



# MiCHiGAN GoLF SHoW

PRESENTED BY

**ABC WAREHOUSE**

## March 6-8, 2026



Novi, Michigan 48374

Contact Joyce Sanford, Vendor & Event Manager

[info@michigangolfshow.com](mailto:info@michigangolfshow.com)

517.548.1200 Ext. 1

[www.michigangolfshow.com](http://www.michigangolfshow.com)



## Welcome to the 34<sup>th</sup> Annual Michigan Golf Show!

This is your official Exhibitor Service Kit with all the information to ensure a successful show.

Be sure to note all rules, regulations, as well as insurance requirements.

Marketing is a key ingredient for a successful event. We have a comprehensive campaign including radio, television, online, social media and magazine advertising. You can also take part in promoting the event - simply use your current social media and share our sites to let your customers know where you will be.

Facebook <https://www.facebook.com/michigangolfshow>

Instagram <https://www.instagram.com/michigangolfshow>

TikTok <https://www.tiktok.com/@michigangolfshow>

We appreciate your business and look forward to seeing you. If you have any questions, or need our help in any way, feel free to reach out!

Sincerely,

*Michigan Golf Show Management*





## MOVE IN, SHOW HOURS AND MOVE OUT

### **LOCATION:**

Vibe Credit Union Showplace  
46100 Grand River Avenue  
Novi, Michigan 48374  
Phone: 248.348.5600  
[www.vibeshowplace.com](http://www.vibeshowplace.com)

### **MOVE-IN HOURS:**

Thursday, March 5<sup>th</sup> – 9:00am – 6:00pm  
Friday, March 6<sup>th</sup> – 9:00am – 1:00pm

All drive-in or move-in activities requiring a vehicle on the exhibit floor must be completed on Thursday, March 6<sup>th</sup>. Vehicle access to the exhibit floor will only be allowed on that day. **No vehicles will be permitted to enter the facility on Friday, March 6th.** If you need to drive in or move in at times outside of these hours, please contact us directly.

ALL load-in must occur through the rear of the facility. Exhibitors should enter through the overhead doors along the back of the building (see below details) and check-in with Michigan Golf Show Staff in the Show Office before moving into their booth space. They will receive exhibitor badges and additional information. During this time, ArtCraft Display, BoCo Enterprises and Show Management will be available for assistance.

### Overhead Doors

Booth numbers 200-500 use Overhead Dock Door 5  
Booth numbers 600-1100 use Overhead Dock Door 7  
Booth numbers 1200-1500 use Overhead Dock Door 9  
Booth numbers 1600-1800 use Overhead Dock Door 11

Vehicles will be allowed into the venue on a first come, first serve basis to unload. Venue staff will coordinate vehicle movement and do so in a manner that ensures safety.

### **ACTIVE HOURS:**

Friday, March 6<sup>th</sup>: 2:00 pm – 8:00 pm  
Doors will open for Exhibitors at 9:00 am

Saturday, March 7<sup>th</sup>: 10:00 am – 6:00 pm  
Doors will open for Exhibitors at 9:00 am

Sunday, March 8<sup>th</sup>: 10:00 am – 5:00 pm  
Doors will open for Exhibitors at 9:00 am



### **MOVE-OUT HOURS:**

Sunday, March 8<sup>th</sup>: 5:00pm – 12:00am

All booths must be moved out completely on Sunday, March 8<sup>th</sup> by midnight.

### **INSURANCE:**

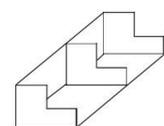
All exhibitors are required to submit proof of liability insurance or they will not be allowed to exhibit. If you do not have insurance you will need to obtain it. You **MUST** have this in order to set up your booth space.

### **BOOTH REQUIREMENTS:**

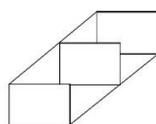
All exhibit space is leased for the entire run of the Michigan Golf Show (3 days) on a per booth basis and may not be resold or leased to any other person/business/organization without notification and approval. You must remain in your booth for the duration of the show. Early move out will result in disqualification for participation the following year.

### **EXHIBITOR BOOTHS:**

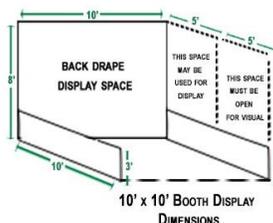
Your booth location will be sent 2 weeks prior to the event, and can be changed by the Show Management up until move in. Each 10' x 10' booth comes with 6' foot back drape and 3' foot side drape, two (2) folding chairs, 6' skirted table and a wastebasket. Colors of the drape are green and white and aisle carpet is green. Additional equipment can be ordered through ArtCraft Display, Inc. Information related to the ordering of additional equipment can be found on-line and is also included in this packet. PLEASE NOTE: Nothing in the front portion of your booth (or within 5' of the front) may exceed the 3'. The other portions of your booth must not exceed 8'.



ACCEPTED



PROHIBITED



### **EXHIBITOR BADGES:**

Exhibitor badges will be given out by at the Show Office during move-in. Each 10'x10' booth will receive two badges (i.e.: 10'x20' will receive four, 10'x30' will receive six and a 20'x20' will receive eight). Up to ten badges will be provided for bulk spaces. Additional badges may be purchased at the Show Office for \$10. Notify Management in advance for special requirements. Please note, these are not personalized.

### **EXHIBITOR PARKING:**

Each 10'x10' booth space will receive one 3-day parking pass. (i.e.: 10'x20' will receive two, 10'x30' will receive three and a 20'x20' will receive four). Bulk spaces will come with six. Additional 3-day parking passes may be purchased at the Show Office or during setup at the



service desk for \$15. Or you may download the Parking Pass Form and purchase additional. Once the show is active parking is \$10.00 per day. Passes are not needed during move in days.

**RV PARKING:**

RV Parking is permitted and is available on a first-come, first-serve basis. Please contact Dawn Thomas at 248.348.5600 Ext. 206 to reserve your space PRIOR to your arrival on-site. If you need electrical for RV parking, please let them know when you call to reserve the space, there is an additional charge for electrical requirements.

**ARTCRAFT DISPLAY – DECORATOR:**

ArtCraft Display, Inc is the exclusive decorator of the Michigan Golf and should be contacted for additional furnishings, carpet, supplies, tables, chairs, labor, and freight. ArtCraft Display, Inc forms can be found online <https://www.artcraftdisplay.com/> or call 248.380.0843.

**LABOR & LOADING/UNLOADING:**

Vendors shall provide their own labor to set up, unload and dismantle. Vendors must also provide their own dollies and carts to do so. Additional labor can be hired through ArtCraft by calling 248.380.0843.

The Vibe Credit Union Showplace is a non-union facility; therefore, exhibitors are allowed to set up and tear down their own booth without outside assistance. Please unload quickly and remove vehicle from the building before setting up booth. All booths **MUST** be set up by 1:00pm on Friday to allow janitorial personnel adequate time to clean the aisle before the public enters the show.

Limited dollies/carts are available on a first come first serve basis. Truck docks are available when necessary. Forklift services must be contracted through Artcraft Display, Inc.

**DISCOUNTED ADMISSION FOR YOUR CUSTOMERS:**

Promote the show to your customer and they can save on admission by purchasing tickets online at [www.michigangolfshow.com](http://www.michigangolfshow.com) using the promo code **BIRDIE2** – good for \$2.00 off per ticket.

Interested in having your own unique promo code (such as “MICHIGANGOLFERSCO”) Email us at [info@michigangolfshow.com](mailto:info@michigangolfshow.com)

**SALES TAX:**

The Michigan Golf Show does not collect taxes on behalf of the State of Michigan and it is the Exhibitor’s responsibility to understand all tax regulations as it applies to them. Show Management is not allowed to answer questions about taxes for Exhibitors. To apply for a State Tax Identification number for sales tax on merchandise sold, collecting, and remitting at your booth, contact the Department of Treasury, Treasury Building, Lansing, MI 48922 or call 517.373.3200. You can also find more information at [www.michigan.gov/taxes/](http://www.michigan.gov/taxes/).

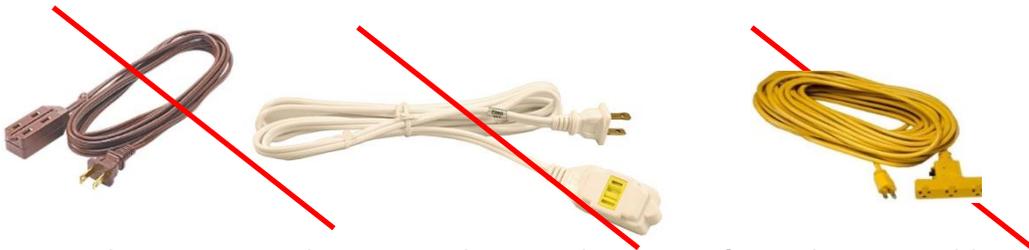


### **BoCo ENTERPRISES – (WIFI & ELECTRIC):**

WIFI and Electric for your booth is NOT included as it is run through the building. BoCo Enterprises is the exclusive provider of all phone, internet, electrical and utilities for the Vibe Credit Union Showplace. The facility has strict electrical requirements that need to be followed. The Fire Marshall will check every booth to ensure that these regulations are followed. Please look over this information below so that you can make sure that your booth is up to fire code. We will have to charge if we need to come around and fix your electrical set up due to the Fire Marshall concerns.

Per the rules and regulations, here are the electrical requirements:

These types of electrical extension cords below are NOT allowed. All extension cords MUST have 3 prongs. **\*\*Multi-plug cords can only be used if they have a fused breaker\* \***



Outdoor rated extension cords are a good way to determine if a cord is acceptable. Also, computer type power strips are recommended and encouraged to plug many items into the end of the extension cords.



### **ELECTRICAL:**

Vendors must follow these electrical rules:

1. No cords allowed on the ground in foot traffic areas or under carpet
2. Cords without a ground are not permitted
3. All cords must have 3 prongs and may not be damaged
4. Fusible cord strips must be used in any multi plug situation
5. No cube taps are allowed
6. Any display that uses water must have a G.F.I.

Please contact our Utilities Manager, Terri Freytag, with any further questions you may have at 248.348.5600 ext. 205 or [terri@vibeshowplace.com](mailto:terri@vibeshowplace.com).



### **CLEANING:**

Cleaning personnel will clear all bulk trash, crates, pallets, and packing materials/lumber before the initial show opening and after move-out. They will also empty trash containers and small bins placed in vendor aisles during non-open hours. Vendors are responsible for clearly marking any cartons, literature, or similar items they wish to keep. Please note that the Vibe Credit Union Showplace and the Michigan Golf Show will not be liable for unmarked materials left behind as trash. BOCO Enterprises, Inc. is the exclusive contractor for all cleaning services at the Vibe Credit Union Showplace.

Exhibitors must ensure the removal of all oil, grease, liquids, and hazardous materials from their booth space. Disposal must comply with all applicable city, state, and federal regulations. Large trash containers may be requested for individual booths, subject to availability from the Vibe Credit Union Showplace's inventory.

At the Michigan Golf Show, we prioritize the appearance of our facilities and require your cooperation to maintain cleanliness. Each exhibitor is responsible for keeping their booth and the surrounding area clean and free of debris. Please ensure that your booth is thoroughly cleaned each night after closing. For your convenience, trash can be swept into the aisles for the night cleanup crew. Remember to collapse empty boxes to facilitate disposal. For security reasons, cleanup crews are not permitted to enter or clean inside booths—this responsibility rests with the exhibitors.

If additional cleanup is needed outside of normal hours, those manning the booth must take care of cleaning and disposing of trash in the available receptacles. Thank you for your cooperation in keeping our event space pristine.

### **HELIUM:**

The Vibe Credit Union Showplace does not allow helium tanks within the building or on the premises. Exhibitors with prior approval can have helium balloons to decorate their booth, but may not hand balloons to attendees.

A charge will be applied to retrieve balloons from the ceiling.

### **VEHICLES:**

#### Combustion Vehicle Displays

All **GASOLINE** fuel powered vehicles openings shall be locked and sealed in an approved manner to prevent the escape of vapors. Gasoline fuel tanks shall not contain in excess of one-quarter their capacity or contain in excess of 5 gallons of fuel, whichever is less.

1. All **DIESEL** fuel powered vehicles fuel tank shall be locked and sealed in an approved manner to prevent the escape of vapor. Diesel fuel tanks shall not contain in excess of one-half their capacity or contain in excess of 20 gallons of fuel, whichever is less.
2. Fueling or de-fueling of vehicles is prohibited inside the building.
3. At least one battery cable shall be removed from the batteries used to start the vehicle engine. The disconnected battery cable shall then be taped.



4. Batteries used to power auxiliary equipment shall be permitted to be kept in service.
5. Vehicles shall not be moved during exhibition hours.

#### Electric Vehicle Displays

1. All electric vehicles battery state of charge **SHALL** be no more than 30%.
2. An emergency plans for an electric vehicle that starts to off gas.
3. Dedicate an area outside in the parking lot to put an electric vehicle that is off gassing.
4. All main aisleways **SHALL** be wide enough to allow the forklift that Vibe Credit Union Showplace has or a wrecker vehicle to drive down to remove the electric vehicle that is off gassing to the burn area out in parking lot.

#### **BANNERS, SIGNS & TAPE:**

All signs and banners must be hung only by authorized personnel with the exception of “S-hooks” to hang banners on the drape line. At no time will exhibitors be allowed to adhere anything to the walls or columns. Exhibitors will be strictly prohibited from using any unauthorized style of tape or adhesive substance within the facility, including the “show floor”. Absolutely no tape will be allowed on the walls & columns, and only the specific, acceptable types are allowed on the floors. **Duct tape, plastic double-sided tape, and masking tape are strictly prohibited!** Only cloth backed, carpet tape will be allowed. Proper tape can be purchased from the service desk.

Any damage caused by the use of unauthorized adhesive substances will be billed to the damager.

#### **FLAMMABLES:**

Exhibitors are prohibited from bringing in flammable advertising/ decorating materials to the facility. All such material to be used for decorative or advertising purposed must first be treated with a flame-retardant, and such use shall be in accordance with all applicable federal, state, and municipal fire and safety rules and regulations. All flammable liquids and gases are prohibited without prior written consent from the Vibe Credit Union Showplace.

#### **SMOKING:**

Vibe Credit Union Showplace is a non-smoking facility. Smoking is allowed outside in designated smoking areas. No doors may be propped open for any reason, at any time, as it is a violation of the fire ordinance.

#### **SECURITY:**

It is to the benefit of the Exhibitors to have their booths properly manned. Security in the booths is the responsibility of the Exhibitors. The Expo Authority will in no way be responsible for the property of the Exhibitors. Valuable merchandise should be secured at night under lock and key or removed to a safe location by the Exhibitors. Exhibitors may want to purchase insurance against loss or damage. We will have Security on-site throughout the entire duration of the Show. However, the Michigan Golf Show is not liable for items stolen or taken from your booth space.



### **EMERGENCY EQUIPMENT:**

Any type of emergency equipment, entrances or exits shall not be blocked or obstructed under any circumstances.

### **FOOD SAMPLING IN YOUR BOOTH:**

If you plan to sell any type of food item you must receive prior approval from the Vibe Credit Union Showplace. All food product and sampling items need to be stored in your booth space, please allocate enough space to ensure the storage of your products. If approved by the Vibe Credit Union Showplace and you plan on having any type of food samples as part of your display you will also need to call the Oakland County Health Department for a proper license.

### **INSPECTION:**

The Vibe Credit Union Showplace reserves the right to inspect all cartons, packages, containers or coolers brought in or out of the facility at any time.

### **ALCOHOL:**

Outside alcohol is strictly prohibited from being brought into the Vibe Credit Union Showplace.

**Anyone caught attempting to bring outside alcohol onto the premises will face immediate removal from the venue and potential penalties, including being barred from future events.**

We appreciate your cooperation in adhering to this policy to ensure a safe and enjoyable experience for all attendees

### **FOOD & BEVERAGE:**

**Outside Food & Beverage is NOT allowed within the Vibe Credit Union Showplace at any time with the SINGLE EXCEPTION of move-in hours.** There are a variety of food options within the vicinity of Vibe Credit Union Showplace that are available during move-in hours. Concessions will be open during all active event hours. This event will be serving alcohol during active event hours. **Vendors are allowed to bring a sandwich in a brown paper bag or inside of a small (personal size) insulated lunch bag or lunch box sized "cooler."** The lunch box sized coolers will be checked for alcohol, and all other sized coolers are not permitted. When concessions are closed during non-active Show hours and during move-in days, vendors may bring in food for their employees, however, no outside food or food deliveries will be allowed 2 hours prior to the start of the Show.



***HOST HOTEL INFORMATION:***

The Michigan Golf Show is fortunate to have our host hotel directly attached to the Vibe Credit Union Showplace. The Hyatt Place Novi/Detroit will once again be offering a special discounted rate of \$159.00 per night for our exhibitors until it is sold out. Please use Group Code **G-GS26** when calling 248.513.4111 or click the link [here](#).

***OTHER HOTELS:***

**Hotel(s) offering your special group rate:**

- **Four Points by Sheraton Detroit Novi for 109.00 USD - 119.00 USD per night**

**[Book your group rate for Michigan Golf Show March 2026](#)**

- **Comfort Suites-Wixom** - Group Number: XM21A9 or Please call 248-504-5080 for reservations or visit their website



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## MICHIGAN GOLF SHOW EXHIBITOR CONTRACT

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- 1. Exhibit Space.** You, as Exhibitor, shall be assigned a designated Exhibit Space within the Michigan Golf Show at the Vibe Credit Union Showplace, operated by BoCo Enterprises, Inc. and owned by TBON, LLC (hereinafter, collectively, “Sponsors”). At all times Exhibitor must conform to the size and space of their assigned space. No exhibit shall be of such character or arrangement as to obstruct the view or interfere with the exhibits of other Exhibitors and shall never extend into any aisles. No exhibit shall exceed eight (8) feet in height without express written consent of the Michigan Golf Show Management (hereinafter, “Show Management”). Nor shall any part of any exhibit or any signs used by Exhibitor within their assigned space shall be posted, nailed, or otherwise attached to the walls, doors, windows, or other surfaces of the Vibe Credit Union Showplace (hereinafter, “The Facility”). Interviews, demonstrations, distributions of literature, and any other marketing activities must occur within the Exhibit Space. If video or audio are used in the booth, volume levels must be kept at a level that does not interfere with other Exhibitor’s Exhibit Space.
- 2. Deposits.** All deposit money for Exhibit Space will be retained if the Exhibitor fails to fulfill, violates, or cancels Exhibit Space.
- 3. Payment.** All charges for your Exhibit Space shall be paid in full with US dollars by the date specified in the Michigan Golf Show Exhibitor Contract. You agree that the Michigan Golf Show, Sponsors, and their agents, representatives, cannot guarantee by your exhibiting at the Michigan Golf Show any financial gain to you or your organization, nor can they guarantee attendance at the Michigan Golf Show. Exhibitors not complying will not be allowed to move in. No refunds will be provided if the show is poorly attended, or an incident occurs to where attendance is affected.
- 4. Refunds; Liquidated Damages.** No refunds will be made if Exhibit Space is unused or partially used. However, if Exhibitor gives Notice to Show Management that Exhibitor will not participate in the Michigan Golf Show and would like to cancel its Exhibit Space more than ninety (90) days prior to the Michigan Golf Show’s occurrence, Show Management shall return any Payments made by Exhibitor. If Exhibitor gives Show Management Notice of its intent to cancel its Exhibit Space more than thirty (30) days, but less than or equal to sixty (60) days from the Michigan Golf Show’s occurrence, Show Management will return fifty percent (50%) of any Payments paid by Exhibitor for Exhibit Space. No refunds shall be given if Exhibitor cancels its Exhibit Space thirty (30) days or less from the Michigan Golf Show.
- 5. Liability for Loss, Theft, Property Damage, or Personal Injury.** Exhibitor hereby waives any and all claims against Sponsors, Show Management, their employees, agents, or



representatives, relating to any loss, theft, damage, or destruction to its property, and from any and all claims for personal injuries relating to its operation of Exhibit Space at the Michigan Golf Show. It is recommended that Exhibitor take precautionary measures of their own to secure and safeguard property. Further, Exhibitor assumes entire responsibility, and hereby agrees to protect, defend, and hold harmless the Sponsors, Michigan Golf Show, and Show Management, and their respective employees, agents, and representatives, against all claims, losses, and damages to persons or property, governmental charges or fines and attorneys' fees arising out of or in connection with Exhibitor's installation, removal, maintenance, or use of Exhibit Space. Exhibitor shall be held jointly and severally liable for any damage to Sponsors caused by Exhibitor, its employees, agents, or representatives.

6. Insurance. It is expressly acknowledged that Sponsors, Michigan Golf Show, or Show Management, or their employees, agents, and representatives have not purchased insurance of any kind for the benefit of Exhibitor, nor is it under any obligation to do so. Exhibitor agrees to obtain and keep in force until completion of the Michigan Golf Show, including set up and tear down, a commercial general liability insurance contract with liability limits equal to or greater than the following limits:
- a. Comprehensive General Liability Insurance coverage, including protective and contractual liability coverage, with limits not less than \$1,000,000.00 per occurrence.
  - b. Employer's Liability Insurance with minimum limits of \$100,000.00 per accident.
  - c. Worker's Compensation Insurance coverage in full compliance with Federal and State laws.
  - d. Comprehensive General Automobile Liability Insurance covering owned, non-owned, and hired vehicles including loading/unloading hazards with bodily injury limits of \$250,000.00/\$500,000.00 and property damage limits of \$100,000.00.

The contractor shall provide a certificate of insurance to the Michigan Golf Show, evidencing such coverage within ten days of this Agreement's execution.

7. Additional Insureds and Indemnities. See EXAMPLE CERTIFICATE COPY further within this packet. For each and every of the above insurance policies, the following must be provided as Additional Insureds/Indemnities:
- (a) BoCo Enterprises, Inc. (46100 Grand River Avenue, Novi, MI 48374)
  - (b) TBON, L.L.C. (46100 Grand River Avenue, Novi, MI 48374)
  - (c) Epoch Hospitality, LLC dba Epoch Catering. (46700 Grand River Ave, Novi, MI 48374)
  - (d) Lithia Motors, Inc. and its affiliated companies (150 North Bartlett, Medford, OR 97501)
  - (e) Avalon Hospitality Group (9555 Chesapeake Drive, Suite 202, San Diego, CA 92123)
  - (f) Show Promotions, LLC (46100 Grand River Ave., Novi, MI 48374)

8. Indemnification. Exhibitor shall be solely responsible for any and all injuries to persons or



damages of property or any other injury, claim, damage or loss of whatever nature, arising directly or indirectly from Exhibitor's activities during the Show or its performance under this Agreement. Contractor shall INDEMNIFY, SAVE AND HOLD HARMLESS those entities listed above as Additional Insureds, and their employees, agents, and volunteers from and against all liability, loss, damages, claims, costs and expenses (including attorney fees) arising out of injury to person or damages to property or any other injury, claim, damage, loss, cost or expense arising from the Exhibitors actions during the Show or its performance of this Agreement.

9. Compliance with Facility Rules and Regulations. The Exhibitor agrees to abide by all rules and regulations of the Sponsors/Facility in which the Michigan Golf Show takes place. All rules and regulations are on file in the general office of the building. Advertising materials or signs of entities or people, other than those who have engaged space with the Michigan Golf Show, are prohibited. Exhibitors must be present at all active hours of the Show. All Exhibitors must wait to dismantle Exhibit Spaces until show closing. SHOW MANAGEMENT WILL APPRECIATE BEING INFORMED OF ANY INFRACTION OF THIS RULE. We reserve the right to suspend the sale of any items or merchandise at any time for any reason. Noncompliance with a management directive will result in expulsion and removal with no refund.
10. Exhibit Space Equipment. Exhibitors are responsible for providing all equipment necessary for their Exhibit Space. Motion picture projectors and other equipment must conform to state and city fire regulations. Electrical wiring must conform with state and local fire codes. Loud speakers, radios, television sets, or the operation of any machinery or equipment shall be subject to Show Management's discretion. Tables or platforms on which any monitor or equipment is placed cannot exceed a height of 42 inches. All display décor shall be fire retardant before entering into the Exhibit Space.
11. Expulsion and Right of Refusal. Show Management and/or Sponsors have the right to refuse an Exhibitor on the grounds of non-compatibility with the event, the absolute right to select whom may exhibit, and the absolute right to regain possession of any Exhibit Space for any reason whatsoever. Unethical conduct, uncooperative behavior, infraction or rules, sexually oriented material, or safety hazards deemed potentially dangerous to persons or property shall subject the Exhibitor to dismissal from the Michigan Golf Show. No refunds shall be given in the event of dismissal for a violation of any rules and regulations. Only registered exhibitors will be admitted to the Michigan Show. All agents and representatives of Exhibitor must register with Show Management.
12. Floor Plan; Event Times. Sponsors and Show Management have the right to change the time and floor plan of the Show. Exhibitor must be present during all active hours of the show.
13. Subletting of Space. Exhibitor shall not assign, sublet, or apportion the whole or any part of its assigned Exhibit Space. Nor shall Exhibitor allow any other organization or person within their own Exhibit Space without the written consent from Show Management.



Exhibitor shall not assign or transferred its rights or privileges under this contract.

14. Legal Compliance. All exhibitors are required to comply with any and all federal, state, and local laws, rules, and regulations and to obtain any applicable licenses or permits (including, but not limited to, sales tax, raffles, etc.). Exhibitor is hereby charged with knowledge of all such laws, ordinances, and regulations pertaining to health, fire prevention, and public safety, while participating in the Michigan Golf Show and agrees to comply with said laws.
15. Intellectual Property. Exhibitor agrees to pay when due any and all royalties, license fees, or other charges accruing or becoming due all royalties, license fees, or other charges accruing or becoming due to anyone by reason of any music, either live or recorded, or other entertainment of any kind or nature, played staged or produced by the Exhibitor, its agents, employees, or representatives, within the Exhibit Space. Exhibitor shall assume all costs and expenses arising from the use of patented, trademarked, or copyrighted material, equipment, devices, processes, or dramatic rights, used during or incorporated during the Michigan Golf Show by Exhibitor, and agrees to protect, indemnify, defend, and hold harmless, Sponsors, Show Management, and their respective agents, representatives, and assigns, from any damages, costs, or expenses relating to Exhibitor's activities at the Michigan Golf Show. Exhibitor authorizes Show Management to use Exhibitor's name and/or likeness to promote the Michigan Golf Show and to solicit other exhibitors for the Michigan Golf Show and future events.
16. Force Majeure. Sponsors and/or Show Management, their agents, or representatives shall not be liable for the fulfillment of this contract as to delivery of Exhibit Space if non-delivery is due to any of the following causes: by reason of Sponsors/Facility being destroyed or damaged as to reasonably not be usable for the Michigan Golf Show, acts of God, strikes, authority of law, or for any other reason beyond Sponsors or Show Managements control.
17. Official Trade Show Services Contractor. Sponsors and Show Management will make available to Exhibitor an official Trade Show Services Contractor for the purpose of providing utilities, furnishings, accessories, tables, draperies, signs, models, labor for erecting and dismantling exhibits, etc. Exhibitor may not employ any other contractor for these services without prior written permission from Show Management. It is expressly understood that such Trade Show Services Contractor is not the agent or employee of Sponsors, Show Management, or Michigan Golf Show and that none of the aforementioned shall be liable to Exhibitor or any other person for the acts or omissions of the Trade Show Services Contractor.
18. Disputes. Exhibitor agrees that Show Management has, and consents to, Show Management's authority to settle all disputes regarding issues not covered by this contract. All such disputes shall be brought to Show Management's attention immediately. Exhibitor agrees to abide by Show Management's resolution of said issue.



19. Joint and Several Liability. Exhibitor, its agents, or representatives shall be held jointly, collectively and individually responsible for any and all debts incurred for all Payments, exhibit costs, fees, or charges, due under this Contract.
20. Conduct of Exhibitors. Unethical conduct, uncooperative behavior, infraction of rules, any sexually oriented material, and safety hazard deemed potentially dangerous to persons or property, on the part of an exhibitor or their representatives, or both will subject the exhibitor or their representatives to dismissal from the exhibit hall, in which event is agree no refund shall be made by the show management and further no demand for redress will be made by the exhibitor or their representatives.
- A. Negative attitudes, excessive unfounded complaining, etc. are not welcome and will not be tolerated.
  - B. Exhibitors must limit their activities to their assigned spaces. Salespeople and demonstrators are not allowed to operate in or extend their activities into the aisles or walkways. Solicitation of donations by vendors, exhibitors, or concessionaires from their booths is prohibited unless specifically authorized in writing in the license agreement. Roving vendors or solicitors, whether for profit or nonprofit, are not permitted anywhere on the Showgrounds. All solicitation for contributions or sales must occur within the contracted space of the individual or organization. Vendors and solicitors may not engage in any physical contact with un-consenting individuals. **Violations may result in immediate termination of contract and will be asked to leave the premises**
  - C. Hawking; distributing hand bills or other materials; posting or tacking advertisement bills, cards, etc., is strictly prohibited anywhere within the show floor and/or the Vibe Credit Union Showplace except within the confines of the Exhibitors own space. Painting; drilling of walls and/or floors; or making permanent installations to Show property will not be allowed. Any damages will be billed to the damager.
  - D. Exhibitors may advertise or distribute **approved** products or literature only from within their own exhibit space. **They may promote their own product or activity but may not discredit others.** Oral and visual advertising, solicitation and distributed materials must be in good taste, must be neutral or positive and may not be defamatory, promiscuous, pornographic, obscene, profane or vulgar.
  - E. The exhibitor authorizes Show Management, their employees or agents to use exhibitors name to promote the event and to solicit other exhibitors for this and future events. Photos of booth/products can be used in media.
21. Audio and/or Video Devices. Motion picture projectors and other apparatus must conform to the state and/or fire regulations. Electrical wiring must conform with the local fire codes. Loud speakers, radios, television set, or the operation of any machinery or equipment which is sufficient volume as to be annoying to neighboring exhibitors will not be permitted. Tables or platforms on which the monitor is placed cannot exceed a height of 42 inches. All display décor including draperies and other fabrics, must be fire retardant before entering into the decoration of any exhibit.

Thank you for apply to be a Vendor at the Michigan Golf Show. We look forward to working in partnership with you to create the best Golf Show in the country.





# Michigan Golf Show

## March 6 – 8, 2026

**Vibe Credit Union Showplace \* Novi, Michigan**  
*Order online at [www.vibeshowplace.com/serviceordering](http://www.vibeshowplace.com/serviceordering)*

### 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 BACK OF THE BUILDING (NORTH END)**.

**NEW PARKING RATE.** As a benefit to exhibitors, you may purchase a **THREE-DAY PARKING PASS** for only **\$15.00!** This represents a **50% savings over the regular daily parking fees.** This parking pass will permit your vehicle to enter and leave the Vibe Credit Union Showplace lots, at will, during the three days of the show. (There is no charge for parking at the Vibe Credit Union Showplace during Move-In & Move-Out).

**ADVANCE DEADLINE MARCH 1, 2026. ORDERS WILL NOT BE ACCEPTED AFTER THE THIS DATE.**

They will have to be purchased on site, at the Service Desk. However, the discounted price will still apply up to the opening of the show. Regular rates will apply once the show has opened. A 4% processing fee will be added to all credit card transactions.

\*\*\*\*\*

Mail to: **BoCo Enterprises, Inc.** - c/o Vibe Credit Union Showplace - 46100 Grand River Ave - Novi - MI 48374 or Fax form to: **BoCo Enterprises, Inc.** - @ Vibe Credit Union Showplace - (248)-380-3005.

I am purchasing (\_\_\_\_) **THREE DAY PARKING PASSES** for *The 2026 Michigan Golf Show* to the undersigned. Enclosed is my payment for \$\_\_\_\_, (\$15.00 each). Or email to [dawn@vibeshowplace.com](mailto:dawn@vibeshowplace.com).

Would you like your parking passes  Mailed (*We will mail orders processed in advance in the USA only*)

Hold at the Service Desk for pick up. Hold for: \_\_\_\_\_

**Payment Info** (Please print clearly. (Final receipts will be emailed to this address.)

Exhibitor Co. Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

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

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

**Check** ◦ Payable to BoCo Enterprises, Inc    ◦ **Visa/MasterCard**                    ◦ **Discover**                    ◦ **Am Ex**

\_\_\_\_\_  
Card Account Number (Please List All Numbers on Card)

\_\_\_\_\_  
Expiration Date Required

CARDHOLDER: \_\_\_\_\_ / \_\_\_\_\_

**Signature**

**Print**

**Note to Exhibitors:** Your electrical needs and parking passes are ordered through BoCo Enterprises at the Vibe Credit Union Showplace. Therefore, for your convenience, only one check or one credit card is needed for payment of both.

2putt Golf	C
A Ga Ming / Antrim Dells/Charlevoix CC	1617, 1619, 1621
ABC Warehouse	19th Hole
Aero-Swing	522, 522
Afternoon Golf	1518, 1520
Alabama Tourism	1212, 1214
Align Family Chiropractic	1009
All American Gutter Protection	1309
American Dunes Golf Club	1228
Ball Dog	322, 421
Basements Plus	1435
BCR Rackets LLC	530
Bender Goves	1311, 1313
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Birdie Bottle	928
Black Bear Golf Course	1013
Black Lake Golf Club	1114
Blast Cornhole	1134
Boaring Threads, LLC	508
BONK Golf	336
Brand Langdon Golf	L
Bright Leaf Golf Resort	906
Bro Co LLC	1413
CADDYSACK Golf	1118
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Carbliss	1244
Carolinas Golf and Vacation Resorts	1028
CBD Golf Carts	546, 645
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Country Smokehouse	1040
Covered Bridge and Champions Pointe Golf Clubs	1334
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Detroit Putter Co.	717, 719
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Double JJ Resort	1605
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Essential Family Chiropractic	1130
Evergreen Resort	1522

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Excel Publishing LLC	1128
Experience Cedar Valley	1414
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Fairfield Glade Resort	1014
Fairway Custom Golf	Q
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Folds of Honor - Motor City	1229
Focal Point Putters	1111
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Gambit	518
Garland Lodge & Golf Resort	804
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Gaylord Golf Club	914
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Golden Eagle Golf Shop LLC	1542
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Golf Cart Warehouse	1604 & B
Golf Central Wisconsin	422
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Golf Nomad	1429
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GolfKnickers.com	730
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LIFEWAVE	1417, 1419
Longview Golf Club	607
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Man Golf	R
Manistee National Golf & Resort	1328, 1330
Maple Hill Golf	Maple Hill
Matrix Basement Finishing	1639
Michaywe aka PINES CLUB CORP	1113
Michigan Lottery	Michigan Lottery
Michigan Orthopedic Surgeons Simulator	K
Michigan Southern Swing	721
Michigan Women's Golf Association	1112
Midwest Golfing Magazine	1431
Mike Alpers Pro Shop	940
Mt Pleasant Area Convention Visitor's Bureau	1411
Mutlu Inc (Bamboo sheets and Pillows)	830
Ocean Annie's Resorts / DBA Sands Ocean Club	929
Onesome	1221
Otsego Resort-Gaylord Michigan	1003
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The Perfect 4-Some	318, 417
The Tennis & Golf Co	1340
The Ultimate Belt	1322, 1421
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Treetops Resort	S
Trion Solutions	Putting Contest
Tullymore Golf Resort	428
Vargo Golf Company	1005
Venture Grafix	1107, 1109
Virtual Tee Michigan	1440
VivanTee Golf	1208, 1210
Wedge Guys	603
Weston Golf	304
ZEIT4GOLF	1517, 1519
ZYN	ZYN
Zyphr Golf	1408, 1410

# GOLF SHOW MARCH 6 - 8 2026



□ 2'1" PILLAR

○ 28" FLOOR POCKET

Ⓚ PILLAR W/FIRE EXTINGUISHER  
DO NOT BLOCK

EXTINGUISHER IS LOCATED ON NORTH SIDE OF PILLAR



# Michigan Golf Show

## March 6 – 8, 2026

**Vibe Credit Union Showplace \* Novi, Michigan**  
*Order online at [www.vibeshowplace.com/serviceordering](http://www.vibeshowplace.com/serviceordering)*

### Parking Pass Request Form

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**ADVANCE DEADLINE March 2, 2026. ORDERS WILL NOT BE ACCEPTED AFTER THE THIS DATE.**

They will have to be purchased on site, at the Service Desk. However, the discounted price will still apply up to the opening of the show. Regular rates will apply once the show has opened. A 4% processing fee will be added to all credit card transactions.

\*\*\*\*\*

Mail to: **BoCo Enterprises, Inc.** - c/o Vibe Credit Union Showplace - 46100 Grand River Ave - Novi - MI 48374 or Fax form to: **BoCo Enterprises, Inc.** – @ Vibe Credit Union Showplace - (248)-380-3005.

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Would you like your parking passes  Mailed (*We will mail orders processed in advance in the USA only*)

Hold at the Service Desk for pick up. Hold for: \_\_\_\_\_

**Payment Info** (Please print clearly. (Final receipts will be emailed to this address.)

Exhibitor Co. Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

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

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

**Check** ◦ Payable to BoCo Enterprises, Inc    ◦ **Visa/MasterCard**                    ◦ **Discover**                                    ◦ **Am Ex**

\_\_\_\_\_  
 Card Account Number (Please List All Numbers on Card)

\_\_\_\_\_  
 Expiration Date Required

CARDHOLDER: \_\_\_\_\_ / \_\_\_\_\_

**Signature**

**Print**

**Note to Exhibitors:** Your electrical needs and parking passes are ordered through BoCo Enterprises at the Vibe Credit Union Showplace. Therefore, for your convenience, only one check or one credit card is needed for payment of both.



# Art Craft Display, Inc.

46100 Grand River Avenue, Suite B • Novi, Michigan 48374 • (248) 380-0843 • Fax (248) 380-0848  
www.artcraftdisplay.com

## EVENT DETAILS

Re: Michigan Golf Show presented by ABC Warehouse  
March 6-8, 2026  
Vibe Credit Union Showplace

Art Craft Display, Inc. has been selected by show management to serve as the Official Tradeshow Contractor for this event.

The following items are included as part of your booth fees paid to show management.

### Provided by Art Craft Display

- 3' and 8' High – Booth Draping (green/white)
- (1) 2' x 6' x 30" Covered/Skirted Table (green & white alternating booths)
- (2) Folding Chairs
- (1) Wastebasket
- (1) 7" x 44" Booth I.D. Sign

If you require additional items that are not listed above, an Exhibitor Kit is available on our website for downloading or for online ordering.

► Go to the following website: [www.artcraftdisplay.com](http://www.artcraftdisplay.com)  
On the Home Page, click on: "Download Exhibitor Kit"  
Enter Event Code: **368493**

**To qualify for Advance Rates, your order(s) with payment must be received by us no later than 5:00 pm EST on Thursday, February 19<sup>th</sup>.** Some equipment or services may require more lead time. Please see appropriate order forms for actual deadlines.

## SHOW SCHEDULE

### Exhibitor Move-In

Thursday, March 5<sup>th</sup> 9:00 am – 6:00 pm  
Friday, March 6<sup>th</sup> 9:00 am – 1:00 pm

### Exhibit Hours

Friday, March 6<sup>th</sup> 2:00 pm – 8:00 pm  
Saturday, March 7<sup>th</sup> 10:00 am – 6:00 pm  
Sunday, March 8<sup>th</sup> 10:00 am – 5:00 pm

Exhibitors can arrive as early as 9:00 am on March 7<sup>th</sup> and 8<sup>th</sup>.



# Art Craft Display, Inc.

46100 Grand River Avenue, Suite B • Novi, Michigan 48374 • (248) 380-0843 • Fax (248) 380-0848  
www.artcraftdisplay.com

## EVENT DETAILS CONTINUED

### Exhibitor Move-Out

Sunday, March 8<sup>th</sup>

5:00 pm - Midnight

We will begin returning empty containers once we get the “all clear” from the facility and/or once aisle carpet is removed (if provided).

### ADVANCED WAREHOUSE SHIPMENTS

Advanced Warehouse shipments will be accepted from **February 4<sup>th</sup>** through **March 4<sup>th</sup>**. Freight Handling fees will apply for all shipments received. Warehouse receiving hours are from 8:00 a.m. to 4:30 p.m., Monday – Friday. If required, provide your carrier with this phone number (248) 380-0843.

Advanced Warehouse Shipping Address:

Exhibiting Company Name / Booth #  
**Michigan Golf Show**  
C/o Art Craft Display, Inc.  
46100 Grand River Ave., Ste B  
Novi, MI 48374

### ONSITE SHIPMENTS

Onsite shipments will be accepted **during move-in hours**. Freight Handling fees will apply for all shipments received. If any shipments are received before this date, you will be charged the Advanced Warehouse rates.

Onsite Shipping Address:

Exhibiting Company Name / Booth #  
**Michigan Golf Show**  
C/o Art Craft Display, Inc.  
46100 Grand River Ave.  
Novi, MI 48374

Consolidate your shipments to save separate minimum charges. The minimum charge is 200 lbs. per shipment received.



# Art Craft Display, Inc.

46100 Grand River Avenue, Suite B • Novi, Michigan 48374 • (248) 380-0843 • Fax (248) 380-0848  
www.artcraftdisplay.com

## EVENT DETAILS CONTINUED

### DISMANTLE AND MOVE-OUT INFORMATION

All exhibits/booths must be torn down and/or ready to ship on **March 8<sup>th</sup> by Midnight**. Freight can be picked up that evening until **8:00 pm** or freight can be picked up on **March 9<sup>th</sup> from 8:00 am – 4:30 pm** from 46100 Grand River Ave., Ste B, Novi, MI 48374.

### POST SHOW SHIPPING DOCUMENTS

All outbound paperwork must be turned into the Service Desk prior to your departure from the venue. A Material Handling Agreement must be turned into the service desk for each shipment. You may complete this document at the service desk after the show. Be sure that your carrier knows the company name and booth number when making arrangements for shipping your freight at the close of the show. Anything that is left behind in your booth that is not labeled for outbound shipment will be considered abandoned and deemed as trash.

If we can be of any further assistance, please contact us. General questions can be directed to: [detroit@artcraftdisplay.com](mailto:detroit@artcraftdisplay.com).

Thank you for your patronage and we look forward to being of service to you.

**SIGNS, GRAPHICS & DISPLAYS**  
DELIVERED RIGHT TO YOUR BOOTH!\*

\*Restrictions apply.

Contact Art Craft Signs to order signs, graphics & displays for your exhibit space.  
800-878-0710 · signshop@artcraftdisplay.com

The advertisement features a collage of various display solutions: a large curved wall graphic with a tree and the text 'We're Propelling', a booth table with a blue 'Propel' banner, two freestanding signs on tripods, and a vertical banner for 'Vegas Party' with details like 'Sweeping 5000+ Items', 'Free 1st 500 PM', and 'Diamond Ballroom'.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  SAMPLE BROKER	CONTACT NAME:	
	PHONE (A/C. No. Ext):	FAX (A/C. No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A:	INSURANCE COMPANY NAME
	INSURER B:	INSURANCE COMPANY NAME
	INSURER C:	INSURANCE COMPANY NAME
	INSURER D:	
	INSURER E:	
	INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
X	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 250,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/>						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 500,000 PROPERTY DAMAGE (Per accident) \$ 50,000 \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
							0

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

BoCo Enterprises, Inc. (46100 Grand River Avenue, Novi, MI 48374)  
TBON, L.L.C. (46100 Grand River Avenue, Novi, MI 48374)  
Epoch Hospitality, LLC dba Epoch Catering. (46700 Grand River Ave, Novi, MI 48374)  
Vibe Credit Union (44575 W. Twelve Mile Rd, Novi, MI 48377)  
Avalon Hospitality Group (9555 Chesapeake Drive, Suite 202, San Diego, CA 92123)

**CERTIFICATE HOLDER****CANCELLATION**

Show Promotions LLC 46100 Grand River Ave. Novi, MI 48374	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

© 1988-2014 ACORD CORPORATION. All rights reserved.

# BOCO ENTERPRISES INTERNET AND CONNECTIVITY FORM

46100 Grand River Avenue, Novi MI 48374

Phone: 248-348-5600 \* Fax: 248-347-7720 \* E-mail: dawn@vibeshowplace.com

Company Name:
Address:
City, State, Zip, Country:
Phone #:
Email:
Event Name:
Room/Booth #:

## OPTION 1

### BASIC INTERNET SERVICE

Wireless is available via access through the splash page.  
 When onsite, log on and follow instructions for services starting at \$20/day. Basic internet access is intended for the limited purposes of checking email, basic social networking and simple web browsing. It is intended for **ONE device only**. It is **NOT intended for credit card processing, large file transfers, establishment of networks or connection of multiple computers.**

## OPTION 2                      WIRELESS CONNECTIVITY – ONE DEVICE ONLY

Bandwidth (Shared)	QTY	Advance Rate	Floor Rate	TOTAL
Up to 1.5 Mbps		\$250.00	\$300.00	
Up to 5 Mbps		\$300.00	\$375.00	
Up to 10 Mbps		\$400.00	\$500.00	

## OPTION 3                      INTERNET SHARED HARDLINE – MULTIPLE DEVICES

Shared Bandwidth Hardline*	Device Limits	QTY	Advance Rate	Floor Rate	TOTAL
Up to 1.5 Mbps	1 drop for up to 3 devices		\$335.00	\$385.00	
Up to 5 Mbps	1 drop for up to 5 devices		\$435.00	\$510.00	
Up to 10 Mbps	1 drop for up to 10 devices		\$535.00	\$635.00	

*\*A rental switch is required for multiple connections.*

\* The User must obtain ONE HOUR MINIMUM of technical support to assist in the configuration & connection of the user's device(s).

## OPTION 4                      DEDICATED HARDLINE – MULTIPLE DEVICES

Dedicated Bandwidth Hardline**	Description <i>All includes 1 public IP &amp; 1 router</i>	QTY	Advance Rate	Floor Rate	TOTAL
Up to 1.5 Mbps	1 drop for up to 3 devices		\$800.00	\$850.00	
Up to 5 Mbps	1 drop for up to 5 devices		\$1,000.00	\$1,075.00	
Up to 10 Mbps	1 drop for up to 10 devices		\$1,200.00	\$1,300.00	

## OPTION 5                      SECURE CREDIT CARD PROCESSING – ONE DEVICE

Dedicated Bandwidth Hardline**	Description <i>All includes 1 public IP &amp; 1 router</i>	QTY	Advance Rate	Floor Rate	TOTAL
Credit Card Processing	1 drop 1 device		\$250.00	\$300.00	

\*\*Routers and 4 patch cords are included with the purchase of dedicated bandwidths. Any additional cords and/or switches will need to be rented at an additional cost. No unauthorized routers or outside devices are allowed. **GREATER BANDWIDTHS (HIGHER THAN 10MB) ARE AVAILABLE BEYOND THOSE LISTED please email [support@ccsllc.net](mailto:support@ccsllc.net) or visit the service desk during move in.**

Additional Products & Services	QTY	Advance Rate	Floor Rate	TOTAL
Patch cables – 7' – 25'		\$50.00	\$75.00	
Patch cables – 25' – 50'		\$100.00	\$125.00	
Switch rental		\$50.00	\$75.00	
Router		\$100.00 & up	\$150.00 & up	
Labor/floor work		N/A	\$99.00/hr	

By signing this agreement, Customer agrees that Boco Enterprises may store the Customer's credit card information and Customer hereby authorizes BoCo Enterprises to use Customer's credit card information for any additional services. By signing below Customer accepts BoCo Enterprises Terms & Conditions on page 2. **You can also purchase online at [www.vibeshowplace.com/serviceordering](http://www.vibeshowplace.com/serviceordering).**

Customer – Please print Name

Customer Signature

Date

**Payment is due at the time the order is placed. Payment information:**

Check  Payable to BoCo Enterprises, Inc     Visa/MasterCard     Discover     Am Ex

Card Account Number (Please list all numbers on card)

Expiration date required

**BoCo ENTERPRISES-VIBE CREDIT UNION SHOWPLACE**  
**TERMS & CONDITIONS FOR TECHNOLOGY SERVICES**

1. **BoCo ENTERPRISES INTERNET/DATA SERVICES:**
  - A. Due to the nature of the Internet, BoCo Enterprises cannot guarantee any level of performance or accessibility beyond our gateway.
  - B. **Internet speeds are best effort and NOT guaranteed.**
  - C. BoCo does not guarantee the safety or security of equipment, software, or proprietary information connected to or carried over services installed by BoCo and/or its sub-contractors.
2. **BoCo PROVIDES NO GUARANTEE OF SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK.**

CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN SECURITY AND ANTI-VIRUS SOFTWARE.

BoCo is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions.

*Customer may be held liable for any damages to equipment, software, or proprietary information, or any damages due to network delays, interruptions, troubleshooting, and/or repair if the origin of a security breach or intrusion is determined to have originated from their device. BoCo strongly advises every customer to take proper measures to protect their own equipment and software.*
3. **CUSTOMER INTERNET/DATA RESPONSIBILITIES:**
  - A. **BoCo REQUIRES THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE BoCo NETWORK.**
  - B. AT NO TIME will any client power up any wireless device not provided by BoCo without prior authorization.
  - C. AT NO TIME while connected to the BoCo network, will the client use/run their own DHCP server.
  - D. Customer must provide a list of all required connections including exact location (exhibit booth number, meeting room number, etc.) and type of device being connected (switch, router, hub, PC, etc.)
  - E. Any customer device that is determined to be causing interference with the normal operation of the BoCo network must, at BoCo's request, be immediately disabled or disconnected from the network.
  - F. Customer must provide equipment that is properly configured and equipped. In the event that BoCo configures any of Customer's hardware and/or software so that the Customer may use the Services, such configuration shall be undertaken with reasonable care and in keeping with standard industry practices. Under no circumstances shall BoCo be liable to Customer for any damages caused by such configurations, and BoCo makes no representation or warranty that any such configured hardware or software shall in fact be compatible with the Services or returned to its original condition or configuration at any time. Any re-configuration of Customer's hardware and/or software shall be undertaken at its sole risk and expense.
  - G. **Internet user** has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of BoCo.
  - H. **Customer is responsible** for the proper configuration of customer provided equipment and software for Internet services, etc. Customer is responsible for all services outside of basic Internet connectivity including email, VPN, FTP, web services, etc.
4. **OTHER REQUIREMENTS** over and above what is listed on this form should be attached and returned to the Vibe Credit Union Showplace.
5. **INDEMNIFICATION AND LIMITATION:** BoCo's obligations under this Agreement are subject to limitation, and BoCo and/or its subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and service, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor requisition, shortages, utility curtailment, power failures, explosions, civil government requisition, shortages of equipment or supplies, unavailability of transportation, acts of omissions of anyone other than BoCo, its representatives, agents, subcontractors, or employees, or any other cause beyond BoCo's reasonable control. In no event shall BoCo be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption for business, or there consequential or indirect economic loss. Customer/user hereby indemnifies BoCo harmless from any and all liability, damages, or costs arising from the providing of these services or equipment.
6. **SHARING PROHIBITED:** These connective services are to be provided by and are not to be shared with other customers. Any customer sharing communication services without written authorization will be charged for the service and standard rates on a complete second Service Order Form. All additional charges will be billed to the authorized credit card at the close of the event.
7. **BoCo EXCLUSIVITY:** Only BoCo Personnel are authorized to modify system wiring and cable. All material and equipment furnished for this service contract shall remain property of BoCo.
8. **EQUIPMENT COMPLIANCE REQUIREMENT** must comply with FCC regulations and be configured to operate with "dial 9" service. BoCo reserves the right to limit use of outside communication devices including wireless devices.
9. **CHARGES SUBJECT TO CHANGE:** Prices for labor, equipment and services are based upon current wage rates and subject to change without notice. Rates quoted for all connections cover only bringing one service to the event space in the most convenient manner and do not include connection of customer owned equipment.
10. **EQUIPMENT PROCEDURES:**
  - A. **Customer is responsible** for returning all equipment issued by or rented from BoCo in good condition to the BoCo Personnel or by making arrangements through the assigned Event Coordinator for the return or rented/issued equipment.
  - B. Lost, stolen, or damaged equipment will be charged to customer's authorized credit card at prevailing rates.
11. **PAYMENTS & REFUNDS:**
  - A. **Payment in full** is required before service can be connected, **once ordered there are NO refunds for services.** The "payment options" section on the Service Order Form must be completed on every service order. By providing an authorized signature on the front of this form, you authorize BoCo to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card.

# BOCO Enterprises, Inc. Utility Order Form

46100 Grand River Avenue, Novi MI 48374 \* Phone: 248-348-5600 \* Fax: 248-380-3005

Email your order form to: dawn@vibeshowplace.com

**You may also order services online at [www.vibeshowplace.com/serviceordering](http://www.vibeshowplace.com/serviceordering)**

Name of Show: \_\_\_\_\_ Date of Show: \_\_\_\_\_ Booth # \_\_\_\_\_

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

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Email Address (please print clearly): \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

**Form of Payment:**     Cash     Check     Visa/MasterCard     American Express     Discover

*A 4% administrative fee will be added to all credit card transactions.*

Check/Credit Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

If paying by credit card, please place authorization signature here: \_\_\_\_\_

**Please make checks payable to: BOCO Enterprises, Inc. \* No refunds five days prior to show.**

Rates quoted include bringing of service to the exhibit booth. All wiring of electrical work on exhibitor displays 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 Vibe Credit Union Showplace are not responsible for voltage or frequency variances.

**FULL PAYMENT must accompany order to receive advance rate. NO EXCEPTIONS!** All orders received after deadline or on-site are subject to the floor rate.

Any orders requiring collection during or after the show are subject to the floor rate, including declined credit cards. Prices subject to change at discretion of BOCO Enterprises only. **ADVANCED RATE DEADLINE: Five (5) days prior to the first move-in day.**

Requirements	120 V – Single Phase			208 V – Single Phase			208 V- Three Phase			480 V – Three Phase		
2000 Watts/20 amps is a standard outlet	Qty	Advance	Floor	Qty	Advance	Floor	Qty	Advance	Floor	Qty	Advance	Floor
2000 Watts-20amps →		\$100	\$175									
30 amp					\$200	\$300		\$240	\$320		\$750.00	\$1050.00
50 amp					\$295	\$410		\$355	\$495		N/A	N/A
60 amp					\$465	\$650		\$600	\$840		\$900	\$1250
100 amp					\$685	\$950		\$820	\$1150		\$1425	\$2000
200 amp					\$1400	\$1950		\$1640	\$2300		N/A	N/A

**EXHIBITOR BOOTH CLEANING**

For your convenience, we offer individual booth cleaning service. This is an optional service that will not be provided without the return of this form as well as advanced payment.

**One Time Booth Cleaning (Optional)**

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

Total booth sq. ft. x .15  
\_\_\_\_\_ sq. ft. x .15 = \_\_\_\_\_

**Multiple Day Booth Cleaning Services (Optional)**

Carpet 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 booth sq. ft. x .30  
\_\_\_\_\_ sq. ft. x .30 X \_\_\_\_\_ (number of show days) = \_\_\_\_\_

**PHONE SERVICES**

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. 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. Please call for phone service rates.

**ELECTRICAL LABOR**

BOCO Enterprises must supply all labor. Any electrical orders with floor plans, compressed air, and 480 connections are subject to the Electrical labor rate of \$50.00 an hour.

**INTERNET SERVICES**

**See separate order form**

*\*All internet services provided ON-SITE by Spectrum. Service is accessed through web browser (wireless or hardwire) & paid for by credit card. Wireless internet is \$20.00/day with additional charges for IT support.*

**WATER/DRAIN/AIR/GAS** - Water service is 3/8" poly pipe with shut off. Any required connections are the responsibility of the exhibitor. 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.

Qty	Service	Advance	Floor
	Water	\$300	\$375
	Drain	\$350	\$425
	Air**	\$375	\$500

**\*\* Compressed air connection ½ inch**

<b>Gas</b>	Contact BOCO Enterprises, Inc. directly at 248-348-5600 extension 205 for pricing and connection information.
<b>Labor</b>	\$50.00 per hour straight time

[www.vibeshowplace.com/serviceordering](http://www.vibeshowplace.com/serviceordering)

<b>PAYMENT TOTALS</b>	
<i>A 4% credit card processing fee will be added to all credit card transactions.</i>	
Electrical Services	\$
Cleaning Services	\$
Phone/Internet Services <i>(Internet - separate order form)</i>	\$
Water/Drain/Air Services	\$
Parking Pass(es) <i>(Separate order form)</i>	\$
4% Credit Card Processing Fee	\$
<b>GRAND TOTAL</b>	<b>\$</b>

# **BOCO Enterprises, Inc. Utility Order Form**

**46100 Grand River Avenue, Novi MI 48374**

**Phone: 248-348-5600 \* Fax: 248-380-3005**

We would like to take this opportunity to welcome your company to the Vibe Credit Union Showplace. We ask your cooperation, so we do not have any exhibitor experiencing any problems during the show.

In order to expedite a smooth and proper operational show, please fill out your service requirement order form and return it immediately. Full payment must accompany order to receive advance rate. No exceptions! Payment in full must be rendered prior to opening of the show. Advance order deadline: Five (5) working days prior to the first move in day. All orders received after deadline or on site are subject to the floor rate. Any orders requiring collection during or after the show are subject to the floor rate, including declined credit cards. All phone orders must have credit card number and expiration date on order form unless prior arrangements have been made, even if paid for in cash. We accept Visa, MasterCard, American Express, Discover and checks as payment.

## **CANCELLATION POLICY FOR ANY CANCELLED ORDERS AND/OR CANCELLED EVENTS:**

- a.** Cancellations more than 7 days before the first move-in day will be subject to a 50% administrative fee on all items and services ordered, with the exception of **(d)** below.
- b.** Cancellations made after the initial move-in has begun will not be eligible for a refund for any items or services ordered. **(d)** below.
- c.** At any date of cancellation, Exhibitor will be invoiced in full for any order in which costs have been incurred by BOCO Enterprises for any purchases and/or work undertaken to fulfill the order.
- d.** If the event is rescheduled, no refunds will be given. Instead, a credit will be provided on orders and will be moved to the next scheduled event.

To prevent circuit overloads, exhibitors are not allowed to add wattage to existing outlets. We also ask that no exhibitors share drops amongst themselves. Outlets will be dropped in one location in booth, unless floor plan is submitted with order and payment. If more than one booth area is on an order form, please attach an additional sheet with layout and booth number for each booth.

For safety purposes, all connections larger than 30AMP must be hard wired. All motors must have a magnetic starter or manual disconnect switch. Wiring and electrical connections to motors or equipment will be billed on a labor and material basis.

If it is necessary to change the amount of power drops for your booth after installation, floor rates will apply and no credit will be issued for prior payment. All orders must be paid for in full prior to electrical installation.

A 4% administrative fee will be added to all credit card transactions.

Billing for all additional charges will be made at a later date. Customers are responsible for all charges made on phone lines from move in through move out of show.

**ELECTRICAL LABOR** - is added to all orders with floor plans, compressed air and 480 connections. Additional for flat cords if power is required under the carpet. Labor is billed at \$50/hr. For additional needs not listed on this form, please call our office for availability and pricing.

Power is not guaranteed to be continuous and/or backed up by the Facility's emergency generator or any other sources. BoCo Enterprises, Inc. is not responsible for any damage or loss caused by a loss of power and Exhibitor agrees to hold BoCo Enterprises, Inc., its officers, directors, employees and agents harmless from such power loss. By ordering services through this Order Form, Showplace Exhibitor agrees that the implied warranties of merchantability and fitness for a particular purpose, express or implied, are excluded from this Agreement **IN NO EVENT SHALL BOCO ENTERPRISES, INC. BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE.** Exhibitor shall indemnify and hold harmless BoCo Enterprises, Inc., its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties, or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's, equipment, actions or omissions under this Agreement.

Thank you and we hope you enjoy the show!

***Vibe Credit Union Showplace Management***

**PLEASE MAKE CHECKS PAYABLE TO: BOCO ENTERPRISES  
PLEASE REMIT TOP COPY TO BOCO ENTERPRISES  
BOTTOM COPY IS CUSTOMER COPY**