

**RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (248) 380-0848 • detroit@artcraftdisplay.com**

SHOW NAME <b>Novi Home Show</b>	LOCATION <b>Suburban Collection Showplace</b>	SHOW DATE <b>January 24-26, 2020</b>
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.**
- **Availability of this service cannot be guaranteed if not ordered in advance!! Please determine if this service is to be provided as part of your agreement with show management. If not, this form MUST be completed and returned according to conditions herein.**
- **Advance payment of all requested fork lift services (in/out) is required with your order.**

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

**STANDARD SERVICE**

Up to 4,000 pound capacity fork lift with operator for installation, uncrating, unskidding, dismantling, crating, skidding and any special handling of your equipment, machinery or freight, due to size or weight.  
**FLOOR RATE** applies to *any order received within 7 days prior to show or placed on-site.*

ADVANCE	FLOOR
126.58 per hour	159.00 per hour
One hour minimum for move-in and one hour minimum for move-out. Partial hours, after minimum, prorated to nearest 1/2 hour.	

**SPECIAL SERVICE**

For capacities over 4,000 pounds or if rigging equipment and labor are required, see "Rigging & Heavy-Duty Lift truck" form.

**EXHIBITOR: Please complete this section**

	TIME	DATE	RATE
<b>MOVE-IN</b>	Fork Lift & Operator needed at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____ for _____ hours x \$ _____ per hr. = \$ _____		
	Fork Lift & Operator needed at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____ for _____ hours x \$ _____ per hr. = \$ _____		
	Fork Lift & Operator needed at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____ for _____ hours x \$ _____ per hr. = \$ _____		
<b>MOVE-OUT</b>	Fork Lift & Operator needed at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____ for _____ hours x \$ _____ per hr. = \$ _____		
	Fork Lift & Operator needed at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____ for _____ hours x \$ _____ per hr. = \$ _____		
	Fork Lift & Operator needed at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____ for _____ hours x \$ _____ per hr. = \$ _____		
<ul style="list-style-type: none"> <li>• Please check-in at Service Desk when ready for service</li> <li>• Always inform us if more than one fork lift is needed.</li> </ul>			<p><b>TOTAL ESTIMATED FORK LIFT SERVICE \$</b></p>