

# MAY 3-6

# SUBURBAN COLLECTION SHOWPLACE

# novi, mi

MICHIGAN  
INTERNATIONAL  
WOMEN'S  
SHOW <sup>2018</sup>  
SHOPPING / FOOD / FASHION  
HEALTH / BEAUTY / FUN

## GENERAL INFORMATION

### SHOW LOCATION:

Suburban Collection Showplace  
46100 Grand River Avenue  
Novi, MI 48374

### SHOW DAYS & HOURS:

Thursday, May 3: 10am to 7pm  
Friday, May 4: 10am to 8pm  
Saturday, May 5: 10am to 7pm  
Sunday, May 6: 11am to 5pm

### PUBLIC SHOW ADMISSION:

Adults \$12 at the Door  
Youth (6-12) \$6  
Under 6 FREE with Paying Adult

### EXHIBIT SPACE RATES:

\$11 per square foot  
10' x 10' = \$1,100  
10' x 20' = \$2,200  
Exhibits 300 continuous sq. ft. or  
larger = 5% discount

- Corner space \$100 extra not to exceed \$200
- Floor covering is required for all exhibits (not provided).
- All unfinished tables are to be draped to the floor.

### SPACE RENTAL INCLUDES:

- 8' high draped backdrop
- 3' high draped booth dividers
- Standard sign (7" x 44")
- General exhibit hall security
- Listing in official show program and on official show website
- Badges for staff
- Discounted admission tickets

### EXHIBIT SPACE ASSIGNMENT:

Returning exhibitors receive priority on exhibit space. Available space is then assigned according to availability in specific categories. A deposit does not ensure space. The 50% deposit required with application is returned if space is not assigned.

### STANDARD EXHIBIT SPACES:

Standard exhibit spaces are 10'x10'. Exhibits may not exceed 8' height in the back; dividers may extend one-half exhibit depth (*back to front*) at 8'. Balance of side dividers (*front portion of space*) may not exceed 4' height.

### ISLAND EXHIBIT SPACES:

Islands are minimum 20' x 20', with aisles on all four sides. They have an automatic separation from neighboring exhibits. Full use of exhibit floor space floor to ceiling is permitted. Exterior walls of display should showcase your company and not obstruct view of other exhibits.

### PENINSULA EXHIBIT SPACES:

Peninsula exhibits (*four or more adjoining spaces with aisles on three sides*) may be 8' high in the center 10' of back drape. Remaining back drape (*5' each side*) must not exceed 4' height. All display fixtures over 4' in height and placed within 10 lineal feet of a neighboring exhibit must be configured to avoid blocking the sightline to the adjoining exhibit. Any portion of the exhibit bordering another exhibit space must be finished out and may not carry signs that would intrude into or detract from the adjoining exhibit. Exhibit Limitation Exceptions: If adjoining exhibitors wish to extend the 8' height limitation to the front of the exhibit, this may be done only with Show Management's prior approval.

### SETTING UP:

Exhibitors must provide their own moving/rolling equipment. Forklifts (with driver) are available for a fee. The facility provides a limited number of carts and dollies, which are available on a first come, first served basis.

### FOOD SAMPLING:

Each exhibitor sampling any food product must follow Health Department guidelines, as well as sample size restrictions enforced by the facility.

### INSURANCE:

Exhibiting companies and individuals are required to provide an insurance certificate covering liability for exhibit contents, personnel and show guests within the exhibit space. The certificate should list Southern Shows Inc. as well as the facility as the additional insured.

### TAXES-LICENSES:

Sales tax must be collected. Each exhibitor selling at the show must have a business tax license for the specific location and city. Each exhibitor is responsible for reporting and paying taxes on sales made at the show.

### EXHIBITOR ID BADGES & SHOW SPECIAL ADMISSION TICKETS:

- 100 sq ft - 8 badges and 5 complimentary tickets
- 200 sq ft - 8 badges and 10 complimentary tickets
- 300 or more sq ft - 16 badges for first 200 sq ft and 2 badges for each additional 100 sq ft, plus 5 complimentary tickets for every 100 sq ft

Exceptions to above would be special feature or non-profit participants.

### GUEST TICKETS:

Guest tickets (*not for resale*) are available on consignment for \$5 each.

### EXHIBITOR DOCUMENTS ONLINE:

The following documents are available online at [www.southernshows.com](http://www.southernshows.com)

- Exhibitor Kit
- Decorator forms
- Forms for electrical, telephone, internet and other utilities
- Information for creating your exhibitor website
- Show program advertising information
- Show floorplan

### PARKING

\$5 per day or \$10 for all four show days. Parking passes must be purchased in advance, directly from the Suburban Collection Showplace. Please see your Exhibitor Kit for order forms.

### MOVE-IN SCHEDULE:

Tuesday, May 1: Noon to 7pm  
Wednesday, May 2: 9am to 7pm  
Exhibits must be fully set up by Wednesday, May 2 at 7pm.

### MOVE-OUT SCHEDULE:

Sunday, May 6: 5pm to 10pm  
All products must be removed from the building by 10pm  
Sunday, May 6.

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### FOR MORE INFORMATION:

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