



# SPECIAL PACKAGE

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

SHOW NAME <b>Novi Home Show - Winter Edition</b>	LOCATION <b>Suburban Collection Showplace</b>	SHOW DATE <b>Jan 27-29, 2017</b>
COMPANY	BOOTH #	BOOTH SIZE _____ X _____
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

- Please duplicate for your records before returning original.
- **PAYMENT MUST ACCOMPANY ORDER.**
- Note: This Special Package has been developed to simplify your booth design. If you need additional or different items, please refer to the enclosed Rental Furnishing form.  
**THIS PACKAGE CANNOT BE CHANGED OR SUBSTITUTED.**
- All orders are subject to the enclosed Terms, Conditions and Policies.

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

<b>SHOW SPECIAL BOOTH PACKAGE</b>	
Each 10' booth package includes:	<ul style="list-style-type: none"> <li>(1) 2' x 6' x 30" High - Skirted Table</li> <li>(2) Folding Chairs</li> <li>(1) Wastebasket</li> <li>(1) 10' x 10' Carpet</li> </ul>

<b>ADVANCE RATE</b>	
Special booth package orders are available if received seven (7) days prior to first move-in day	
<b>Fill in Below:</b>	
Please reserve for our company's use _____ advance package(s) @ \$ 192.00 each = \$	

<b>FLOOR RATE</b>	
Special booth package orders received after Advance Rate deadline or on show floor are subject to the floor rate below.	
<b>Fill in Below:</b>	
Please reserve for our company's use _____ floor package(s) @ \$ 235.00 each = \$	

<b>SKIRT &amp; CARPET COLOR</b>	
Please indicate desired color choice for items listed below:	
<b>TABLE SKIRT COLOR:</b>	<input type="checkbox"/> Gold <input type="checkbox"/> White <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>BOOTH CARPET COLOR:</b>	<input type="checkbox"/> Grey <input type="checkbox"/> Black <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Please note: Color choices not indicated by the exhibitor will be selected by Art Craft Display to coordinate with show colors, and are subject to availability.</i>	

<b>RENTAL TOTAL</b>	<b>\$</b>
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# 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