



One Washington Blvd. Ste 1056

Detroit, MI 48226

(313) 400-1454 - fax: (313) 209-3838



June 25—26, 2019

Detroit Marriott Renaissance Center

Detroit, Michigan

Service Information:

GEMS is proud to be your Exposition Management team. The following are important dates and information to keep at hand:

Booth Information:

Each 10' x 10' booth space will be set with 8' high blue back drape & 3' high blue side rail. (1) 6' white skirted table, (2) side chairs, (1) wastebasket, and (1) 7" x 44" one-line ID sign.

Carpet: The exhibit area is carpeted.

Discount Price Deadline:

Order early to take advantage of our discount prices, place your order by **June 7, 2019**. Orders placed at show site will be charged an additional 30% above the discount price.

[GEMS Online Ordering](#)

Show Schedule:

Exhibitor Move-In:

Tuesday	June 25, 2019	8:00 AM—12:00 PM—Ontario East
		12:15 PM—5:00 PM—Ontario West

Wednesday	June 26, 2019	8:00 AM—10:30 AM
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Exhibit Hours:

Wednesday	June 26, 2019	11:15 AM—12:45 PM
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Exhibitor Move-Out:

Wednesday	June 26, 2019	1:00 PM—5:00 PM
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Dismantle & Move-Out Information:

- ◇ GEMS will begin returning any empty containers when the show closes.
- ◇ Please complete an outbound bill of lading.
- ◇ All exhibitor materials should be removed from the facility by 5:00 PM on Wednesday, June 26, 2019.
- ◇ Please inform your drivers to be checked in at the loading area by **3:00 PM on Wednesday, June 26, 2019**.
- ◇ Freight not picked up by 5:00 PM on Wednesday, June 26, 2019 will be redirected.

Assistance:

A GEMS Project Manager is specifically assigned to this event in order to help you with all of your booth needs.

Please do not hesitate to contact your Project Manager with any questions.

**Your Project Manager is:** Alanna Powers. **Phone:** (313)-400-1454 ext. 402 **Email:** Alanna@gemsevents.com

## General Contractor Information:

### Gilbert Exposition Management Services (GEMS)

One Washington Blvd. Suite 1056

Detroit, MI 48226

(313)400-1454 fax (313)209-3838

### During the Show:

GEMS maintains an on-site Exhibitor Services Contact during the move in and move out period. If there is anything you forgot to order, or new requirements arise during the show, we will be happy to help you. Just visit us at the Exhibitor Service Center for assistance.

### Shipping Information:

#### Advance to Warehouse:

ABF Freight  
c/o GEMS  
SGMP Natl Edu Conference  
Company name & Booth #  
6250 Inkster Road.  
Romulus, MI 48174

Shipments may begin arriving at the above address on **Tuesday, May 28, 2019** from 8 AM—4:30 PM daily. Shipments will be accepted at the warehouse until **Friday, June 21, 2019** after that additional after deadline fees will apply. To trace the arrival of your shipment or for directions to the warehouse please call 313-400-1454.

#### Direct to Show Site:

Marriott Detroit at the Renaissance Center  
c/o GEMS  
SGMP Natl Edu Conference  
Company Name & Booth #  
400 Renaissance Drive.  
Detroit, MI 48243

Shipments arriving at show site prior to **Tuesday, June 25, 2019** will be refused, rerouted, or held by the facility. You are responsible for all related charges incurred at show site and by GEMS. Shipping prior to move-in could delay your shipment to your booth. Please follow the outlined shipping guidelines.

### After the Show:

Feel free to contact GEMS throughout the year for assistance with any trade shows, special events, exhibit rentals, installation and dismantle labor, or material storage.

**We look forward to serving you in the future!**

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## PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

### Credit Card Charge Authorization

(All Information Must Be Provided)

**EXPIRATION DATE**
 MasterCard    VISA    American Express    Corporate    Personal

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

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

<p><b>Payment Policy</b></p> <p><b>Payment for Services</b></p> <p>GEMS requires payment in full at the time services are ordered. GEMS requires that you provide a credit card authorization with your initial order. For your convenience, GEMS/GEMS Logistics LLC will use this authorization to charge your account for services which may include labor, material handling, and shipping services not covered by your first payment.</p> <p><i>For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative for products and services rendered to your company for this event.</i></p> <p><b>Method of Payment</b></p> <p>GEMS accepts MasterCard, VISA, Discover, American Express, &amp; Check. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank. Exhibitors will be charged a \$25.00 fee for returned NSF checks.</p>	<p><b>Third Party Billing</b></p> <p>Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GEMS reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.</p> <p><b>Tax Exempt</b></p> <p>If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information with your orders for the show. GEMS must receive your certificate with your order; otherwise tax will appear on your invoice.</p> <p><b>Adjustments and Cancellations</b></p> <p>Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Cancellation fees will apply if written notice of cancellation is not received within 15 business days of the show move-in. No credits will be issued after delivery or attempted delivery.</p>
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*If you have any questions regarding our payment policy, please call exhibitor services at 407-438-5002 or visit our Service Desk during setup and move-out. Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GEMS. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the Show, or balance left without appropriate credit card on file.*



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### THIRD PARTY PAYMENT AND STATEMENT OF TERMS

GEMS will present invoices to third parties at the Show site for payment of all services rendered to exhibitors provided the following conditions are met :

1. The exhibitor is required to complete the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form located in this manual.
2. The payment record of the third party must be acceptable to GEMS. Also, the charge card information must be completed and submitted to GEMS as a deposit for the Show.
3. If there is any doubt who is to be invoiced for a service, the charges for the service will be charged to the exhibitor. The exhibiting firm is ultimately responsible for the payment of all charges. If the Non-Official Contractor requires GEMS to fax an invoice from the Show Facility, a \$75.00 service charge will be added.
4. The following form is to be completed, signed and returned by both parties by the deadline date indicated at the bottom of this page. Otherwise, the request will be denied.  
**Please do not forget to fill out the credit card authorization form.**

We understand that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event that the named third party does not make payment upon presentation of the invoice at the Show site, such charges will be presented to the exhibiting firm for payment.

ALL INVOICES MUST BE SETTLED BY THE CLOSE OF THE SHOW. Please fill out the form below completely.

EXHIBITING FIRM:		BOOTH#:
AUTHORIZED NAME & TITLE:		
AUTHORIZED SIGNATURE:		
DISPLAY HOUSE NAME/THIRD PARTY PAYER:		
COMPLETE ADDRESS:		
CITY, STATE:		ZIP CODE:
AUTHORIZED NAME & TITLE:		
AUTHORIZED SIGNATURE:		
PHONE NUMBER:	FAX NUMBER:	
ITEMS TO BE BILLED TO THIRD PARTY:		
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS		
ACCOUNT NUMBER:		EXPIRATION DATE and CVV Code:
NAME ON CARD:		
SIGNATURE:		
COMPANY NAME:		BOOTH #:
COMPANY ADDRESS:		
CITY, STATE:		ZIP CODE:
PHONE NUMBER:	FAX NUMBER:	

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## SHIPPING INSTRUCTIONS

### ADVANCE SHIPMENTS TO THE WAREHOUSE

- Shipments must be sent PRE-PAID. All collect shipments will be refused.
- Crated shipments may be sent to the warehouse in advance up to thirty (30) days prior to the Show move-in date. Such shipments must arrive on or before **June 21, 2019** between 8:00am & 4:00pm Monday through Friday.
- No shipments will be received at the warehouse on weekends or holidays. To trace the arrival of a shipment, call
- **HAVE PRO NUMBER AND CARRIER INFORMATION AVAILABLE.**
- **NOTE:** Shipments that arrive at the warehouse after Show move-in has begun will be charged an additional 25% overtime rate of the advance warehouse rate.
- Label each package or crate as follows:

#### TO ARRIVE ON OR BEFORE

June 21, 2019

ABF Freight  
c/o GEMS

Company Name & Booth #

SGMP 2019  
6250 Inkster Road  
Romulus, MI 48174

**Bring tracking information to showsite!**

### SHIPMENTS TO SHOW SITE

- **All shipments arriving at the facility prior to June 25, 2019 will be refused & rerouted.**
- **NOTE:** Shipments will only be received at the Show site *during the move-in periods* - **SEE PAGE 2, 3 OF THE SERVICE MANUAL.**
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for direct deliveries to the Show facility.
- Bills of Lading indicating weight must accompany freight delivery. The driver's signature on the Show site receiving report will verify the total count and weight.
- **NOTE:** Shipments arriving at Show site before the designated move-in date will be *refused, rerouted, or held by the facility*. You're responsible for all related charges incurred at site & by GEMS. Shipping prior to move-in could delay your shipment to your booth. Please follow the outlined shipping guidelines.
- Label each package or crate as follows:

#### DO NOT DELIVER PRIOR TO

June 25, 2019

Marriott Detroit at the Renaissance Center  
c/o GEMS

Company Name & Booth #

SGMP 2019

400 Renaissance Drive.  
Detroit, MI 48243

**GEMS WILL NOT be responsible for locating freight that is sent to the facility prior to June 25, 2019**

#### Please note the following general shipping information:

- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. No liability will be assumed by GEMS for such shipments.
- Crated materials will be received at the warehouse up to 30 days in advance and delivered to respective booths at the Show facility. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the Show. Material is then moved from the booth to the dock and reloaded on designated vehicles. Charges will be based on in-bound weight only.

**IMPORTANT: Refer to the "MATERIAL HANDLING RATES" in the Exhibitor Service Manual for rate information.**

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COMPLETE THIS FORM FOR GROUND/AIR TRANSIT FOR YOUR EXHIBIT MATERIALS VIA GEMS IN-HOUSE SHIPPING SERVICE

**INBOUND SHIPPING INSTRUCTIONS**

Below payment authorization must be on file prior to pick up.

**Pick-up from:**

Company: \_\_\_\_\_

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

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Show: \_\_\_\_\_

Booth Name/# \_\_\_\_\_

Requested Pick Up Date \_\_\_\_\_ Time: \_\_\_\_\_

Contact \_\_\_\_\_

**SHIPPING SERVICES**

Tel: \_\_\_\_\_

Email \_\_\_\_\_

 Please arrange my shipping into **ADVANCE WAREHOUSE** *or*
 Please arrange my shipping direct to **SHOW SITE**
 Please arrange my **OUTBOUND SHIPPING**
 Please contact me about **EXPRESS DEPARTURE SERVICE**
**TRANSPORTATION CHARGES PAYMENT AUTHORIZATION**
 Please contact me about **BETWEEN SHOWS STORAGE**
*This authorization will be used by GEMS Inc/GEMS Logistics LLC to charge your credit card for any additional amounts ordered by your representative for products and services rendered to your company for this event.*
**Card Type:**     MasterCard     VISA     American Express

Card # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, St, Zip: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Authorised Signature: \_\_\_\_\_

**SHIPPING INFORMATION**

Crates	[ h ]x[ w ]x[ d ]	
Cartons (cardboard)	[ h ]x[ w ]x[ d ]	
Cases/Trunks	[ h ]x[ w ]x[ d ]	
Skids/Pallets	[ h ]x[ w ]x[ d ]	
Carpet	[ h ]x[ w ]x[ d ]	
Other	[ h ]x[ w ]x[ d ]	
<b>- TOTAL PIECES</b>	<b>TOTAL WEIGHT -</b>	

 Items to be shipped:  
 Pieces: \_\_\_\_\_ Dimensions: \_\_\_\_\_ Weight: \_\_\_\_\_  
 Declared value \$ \_\_\_\_\_ Loading Dock  Lift Gate needed   
 Residential address  Inside Pickup  Inside Delivery   
 Special Instructions: \_\_\_\_\_

**OUTBOUND SHIPPING INSTRUCTIONS**

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

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

Phone: \_\_\_\_\_

Deliver-by Date: \_\_\_\_\_

Qty of labels req'd: \_\_\_\_\_

**FREIGHT SERVICE TYPE**

Special Instructions: \_\_\_\_\_

*Services are charged based on Dimensional or Actual weight—whichever is greater when weighed. Exhibitor to submit completed outbound Bill of Lading to GEMS service desk—as transfer of responsibility for freight left at booth.*

- 
- STANDARD GROUND**
- 
- 2ND DAY AIR**
- 
- 
- NEXT DAY AIR**
- 
- OTHER (TRUCK LOAD, SPECIALISED)**

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## MATERIAL HANDLING ORDER FORM

Please indicate where your shipment will arrive:  **GEMS Warehouse**  **Show Site**

### Advance Warehouse Receiving Rates:

We will ship _____ pieces @ _____ lbs.	@ \$100.00 per 100 lbs. (200 lb. minimum)	\$
Small Package Charge	@ \$55.00 (25 lb. maximum)	\$
Loose/Uncrated/Pad Wrapped	@ \$125.00 per 100 lbs. (200 lb. minimum)	\$

#### OVERTIME MATERIAL HANDLING CHARGES (See Schedule On Page One)

Overtime rates prevail before 8:00AM and after 4:00PM daily, and all day on Saturdays, Double time rates prevail Sundays & Holidays.

Inbound Overtime - 25% Surcharge	\$
Outbound Overtime - 25% Surcharge	\$

NOTE: We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound Bills of Lading. Adjustments will be made accordingly, and must be paid at Show site. If you have any questions about material handling, please call 313-400-1454

<b>Material Handling Subtotal</b>	\$
<b>Overtime Subtotal</b>	\$
<b>Material Handling Total</b>	\$

For complete information and instructions on shipping and material handling, refer to the "SHIPPING INSTRUCTIONS" and "MATERIAL HANDLING RATES."

\*When recording weight, round up to the next one hundred (100) pounds. \*Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition.

### Show Site Receiving Rates:

We will ship _____ pieces @ _____ lbs.	@ \$98.00 per 100 lbs. (200 lb. minimum)	\$
Small Package Charge	@ \$55.00 (25 lb. maximum)	\$
Loose/Uncrated/Pad Wrapped	@ \$120.00 per 100 lbs. (200 lb. minimum)	\$

#### OVERTIME MATERIAL HANDLING CHARGES (See Schedule On Page One)

Overtime rates prevail before 8:00AM and after 4:00PM daily, and all day on Saturdays, Double time rates prevail Sundays & Holidays.

Inbound Overtime - 25% Surcharge	\$
Outbound Overtime - 25% Surcharge	\$

NOTE: We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound Bills of Lading. Adjustments will be made accordingly, and must be paid at Show site. If you have any questions about material handling, please call 313-400-1454

<b>Material Handling Subtotal</b>	\$
<b>Overtime Subtotal</b>	\$
<b>Material Handling Total</b>	\$

For complete information and instructions on shipping and material handling, refer to the "SHIPPING INSTRUCTIONS" and "MATERIAL HANDLING RATES."

\*When recording weight, round up to the next one hundred (100) pounds. \*Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition.

**EXHIBITING FIRM:**
**BOOTH#:**

## MATERIAL HANDLING RATES

- \$96.00 per hundred weight (or fraction thereof).
- Minimum of \$192.00 per shipment delivered - 200 lb. minimum.
- When recording weight, round up to the next one hundred (100) pounds.

- Rates are calculated on a round trip basis.

-If the inbound and / or outbound receiving hours occur during overtime there will be a 25% surcharge for each occurrence.

### SMALL PACKAGE SHIPMENTS

Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition. GEMS will assume no liability for these shipments. \$55.00 per shipment will be charged for packages 25 pounds and under.

### LABOR AND EQUIPMENT

Labor will be available for un-crating, un-skidding, assembling, positioning, leveling, dismantling, re-crating, and re-skidding machinery and/or equipment of exhibitors. Please see the "INSTALLATION AND DISMANTLING LABOR ORDER FORM" in this manual.

### SPECIAL HANDLING

Add 50% to the quoted Show facility rate for un-crated or loose display shipments or shipments by any truck which, because of height or truck bed, cannot be unloaded at the docks. Un-crated and loose display shipments will not be received at the warehouse. This form of shipment should be sent directly to the Show facility, scheduled to arrive during the move-in time. These shipments will not be accepted prior to the move-in dates. Un-crated and loose display shipments are defined as open displays (not crated or cased) or un-skidded machinery on an open flatbed truck without proper lifting bars or hooks. If the crated materials are combined with un-crated or loose materials in the same shipment, and the Bill of Lading does not identify the various classifications, the whole shipment will be charged at the special handling rate.

### INBOUND BILL OF LADING OR DELIVERY RECEIPT

All shipments must have a Bill of Lading or delivery receipt showing number of pieces, weight and description of merchandise. The charges will be computed based on this weight. In the event that no weight is indicated on the documents presented, GEMS shall estimate the weight, and all charges will be based on these estimates. The estimates will be binding on both parties. A \$25 fee will be applied to your invoice if GEMS finds it necessary to provide this weigh scale service. No adjustments will be made after the Show closes. Copies of the Bills of Lading, including pro number, should be mailed to GEMS as soon as shipments are made. This will assist in tracking, if necessary.

### EMPTY CONTAINER LABELS

Empty labels for storage of containers during the Show will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the exhibitor or representative. All previous labels should be removed. GEMS assumes no liability for errors to the above procedure, removal of containers with old labels, improper information or valuables stored in containers with old empty labels. Empty crates or containers will not be accessible after removal unless prior arrangements are made for accessible storage at the Exhibitor Service Center.

### SPECIAL RATES AND SERVICES

- Steel banding is available at \$1.50 per linear foot, plus one-half hour minimum labor.
- Shrink Wrap is available at \$15.00 per pallet / skid plus one-half hour labor..
- Mobile equipment will be moved in & out of the exhibit hall on a time & material basis with a minimum \$250 charge per round trip.





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## MATERIAL HANDLING RATES

-CONTINUED-

### AGREEMENT OF TERMS

The exhibitor accepts responsibility for the payment of charges in connection with the handling of shipments and guarantees payment to GEMS for the incurred services described herewith.

### OUTBOUND SHIPPING

Each exhibitor or his representative will be expected to label his exhibit materials and furnish shipping information. Labels and Bills of Lading will be available at the Exhibitor Service Center. Previous shipping labels should be removed. GEMS accepts no responsibility for misdirected shipments as a result of old shipping labels remaining on containers. GEMS will route all shipments unless special advance arrangements are made. Exhibits and materials for which arrangements have not been made with GEMS, or which have not been removed from the exhibit area on removal day, will be transported to our warehouse, at an additional charge, to await disposition. GEMS reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within five (5) business days following the close of the Show. No liability will be assumed by GEMS as a result of such re-routing or handling. Any freight brought back to the warehouse for special pick-up will be given an additional charge.

### SHIPMENTS RETURNED TO THE WAREHOUSE

At the close of the Show, should shipments need to be brought back for any reason, there will be an additional charge of \$96.00 per CWT for straight time and \$193.00 per CWT for overtime, with a 500 lb. minimum.

### LIMITS OF LIABILITY

All shipments should be insured by the exhibitor from the time they leave their firm until they are returned after the Show. All exhibits or materials handled by GEMS and insured by the exhibitor are not to exceed a value of \$0.25 per pound and are not to exceed a maximum of \$50.00 per item or \$1000.00 per claim, whichever is less. GEMS and its subcontractors are not insurers. The amounts paid to GEMS are based on the value of the material handling services and are unrelated to the value of the property being handled.

GEMS and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppage, fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearances or other causes beyond its control, or for ordinary wear and tear in handling of equipment. GEMS and its subcontractors shall not be responsible for the materials after they have been delivered to the booth, or before they have been picked up for loading at the exhibit hall. GEMS shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage. All Bills of Lading covering outgoing shipments, which are given to GEMS by exhibitors, will be checked at the time of pickup from the booth, at which time corrections will be made where discrepancies exist. *Furthermore, the exhibitor recognizes there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier. During such time, the materials will not be under the care or responsibility of GEMS.* GEMS and its subcontractors shall not be liable to any extent whatsoever for potential or assumed loss of profits or revenues for any collateral costs, which may make it impossible or impractical to exhibit. Same claims for loss or damage which are not submitted to GEMS within thirty (30) days of the close of the Show shall be considered waived.

No suit or action shall be brought against GEMS or its subcontractors more than one year after accrual of the cause or action thereof. In order to expedite removal of materials from the Show site, GEMS shall have the authority to change designated carriers if such carriers do not pick up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case extra charges will be the responsibility of the exhibitor) or shipped to the exhibitor's address.



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### OUTBOUND SHIPPING FORM

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

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

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

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

**EACH OUTBOUND SHIPMENT WILL REQUIRE A GEMS BILL OF LADING. WE ARE HAPPY TO PREPARE THESE FOR YOU AHEAD OF TIME AND DELIVER TO YOUR BOOTH PRIOR TO SHOW CLOSE. PLEASE**

### SHIPPING INFORMATION

**SHIP TO:**

Company Name: \_\_\_\_\_

Delivery Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Attn: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

**BILL TO:**  Same as Ship to:

Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

### METHOD OF SHIPMENT

**SELECT A CARRIER:**

GEMS Logistics  Other Carrier

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

Select a Level of Service:

1 Day  2 Day  3 Day  Standard Ground  Specialized

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

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## INSTALLATION AND DISMANTLING LABOR ORDER

*Straight Time: \$100.00 per personnel hour Overtime: \$150.00 per personnel hour Double time: \$190.00*

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

### PLAN A: Installation and dismantling of display

**under the supervision of I&D GEMS.**

Please note the following:

- In addition to the above listed rates, a 35% supervision fee will apply to the above rates with a \$50.00 minimum charge.
- Work will be done on a straight time basis if possible. However, overtime charges will be invoiced, if necessary.
- Notice of cancellation should be made at least 24 hours prior to the move-in to avoid a one-hour minimum charge.

### PLAN B: Installation and dismantling of display

**under the supervision of Exhibitor.**

Please note the following:

- Labor personnel must be picked up at GEMS Exhibitor Service Center when under exhibitor supervision.
- A one hour "no show" charge will be applied if exhibitor fails to pick up labor personnel as ordered.
- Notice of cancellation should be made at least 24 hours prior to the Show move-in to avoid a one-hour charge per requested personnel.

Workers are assigned to orders at 8:00AM daily and completion time of first assignments is uncertain.

Therefore, starting times after 8:00AM cannot be guaranteed, although every effort will be made to provide labor at requested times.

FORKLIFT ORDER Straight Time: \$320.00 per personnel hour Overtime: \$450.00 per personnel hour Double Time: \$620.00 per personnel hour

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

### INSTALL & DISMANTLE RECAP

Please check the appropriate line:		___ GEMS Supervision	___ Exhibitor Supervision	___ Forklift Crew
Install	Date: _____ Time: _____	Total Laborers: _____	Hours per Laborer: _____	\$ _____
Dismantle	Date: _____ Time: _____	Total Laborers: _____	Hours per Laborer: _____	\$ _____
GEMS Supervision Install 35%:		GEMS Supervision Dismantle 35%:	Forklift Fee: \$50.00	\$ _____
ESTIMATED COST FOR INSTALLATION, DISMANTLE LABOR, AND/OR FORKLIFT LABOR:				\$ _____

#### LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR

1. Gilbert Exposition Management, Inc., GEMS & its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. Gilbert Exposition Management, Inc., GEMS and its subcontractors shall not be responsible for loss, injury or damage cause by laborers or equipment furnished by Gilbert Exposition Management, Inc., or its subcontractors, except when such laborers are working or operating equipment under direct supervision of a supervisor designated by Gilbert Exposition Management, Inc., GEMS or its subcontractor.
3. Gilbert Exposition Management, Inc., GEMS and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs which may result from any loss, injury or damage to an exhibitor's material or personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
4. Claims for loss, injury or damage which are not submitted to Gilbert Exposition Management, Inc., GEMS, within thirty (30) days of the close of the Show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Gilbert Exposition Management, GEMS or its subcontractor more than one year after the accrual of the cause of action.
5. Gilbert Exposition Management, GEMS, will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.
6. Gilbert Exposition Management, Inc., GEMS will not be responsible for improperly packed or concealed damages to exhibits.
7. The placing of an order for the services or laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Section 1 through 6 above.

**EXHIBITING FIRM:**

**BOOTH#:**

**NON-OFFICIAL CONTRACTORS' RULES & REGULATIONS**

Gilbert Exposition Management, Inc. (GEMS), has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, and installation and dismantling of decorations.

A *NON-OFFICIAL CONTRACTOR IS:* Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site, and does not represent one or more of the official contractors.

1. Each representative on a Non-Official Contractor must physically pick up, in person, an "Exhibit Crew" badge at the GEMS Exhibitor Service Center. If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Official Contractor he/she must be accompanied to the GEMS exhibitor Service Center by a representative who has verifying identification.
2. These services shall not compete with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and Show management regarding entrance.
3. The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the move-in date and shall not solicit business on the Show floor.
4. The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

It is the responsibility of the Exhibitor to see that each representative of a Non-Official Contractor abides by the *Official Rules & Regulations* of this Exposition.

**INTENT TO USE NON-OFFICIAL CONTRACTORS**
**A NON-OFFICIAL CONTRACTOR IS:**

Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the Show facility and does not represent on or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Gilbert Exposition Management Services, Inc. (GEMS), no later than the Deadline Date. **NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.**
2. The Non-Official Contractor must provide GEMS with a copy of valid "Certificate of Insurance." This certificate must be received no later than the deadline date. **NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.**
3. Failure to provide GEMS with items 1 and 2 above will result in said firms being required to hire installation and dismantling labor from GEMS. Non-Official Contractors will be able to provide supervision only.

All representatives of the Non-Official Contractor must obtain an "Exhibit Crew" badge at the **GEMS Exhibitor Service Center**.

**IMPORTANT: It is the responsibility of each Exhibiting Firm who is utilizing a Non-Official Contractor to complete and return the following forms to GEMS no later than July 2, 2018**

- "INTENT TO USE NON-OFFICIAL CONTRACTORS" form, which is located on the following page of this manual.
- Liability "Certificate of Insurance" form which names Gilbert Exposition Management, Inc. (GEMS), as additionally insured for each Non-Official Contractor firm being utilized. (Note: The exhibitor-appointed contractor must maintain at least \$1 million in Employer's Liability, General Liability, Automobile Liability & Worker's Compensation as required in the state the exposition is located.)

**If both the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form and "CERTIFICATE OF INSURANCE" are not supplied to GEMS by July 2, 2018, then any representative of the Exhibiting Firm or Non-Official Contractor will be required to order labor from GEMS.**

**INTENT TO USE NON-OFFICIAL CONTRACTORS**
**NOTIFICATION DEADLINE: June 14, 2019**

EXHIBITING FIRM:	BOOTH #:	
AUTHORIZED NAME AND TITLE:		
AUTHORIZED SIGNATURE:		
FULL NAME OF NON-OFFICIAL CONTRACTOR:		
COMPLETE ADDRESS:		
CITY:	STATE:	ZIP CODE:
AUTHORIZED NAME AND TITLE:		
AUTHORIZED SIGNATURE:	PHONE NUMBER:	FAX NUMBER:
NON-OFFICIAL CONTRACTOR "SHOW SITE" REPRESENTATIVE (if not same as above):		
DIRECT PHONE NUMBER:	TYPE OF SERVICE TO BE PERFORMED:	

One Washington Blvd. Suite 1056

Detroit, MI 48226

(313) 400-1454 fax. (313) 209-3838

 SGMP National Education  
Conference

June 25-26, 2019

 Detroit Marriott Renaissance  
Center

Detroit, Michigan

### ADDITIONAL FURNISHINGS & ACCESSORIES

#### CHAIRS AND ACCESSORIES

Quantity	Description	Discount Price	Standard Price	Total
	Basic Side Chair	\$62.75	\$80.00	\$
	Basic Black Stool with Back	\$120.00	\$135.00	\$
	Literature Stand	\$150.00	\$175.00	\$
	Waste Basket	\$20.50	\$35.00	\$
	Easel, Chrome	\$46.00	\$65.00	\$
	Tack Board	\$150.00	\$175.00	\$
	42" High Round Café Table	\$175.00	\$210.00	\$
	Bag Rack	\$65.00	\$80.00	\$

#### SPECIAL DRAPERY BACKGROUNDS—Ordered In 10' Increments

Indicate Color:    \_\_\_Red    \_\_\_Blue    \_\_\_Black    \_\_\_Sky Blue    \_\_\_Grey    \_\_\_White

Quantity	Description	Discount Price	Standard Price	Total
	3' Drapery Installed, per linear foot	\$9.25	\$13.75	\$
	8' Drapery Installed, per linear foot	\$12.00	\$18.25	\$

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

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

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$100.75	\$120.50	\$
	6' Draped	\$120.25	\$140.50	\$
	8' Draped	\$140.25	\$154.50	\$
	4th Side Draped	\$25.00	\$32.50	\$

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

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

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$105.75	\$129.25	\$
	6' Draped	\$128.75	\$147.00	\$
	8' Draped	\$140.25	\$162.75	\$
	4th Side Draped	\$25.00	\$32.50	\$

#### TABLE RISERS AND DRAPING

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

Quantity	Description	Discount Price	Standard Price	Total
	4' x 10" x 12" Draped	\$35.25	\$47.50	\$
	6' x 10" x 12" Draped	\$45.00	\$60.75	\$
	8' x 10" x 12" Draped	\$57.75	\$78.00	\$

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

**Subtotal** \$

Tax @ 6.0% \$

**EXHIBITING FIRM:**

**BOOTH #:**

**Total** \$



MARRIOTT  
DETROIT  
RENAISSANCE CENTER

# AUDIO VISUAL SERVICES

## ELECTRICAL ORDER FORM

### EXHIBITOR INFORMATION

Show Name \_\_\_\_\_

Exhibit Dates \_\_\_\_\_ Ballroom \_\_\_\_\_

Company/Exhibitor \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name \_\_\_\_\_ On-site Contact \_\_\_\_\_

E-mail Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone# \_\_\_\_\_

### ELECTRICAL & UTILITY SERVICES

ITEMS	RATE	QUANTITY	DAYS	TOTAL
20 Amp, single phase outlet	\$55 / day			
Power Strip	\$15 / day			
Extension Cord	\$10 / day			
Subtotal:				
Service Charge: x 25%				
Sales Tax: x 6%				
<b>GRAND TOTAL</b>				

**PLEASE SUBMIT ALL ORDERS TO ENCORE EVENT TECHNOLOGIES DIRECTLY AT  
MARRIOTTRENAISSANCEEXHIBITS@ENCORE-US.COM**





MARRIOTT  
DETROIT  
RENAISSANCE CENTER

# AUDIO VISUAL SERVICES

## INTERNET ORDER FORM

### EXHIBITOR INFORMATION

Show Name \_\_\_\_\_

Exhibit Dates \_\_\_\_\_ Ballroom \_\_\_\_\_

Company/Exhibitor \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name \_\_\_\_\_ On-site Contact \_\_\_\_\_

E-mail Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone# \_\_\_\_\_

### INTERNET SERVICES

ITEMS	RATE	QUANTITY	DAYS	TOTAL
Wi-Fi (per user)	\$25 / day			
Hard Line	\$500 / day			

### CUSTOM INTERNET SERVICES

ITEMS	RATE	QUANTITY	DAYS	TOTAL
SSID	\$250			
Custom Passcode	\$250			
Custom Landing Page (Wi-Fi only)	\$200			

Subtotal:	
Service Charge: x 25%	
Sales Tax: x 6%	
<b>GRAND TOTAL</b>	

PLEASE SUBMIT ALL ORDERS TO ENCORE EVENT TECHNOLOGIES DIRECTLY AT  
MARRIOTTRENAISSANCEEXHIBITS@ENCORE-US.COM





MARRIOTT  
DETROIT  
RENAISSANCE CENTER

# AUDIO VISUAL SERVICES PAYMENT

## CREDIT CARD AUTHORIZATION FORM

I authorize Encore Event Technologies and Detroit Marriott at the Renaissance Center to charge my credit card:

The hotel may place applicable charges on my credit card for the estimated amount 14 days prior to the function.

Card Holder Name \_\_\_\_\_

Card Holder Address \_\_\_\_\_

Total Estimated Charges: \$ \_\_\_\_\_ Phone Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## CHECKS

Please mail check 14 days prior to:

Encore Event Technologies  
400 Renaissance Center  
Detroit, MI 48243

All services must be paid for in advance by check or credit card. Orders cancelled less than 48 hours prior to the event are subject to a full day rental charge. Contact is responsible for loss or damage to the rental equipment during the event

I understand the policies regarding use of Exhibitor Services, Audio/Visual Equipment, and/or the use of Phone Lines and agree to all the terms and conditions outlined in this page.

Signature \_\_\_\_\_ Date \_\_\_\_\_





# TRUCK DELIVERY MAP



- I-75 North and South
- I-94 East
- I-96 East



**JEFFERSON AVE.**

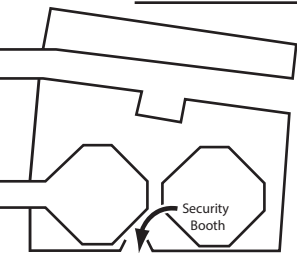
I-75 via I-375

Skywalk

**BATES ST.**



**RENAISSANCE DR. W**



PORT ATWATER PARKING STRUCTURE

**Parking Lot B**

WOODBIDGE

**FRANKLIN STREET**

DRIVE SOUTH ON RIVARD STREET TO BE SCANNED

DRIVE WEST ON FRANKLIN STREET AFTER BEING SCANNED

RIVARD STREET

**ATWATER**

ST. ANTOINE

SCHWEITZER PLACE

ATWATER

**BUS & TRUCK GATE**

Delivery Inspection Area



X-RAY

Detroit River

All delivery trucks must stop at the Delivery Inspection Area prior to entering the hotel dock. After hours proceed to the Franklin Security Booth. Trucks may not park in the loading dock except for loading and unloading. Please note: Truck height limit 12'9". Length limit 40' (cab & trailer).

PLEASE READ –  
IMPORTANT INFORMATION REGARDING SHIPPING/SECURITY PROCEDURES

**MARRIOTT RENAISSANCE CENTER GUIDELINES**

**We highly recommend utilizing the Advance Warehouse facility. Freight that is shipped/dropped off to the advance warehouse will arrive at show site on the GEMS trailer before scheduled move-in. GEMS will have all freight manifested for Marriott Security and handle all inbound arrangements.** Please see the Material Handling order form for additional information.

Due to the recent events in the world, the Marriott has established new guidelines for security and receiving freight. Following are the new procedures to adhere by:

1. Shipments that must be sent in advance, should be sent to the GEMS advance warehouse (recommended). Please reference the Quick Facts for further information. **GEMS will not be responsible for any shipments sent directly to the hotel prior to designated move-in dates/times.**
2. All vehicles (including personal vehicles) delivering to the Marriott Renaissance Center must be x-rayed before they will be allowed at the loading docks. The x-ray facility is located two blocks east of the Renaissance Center at Rivard and Atwater. Please be prepared for a wait.
3. All packages may be inspected upon arrival. This means packages may be opened and sorted through. This could be a lengthy procedure as all packages in a shipment may be opened. All types of packages may be opened including boxes, fiber cases, plastic storage crates, shipping crates, etc. Please be patient during the inspection time
4. All shipments must have a manifest. This includes exhibitors dropping off their own materials. Please have a detailed list available for review. The list must contain number of pieces and contents
5. No vehicles are to be parked at loading docks except during the actual loading/unloading process, which must be performed by union personnel. Once the vehicle is unloaded it must be moved immediately, and taken to a local parking facility.
6. **Trucks making deliveries to the North Dock MUST be no longer than 30' long, and no higher than 12' 9".** Trucks that exceed these limits, will not be allowed to the loading docks. If your truck arrives, and exceeds these limits, it may be unloaded from the street, and this would incur additional charges.

**To Marriott Screening Area:**

The screening area is located at the edge of the river at the intersection of Atwater St. and Rivard St. There is no actual street address.

At the screening area, you will need to inform the guard you are going to the North Dock, Ontario Exhibit Hall for show move-in. A valid drivers license is required. Once you are processed at the screening area, the loading dock entrance is located at the corner of St. Antoine St. and Franklin St. After passing the guard at the entrance, you will drive  $\frac{3}{4}$  of the circle to the North Dock. GEMS labor will be available for unloading of equipment. Please note that there is a material handling fee for this service and payment is required at showsite.