



RENTAL FURNISHING

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

SHOW NAME Novi Home Show - Fall Edition	LOCATION Suburban Collection Showplace	SHOW DATE Oct 13-15, 2017
COMPANY	BOOTH #	BOOTH SIZE _____ X _____
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

- **Advance Order Deadline: Seven (7) days prior to first move-in day.**
- **No refunds, exchanges or credits for any booth package items.**
- **All orders must be accompanied by "Contact & Payment Information" form.**
- **All orders are subject to the enclosed Terms, Conditions and Policies.**

**Credit Card Information
Required with All Orders.**

NON-TAXABLE RENTAL ITEMS

STANDARD TABLES (30" HIGH)					BOOTH FURNITURE				
QTY.	ITEM	ADVANCE	FLOOR	AMOUNT	QTY.	ITEM	ADVANCE	FLOOR	AMOUNT
	2' x 4' Plain	30.81	37.00			Folding Chair	12.32	15.00	
	2' x 4' Covered & Skirted (skirted 4 sides)	54.22	66.00			Upholstered Arm Chair	36.97	46.00	
	2' x 6' Plain	38.38	47.00			Padded Counter Stool - with back	48.06	58.00	
	2' x 6' Covered & Skirted	67.77	82.00			Wastebasket - 7 gallon	12.32	15.00	
	2' x 8' Plain	48.06	58.00						
	2' x 8' Covered & Skirted	80.80	99.00						
	4th side skirted optional	22.22	27.00						
COUNTER TABLES (42" HIGH)					BOOTH ACCESSORIES				
	2' x 4' Plain	50.52	61.00			Easel	24.64	31.00	
	2' x 4' Covered & Skirted (skirted 4 sides)	73.93	89.00			5' x 6' Garment Rack	64.07	77.00	
	2' x 6' Plain	57.91	70.00			4' x 8' Pegboard <input type="checkbox"/> V <input type="checkbox"/> H	184.83	222.00	
	2' x 6' Covered & Skirted	86.25	104.00			4' x 8' Tackboard <input type="checkbox"/> V <input type="checkbox"/> H	184.83	222.00	
	2' x 8' Plain	67.77	82.00			Chrome Stanchion	27.11	33.00	
	2' x 8' Covered & Skirted	99.81	120.00			Velvet Rope 8' long	27.11	33.00	
	4th side skirted optional	22.22	27.00			Chrome Sign Frame - 22" x 28"	61.61	74.00	
SPECIALTY TABLES (30" HIGH)						Chrome Bag Holder	49.29	60.00	
	30" Dia. Round Plain	49.49	61.00			Literature Rack	92.42	111.00	
	30" Dia. Round Covered & Skirted	70.70	87.00			Swivel Spotlight	40.66	52.00	
	60" Dia. Round Plain	66.66	82.00			Locking iPad Display Stand	73.20	88.00	
	60" Dia. Round Covered & Skirted	96.11	118.00						
	6' Crescent Serpentine Plain	66.82	82.00						
	6' Crescent Serpentine Cov'd & Skirted	95.95	118.00						
	4th side skirted optional	22.22	27.00						
SPECIALTY TABLES (42" HIGH)					BOOTH DRAPING & HARDWARE				
	30" Dia. Round Plain	65.65	79.00			3' high drape per ft. (incl. hardware)	3.96	5.00	
	30" Dia. Round Covered & Skirted	87.49	105.00			8' high drape per ft. (incl. hardware)	6.42	8.00	
	60" Dia. Round Plain	86.25	104.00			Aluminum Extension (6'-10')	11.14	14.00	
	60" Dia. Round Covered & Skirted	114.59	138.00			Base Plate for 3' Upright	7.43	9.00	
	6' Crescent Serpentine Plain	86.25	104.00			3' Aluminum Upright	7.43	9.00	
	6' Crescent Serpentine Cov'd & Skirted	114.59	138.00			Base Plate for 8' Upright	8.67	11.00	
	4th side skirted optional	22.22	27.00			8' Aluminum Upright	8.67	11.00	
TABLE ACCESSORIES						Base Plate for 12' Upright / Pin	22.29	27.00	
	Raise Any Plain Table to 42" high	24.00	30.00			12' Aluminum Upright	22.29	27.00	
	Raise Any Cov'd & Skirted Table to 42" high	32.00	40.00			Base Plate for 16' Upright / Pin	27.24	33.00	
	Cover & Skirt for 30" table	37.00	46.00			16' Aluminum Upright	27.24	33.00	
	Cover & Skirt for 42" table	43.16	52.00						
	4' x 1' x 1' Covered Table Top Riser	28.34	34.00						
	6' x 1' x 1' Covered Table Top Riser	35.73	44.00						
	8' x 1' x 1' Covered Table Top Riser	42.00	52.00						
	Switch package table	37.00	37.00						
PLEASE CHECK SKIRT COLOR CHOICE Table includes white vinyl top cover and three sides skirted					TOTAL NON-TAXABLE ITEMS \$				
<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GOLD <input type="checkbox"/> HUNTER GREEN <input type="checkbox"/> RED <input type="checkbox"/> SILVER <input type="checkbox"/> TEAL <input type="checkbox"/> WHITE					DT 2017				



CONTACT & PAYMENT INFORMATION

CHOOSE PAYMENT METHOD:

- Check enclosed # _____
- Credit/debit information below

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<small>COMPANY</small>	<small>BOOTH #</small>	<small>BOOTH SIZE</small> _____ X _____
<small>ADDRESS</small> _____	<small>city</small> _____	<small>state</small> _____ <small>zip</small> _____
<small>PHONE</small> _____	<small>FAX</small> _____	<small>E MAIL</small> _____
<small>AUTHORIZED CONTACT SIGNATURE</small>	<small>AUTHORIZED CONTACT - PLEASE PRINT</small>	<small>DATE</small>

- **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.

THIS COMPLETED FORM *MUST* BE RETURNED.

DT 2017