



CITY of NOVI CITY COUNCIL

**Agenda Item C
June 8, 2015**

SUBJECT: Approval of an agreement with Suburban Collection Showplace to host the 2015 Evening of Appreciation, an annual event honoring Boards, Commissions, Committees and Employees for their dedication to Novi, on Friday, December 11, 2015 for the estimated amount of \$18,360.

SUBMITTING DEPARTMENT: Neighborhood and Business Relations

CITY MANAGER APPROVAL: 

EXPENDITURE REQUIRED	\$ 18,360 (approximate)
AMOUNT BUDGETED	\$ 30,000
APPROPRIATION REQUIRED	N/A
LINE ITEM NUMBER	101-295.00-882.000

BACKGROUND INFORMATION:

The 2015 Annual Appreciation Dinner is scheduled for December 11, 2015. The annual event honors and pays tribute to the more than 350 citizen volunteers (board, commission, and community members) who donate their time and talents to the betterment of Novi.

The event has grown significantly over the past few years and the Suburban Collection Showplace is one of only two venues in Novi which can accommodate a crowd of approximately 400, the other being the Sheraton Detroit Novi. After receiving feedback from attendees, and quotes from both venues, the Suburban Collection Showplace is a better fit for the cost and the presentation of this event.

Suburban Showplace Collection has agreed to a cost at \$38.25 per person (not including gratuity). A 20% service charge will be added to all food costs. The Sheraton Detroit Novi was offering a similar menu at the cost of \$47 per person and a 20% service charge. The recommended approximate approval amount of \$18,360 includes food for an estimated attendance of 400, coat check and any audiovisual equipment and set-up for the event. The total budgeted amount for the Appreciation Dinner includes linens, floral arrangements, invitations, etc.

RECOMMENDED ACTION: Approval of an agreement with the Suburban Collection Showplace to host the 2015 Evening of Appreciation, an annual event honoring Boards, Commissions, Committees and Employees for their dedication to Novi, on Friday, December 11, 2015 for the estimated amount of \$18,360.

	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Casey				
Council Member Markham				

	1	2	Y	N
Council Member Mutch				
Council Member Poupard				
Council Member Wrobel				



Celebrate

City of Novi Evening of Appreciation 6:00PM – Midnight

Proposal Provided by:
Shaina Shamam
Director of Catering
Sheraton Detroit Novi Hotel
21111 Haggerty Rd.
Novi, MI 48375
(248) 349-6252
F: (248) 349-4302
[sshnam@sheratondetnovi.com](mailto:sshamam@sheratondetnovi.com)



Guestroom Rate:
\$119.00 per night

**Rate will be available the night of the event

Stationed Dinner

Signature Mirror

Elaborate display of domestic and imported cheeses,
Crisp vegetable crudités and dips

.....

Salad Station- 1

Mixed Baby Greens-
Roasted Pears, Bleu Cheese, Toasted
Pumpkin Seeds,
Apple Cider Vinaigrette

.....

Carving Station- 2

Herb Roasted Whole Breast of Turkey
Mini Rolls, Cranberry Relish, and Herb mayonnaise

.....

Pasta Station- 3

Grilled Chicken Breast and Grilled Vegetables
Penne Pasta
Marinara, and Alfredo Sauce
Garlic, Parmesan, Mushrooms,

.....

Mashed Potato Station

Yukon Gold, Redskin and Roasted Garlic Mashed Potatoes.
Sour cream, Candied Pecans, Crumbled Bacon and Mushroom Bordelaise

.....

Sweet Table

Assorted Holiday Tortes, Cakes and Pies
Deluxe French Miniature Pastries

.....

Deluxe Coffee Station

Regular and decaf Starbucks coffee, herbal tea selection
Whipped cream, cinnamon sticks, chocolate curls, rock candy swizzle sticks,
Raspberry, french vanilla and amaretto flavored coffee syrups

Cash bar

\$47 per person inclusive of service charge (Tax Exempt)

Pricing includes the use of the Grand ballroom, all necessary tables, chairs, staging, podium, attendant fees and coatcheck. All food stations are based on 2 hours of service.
AV equipment is not included.

2 complimentary guest rooms for staff members

THIS AGREEMENT is a license between the Licensor and the Licensee whose names together with the date of this Agreement are set forth below.

BoCo Facility (herein "Facility") is an approximately three hundred twenty thousand (320,000) square foot facility. The facility is further defined to include exhibit space, pre-function space, conference rooms, banquet rooms, storage areas, maintenance rooms, common areas, parking lots, roadways and grounds, **located at 46100 Grand River Avenue, Novi, Michigan 48374**. The Facility is occupied by the Licensor as a Tenant and is managed and operated by BoCo Enterprises, Inc., a Michigan corporation, of 46100 Grand River Avenue, Novi, Michigan 48374. A portion of the Facility is devoted to multi-purpose exhibition and convention space available for use by Licensees, related exhibitors, and others. The Licensor is the exclusive agent for the owner with respect to licensing of the exhibition and convention space; and the Licensor is the sole operator of that space. The Licensee and the Licensor agree as follows:

Date of Agreement: March 05, 2015

Licensor: BOCO ENTERPRISES, INC.
46100 Grand River Avenue
Novi, Michigan 48374

Licensee: **City of Novi**
45175 West Ten Mile Road
NOVI, MI 48375

- a Corporation
- a Partnership
- an Association
- Non-profit Organization or Government

Contact: **Stephanie Schuetzler** 248-347-0416, sschuetzler@cityofnovi.org
Sales Contact: **Kate Barber, CMP**, 248-513-3533, kateb@suburbanshowplace.com

Event Name: City of Novi Appreciation Dinner

MEETING ROOM/BALLROOM AND CATERING SERVICES

Date	Day	Time	Event	Space	# ppl	Set Up	License Fee for Space
December 11, 2015	Friday	2pm – 5pm	Set-up	Platinum Ballroom/Fireside/Courtyard/Prefunction	Flow	Per Diagram	Complimentary
December 11, 2015	Friday	5pm – 11pm	Reception	Platinum Ballroom/Fireside/Courtyard/Prefunction	400	Per Diagram	Complimentary

Specific detailing information relating to each of these events will be contained in your Order Confirmation

The Licensor reserves the right to move functions to other meeting/banquet rooms of comparable size and quality other than those appearing on the catering contract. The Licensor will attempt to notify the Licensee of such changes prior to the function date.

Additional Labor Fees will be incurred if room sets are changed during License Period.

DEPOSITS/BILLING

A \$3,000.00 nonrefundable deposit is due to BoCo Enterprises upon execution of this Agreement. Your final payment will be due 48 hours prior to the start of your function and will be determined by the final count given for your meals 5 working days prior to your function minus deposits already received. This final payment must be in the form of company check, cash, money order, cashier’s check or credit card. **A 4% administrative fee will be added to all credit card transactions.** If the deposits are not received as scheduled BoCo Enterprises will no longer hold the space for your function and the Default clause below will apply.

CATERING SERVICES

A minimum of \$10,000.00 in food and beverage must be spent at your function (the “Guaranteed Amount”). This Guaranteed Amount does not include meeting/banquet room rental, service charges, labor charges, taxes, parking or any other miscellaneous charges incurred. Licensee is required to pay BoCo Enterprises any amounts exceeding the Guaranteed Amount. All food and beverage consumed within the facility must be purchased from the Licensor.

A final count will be given to the Licensor by the Licensee 5 working days prior to the scheduled date of the event. Once the final guarantee is received, the count cannot be decreased. This final count plus 3% determines the amount of food and beverage prepared

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for the Licensee. The Licensee will be billed based on the final guarantee or the actual number of meals served, whichever is greater. The Licensor will make every effort to accommodate increases in your count after the final guarantee has been given, however, any increase exceeding 10% of the final guarantee will be subject to a 10% surcharge. If the count increases within the final guarantee time line, the 3% overage will no longer apply.

Licensor reserves the right to increase menu prices up to 3 months prior to the event date. The percentage of increase will be based on the Consumer Price Index published by the US Government determined by noting the change in the Index from the execution date of the License Agreement and 3 months prior to the event date. The potential change in menu pricing will not affect the minimum food and beverage guarantee noted in the License Agreement.

All food and beverage, meeting room audio visual and other related services are subject to a service charge (currently 20%) and state tax (currently 6%) in effect on the dates of the event.

Special Menu:

French Fry Station

Sweet potato and regular French fries served with ketchup, roasted garlic aioli and a sweet marshmallow dip
Served in small cones under heat lamps

Little Italy Station

Tri Color Rotini, Penne and Bowtie Pastas with Pesto Cream, Marinara and Roasted Garlic Oil with Sundried Tomatoes, Toasted Pine Nuts, Capers, Country Olives, Grated Reggiano Parmigiano Cheese.

Oriental Station

Stir Fry Chicken served with Fresh Asian Vegetables, Fried Rice, Vegetable Spring Rolls and chilled Soba Noodles and Snow Pea Salad

Detroit BBQ Station

Motown Braised Beef Brisket with Crispy Onions, Pulled Buffalo Chicken Sliders with Ranch and Bleu Cheese Dipping Sauces, Mac-N-Cheese, and Jalapeno Cheddar Corn Bread

Dessert & Coffee Station for 100 ppl

S'mores bars
Assorted Double Shot Desserts
Miniature Cookies
(2 pieces per person total)

\$38.25++pp

**Artisan Cheese Display \$5.95++
(200 Guests)**

The Hyatt Place Hotel Detroit/Novi is pleased to offer Four (4) Complimentary overnight rooms. These rooms may be used at your discretion.

FINAL DETAILS

The Licensee shall provide the Licensor at least sixty (60) days prior to the beginning of the License Period all information then reasonably available to the Licensee pertinent to the activities to be undertaken in the Authorized Area pursuant to this License (herein "Plan Of Operation"), including, but not limited to:

- (a) A floor plan
- (b) A copy of all printed and video materials to be used in the promotion, advertising or marketing of the event to insure that the Facility is properly identified with its registered trademark.
- (c) Menus and final details for all food and beverage functions
- (d) Such other information as the Licensor may reasonably request.

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AUDIO VISUAL

Audio Visual assistance will be handled by one of our preferred Audio Visual Companies, AV Squared, Mercury Sound & Lighting or Top That! Event. All three companies offer quality equipment and service including lighting, staging and event production services, at reasonable rates. Please call one of these providers for an estimate of your onsite needs. AV Squared: 810-623-9300 or avsquared@me.com, Mercury Sound & Lighting: 734-507-1177 or info@mercurysl.com, Top That! Event: 855-867-8428 or brittanyw@topthatevent.com. In the event you wish to use a third party audiovisual company, prior written approval and additional charges will apply. A 25% service fee will be charged on any third party AV Services along with requiring the third party to adhere to our stringent insurance requirements. All Audio Visual billing will be handled through the Licensor.

DISPLAY TABLE AND CHAIR RENTAL

The Licensor has available to the Licensee up to 1,300 padded banquet chairs for use for the event. If more than 1,300 chairs are needed the Licensee will provide the additional chairs needed at their expense through a chair supplier designated by the Licensor. If display tables are needed for table top exhibits or support of Licensee materials or equipment, there is a \$30 per 8' table fee to the Licensee. This fee includes set up, tear down, linen and skirting. Up to 3 (8') tables will be provided to the Licensee for Registration purposes at no charge. The Licensor has 2 AV tables available for use by the Licensee. Any AV tables needed beyond that number will result in a \$30 per table charge. This charge includes set up, tear down, linen and skirting.

LICENSEE SERVICE RESPONSIBILITIES

The Licensee shall provide, at Licensee's expense, by direct contact with such provider of services and materials as the Licensor shall designate and not otherwise, the following:

1. telephone systems wiring, services and operation
2. security guards
3. decorators
4. portable equipment
5. installation of electrical lines and equipment, compressed air, plumbing, and telephone
6. erection, furnishing, dismantling and removal of booths, tables, chairs, decorations, signage, exhibits, scenery, special equipment, and drayage, labor
7. compressed air and plumbing
8. installation of electrical wiring and services. **(Only 5/110 outlets are available in the Diamond Ballroom).** However, it is expressly understood that all required electrical wiring and related services shall be provided by Licensor's preferred electrical contractor and **all charges shall be paid by Licensee's exhibitors** in the form of drop charges which shall include a usage fee
9. activation of in-house paging system.
10. audio visual equipment
11. **Activation of High Speed WI-FI (Complimentary WI-FI is dial up speed. High Speed Wi-Fi is \$600 per day and includes one hour of technical support)**
12. Removal of soft furniture in the Pre-function space may result in a \$500 labor fee

Licensee shall be required to contract only with parties identified on Licensor's list of Preferred and exclusive contractors (which is available from Licensor upon request) for provisions of services identified above.

ADVERTISEMENTS, POSTERS AND MARQUEE

All marketing materials, print, video and audio to be used in the promotion, advertising or marketing of the event must contain the Suburban Collection Showplace registered trademark. See attached logo specs information for terms of usage. All materials must be pre-approved by the Licensor prior to use by the Licensee. The Licensee agrees not to post or exhibit or allow to be posted or exhibited signs, advertisements, show-bills, lithographs, posters, or cards of any description (herein "signage") in any area of the Facility except with the prior written approval of the Licensor. Any signage to be posted or exhibited in any area of the Facility, other than the Authorized Area, shall be upon the regular bill-boards, if any, provided by the Licensor therefore. The Licensee will use, post, or exhibit only such signage as is related to the performance or exhibition to be given in the Authorized Areas for which this License was granted and for such period of time as designated by the Licensor. Licensor shall, within the Authorized Areas and the lobby areas or any other areas it sees fit, provide space for conducting advertising, display and promotions.

FREIGHT HANDLING

Shipping and receiving for all events in the Diamond Banquet and Conference Center or the Suburban Collection Showplace Expo Halls will be handled by Artcraft Display and will incur a fee based on the weight of the shipment and period of time the shipment is stored. The Licensor shall not accept any goods shipped to the Facility for the Licensee or any person claiming under the Licensee prior to the beginning of the License Period or during the License Period if any sum is to be paid to the carrier of such goods upon his delivery thereof. Notwithstanding the foregoing, the Licensor shall not be obligated to accept any goods shipped to the Licensee during the License Period except by prior written consent to the Licensor. The Licensor shall not be liable for any damage to said property, and the Licensee shall indemnify and hold harmless the Licensor for and against any claim of loss or of damage to said property and to any damage to other persons or property caused by said property.

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ELECTRONIC MARQUEE

Based upon availability, Licensee shall have the opportunity to use space on Licensor's electronic marquee located off I-96 Freeway for a fee of \$400. This fee shall reimburse Licensor for the expenses associated with programming the message on the marquee and the overall cost of the sign and related maintenance. Licensee's event name and show dates will be displayed on the marquee at the earliest possible date, but not before two weeks prior to the beginning of your event, based upon availability. The Licensee shall have the opportunity to use complimentary space on the Grand River electronic marquee prior to the event based upon availability.

ONLINE MARKETING

Attached to this License Agreement is an Online Event Information Request Form. By completing and returning this form to the Licensor, the Licensee gives permission to the Licensor to use the designated information in online marketing through the Licensor's website and other marketing websites designated by the Licensor. Unless the completed document is received, the Licensor will not utilize online marketing for this event.

SECURITY OF FACILITY

The Licensor shall neither be responsible for any property brought into the Facility by the Licensee or any person claiming under the Licensee, nor be obligated to watch, guard, or protect the same; nor shall the Licensor be liable for any failure to do so by any guard, watchman, or protection service employed by the Licensor or by any guard, watchman, or protection service contracted for by the Licensee.

LICENSORS CONTROL AND RIGHT OF ENTRY

In permitting use of the Authorized Areas by the Licensee, the Licensor retains and does not relinquish the right to issue and enforce such rules, regulations, and directives as it may deem necessary for the safe, orderly, and commercially sound operation of the Facility. The Licensor and its authorized representatives may enter the Authorized Areas without prior notice at any time without any restrictions whatsoever for the purpose of inspecting and checking the uses thereof; of making necessary repairs thereto; of adjusting apparatus or equipment therein; of abating waste, nuisances, or violations of law or Rules and Regulations promulgated by the Licensor; and of ejecting any objectionable person or persons from therein. The Licensee agrees that it will not allow any person at, in, or about the Facility who shall, upon reasonable, non-discriminatory grounds, be objected to by the Licensor and such person's right to use the Facility and the Authorized Area therein may be revoked by the same and Licensor.

LICENSEE'S OBLIGATION AT END OF LICENSE PERIOD

Repair of Authorized Area.

The Licensee agrees that if the Authorized Area, or any other part of the Facility, shall be damaged by the act, default, or negligence of the Licensee, or of the Licensee's agents, employees, patrons, guests, or invitees, the Licensee will pay to the Licensor, upon demand, such sum as shall be necessary to restore said areas to their present condition. The Licensee hereby assumes full responsibility for the character, acts, and conduct of all persons acting for or in behalf of said Licensee.

Failure to Return the Authorized Area or Vacate the Facility.

In the event the Licensee shall fail to return the Authorized Area to the Licensor or to vacate the Facility as scheduled, the Licensor is authorized, at the Licensee's expense, to be paid to the Licensor as a Reimbursable Cost pursuant to Article III, to remove therefrom and to store or return to the Licensee or, except where the Licensee's failure to do so is caused by an event beyond the Licensee's control, such as a strike beyond its control, a national emergency, or an Act of God, to treat the same as abandoned and discarded property and accordingly dispose of the Property. The Licensor shall not be liable for any damages or loss to the Property which may be sustained either in the course of storage, or in the course of transit, or by virtue of the Licensor's disposal of the Property, and the Licensor is hereby expressly released from any and all such claims for damages of whatsoever kind or nature. The Licensor shall be under no duty, however, to so remove, store, or return the Property.

ATTRITION CLAUSE

The parties agree that BoCo Enterprises will suffer a loss in revenues in the event of the Licensee's failure to utilize all of the meeting/banquet rooms and services agreed to herein. The Licensee therefore agrees to pay for lost revenue. For meeting room rental, the lost revenue will be calculated by multiplying the number of rooms not utilized by the amount of rent agreed to be paid, plus tax. The Licensee will be responsible for paying the amount indicated by that calculation and will be due regardless of BoCo Enterprises ultimate ability to re-sell some or all of the space or services.

GROUP'S CANCELLATION

Licensee and BoCo Enterprises have entered into a binding contract. BoCo Enterprises is committed to providing the rooms and services specified in this Agreement and BoCo Enterprises has offered special rates and other concessions based upon anticipated revenues for Licensee's event. The anticipated revenue includes revenue from the total number of meeting/banquet rooms Licensee has requested as well as the revenue received from the food and beverage services requested and any ancillary services such as audio-visual and other charges.

If the Licensee decides to cancel this Agreement, and/or food and beverage services, you agree that BoCo Enterprises will suffer

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damages. Such damages will result in BoCo Enterprises inability to offer the unused space or services to another Group and/or the cost to BoCo Enterprises of trying to re-sell this space/services. The exact amount of damages will be difficult to determine. Therefore, Licensee agrees that the following liquidated damages clause is a reasonable effort by the parties to agree in advance on the amount of damages. It is agreed that these amounts will be due regardless of BoCo Enterprises ultimate ability to re-sell some or all of the space or services.

CANCELLATION OF CONTRACT

Licensee agrees that if it cancels this Agreement for any reason, BoCo Enterprises will suffer damages. The closer in time the cancellation occurs, the greater the damages will be. Therefore, Licensee agrees to pay BoCo Enterprises at the time of cancellation a liquidation damages fee, as follows:

More than 180 days prior to arrival date	Amount equal to 25% of total anticipated revenue
Less than 180 days or more than 120 days prior to arrival date	Amount equal to 50% of total anticipated revenue
Less than 120 days or more than 90 days prior to arrival date	Amount equal to 75% of total anticipated revenue
Less than 90 days prior to arrival date	Amount equal to 100% of total anticipated revenue

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

(a)The Licensee hereby releases and discharges and indemnifies, and agrees to keep indemnified, defend, protect, and save harmless the Licensor and those named Additional Indemnities of and from any and all claims, demands, liabilities, damages, costs, losses, and expenses (including attorneys' fees) for any injury to, including the death of any person (whether they be third persons or employees of either the Licensor or the Licensee) and any loss of (through theft or otherwise) or damage to property (whether it be that of the Licensor or the Licensee or a third person) caused by, growing out of, or happening in connection with or with respect to the use by the Licensee or of any other person or legal entity with the permission (express or implied)) of the Licensee, of the Facility or its equipment. Licensee hereby acknowledges and understands that its insurance coverage as described herein shall be considered primary and non-contributory and shall be utilized first to satisfy any liability or loss arising from the Licensees use of the Facility.

(b)Without limiting the foregoing, the Licensee assumes all costs and expenses arising from the use of patented, trademarked, or copyrighted materials, equipment, devices, processes, or dramatic rights used during or incorporated in the conduct of its operation hereunder; and the Licensee agrees to indemnify and hold harmless the Indemnities from all damages, costs, and expenses at law or for equitable relief for or on account of any patented, trademarked, or copyrighted materials, equipment, devices, processes, or dramatic rights furnished to or used by the Licensee or its exhibitors, or any infringement with respect thereto in connection with this License, including the costs and expenses of defending any such action, even if it be groundless or fraudulent.

(c)Without limiting the foregoing, the Licensee shall also indemnify and save harmless the Indemnities from all claims, demands, liabilities, damages, costs, losses, and expenses made against or incurred by any of the Indemnities arising out of injury to third parties caused by Licensee's failure to return the Authorized Area to the Licensor, vacate the Facility, or relinquish the Licensor's equipment to it at the end of the License Period.

WAIVER OF SUBROGATION The Licensee hereby waives any and every claim which arises in its favor and against the Licensor, or against any of the Additional Indemnities set forth herein, for any and all loss or damage covered by valid and collectible insurance policies to the extent of the insurance proceeds paid with respect thereto. Such waiver shall be in addition to, and not, in derogation of, any other waiver or release contained in this License with respect to any loss or damage to property of the Licensees. Inasmuch as the waiver will preclude the assignment of any aforesaid claim by way of subrogation (or otherwise) to an insurance company (or any other person), the Licensee shall notify its insurers of such waiver.

DEFAULTS & REMEDIES

Events of Default. The occurrence of any of the following shall be considered an "Event of Default":

- (a) The Licensee shall fail to pay, in full and when due, any payment required hereunder, whether said payment was required to be paid to the Licensor or the Licensor's service or material providers;
- (b) The Licensee shall fail to obtain or pay for any and all necessary permits, insurance coverage, or licenses, including union or trade organization clearances, when and where required, or fail, upon the Licensor's request, to provide evidence of such permits or licenses to the Licensor;
- (c) Any other default or breach of any covenant or agreement contained herein;
- (d) The Licensee shall make an assignment for the benefit of creditors or shall file a voluntary petition in bankruptcy or shall be adjudicated bankrupt or insolvent, or shall file any petition or answer seeking any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief for itself under any present or future Federal, State, or other statute, law, or regulation for the relief of debtors, or shall seek or consent to or acquiesce in the appointment of any trustee, receiver, or liquidator of the Licensee or of all or any substantial part of its properties, or shall admit in writing its inability to pay its debts generally as they become due;
- (a) A petition shall be filed against the Licensee in bankruptcy or under any other law seeking any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief.

Notwithstanding anything in the Agreement to the contrary, in the event that Licensor exercises its right pursuant to this instrument to change the location of the Facility, Licensor shall not be deemed to be in default under this Agreement.

Termination Upon Event of Default. Upon the happening of an Event of Default, any right or interest of the Licensee under this Agreement shall then and thereupon terminate. Such termination shall in no way effect the Licensee's liabilities under this Agreement.

Remedying Defaults. The Licensor may, but shall not be required to, pay such sums or to do any act that requires the expenditure of monies or services that may be necessary or appropriate by reason of the failure or neglect of the Licensee to perform any of the provisions of this License. In the event of the exercise of such right by the Licensor, the Licensee agrees to pay to the Licensor, forthwith, upon demand, all such sums expended by the Licensor (or the fair value thereof, whichever is greater), together with interest thereon at a rate equal of three percent (3%) over the prime rate in effect from time to time of the Bank of America [but in no event less than eighteen percent (18%) per annum], as an Additional Charge.

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Termination Without Default.

- (a) In the event that the Authorized Area or the Facility of which it is a part or any portion thereof, are destroyed or damaged by fire or other casualty so that in the reasonable judgment of the Licensor, its or the Licensee's use thereof would be substantially interfered with, or in the event of a taking of all or a portion of the Facility by eminent domain, condemnation, or foreclosure, or eviction, then the Licensor may terminate this Agreement upon giving to the Licensee notice of termination not more than ninety (90) days following the event of destruction, damage, or taking and this Agreement shall terminate on the date set forth in such notice of termination, all with the same force and effect as though the License Period of this Agreement had originally been scheduled to expire on such date.
- (b) If BoCo Enterprises elects to change the use or character of the Facility or any portion thereof from its current use as a multi-purpose exhibition and convention center, then the Licensor shall have the right to terminate this Agreement by giving notice of its intention to do so, whereupon this Agreement shall terminate six (6) months after the date of such notice with the same force and effect as though the License Period of this Agreement had originally been scheduled to expire on such date.
- (c) If the Licensee is not otherwise in default under this Agreement, within ten (10) days of the date of termination of this Agreement, as provided in subparagraphs (a) and (b) herein above, the Licensor shall return to the Licensee all monies theretofore paid by the Licensee to the Licensor as a Security Deposit, Basic Fee, or Additional Fee.

FORCE MAJEURE AND RELOCATION PROVISION In the event that the Licensor's obligations to the Licensee under this Agreement are delayed, prevented, or rendered impractical by any of the following events, to the extent such event is beyond its reasonable control: fire, flood, riot, earthquake, civil commotion, terrorism, Act of God, or any law, ordinance, rule, or regulation which becomes effective after the date of this License; or for failure to receive the necessary permits by Licensee or Licensor for licensed occupancy of the facility or for construction of necessary improvements or if Licensor is subject to eviction from the Facility by landlord. The Licensor shall not be liable to the Licensee for such delay or failure to perform. The Licensee hereby waives any claim for damages or compensation for such delay or failure to perform, other than to return to it of any monies paid directly to the Licensor, but no other. If Licensor is unable to deliver the Facility, then Licensee may hold its event at an alternate facility without violation of this agreement. In the event that the Licensee elects to hold its event at an alternate facility, Licensee agrees that any deposit, basic fee or security deposit held by Licensor will be held for the next available License Period.

ACTIONS Any action by one (1) party to this License against another arising hereunder shall be maintained in the Circuit Court of Oakland County in the State of Michigan; and the Licensee hereunder consents to same and to the maintenance of such action by the Licensor against it in said Circuit Court.

RULES AND REGULATIONS The Licensor's Rules and Regulations are hereby incorporated into this Agreement by reference. Copies of such Rules and Regulations have been provided to the Licensee and the Licensee hereby acknowledges receipt thereof. Licensee hereby agrees to provide a full and complete copy of such Rules and Regulations within the contents of each contract that Licensee enters into with individual exhibitors. The Licensor reserves the right to change such Rules and Regulations in writing from time to time and will provide the Licensee with such changed Rules and Regulations which shall be binding upon the Licensee. If there is any time a conflict between the provisions of this Agreement and the Rules and Regulations, the provision of this Agreement shall control.

WAIVER The failure of either party hereto at any time or times to require performance of any provisions hereof shall in no manner affect its right at a later time to enforce the same provision. Any waiver by any party of the breach of any provision contained in this Agreement in any one (1) or more instances shall not be deemed to be a waiver of any other breach of the same provision or any other provision contained herein.

NOTICES Any notices or other communications required or permitted hereunder shall be sufficiently given if delivered or if sent by certified mail, postage prepaid, to the Licensor or the Licensee, as the case may be, at the address as set forth for each on Page 1 of this Agreement or to such other address as any party shall have provided to the other parties from time to time.

BINDING EFFECT ASSIGNABILITY This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, legal representatives, successors, and assigns. This Agreement or any rights hereunder may not be assigned by the Licensee without prior written request and approval of the Licensor. However, the Licensor shall have the right at any time without notice prior, or otherwise to Licensee, to freely assign its rights to any party it deems appropriate assignee. Furthermore, Licensee shall within ten (10) days execute whatever documentation requested by Licensor for the purpose of evidencing the Agreement between the parties to a third party for the purposes requested by Licensor. For the purposes of this paragraph a transfer and ownership of the Licensee shall be deemed an assignment and must be approved by the Licensor.

GOVERNING LAW This Agreement shall be governed and construed in accordance with the laws of the State of Michigan applicable contracts made and to be performed wholly within such State.

COUNTERPARTS This Agreement may be executed in one (1) or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one (1) and the same instrument.

ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereto and supersedes all proposals, negotiations, and understandings of any nature whatsoever. This Agreement may be changed or amended only by a written instrument duly signed by all of the parties hereto.

LICENSOR: BOCO ENTERPRISES, INC.

LICENSEE: City of Novi

BY: _____

BY: _____

DATE: _____
(Duly Authorized)

DATE: _____

Diamond Banquet and Conference Center
Rules and Regulations

1. **RIGHT OF INSPECTION.** The Licensor reserves the right to inspect all cartons, packages, and containers brought into or out of the Facility.
 2. **PROPERTY OF LICENSOR.** The Licensee may not use or operate any equipment, furnishings, or other property of the Licensor without the prior written consent of the Licensor, and under no circumstances may the Licensee remove said equipment, furnishings, or other property from the Facility.
 3. **DESIGNATED ENTRANCES.** All persons, articles, exhibits, fixtures, displays, and property of any kind and description shall be brought into and out of the Facility only at and through those entrances and exits as the Licensor may designate from time to time.
 4. **RESTRICTED AREAS.** Restricted areas of the Facility are labeled "Authorized Personnel Only", and only the Licensor shall have access to those areas.
 5. **PUBLIC SAFETY.** The Licensee shall not bring, or allow to be brought, into the Facility any material, substances, equipment, or object which may endanger the life of, or cause bodily injury to, any person in the Facility or which is likely to constitute a hazard to any other property therein. Licensor adheres to Section 28.425o under Act 372 of the Firearms Laws of Michigan and therefore prohibits any concealed weapon on the premises. These restrictions apply to all Open Carry Firearms, as well.
 6. **PROHIBITION AGAINST FLAMMABLE MATERIALS.** No flammable materials, such as bunting, tissue paper, crepe paper, etc., shall be used for decorations or advertising in the Facility. All such materials to be used for decorative or advertising purposes 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.
 7. **PROHIBITION AGAINST FLAMMABLE LIQUIDS AND GASES.** The Licensee shall not without the prior written consent of the Licensor put up or operate any engine or motor or machinery in the Facility or use oils, burning fluids, camphene, liquid oxygen, ethylene, propane, kerosene, naphtha, gasoline, or other flammable gases for either mechanical or other purposes or any other agent other than gas or electricity for illuminating the Facility. Said prohibition against the use of oils, gases, and gasoline will not apply to the use of fork lifts, motor drive vehicles, cranes, etc., necessary for the installation and removal of exhibits in the Facility, but shall apply to the operation of any exhibit in the Authorized Area. Where any automobiles, trucks, or gasoline engines are to remain in the Facility during any portion of the License Period, the Licensee shall take the following precautions:
 - (a) All battery cables are to be disconnected and taped so as to avoid any possibility of emission of sparks therefrom;
 - (b) All gasoline tanks are to register in the Empty or E range on their gauges by order of the City of Novi Fire Marshall;
 - (c) In the event draining of tanks and refueling must be completed outside of the Facility. Fuel is to be removed or dispensed only with safety equipment approved by the Licensor;
 - (d) All gasoline tanks must be sealed with a locking type gasoline cap. If such a cap is not available, the tank must be sealed in accordance with all federal, state, and municipal fire and safety regulations;
 - (e) All liquid propane tanks are to be removed from the Facility during any portion of the License Period.
- NOTE: Added to these Rules and Regulations and made a part hereof are the Novi Fire Marshall requirements. All occupants will need to follow the B.O.C.A. fire protection code.
8. **SMOKING.** Smoking is prohibited in the Facility at all times.

9. **EMERGENCY EQUIPMENT.** Fire-fighting and emergency equipment shall not be blocked or obstructed under any circumstances. This includes fire hose and fire extinguisher cabinets, fire pull and alarm boxes, and all entrances and exits to first aid facilities within the Facility.
10. **MOTORIZED VEHICLES.** No motorized vehicle shall be operated on any carpeted or tiled areas in the Facility under any circumstances.
11. **USE OF CARTS.** Carts or dollies which have steel wheels are not permitted in any carpeted or tiled area in the Facility. In motion, all crates moved in and out of the Facility must be handled in a manner so as to maximize the protection of and minimize the risk of damage to all carpeting, painted surfaces, door fixtures, etc.
12. **USE OF TAPE.** Licensee, as well as all of Licensee's exhibitors, are strictly prohibited from using any unauthorized style of tape or adhesive substance on any surface within the facility, including the "show floor". Duct tape, plastic double-sided tape, or masking tape are specifically prohibited! Only cloth backed carpet tape is allowed -- the acceptable type of tape is available for purchase from the Service Desk during move in hours.
13. **CRATE STORAGE.** The Licensee shall remove all crates, packaging and related materials from the Authorized Area prior to the beginning of the Show Period set forth in the Agreement.
14. **BROADCAST RIGHTS.** The Licensor reserves all rights and privileges for outgoing radio and television broadcasts originating from the Facility during the License Period.
15. **RECORDING.** No visual or audio recording of any type or kind, including photographic images, shall be made in the Facility without the prior written approval of the Licensor. The Licensor reserves the right to charge the Licensee an additional charge to be paid in accordance with the provisions of Article III of the Agreement for that privilege.
16. **ATTENDANCE CAPACITY.** The Licensee shall not admit into the Facility a larger number of persons than the Facility can accommodate, as determined by federal, state, and municipal fire and safety rules and regulations. Furthermore, the Licensee shall not admit into any Authorized Area a larger number of persons than can freely and safely move about therein. The decision of the Licensor, in its sole discretion, shall be final in this respect.
17. **LIVE ANIMALS.** The Licensee shall not permit any live animal, reptile, fish, or bird to enter, nor suffer the same to remain in the Facility unless it is a properly and safely muzzled "seeing eye" dog accompanying a blind person or is an animal, reptile, fish, or bird which the Licensor has in writing expressly consented to allow in the Facility. All such animals so admitted must at all times remain on a leash, within a pen, or under similar control.
18. **EXHIBITOR'S CONTRACTS.** The Licensee shall have valid, properly executed and compatible written contracts with all performers and exhibitors who are to use the Authorized Area under the Licensee's right to use such, and the Licensee shall submit the same upon demand to the Licensor.
19. **PERFORMANCE AND EXHIBIT APPROVAL.** The Licensor retains the final right to approve every performance and exhibit offered in the Facility and in no event shall any such performance or exhibit take place if the Licensor objects to such.
20. **TOURS.** The Licensor reserves the right to conduct public tours of the Facility and Authorized Area therein during the License Period in such a manner as to minimize any interference with the Licensee's use thereof.
21. **SOLICITATIONS.** No collections or donations, whether for charity or otherwise, shall be made, attempted, or announced in the Facility without the prior written approval of the Licensor.
22. **LOST ARTICLES.** The Licensor shall have the sole right to collect and have the custody of all articles left, lost, or checked in the Facility by persons attending any performance, exhibition, or entertainment given or held in the Facility, and the Licensee shall not collect or interfere with the collection or custody of such articles.
23. **KEYS.** All Facility keys required by the Licensee during its use of the Authorized Area under the terms of the Agreement may be obtained from the Licensor, must be returned to the Licensor at the end of the License Period, and are subject to a ten dollar (\$10.00) deposit per key.
24. **PARKING.**
Licensor reserves the right to change the per vehicle parking fee with notice to the Licensee.

Exhibitor Parking: All exhibitors must park in the designated exhibitor parking area only, which may be by way of an off-site shuttle program at a location to be determined by Licensor. All exhibitors will be allowed free access in and out of the parking lot during move-in and move-out periods only. No vehicles will be allowed in the lot overnight. Violators will be towed at owner's expense. Licensee understands and agrees that this Exhibitor Parking

Areas may be designated at an off-site location by Licensor and accommodated via a shuttle system.

Exhibitor Parking Permits: Exhibitor Parking Permits allowing unlimited access in and out of the parking lot are available through the Licensor at a reduced rate. Fees paid for parking prior to the purchase of an Exhibitor Parking Permit will not be credited toward the purchase price of an Exhibitor Parking Permit. All Exhibitor Parking Permits must be purchased no later than the close of the first day of an event. Exhibitor Parking Permits must be prominently displayed on the dashboard of the vehicle.

Parking Areas: The Licensor shall attempt to provide as many parking spaces on-site as possible. In the event that the amount of on-site parking spaces will not be sufficient for Licensee's projected attendance, the Licensor shall attempt to coordinate with the adjacent property owner to the West of the Expo Center facility property to utilize an existing parking area, or coordinate with the City of Novi the institution of a temporary parking area, or to implement an off-site shuttle program which will be utilized in the event that the on-site parking falls short of the required amount. The acceptability and determination of whether or not to proceed with arrangements with the adjacent property owner's parking area or the development of the on-site temporary parking area would remain solely with the Licensor, but, in any event, the Licensor and Licensee shall coordinate a mutually acceptable off-site shuttle program.

25. **COMPLIANCE.** Exposition management, in cooperation with local officials, reserve the absolute right to take whatever steps are necessary to insure the strict adherence to these provisions, and if any costs are incurred to provide compliance, these costs shall be the responsibility of show management.

Boco Enterprises/Suburban Collection Showplace
By order of its Board of Directors





46100 Grand River Avenue
Novi, MI 48374
248.348.5600
Fax 248.347.7720

Suburban Collection Showplace and the Diamond Center may wish to share your event information on our website and online social networking sites.

Would you like us to link to your website? _____

Can pictures taken of this event be posted online? _____

Would you like us to send out a press release/media advisory for your event? _____

Please provide the following information for your event as you would wish it to appear and send it via fax or email to your event coordinator.

Event Name: _____

Dates: _____ Start Time: _____ End Time: _____

Admission price: _____ Location in facility: _____

Description (as you would like it to be posted online): _____

Contact Information for web posting and press release approval

Name: _____ Website: _____

Phone number: _____ Email: _____

Include logo and 1 photo.

By filling out and signing this form, you are giving the Suburban Collection Showplace and the Diamond Center permission to publish your event information.

Signature: _____ Date: _____

SCS Sales Manager: _____



THE DIAMOND CENTER AT SUBURBAN COLLECTION SHOWPLACE SHIPPING & RECEIVING FEES AND INFORMATION

THIS FORM MUST PRECEDE YOUR SHIPMENT. *Please complete this section.*

EVENT NAME		EVENT DATES		
COMPANY	PHONE		FAX	
ADDRESS	CITY	STATE	ZIP	EMAIL
AUTHORIZED CONTACT - PLEASE PRINT		AUTHORIZED CONTACT SIGNATURE		
CREDIT CARD TYPE	ACCOUNT NUMBER		EXPIRATION DATE	
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> AmEx				
BILLING ADDRESS	CITY	STATE	ZIP	

• MINIMUM CHARGE FOR THIS SERVICE IS \$47.00 (excludes envelopes and courier boxes up to five pounds, total weight). All orders are subject to the enclosed Terms, Conditions and Policies.

WHERE TO SHIP / HOW TO LABEL

All pieces should be labeled separately. Please use the enclosed shipping labels to expedite your shipment. You may make additional copies as needed.

<ul style="list-style-type: none"> All shipments must be sent labeled as follows: <p>_____ (YOUR COMPANY NAME) _____ (YOUR NAME)</p> <p>_____ (EVENT NAME & DATE)</p> <p>C/O ART CRAFT DISPLAY, INC. 46350 GRAND RIVER AVENUE, SUITE B NOVI, MI 48374</p>	<ul style="list-style-type: none"> Return completed form to: <p>ART CRAFT DISPLAY, INC. 46350 GRAND RIVER AVENUE, SUITE B NOVI, MI 48374 P: 248.380.0843 F: 248.380.0848 EMAIL: detroit@artcraftdisplay.com</p>
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SHIPPING INFORMATION and ROUND-TRIP RATE FEES

- ALL shipping envelopes and courier/postage boxes up to FIVE POUNDS TOTAL WEIGHT will be handled at no charge. This form must be completed and returned even if no charges are to be incurred so we have notification of your shipments. Weight is cumulative.
- Standard cardboard/fiber boxes and display cases will be handled for \$.47 per lb. (\$47.00 minimum charge). Storage charges will apply if shipments are received more than 72 hours prior to group's arrival.
- This is a Round Trip charge. Please send outbound shipping arrangements to us in advance or contact us on-site to return your items.
- YOU are responsible to save your empty packaging if needed for return shipping.
- In most cases, your packages will be delivered to your assigned meeting room prior to your arrival, if we are in receipt of this form and payment in advance. However, smaller packages or envelopes may be held at the Diamond Center Reception Desk for pick-up by you.
- All pallets and/or crates received for Diamond Center functions will be charged at our standard trade show rates. Please contact Art Craft Display in advance of shipping any of these items for the appropriate order form and instructions.

Please complete this section.

WE ARE ONLY SHIPPING ITEMS WITH A TOTAL WEIGHT OF FIVE (5) POUNDS OR LESS

TOTAL ESTIMATED ROUND-TRIP SHIPPING CHARGES: _____ LBS. @ \$.47/ LB = \$ _____

STORAGE CHARGES FOR ITEMS RECEIVED PRIOR TO 72 HOURS: _____ days @ \$25.00/ day = \$ _____

TOTAL ESTIMATED SHIPPING CHARGES: \$ _____

SHIP TO:

(YOUR COMPANY NAME)

C/O ART CRAFT DISPLAY, INC.
46350 Grand River Ave., Suite B
Novi, MI 48374
248.380.0843
detroit@artcraftdisplay.com



EVENT NAME: _____

MEETING ROOM NAME: _____

YOUR ON-SITE CONTACT: _____ CONTACT PHONE NUMBER: _____

EVENT DATES - FROM: ____/____/____ TO: ____/____/____

Box # ____ of ____

PLEASE LABEL EACH PIECE

DT 2014

SHIP TO:

(YOUR COMPANY NAME)

C/O ART CRAFT DISPLAY, INC.
46350 Grand River Ave., Suite B
Novi, MI 48374
248.380.0843
detroit@artcraftdisplay.com



EVENT NAME: _____

MEETING ROOM NAME: _____

YOUR ON-SITE CONTACT: _____ CONTACT PHONE NUMBER: _____

EVENT DATES - FROM: ____/____/____ TO: ____/____/____

Box # ____ of ____

PLEASE LABEL EACH PIECE

DT 2014

Terms, Conditions and Policies page two



MATERIAL HANDLING: GENERAL CONDITIONS AND POLICIES

CONTRACTUAL AGREEMENT

The Terms, Conditions and Policies set forth below become a part of the contractual agreement between Art Craft Display, Inc. (ART CRAFT) and You, the Exhibitor. Acceptance of said terms, conditions and policies will be construed when any of the following conditions are met:

- WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO ART CRAFT OR TO THE SHOW SITE FOR WHICH ART CRAFT IS THE OFFICIAL SHOW CONTRACTOR; **OR**
- WHEN ANY SERVICE, PAYMENT OR ORDER FORM IS SIGNED AND RETURNED TO ART CRAFT; **OR**
- WHEN ANY SERVICE OR EQUIPMENT ORDER IS PLACED BY AN EXHIBITOR WITH ART CRAFT; **OR**
- WHEN ANY WORK IS PERFORMED ON BEHALF OF EXHIBITOR, BY LABOR SECURED THROUGH ART CRAFT.

CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH ART CRAFT. TERMS, CONDITIONS AND POLICIES MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH ART CRAFT.

DEFINITIONS

The term "Material Handling" shall be construed within the meaning of this contract as MATERIAL HANDLING and/or MATERIALS and/or FREIGHT HANDLING and/or FREIGHT and/or DRAYAGE for all purposes and circumstances, notwithstanding anything contained herein to the contrary.

1. CHARGES AND PAYMENTS : Payment in full of all drayage charges must be made prior to delivery of equipment or execution of services, in **US Funds only**. All drayage charges from ART CRAFT are separate from any carrier charges you may incur. Under no circumstance will ART CRAFT be responsible for any freight carrier charges. Late shipment charges may apply for shipments requiring special delivery arrangements. Additional charges will be made on any shipments if they require RECRATING, PALLETING, BANDING or SPECIAL HANDLING. Special handling is defined as, but not limited to, shipments received or loaded out that cannot be unloaded/reloaded at the dock; or packed in such a way that would require additional handling and/or special equipment to unload/reload (i.e. double-decking, un-stacking, side door unloading/reloading, ground unloading/reloading).

2. TYPES OF FREIGHT: ART CRAFT reserves the right, at EXHIBITOR'S expense, to refuse or re-route the following types of freight; hazardous materials, perishable materials, and any freight considered oversize or overweight by definition of ART CRAFT. Any additional expenses incurred by ART CRAFT to handle the above freight items will be charged to the EXHIBITOR.

3. PACKAGING AND CRATES: ART CRAFT shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, ART CRAFT shall not be responsible for crates and packages which are unsuitable for handling, in poor condition, or have prior damage. Crates and packages should be of a design to adequately protect contents for handling by forklift and similar means.

4. INBOUND SHIPMENT: Shipments will be received with **PREPAID** carrier charges only. Collect shipments will be refused. Standard shipping hours are M-F 8am to 4:30pm EST. All inbound shipments are required to have a bill of lading or delivery slip which includes the number of pieces, material description, weight and clearly marked with exhibiting firm name and booth number. Copies of these documents should be mailed to us in advance. Shipments received without required paperwork will be delivered to your booth without guarantee of piece count. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to your booth and your arrival, and **during such time the materials will be left unattended**. ART CRAFT WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER MATERIALS HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. ART CRAFT highly recommends contracting security services from Facility or Show Management.

5. EMPTY CONTAINERS: Empty container labels are available at our service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR. All previous labels must be removed or obliterated. ART CRAFT assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels and without ART CRAFT labels; or improper information on empty labels. ART CRAFT WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS AND/OR THEIR CONTENTS DUE TO INCLEMENT WEATHER, OR ANY OTHER CAUSE, WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

6. OUTBOUND SHIPMENT: All outbound shipments will be sent **COLLECT OR PREPAID** BY EXHIBITOR. Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and **during such time the materials will be left unattended**. ART CRAFT WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE MATERIALS HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. ART CRAFT highly recommends contracting security services from Facility or Show Management. All Outbound Shipping Authorizations submitted to ART CRAFT by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items listed by EXHIBITOR and the actual count of such items in the booth at the time of pick-up. If the EXHIBITOR designated carrier fails to remove your freight by the final move-out time, your shipments will be rerouted by ART CRAFT at your expense. ART CRAFT reserves the right to HOLD outbound freight until payment of all drayage invoices is satisfied.

7. ABANDONED FREIGHT: ART CRAFT will remove only our equipment and items, which are consigned to us per written authorization, by the exhibiting firm(s) and Facility or Show Management (i.e. freight). Any other items left behind by exhibiting firms or Show Management, and not authorized for removal by us, shall be deemed "abandoned", and Facility Management will be notified in writing. Reasonable effort will be made to contact known owners of abandoned items; however, ART CRAFT will not be responsible for any loss, damage, delay, disappearance or liability whatsoever regarding freight deemed abandoned.

8. ART CRAFT'S RESPONSIBILITY: ART CRAFT shall be responsible for only those services provided directly by ART CRAFT. ART CRAFT assumes no responsibility for any persons, parties, or other contracting firm not under ART CRAFT's direct supervision and control. ART CRAFT shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond ART CRAFT's reasonable control, nor for ordinary wear & tear in the handling of materials.

9. ART CRAFT'S LIMITS OF LIABILITY:

A. CLAIMS FOR LOSS: Claims for loss or damage must be filed within nine (9) months after the delivery of the property, except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has lapsed. In no event shall a suit or action be brought against ART CRAFT more than two (2) years and one day from the day when written notice is given by ART CRAFT to EXHIBITOR that the claim is disallowed. Receipt of shipment by consignee or the consignee's agent without written notification or damage or loss will be prima facie evidence that the shipment was delivered in good condition.

- 1. PAYMENT FOR SERVICES MAY NOT BE WITHHELD:** In the event of any dispute between the EXHIBITOR and ART CRAFT relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to ART CRAFT for its services, as an offset against the amount of any alleged loss or damage.
- 2. MAXIMUM RECOVERY:** If found liable for any loss, ART CRAFT's sole and exclusive remedy is limited to \$.50 per pound per article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment, whichever is less. When a declaration is made, liability shall in no event exceed the declared value of the shipment. **DECLARED VALUE AMOUNTS APPLY ONLY TO THE AIR SHIPMENT OF MATERIALS, AND NOT TO ANY OTHER SERVICES PROVIDED BY ART CRAFT INCLUDING, WITHOUT LIMITATION, MATERIAL HANDLING SERVICES.**
- 3. BREACH OF CONTRACT OR NEGLIGENCE:** ART CRAFT'S LIABILITY SHALL BE LIMITED TO ANY LOSS OR DAMAGE WHICH RESULTS SOLELY FROM ART CRAFT'S NEGLIGENCE IN THE ACTUAL PHYSICAL HANDLING OF THE ITEMS COMPRISING EXHIBITOR'S SHIPMENT OR WHICH RESULTS FROM BREACH OF CONTRACT AND NOT FOR ANY OTHER TYPE OF LOSS OR DAMAGE. In no event shall ART CRAFT be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages, whether such damages occur either prior to or subsequent to, or are alleged as a result of tortious conduct, failure of the equipment or services of ART CRAFT or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if ART CRAFT has been advised or has notice of the possibility of such damages, or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss.

B. DECLARED VALUE: Declared value is available only on AIR SHIPMENT. The value per pound for applying valuation charges shall be determined by dividing the shipper's declared value for carriage by the actual weight of the shipment.

- 1. GROUND SHIPMENTS:** No declared value is available for ground shipments. If the shipper declares a value, they must ship by Air.
- 2. DOMESTIC & INTERNATIONAL AIR SHIPMENTS:** When the shipper declares a value that exceeds \$.50 per pound per article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment, whichever is greater, an additional charge of \$.85 per \$100.00 of excess valuation or fraction thereof, subject to a minimum charge of \$3.25 per shipment, will be assessed on the declared value.
- 3. EXTRAORDINARY VALUE:** Notwithstanding the above limitations, all shipments, domestic and international, containing the following items of extraordinary value are limited to a maximum declared value of \$500.00.
 - a. Artworks and objects of art, namely original paintings, drawing, etchings, watercolors, tapestries or sculptures.
 - b. Clocks, jewelry, including costume jewelry, furs, and fur trimmed clothing.
 - c. Personal effect, including without limitation papers and documents.
- 4. LIABILITY:** Liability for damage to shipments containing glass shall be limited to \$50.00. Shipments with a declared value exceeding \$50.00 will not be accepted. If inadvertently accepted, liability will be limited to \$50.00. Glass shipments include, without limitations: windshields, plate glass, ceramics, chinaware and light bulbs.
- 5. MAXIMUM VALUES:** Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by us for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums.

C. INDEMNIFICATION: EXHIBITOR agrees to indemnify, forever hold harmless and defend ART CRAFT from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential) liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, contributed to or by and of the following:

- EXHIBITOR'S negligent supervision of any labor secured through ART CRAFT, or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractor (EAC).
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representative, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
- EXHIBITOR'S violation of Federal, State, County or Local ordinances or the violation of Show or Facility Regulations and/or Rules as published and set forth by Facility and/or Show Management.
- EXHIBITOR'S inclusion of illegal substances, hazardous materials or waste in any shipments placed with ART CRAFT and for the violation of the representations and warranties made regarding hazardous materials within this Agreement.

10. INSURANCE: ART CRAFT is not an insurer nor provides insurance. Insurance for EXHIBITOR materials, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide ART CRAFT with a release of subrogation to the extent of any insurance settlement received.

11. COLLECTION: YOU agree to pay all costs of collection by ART CRAFT of any amounts due hereunder, including actual attorney's fees. YOU further agree that, in the event any action arising out of or related to the Agreement between YOU and ART CRAFT, and ART CRAFT prevails, YOU shall pay ART CRAFT its actual attorney's fees and other costs incurred as a result of or in connection with such action. To the extent state law limits the recoverability of attorney's fees, ART CRAFT shall be entitled to recover its fees up to the maximum amount by state law.

12. JURISDICTION: The Agreement is governed by the laws of the state where the ART CRAFT branch pertinent to the transaction is situated. Any action arising out of or related to the Agreement shall be brought, at ART CRAFT's discretion, either in a court with jurisdiction over the county in which the pertinent ART CRAFT branch is situated, in the county in which the project for which the goods are to be used is located, or in a court or before an arbitration panel where an action between ART CRAFT and a third party is pending which concerns the subject matter of the Agreement. To the extent allowed by law, YOU waive your right to a trial by jury in any action brought upon, or by reason of, the Agreement.

13. EXHIBITOR ACCEPTANCE OF ART CRAFT TERMS, CONDITIONS AND POLICIES: EXHIBITOR, as a material part of the consideration to ART CRAFT for equipment rental, provision of labor, material handling and transportation services waives and releases all claims against ART CRAFT, its employees, agents, officers, and directors with respect to all matters for which ART CRAFT has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return) BoCo Enterprises, Inc.	
Business name/disregarded entity name, if different from above Suburban Collection Showplace	
Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____	
Address (number, street, and apt. or suite no.) 46100 Grand River Avenue	Requester's name and address (optional)
City, state, and ZIP code Novi, MI 4874	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number	
[] [] [] - [] [] [] - [] [] [] [] [] []	
Employer identification number	
3 8 - 3 0 9 0 9 8 5	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ <i>Maura Pat & Assoc</i>	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on www.irs.gov/w9 for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

Instructions for completing Michigan Sales and Use Tax Certificate of Exemption

Purchasers may use this form to claim exemption from Michigan sales and use tax on qualified transactions. It is the Purchaser's responsibility to ensure the eligibility of the exemption being claimed. All claims are subject to audit. Non-qualified transactions are subject to tax, statutory penalty and interest.

Sellers are required to maintain records, paper or electronic, of completed exemption certificates for a period of four years. Michigan does not issue "tax exempt numbers" and a seller may not rely on a number for substitution of an exemption certificate. Other documentation that sellers in the State of Michigan may accept are the Uniform Sales and Use Tax Certificate approved by the Multistate Tax Commission, the Streamlined Sales and Use Tax Agreement Certificate of Exemption, the same information in another format from the purchaser, or resale or exemption certificates or other written evidence of exemption authorized by another state or country.

SECTION 1:

Place a check in the box that describes how you will use this certificate.

A) Choose "One-Time Purchase" and include the invoice number this certificate covers.

B) Choose "Blanket Certificate" if there is a "recurring business relationship." This exists when a period of not more than 12 months elapses between sales transactions between the seller and purchaser.

C) Choose "Blanket Certificate" and enter the expiration date (maximum four years) when there is a period of more than 12 months between sales transactions.

Print the vendor's name and address in the area provided.

SECTION 2:

Place a check in the box for "All items purchased" or choose "Limited to" and list the items that are covered by the exemption claim.

SECTION 3:

Place a check in the box that applies and provide the additional information requested for that exemption. The exemptions listed are the most common. If the exemption you are claiming is not listed use "Other" and enter the qualifying exemption.

SECTION 4:

Use the number that describes your business or explain any other business type not provided.

01	Accommodations	09	Transportation
02	Agricultural	10	Utilities
03	Construction	11	Wholesale
04	Manufacturing	12	Advertising, newspaper
05	Government	13	Non-Profit Hospital
06	Rental or leasing	14	Non-Profit Educational
07	Retail	15	Non-Profit 501(c)(3) or 501(c)(4)
08	Church	16	Other

Print the name of the business, address, city, state and zip code. Sign and provide your title (i.e. owner, president, treasurer, etc.). Provide your printed name and date the certificate.

DO NOT SEND THIS EXEMPTION CERTIFICATE TO THE DEPARTMENT OF TREASURY.



City of Novi

FIRE DEPARTMENT

FIRE PREVENTION PRACTICES FOR EXPOSITION EVENTS

The Novi Fire Department, in an attempt to maintain a safe and enjoyable event has established the following Rules and Regulations to be observed by all exhibitors and vendors. These rules are derived from model fire prevention code such as NFPA 101, Life Safety Code and the International Fire Code. If you have any questions regarding these regulations, contact the Fire Prevention Bureau of the Novi Fire Department at #248-349-2293.

General Precautions

1. No display or exhibit shall be installed or operated to interfere in any way with access to any required exit or with the visibility of any required exit or required exit sign.
2. Fire Fighting Equipment: All fire extinguishers and hose valves shall not be blocked by displays or exhibits and shall remain accessible at all times.
3. Electrical: The use of unfused multi-plug adaptors and multi-plug cords is prohibited. Temporary use of extension cords is allowed under the following conditions:
 - 1.) Of adequate gauge (size) for the equipment being supplied.
 - 2.) Protected from damage and not in traffic areas.
4. Smoking: Smoking is prohibited in all exhibition areas. "No Smoking" signs shall be posted. Smoking is allowed only in areas so designated.
5. Compressed flammable gasses; flammable or combustible liquids, hazardous chemicals or materials; and Class II or greater lasers, blasting agents, and explosives shall be prohibited within exhibit halls unless approved by the Fire Department.

Exhibits

1. The travel distance within the exhibit booth or exhibit enclosure to an exit aisle shall not exceed 50 ft.
2. The upper deck of multi-level exhibits exceeding 300 square feet shall have not less than two remote means of egress.
3. Exhibit booths shall be constructed of the following:
 - (1) Noncombustible or limited-combustible materials
 - (2) Fire-retardant wood
 - (3) Flame-retardant materials
 - (4) Textile wall coverings, such as carpeting and similar products used as wall or ceiling finishes having a Class A flame spread rating

42975 GRAND RIVER AVE. NOVI, MICHIGAN 48375-1731 (248) 349-2162

SUBURBAN COLLECTION SHOWPLACE LOGO SPEC SHEET



COLOR LOGO PLACEMENT SAMPLE
3 col x 5"



COLOR LOGO PLACEMENT SAMPLE
2 col x 8"

The Suburban Collection Showplace logo must be included in all ads and print communications promoting your event at the Suburban Collection Showplace. The graphic above shows the required size relationship of the Suburban Collection Showplace logo to the ad size. Use the proportion and increase the Suburban Collection Showplace logo as you increase the size of your show ad.

SCS LOGO MUST HAVE AT LEAST A 1/4" OF WHITE SPACE AROUND IT.
SCS LOGO MUST APPEAR OVER WHITE IN ALL PRINTED MATERIALS.
SCS LOGO MUST BE A PLACED EPS FILE, UNALTERED FROM ORIGINAL.



100% BLACK
C:0 M:0 Y:0 K:100



PMS 200 and Black
C:0 M:100 Y:63 K:12
C:0 M:0 Y:0 K:100



RADIO:
Must state "Suburban Collection Showplace. Located in Novi on Grand River one mile west of Novi Road."

TV:
Must show Suburban Collection Showplace logo for at least 5 seconds and audio must state "Suburban Collection Showplace. Southeast Michigan's newest events center. Located in Novi on Grand River one mile west of Novi Road."



REFERENCE OR MENTION OF "FORMERLY KNOWN AS ROCK FINANCIAL SHOWPLACE" IS NOT ALLOWED.