



HIGH LIFT / SIGN & BANNER HANGING

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

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

- Advance Order Deadline: Seven (7) days prior to first move-in day.**
- All orders must be accompanied by "Contact & Payment Information" form.**
- All orders are subject to the enclosed Terms, Conditions and Policies.**
- Advance payment for all requested labor (in/out) is required with your order.**

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

RATES (One hour minimum Move-In / One hour minimum Move-Out)		
HIGH LIFT/SIGN & BANNER HANGING	ADVANCE: 150.00 Per Hour	FLOOR: 166.00 Per Hour

EXHIBITOR: PLEASE COMPLETE SECTION BELOW

HIGH LIFT / SIGN & BANNER INSTALLATION REQUEST							
# of Lifts	Estimated Time	Day of Week	Date	Approx. Hrs.	Rate	Estimated Total	
_____	at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM on _____	_____	for _____	x \$ _____	per hr. = \$ _____	_____
_____	at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM on _____	_____	for _____	x \$ _____	per hr. = \$ _____	_____
<ul style="list-style-type: none"> Please check-in at Service Desk when ready for service. 							
TOTAL ESTIMATED INSTALLATION LABOR							\$

HIGH LIFT / SIGN & BANNER REMOVAL REQUEST							
# of Lifts	Estimated Time	Day of Week	Date	Approx. Hrs.	Rate	Estimated Total	
_____	at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM on _____	_____	for _____	x \$ _____	per hr. = \$ _____	_____
_____	at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM on _____	_____	for _____	x \$ _____	per hr. = \$ _____	_____
<ul style="list-style-type: none"> Please check-in at Service Desk when ready for service. 							
TOTAL ESTIMATED REMOVAL LABOR							\$

TOTAL ESTIMATED HIGH LIFT / SIGN & BANNER HANGING / REMOVAL **\$**

- Art Craft Display reserves the right to use additional High Lifts and/or Fork Lifts to properly install/remove your sign or banner and charge exhibitor accordingly.**
- Additional charges will apply if specialty materials are required to complete this order.**



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