
6907 West Side Saginaw Rd. * Suite #7 * Bay City * MI * 48706
Phone * 1-989-686-0660 Fax * 1-989-686-1560

Re: ***Cannabis Industrial Marketplace
Michigan Summit & Expo
Frankenmuth Credit Union Event Center
Birch Run Michigan - February 26th – 27th 2019***

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:

1. Exhibit booth draping with 8 ft. high backdrop & 3ft or 8ft high side drape.
2. 1 – 2ft x 6ft skirted table
3. 2 – Chairs
4. Waste basket w/ liners
5. 1 – Booth ID sign

Show color are as follows:

Pipe & Drape – Forest Green / Gold
Table skirts -- White
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.

FAXED ORDERS MUST BE ACCOMPANIED BY A CREDIT CARD APPLICATION; ALL OTHER FAXES WILL BE BILLED AT OUR FLOOR RATES.

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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. Credit cards will be accepted for this event only for advance orders.

Please remit all payments to: **Exhibition Services, Inc.**
6907 West Side 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 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 start up 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.



**Exhibition
Services, Inc.**



MiCannabisExpo.com

Furniture Rental form

**6907 Westside Saginaw Rd. * Suite # 7 * Bay City * MI * 48706
Ph. 1-989-686-0660 * Fax. 1-989-686-1560 * www.esiusaevents.com**

Name of Event: CANNABIS INDUSTRIAL MARKETPLACE Show Dates: 2/26-27/2019 Company Name: _____
Booths Number(s) _____
Address: _____ Phone Number: _____
City: _____ State: _____ Zip: _____ Fax: Number: _____
Contact: _____ Title: _____
Signature: _____ Date: _____

PLEASE SIGN AND DATE UPON RENTAL AGREEMENT ACCEPTANCE
ALL FAX ORDERS MUST BE ACCOMPANIED BY CREDIT CARD APPLICATION TO QUALIFY
FOR ADVANCE PRICE, ALL OTHER ORDERS WILL BE BILLED AT FLOOR PRICE

BOOTH FURNITURE					SPECIALTY TABLES				
QTY.	ITEM	ADVANCE	FLOOR	AMOUNT	QTY	ITEM	ADVANCE	FLOOR	AMOUNT
	Contour folding chair	5.00	7.00						
	Padded bar stool	22.00	29.00			30" Dia. Round (30" high) Plain	35.00	N/A	
	Wastebasket	5.00	9.00			30" Dia. Round (30" high) Covered with 81"x81" linen	50.00	N/A	
STANDARD TABLES (30" HIGH)									
	2'x4' Plain	21.00	27.00			30" Dia. Round (42" high) Plain	35.00	N/A	
	2'x4' Covered & skirted	37.00	43.00			30" Dia. Round (42" high) Covered with 81"x 81" linen	55.00	N/A	
	2'x6' Plain	28.00	34.00						
	2'x6' Covered & skirted	48.00	59.00			Oak Easel	12.00	17.00	
	2'x8' Plain	35.00	41.00			Double Sided Carpet Tape	22.00	26.40	
	2'x8' Covered & skirted	61.00	76.00			42' Table Raiser – no table	14.00	18.00	
COUNTER TABLES (42" HIGH)									
	2'x4' Plain	37.00	45.00			Cover & Skirt for 30" table	30.00	42.00	
	2'x4' Covered & skirted	53.00	68.00			Cover & Skirt for 42" table	34.00	46.80	
	2'x6' Plain	44.00	54.00			4 th side skirting – 30 & 42"	12.00	18.00	
	2'x6' Covered & skirted	59.00	78.00			3' high drape per ft.	2.34	4.20	
	2'x8' Plain	51.00	59.00			8' high drape per ft.	4.36	5.20	
	2'x8' Covered & skirted	78.00	95.00			Aluminum Extension (6'-10')	8.40	10.80	
TABLE RISERS									
	4'x1'x1' Plain	20.00	28.00			Aluminum Upright (3' high)	8.49	10.80	
	4'x1'x1' Covered	27.00	40.00			Aluminum Upright (8' high)	8.40	10.80	
	6'x1'x1' Plain	25.00	33.00			Large base plt.	11.40	10.80	
	6'x1'x1' Covered	32.00	45.00			Small base plt.	11.40	10.80	
	8'x1'x1' Plain	30.00	43.00		Total Amount Due				
	8'x1'x1' Covered	37.00	50.00						

Return all orders to Office1@esiusa.biz

ORDER RECEIVED BY: _____ DATE _____ ADVANCED _____ FLOOR PRICE _____ CHK. # _____ AMT. _____ C. C. # _____ EXPIRATION DATE _____	ORDER COMPLETED BY: _____ DATE COMPLETED: _____ AMOUNT OWED: _____ AMOUNT RECEIVED: _____ BALANCE DUE _____
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Drayage Services/Freight Handling

BILLING ADDRESS

PLEASE DUPLICATE FORM FOR YOUR RECORDS BEFORE RETURNING ORIGINAL

Event name **CANNABIS INDUSTRIAL MARKETPLACE** Event Date(s) **2/26-27/2019** Booth# _____

Company name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax # _____ Order date _____

Ordered by (print name) _____ Signature _____

Credit Card # _____ Exp Date: _____ 3digit _____

Return all orders to **Office1@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

Exhibiting Firms Name
Show Name
c/o Michigan Event 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. *Outbound and all other charges are separate.*
- **FLOOR RATE:** \$.46 per lb. 200 lb. (\$92.00) minimum charge. *Outbound and all other charges are separate*
- Shipments prior to show must be received 10 days in advance to receive **ADVANCE RATE:**

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

Amount Due _____
 Ck. # _____

Please check how freight will be shipped in: Account # _____

_____ UPS _____ Federal Express _____ Other Courtier _____ Air Freight _____ Motor Carrier _____

OUTBOUND SERVICE

- **ADVANCE RATE:** \$.31 per lb. 200 lb. (\$62.00) minimum charge. *Inbound and all other charges are separate.*
- **FLOOR RATE:** \$.46 per lb. 200 lb. (\$92.00) minimum charge. *Inbound and all other charges are separate*
- 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)
 \$.31 per lb. x _____ # of lbs = \$ _____
 Number of Containers _____
 Number of skids _____
 Payment Enclosed \$ _____

Amount Due _____
 Ck. # _____

Please check how freight will be shipped out: Account # _____

_____ UPS _____ Federal Express _____ Other Courtier _____ Air Freight _____ Motor Carrier _____



Credit Card Authorization

Name of Event: _____ Show Dates: _____
 Company Name: _____ Booth Number(s): _____
 Address: _____ Phone Number: _____
 City: _____ State: _____ Zip: _____ Fax Number: _____
 Contact: _____ Title: _____
 Signature: _____ Date: _____

(PLEASE TYPE OR PRINT)

PLEASE DUPLICATE FORM FOR YOUR OWN RECORDS BEFORE RETURNING ORIGINALS
 PLEASE SIGN AND DATE UPON ACCEPTANCE OF RENTAL AGREEMENT. ALL ORDERS MUST BE
 RECEIVED TEN DAYS PRIOR TO SHOW DATES TO QUALIFY FOR ADVANCE PRICE SCHEDULE.

Furniture Order Form Total	_____
Carpet Order Form Total	_____
Drayage Order Form Total	_____
Misc. Order Total	_____
Processing fee of 3%	_____
Total Balance Due	_____

CREDIT CARD INFORMATION

Card Type: ___ Visa ___ MasterCard ___ American Express

Card Account Number: _____ Expiration Date: _____

Cardholder's Name (print): _____

Cardholder's Signature: _____

Cardholders Billing Address: _____

City: _____ State: _____ Zip: _____

Return all orders to **Office1@esiusa.biz**



FORK TRUCK /LABOR SERVICES



MiCannabisExpo.com

RETURN TO: Office1@esiusa.biz 6907 W. Side Saginaw Rd. 48706 P: (989) 686-0660 F: (989) 686-1560

Show Name CANNABIS INDUSTRIAL MARKETPLACE SUMMIT & EXPO 2019		Show Date 2-26-27, 2019
Company	Booth #	Booth Size _____ X _____
Authorized Contact Signature	Authorized Contact - Please Print	Date

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 "Credit Card Authorization Form" form. All orders are subject to the enclosed Terms, Conditions, and Policies.	Credit Card Authorization Form Is Required with All Orders.
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FORK TRUCK / DRIVER - LABOR SERVICE

PLAN A: FORK TRUCK / DRIVER BY EXHIBITION SERVICES INC
 This plan is offered to have a Fork Truck / driver provided by ESI to assist in your display move in / move out. Order change for this service is 25% of the total labor bill with a minimum of \$50.00 on installation and \$50.00 on dismantling.

PLAN B: SUPERVISION BY EXHIBITOR
 Starting time can only be guaranteed at the normal start of the working day which is usually 8:00am, unless the official show schedule is different.

- EXHIBITOR REQUIREMENTS:**
 You must do the following to expedite your labor request.
1. Credit Card Authorization form must be completed and billed.
 2. Check in at our Service Desk to pick-up laborers ordered.
 3. Upon completion of work, check laborers out at Service Desk.
 4. Your supervising representative must be present during the entire labor call.

RATES (One hour minimum Move-In / One hour minimum Move-Out)

STANDARD FORK TRUCK / DRIVER	ADVANCE: \$61.00 Per Hour	Floor: \$74.00 Per Hour
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EXHIBITOR: COMPLETE SECTION BELOW

FORK TRUCK / DRIVER REQUEST

PLAN A FORK TRUCK / ESI DRIVER Please check A or B and complete information below
 You must submit all appropriate information to ESI in advance,

Time	Day of Week	Date	Approx. Hrs.	Rate	Estimate Total
_____	on _____	_____	For _____	_____ x	\$ _____
_____	on _____	_____	For _____	_____ x	\$ _____

PLEASE VERIFY THAT YOUR EXHIBIT / FREIGHT HAS BEEN DELIVERED TO YOUR SPACE PRIOR CHECKING OUT LABORERS

RATES (One hour minimum Move-In / One hour minimum Move-Out)	ADVANCE: 45.00 Per Man/Per Hour	Floor: \$64.00 Per Man/Per Hour
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INSTALLATION / DISMANTLE LABOR REQUEST

PLAN B ESI SUPERVISION Please check A or B and complete information below
 You must submit all appropriate information to us, in advance, in order for us to ensure your labor request is filled.

# of Laborers	Time	Day of Week	Date	Approx. Hrs.	Rate	Estimate Total
_____ at _____	_____	on _____	_____	For _____	_____ x	\$ _____
_____ at _____	_____	on _____	_____	For _____	_____ x	\$ _____

BE SURE TO ALLOW SUFFICIENT TIME FOR EMPTY CONTAINER RETURN SCHEDULING DISMANTLE LAOR.

	TOTAL ESTIMATED FORK TRUCK \$
	TOTAL ESTIMATED LABOR \$
	TOTAL BALANCE DUE \$