



Dear Exhibitor:

We are excited to serve as your host for the upcoming Midwest Carwash Association 2017. Your exhibit booth will be – 10' x 8' and includes a 6 foot table, a floor length linen, 2 chairs, pipe and drape for back and sides and a wastebasket.

Enclosed are labor services forms, additional equipment request forms, shipping instructions, loading and unloading information, and a credit card authorization form.

To better assist you with your conference needs, please make sure your inbound shipping, additional equipment needs and outbound shipping needs are coordinated no less than five (5) days prior to the start of the show.

Should you need additional furnishings for your booth, here are a few local vendors: Display Group, Top That! Event, Pegasus, Chair Covers and Linens. These are just a few of many.

Payment must accompany order and be received by our office a minimum of five (5) days prior to exhibitors arrival. MasterCard, Visa, Discover, and American Express are the acceptable forms of payment. Please be sure to complete the enclosed Credit Card Payment Authorization Form.

If there are any questions on billing, special requests or further information is needed; please contact your Convention Services Manager, Adele Prater, at (313) 309-4668.

Thank you,

Adele Prater  
Convention Services Manager  
MotorCity Casino Hotel  
2901 Grand River Ave, Detroit, MI 48201 Direct: (313)  
309-4668 Fax: (313) 961-3312

# Exhibit Booth Requests

Group Name: \_\_\_\_\_

Exhibit booth #: \_\_\_\_\_

Electrical and AV requests

Item	Cost	Quantity	Total
Additional 6' Banquet Table	\$25/table		\$
Electrical Outlet 110V	\$50/outlet		\$
100 amp Three Phase	\$150/day		\$
200 amp Three Phase	\$200/day		\$
Three circuit Spider Box	\$75 each		\$
Banner Hanging	\$50 each		\$
Extension Cords	\$15 each		\$
Power Strips	\$15 each		\$
Internet	\$125/line		\$
Removal of doors for Exhibit placement	\$		\$
Subtotal:			
6% MI Sales Tax:			
22% Service Charge:			
Total:			

### THESE ARE PER DAY CHARGES

Additional needs or information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact Information**

Please identify the onsite contact and any individuals who may receive any shipped materials.

Please Print

Name of On-Site Contact: \_\_\_\_\_

Organization Name: \_\_\_\_\_

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

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell phone \_\_\_\_\_

Return this completed request\* and appropriate payment to Adele Prater no later than June 6<sup>th</sup>, 2017.

MotorCity Casino Hotel, c/o Adele Prater, Convention Services Manager

FAX# 313-961-3312

or

EMAIL: aprater@mccemail.com

Payment must be made by credit card payment only  
Please use the attached Credit Card Authorization Form

I understand and agree to be completely responsible for all requests made as it relates to my exhibit space.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Loading/Unloading Information

Directions to the Continental Dock have been included on the following page.

All loading and unloading must be done through the Continental Dock located on the corner of Brooklyn and Spruce. It is NOT permitted to load or unload through the Conference Center Doors.

**\*Please note that all loading and unloading will be on a first come, first serve basis.**

MotorCity Casino Hotel receives regular deliveries on a daily basis from several vendors. Please load and unload your items as quickly as possible to better serve all of our guests.

**Each vendor is responsible for providing their own carts, packaging materials, and packaging slips.**

## Shipping Information:

MotorCity Casino Hotel  
CONTINENTAL BUILDING LOADING DOCK  
2901 Grand River Avenue  
Detroit, MI 48201

Name of Group/Convention  
Hold for YOUR NAME/ORGANIZATION  
Date(s) of Event  
ATTN: Adele Prater  
Conference Sales Manager

Box XX of XX

- Conference Shipments should arrive **no earlier** than 5 days prior to event start date
- Tracking numbers should be provided to the Conference Sales Manager via email [aprater@mccemail.com](mailto:aprater@mccemail.com)

## Return Shipping:

- Seal all packages
- Make sure all packages are labeled correctly for carrier pick up
- Schedule a pick up
- Leave the items at the booth. Our ES Team will move the packages to the correct dock for pick up

## Power Requirements

Item	Quantity

Total Power Requirement: \_\_\_\_\_

Power needs are extremely important. Your booth may not require additional power to run the equipment, however, depending on the needs of all exhibitors it may affect how the power is run to host a successful show.

