

**CONTACT & PAYMENT
 INFORMATION**

CHOOSE PAYMENT METHOD:

- Check enclosed # _____
 Credit/debit information below



RETURN TO: 47220 Cartier Drive, Suite B • Wixom, MI 48393 • (248) 380-0843 • Fax (248) 380-0848 • detroit@artcraftdisplay.com

SHOW NAME Novi Home Show - Winter Edition		LOCATION Suburban Collection Showplace	SHOW DATE Jan. 26-28, 2018
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 Card
- Card 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.

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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

ADVANCED WAREHOUSE	ONSITE SHIPPING
<ul style="list-style-type: none"> • All shipments must be sent labeled as follows: TO: (EXHIBITING FIRM NAME) BOOTH#: _____ FOR: (EVENT NAME & DATE) 47220 CARTIER DR., SUITE B WIXOM, MI 48393 	<ul style="list-style-type: none"> • 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 AVENUE NOVI, MI 48374
<ul style="list-style-type: none"> • All pieces should be labeled separately. Please use the enclosed shipping labels to expedite your shipment. You may make additional copies as needed. • ABSOLUTELY <u>NO</u> PERISHABLE OR HAZARDOUS MATERIALS 	

RATE SCHEDULE and TABLE	Under 5,000 pounds	5001 - 15,000 pounds	Over 15,000 pounds
INBOUND RATES w/ADVANCED WAREHOUSING	\$.49 per lb.	\$.44 per lb.	\$.39 per lb.
INBOUND RATES ONSITE	\$.38 per lb.	\$.33 per lb.	\$.28 per lb.
OUTBOUND RATES	\$.38 per lb.	\$.33 per lb.	\$.28 per lb.
ENVELOPE RATES	\$24.00 per envelope		
SPECIAL CHARGES	ALL SHIPMENTS MUST BE RECEIVED AT OUR WAREHOUSE BETWEEN 3 AND 30 DAYS PRIOR TO FIRST MOVE-IN DATE. SHIPMENTS RECEIVED WITHIN THE THREE (3) DAY PERIOD MAY BE SUBJECT TO LATE SHIPMENT OR SPECIAL HANDLING CHARGES.		

Exhibitor: Please complete this section.

A INBOUND FREIGHT (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. A 200 LB. MINIMUM CHARGE WILL APPLY (excluding envelopes)	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 OUTBOUND FREIGHT 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. A 200 LB. MINIMUM CHARGE WILL APPLY (excluding envelopes)		\$
TOTAL EST. INBOUND FREIGHT HANDLING CHARGES A	\$	TOTAL EST. OUTBOUND FREIGHT HANDLING CHARGES B
		\$
	TOTAL ESTIMATED FREIGHT HANDLING CHARGES	\$
	BANDING SERVICES: ____ pcs. @ \$25.00 / piece	\$
	SHRINK WRAP SERVICES: ____ pcs. @ \$25.00 / piece	\$
	ENVELOPES: ____ envelopes @ \$24.00 / envelope	\$