

**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 - Spring Edition</b>		LOCATION <b>Suburban Collection Showplace</b>	SHOW DATE <b>April 6-8, 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

- **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	31.72	39.00			Folding Chair	14.64	18.00	
	2' x 4' Covered & Skirted (skirted 4 sides)	56.12	68.00			Upholstered Arm Chair	36.97	45.00	
	2' x 6' Plain	40.26	49.00			Padded Counter Stool - with back	48.06	58.00	
	2' x 6' Covered & Skirted	69.59	84.00			Wastebasket - 7 gallon	14.64	18.00	
	2' x 8' Plain	48.80	59.00						
	2' x 8' Covered & Skirted	82.96	100.00						
	4th side skirted optional	24.40	30.00						
COUNTER TABLES (42" HIGH)					BOOTH ACCESSORIES				
	2' x 4' Plain	52.46	63.00			Easel	25.39	31.00	
	2' x 4' Covered & Skirted (skirted 4 sides)	76.86	93.00			5' x 6' Garment Rack	64.07	77.00	
	2' x 6' Plain	61.00	74.00			4' x 8' Pegboard <input type="checkbox"/> V <input type="checkbox"/> H	184.83	222.00	
	2' x 6' Covered & Skirted	90.28	109.00			4' x 8' Tackboard <input type="checkbox"/> V <input type="checkbox"/> H	184.83	222.00	
	2' x 8' Plain	69.54	84.00			Chrome Stanchion	27.11	33.00	
	2' x 8' Covered & Skirted	103.70	125.00			Velvet Rope 8' long	27.11	33.00	
	4th side skirted optional	24.40	30.00			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	46.97	57.00			Literature Rack	92.42	111.00	
	30" Dia. Round Covered & Skirted	71.37	86.00			Swivel Spotlight	41.88	51.00	
	60" Dia. Round Plain	66.54	80.00			Locking iPad Display Stand	73.20	88.00	
	60" Dia. Round Covered & Skirted	96.11	116.00						
	6' Crescent Serpentine Plain	66.54	80.00						
	6' Crescent Serpentine Cov'd & Skirted	96.11	116.00						
	4th side skirted optional	24.40	30.00						
SPECIALTY TABLES (42" HIGH)					BOOTH DRAPING & HARDWARE				
	30" Dia. Round Plain	64.07	77.00			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	
	30" Dia. Round w/ Black Form-Fitted Skirt	87.49	105.00			Aluminum Extension (6'-10')	11.14	14.00	
	60" Dia. Round Plain	86.25	104.00			Base Plate for 3' Upright	7.43	9.00	
	60" Dia. Round Covered & Skirted	114.59	138.00			3' Aluminum Upright	7.43	9.00	
	6' Crescent Serpentine Plain	86.25	104.00			Base Plate for 8' Upright	8.67	11.00	
	6' Crescent Serpentine Cov'd & Skirted	114.59	138.00			8' Aluminum Upright	8.67	11.00	
	4th side skirted optional	24.40	30.00			Base Plate for 12' Upright / Pin	22.29	27.00	
TABLE ACCESSORIES						12' Aluminum Upright	22.29	27.00	
	Raise Any Plain Table to 42" high	24.40	30.00			Base Plate for 16' Upright / Pin	27.24	33.00	
	Raise Any Cov'd & Skirted Table to 42" high	32.94	40.00			16' Aluminum Upright	27.24	33.00	
	Cover & Skirt for 30" table	36.60	44.00						
	Cover & Skirt for 42" table	36.60	44.00						
	4' x 1' x 1' Covered Table Top Riser	29.28	36.00						
	6' x 1' x 1' Covered Table Top Riser	36.60	44.00						
	8' x 1' x 1' Covered Table Top Riser	43.92	53.00						
	Switch package table	37.00	37.00						
PLEASE CHECK SKIRT COLOR CHOICE Table includes white vinyl top cover and three sides skirted					<b>TOTAL NON-TAXABLE ITEMS \$</b>				
<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					<b>DT 2018</b>				