



# EXHIBITOR KIT

Bay City Michigan  
Suite #6  
6907 W. Side Saginaw Rd. 48706 P: (989) 686-0660

Re: **Northern Michigan Gift Show**  
**The Ellison Place**  
**150 Dale Road**  
**Gaylord, MI 49734**  
**April 12<sup>th</sup>-14<sup>th</sup>, 2026**

Dear Exhibitors:

Show Management has selected Exhibition Services, Inc. to serve as your official Exposition Service Contractor. Enclosed are equipment forms for additional decoration or supplies, all services offered in this exhibitor kit is optional. If your company is interested in any of the services, please e-mail 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 already included as part of your booth fees paid to show management:**

- Exhibit booth draping with 8 ft. high backdrop & 3ft high side drape
- 8ft high side drapes are provided at no cost if ordered in advance
- 1- 30" x 8' table topped and skirted
- 2- plastic folding chairs
- Booth number
- Trash can w/ liner

Show colors are as follows:

Pipe & Drape – solid black drape

**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. RETURN TO: [Orders@esiusa.biz](mailto:Orders@esiusa.biz)**



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**FAXED ORDERS ARE NO LONGER ACCEPTED.**

**RETURN TO: [Orders@esiusa.biz](mailto:Orders@esiusa.biz)**  
**- 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 and credit cards for all orders.

Please remit all payments to: **Exhibition Services Inc**  
**6907 Westside Saginaw Rd.**  
**Suite # 6**  
**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 be advised 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 startup 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.

**DRAYAGE DELIVERY:**

All drayage must be sent to Exhibition Services Inc. for Inbound service 7 days prior to vendor move-in to qualify for the Advance Rate. All other deliveries will be subject to the Floor rate.

Drayage that requires unloading and or loading by ESI will be subject to fees associated with the service being provided.

See: **LABOR / FORK TRUCK REQUEST FORM**

**FORK TRUCK / LABOR SERVICES:**

Fork Truck/Labor Request Form needs to be filed along with payment with ESI 7 days prior to Vendor move-in to qualify for Advance Pricing. All other orders requested not filed within the said time will be billed at Floor Rate.



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## FURNITURE FORM

Show Name		Show Date	
Company	Phone Number	Booth #	Booth Size
X		X	X
Authorized Contact Signature		Authorized Contact - Please Print	Date
X	X		M    D    Y

<p><b>Advance Order Deadline: Seven (7) days prior to first move-in day.</b>  <b>No Refunds, exchanges or credits for any booth package items.</b>  <b>All orders must be accompanied by "Contact &amp; Payment information" form.</b>  <b>All orders are subject to the enclosed Terms, Conditions, and Policies.</b></p>	<p style="text-align: center;"><b>Credit Card Information required with All Orders.</b></p> <p>C.C. # _____ Exp date: _____          CVV _____ Zip Code _____ Check # _____</p>
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STANDARD TABLES (30" HIGH)					BOOTH FURNITURE				
QTY.	ITEM	ADVANCE	FLOOR	AMO UNT	QTY.	ITEM	ADVANCE	FLOOR	AMOUNT
	2 x 4' Plain	21.81	29.00			Solid black folding Chair	4.55	5.65	
	2' x 4' Covered & Skirted / 4 sides	39.22	49.00			Black / chrome chair	5.55	6.65	
	2' x 6' Plain	29.38	37.00			Solid white folding chair	6.38	7.65	
	2' x 6' Covered & Skirted	49.77	59.00			White Padded chair	12.14	N/A	
	2' x 8' Plain	49.06	58.00			Padded Counter Stool / back	28.06	58.00	
	2' x 8' Covered & Skirted	59.80	79.00			Wastebasket - 7 gallon	12.32	15.00	
	4th side skirted optional	18.22	27.00			Upholstered Arm Chair	36.97	N/A	

COUNTER TABLES (42" HIGH)					BOOTH ACCESSORIES				
QTY.	ITEM	ADVANCE	FLOOR	AMO UNT	QTY.	ITEM	ADVANCE	FLOOR	AMOUNT
	2 x 4' Plain	27.52	35.00			Easel	24.64	31.00	
	2' x 4' Covered & Skirted	43.93	58.99			5' x 6' Garment Rack	64.07	77.00	
	2' x 6' Plain	39.91	49.00			4' x 8' Pegboard	184.83	222.00	
	2' x 6' Covered & Skirted	55.25	79.00			4' x 8' Tack board	184.83	222.00	
	2' x 8' Plain	39.77	49.00			Chrome Stanchion	27.11	33.00	
	2' x 8' Covered & Skirted	72.81	92.00			Velvet Rope 8' long	27.11	33.00	
	4th side skirted optional	18.22	27.00			Flat Cart - 1 hour'	25.00	35.00	



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SPECIALTY TABLES (30" HIGH)				Chrome Bag Holder	49.29	60.00	
30" Dia. Round Plain	18.49	32.33		Literature Rack	92.42	111.00	
30" Dia. Round Covered & Skirted	45.70	47.00		Swivel Spotlight	40.66	52.00	
60" Dia Round Plain	27.66	N/A		Locking iPad Display Stand	73.20	88.00	
60" Dia Round Covered & Skirted	56.11	N/A					
6' Crescent Serpentine Plain	35.82	N/A		<b>BOOTH DRAPING &amp; HARDWARE</b>			
6' Crescent Serpentine Cov'd / Skirted	55.95	N/A		3'(h) drape per ft. w/ hardware	3.70	5.00	
4th side skirted optional	18.22	27.00		8'(h) drape per ft. w/ hardware	6.00	8.00	
SPECIALTY TABLES (42" HIGH)				Aluminum Crossbar (6' - 10')	10.41	13.00	
4' x 1' x 1' Plain Table Top Raiser	15.65	29.00		Base Plate for 3' Upright	6.94	9.00	
4' x 1' x 1' Covered Table Top Raiser	27.49	37.00		3' Aluminum Upright	6.94	9.00	
6' x 1' x 1' Plain Table Top Raiser	22.25	34.00		Base Plate for 8' Upright	8.10	10.00	
6' x 1' x 1' Covered Table Top Raiser	31.59	43.00		8' Aluminum Upright	8.10	10.00	
8' x 1' x 1' Plain Table Top Raiser	26.25	34.00		Base Plate for 2' Upright/ Pin	20.83	25.00	
8' x 1' x 1' Covered Table Top Raiser	34.59	48.00		9' -16' Aluminum Upright	20.83	25.00	
4th side skirted optional	22.22	27.00		Base Plate for 16' Upright/Pin	25.46	31.00	
TABLE ACCESSORIES				16' Aluminum Upright	25.46	31.00	
Raise Any Plain Table to 42" High	24.00	30.00		<b>PLEASE CHECK SKIRT COLOR CHOICES</b>			
Raise Any Cov'd Skirted Table to 42" High	32.00	40.00		Table includes white vinyl top cover & three skirted sides			
Cover & Skirt for 30" table	37.00	46.00		<b>O BLACK                      O ROYAL BLUE                      O SILVER</b>			
Cover & Skirt for 42" table	43.16	52.00		<b>O WHITE                      O RED                                      O HUNTER GREEN</b>			
Switch package table	36.34	44.00					
				<b>TOTAL NON- TAXABLE ITEMS \$</b>			



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## DRAYAGE FORMS

Show Name	Show Date	
Company	Booth #	Booth Size
Authorized Contact Signature	Authorized Contact - Please Print	Date
X	X	X

Return all orders to [Orders@esiusa.biz](mailto:Orders@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
- All pallet shipments must be within a 4ft (w) x 4ft (l) x 94" (h) area  
Any pallet sent that does not conform to the said sizes will be subject re-palletizing fee.
- Pallets received must be in a sold working condition.
- Shipments prior to show must be received 7 days in advance with payment to receive ADVANCE RATE

**Exhibiting Firms Name**  
**Show Name**  
**c/o Exhibition Services, Inc.**  
**Suite # 7**  
**6907 W. Side Saginaw Rd.**  
**Bay City MI 48708**

**INBOUND SERVICE**

- ADVANCE RATE: \$.40 per lb. 200 lb. (\$80.00) minimum charge. **All other charges are separate.**
- FLOOR RATE: \$.60 per lb. 200 lb. (\$120.00) minimum charge.
- Shipments prior to show must be received 7 days in advance with payment to receive ADVANCE RATE:

Amount Due (min. 200 lbs. - \$80.00) --- Advance Rate  
 \$.40 per lb. x \_\_\_\_\_ # of lbs = \$ \_\_\_\_\_  
 Number of Containers \_\_\_\_\_  
 Number of skids \_\_\_\_\_ Amount Due \_\_\_\_\_  
 Payment Enclosed \$ \_\_\_\_\_ Ck. # \_\_\_\_\_

Please check how freight will be shipped in: Account # \_\_\_\_\_  
 \_\_\_\_\_ UPS \_\_\_\_\_ Federal Express \_\_\_\_\_ Other Courtier \_\_\_\_\_ Motor Carrier \_\_\_\_\_



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**OUTBOUND SERVICE**

- ADVANCE RATE: \$.40 per lb. 200 lb. (\$80.00) minimum charge. **All other charges are separate.**
- FLOOR RATE: \$.60 per lb. 200 lb. (\$120.00) minimum charge.
- 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. - \$80.00) --- Advance Rate  
 \$.31 per lb. x \_\_\_\_\_ # of lbs = \$ \_\_\_\_\_  
 Number of Containers \_\_\_\_\_  
 Number of skids \_\_\_\_\_ Amount Due \_\_\_\_\_  
 Payment Enclosed \$ \_\_\_\_\_ Ck. # \_\_\_\_\_

Please check how freight will be shipped out: Account # \_\_\_\_\_

\_\_\_\_\_ UPS \_\_\_\_\_ Federal Express \_\_\_\_\_ Other Courtier \_\_\_\_\_ Motor Carrier \_\_\_\_\_

**ON SITE SERVICE / STORAGE**

- ADVANCE RATE: \$.40 per lb. 200 lb. (\$80.00) minimum charge. **All other charges are separate.**
- FLOOR RATE: \$.60 per lb. 200 lb. (\$120.00) minimum charge.
- Special request for shipments must be arranged with an ESI associate.

Pallet 4ft x 4ft x 92" – Cold Storage # of pallets \_\_\_\_\_ \* \$25.00 = \_\_\_\_\_ per wk \* # of wks \_\_\_\_\_ = \$ \_\_\_\_\_ Balance  
 Non Pallet booth material – Cold Storage # of boxes \_\_\_\_\_ \* \$15.00 = \_\_\_\_\_ per wk \* # of wks \_\_\_\_\_ = \$ \_\_\_\_\_ Balance

Amount due (min. 200 lbs. - \$80.00) --- Advance Rate  
 Advance Rate \$.40 per lb. x \_\_\_\_\_ # of lbs = \$ \_\_\_\_\_  
 Number of Containers \_\_\_\_\_  
 Number of skids \_\_\_\_\_ Amount Due \_\_\_\_\_  
 Payment Enclosed \$ \_\_\_\_\_ Ck. # \_\_\_\_\_



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### CARPET ORDER FORM

Show Name	Show Date
Company Booth Size	Booth #
Authorized Contact Signature Date	Authorized Contact - Please Print

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<b>STANDARD BOOTH CARPET (14 OUNCE)</b>				
<b>QUANTITY</b>	<b>SIZE</b>	<b>ADVANCE</b>	<b>FLOOR</b>	<b>AMOUNT</b>
	10' x 10'	87.00	118.50	
	10' x 20'	140.00	175.00	
	10' x 30'	208.80	261.80	
	10' x 40'	278.40	348.00	
	10' x 50'	Call for Quote	N/A	
<b>CHECK CARPET COLOR:</b> <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> GRAY <input type="checkbox"/> GREEN <input type="checkbox"/> RED				
Above prices include: installation, removal, edge taping only, and nightly vacuuming. Installed in clean condition. Dye lot not guaranteed on combination orders of 10' wide stock. Floor orders for all carpet related items are subject to availability. Please order in advance.				



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NON- STANDARD SIZE BOOTH CARPET (14 OUNCE)				
SIZE	TOTAL	ADVANCE	FLOOR	AMOUNT
_____ FT x _____ FT	_____ SQ FT.	2.44 per square foot	4.00 per square foot	
CHECK CARPET COLOR: BLACK BLUE GRAY GREEN RED				
Non- Standard size booth carpet rates apply to any width not in 10' increments.				
PREMIUM BOOTH CARPET (28 OUNCE)				
QUANTITY	SIZE	ADVANCE	FLOOR	AMOUNT
	10' x 10'	197.00	N/A	
	10 x 15'	240.00	N/A	
	10' x 20'	320.00	N/A	
	10' x 30'	480.00	N/A	
	10' x 40'	540.00	N/A	
CHECK CARPET COLOR: BLACK BLUE GRAY GREEN RED				
Above prices include: installation, removal, edge taping only, and nightly vacuuming. Installed in clean condition. Dye lot not guaranteed on combination orders of 10' wide stock. Floor orders for all carpet related items are subject to availability. Please order in advance.				
PADDING				
QUANTITY	PADDING SIZE	ADVANCE	FLOOR	AMOUNT
	9' x 10'	101.26	131.00	
	9' x 15'	152.50	196.00	
	9' x 20'	202.52	261.00	
	9' x 30'	303.78	391.00	
	9' x 40'	405.04	521.00	
Above prices include: installation, removal, padding, all taping, plastic covering and nightly vacuuming. Installed in new condition. Premium carpet MUST be ordered fourteen (14) days prior to first move-in day.				
PLASTIC COVERING				



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### CREDIT CARD AUTHORIZATION FORMS

Show Name		Show Date	
Company		Booth #	Booth Size _____X_____
Address		Phone Number	
City	State	Zip	Fax Number
Contact		Title	
Authorized Contact Signature		Authorized Contact - Please Print	Date

**(PLEASE TYPE OR PRINT)**

PLEASE DUPLICATE ALL FORMS FOR YOUR OWN RECORDS BEFORE RETURNING ORIGINALS  
 PLEASE SIGN AND DATE UPON ACCEPTANCE OF RENTAL AGREEMENT. ALL ORDERS MUST BE  
 RECEIVED (7) SEVEN DAYS PRIOR TO VENDOR MOVE-IN TO QUALIFY FOR ADVANCE RATES

Furniture Order Form Total \_\_\_\_\_  
 Carpet Order Form Total \_\_\_\_\_  
 Drayage Order Form Total \_\_\_\_\_  
 Misc. Order Total \_\_\_\_\_



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FORK TRUCK / LABOR FORMS \_\_\_\_\_

Processing fee of 4% \_\_\_\_\_

Total Balance Due \_\_\_\_\_

**CREDIT CARD INFORMATION**

Card Type: \_\_\_ Visa \_\_\_ MasterCard \_\_\_ American Express

CVV: \_\_\_\_\_

# \_\_\_\_\_

Card Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder's Name (print): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

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

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

Return all orders to [Orders@esiusa.biz](mailto:Orders@esiusa.biz)