ACCOMMODATIONS:

Attached to this packet are hotel information and a discount to the Hyatt Place Detroit-Novi which is attached to the Suburban Collection Showplace.

Discounted Rates are Available for January 2 - 5, 2020.

Please contact Shamin Sanders: 248-513-3532 to take advantage of this discounted rate.

Rate does not include state and local taxes, currently 9.5%. Per State of Michigan Tax guidelines, in order to be Tax Exempt, the room must be paid for by the exempt entity, (i.e. County or School). State of Michigan Tax Exempt form must be presented with the payment. See website www.novi.hyattplace.com

DINING:

The Suburban Collection Showplace has three options for onsite dining during move in and active event times.

Fireside Lounge – opens at 5 pm Hyatt Place Café Center Café (Concessions) – open during active show only

Please call 248 348 5600 for more information on dining options.

I have read the above rules and regulations and agree to abide by all terms, conditions and regulations set forth.

Signature:	Date:
Print Name:	



January 3 - 5, 2020 Suburban Collection Showplace * Novi, MI

Also order online at www.suburbancollectionshowplace.com

Parking Pass Request Form

There is sufficient parking space at the Exhibit hall for both exhibitors and consumers – however, exhibitors **MUST PARK ONLY AT THE BACK OF THE BUILDING (NORTH END).**

As a benefit to exhibitors, you may purchase a **THREE DAY PARKING PASS** for only **\$7.00**! This represents a **50% savings over the regular daily parking fees**. This parking pass will permit your vehicle to enter and leave the Suburban Collection Showplace lots, at will, during the three days of the show. (There is no charge for parking at the Suburban Collection Showplace during Move-In & Move-Out).

<u>Deadline is Monday, December 23, 2019. Faxed and mailed orders will not be accepted after Move-In begins.</u> They will have to be purchased on site, at the Service Desk. However, the discounted price will still apply up to the opening of the show on Jan. 3, 2020. Regular rates will apply once the show has opened.

Mail to: BoCo Enterprises, Inc c/o Subt Fax form to: BoCo Enterprises, Inc @	다른 그들은 이번 그릇을 하는데 그는 말맞는 그들은 아이들이 아이를 하는 것이 되었다. 그 아이들이 모든데		Novi - MI 48374 or				
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Payment Info (Please Print Clearly. Final	receipts/invoices will be emailed t	to this address or sent	via US mail.)				
Exhibitor Co. Name:	Contact:						
Address:	Address:City, State, Zip:						
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Cardholder Signature:							

BoCo Enterprises Internet and Connectivity Form

	<u>Phone:</u> (248) 348-5600 – <u>Fax:</u> (248	3) 380-30	05 – <u>En</u>	<u>nail:</u> tfrey	tag@subu	rbanshow	place.com		
Event Name:			Compa	ny Name	:				
Event Start Date: /	/	_	Billing I						
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Up to 5 Mbps	One drop for up to 5 devices*			\$	435	\$	510		
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	BoCo Enterprises—Print Authorized Name BoCo Enterprises—Authorized Signature Date Payment Type: Please select one. Credit card payments appear as "BoCo Enterprises" on monthly statements.								
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BOCO Enterprises, Inc. Utility Order Form

46100 Grand River Avenue, Novi MI 48374 * Phone: 248-348-5600 * Fax: 248-380-3005 Email your order form to: dthomas@suburbanshowplace.com or tfreytag@suburbanshowplace.com

You may also order all services online at www.suburbancollectionshowplace.com

Name of Show:		Date of Show: Booth #:												
Company Name:							_	Cont	act Nar	ne:				
Address:		 					City							
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Requirements Lighting outlet 120 volts	120 V	/ – Single	Phase	208	8 V – Singl	e Phase	20	8 V- Thi	ee Pha	ise	480	U V -	- Three l	Phase
	Qty	Advance	Floor	Qty	Advance	Floor	Qty	Advance	e F	loor	Qty	Ad	lvance	Floor
2000 watts		\$85	\$125											
30 amp					\$170	\$250		\$200		285		\$	6625	\$950
40 amp					\$240	\$340		\$275		410				
50 amp					\$245 \$390	\$345 \$445		\$285 \$505		425 560		•	5750	\$1050
100 amp					\$595	\$835		\$685		950			1200	\$1200
150 amp					\$775	\$1050		\$895		160		Ψ.	1200	Ψ1200
200 amp					\$1170	\$1260		\$1370		1460				
Exhibitor Booth				Phone S	Services				QTY	Pho	ne Servic	ees	Advanc	e Floor
For your convenience, we are offer service. This is an optional servic without the return of this form as	e that w	ill not be provid	ded			es, lap tops, fa					none service	es –	\$150	\$175
One Time Cleanin	ıg (Opt	ional)		calls. Da	ta transmissio	o dial "9" for a n capabilities	are limit	ed and			ing calls none service	0.0	4100	Ψ175
Carpets vacuumed or floor swept, v wiped. One time service provided the show day of	he night		open	concerni	ng the compati	re if there are ibility of any e because the phone results.	quipmer	nt with		incom	ing and ing calls	cs –	\$175	\$200
Total booth sq.		ıys =				l and long dist om move-in th					Internet – S	See sep	parate orde	r form
Nightly cleaning serv Carpet vacuumed or floor swept, w wiped. Service is provided nightly, commences on the final night of mov closing of the Total booth sq.	vices (O vastebash , after sh we in and e show.	Optional) kets emptied, ta ow closing. Ser ends the night	ables rvice before	made on phone lines from move-in throu of show. Billing for all additional charge later date.						Spectr brows credit	nternet serv um. Service er (wireless card. The s onal charge	e is ac s or ha service	cessed thro urdwire) & is \$20.00/	ough web paid for by

WATER/DRAIN/AIR/GAS - Water service is 3/8" poly pipe with shut off. Any required connections are the responsibility of the exhibitor. Drains are provided via pump. Power outlet in booth is required for drain but may be connected with other equipment. If draining any tub or unit, a small amount of excess water will remain. Exhibitors should use caution when moving units in the building.

Qty	Service	Advance	Floor			
	Water	\$200	\$225			
	Drain	\$250	\$275			
	Air**	\$325	\$375			
** Compressed air connection ½ inch						
Gas	Contact BOCO Enterprises, Inc. directly at 248-348-5600 extension 205 for pricing and connection information.					
Lahor	\$50,00 per hour straight time					

\$75.00 per hour overtime

PAYMENT TOTALS			
Electrical Services	\$		
Cleaning Services	\$		
Phone Services	\$		
Water/Drain Services	\$		
Gas/Air Services	\$		
GRAND TOTAL	\$		

BOCO Enterprises, Inc. Utility Order Form

46100 Grand River Avenue, Novi MI 48374 Phone: 248 348 5600 * Fax: 248 380 3005

Dear Showplace Exhibitor,

We would like to take this opportunity to welcome your company to the Suburban Collection Showplace. We ask your cooperation so we do not have any exhibitor experiencing any problems during the show.

In order to expedite a smooth and proper operational show, please fill out your service requirement order form and return it immediately. Full payment must accompany order to receive advance rate. No exceptions! Payment in full must be rendered prior to opening of the show. Advance order deadline: Five (5) working days prior to the first move in day. All orders received after deadline or on-site are subject to the floor rate. Any orders requiring collection during or after the show are subject to the floor rate including declined credit cards.

We accept Visa, MasterCard, American Express, Discover and checks as payment. Cancellations made 7-14 days prior to show will be refunded at a rate of 50%. Orders cancelled later than seven days prior to show will result in forfeiture of deposit.

To prevent circuit overloads, exhibitors are not allowed to add wattage to existing outlet. We also ask that no exhibitors share drops amongst themselves. Outlets will be dropped in one location in booth, unless floor plan is submitted with order and payment. If more than one booth area is on order form please attach an additional sheet with layout and booth number for each booth.

For safety purposes, all connections larger than 30AMP must be hard wired. All motors must have a magnetic starter or manual disconnect switch. Wiring and electrical connections to motors or equipment will be billed on a labor and material basis. All customer supplied scatter boxes require at least 30' of cord sized properly for feed for field connection.

Electrical usage will be metered at the beginning of the show and additional charges, for amounts over the original order will be applied at the floor rate at that time.

If it is necessary to change the amount of power drops for your booth after installation, floor rates will apply and no credit will be issued for prior payment. All orders must be paid for in full prior to electrical installation.

Billing for all additional charges will be made at a later date. Customer is responsible for all charges made on phone lines from move in through move out of show.

Materials and labor for 24 hour power or 240V is a 50% addition to total bill. Labor is billed at \$50.00 per hour straight time and \$75.00 overtime. For additional needs not listed on this form, call our office for availability and pricing.

Thank you and we hope you enjoy the show!

Suburban Collection Showplace Management

PLEASE MAKE CHECKS PAYABLE TO: BOCO ENTERPRISES PLEASE REMIT TOP COPY TO BOCO ENTERPRISES BOTTOM COPY IS CUSTOMER COPY