

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.**
- **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: 233.81 Per Hour	FLOOR: 293.00 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. = \$ _____		

• **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. = \$ _____		

• **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, Inc. will not mount, hang, lift, drop, disassemble or otherwise participate in any of the following:**
  - Truss systems of any kind
  - Sound projection devices
  - Lighting trusses or individual fixtures
  - Monitors or video boards
- **Art Craft Display, Inc. may also, at its sole discretion, refuse to hang any item that they deem unsafe by any condition of size, weight, structure, overhead position or due to inadequate operating space. It is the exhibitor's sole responsibility to ascertain all pre-conditions prior to placing any orders with Art Craft Display, Inc.**
- **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.**
- **Please check your contract from show management to see if permission is needed for banner hanging prior to placing your order.**
- **Based on booth location, banner hanging restrictions and or modifications may apply.**