

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 - Fall Edition	LOCATION Suburban Collection Showplace	SHOW DATE October 12-14, 2018
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.**
- **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.**