

Exhibitor Service Manual



42nd ANNUAL DETROIT CAMPER & RV SHOW
Rock Financial Showplace
Novi, Michigan
February 13-17, 2008

MARVAC
2222 Association Drive
Okemos, MI 48864
Phone: 517.349.8881 Fax: 517.349.3543
Email: dbehrendt@mmhrvca.org

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General Show Information

Admission

Adults	\$9.00
Seniors (55 & over)	\$5.00 (Wednesday & Thursday)
Children under 12	Free

Booth Exhibitors-Move-In

Booth Exhibitors may move-in starting on Tuesday, February 12, 2008 from 9:00 a.m.-5:00 p.m. **Move-in must be completed by Wednesday, February 13 by 1:00 p.m.** Booth exhibitors with large displays needing special access to booth area should contact show management.

Carpet

Aisle carpet will be installed on Tuesday, February 12, 2008.

Complimentary Tickets

Exhibitors will be provided complimentary tickets based on the amount of space purchased in the show. Additional complimentary tickets may be purchased at a discounted cost of \$4.50 each. **Complimentary tickets will be mailed under separate cover.**

Concessions

Concession areas are located in the Rock Financial Showplace providing a wide range of food and drink items. Every effort will be made to discourage people from taking food into the RV's. "PLEASE NO FOOD OR DRINK" signs are available free at the Show Office.

Decorator

NEC Expo Service is the exclusive decorator for the Rock Financial Showplace. Furniture rental, carpet, drayage/freight handling, audiovisual requirements, etc. can all be ordered through www.artcraftdisplay.com. **Please see the attached On-Line Exhibitor Service Kit.** Exhibitors are not required to use the services of NEC Expo Service. You may bring your own table, chairs, carpet, etc.

Drayage/Freight Handling

NEC Expo Service is the exclusive drayage and freight handling company for the Rock Financial Showplace. Access forms at www.artcraftdisplay.com. All freight must be received prior to Monday, February 11, 2008 by 12:00 noon.

Electrical Service

RV Dealers

15 AMP electrical service will be provided for each recreation vehicle in your display.

Booth Exhibitors

Booth Exhibitors will be provided one 15 AMP outlet for each 10' x 10' booth. Please complete the attached form indicating your electrical requirements.

Enforcement of Rules

The enforcement of all show rules lies with Show Management. Any violation of the rules in the opinion of Show Management, will be subject to a monetary fine and/or losing show space and/or show seniority after being warned by Show Management. **A copy of the Show Rules is included with this manual.**

Exhibitor Booth Space

All exhibitors have contracted for their space from Show Management. All exhibitors must remain in the confines of their space and have their displays manned throughout the show hours. Booth displays shall not be more than eight feet high in the rear and any side of the display cannot extend more than four feet high. Show management provides the pipe and drape for the back and side panels of each booth. You may bring your own tables, chairs, carpet, etc. or use NEC Expo Service for decorating needs. Please see the On-line Exhibitor Service Kit included with this manual. **Recreation vehicles are not allowed in booth space unless prior approval has been given by the MARVAC Board of Directors. The advertising or selling of recreation vehicles from booth space locations is strictly prohibited.**

Exhibitor Credentials

2008 MARVAC Exhibitor Buttons will be provided to each exhibiting company. Please list the names of those working in your display area and return the Exhibitor Credential Form by February 8, 2008 or fax to the Association Office at 517/349-3543.

Fire Regulations

State law requires that all drapes and similar materials, whether owned or rented, be flame-proofed. Crepe papers, corrugated paper board or other flammable materials are prohibited. Poster board signs are allowed, but should be taped to a unit or other flat surface and should not be hung free from backing. Trees, shrubs and plants must be live and not cut. Helium balloons and tanks are not allowed. No open flame or gasoline is permitted in any booth or exhibit area. Fuel tanks and gas tanks must be locked. All battery cables **must be disconnected** after the unit is placed in the display space. Fuel tanks in motorized vehicles **must** be at ¼ of a tank or less. Propane tanks **must** be new and empty.

First Aid

A first aid kit is located in the Show Office.

Food

The Rock Financial Showplace has exclusive rights to sell or distribute food and beverages. Therefore, no similar products may be brought by customers or exhibitors for consumption within the expo center premises without prior permission from the Rock Financial Showplace and Show Management.

Giveaways

Raffles, auctions or giveaways of any kind (including food items) are not allowed without advance permission from Show Management.

Helium Balloons

Helium balloons are allowed as part of your display and must be filled outside of the building. Helium containers are not allowed in the building. **Distribution of balloons to attendees is not allowed.**

Hotel Reservations

A block of rooms offering a special rate is being held under MARVAC.

DoubleTree (formally Wyndham Garden Hotel),
42100 Crescent Blvd., Novi, Michigan 48377
Call for reservations: (248) 344-8800

\$89.00 Single or Double + tax

Call by January 24, 2008 for the MARVAC special rate or contact:

<http://doubletree.hilton.com/en/dt/groups/personalized/DTWNVDT-CAM-20080211/index.jhtml>

Insurance

All exhibitors must provide insurance coverage for personal injury and property damage liability to cover themselves and their property at the show. The exhibitor must provide insurance coverage for bodily injury liability with limits of at least \$100,000 per person, \$1,000,000 per occurrence and property damage liability of at least \$100,000 per occurrence to cover themselves and their property at the show along with Workers Compensation coverage. Insurance protection against fire, theft or damage to the exhibitor materials must be carried at the exhibitor's expense.

The exhibitor agrees to protect and hold harmless the Show, Show Management and the Rock Financial Showplace from all claims which might arise inside or outside of the show property.

Please do not forget to submit your proof of insurance to the MARVAC office prior to show move-in.

Janitorial Service

Exhibitors are responsible for the cleaning of the total area within their display space. All aisles and other common areas will be maintained during show hours and will be broom swept after the show each day by the show contractor. Drums will be placed at frequent intervals and near concession areas. Each exhibitor is responsible for the cleaning and dusting of their products, RV's, exhibit space or booth area.

Lost and Found

Show Management maintains a lost and found at the Show Office. If you find items that were left within your display area, please turn them into the Show Office.

Move-Out for All Exhibitors

Move-out is Sunday, February 17 at 6:00 p.m. RV Dealers follow the move-in schedule in reverse; last in, first out. All exhibitors must be prepared to move-out Sunday evening. The staging area will be available Monday, February 18, 2008 until noon.

Note RV Dealers: All vehicles must be staged outside the building before transfer to dealer lot begins.

Music in Exhibit Area

Federal law protecting the creators of copyrighted music requires that a license be obtained to use copyrighted music in meetings, seminars, general stage presentations and in exhibitor's booths. Therefore, copyrighted **music will not be allowed** by any of our exhibitors.

Parking

Exhibitor Parking

Exhibitor Parking passes will not be provided by Show Management on a complimentary basis.

However, as a benefit to exhibitors, you may purchase a FIVE DAY PARKING PASS for only \$12.00. This represents a 50% savings over the regular daily parking fees. This parking pass will permit your vehicle to enter and leave the Rock Financial Showplace lots, at will, during the five days of the Camper Show. Parking is free during move-in and move-out days. **A PARKING PASS REQUEST FORM IS INCLUDED IN THIS MANUAL.**

RV Parking/Overnight Accommodations-Overnight RV parking is available. For more information on costs and location, please contact Rock Financial Showplace Management at 248.348.5600.

Trucks and Trailers-Company owned trucks and trailers with company signage must be parked at the northwest corner of the exhibitor parking lot.

Public Relations

All public relations materials should be sent to Beth Monicatti-Blank, All Seasons Communications, PO Box 100, Romeo, Michigan 48065. The phone number is 586.752.6381. Beth Monicatti-Blank will be available during the show to provide exhibitors with information about the PR and advertising campaign. All exhibitors are encouraged to supply All Seasons with news releases, pictures and any newsworthy materials they have regarding their products or business.

Projection Sound Equipment

No film projector or sound producing equipment that is objectionable will be allowed in the show. Audio visual equipment may be rented from NEC Expo Service. Use the enclosed service form to order your audio visual needs.

RV Dealers-Move-In

Staging Date & Hours-RV Dealers may stage their vehicles on Sunday, February 10, 2008 beginning at 4:00 p.m. **Please Note**: There is a public show at the Rock Financial Showplace on February 10. We cannot stage units at the Rock Financial Showplace **until Sunday starting at 4:00 p.m.** We will have guards on site to allow staging through the evening.

Move-In Schedule (Subject to Change)

Monday, February 11, 2008

<u>Dealer</u>	<u>Door #</u>	<u>Move-in Time</u>
A & S RV Center	5	11:30 a.m.
All Trails	7	9:30 p.m.
Campers Paradise	7	7:00 a.m.
Camping World RV	5	9:30 a.m.
Caswell	5	7:00 a.m.
General RV	7	7:00 a.m.
General RV South	9	7:00 a.m.
H & W	5	1:00 p.m.
Haus of Trailers	7	1:00 p.m.
Holland Motorhomes	9	11:00 a.m.
Kitsmiller RV	5	8:30 a.m.
Kline's Auto	9	12:00 noon
Larry's RV Center	5	9:00 a.m.
Lloyd Bridges	9	7:00 a.m.
Lowery RV Center	5	11:00 a.m.
M & M Camping Center	5	7:00 a.m.
Maddox	9	10:00 a.m.
Midway RV	5	10:00 a.m.
Rainbow RV	9	9:00 a.m.
Southland	9	9:30 a.m.
Veurinks	5	2:00 p.m.
Vicars	9	1:30 p.m.
Weekley Motors	5	10:30 a.m.
Westland Camping	5	9:00 a.m.

Dealers are responsible for having vehicles and personnel on site at their designated times. Please follow move-in directions and times given by MARVAC Staff.

RV Dealer Regulations

The safety regulations at the Rock Financial Showplace are very strict. Your dealership display must have a minimum walking area between units of 8 feet. Displays must have two (2) entrances on egress routes. The Fire Marshall requires that each display feels open to visitors and attendees can not be trapped in a display area. The travel distance within the exhibit booth to an exit access aisle shall not be greater than 50 feet. All parts of those recreation vehicles on display, must be inside the described dealer space. If you have questions about your display plan, please call the Association. **The vehicles on display at the 42nd Annual Detroit Camper & RV Show must be 2008 model year. All vehicles must be untitled.**

Security

Every attempt is made to protect the property, safety and rights of our exhibitors and attendees. However, it is also expected that exhibitors will take all reasonable precaution to protect their own valuables. Security guards will be on duty during move-in, show days and move-out.

Show Dates & Hours

Wednesday, February 13	2:00 p.m.-9:00 p.m.
Thursday, February 14	2:00 p.m.-9:00 p.m.
Friday, February 15	2:00 p.m.-9:00 p.m.
Saturday, February 16	10:00 a.m.-9:00 p.m.
Sunday, February 17	11:00 a.m.-6:00 p.m.

Show Directory

A floor plan listing the location and brands displayed by RV Dealers as well as the location of booth exhibitors in the show will be available to attendees.

Show Location:

Rock Financial Showplace
46100 Grand River
Novi, Michigan 48374
Phone: 248.348.5600
www.rockfinancialshowplace.com

Show Management

MARVAC
2222 Association Drive
Okemos, Michigan 48864
Phone: 517.349.8881 Fax: 517.349.3543
Email: dbehrendt@mmhrvca.org or bsheffer@mmhrvca.org

Show Office

MARVAC Staff will be available at the Rock Financial Showplace during move-in, show hours and move-out to assist exhibitors. **The Show Office number is 248.662.0012.** Bill Sheffer, Show Director may be contacted at 517.719.6909.

Signs

Price signs may not be hung in display areas or promotional literature distributed for any “new” manufacturer’s product other than that which is “physically” displayed in the show. Used unit signs are subject to the approval of Show Management. Manufacturer’s signs listing names of dealers shall be limited to only those dealers or distributors exhibiting in the show. Price signs and printed matter shall show only one price, whether or not that price is a special or show sale. In addition, a sign showing the original manufacturer’s suggested retail price will be allowed.

Any dealer identification signs must be placed within the dealer display area. **No signs may be placed over or within the common show aisles.** To hang any signs from the ceiling, you must contact NEC Services to make arrangements. You will be responsible for any charges.

Telephone Service

Exhibitors must make arrangements for telephone service through BOCO Enterprises, Inc. Please access the telephone service form through the On-line Exhibitor Service Manual included with the manual.

EXHIBITOR CREDENTIAL FORM
DETROIT CAMPER & RV SHOW
FEBRUARY 13-17, 2008

BUSINESS NAME _____

PERSON COMPLETING THIS FORM _____

Please list the employees working your exhibit area

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Exhibitor Buttons _____

Please mail to: MARVAC, 2222 Association Drive, Okemos, Michigan 48864 or fax to 517.349.3543 by **February 8, 2008**.

Please remember that exhibitor buttons are to be used for exhibitors only. Anyone using an exhibitor button for general admission will be asked to leave and the button will be confiscated by Show Management. A fine or penalty may result for the exhibitor who has issued the button.

IMPORTANT

BOOTH VENDORS

ELECTRICAL FORM

Electricity is included with each 10' x 10' booth. If you require electricity for your booth, please complete the form.

Company Name _____

Person completing this form: _____

I need electricity in booth # _____

Mail to:

MARVAC
2222 Association Drive
Okemos, MI 48864
or fax
517.349.3543

42nd Annual Detroit Camper & RV Show
Rock Financial Showplace Exhibitor 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 NORTH END OF THE BUILDING**. This area is designated for exhibitor parking only.

As a benefit to exhibitors, you may purchase a FIVE DAY PARKING PASS for only \$12.00. This represents a 50% savings over the regular daily parking fees (\$5.00 per day). This parking pass will permit your vehicle to enter and leave the Rock Financial Showplace lots, at will, during the five days of the Camper Show. Parking during move-in and move-out is at NO CHARGE.

This discounted parking pass is available for purchase only through February 13 (last day of move-in). All passes purchased after February 13, 2008, will be subject to the non-discounted parking pass fee.

All parking passes discounted and non-discounted, purchased after February 6, 2008, will be held on site at the Rock Financial Service Desk for exhibitor pick-up.

Please use the form below to order your FIVE DAY PARKING PASS. All orders must include payment.

Please send _____ **FIVE DAY PARKING PASSES** for the **42nd Annual Detroit Camper & RV** show to the undersigned. Enclosed is my payment for \$_____ (\$12.00 each)

Payment Information	
Exhibitor Company Name _____	Contact _____
Address _____	
City, State, Zip _____	
Telephone _____	Fax _____

Payment Method	
<input type="checkbox"/> Check Payable to Boco Enterprises	<input type="checkbox"/> Visa
<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express

Card Account Number	

Expiration Date	
_____	_____
Card Holder Signature	Print Name

Mail form to: Boco Enterprises c/o Rock Financial Showplace 46100 Grand River Novi, MI 48374
Fax to: Boco Enterprises c/o Rock Financial Showplace – 248-380-3005

Questions? Please call Kathleen Rowe @ 248-348-5600 ext. 235

MARVAC Show Schedule of Penalties

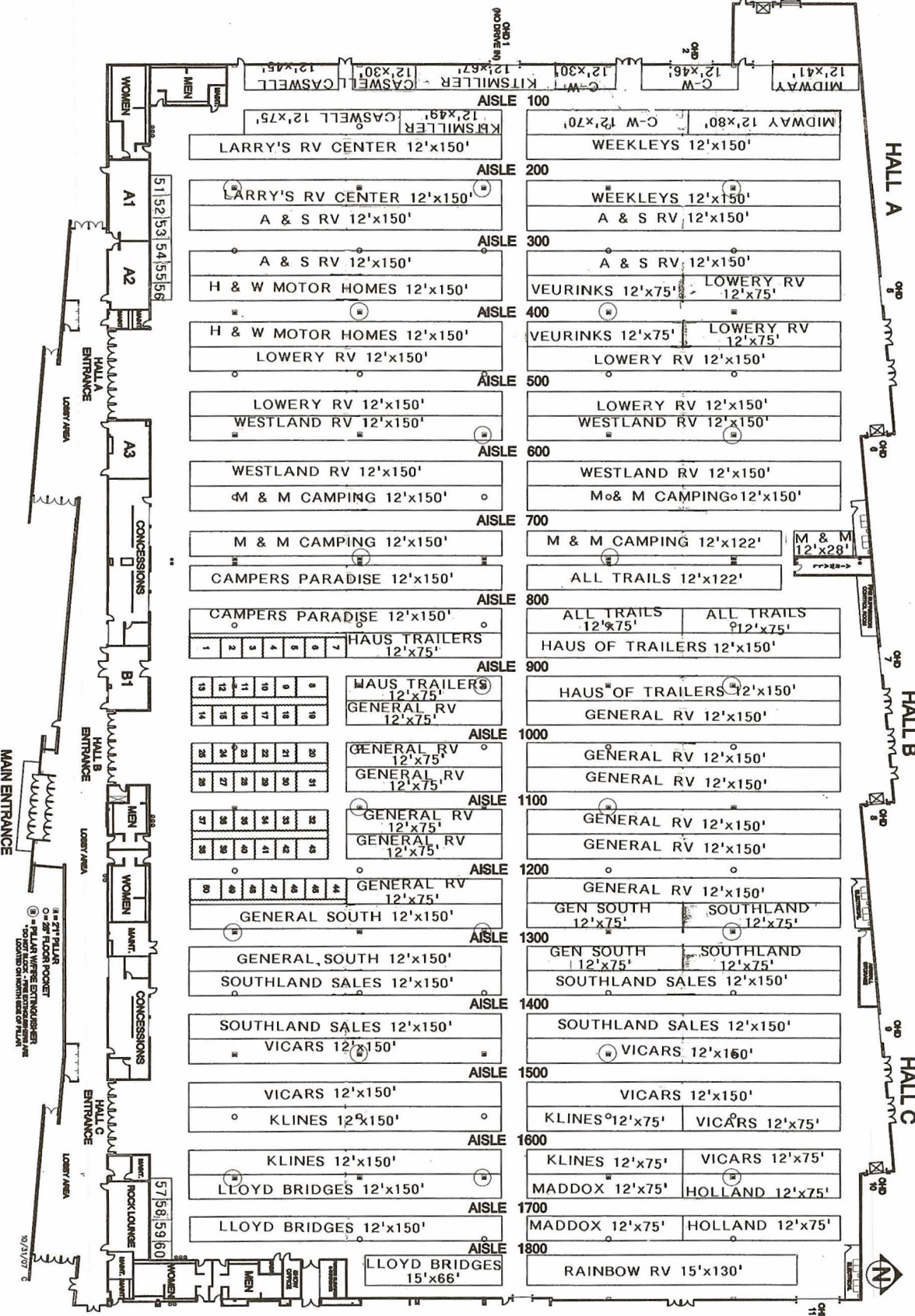
Violations

1. Failure to provide final payment for show space 45 days prior to move-in date.
(Penalty: A 20% penalty will be applied to the balance due if not paid 45 days before move-in. A permanent loss of one-year seniority for any future show if payment and penalty is not received 30 days before move-in.)
2. Failure to provide Certificate of Liability Insurance by move-in date.
(Penalty: Permanent loss of one year's seniority and forfeiture of show space and all monies paid for current show)
3. Exhibiting titled, non-compliant model year recreation vehicles/tow vehicles **and/or non-member manufacturer products** within show space. **(Effective January 2007)**
(Penalty: Immediate removal of vehicle if possible, lock unit for the remainder of the show if not able to remove, permanent loss of square footage equal to size of vehicle and double the fine if unit is reopened any time during remainder of the show.)
4. Parking dealer titled or untitled recreation vehicles in designated show facility parking areas. No unauthorized recreation vehicle may be open for exhibit to the public during, before or immediately following scheduled show hours. In addition, recreation vehicles used for transportation by dealerships or manufacturer representatives may not display any additional signage referring to dealer location or price.
(Penalty: Immediate removal of vehicle and \$100.00 fine per occurrence)
5. Failing to have display opened and properly manned during posted show hours.
(Penalty: \$100.00 fine per occurrence)
6. Arriving late for scheduled move-in times
(Penalty: 1st time-\$100.00 fine, 2nd time-Permanent loss of one year's seniority)
7. Causing unusual delays or hindrance to other exhibitors during move-in and/or move-out
(Penalty: 1st time-\$100.00 fine, 2nd time-Permanent loss of one year's seniority)
8. Transporting of any exhibitor's vehicles from designated show staging areas during move-out before all of the exhibitor's vehicles are moved from inside exhibit area.
(Penalty: Monetary fine of \$250.00)
9. Having any portion of displayed vehicle or material outside designated exhibit space as determined by show management.
(Penalty: 1st time-Immediate removal or adjustment to correct problem; 2nd time- Permanent loss of one year's seniority)
10. Failure to follow guidelines as set forth by local fire codes including appropriate aisle width, disabling vehicle batteries, and securing gasoline and propane tanks and/or appliances.
(Penalty: 1st time- immediate correction; 2nd time immediate correction and permanent loss of one year's seniority)
11. Unauthorized duplication of official show materials such as coupons, tickets, parking passes, and other related items without written permission from Show Management.
(Penalty: Monetary fine of \$250.00 per occurrence)
12. Building and/or equipment damage
(Penalty: Exhibiting company(s) is responsible for cost of repair)
13. Violation of any written rule in show drawing rules, show contract, and/or official exhibitor manual not previously defined
(Penalty: 1st time- monetary fine of \$100.00 to the company(s) found in violation; 2nd time-Permanent loss of one year's seniority)

FAILURE TO PAY ANY FINE IMPOSED, AS A PENALTY, SHALL RENDER THE EXHIBITOR INELIGIBLE TO DRAW FOR SPACE IN ANY SUBSEQUENT MARVAC CAMPER & RV SHOW.

Detroit Camper & RV Show

FEBRUARY 13-17, 2008





NOTICE OF ON-LINE EXHIBITOR KIT

Re: **MARVAC**
Detroit – Spring Camper & RV Show 2008
February 13-17, 2008
Rock Financial Showplace

Dear Exhibitor:

NEC Expo Services, Inc. has been selected by your show management to serve as the Official Exhibition Service Contractor for this event.

YOUR EXHIBITOR KIT FOR THIS EVENT IS AVAILABLE ON-LINE. IF YOU DO NOT HAVE INTERNET ACCESS, NEC EXPO SERVICES CAN FAX OR MAIL THE KIT BY CALLING (248) 380-0843.

IF YOU NEED ADDITIONAL EQUIPMENT OR SERVICES YOU CAN DOWNLOAD ORDER FORMS USING THE FOLLOWING PROCEDURES:

Go to the following website: www.necexposervices.com

Click on: "Exhibitor Services"

Click on: "Get Order Forms"

Enter Event Code: **MARVAC DEALERS ENTER 117874d**

MARVAC VENDORS ENTER 117874v

Please refer to the kit for the items that are included as part of your booth fees paid to show management. General questions can be directed to: novi@necexposervices.com

ADVANCE ORDER DEADLINE IS **Monday, February 4th, 2008 by 5pm EST**

If we can be of any further assistance, please contact us.

We are looking forward to being of service to you.

THANK YOU FOR YOUR PATRONAGE

BOCO Enterprises, Inc. 46100 Grand River Avenue Novi, MI 48374 Phone: 248 -348-5600 Fax: 248-380-3005

Electrical and Utility Order Form

NAME OF SHOW: _____ DATE OF SHOW: _____

COMPANY NAME: _____ CUSTOMER NAME: _____

ADDRESS: _____ CITY: _____

EMAIL ADDRESS: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ EXT: _____ FAX NUMBER: _____ BOOTH NUMBER: _____ ORDER DATE: _____

FORM OF PAYMENT: CASH CHECK MASTERCARD VISA AMERICAN EXPRESS DISCOVER

CHECK / CREDIT CARD NUMBER: _____ EXP. DATE: _____ AUTHORIZED CHARGE AMOUNT: _____

IF PAYING BY CREDIT CARD, PLEASE PLACE AUTHORIZATION SIGNATURE HERE: _____

PLEASE MAKE CHECKS PAYABLE TO *BOCO ENTERPRISES, INC.* *

Rates quoted include bringing of service to the exhibit booth. All wiring of electrical work on exhibitors display are charged on time and material basis. Tagging of equipment for proper voltage, phase, connections, etc. is exhibitor's responsibility. Exhibitors using sensitive electronic equipment should provide their own power conditioning. Boco Enterprises and/or Rock Financial Showplace are not responsible for voltage or frequency variances.

**FULL PAYMENT MUST ACCOMPANY ORDER TO RECEIVE ADVANCE RATE. NO EXCEPTIONS. PAYMENT IN FULL MUST BE RENDERED PRIOR TO OPENING OF SHOW. ADVANCE ORDER DEADLINE: FIVE (5) WORKING DAYS PRIOR TO FIRST MOVE-IN DAY. ALL ORDERS RECEIVED AFTER DEADLINE OR ON SITE ARE SUBJECT TO FLOOR ORDER RATE. ANY ORDERS REQUIRING COLLECTION DURING OR AFTER THE SHOW ARE SUBJECT TO THE FLOOR RATE, INCLUDING DECLINED CREDIT CARDS.*

REQUIREMENT(S)	120 V - Single Phase			208 V - Single Phase			208 V - Three Phase			480 V - Three Phase			TOTAL
	QUAN.	ADVANCE	FLOOR	QUAN.	ADVANCE	FLOOR	QUAN.	ADVANCE	FLOOR	QUAN.	ADVANCE	FLOOR	
LIGHTING OUTLET 120 VOLT. 60 CYCLE OUTLET UP TO 2000 WATTS		\$65	\$95										
30 AMP					\$170	\$250		\$200	\$285		\$625	\$950	
40 AMP					\$240	\$340		\$275	\$410				
50 AMP					\$245	\$345		\$285	\$425				
60 AMP											\$750	\$1050	
100 AMP					\$595	\$835		\$685	\$950		\$1200	\$1200	
150 AMP					\$775	\$1050		\$895	\$1160				
200 AMP					\$1170	\$1260		\$1370	\$1460				

EXHIBIT BOOTH CLEANING
BOCO ENTERPRISES, INC. IS THE EXCLUSIVE CONTRACTOR FOR ALL CLEANING SERVICES AT THE ROCK FINANCIAL SHOWPLACE. FOR YOUR CONVENIENCE, WE ARE OFFERING AN INDIVIDUAL BOOTH CLEANING SERVICE FOR YOUR UPCOMING SHOW. THIS IS AN OPTIONAL SERVICE THAT WILL NOT BE PROVIDED WITHOUT THE RETURN OF THIS FORM AS WELL AS ADVANCED PAYMENT.

PHONE AND INTERNET
ALL ORDERS FOR PHONE SERVICE MUST HAVE CREDIT CARD NUMBER AND EXPIRATION DATE FILLED OUT ON TOP OF FORM, EVEN IF PAID BY CASH OR CHECK. PHONE SERVICE INCLUDES ALL CONNECTION AND INSTRUMENT IF NECESSARY.

Please note:
All credit card machines, lap tops, fax machines, etc., must be programmed to dial "9" for ALL outgoing calls.. Data transmission capabilities are limited and exhibitors should inquire if there are questions concerning the compatibility of any equipment with Boco Enterprises, Inc. phone system. Direct Lines may need to be ordered through SBC. Customers are responsible for all local and long distance charges made on phone lines from move-in through move-out of show. Billing for all additional charges will be at a later date.

WATER/DRAIN/AIR/GAS
WATER SERVICE IS 3/8" POLY PIPE WITH SHUT OFF. ANY REQUIRED CONNECTIONS ARE THE RESPONSIBILITY OF THE EXHIBITORS. 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.

CHOOSE ONE:

A. **Nightly Cleaning Services** - Carpets vacuumed or floor swept, wastebaskets emptied, tables wiped. Service is provided nightly, after show closing. Service commences on the final night of move in and ends the night before closing of the show.

Total
Total Booth Sq. Ft. x .11 x Show Days = Total Cost

B. **One time Cleaning Service** - Carpets vacuumed or floor swept, wastebaskets emptied, tables wiped. One time service provided the night before the first open show day only.

Total
Total Booth Sq. Ft. x .15 x Show Days = Total Cost

TOTAL DUE: _____

QUAN.	ADVANCE	FLOOR
Telephone Services - Outgoing Calls	\$150	\$175
Telephone Services - Incoming/Outgoing Calls	\$175	\$200
All internet services provided on-site by <i>Bright House Networks</i> . The service is accessed through <i>Internet Explorer</i> and paid for by credit card. The service is \$20.00 per day.		
Cable/Hardwire Internet Installation Fee	\$65	\$95
TOTAL DUE:		
GRAND TOTAL:		

QUAN.	ADVANCE	FLOOR
Water	\$145	\$185
Drain	\$175	\$225
**Air	\$235	\$295
Gas	Contact Boco Enterprises, Inc. directly at 248-348-5600 ext. 205 for pricing and connection information.	
Labor	\$50.00 per hour Straight Time \$75.00 per hour Overtime	
<small>**Compressed Air Connection 1/2 Inch</small>		
TOTAL DUE:		