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Dear Black Women's Expo Exhibitor,

Show Strategy, Inc. is pleased to have been selected as the Official Service Contractor for the upcoming Black Women's Expo, being held at, Huntington Place Convention Center, June 18-19, 2022. Included in this service kit are forms for ordering various services and equipment for your event. Please read each form carefully and return to the address provided on the order form. Refer to the enclosed General SHOW Information pages for vital facts and information about this event. If you have any additional questions about Show Strategy, Inc. services, please do not hesitate to contact us.

Event	

Move In:

Schedule

8:00am - 5:00pm Friday, June 17, 2022

SHOW Hours

Saturday, June 18, 2022 10:00am - 7:00pm Sunday, June 19, 2022 11:00am - 6:00pm

Move Out:

Sunday, June 19, 2022 6:00pm - 11:00pm (ALL POV'S) Monday, June 20, 2022 8:00am - 12:00noon (Freight ONLY)

All exhibitor product must be removed by 11:00pm on Sunday night, except for freight being picked up by common carriers on Monday morning. All freight remaining after Sunday night must be crated, skidded, or shrink wrapped. All outbound shipments must have a Bill of Lading (BOL) filled out and on file with Show Strategy before you leave the venue. No product will be given to shipping companies without this BOL. Any product remaining after 12:00noon on Monday, June 20th will either be re-routed to the exhibitor via UPS Freight (at the exhibitor's expense) or discarded.

SHOW Location **Huntington Place Convention Center**

Hall D

1 Washington Blvd Detroit, MI 48226



WE SHOW OFF

Direct Shipping The Black Women's Expo (Exhibitor's Company Name) (Exhibitor's Assigned Booth #)

Huntington Place Convention Center

Hall D

1 Washington Blvd Detroit, MI 48226

Direct Shipments must arrive on Friday, June 17 between 8:00am and 3:00pm. Shipments arriving earlier than this day will be turned away by the venue. Shipments that require labor and/or equipment to unload will be billed at a rate of \$106.00 per 100 lbs (CWT).

Hand Carry/POV

If you would like to hand carry your product into the convention center, you may do so. Parking is available at Huntington Place on the roof-top deck. You may use a small 2-wheel dolly to transport your items from the parking lot into the building. If you need help unloading your items from your vehicle, please drive to the Hall D loading dock (see page 8) and a teamster will assist you to unload your product at the rate of \$196.60 (charge is per person per hour).

Booth Package

A standard 10' x 10' booth will include

- 8' H back drape (Black)
- 3' H side drape (Black)
- (1) 6' Table
- (2) Chairs
- (1) Booth ID Sign
- (1) Wastebasket



WE SHOW OFF

Online Ordering

For your convenience Show Strategy, Inc offers online ordering. You can order additional services, view SHOW schedule, and review account information at:

https://showstrat.boomerecommerce.com. All contracted exhibitors will receive an email containing a link to the secure website along with a username and password. Those that have use our online portal previously will be able to access it with the same username and password they've set up before. If you have not received an email from us, please don't hesitate to contact us at Clientsupport@showstrategy.com

Show Strategy, Inc does not take orders over the phone or via email, all orders must be placed via our safe and secure ordering portal. To take advantage of discounted pricing, please place any orders for additional services by May 27, 2022. Items ordered at SHOW site are subject to availability.

Payment Policies

Payment in full is due at the time of order placement. For your convenience, credit cards will be kept on file for the duration of the SHOW for any additional charges incurred for equipment and/or services requested. All charges must be paid prior to the close of the SHOW. Show Strategy, Inc accepts Visa, Mastercard, and American Express as well as checks and wire transfers.

Adjusting Cancelling Orders

Exhibitors are welcome to adjust their orders online up to two weeks before the first day of setup with no penalty. Orders cancelled less than two weeks prior to move-in will be charged 50% of the original price. Custom orders cancelled at any point will be charged 100% of the original price. Any scheduled labor must be canceled at least 24 hours prior to the scheduled start time. Labor not canceled within this time frame will incur a 1 hour per person labor charge. No adjustments or refunds will be issued after 14 days from the last day of the event. NO EXCEPTIONS.

Tax Exemption

If your company is tax exempt, we will require your exemption certificate for the state in which the services are used. Show Strategy, Inc cannot omit sales tax from your order without a copy of this certificate.



Third Party Billing / EAC All third party and Exhibitor Appointed Contractor (EAC) forms must be on file with Show Strategy, Inc no later than 30 days prior to the first day of setup. EAC will also be required to have a certificate of General Liability Insurance on file listing Show Strategy, Inc as an additional insured.

The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the close of the SHOW, the charges will revert to the exhibiting company. Please note some services can only be offered by Show Strategy, Inc. For a listing of those services, please don't hesitate to contact us at Clientsupport@showstrategy.com.

Misc. Items

Take advantage of discounted pricing and order your services prior to May 27, 2022. All rental items will remain the property of Show Strategy, Inc. All rental items are subject to applicable taxes. Rental items not ordered yet found in your booth will be invoiced at the non-discounted rate.

Ship early to avoid delays, shipments arriving late to SHOW site will incur and additional cost and delays may occur.

All correspondence from Show Strategy, Inc, including invoices, will be sent to the contact person on file as given by SHOW Management. If there is another person that should be receiving any correspondence, please contact us at Clientsupport@showstrategy.com.

Contact

Black Women's Expo

Ebony Jackson

EJackson@mgpgevents.com

(312) 962-9139

Show Strategy, Inc.

Clientsupport@showstrategy.com

(312) 820-1205





Rainprotection is an Authorized Official Insurance Supplier for MGPG Events Inc.

Exhibitor Liability Insurance Program

As a standard requirement for all our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Insurance Coverage is not optional.

This insurance must be in force during the lease dates of the event, June 16-20, 2022, naming MGPG Events Inc. (159 No. Sangamon, Suite 276, Chicago, Illinois 60607) as the certificate holder. The following must be named as additional insured: MGPG Events Inc., Huntington Place, and The Black Women's Expo.

Rainprotection Insurance Program

If you do not have insurance, or you would rather not use your own insurance, (similar to when you rent a car – so that claims would not be filed against your policy), we have set up a program with Rainprotection Insurance through which, you can purchase compliant insurance instantly online for only \$84.

Benefits of using this program:

- No Deductible unlike your corporate policy, Rainprotection's policy has no deductible. Should there be a claim, you will have no out of pocket costs and your future rates will not go up since you would not need to submit a claim on your policy.
- No Hassles you will not need to go back and forth with your broker adding additional insureds and making your insurance compliant with show requirements
- Coverage for exhibitors who do not have an existing policy
- Coverage for international exhibitors whose insurance will not cover them in the U.S.A.
- Easy and Inexpensive to purchase instantly online
- Already pre-filled with all the proper show information.
- Submitted to show management for you Once purchased, they automatically receive a copy

Make This Process Simple - Purchase Your Insurance Now and Forget About It

Click the link below to purchase your Liability Insurance for just \$84 https://securevendorinsurance.com/RainprotectionGroupVendor/ApplicantInformation?GroupEventKey=5f6f9cbf56ed

NON USA EXHIBITORS

When filling in your company information it will ask for a phone number and address. Please use the following: Address - 1 Washington Boulevard, Detroit, MI 48226 Phone Number - (800) 528-7975

After reading the above information, if you still decide to use your own insurance, please make it compliant and then submit a copy to: MerryGreen@mgpgevents.com

Are you worried about lost, stolen, or damaged merchandise?

We also offer Equipment/Merchandise/Display Insurance

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

Please complete and return the Enrollment Form below:

Click Here for the Instant Equipment Insurance Enrollment Form



HUNTINGTON PLACE ONLINE ORDERING

Dear Exhibitor,

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

Exhibitor Services Online Ordering | Huntington Place (huntingtonplacedetroit.com)

As part of an overall strategy to provide digital media resources to customers and reduce the facility's carbon footprint, Huntington Place has migrated to paperless event service ordering. Online Ordering provides greater efficiency in service delivery with order data now stored in a central data base.

Supporting sustainable Green Events is an ongoing effort, and we expect to divert tons of paper from the waste stream here at Huntington Place with our Online Ordering service.

Thanks for participating.

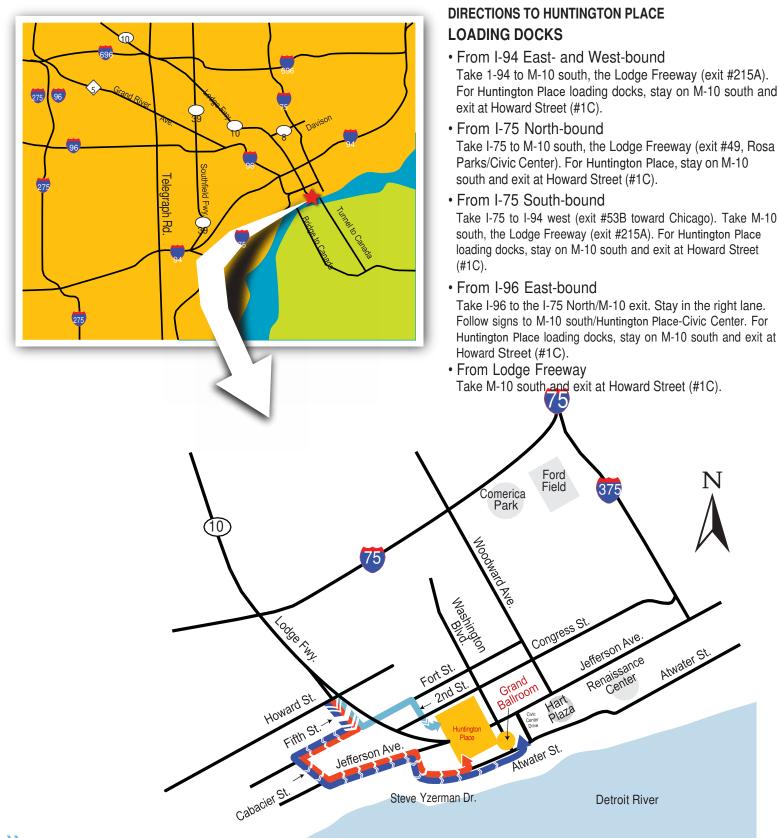
Huntington Place services available on-line

Internet
Booth Cleaning
Plumbing/Compressed air
Telephone Lines
Stagehand Labor
Electrical Services
Booth Catering

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

Thank you & looking forward to servicing you.



From M-10/Howard Street exit to Halls A, B, C, and D Loading Docks

Exit at Howard Street and stay straight on Fifth Street to Fort Street, turn left. Continue on Fort Street to Second Street, turn right. Take Second Street straight into loading docks crossing Congress.

From M-10/Howard Street exit to Hall E Loading Dock

Exit at Howard Street and stay straight on Fifth Street to Fort Street, turn right. Continue on Fort Street to Cabacier Street, turn left. Take Cabacier St. to Jefferson Avenue, turn left. Continue on Jefferson to Steve Yzerman Drive, turn right before the freeway entry. Follow the road around the truck loading entrance which will be to your left before approaching Huntington Place.

From M-10/Howard Street exit to Grand Ballroom Loading Dock

Exit at Howard Street and stay straight on Fifth Street to Fort Street, turn right. Continue on Fort Street to Cabacier Street, turn left. Take Cabacier St. to Jefferson Avenue, turn left. Continue on Jefferson to Steve Yzerman Drive, turn right before the freeway entry. Follow the road around the where it turns into Atwater Street. Turn left on Civic Center Drive, into the loading dock area, east of the building.



INTERNET SERVICES



(Standard rate is automatically applied when internet is not PAID (14) days prior to the first event day)

SHARED - WIRED INTERNET (NOT FOR STREAMING)				
(Does not suppo	ort routers/switches)			
	Advance	Standard		
Single drop/device - 3Mbps	\$600.00	\$720.00		
Single drop/device - 6Mbps	\$900.00	\$1,080.00		
Additional connections/devices (within 100 ft. of main drop)	\$150.00	\$180.00		
DEDICATED - WI	RED INTERNET/WIFI			
	Advance	Standard		
Single drop - 3Mbps	\$3,000.00	\$3,600.00		
Single drop - 6Mbps	\$4,800.00	\$5,760.00		
Single drop - 10Mbps	\$7,000.00	\$8,400.00		
Single drop - 15 Mbps	\$9,750.00	\$11,700.00		
Single drop - 20Mbps	\$12,000.00	\$14,400.00		
Above 20 Mbps	Call for qu	iote		
DARK VLAN				
	Advance	Standard		
Dark VLAN (Additional Network drops for different locations)	\$350.00	\$420.00		
DARK VLAN (One VLAN with no internet connectivity)	\$670.00	\$804.00		
VOICE				
	Advance	Standard		
VOIP Phone Line	\$300.00	\$360.00		
STREAMING ONLY				
	Advance	Standard		
Single drop - 3Mbps	\$1,500.00	\$1,800.00		
Single drop - 6Mbps	\$2,400.00	\$2,880.00		
Single drop - 10Mbps	\$3,500.00	\$4,200.00		
Single drop - 15 Mbps	\$4,875.00	\$5,850.00		
Single drop - 20 Mbps	\$6,000.00	\$7,200.00		
Above 20 Mbps	Call for quote			

Orders must be submitted online with credit card payment.



- 1. You must carry adequate liability insurance with Centerplate and DRFCA as additional insured.
 - 1,000,000 General Liability
 - 500,000 Workers Compensation
- 2. If you are selling factory sealed and packaged food or beverage which can be consumed on-site, \$500 is the flat fee. If you are selling food or beverage meant for off site consumption a fee of \$250 will apply. Selling factory sealed and packaged food or beverage items must be fundamental to your business. Example: Protein powder company selling or sampling protein powders. If it is an item meant for off site consumption it must be factory sealed in bulk and clearly meant to be taken off site and consumed.
- 3. If you are selling bottled, packaged items or seasoning for off-premises consumption, or are handing out samples, please contact Centerplate for filling out applicable forms.
- 4. Products that are packaged and manufactured at personal living homes are not able to sell products following the guidelines of the Michigan Cottage Law.
- 5. All Vendors must show and have proof a business license
- 6. Payment will be collected by the Centerplate Management.
- 7. Electrical is an additional cost and must be ordered in advance. You must order any power needs directly through Huntington Center electrical services or the show.

Company Name		
Booth #	Contact	
Item to be SOLD		
Items to be Sampled		
Show you will be at		

Please mail or fax this form to:
Dreena Pruitt
Huntington Place
One Washington Boulevard
Detroit, MI 48226
Phone: 248-752-0655

Fax: 313-567-2305 Email:dreena.pruitt@centerplate.com



GENERAL CLEANING SERVICES



SERVICES	RATE PER SQ. FT.
Booth Carpet Vacuuming	\$0.20
Hard Surface Floor Damp Mop	\$0.26
Booth Shampoo Service	\$0.50
Plastic Carpet Cover Removal	\$0.84

RENTALS	DAILY RATE
Large Plastic Barrel	\$49.00

LABOR (4 HOUR MINIMUM)	HOURLY RATE
Porter or Car Polisher	
Straight (1st 8 Hours)	\$28.00
Overtime (Sat & Sun after 1st 8 Hours)	\$39.00
Double (Sunday/Holiday)	\$41.00

Orders placed less than 2 weeks prior to the first event day will incur standard rates. (Additional 25%)

Additional Information:

- Exhibitors using their own company employees may vacuum within their own booth up to 200 square feet.
- Any hired cleaning service or labor must be through Huntington Place's House Keeping Department. All labor requests have a four (4) hour minimum for orders.
- Minimum of 100 square feet for service orders.
- Hard surface floor buff & wax, call for quote.
- Cancellation of labor requires 72 hours of advance written notice. Labor cancelled or reduced without proper notification will be charged a 4-hour cancellation fee per worker.

Orders must be submitted online with credit card payment.