



# 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: **The Novi Home & Garden Show**  
**April 5-7, 2024**  
**Suburban Collection 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:

- 8' High – Booth Draping

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

► To download Exhibitor Kit, go to: <https://artcraftdisplay.com/e/349683/>

**To qualify for Advance Rates, your order(s) with payment must be received by us no later than 5:00 pm EST on Tuesday, March 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

This event has a scheduled move-in. Please confirm your move-in times with Show Management. Contact Brian Starrs at 248-202-7300 or at [brians@builders.org](mailto:brians@builders.org)

Tuesday, April 2 <sup>nd</sup>	9:00 am – 4:00 pm
Wednesday, April 3 <sup>rd</sup>	9:00 am – 4:00 pm
Thursday, April 4 <sup>th</sup>	9:00 am – 4:00 pm
Friday, April 5 <sup>th</sup>	8:00 am – 12:00 pm (hand carry only)



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## EVENT DETAILS CONTINUED

### Exhibit Hours

Friday, April 5 <sup>th</sup>	12:00 pm – 8:00 pm
Saturday, April 6 <sup>th</sup>	10:00 am – 8:00 pm
Sunday, April 7 <sup>th</sup>	10:00 am – 5:00 pm

Exhibitors can arrive as early as **9:00 am** on **Saturday** and **Sunday**.

### ADVANCED WAREHOUSE SHIPMENTS

Advanced Warehouse shipments will be accepted from **March 1<sup>st</sup>** through **April 1<sup>st</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 #  
**The Novi Home & Garden 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 Advance Warehouse rates.

Onsite Shipping Address:

Exhibiting Company Name / Booth #  
**The Novi Home & Garden 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.



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## EVENT DETAILS CONTINUED

### Exhibitor Move-Out

Sunday, April 7<sup>th</sup>  
Monday, April 8<sup>th</sup>

5:01 pm – midnight  
8:00 am – 4:00 pm

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

### DISMANTLE AND MOVE-OUT INFORMATION

All exhibits/booths must be torn down and ready to ship on **Monday, April 8<sup>th</sup> by 4:00 pm**. Freight can be picked up on **Monday, April 8<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 shows a variety of display options: a large curved wall sign for 'Woods & Agriculture', a table sign for 'Propel', a small table sign for 'ES Solutions for your business', and a tall vertical sign for 'Vegas Party'.