



## EXHIBITOR EQUIPMENT/KEY ORDERS

This order form is for exhibitors requiring equipment supplied by Cobo Center for meeting rooms or press conferences. Forms should be submitted **with payment at least 10 business days prior** to the date of service. Any form received less than 10 business days prior to the date of service will have an additional **25% charged added** to the order. **An accurate diagram of room and riser set-up must be sent with this order form. Rooms or risers will not be set without a diagram.** CAD drawings of all meeting rooms are available at [www.cobocenter.com](http://www.cobocenter.com). All equipment supplies are limited and available on a "first-come, first-served" basis. Forms should be submitted with payment to one of the following:

**E-Mail:** orders@cobocenter.com

**Mail:** Cobo Center/SMG  
Attn: Finance Department  
One Washington Blvd.  
Detroit, MI 48226

**Fax:** (313) 877-8800

### Keys

Cost - \$25.00 for a set of 4; additional keys \$10.00 each. Keys for meeting rooms will be distributed at the Cobo Center Offices.

Room #	Key Sets (4)		Additional Keys		Total Cost	Occupying	Occupying	Requested Set Time	
	Quantity	Cost	Quantity	Cost		Start Date	End Date	Date	Time
		@ \$25		@ \$10	\$				am/pm
		@ \$25		@ \$10	\$				am/pm
		@ \$25		@ \$10	\$				am/pm

### Cobo Equipment – Meeting Rooms

Cobo Center can provide the following items at no charge for **meeting rooms only**:

Quantity				Delivery Date/Time	Pick-Up Date/Time
Stackable Chairs	6' Round Tables	8' x 18" Tables	8' x 30" Tables		

**Note:** If chairs are required for press conferences on the show floor, please place the order on the press conference furniture order form from Convention & Show Services.

### Risers/Staging

Risers are available in 4'x8' sections at a cost of \$50.00 per section. Available heights are 16" and 24" high. 4'x8' staging sections are available in heights from 32" – 52" in 4" increments at a cost of \$50.00 per section. Note: Skirting for staging is not included.

4'x 8' Risers			4'x 8' Staging			# of Steps	Total Cost	Delivery Date/Time	Pick-Up Date/Time
Quantity	Cost	Height	Quantity	Cost	Height				
	@ \$50	<input type="checkbox"/> 16" or <input type="checkbox"/> 24"		@ \$50			\$		

### Expedite Charges

	Cost	Total
Orders received less than 10 days prior to date of service	25% of Total Order	\$

<b>GRAND TOTAL</b>	<b>\$</b>
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**Payment in full must be submitted with order form with either a credit card or a cashier's check made payable to "COBO Center"**

# EXHIBITOR INFORMATION

Payment in full must be submitted with order form with either a credit card or a cashier's check made payable to "COBO Center"

Name of Event \_\_\_\_\_ Room Number \_\_\_\_\_

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

Address \_\_\_\_\_

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

E-Mail Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Visa       MasterCard       American Express       Cashier's Check

Credit Card # \_\_\_\_\_ CSC#(3-digit) \_\_\_\_\_ Exp Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Cashier Check # \_\_\_\_\_ Check Amount \$ \_\_\_\_\_