



# Art Craft Display, Inc.

46100 Grand River Avenue, Suite B • Novi, Michigan 48374 • (248) 380-0843 • Fax (248) 380-0848  
www.artcraftdisplay.com

## EVENT DETAILS

Re: Home Builders Association of Southeast Michigan  
Novi Home & Garden Show  
May 29-31, 2020  
Suburban Collection Showplace

Art Craft Display, Inc. has been selected by show management to serve as the Official Tradeshow Contractor for this event.

The following pages include forms for you to complete and return if you require equipment and/or services.

An Exhibitor Kit is available on our website for download or for online ordering.

► Go to the following website: [www.artcraftdisplay.com](http://www.artcraftdisplay.com)  
On the Home Page, click on: "Exhibitor Kit"  
Enter Event Code: **314073**

**To qualify for Advance Rates, your order(s) with payment must be received by us no later than 5:00 pm EST on Tuesday, May 19<sup>th</sup>.** Some equipment or services may require more than 7 days lead time. Please see appropriate order forms for actual deadlines.

## SHOW SCHEDULE

### Exhibitor Move-In

**Please contact your HBA Representative for your specific scheduled move-in and move-out time.**

Tuesday, May 26 <sup>th</sup>	8:00 am – 5:00 pm
Wednesday, May 27 <sup>th</sup>	8:00 am – 5:00 pm
Thursday, May 28 <sup>th</sup>	8:00 am – 5:00 pm
Friday, May 29 <sup>th</sup>	8:00 am – 11:00 am (hand carry only)



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## EVENT DETAILS CONTINUED

### Exhibit Hours

Friday, May 29 <sup>th</sup>	2:00 pm – 8:00 pm
Saturday, May 30 <sup>th</sup>	10:00 am – 8:00 pm
Sunday, May 31 <sup>st</sup>	10:00 am – 5:00 pm

Exhibitors can arrive as early as 8:00 am on show days.

### ADVANCED WAREHOUSE SHIPMENTS

Advanced Warehouse shipments will be accepted from **April 27<sup>th</sup>** through **May 22<sup>nd</sup>**. **No freight will be received on May 25<sup>th</sup> as our offices will be closed.** Freight Handling fees will apply for all shipments received. Warehouse receiving hours are from 8:00 a.m. to 4:30 p.m., Monday – Friday. If required, provide your carrier with this phone number (248) 380-0843.

Advanced Warehouse Shipping Address:

Exhibiting Company Name / Booth #  
**Novi Home & Garden Show**  
C/o Art Craft Display, Inc.  
46100 Grand River Ave., Ste B  
Novi, MI 48374

### ONSITE SHIPMENTS

Onsite shipments will be accepted **during move-in hours only**. Freight Handling fees will apply for all shipments received. If any shipments are received before this date, you will be charged the Advance Warehouse rates.

Onsite Shipping Address:

Exhibiting Company Name / Booth #  
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### Exhibitor Move-Out

Sunday, May 31<sup>st</sup> 5:00 pm – midnight  
Monday, June 1<sup>st</sup> 8:00 am – 5:00 pm

We will begin returning empty containers once we get the “all clear” from the facility and/or once aisle carpet is removed (if provided).

### DISMANTLE AND MOVE-OUT INFORMATION

All exhibits/booths must be torn down and ready to ship on **June 1<sup>st</sup> by 5:00 pm**. Freight can be picked up on **May 31<sup>st</sup> from 5:00 pm - 7:00 pm** or freight can be picked up on **June 1<sup>st</sup> from 8:00 am – 4:30 pm**.

### POST SHOW SHIPPING DOCUMENTS

All outbound Bill of Lading paperwork must be turned into the Service Desk prior to your departure from the venue. If you do not have an outbound Bill of Lading, you may complete this document at the service desk after the show. Be sure that your carrier knows the company name and booth number when making arrangements for shipping your freight at the close of the show. Anything that is left behind in your booth that is not labeled for outbound shipment will be considered abandoned and deemed as trash.

If we can be of any further assistance, please contact us. General questions can be directed to: [detroit@artcraftdisplay.com](mailto:detroit@artcraftdisplay.com).

**THANK YOU FOR YOUR PATRONAGE AND WE LOOK FORWARD TO BEING OF SERVICE TO YOU.**

**SIGNS, GRAPHICS & DISPLAYS**  
DELIVERED RIGHT TO YOUR BOOTH!\*

\*Restrictions apply.

Contact Art Craft Signs to order signs, graphics & displays for your exhibit space.  
800-878-0710 · signshop@artcraftdisplay.com