

# Art Craft

DISPLAY, INC.

A DIVISION OF ART CRAFT SERVICE GROUP

## CONTACT & PAYMENT INFORMATION

### CHOOSE PAYMENT METHOD:

- Check enclosed # \_\_\_\_\_  
 Credit/debit information below

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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 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 2018

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- 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:
(1) 2' x 6' x 30" High - Skirted Table
(2) Folding Chairs
(1) Wastebasket
(1) 10' x 10' Carpet

<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) @ \$ 202.00 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) @ \$ 245.00 each = \$

<b>SKIRT &amp; CARPET COLOR</b>
Please indicate desired color choice for items listed below:
<b>TABLE SKIRT COLOR:</b> <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> White
<b>BOOTH CARPET COLOR:</b> <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Red
<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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