

**Art Craft**

DISPLAY, INC.

A DIVISION OF ART CRAFT SERVICE GROUP

**CONTACT & PAYMENT  
INFORMATION****CHOOSE PAYMENT METHOD:** Check enclosed # \_\_\_\_\_ Credit/debit information below**D****RETURN TO: 47220 Cartier Drive, Suite B • Wixom, MI 48393 • (248) 380-0843 • Fax (248) 380-0848 • [detroit@artcraftdisplay.com](mailto:detroit@artcraftdisplay.com)**

SHOW NAME <b>Novi Home Show - Fall Edition</b>		LOCATION <b>Suburban Collection Showplace</b>	SHOW DATE <b>October 12-14, 2018</b>
COMPANY		BOOTH #	BOOTH SIZE _____ X _____
ADDRESS	address	city	state zip
PHONE	FAX	EMAIL	
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT	
		DATE	

- Your signature above indicates your acceptance of all Terms, Conditions and Policies included in this Service Manual.
- Credit card charges will appear on statements as "Art Craft Display"

**REQUIRED CREDIT CARD AUTHORIZATION**

PLEASE TYPE OR CLEARLY PRINT THE FOLLOWING REQUIRED INFORMATION.

**Credit Card Information:**     Personal Credit Card                       Debit Card                       Company Credit CardCard Type:     Visa                       MasterCard                       American Express

Card Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder's Name (print): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

**PAYMENT INFORMATION****All Orders:**

- This form ***must*** be completed and returned with all your Service Orders.
- Phone orders and purchase orders will not be accepted.
- Payment in full of all charges (**in US funds only**) must be made prior to delivery of equipment or execution of services.
- No refunds, exchanges or credits will be made for any items included in your booth package.
- All claims must be made prior to show closing. Absolutely no credits will be issued after that time.
- As the exhibiting firm, you are ultimately responsible for the payment of all charges. Please advise on-site representatives, staff and third party designates of this payment information.

**Advance Orders:**

- The Advance Order deadline is seven (7) days prior to first move-in day.
- Payment in full of all rental and service charges must accompany your order.
- Advance Order payments may be made by check or credit/debit card.

**Floor Orders:**

- All orders received after deadlines or on-site are subject to the floor order rate.
- Any orders placed after move-in has begun, must be placed at our on-site service desk. Faxed orders will not be processed during this time.
- Any orders requiring collection during or after the show are subject to floor rates, including declined credit/debit cards.
- Floor order payments may be made by cash, check or credit/debit card.

THIS COMPLETED FORM **MUST** BE RETURNED.

DT 2018

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COMPANY	BOOTH #	BOOTH SIZE _____ X _____
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

- **THIS FORM MUST PRECEDE YOUR SHIPMENT.**
- **A 200 LB. MINIMUM CHARGE WILL APPLY (excluding envelopes).**
- **All orders must be accompanied by "Contact & Payment Information" form.**
- **All orders are subject to the enclosed Terms, Conditions and Policies.**
- **All freight is subject to re-weigh and you will be billed accordingly.**
- **ALL ORDERS MUST BE PAID IN FULL PRIOR TO DELIVERY OF FREIGHT TO YOUR BOOTH.**

*Credit Card Information  
Required with All Orders.*

**WHERE TO SHIP**

**EXHIBIT FREIGHT**

- **All shipments must be sent labeled as follows:**

TO: (EXHIBITING FIRM NAME) BOOTH#: \_\_\_\_\_  
 FOR: (EVENT NAME & DATE)  
 c/o Art Craft Display, Inc.  
 46100 GRAND RIVER AVE., SUITE B  
 NOVI, MI 48374

- All pieces should be labeled separately. Please use the enclosed shipping labels to expedite your shipment. You may make additional copies as needed.
- **ABSOLUTELY NO PERISHABLE OR HAZARDOUS MATERIALS**

RATE SCHEDULE and TABLE	Under 5,000 pounds	5001 - 15,000 pounds	Over 15,000 pounds
<b>INBOUND RATES</b>	<b>\$.38 per lb.</b>	<b>\$.33 per lb.</b>	<b>\$.28 per lb.</b>
<b>OUTBOUND RATES</b>	<b>\$.38 per lb.</b>	<b>\$.33 per lb.</b>	<b>\$.28 per lb.</b>
<b>ENVELOPE RATES</b>	<b>\$24.00 per envelope</b>		

**Exhibitor: Please complete this section.**

<b>A INBOUND FREIGHT</b> (This completed form must precede your shipment) 1. Receipt of shipments and up to 30 days storage in advance of set-up 2. Delivery of materials to booth 3. Removal of crates and storage of same during show 4. <b>A 200 LB. MINIMUM CHARGE WILL APPLY (excluding envelopes)</b>	ESTIMATED WEIGHT	ESTIMATED AMOUNT	
		\$	
Special Handling Fees will apply to any single piece of freight that exceeds 4,000 lbs or 84" w x 84" d x 84" h Please call for rates.			
<b>B OUTBOUND FREIGHT</b> 1. Return of crates, at close of the show, to your booth 2. Removal of shipments from booth and reloading same on outgoing carrier 3. <b>A 200 LB. MINIMUM CHARGE WILL APPLY (excluding envelopes)</b>		\$	
<b>TOTAL EST. INBOUND FREIGHT HANDLING CHARGES A</b>	\$	<b>TOTAL EST. OUTBOUND FREIGHT HANDLING CHARGES B</b>	\$
		<b>TOTAL ESTIMATED FREIGHT HANDLING CHARGES</b>	\$
		<b>BANDING SERVICES:</b> ____ pcs. @ \$25.00 / piece	\$
		<b>SHRINK WRAP SERVICES:</b> ____ pcs. @ \$25.00 / piece	\$
		<b>ENVELOPES:</b> ____ envelopes @ \$24.00 / envelope	\$