

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

SHOW NAME Novi Home & Garden Show	LOCATION Suburban Collection Showplace	SHOW DATE May 29-31, 2020
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.**

LABOR SERVICE		
PLAN A	SUPERVISION BY ART CRAFT DISPLAY, INC. (ART CRAFT). This plan is offered to have exhibit set prior to your arrival. Supervision will be provided by Art Craft. The charge for this service is 25% of the total labor bill, with a minimum of \$37.00 on installation and \$37.00 on dismantling. NOTE: If ordering Art Craft Supervision; all freight must be sent to the Advance Warehouse location (see Freight Handling forms).	
PLAN B	SUPERVISION BY EXHIBITOR Starting time can only be guaranteed at the normal start of the working day, which is usually 8:00 am, unless the official set-up time is later in the day.	
EXHIBITOR REQUIREMENTS: You must do the following to expedite your labor request.		NOTE: If your supervising representative fails to pick-up laborers ordered, a one hour (per laborer) no show charge will be applied, unless a 24 hour advance notice is provided. Please refer to "Cancellation/Refund Policy" for additional terms and conditions.
1. Check in at our Service Desk to pick-up laborers ordered.		
2. Upon completion of work, check laborers out at Service Desk.		
3. Your supervising representative must be present during the entire labor call.		
RATES (One hour minimum Move-In / One hour minimum Move-Out)		
STANDARD LABOR	ADVANCE: 67.21 Per Man/Per Hour	FLOOR: 85.00 Per Man/Per Hour

EXHIBITOR: PLEASE COMPLETE SECTION BELOW

INSTALLATION LABOR REQUEST										
Please check A or B and complete information below										
<input type="checkbox"/> PLAN A	ART CRAFT SUPERVISION You must submit all appropriate information to us, in advance, in order for us to install your exhibit to your satisfaction.					<input type="checkbox"/> PLAN B	EXHIBITOR SUPERVISION			Supervisor will be: _____
# of laborers	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 VERIFY THAT YOUR EXHIBIT / FREIGHT HAS BEEN DELIVERED TO YOUR SPACE PRIOR TO CHECKING OUT LABORERS.										
									TOTAL ESTIMATED INSTALLATION LABOR	\$
DISMANTLE LABOR REQUEST										
Please check A or B and complete information below										
<input type="checkbox"/> PLAN A	ART CRAFT SUPERVISION You must submit all appropriate information to us, in advance, in order for us to install your exhibit to your satisfaction.					<input type="checkbox"/> PLAN B	EXHIBITOR SUPERVISION			Supervisor will be: _____
# of laborers	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. = \$ _____	_____				
• BE SURE TO ALLOW SUFFICIENT TIME FOR EMPTY CONTAINER RETURN WHEN SCHEDULING DISMANTLE LABOR.										
									TOTAL ESTIMATED DISMANTLE LABOR	\$
IF AC SUPERVISION, ADD 25% or \$37.00 MINIMUM FOR INSTALLATION & DISMANTLE										
									TOTAL ESTIMATED LABOR	\$