

WELCOME EXHIBITORS

MID STATES EXPOSITION SERVICES, INC. is proud to have been selected by Show Management as the official general service contractor for the **Brag Ann Arbor Home Show, March 16-17, 2024**. As the general service contractor, we are able to provide for a rental fee a wide variety of services to enhance your booth space at this year's event. Our goal is to help make sure your show participation is a success.

Please review the pages carefully. This kit contains information which will assist you in planning for your event.

Take advantage of our substantial price discounts! Order before the deadline date.

PAYMENT MUST ACCOMPANY YOUR ORDER

Official General Service Contractor

Mid States Exposition Services, Inc.

100 N McEwan Street

Clare, Michigan 48617

Phone: 989/386-3834 Fax: 989/386-3867

E-Mail: info@midstatesexpo.com

Office Hours: Monday – Friday 9:00am – 5:00pm ET

- 1) **ADDITIONAL RENTAL SERVICES FORMS:** Your booth comes equipped with 8' tall back drape and 3' tall side drape. Orders can be excepted for tables and chairs. Advanced discount prices are available through **March 1, 2024**. Please complete the entire form and return it with payment. Telephone orders will not be accepted. Faxed orders must be accompanied by our Credit Card Authorization Form. After this date you will need to place your order on-site based upon availability.
- 2) **PAYMENT POLICY AND CREDIT CARD AUTHORIZATION:** Please carefully read the information on our payment policy. Orders without payment will not be processed until payment has been received and may be subject to floor prices. Faxed orders will be accepted only when accompanied by a completed Credit Card Authorization Form. Adjustments / refunds will not be made after the closing of the show. This includes claims of items not being placed in your booth.
- 3) **RENTAL POLICIES AND GUIDELINES:** Please inform your booth staff that we at Mid States Exposition Services, Inc. take great pride in our equipment and service. Therefore, we ask that there be NO pinning, taping, wiring, stapling, gluing, etc. to any material on or from the exhibit equipment and drapery material. (ie: Drapes, Tables skirts, and Poles). Any damage will be the responsibility of the show manager. Fees may be incurred. Sign hooks are available for this purpose. Mid States Exposition Services, Inc. has the right to remove any materials which have been improperly hung without notification of the exhibitor. Mid States will supply show management with a list of booth numbers, detailed descriptions and fees associated with the damage for their use.

Reminder: we prefer that you place your order in advance as quantities are limited on site. On-site orders will be on a first come first served basis and will be completed only after all pre-orders have been filled. If you need assistance or additional information, please contact us at info@midstatesexpo.com or (989) 386-3834, Monday – Friday 9:00 a.m. – 5:00p.m

We look forward to working with you. MID STATES EXPOSITION SERVICES, INC.



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E-mail: info@midstatesexpo.com

ALL RENTALS GOVERNED BY MSES PAYMENT POLICY AND LIMITS OF LIABILITY & RESPONSIBILITY
PLEASE PRINT OR TYPE THIS FORM

NAME OF SHOW / EVENT:	Brag Ann Arbor			SHOW DATE(S):	March 16-17, 2024	
COMPANY NAME:				BOOTH NUMBER(S):		
ADDRESS:				PHONE NUMBER:		
CITY:		STATE:		ZIP:		FAX NUMBER:
ORDERED BY:				E-MAIL:		
SIGNATURE: (REQUIRED)				DATE:		

RENTABLE DISPLAY CARPET- FOR DURATION OF SHOW

STANDARD SIZE BOOTH CARPET					
CARPET SIZE	ADVANCED DISCOUNT PRICE IF ORDERED BEFORE	DATE:	FLOOR PRICE	QUANTITY ORDERED	AMOUNT DUE
		3/1/2024			
9' X 10'	\$75.00		\$135.00		
9' X 20'	\$125.00		\$200.00		
9' X 30'	\$175.00		\$287.00		
9' X 40'	\$225.00		\$375.00		
Additional 10' Increments	\$50.00		\$87.00		

BOOTH CLEANING SERVICES - AFTER EXHIBITOR MOVE IN ON SET UP DAY ONLY					
	ADVANCED DISCOUNT PRICE IF ORDERED BEFORE	DATE:	FLOOR PRICE	QUANTITY ORDERED	AMOUNT DUE
		03/01/24			
VACUUMING - COST PER SQUARE FOOT	\$0.50		\$1.00		

ADDITIONAL SERVICES					
SERVICE TYPE	ADVANCED DISCOUNT PRICE IF ORDERED BEFORE	DATE:	FLOOR PRICE	QUANTITY ORDERED	AMOUNT DUE
		03/01/24			
ADDITIONAL TAPING - COST PER SQUARE FOOT	\$1.50		\$1.75		

Indicate CARPET color choice: If NO color is indicated GRAY will be used

Choices: GRAY - ROYAL BLUE - RED - BLACK - FOREST GREEN Colors-
Indicate in box to right

TOTAL AMOUNT ENCLOSED	
Rental includes installation, front edge taping and pick up at close of show. If carpet is ordered in multiples of two or more, the carpets are not guaranteed to be a color match. All rentals are delivered clean to your booth. However during exhibitor set up the carpet can become soiled.	Make payments in U.S. funds. Cancellations: Items cancelled will be charged at 50% of original price 7 days prior to when contractor move in begins and 100% of original price thereafter.
You may request our cleaning service at an additional cost.	

PLEASE RETURN WITH CREDIT CARD AUTHORIZATION OR PAYMENT IN FULL



MID STATES EXPOSITION SERVICES, INC.

Big Top Rental

100 Mc Ewan Street ♦ Clare, MI 48617

Phone: (989) 386-3834 ♦ Fax: (989) 386-3867

E-mail: info@midstatesexpo.com

PAYMENT POLICY AND CREDIT CARD AUTHORIZATION

PAYMENT POLICY-Payment in full of all charges must accompany your advance orders. Payment may be made by company check or credit card authorization. Orders without payment will be charged at the "FLOOR PRICE." One copy of this form if you choose to pay by credit card must be completed with your credit card information and sent to the above address. **PLEASE REMIT WITH YOUR ORDER. ALL CHARGES MUST BE PAID IN FULL PRIOR TO THE EQUIPMENT BEING PLACED IN YOUR BOOTH SPACE.**

If you wish to authorize MID STATES EXPOSITION SERVICES, INC. to charge the amount of your advance orders and any additional expenses incurred at show site by you or your representative to your credit card account, please complete the information required below.

Please print or type this information. Please print a hard copy and fax information along with your completed rental forms to: (989)386-3867. MSES is not responsible for the security of information sent via e-mail services.

PLEASE KEEP IN MIND THAT THIS CARD WILL BE USED FOR ANY AND ALL ON-SITE CHANGES MADE TO YOUR ORDER BY YOUR COMPANY.

CARD INFORMATION (Payment must be made in US Funds)

Charge to: American Express ☐ Master Card ☐ Visa ☐

(A 5% Processing Fee will be added to the total invoice amount for all credit card payments)

Security Code (required): _____ 3-digit code

Account Number: _____ Expiration Date: _____ (MM/YY)

CARDHOLDER INFORMATION

Cardholder Name (Print): _____

Cardholder Signature (required): _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip Code: _____

Company Exhibiting: _____ Booth Number: _____

Telephone Number: _____ Fax Number: _____



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ADDRESS:					
CITY:		STATE:		ZIP:	
ORDERED BY:					
SIGNATURE: (REQUIRED)					

SHOW DATE(S):	March 16-17, 2024
BOOTH NUMBER(S):	
PHONE NUMBER:	
FAX NUMBER:	
E-MAIL:	
DATE:	

RENTABLE DISPLAY FURNITURE & ACCESSORIES- FOR DURATION OF SHOW

12" TALL - TABLE TOP RISERS - 11" WIDE X 4' - 6' - 8' LONG				
ADVANCED DISCOUNT PRICE IF ORDERED BEFORE	DATE:		QUANTITY ORDERED	AMOUNT DUE
	March 1, 2024			
4 FOOT LONG - PLAIN	\$20.00			
6 FOOT LONG - PLAIN	\$25.00			
8 FOOT LONG - PLAIN	\$30.00			
13" TABLESKIRT FOR RISER ADD	\$25.00			
4TH SIDE SKIRT - * TO INDICATE SIZE & ADD	\$25.00			

INDICATE SKIRTING COLOR CHOICE BELOW

CHAIRS				
FOLDING CHAIRS	\$10.00			
PADDED CHAIRS	\$20.00			
COUNTER HIGH CHAIRS WITH BACK	\$30.00			
BAR STOOL WITHOUT BACK	\$25.00			
PLASTIC MOLDED CHAIRS	\$20.00			

ACCESSORIES				
WASTEBASKET	\$10.00			
EASEL (ADJUSTABLE WOODEN)	\$20.00			
CLIP ON LIGHT	\$10.00			
8' ALUMINUM UPRIGHT	\$10.00			
6' - 10' CROSSBAR (UPRIGHTS NOT INCLUDED)	\$10.00			
4' X 8' PEG BOARD	\$55.00			
24" ROUND TABLE 40" TALL	\$30.00			
30" ROUND TABLE 40" TALL	\$35.00			
CLOTHES TREES, CHROME	\$25.00			
GARMET RACKS	\$30.00			

Indicate SKIRTING color choice: (Table Top Riser - White Vinyl Top and pleated skirt on 3 sides)
If NO color is indicated Show Colors will be used

Choices: Black - Blue - Burgundy - Forest Green - Red - White - Show Colors-
Indicate in box to right

TOTAL AMOUNT ENCLOSED	
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Please no pinning, taping, wiring, stapling, gluing, etc. of any materials on or from the exhibit drapery materials (ie: curtains or tableskirts). Any damage done to rentable equipment is the responsibility of the exhibitor. Fees may be incurred.	Make payments in U.S. funds. Cancellations: Items cancelled will be charged at 50% of original price 7 days prior to when contractor move in begins and 100% of original price there after.
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E-MAIL:	
DATE:	

RENTABLE DISPLAY TABLES - FOR DURATION OF SHOW

30" Tall - PLAIN WOODEN (NO COVER - NO SKIRT) DISPLAY TABLES					
TABLES SIZE	ADVANCED DISCOUNT PRICE IF ORDERED BEFORE	DATE:		QUANTITY ORDERED	AMOUNT DUE
		March 1, 2024			
2 FOOT WIDE X 4 FOOT LONG - PLAIN	\$20.00				
2 FOOT WIDE X 6 FOOT LONG - PLAIN	\$25.00				
2 FOOT WIDE X 8 FOOT LONG - PLAIN	\$30.00				

30" Tall - COVERED AND SKIRTED WOODEN DISPLAY TABLES (3 SIDES) (MARK SKIRTING COLOR BELOW)					
TABLES SIZE	ADVANCED DISCOUNT PRICE IF ORDERED BEFORE	DATE:		QUANTITY ORDERED	AMOUNT DUE
		March 1, 2024			
2 FOOT WIDE X 4 FOOT LONG	\$35.00				
2 FOOT WIDE X 6 FOOT LONG	\$40.00				
2 FOOT WIDE X 8 FOOT LONG	\$45.00				
4th Side Skirting - * To Indicate Table Size	\$25.00				

40" tall - PLAIN DISPLAY COUNTERS -(NO COVER - NO SKIRT) - 24" wide X 4' - 6' - 8' long					
TABLES SIZE	ADVANCED DISCOUNT PRICE IF ORDERED BEFORE	DATE:		QUANTITY ORDERED	AMOUNT DUE
		March 1, 2024			
4 FOOT LONG / PLAIN	\$35.00				
6 FOOT LONG / PLAIN	\$40.00				
8 FOOT LONG / PLAIN	\$45.00				

40" tall - COVERED AND SKIRTED DISPLAY COUNTERS - 24" wide X 4' - 6' - 8' long (3 SIDES) (MARK SKIRTING COLOR BELOW)					
TABLES SIZE	ADVANCED DISCOUNT PRICE IF ORDERED BEFORE	DATE:		QUANTITY ORDERED	AMOUNT DUE
		March 1, 2024			
4 FOOT LONG	\$55.00				
6 FOOT LONG	\$60.00				
8 FOOT LONG	\$65.00				
4th Side Skirting - * To Indicate Table Size	\$25.00				

Indicate SKIRTING color choice: (Tables and Counters - White Vinyl Top and pleated skirt on 3 sides)

If NO color is indicated Show Colors will be used

Choices: Black - Blue - Burgundy - Forest Green - Red - White - Show Colors-
Indicate in box to right

TOTAL AMOUNT ENCLOSED

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