





# Art Craft Display, Inc.

3140 Three Mile Rd. NW · Grand Rapids, MI 49534 · (616)791 8024 · (800)292 2033 · Fax (616)791 8154  
www.artcraftdisplay.com

Re: 2012 Great Lakes Floral Expo  
March 2-4, 2012  
DeVos Place  
Grand Rapids, MI

Dear Exhibitor,

Art Craft Display, Inc. has been selected by your Show Management to serve as your official exposition service contractor.

The following items will be provided with your booth package:

- Exhibit booth draping with 8' high backs and 3' high sides (black)
- Two (2) chairs
- One (1) wastebasket
- Booth ID sign with #
- The facility if carpeted

Enclosed are optional equipment forms and shipping instructions, etc.

Payment must accompany your order and be received in our office by February 17, 2012 to receive advance prices. We accept checks, American Express, MasterCard and Visa. *Orders placed with declined or invalid credit card numbers will be billed at floor order rates.* If there are any questions on billing, they must be settled at the service desk prior to the closing day of the show.

Advance exhibit freight must be shipped to the address on the provided labels and must be received by 4:00pm on Thursday, March 1, 2012. *Freight shipped to any other address or received after the cut-off time may be refused.*

Electric and telecommunication services are provided by DeVos Place. Please send your order with remittance to:

DeVos Place Operations Department  
303 Monroe Ave. NW  
Grand Rapids, MI 49503

Audio-Visual services are available from BlueWater Technologies. Please send your order with remittance to:

BlueWater Technologies  
4245 44<sup>th</sup> St. SE  
Grand Rapids, MI 49512

Please contact us at 616.791.8024 if you need any further information.

Yours for better show service,

ART CRAFT DISPLAY, INC.

# Art Craft

DISPLAY, INC.

A DIVISION OF ART CRAFT SERVICE GROUP

## CONTACT & PAYMENT INFORMATION

### CHOOSE PAYMENT METHOD:

Check enclosed # \_\_\_\_\_

Credit/debit information below

RETURN TO: 3140 Three Mile NW • Grand Rapids, MI 49534 • (616)791-8024 • Fax (616)791-8154 • grandrapids@artcraftdisplay.com

SHOW NAME <b>2012 Great Lakes Floral Expo</b>	LOCATION <b>DeVos Place</b>	SHOW DATES <b>Mar 2-4, 2012</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.

### 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 fourteen (14) 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:

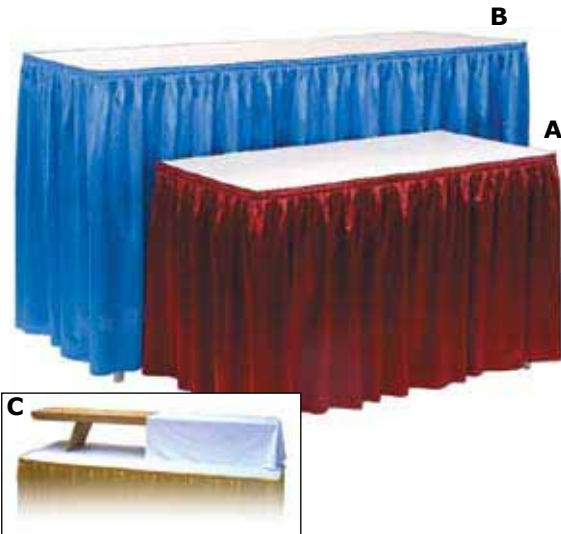
- All orders received after deadlines or on-site are subject to the floor order rate.
- Any orders placed after move-in has begun, must be placed at our on-site service desk. Faxed orders will not be processed during this time.
- Any orders requiring collection during or after the show are subject to 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.

GR 2012

**Standard Tables & Counter Tables**

All standard tables and counters are commercial-grade wooden tables with folding metal legs. Available with or without white vinyl tabletop covering and pleated cloth skirting on three sides\*. Estimated seating capacities are as follows: 4' table - 4 people, 6' table - 6 people, 8' table - 8 people.



**A. Standard Tables (30" high)**

	Covered & Skirted	Plain (no cover/skirt)
2' x 4'	20210-0001CS	20210-0001
2' x 6'	20210-0002CS	20210-0002
2' x 8'	20210-0003CS	20210-0003

**B. Counter Tables (42" high)**

	Covered & Skirted	Plain (no cover/skirt)
2' x 4'	20220-0001CS	20210-0001
2' x 6'	20220-0002CS	20220-0002
2' x 8'	20220-0003CS	20220-0003

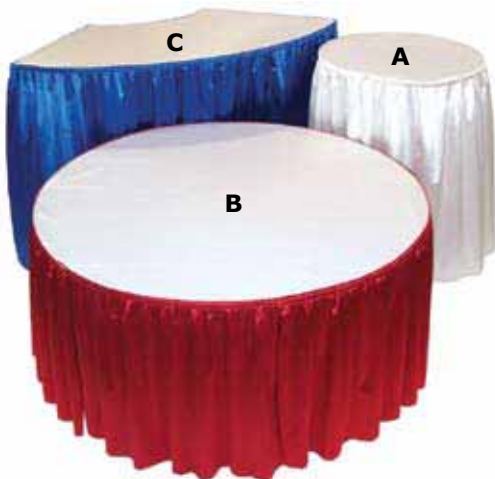
**C. Covered Table Top Riser (12" high)**

4' x 1'	20290-0001	
6' x 1'	20290-0002	
8' x 1'	20290-0003	

\* Skirting on 2'x4' tables covers all four sides of table. Fourth side table skirting available for all other tables & counters.

**Specialty Tables & Counter Tables**

All specialty tables and counters are commercial-grade wooden tables with metal legs. Available with or without white vinyl tabletop covering and pleated cloth skirting on three sides\*.



**A. 30" Diameter Cocktail Tables**

	Covered & Skirted	Plain (no cover/skirt)
30" High	20230-0001CS	20230-0001
42" High	20240-0005CS	20240-0005

**B. 60" Diameter Banquet Tables**

	Covered & Skirted	Plain (no cover/skirt)
30" High	20230-0002CS	20230-0002
42" High	20240-0007CS	20240-0007

**C. 6' Crescent Serpentine Tables**

	Covered & Skirted	Plain (no cover/skirt)
30" High	20230-0003CS	20230-0003
42" High	20240-0008CS	20240-0008

\* Skirting on 30" Diameter Cocktail Table and 60" Diameter Banquet Table covers entire circumference of table. Fourth side table skirting available for 6' Crescent Serpentine Tables.

**Table Skirting**

Standard table skirting is available in either 30" or 42" heights & is made of a pleated, flame-retardant polyknit fabric. Color choices are as follows:



Embossed taffeta pattern vinyl (flame-retardant plastic) table skirting is available in virtually any color with 30 days advanced notice. Table linen rental also available. Please contact us for more information.

### Folding Chair

Item #: 20610-0001  
 Color: Black Seat w/ Chrome Legs  
 Size: 18"W x 20"D  
 Material: Molded Poly-Vinyl



### Upholstered Arm Chair

Item #: 20610-0005  
 Color: Grey Seat w/ Chrome Legs  
 Size: 20" Square (Standard)  
 Material: Fabric Covered Padding



### Padded Counter Stool (w/back)

Item #: 20610-0015  
 Color: Grey Seat w/ Chrome Legs  
 Size: 20" Square (Standard)  
 Material: Fabric Covered Padding



### White Padded Folding Chair

Item #: 20610-0002  
 Color: White  
 Size: 20" Square (Standard)  
 Material: Vinyl Covered Padding



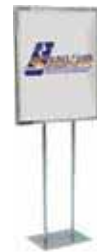
### Easel

Item #: 20620-0001  
 Color: Chrome  
 Size: 60" tall  
 Material: Metal  
*Sign not included. Please contact our sign department to order sign.*



### Chrome Sign Frame

Item #: 20900-0070  
 Color: Chrome  
 Frame Size: 60" tall  
 Sign Panel Size: 22" x 28"  
 Material: Metal  
*Sign panel not included. Please contact our sign department to order sign.*



### Sign Hangers

Item #: 31000-0001  
 Color: Silver  
 Size: 9"L  
 Material: Aluminum



### Tackboard

Item #: 20620-0025 (vertical)  
 Item #: 20620-0020 (horizontal)  
 Color: Grey  
 Size: 4'x8' (vertical or horizontal)  
 Material: Metal frame, wood panel with Velcro® receptive fabric covering



### Pegboard

Item #: 20620-0015 (vertical)  
 Item #: 20620-0010 (horizontal)  
 Color: Brown or Grey  
 Size: 4'x8' (vertical or horizontal)  
 Material: Metal frame, wood panel



### Bag / Literature Holders

Item #: 20620-0060 (bag holder)  
 Item #: 20620-0065 (literature rack)  
 Color: Chrome/Black  
 Size: 45"H (bag holder),  
 58"H (literature rack)  
 Material: Steel/Aluminum



### Garment Rack

Item #: 20620-0005  
 Color: Chrome  
 Size: 5'H x 6'W  
 Material: Steel



### Rope & Stanchion

Item #: 20900-0001 (stanchion)  
 Item #: 20900-0005 (rope)  
 Color: Chrome stanchion, burgundy rope  
 Size: 39"H stanchion, 8'L rope  
 Material: Steel/fabric (velvet)



### Waste Baskets

Item #: 20620-0040 (7 Gallon)  
 Item #: 20620-0045 (30 Gallon-not shown)  
 Color: Black  
 Material: Plastic



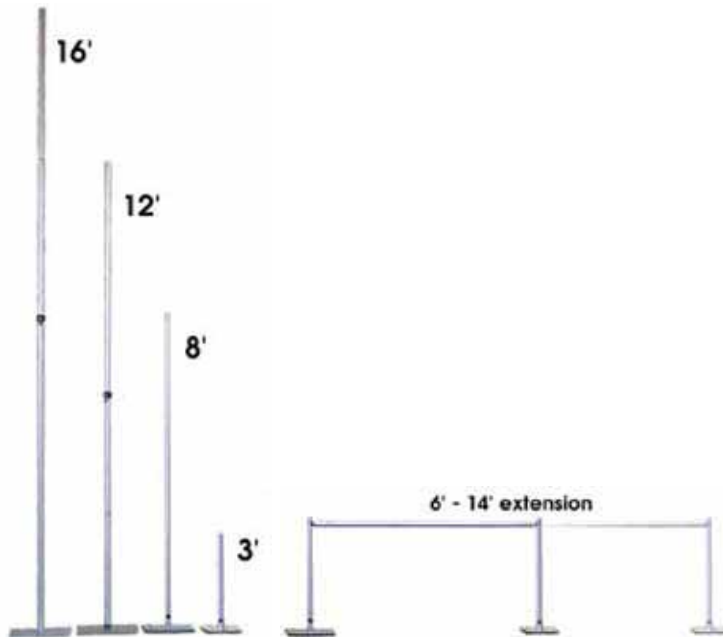
### Swivel Spotlight

Item #: 20620-0030  
 Color: White  
 Size: 100 watt +



## Booth Draping & Hardware

Aluminum & steel hardware with flame-retardant fabric drapery panels. Available in 3', 8', 12' & 16' heights (see color chart below for specific availability).



#### Drape with Hardware (priced per lineal foot)

3' high drape w/hardware	20545-0001
8' high drape w/hardware	20540-0001
12' high drape w/hardware	20550-0001
16' high drape w/hardware	20560-0001
16' high velour drape w/hardware	20570-0001

#### Hardware Only

Aluminum extension (6'-10')	20130-0001
Base plate for 3' upright	20120-0001
3' aluminum upright	20120-0002
Base plate for 8' upright	20110-0001
8' aluminum upright	20110-0002
Base plate for 12' upright/pin	20140-0003
12' aluminum upright	20140-0001
Base plate for 16' upright/pin	20140-0005
16' aluminum upright	20140-0004

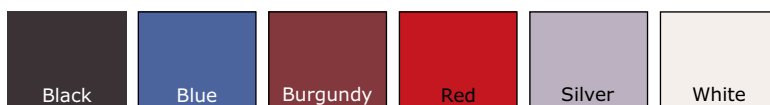
#### Drape Only

3' high drape panels	20535-0001
8' high drape panels	20510-0001
12' high drape panels	20515-0001
16' high drape panels	20520-0BL16
16' high velour drape panels	20520-0BKV16

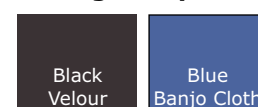
### Banjo Cloth drape colors (3' high & 8' high panels):



### 12' high Banjo Cloth drape colors:



### 16' high drape colors:



V  MC  AE  CKP \_\_\_\_\_ REC'D BY \_\_\_\_\_  
 EXP. DATE \_\_\_\_\_ CKF \_\_\_\_\_ DATE \_\_\_\_\_  
 CC# \_\_\_\_\_ \$ \_\_\_\_\_

**RETURN TO: 3140 Three Mile NW • Grand Rapids, MI 49534 • (616)791-8024 • Fax (616)791-8154 • grandrapids@artcraftdisplay.com**

SHOW NAME <b>2012 Great Lakes Floral Expo</b>		LOCATION <b>DeVos Place</b>		SHOW DATES <b>Mar 2-4, 2012</b>	
COMPANY _____		BOOTH # _____		BOOTH SIZE _____ X _____	
ADDRESS _____ address _____		city _____		state _____ zip _____	
PHONE _____		FAX _____		EMAIL _____	
AUTHORIZED CONTACT SIGNATURE _____		AUTHORIZED CONTACT - PLEASE PRINT _____		DATE _____	

- **Advance Order Deadline: Fourteen (14) 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.**

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

**NON-TAXABLE RENTAL ITEMS**

STANDARD TABLES (30" HIGH)					BOOTH FURNITURE				
QTY.	ITEM	ADVANCE	FLOOR	AMOUNT	QTY.	ITEM	ADVANCE	FLOOR	AMOUNT
	2' x 4' Plain	28.00	32.00			Folding Chair	9.00	10.00	
	2' x 4' Covered & Skirted (skirted 4 sides)	50.00	59.00			Upholstered Arm Chair	33.00	43.00	
	2' x 6' Plain	36.00	42.00			Padded Counter Stool - with back	43.00	52.00	
	2' x 6' Covered & Skirted	62.00	74.00			Wastebasket - 7 gallon	9.00	10.00	
	2' x 8' Plain	45.00	55.00						
	2' x 8' Covered & Skirted	74.00	91.00						
	4th side skirted optional	20.00	25.00						
COUNTER TABLES (42" HIGH)					BOOTH ACCESSORIES				
	2' x 4' Plain	43.00	50.00			Easel	22.00	29.00	
	2' x 4' Covered & Skirted (skirted 4 sides)	65.00	77.00			5' x 6' Garment Rack (w/ 25 hangers)	47.70	62.00	
	2' x 6' Plain	51.00	60.00			4' x 8' Pegboard <input type="checkbox"/> V <input type="checkbox"/> H	150.00	194.00	
	2' x 6' Covered & Skirted	77.00	92.00			4' x 8' Tackboard <input type="checkbox"/> V <input type="checkbox"/> H	150.00	194.00	
	2' x 8' Plain	60.00	73.00			Chrome Stanchion	21.60	28.00	
	2' x 8' Covered & Skirted	89.00	109.00			Velvet Rope 8' long	17.90	24.00	
	4th side skirted optional	20.00	25.00			Chrome Sign Frame - 22" x 28"	50.60	66.00	
						Chrome Bag Holder	39.30	51.00	
SPECIALTY TABLES (30" HIGH)						Literature Rack	78.00	101.00	
	30" Dia. Round Plain	42.00	52.00			Swivel Spotlight	37.30	49.00	
	30" Dia. Round Covered & Skirted	64.00	79.00						
	60" Dia. Round Plain	60.00	74.00						
	60" Dia. Round Covered & Skirted	86.00	106.00						
SPECIALTY TABLES (42" HIGH)					BOOTH DRAPING & HARDWARE				
	6' Crescent Serpentine Plain	60.00	74.00			3' high drape per ft. (incl. hardware)	3.20	5.00	
	6' Crescent Serpentine Cov'd & Skirted	86.00	106.00			8' high drape per ft. (incl. hardware)	5.20	7.00	
	4th side skirted optional	20.00	25.00			Aluminum Extension (6'-10')	9.00	12.00	
						Base Plate for 3' Upright	5.00	7.00	
	30" Dia. Round Plain	57.00	72.00			3' Aluminum Upright	5.00	7.00	
	30" Dia. Round Covered & Skirted	79.00	99.00			Base Plate for 8' Upright	6.00	8.00	
	60" Dia. Round Plain	76.00	92.00			8' Aluminum Upright	6.00	8.00	
	60" Dia. Round Covered & Skirted	101.00	124.00			Base Plate for 12' Upright / Pin	18.00	24.00	
	6' Crescent Serpentine Plain	76.00	92.00			12' Aluminum Upright	18.00	24.00	
	6' Crescent Serpentine Cov'd & Skirted	101.00	124.00			Base Plate for 16' Upright / Pin	22.00	29.00	
	4th side skirted optional	20.00	25.00			16' Aluminum Upright	22.00	29.00	
TABLE ACCESSORIES					MISCELLANEOUS ITEMS				
	Raise Any Plain Table to 42" high	21.00	27.00			White Vinyl Table Cover	1.00 per lineal foot		
	Raise Any Cov'd & Skirted Table to 42" high	29.00	35.00			Colored Duct Tape	9.00 per roll		
	Cover & Skirt for 30" table	33.00	41.00			Double Face Carpet Tape	11.00 per roll		
	Cover & Skirt for 42" table	33.00	41.00			Visqueen - Plastic Covering - 10' wide	2.10 per lineal foot		
	4' x 1' x 1' Covered Table Top Riser	24.00	30.00			Sign Hangers	.50 each		
	6' x 1' x 1' Covered Table Top Riser	31.00	38.00			Pegboard Hooks - Straight	1.40 each		
	8' x 1' x 1' Covered Table Top Riser	36.00	45.00			Pegboard Hooks - Loop	1.40 each		
PLEASE CHECK SKIRT COLOR CHOICE Table includes white vinyl top cover and three sides skirted					<b>TOTAL NON-TAXABLE ITEMS \$</b>				
<input type="checkbox"/> SHOW COLOR <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GOLD <input type="checkbox"/> HUNTER GREEN <input type="checkbox"/> RED <input type="checkbox"/> SILVER <input type="checkbox"/> TEAL <input type="checkbox"/> WHITE					<b>GR 2012</b>				

**A**rt Craft Display, Inc. provides Material Handling services and equipment for numerous events throughout the Midwest. Our staff is dedicated to providing you with timely and reasonable handling of all your freight needs.

## Inbound Freight Services

- Receipt of prepaid shipments up to 30 days in advance of set-up.
- Please contact our staff if you need to verify your freight arrival.
- Our general warehouse hours are 8:00 am to 4:30 pm Monday through Friday, Eastern Standard Time.
- We normally accept all types of freight in advance with few limitations. Please refer to your specific event information for guidelines.
- All shipments must be properly labeled with event name, dates, location, exhibiting firm name and booth number.
- All shipments must include a bill of lading or delivery slip showing the number of pieces, material description and weight.
- Payment in full of all charges must be made prior to delivery of shipments to your booth.

## On-Site Freight Services

- For select events, shipments will be accepted only during designated exhibitor move-in times.
- Please refer to your specific event information for guidelines and availability.
- All shipments must include a bill of lading or delivery slip showing the number of pieces, material description and weight.
- Payment in full of all charges must be made prior to delivery of shipments to your booth.

## Outbound Freight Services

- Please have your on-site representative complete and verify outbound shipping information at our service desk.
- Outbound freight will be shipped within two business days after close of the show.
- All shipments must have a completed Freight Handling form.
- After all materials are packed, labeled and ready to ship, you must return the Outbound Shipping Authorization to our service desk.
- You may call your designated carrier for pick-up on-site. However if your designated carrier fails to remove your freight by the final move-out time, your shipment will be rerouted by us at your expense.

## Insurance and Security

- We strongly recommend that you insure all materials from the time they leave your firm until they are returned to you after the show. "All-Risk" coverage is suggested.
- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show - the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We highly recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials. We will not be responsible for or liable for any loss, damage or disappearance of exhibitors' materials during the above unattended times.
- All materials handled by Art Craft Display, Inc. are subject to the Terms, Conditions and Policies included in your Service Manual.



<h1 style="margin:0;">Art Craft</h1> <p style="margin:0; font-size: small;">DISPLAY, INC. A DIVISION OF ART CRAFT SERVICE GROUP</p>	<h2 style="margin:0;">FREIGHT HANDLING</h2>	ART CRAFT USE ONLY		DP		
		V <input type="checkbox"/>	MC <input type="checkbox"/>		AE <input type="checkbox"/>	CKP _____ REC'D BY _____
		EXP. DATE _____			CKF _____	DATE _____
CC# _____		\$ _____				
RETURN TO: 3140 Three Mile NW • Grand Rapids, MI 49534 • (616)791-8024 • Fax (616)791-8154 • grandrapids@artcraftdisplay.com						
SHOW NAME <b>2012 Great Lakes Floral Expo</b>		LOCATION <b>DeVos Place</b>		SHOW DATES <b>Mar 2-4, 2012</b>		
COMPANY _____	ADDRESS _____	BOOTH # _____	BOOTH SIZE _____	X _____		
PHONE _____	FAX _____	EMAIL _____				
AUTHORIZED CONTACT SIGNATURE _____		AUTHORIZED CONTACT - PLEASE PRINT _____		DATE _____		

- THIS FORM MUST PRECEDE YOUR SHIPMENT.**
- MINIMUM CHARGE FOR THIS SERVICE IS \$72.00 (excludes envelopes).**
- All orders must be accompanied by "Contact & Payment Information" form.**
- All orders are subject to the enclosed Terms, Conditions and Policies.**
- ALL ORDERS MUST BE PAID IN FULL PRIOR TO DELIVERY OF FREIGHT TO YOUR BOOTH.**

*Credit Card Information  
Required with All Orders.*

WHERE TO SHIP

<ul style="list-style-type: none"> <li><b>All shipments must be sent labeled as follows:</b>            TO: (EXHIBITING FIRM NAME) BOOTH#: _____             FOR: (EVENT NAME &amp; DATE)            C/O ART CRAFT DISPLAY, INC.            303 MONROE AVE NW            GRAND RAPIDS, MI 49503</li> </ul>	<ul style="list-style-type: none"> <li>All pieces should be labeled separately. Please use the enclosed shipping labels to expedite your shipment. You may make additional copies as needed.</li> <li><b>ABSOLUTELY NO PERISHABLE OR HAZARDOUS MATERIALS</b></li> </ul>
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RATE SCHEDULE and TABLE			
ONE-WAY RATES	Under 5,000 pounds	5001 - 15,000 pounds	Over 15,000 pounds
	\$ .36 per lb.	\$ .32 per lb.	\$ .27 per lb.
ENVELOPE RATES	\$20.00 per envelope		

*Exhibitor: Please complete this section.*

<p><b>A INBOUND FREIGHT</b> (This completed form must precede your shipment)</p> <ol style="list-style-type: none"> <li>1. Receipt of shipments and up to 30 days storage in advance of set-up</li> <li>2. Delivery of materials to booth</li> <li>3. Removal of crates and storage of same during show</li> <li>4. <b>A 200 LB. MINIMUM CHARGE WILL APPLY (\$72.00 ONE WAY, excluding envelopes)</b></li> </ol>	ESTIMATED WEIGHT	ESTIMATED AMOUNT	
		\$	
Special Handling Fees will apply to any single piece of freight that exceeds 4,000 lbs or 84" w x 84" d x 84" h Please call for rates.			
<p><b>B OUTBOUND FREIGHT</b></p> <ol style="list-style-type: none"> <li>1. Return of crates, at close of the show, to your booth</li> <li>2. Removal of shipments from booth and reloading same on outgoing carrier</li> <li>3. <b>A 200 LB. MINIMUM CHARGE WILL APPLY (\$72.00 ONE WAY, excluding envelopes)</b></li> </ol>	ESTIMATED WEIGHT	ESTIMATED AMOUNT	
		\$	
TOTAL EST. INBOUND FREIGHT HANDLING CHARGES <b>A</b>	\$	TOTAL EST. OUTBOUND FREIGHT HANDLING CHARGES <b>B</b>	\$
TOTAL ESTIMATED FREIGHT HANDLING CHARGES		\$	

DO NOT FILL IN BELOW - Art Craft Use Only			
Inbound weight: _____ lbs. x \$ _____ per lb.	\$	Envelope Rate: _____ @ \$20.00 each	\$
Outbound weight: _____ lbs. x \$ _____ per lb.	\$	<b>TOTAL NON-TAXABLE FREIGHT HANDLING</b>	\$
Additional Charges: _____	\$	<b>ADVANCE PAYMENT RECEIVED</b>	\$
Additional Charges: _____	\$	<b>BALANCE DUE</b>	\$

**Art Craft**  
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**EXHIBIT  
FREIGHT**

**RUSH** **DP**

TO: \_\_\_\_\_  
(EXHIBITING FIRM NAME) (BOOTH #)

**C/O ART CRAFT DISPLAY, INC.  
303 MONROE AVE NW  
GRAND RAPIDS, MI 49503  
1(800)292-2033  
grandrapids@artcraftdisplay.com**

**2012 Great Lakes Floral Expo  
DeVos Place Mar 2-4, 2012**

PIECE # \_\_\_\_\_ OF \_\_\_\_\_ TOTAL PIECES

CARRIER: \_\_\_\_\_

**PLEASE LABEL EACH PIECE**

GR 2012

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**EXHIBIT  
FREIGHT**

**RUSH** **DP**

TO: \_\_\_\_\_  
(EXHIBITING FIRM NAME) (BOOTH #)

**C/O ART CRAFT DISPLAY, INC.  
303 MONROE AVE NW  
GRAND RAPIDS, MI 49503  
1(800)292-2033  
grandrapids@artcraftdisplay.com**

**2012 Great Lakes Floral Expo  
DeVos Place Mar 2-4, 2012**

PIECE # \_\_\_\_\_ OF \_\_\_\_\_ TOTAL PIECES

CARRIER: \_\_\_\_\_

**PLEASE LABEL EACH PIECE**

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**EXHIBIT  
FREIGHT**

**RUSH** **DP**

TO: \_\_\_\_\_  
(EXHIBITING FIRM NAME) (BOOTH #)

**C/O ART CRAFT DISPLAY, INC.  
303 MONROE AVE NW  
GRAND RAPIDS, MI 49503  
1(800)292-2033  
grandrapids@artcraftdisplay.com**

**2012 Great Lakes Floral Expo  
DeVos Place Mar 2-4, 2012**

PIECE # \_\_\_\_\_ OF \_\_\_\_\_ TOTAL PIECES

CARRIER: \_\_\_\_\_

**PLEASE LABEL EACH PIECE**

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A DIVISION OF ART CRAFT SERVICE GROUP

**EXHIBIT  
FREIGHT**

**RUSH** **DP**

TO: \_\_\_\_\_  
(EXHIBITING FIRM NAME) (BOOTH #)

**C/O ART CRAFT DISPLAY, INC.  
303 MONROE AVE NW  
GRAND RAPIDS, MI 49503  
1(800)292-2033  
grandrapids@artcraftdisplay.com**

**2012 Great Lakes Floral Expo  
DeVos Place Mar 2-4, 2012**

PIECE # \_\_\_\_\_ OF \_\_\_\_\_ TOTAL PIECES

CARRIER: \_\_\_\_\_

**PLEASE LABEL EACH PIECE**

GR 2012

<h1 style="margin:0;">Art Craft</h1> <p style="margin:0; font-size: small;">DISPLAY, INC. A DIVISION OF ART CRAFT SERVICE GROUP</p>	<h2 style="margin:0;">LABOR &amp; BANNER HANGING SERVICES</h2>	
	<p style="margin:0; font-weight: bold;">ART CRAFT USE ONLY</p> <p style="margin:0;">V <input type="checkbox"/> MC <input type="checkbox"/> AE <input type="checkbox"/> CKP _____ REC'D BY _____</p> <p style="margin:0;">EXP. DATE _____ CKF _____ DATE _____</p> <p style="margin:0;">CC# _____ \$ _____</p>	
<p style="margin:0; font-weight: bold;">RETURN TO: 3140 Three Mile NW • Grand Rapids, MI 49534 • (616)791-8024 • Fax (616)791-8154 • grandrapids@artcraftdisplay.com</p>		
SHOW NAME	LOCATION	SHOW DATES
<b>2012 Great Lakes Floral Expo</b>	<b>DeVos Place</b>	<b>Mar 2-4, 2012</b>
COMPANY	BOOTH #	BOOTH SIZE _____ X _____
ADDRESS _____ address _____ city _____ state _____ zip _____		
PHONE _____ FAX _____ EMAIL _____		
AUTHORIZED CONTACT SIGNATURE _____	AUTHORIZED CONTACT - PLEASE PRINT _____	DATE _____

- Advance Order Deadline: Fourteen (14) 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.**

<b>LABOR SERVICE</b>								
<b>PLAN A</b>	<b>SUPERVISION BY ART CRAFT DISPLAY, INC.</b>	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 \$35.00 on installation and \$35.00 on dismantling.						
<b>PLAN B</b>	<b>SUPERVISION BY EXHIBITOR</b>	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.						
<p style="font-size: x-small;">EXHIBITOR REQUIREMENTS: You must do the following to expedite your labor request.</p> <ol style="list-style-type: none"> <li>1. Check in at our Service Desk to pick-up laborers ordered.</li> <li>2. Upon completion of work, check laborers out at Service Desk.</li> <li>3. Your supervising representative must be present during the entire labor call.</li> </ol>								
<p><b>RATES</b></p> <table border="1" style="width:100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 50%;"><b>STANDARD LABOR</b> (One Hour Minimum)</td> <td><b>ADVANCE:</b> 52.00 Per Man/Per Hr.</td> <td><b>FLOOR:</b> 65.00 Per Man/Per Hr.</td> </tr> <tr> <td><b>SIGN &amp; BANNER HANGING LABOR</b> (Under 20' Height from the Floor - One Hour Minimum)</td> <td><b>ADVANCE:</b> 223.00 Per Hr.</td> <td><b>FLOOR:</b> 279.00 Per Hr.</td> </tr> </table>			<b>STANDARD LABOR</b> (One Hour Minimum)	<b>ADVANCE:</b> 52.00 Per Man/Per Hr.	<b>FLOOR:</b> 65.00 Per Man/Per Hr.	<b>SIGN &amp; BANNER HANGING LABOR</b> (Under 20' Height from the Floor - One Hour Minimum)	<b>ADVANCE:</b> 223.00 Per Hr.	<b>FLOOR:</b> 279.00 Per Hr.
<b>STANDARD LABOR</b> (One Hour Minimum)	<b>ADVANCE:</b> 52.00 Per Man/Per Hr.	<b>FLOOR:</b> 65.00 Per Man/Per Hr.						
<b>SIGN &amp; BANNER HANGING LABOR</b> (Under 20' Height from the Floor - One Hour Minimum)	<b>ADVANCE:</b> 223.00 Per Hr.	<b>FLOOR:</b> 279.00 Per Hr.						

**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.**

**EXHIBITOR: PLEASE COMPLETE SECTION BELOW**

<b>INSTALLATION LABOR REQUEST</b> Please check A or B and complete information below							
<input type="checkbox"/> <b>PLAN A ART CRAFT SUPERVISION</b> <i>You must submit all appropriate information to us, in advance, in order for us to install your exhibit to your satisfaction.</i>				<input type="checkbox"/> <b>PLAN B EXHIBITOR SUPERVISION</b>			
				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. = \$ _____	= \$ _____	
<ul style="list-style-type: none"> <li><b>PLEASE VERIFY THAT YOUR EXHIBIT / FREIGHT HAS BEEN DELIVERED TO YOUR SPACE PRIOR TO CHECKING OUT LABORERS.</b></li> </ul>							
<input type="checkbox"/> <b>SIGN &amp; BANNER INSTALLATION</b> at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____				for _____ x \$ _____		per hr. = \$ _____	
<b>TOTAL ESTIMATED INSTALLATION LABOR</b>						<b>\$ _____</b>	
<b>DISMANTLE LABOR REQUEST</b> Please check A or B and complete information below							
<input type="checkbox"/> <b>PLAN A ART CRAFT SUPERVISION</b> <i>You must submit all appropriate information to us, in advance, in order for us to dismantle your exhibit to your satisfaction.</i>				<input type="checkbox"/> <b>PLAN B EXHIBITOR SUPERVISION</b>			
				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. = \$ _____	= \$ _____	
<ul style="list-style-type: none"> <li><b>BE SURE TO ALLOW SUFFICIENT TIME FOR EMPTY CONTAINER RETURN WHEN SCHEDULING DISMANTLE LABOR.</b></li> </ul>							
<input type="checkbox"/> <b>SIGN &amp; BANNER REMOVAL</b> at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____				for _____ x \$ _____		per hr. = \$ _____	
<b>TOTAL ESTIMATED DISMANTLE LABOR</b>						<b>\$ _____</b>	
<b>TOTAL ESTIMATED LABOR</b>						<b>\$ _____</b>	

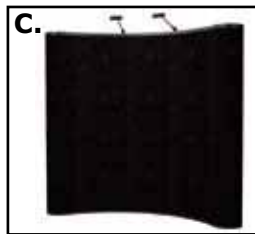
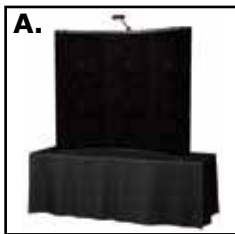
<b>DO NOT FILL IN BELOW - Art Craft Use Only</b>				
Installation: _____ men for _____ hours @ \$ _____ / hour = _____ _____ men for _____ hours @ \$ _____ / hour = _____ Sign Labor for _____ hours @ \$ _____ / hour = _____	Dismantle: _____ men for _____ hours @ \$ _____ / hour = _____ _____ men for _____ hours @ \$ _____ / hour = _____ Sign Labor for _____ hours @ \$ _____ / hour = _____			
<b>TOTAL NON-TAXABLE LABOR</b>		<b>\$ _____</b>	<b>ADVANCE PAYMENT RECEIVED</b>	<b>\$ _____</b>
<b>IF AC SUPERVISION, ADD 25% or \$35.00 MINIMUM</b>		<b>\$ _____</b>	<b>BALANCE DUE</b>	<b>\$ _____</b>
ALL ORDERS MUST BE PAID IN FULL UPON COMPLETION OF SERVICE.				
			GR 2012	

Art Craft Display offers a wide variety of display solutions for your exhibit space. All display items are subject to availability and should be ordered by the advance order deadline. Customers may use their own Velcro®-attachable graphics, or may contact our Sign & Graphics department for pricing and options on custom trade show graphics and banners for use with these display items.

**Curved Pop-Up Displays**

- A.** Item #: 20650-0005 (6'w x 60"h Tabletop Display)
- B.** Item #: 20650-0010 (8'w x 60"h Tabletop Display)
- C.** Item #: 20650-0015 (8'w x 89"h Floor Display)  
*includes case counter*
- D.** Item #: 20650-0020 (10'w x 89"h Floor Display)  
*includes case counter*

Collapsible curved wall exhibit display unit with black, Velcro®-receptive fabric covering and Halogen light(s).



**Pop-Up Display Accessories**

**Extra Halogen Light**

Item #: 20650-0025  
200 watt halogen lamp with bulb and power cord.



**External Shelf**

Item #: 20650-0030  
27.5" w sloped external shelf.  
Maximum weight load: 10 lbs.



**Header Frames**

- Item #: 20650-0035 (53" w x 14" h front-lit header frame **for 6' w display**)
- Item #: 20650-0040 (78" w x 14" h front-lit header frame **for 8' w display**)
- Item #: 20650-0045 (100" w x 14" h front-lit header frame **for 10' w display**)
- Item #: 20650-0050 (53" w x 14" h back-lit header frame **for 6' w display**)
- Item #: 20650-0055 (78" w x 14" h back-lit header frame **for 8' w display**)
- Item #: 20650-0060 (100" w x 14" h back-lit header frame **for 10' w display**)

Black aluminum frame only. Header panel graphics must be ordered separately. Back-lit header panel frame includes light(s). Header panel graphics attach to frame using A/B pole magnetic tape.



**Actual rental items may differ from photos shown.  
Art Craft Display, Inc. reserves the right to substitute a comparable product.**

**Folding Panel Tabletop Displays**

- A.** Item #: 20650-0075 (48" w x 24" h ShowStyle Folding Display)
- B.** Item #: 20650-0080 (74" w x 36" h ShowMax Folding Display)

Folding panel tabletop exhibit display units with black, Velcro®-receptive fabric covering and Halogen light(s). Shown with optional header panel.



**Banner Stands**

**Telescoping Banner Stands**

- Item #: 20670-0005 **Sm. Telescoping Banner Stand** (28"-48" w x 37"-95" h)
- Item #: 20670-0010 **Lg. Telescoping Banner Stand** (52"-95" w x 36"-95" h)

Silver aluminum stand can be used to display single or double-sided banner graphics. Vertical and horizontal poles adjust to varying widths/heights to accommodate custom banner sizes. Banners attach to frame using pole pockets along the top and bottom edges. If providing your own banner, make certain that pole pockets will allow a pole diameter of 1.5".



*Available in silver only. Color shown for illustrative purposes only.*

**Tripod Banner Stands**

- A.** Item #: 20670-0020 **Reg. Tripod Banner Stand** (accommodates 24" w x 70" h banner)
- B.** Item #: 20670-0025 **Lg. Tripod Banner Stand** (accommodates 40" w x 78" h banner)

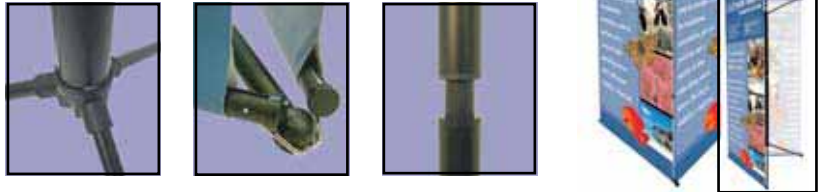
For single-sided banner graphics. Banners attach to stand using #2 grommets in all four corners. If providing your own banner, make certain that grommet centers are 1" from horizontal & vertical edges.



**3-sided Freestanding Banner Stand**

Item #: 20670-0030 (accommodates three 34" w x 84.75" h banners)

Black aluminum banner stand with spring loaded vertical tension bars for displaying three banners in a triangle configuration. Banners attach to frame using pole pockets along the top and bottom edges. If providing your own banners, make certain that pole pockets will allow a pole diameter of 1.5".



**Hanging Banner Frames**

- Item #: 20670-0035 **6' wide, 3-sided Hanging Banner Frame w/ harness**
- Item #: 20670-0040 **8' wide, 3-sided Hanging Banner Frame w/ harness**
- Item #: 20670-0045 **10' wide, 3-sided Hanging Banner Frame w/ harness**
- Item #: 20670-0050 **6' wide, 4-sided Hanging Banner Frame w/ harness**
- Item #: 20670-0055 **8' wide, 4-sided Hanging Banner Frame w/ harness**
- Item #: 20670-0060 **10' wide, 4-sided Hanging Banner Frame w/ harness**

White aluminum and fiberglass frame construction. All hanging banner frames accommodate banners of varying heights. Banners attach to frames using pole pockets along the top and bottom edges. If providing your own banners, make certain that pole pockets will allow a pole diameter of 1.5". Harness included.

Rigging labor must be ordered in advance.



**Banner Stand Accessories**

**Clamp-on Light Fixture**

Item #: 20670-0080

50 watt halogen display light fixture with C-clamp. Not for use with Tripod banner stands.



*Available in silver only. Color shown for illustrative purposes only.*

**For information on purchasing display products and graphics, please contact Art Craft Display at**

**800-878-0710**

**Actual rental items may differ from photos shown. Art Craft Display, Inc. reserves the right to substitute a comparable product.**

<b>Art Craft</b> DISPLAY, INC. <small>A DIVISION OF ART CRAFT SERVICE GROUP</small>	<b>DISPLAY RENTAL</b>	<b>ART CRAFT USE ONLY</b>
		V <input type="checkbox"/> MC <input type="checkbox"/> AE <input type="checkbox"/> CKP _____ REC'D BY _____ EXP. DATE _____ CKF _____ DATE _____ CC# _____ \$ _____
<b>RETURN TO: 3140 Three Mile NW • Grand Rapids, MI 49534 • (616)791-8024 • Fax (616)791-8154 • grandrapids@artcraftdisplay.com</b>		
SHOW NAME <b>2012 Great Lakes Floral Expo</b>	LOCATION <b>DeVos Place</b>	SHOW DATES <b>Mar 2-4, 2012</b>
COMPANY _____	BOOTH # _____	BOOTH SIZE _____ X _____
ADDRESS _____ address _____ city _____ state _____ zip _____		
PHONE _____ FAX _____ EMAIL _____		
AUTHORIZED CONTACT SIGNATURE _____	AUTHORIZED CONTACT - PLEASE PRINT _____	DATE _____

- **Order Deadline: Fourteen (14) days prior to first move-in day.**
- **All display items subject to availability and 50% re-stocking fee if order is cancelled within 14 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.**

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

### NON-TAXABLE DISPLAY RENTAL ITEMS

*Prices shown are for display hardware only. Graphic panels must be ordered separately. Please contact our Sign & Graphics department.*

POP-UP DISPLAYS				
<i>All pop-up displays and accessories include material handling fees, show-site installation / dismantle, light(s) and black, Velcro-receptive fabric covering</i>				
QTY.	ITEM NUMBER	DESCRIPTION	ADVANCE	AMOUNT
	20650-0005	<b>A.</b> 6' wide Curved Tabletop Pop-Up Display (60" tall)	259.00	
	20650-0010	<b>B.</b> 8' wide Curved Tabletop Pop-Up Display (60" tall)	289.00	
	20650-0015	<b>C.</b> 8' wide Curved Floor Pop-Up Display (89" tall) - <i>includes case counter</i>	459.00	
	20650-0020	<b>D.</b> 10' wide Curved Floor Pop-Up Display (89" tall) - <i>includes case counter</i>	489.00	
<b>OPTIONAL POP-UP DISPLAY ACCESSORIES / UPGRADES - For above display units only</b>				
	20650-0025	Extra 200 Watt Halogen Light Fixture w/ Bulb	21.50	
	20650-0030	External Shelf	16.00	
	20650-0035	Front-Lit Header Frame for 6' wide Display ( <i>FRAME ONLY</i> ) <i>Graphic panel must be ordered separately</i>	29.00	
	20650-0040	Front-Lit Header Frame for 8' wide Display ( <i>FRAME ONLY</i> ) <i>Graphic panel must be ordered separately</i>	31.00	
	20650-0045	Front-Lit Header Frame for 10' wide Display ( <i>FRAME ONLY</i> ) <i>Graphic panel must be ordered separately</i>	32.00	
	20650-0050	Back-Lit Header Frame for 6' wide Display ( <i>FRAME &amp; LIGHTS</i> ) <i>Graphic panel must be ordered separately</i>	42.00	
	20650-0055	Back-Lit Header Frame for 8' wide Display ( <i>FRAME &amp; LIGHTS</i> ) <i>Graphic panel must be ordered separately</i>	57.00	
	20650-0060	Back-Lit Header Frame for 10' wide Display ( <i>FRAME &amp; LIGHTS</i> ) <i>Graphic panel must be ordered separately</i>	58.50	
	20650-0065	3/8" wide, Adhesive-backed HOOK Velcro Tape ( <i>priced per lineal foot</i> )	.80 / ft	
	20650-0070	3/8" wide, Adhesive-backed HOOK & LOOP Velcro Tape ( <i>priced per lineal foot</i> )	1.50 / ft	

FOLDING PANEL TABLETOP DISPLAYS				
<i>All folding tabletop displays include material handling fees, show-site installation / dismantle, light(s) and black, Velcro-receptive fabric covering</i>				
QTY.	ITEM NUMBER	DESCRIPTION	ADVANCE	AMOUNT
	20650-0075	<b>A.</b> 48"w x 24"h ShowStyle Folding Display	99.00	
	20650-0080	<b>B.</b> 74"w x 36"h ShowMax Folding Display	199.00	

**TOTAL NON-TAXABLE DISPLAY ITEMS \$**

**To order graphics for all the above display units, contact our Sign & Graphics department at 800.878.0710 or signshop@artcraftdisplay.com**

<h1 style="margin:0;">Art Craft</h1> <h2 style="margin:0;">BANNER STAND RENTAL</h2> <p style="font-size: small; margin:0;">DISPLAY, INC. A DIVISION OF ART CRAFT SERVICE GROUP</p>	<b>ART CRAFT USE ONLY</b> V <input type="checkbox"/> MC <input type="checkbox"/> AE <input type="checkbox"/> CKP _____ REC'D BY _____ EXP. DATE _____ CKF _____ DATE _____ CC# _____ \$ _____	
<b>RETURN TO: 3140 Three Mile NW • Grand Rapids, MI 49534 • (616)791-8024 • Fax (616)791-8154 • grandrapids@artcraftdisplay.com</b>		
SHOW NAME <b>2012 Great Lakes Floral Expo</b>	LOCATION <b>DeVos Place</b>	SHOW DATES <b>Mar 2-4, 2012</b>
COMPANY _____	BOOTH # _____	BOOTH SIZE _____ X _____
ADDRESS _____ address _____ city _____ state _____ zip _____		
PHONE _____ FAX _____	EMAIL _____	
AUTHORIZED CONTACT SIGNATURE _____	AUTHORIZED CONTACT - PLEASE PRINT _____	DATE _____

- Order Deadline: Fourteen (14) days prior to first move-in day.**
- All banner stand items subject to availability and 50% re-stocking fee if order is cancelled within 14 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.**

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

### NON-TAXABLE BANNER STAND RENTAL ITEMS

Prices shown are for banner stand hardware only. Banner graphics must be ordered separately. Please contact our Sign & Graphics department.

FREESTANDING BANNER STANDS				
Freestanding Banner Stands must be checked-out at the on-site service desk				
QTY.	ITEM NUMBER	DESCRIPTION	ADVANCE	AMOUNT
	20670-0005	Small Telescoping Freestanding Banner Stand (28"-48"w x 37"-95"h) Attachment method: Pole pocket	49.50	
	20670-0010	Large Telescoping Freestanding Banner Stand (52"-95"w x 36"-95"h) Attachment method: Pole pocket	57.50	
	20670-0020	Tripod Banner Stand - Reg. (24"w x 70"h banner) Attachment method: Grommet	22.50	
	20670-0025	Tripod Banner Stand - Lg. (40"w x 78"h banner) Attachment method: Grommet	27.50	
	20670-0030	3-sided Freestanding Banner Stand (3 - 34"w x 84.75"h banners) Attachment method: Pole pocket	32.00	

HANGING BANNER FRAMES				
Harness included. Rigging labor must be ordered in advance.				
QTY.	ITEM NUMBER	DESCRIPTION	ADVANCE	AMOUNT
	20670-0035	6' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	71.00	
	20670-0040	8' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	79.00	
	20670-0045	10' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	87.50	
	20670-0050	6' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	82.00	
	20670-0055	8' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	95.00	
	20670-0060	10' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	101.00	

BANNER STAND ACCESSORIES				
QTY.	ITEM NUMBER	DESCRIPTION	ADVANCE	AMOUNT
	20670-0080	Clamp-on 50 Watt Halogen Light - not for use with Tripod banner stand	20.00	

**TOTAL NON-TAXABLE BANNER STAND ITEMS \$**

**To order banner graphics for all the above banner stands, contact our Sign & Graphics department at 800.878.0710 or signshop@artcraftdisplay.com**

*Banner Stands and accessories are also available for purchase. Contact Art Craft Display for more information.* GR 2012

# Event Signage Professionals

Art Craft Display's in-house sign department can assist you in producing high-quality signs, banners and graphics for your exhibit space using the latest in large format digital printing technology.



## Show Cards



Show cards are digitally printed on white vinyl and mounted to your choice of sign material. Contact us for additional material options.

### Show card material options:



**A** (Cardstock)



**B** (Corrugated Plastic)



**C** (Foam Board)



**D** (6mm PVC)

**A** 1/16" thick white cardstock (not recommended for signs larger than 22" x 28")

**B** 3/16" thick white rigid, waterproof corrugated plastic board

**C** 3/16" thick white rigid, moisture-resistant, smooth, poly-coated paper-faced foam board

**D** 1/4" thick white rigid, waterproof, smooth, solid PVC board (similar to Sintra)

## Banners

Banners are digitally printed on white 13 oz vinyl scrim banner material and finished in your choice of banner styles as shown below. Contact us for additional finishing options.



### Banner styles:



**A**



**B**



**C**

**A** One-color, text-only banner with grommets (white background)

**B** Full-color banner with grommets

**C** Full-color, reinforced banner with grommets, D-rings and hemmed edges

(allow a minimum of 10 business days for production)

For a complete list of products and services offered, including sign and banner hanging and display solutions, sign lamination and graphic design services, please contact our Sign Department at 800-878-0710 or [signshop@artcraftdisplay.com](mailto:signshop@artcraftdisplay.com)

<h1 style="margin:0;">Art Craft</h1> <p style="margin:0; font-size: small;">DISPLAY, INC. A DIVISION OF ART CRAFT SERVICE GROUP</p>	<h2 style="margin:0;">SIGNS &amp; BANNERS</h2>	<p style="margin:0; font-weight: bold;">ART CRAFT USE ONLY</p> <p style="margin:0;">V <input type="checkbox"/> MC <input type="checkbox"/> AE <input type="checkbox"/> CKP _____ REC'D BY _____</p> <p style="margin:0;">EXP. DATE _____ CKF _____ DATE _____</p> <p style="margin:0;">CC# _____ \$ _____</p>
<b>RETURN TO: 3140 Three Mile NW • Grand Rapids, MI 49534 • (616)791-8024 • Fax (616)791-8154 • grandrapids@artcraftdisplay.com</b>		
SHOW NAME	LOCATION	SHOW DATES
<b>2012 Great Lakes Floral Expo</b>	<b>DeVos Place</b>	<b>Mar 2-4, 2012</b>
COMPANY	BOOTH #	BOOTH SIZE _____ X _____
ADDRESS _____ address _____ city _____ state _____ zip _____		
PHONE _____ FAX _____ EMAIL _____		
AUTHORIZED CONTACT SIGNATURE _____	AUTHORIZED CONTACT - PLEASE PRINT _____	DATE _____

- Sign order deadline: Seven (7) working 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.**
- Signs will be available for pick up at our show site service desk.**

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

SHOW CARDS						
STD. SIZES	MATERIALS & PRICING					<ul style="list-style-type: none"> <li>Prices shown are per sign.</li> <li>Custom sizes &amp; add'l materials avail. - quoted upon request.</li> <li>All show cards are digitally printed on white vinyl, mounted to your choice of material.</li> <li>Cardstock not recommended for signs larger than 22" x 28".</li> <li>Protective UV Overlaminate available in Gloss (☒), Matte (☑) or Textured (☐) finishes. Please specify.</li> </ul>
	Cardstock (1/16")	Corrugated Plastic (3/16")	3/16" Foam Board OR 3mm PVC	6mm Smooth PVC Board (1/4")	Optional Protective UV Overlaminate	
7" x 44"	\$20.75	\$24.50	\$27.00	\$30.75	ADD \$7.00 per sign	
11" x 14"	\$8.25	\$9.75	\$10.75	\$12.25	ADD \$2.75 per sign	
14" x 22"	\$20.75	\$24.50	\$27.00	\$30.75	ADD \$7.00 per sign	
22" x 28"	\$37.25	\$44.00	\$48.50	\$55.25	ADD \$12.50 per sign	
28" x 44"	\$70.25	\$83.00	\$91.50	\$104.25	ADD \$23.50 per sign	

BANNERS						
QTY.	SIZE	MATERIAL	COLOR(S)	PRICE (each)	PROTECTIVE OVERLAMINATE	AMOUNT
	_____ "h x _____ "w				<input type="checkbox"/> Y, ADD \$ _____ /sign ☒☑☐	
	_____ "h x _____ "w				<input type="checkbox"/> Y, ADD \$ _____ /sign ☒☑☐	
	_____ "h x _____ "w				<input type="checkbox"/> Y, ADD \$ _____ /sign ☒☑☐	
	_____ "h x _____ "w				<input type="checkbox"/> Y, ADD \$ _____ /sign ☒☑☐	

STYLES / DESCRIPTIONS			RATES	<ul style="list-style-type: none"> <li>All banners are digitally printed on 13 oz white vinyl scrim banner material.</li> <li>Allow a minimum of 10 business days for production of reinforced (STYLE ☐) banners.</li> </ul>
STYLE ☐ - One-color, simple text-only banner with grommets (up to 10 words)			\$4.75 per square foot	
STYLE ☑ - Full-color banner with grommets			\$5.50 per square foot	
STYLE ☒ - Full-color, reinforced banner with grommets & hemmed edges			\$7.50 per square foot	

QTY.	SIZE	COLOR(S)	STYLE	RATE (Per sq. ft)	PRICE (each)	AMOUNT
	_____ ' high x _____ ' long = _____ square feet		☐ ☑ ☒	\$ _____ per sq. ft.		
	_____ ' high x _____ ' long = _____ square feet		☐ ☑ ☒	\$ _____ per sq. ft.		
	_____ ' high x _____ ' long = _____ square feet		☐ ☑ ☒	\$ _____ per sq. ft.		

- ### IMPORTANT NOTES
- Please print or type sign copy & attach to this form. If more than 20 words of copy are required, please submit on disk or send via email to: signshop@artcraftdisplay.com. Acceptable PC file formats include Microsoft Word documents or simple text (.txt) files.
  - Prices include basic entering of text using your typeface choices & assignment of your specified color(s). You may choose to grant us artistic license in choosing typefaces, colors or in otherwise laying out your signs. If you have specific artwork requirements that extend beyond what is included in these standard layout services, art charges may apply. Call or visit us at www.artcraftdisplay.com for details.
  - You may submit your own electronic artwork (IBM compatible PC files only, please) to be reproduced without incurring any extra charges, as long as the artwork is submitted to the following specifications:
    - Vector art files such as Adobe Illustrator (.AI) or Illustrator EPS (.EPS) files. All text must be converted to curves or outlines.
    - Raster art files such as .TIF or .JPEG. Resolution of raster artwork should be 120 ppi at final output size. If files must be compressed, use as little compression as is reasonably possible. Use medium high - high quality image settings when saving your JPEG files. Images from web sites generally don't provide the needed resolution for acceptable reproduction.

<p style="margin: 0;">SPECIAL INSTRUCTIONS:</p>	<p style="margin: 0; font-weight: bold;">TOTAL BANNER &amp; SHOW CARD ITEMS \$</p>
	<p style="margin: 0; font-size: x-small;"><i>If exempt from sales tax, please enter ID number below:</i></p>
	<p style="margin: 0; font-weight: bold;">Additional Services \$</p>
	<p style="margin: 0; font-weight: bold;">Sub-Total \$</p>
	<p style="margin: 0; font-weight: bold;">Add 6% Sales Tax \$</p>
	<p style="margin: 0; font-weight: bold;">TOTAL \$</p>

## CONTRACTUAL AGREEMENT

The Terms, Conditions and Policies set forth below become a part of the contractual agreement between Art Craft Display, Inc. (ART CRAFT) and You, the Exhibitor. Acceptance of said terms, conditions and policies will be construed when any of the following conditions are met:

- WHEN ANY SERVICE, PAYMENT OR ORDER FORM IS SIGNED AND RETURNED TO ART CRAFT; OR
- WHEN ANY SERVICE OR EQUIPMENT ORDER IS PLACED BY AN EXHIBITOR WITH ART CRAFT; OR
- WHEN ANY WORK IS PERFORMED ON BEHALF OF EXHIBITOR, BY LABOR SECURED THROUGH ART CRAFT.

CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH ART CRAFT. TERMS, CONDITIONS AND POLICIES MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH ART CRAFT.

## DEFINITIONS

The name "Art Craft Display, Inc." (ART CRAFT) shall be construed within the meaning of this contract as ART CRAFT, and their employees, officers, directors, agents and assigns, affiliated companies and related entities including but not limited to any subcontractors ART CRAFT may appoint. The term "Exhibitor" shall be construed within the meaning of this contract as YOU and/or the EXHIBITOR and/or SHIPPER, and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (E.A.C.) for all purposes and circumstances, notwithstanding anything contained herein to the contrary.

## PAYMENT TERMS

- 1. RENTAL OF EQUIPMENT:** The rental furnishings are the property of ART CRAFT and are rented to YOU subject to this contract for rental charges except where specifically identified as a sale. All ART CRAFT rentals include delivery, installation and removal from EXHIBITOR'S booth. If YOU fail to leave the equipment or furnishings in your booth at the close of the show, ART CRAFT, to enforce its property ownership of the equipment or furnishings and to protect its interest under this contract, may retake the equipment or furnishings at any time and to do so may enter your property, and YOU hereby waive any right of action against ART CRAFT for such entry and retaking. In addition, YOU acknowledge that the failure to relinquish rented equipment or furnishings within the contracted time and the sale or concealment of rented equipment or furnishings are prohibited, and that such action may constitute a crime. ART CRAFT may notify the authorities and take other action, including the filing of criminal complaints, subjecting YOU to prosecution. Equipment or furnishings will be picked up at your booth at the close of the show. If YOU leave early, please notify our Service Desk.
- 2. EXECUTION OF SERVICES:** Labor costs are included as part of the specified rental equipment fees (unless otherwise noted).
- 3. PAYMENT POLICY:** Payment in full of rental and service charges must accompany your orders, and be received by ART CRAFT by the appropriate deadlines to qualify for advance rates. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without payment, orders received after deadline dates, or orders placed at the show will be charged floor rates. Purchase orders are not considered payment. **All orders must be paid in full prior to delivery of equipment or execution of services.**
- 4. CHARGES AND PAYMENTS:** YOU are responsible for rental and service charges from the time the equipment or furnishings are rented until the close of the show and other charges hereunder. The equipment or furnishings are to be clean and in good condition at the close of the show. If the rental fees are charged to someone other than the EXHIBITOR, the Renter therefore represents that he/she is an E.A.C. of the EXHIBITOR and has the right to charge this rental; the EXHIBITOR nevertheless will remain liable for all charges and for all other obligations. If EXHIBITOR is exempt from payment of sales tax, ART CRAFT requires an exemption certificate for the State in which the services are to be used. ART CRAFT reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that ART CRAFT may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.
- 5. CANCELLATION/REFUND POLICY:** Please consider your needs carefully! All items canceled or exchanged after move-in begins will be charged at 50% of original price with the exception of Labor, Premium Carpet, Modular Rental Exhibits and any other custom-order items, which will remain at 100% of the original charge.
- 6. COLLECTION:** YOU agree to pay all costs of collection by ART CRAFT of any amounts due hereunder, including actual attorney's fees. YOU further agree that, in the event any action arising out of or related to the Agreement between YOU and ART CRAFT, and ART CRAFT prevails, YOU shall pay ART CRAFT its actual attorney's fees and other costs incurred as a result of or in connection with such action. To the extent state law limits the recoverability of attorney's fees, ART CRAFT shall be entitled to recover its fees up to the maximum amount by state law.
- 7. JURISDICTION:** The Agreement is governed by the laws of the state where the ART CRAFT branch pertinent to the transaction is situated. Any action arising out of or related to the Agreement shall be brought, at ART CRAFT's discretion, either in a court with jurisdiction over the county in which the pertinent ART CRAFT branch is situated, in the county in which the project for which the goods are to be used is located, or in a court or before an arbitration panel where an action between ART CRAFT and a third party is pending which concerns the subject matter of the Agreement. To the extent allowed by law, YOU waive your right to a trial by jury in any action brought upon, or by reason of, the Agreement.

## EQUIPMENT: GENERAL CONDITIONS AND POLICIES

- 1. EQUIPMENT AVAILABILITY AND POSSESSION:** Ordering early saves you time and money. Availability of equipment on the show floor cannot be guaranteed. Possession of unverified or unpaid equipment shall result in a) confiscation of equipment, or b) payment of full rental charges (at floor rate) upon demand.
- 2. RESPONSIBILITY FOR EQUIPMENT OR FURNISHINGS:** From the time the equipment or furnishings are rented, YOU are responsible for it. If the equipment or furnishings are lost, stolen or damaged under any circumstances while rented, regardless of fault, YOU shall be responsible for all charges, including labor costs, to replace or repair the equipment or furnishings.
- 3. USE OF RENTAL EQUIPMENT OR FURNISHINGS:** YOU agree that the equipment or furnishings will be used only for the purpose for which they were manufactured and intended. Subleasing or improper use is prohibited.
- 4. RESPONSIBILITY FOR USE:** YOU are responsible for the use of the rented equipment or furnishings. YOU assume all risks inherent in the operation and use of the equipment or furnishings. YOU agree to assume the entire responsibility for the defense of, and to pay, indemnify and hold ART CRAFT harmless from, and hereby release ART CRAFT from, any and all claims for damages to property or bodily injury (including death) resulting from the use, operation or possession of the equipment or furnishings, whether or not it is claimed or found that such damage or injury resulted from the defective condition of the equipment or furnishings or from any cause. YOU agree that no warranties, express or implied, have been made in connection with this rental. In the event of any dispute between EXHIBITOR and ART CRAFT relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to ART CRAFT for its services, as an offset against the amount of any alleged loss or damage. Any claim against ART CRAFT shall be considered a separate transaction, and shall be resolved on its own merits.
- 5. EQUIPMENT OR FURNISHINGS FAILURE:** In the event any rented equipment or furnishings should become unsafe or damaged, or ceases to be in good working order, YOU will discontinue use so as to prevent further damage to the equipment or injury or damage to persons or property. It is the EXHIBITOR'S responsibility to advise ART CRAFT personnel of any problem with any order. Upon notification, ART CRAFT shall make a reasonable effort to replace or repair such equipment or furnishings provided it has personnel or equipment or furnishings available; however ART CRAFT shall not be responsible for damages or injury including consequential damages resulting from failure or any defect of the rental equipment or furnishings.
- 6. COLOR SELECTIONS:** Indicate color where applicable. Choices not indicated by EXHIBITOR will be selected by ART CRAFT to coordinate with show colors. ART CRAFT reserves the right to select or change colors based upon availability.

## LABOR: GENERAL CONDITIONS AND POLICIES

- 1. WORK RULES:** Show Management and/or EXHIBITORS are not required to use Art Craft Display, Inc. (ART CRAFT) labor for loading/unloading, delivery/removal or installation/dismantle of any equipment, literature, etc. that they choose to handle themselves. In most cases, 4-wheel stock carts will be available on site for your use. Drayage and material handling equipment charges may apply depending on your agreement with show management regarding those services. Although the utmost care will be exercised, ART CRAFT is not responsible for resulting damage or loss from improper packing, concealed damage, theft or any other cause.
- 2. PERSONNEL CONDITIONS:** ART CRAFT has been selected by show management as the official labor provider for this event. ART CRAFT provides all necessary labor from its own designated labor pool for execution of said services.

All prices are based entirely upon labor services provided only by the ART CRAFT designated labor pool. If any labor services are provided or required by outside labor groups, whether by request, demand, coercion or circumstance, Show Management shall be responsible for all costs incurred directly to the outside labor groups; excluding some labor requests from EXHIBITORS which are normally the EXHIBITOR'S responsibility for payment as outlined herein. Also, if Show Management secures use of outside labor, Show Management and their EXHIBITORS agree jointly and/or separately to indemnify and hold harmless ART CRAFT and their agents for all claims of disruption of service, delays or any cause of action which is beyond the direct control of ART CRAFT. This and all orders are accepted subject to these conditions. Additional personnel or equipment may be used, if the supervisor deems such is necessary to safely complete the installation and/or dismantling of exhibit and will be charged accordingly.

### 3. LABOR PROVIDED UNDER THE SUPERVISION OF ART CRAFT:

**A. RESPONSIBILITIES:** ART CRAFT shall be responsible for the performance of labor provided under this option. ART CRAFT cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under ART CRAFT's direct supervision and control. In no event shall ART CRAFT be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. ART CRAFT shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond ART CRAFT's reasonable control.

**B. INDEMNIFICATION:** ART CRAFT agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to ART CRAFT employees, or property damage arising out of work performed by labor provided by and supervised by ART CRAFT, except when EXHIBITOR exercises direction and/or control over the work being performed.

### 4. LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR:

**A. RESPONSIBILITIES:** EXHIBITOR shall be responsible for the performance of labor provided under this section. It is the responsibility of EXHIBITOR to supervise labor secured through ART CRAFT in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with ART CRAFT Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

**B. INDEMNIFICATION:** EXHIBITOR agrees to indemnify, hold harmless, and defend ART CRAFT from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to ART CRAFT employees, and/or property damage arising out of work performed by labor provided by ART CRAFT but supervised by EXHIBITOR. Further, EXHIBITOR'S indemnification of ART CRAFT includes any and all violations of Federal, State, County or Local ordinances, "Show regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by ART CRAFT to work in a manner that violates any of the above rules, regulations, and/or ordinances.

## MATERIAL HANDLING: GENERAL CONDITIONS AND POLICIES

### CONTRACTUAL AGREEMENT

The Terms, Conditions and Policies set forth below become a part of the contractual agreement between Art Craft Display, Inc. (ART CRAFT) and You, the Exhibitor. Acceptance of said terms, conditions and policies will be construed when any of the following conditions are met:

- WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO ART CRAFT OR TO THE SHOW SITE FOR WHICH ART CRAFT IS THE OFFICIAL SHOW CONTRACTOR; OR
- WHEN ANY SERVICE, PAYMENT OR ORDER FORM IS SIGNED AND RETURNED TO ART CRAFT; OR
- WHEN ANY SERVICE OR EQUIPMENT ORDER IS PLACED BY AN EXHIBITOR WITH ART CRAFT; OR
- WHEN ANY WORK IS PERFORMED ON BEHALF OF EXHIBITOR, BY LABOR SECURED THROUGH ART CRAFT.

CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH ART CRAFT. TERMS, CONDITIONS AND POLICIES MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH ART CRAFT.

### DEFINITIONS

The term "Material Handling" shall be construed within the meaning of this contract as MATERIAL HANDLING and/or MATERIALS and/or FREIGHT HANDLING and/or FREIGHT and/or DRAYAGE for all purposes and circumstances, notwithstanding anything contained herein to the contrary.

- 1. CHARGES AND PAYMENTS :** Payment in full of all drayage charges must be made prior to delivery of equipment or execution of services, in **US Funds only**. All drayage charges from ART CRAFT are separate from any carrier charges you may incur. Under no circumstance will ART CRAFT be responsible for any freight carrier charges. Late shipment charges may apply for shipments requiring special delivery arrangements. Additional charges will be made on any shipments if they require RECRATING, PALLETING, BANDING or SPECIAL HANDLING. Special handling is defined as, but not limited to, shipments received or loaded out that cannot be unloaded/reloaded at the dock; or packed in such a way that would require additional handling and/or special equipment to unload/reload (i.e. double-decking, un-stacking, side door unloading/reloading, ground unloading/reloading).
- 2. TYPES OF FREIGHT:** ART CRAFT reserves the right, at EXHIBITOR'S expense, to refuse or re-route the following types of freight; hazardous materials, perishable materials, and any freight considered oversize or overweight by definition of ART CRAFT. Any additional expenses incurred by ART CRAFT to handle the above freight items will be charged to the EXHIBITOR.
- 3. PACKAGING AND CRATES:** ART CRAFT shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, ART CRAFT shall not be responsible for crates and packages which are unsuitable for handling, in poor condition, or have prior damage. Crates and packages should be of a design to adequately protect contents for handling by forklift and similar means.
- 4. INBOUND SHIPMENT:** Shipments will be received with PREPAID carrier charges only. Collect shipments will be refused. Standard shipping hours are M-F 8am to 4:30pm EST. All inbound shipments are required to have a bill of lading or delivery slip which includes the number of pieces, material description, weight and clearly marked with exhibiting firm name and booth number. Copies of these documents should be mailed to us in advance. Shipments received without required paperwork will be delivered to your booth without guarantee of piece count. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to your booth and your arrival, and **during such time the materials will be left unattended**. ART CRAFT WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER MATERIALS HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. ART CRAFT highly recommends contracting security services from Facility or Show Management.
- 5. EMPTY CONTAINERS:** Empty container labels are available at our service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR. All previous labels must be removed or obliterated. ART CRAFT assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels and without ART CRAFT labels; or improper information on empty labels. ART CRAFT WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS AND/OR THEIR CONTENTS DUE TO INCLEMENT WEATHER, OR ANY OTHER CAUSE, WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.
- 6. OUTBOUND SHIPMENT:** All outbound shipments will be sent COLLECT OR BILLED TO THIRD PARTY BY EXHIBITOR. Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and **during such time the materials will be left unattended**. ART CRAFT WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE MATERIALS HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. ART CRAFT highly recommends contracting security services from Facility or Show Management. All Outbound Shipping Authorizations submitted to ART CRAFT by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items listed by EXHIBITOR and the actual count of such items in the booth at the time of pick-up. If the EXHIBITOR designated carrier fails to remove your freight by the final move-out time, your shipments will be rerouted by ART CRAFT at your expense. ART CRAFT reserves the right to HOLD outbound freight until payment of all drayage invoices is satisfied.
- 7. ABANDONED FREIGHT:** ART CRAFT will remove only our equipment and items, which are consigned to us per written authorization, by the exhibiting firm(s) and Facility or Show Management (i.e. freight). Any other items left behind by exhibiting firms or Show Management, and not authorized for removal by us, shall be deemed "abandoned", and Facility Management will be notified in writing. Reasonable effort will be made to contact known owners of abandoned items; however, ART CRAFT will not be responsible for any loss, damage, delay, disappearance or liability whatsoever regarding freight deemed abandoned.
- 8. ART CRAFT'S RESPONSIBILITY:** ART CRAFT shall be responsible for only those services provided directly by ART CRAFT. ART CRAFT assumes no responsibility for any persons, parties, or other contracting firm not under ART CRAFT's direct supervision and control. ART CRAFT shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond ART CRAFT's reasonable control, nor for ordinary wear & tear in the handling of materials.
- 9. ART CRAFT'S LIMITS OF LIABILITY:**
  - A. CLAIMS FOR LOSS:** Claims for loss or damage must be filed within nine (9) months after the delivery of the property, except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has lapsed. In no event shall a suit or action be brought against ART CRAFT more than two (2) years and one day from the day when written notice is given by ART CRAFT to EXHIBITOR that the claim is disallowed. Receipt of shipment by consignee or the consignee's agent without written notification of damage or loss will be prima facie evidence that the shipment was delivered in good condition.
    - 1. PAYMENT FOR SERVICES MAY NOT BE WITHHELD:** In the event of any dispute between the EXHIBITOR and ART CRAFT relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to ART CRAFT for its services, as an offset against the amount of any alleged loss or damage.
    - 2. MAXIMUM RECOVERY:** If found liable for any loss, ART CRAFT's sole and exclusive remedy is limited to \$.50 per pound per article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment, whichever is less. When a declaration is made, liability shall in no event exceed the declared value of the shipment. **DECLARED VALUE AMOUNTS APPLY ONLY TO THE AIR SHIPMENT OF MATERIALS, AND NOT TO ANY OTHER SERVICES PROVIDED BY ART CRAFT INCLUDING, WITHOUT LIMITATION, MATERIAL HANDLING SERVICES.**
    - 3. BREACH OF CONTRACT OR NEGLIGENCE:** ART CRAFT'S LIABILITY SHALL BE LIMITED TO ANY LOSS OR DAMAGE WHICH RESULTS SOLELY FROM ART CRAFT'S NEGLIGENCE IN THE ACTUAL PHYSICAL HANDLING OF THE ITEMS COMPRISING EXHIBITOR'S SHIPMENT OR WHICH RESULTS FROM BREACH OF CONTRACT AND NOT FOR ANY OTHER TYPE OF LOSS OR DAMAGE. In no event shall ART CRAFT be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages, whether such damages occur either prior to or subsequent to, or are alleged as a result of tortious conduct, failure of the equipment or services of ART CRAFT or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if ART CRAFT has been advised or has notice of the possibility of such damages, or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss.
  - B. DECLARED VALUE:** Declared value is available only on AIR SHIPMENT. The value per pound for applying valuation charges shall be determined by dividing the shipper's declared value for carriage by the actual weight of the shipment.
    - 1. GROUND SHIPMENTS:** No declared value is available for ground shipments. If the shipper declares a value, they must ship by Air.
    - 2. DOMESTIC & INTERNATIONAL AIR SHIPMENTS:** When the shipper declares a value that exceeds \$.50 per pound per article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment, whichever is greater, an additional charge of \$0.85 per \$100.00 of excess valuation or fraction thereof, subject to a minimum charge of \$3.25 per shipment, will be assessed on the declared value.
    - 3. EXTRAORDINARY VALUE:** Notwithstanding the above limitations, all shipments, domestic and international, containing the following items of extraordinary value are limited to a maximum declared value of \$500.00.
      - a. Artworks and objects of art, namely original paintings, drawing, etchings, watercolors, tapestries or sculptures.
      - b. Clocks, jewelry, including costume jewelry, furs, and fur trimmed clothing.
      - c. Personal effect, including without limitation papers and documents.
    - 4. LIABILITY:** Liability for damage to shipments containing glass shall be limited to \$50.00. Shipments with a declared value exceeding \$50.00 will not be accepted. If inadvertently accepted, liability will be limited to \$50.00. Glass shipments include, without limitations: windshields, plate glass, ceramics, chinaware and light bulbs.
    - 5. MAXIMUM VALUES:** Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by us for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums.
  - C. INDEMNIFICATION:** EXHIBITOR agrees to indemnify, forever hold harmless and defend ART CRAFT from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential) liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, contributed to or by and of the following:
    - EXHIBITOR'S negligent supervision of any labor secured through ART CRAFT, or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractor (EAC).
    - EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representative, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
    - EXHIBITOR'S violation of Federal, State, County or Local ordinances or the violation of Show or Facility Regulations and/or Rules as published and set forth by Facility and/or Show Management.
    - EXHIBITOR'S inclusion of illegal substances, hazardous materials or waste in any shipments placed with ART CRAFT and for the violation of the representations and warranties made regarding hazardous materials within this Agreement.
- 10. INSURANCE:** ART CRAFT is not an insurer nor provides insurance. Insurance for EXHIBITOR materials, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide ART CRAFT with a release of subrogation to the extent of any insurance settlement received.
- 11. COLLECTION:** YOU agree to pay all costs of collection by ART CRAFT of any amounts due hereunder, including actual attorney's fees. YOU further agree that, in the event any action arising out of or related to the Agreement between YOU and ART CRAFT, and ART CRAFT prevails, YOU shall pay ART CRAFT its actual attorney's fees and other costs incurred as a result of or in connection with such action. To the extent state law limits the recoverability of attorney's fees, ART CRAFT shall be entitled to recover its fees up to the maximum amount by state law.
- 12. JURISDICTION:** The Agreement is governed by the laws of the state where the ART CRAFT branch pertinent to the transaction is situated. Any action arising out of or related to the Agreement shall be brought, at ART CRAFT'S discretion, either in a court with jurisdiction over the county in which the pertinent ART CRAFT branch is situated, in the county in which the project for which the goods are to be used is located, or in a court or before an arbitration panel where an action between ART CRAFT and a third party is pending which concerns the subject matter of the Agreement. To the extent allowed by law, YOU waive your right to a trial by jury in any action brought upon, or by reason of, the Agreement.
- 13. EXHIBITOR ACCEPTANCE OF ART CRAFT TERMS, CONDITIONS AND POLICIES:** EXHIBITOR, as a material part of the consideration to ART CRAFT for equipment rental, provision of labor, material handling and transportation services waives and releases all claims against ART CRAFT, its employees, agents, officers, and directors with respect to all matters for which ART CRAFT has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.



## EXHIBITOR AUDIO VISUAL ORDER FORM

Please complete and return this form (2) weeks in advance to ensure your equipment reservation.

Orders received after this date will be subject to availability.

**\*\* ORDERS CANCELLED WITH LESS THAN 48 HOURS NOTIFICATION ARE SUBJECT TO A CANCELLATION FEE \*\***

AUDIO EQUIPMENT	QTY	DAY RATE	# OF SHOW DAYS	TOTAL
Computer speaker		\$ 25		
Powered speaker with stand		\$ 50		
UHF wireless microphone		\$ 75		
CD player		\$ 25		
VIDEO EQUIPMENT				
DVD player		\$ 35		
27" CRT video monitor		\$ 40		
LCD projector 2000 lumens		\$ 150		
LCD projector 3000 lumens		\$ 200		
A/V cart with skirt		\$ 15		
Tripod screen		\$ 25		
PLASMA AND LCD MONITORS				
21" LCD flat screen monitor		\$ 100		
32" LCD flat screen monitor		\$ 125		
42" plasma monitor with 5' stand		\$ 275		
50" plasma monitor with 5' stand		\$ 350		
60" plasma monitor with 5' stand		\$ 500		
PRESENTATION ACCESSORIES				
VGA cable 25' or 50'		\$ 5		
PowerPoint remote		\$ 25		
Easel - for displaying small signs		\$ 10		
Whiteboard with eraser & markers		\$ 30		
Flipchart with paper & markers		\$ 35		
Laptop computer		\$ 125		
OTHER (CALL FOR PRICING)				
ORDER TOTALS				
EQUIPMENT SUBTOTAL				
6 % STATE TAX				
DELIVERY / SETUP / PICKUP 15% OF DAY RATE OR \$35 MINIMUM				
<b>ORDER TOTAL</b>				

07-10

CUSTOMER & BOOTH INFORMATION			
EVENT NAME			
COMPANY			
ADDRESS			
CITY			
STATE		ZIP CODE	
CONTACT			
PHONE			
FAX			
EMAIL			
BOOTH NUMBER			
ON-SITE CONTACT			
ON-SITE CELL #			
<b>Delivery Date</b>		<b>Time</b>	
<b>Pickup Date</b>		<b>Time</b>	
PAYMENT INFORMATION			
<b>** ALL ORDERS MUST BE PAID PRIOR TO DELIVERY **</b>			
CREDIT TYPE (please circle)    MC    VISA    AMEX			
CARDHOLDER NAME			
CARD NUMBER			
EXPIRATION DATE			
V-CODE			
ADDITIONAL INFORMATION			
<ul style="list-style-type: none"> <li>You will receive a confirmation email when your order has been entered.</li> <li>A copy of the credit card receipt will be emailed to you after the event.</li> <li>Electric power charges are not included.</li> <li>If you have questions or need something not listed, please contact us at 616-742-6641</li> </ul>			
We appreciate your business!			

**PLEASE FAX COMPLETED FORM TO 616-742-6642**



DE VOS PLACE

303 Monroe NW ♦ Grand Rapids, MI 49503
(616) 742-6500 ♦ FAX # (616) 742-6590



ELECTRIC SERVICE ORDER FORM

PAYMENT FOR ADVANCE ORDERS MUST BE IN OUR OFFICE SEVEN (7) DAYS PRIOR TO MOVE-IN DATE
MAKE ALL REMITTANCE PAYABLE TO:
SMG-DE VOS PLACE, ATTN: FINANCE DEPARTMENT

NAME OF EVENT DATE OF EVENT
BOOTH # BOOTH NAME
FIRM NAME CONTACT
NAME PHONE
ADDRESS CITY STATE ZIP

Table with columns: QUANTITY DESCRIPTION, ADVANCE, FLOOR, AMPS NEEDED, TOTAL. Includes rows for 20 AMPS 110 VOLTS Standard outlet, 208 SINGLE-PHASE, 208 THREE-PHASE, 480 SINGLE-PHASE, 480 THREE-PHASE, POWER STRIP RENTAL, and EXTENSION CORD RENTAL.

ELECTRICAL CHARGES

EQUIPMENT- DESCRIPTION AND AMPERAGE

IF YOU DO NOT ORDER AN ADEQUATE AMOUNT OF AMPERAGE FOR YOUR EQUIPMENT (1) WILL BE CHARGED THE FLOOR RATE FOR THE INCREASE AND (2) WE WILL NOT GUARANTEE THAT YOUR POWER WILL BE INSTALLED BY THE START OF THE SHOW.

RATES INCLUDE POWER OUTLETS ONLY. RATES DO NOT INCLUDE EXTENSION CORDS OR SURGE PROTECTORS. PLEASE BRING AN ADEQUATE SUPPLY OF EXTENSION CORDS. LABOR TO HARD-WIRE OR TROUBLESHOOT EQUIPMENT WILL BE BILLED AT \$50.00 PER HOUR AND WILL BE BILLED IN ONE-HOUR INCREMENTS.

CONDITIONS AND SAFETY REGULATIONS

- 1. WALL, COLUMN AND PERMANENT BUILDING UTILITY OUTLETS ARE NOT PART OF BOOTH SPACE AND ARE NOT TO BE USED BY EXHIBITORS.
2. ALL EQUIPMENT, REGARDLESS OF SOURCE OF POWER, MUST COMPLY WITH ALL FEDERAL, STATE AND LOCAL BUILDING AND SAFETY CODES.
3. ALL SERVICE CONNECTIONS AND OVERLOAD PROTECTION TO SUCH EQUIPMENT MUST BE MADE BY DE VOS PLACE HOUSE ELECTRICIANS ONLY.
4. ALL EQUIPMENT MUST BE PROPERLY TAGGED AND WIRED WITH COMPLETE INFORMATION AS TO TYPE OF CURRENT, VOLTAGE, PHASE, HORSEPOWER, ETC.
5. ALL APPROPRIATE EXHIBITOR'S EXTENSION CORDS MUST BE OF THE THREE-WIRE GROUNDED TYPE; RESIDENTIAL TYPE EXTENSION CORDS AND POWER STRIPS ARE PROHIBITED BY LOCAL BUILDING AND SAFETY CODES.
6. AUTHORIZED PERSONNEL ONLY IN FLOOR BOXES.

ALL EXPOSED NON-CURRENT CARRYING METAL PARTS OF FIXED EQUIPMENT, WHICH ARE LIABLE TO BE ENERGIZED, MUST BE GROUNDED. THE PARTIES AGREE THAT THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, ARE EXCLUDED FROM THIS AGREEMENT.

PAYMENT: CHECK CASH VISA MASTERCARD AMEX

CARD # EXP. DATE

V-CODE (BACK OF CARD)

NAME ON CARD

SIGNATURE

NO REFUNDS FOR CANCELLATIONS UNLESS A WRITTEN REQUEST IS RECEIVED BY THIS OFFICE A MINIMUM OF FOURTEEN (14) DAYS PRIOR TO THE FIRST MOVE-IN DATE OF THE SHOW



**DEVOS PLACE**  
**BROADBAND INTERNET**  
**ACCESS ORDER FORM**



**DATE:** \_\_\_\_\_

PLEASE TYPE OR PRINT ALL ENTRIES. THIS FORM MUST BE FILLED OUT COMPLETELY.

IMPORTANT: In order to ensure having service on the date desired, this application and payment must be received 14 days prior to the requested service date.

**WIRED ACCESS**

QTY.	PRICE	TOTAL
_____	(\$300 per connection)	_____

REQUESTED DATE FOR CONNECTION \_\_\_\_\_

Please note: There is an additional \$100 charge if this form is not received at least 14 days before the show. No refunds within 72 hours of show.

**WIRELESS ACCESS**

QTY.	PRICE	TOTAL
_____	(\$50 per computer)	_____

Mail or Fax Form to:

**DeVos Place**  
 303 Monroe Ave. NW  
 Grand Rapids, MI 49503  
 TEL: 616-742-6500  
 FAX: 616-742-6590

Internal Use Only:

Date Order Rec'd: \_\_\_\_\_

\_\_\_\_\_ Bill to SMG  
 Master Account

**TOTAL DUE:** \_\_\_\_\_

DAY OF SHOW CONTACT (name) \_\_\_\_\_ (cell #) \_\_\_\_\_ (email) \_\_\_\_\_

<b>IMPORTANT:</b> Credit cards are the only accepted form of payment. Your card will be charged within 5 days of completion of the event.	<input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express
	Credit Card # _____
	Exp. Date _____
	Card Holders Name (PRINT) _____
Authorized Signature _____	
Event Name _____	
Firm Name _____	Event Dates _____ Booth# _____
Address _____	Telephone # _____
City, State, Zip _____	Fax # _____
Signature _____	Contact Name _____

**ACCEPTABLE USE POLICY**

The following is ISG's Acceptable Use Policy for ISG IP Products and Services. It's purpose is to protect ISG, it's customers and the Internet community in general from irresponsible or, in some cases, illegal activities. This Acceptable Use Policy is a non-exclusive list of the actions prohibited by ISG. ISG reserves the right to modify it at any time, effective upon posting at: <http://www.goisg.com/infrastructure/wireless/use.asp>

Prohibited Uses of ISG's Systems, Products and Services:

1. Unauthorized attempts by a user to gain access to any account or computer resource not belonging to that user (e.g., "cracking").
  2. Obtaining or attempting to obtain service by any means or device with intent to avoid payment.
  3. Unauthorized use, or forging, of mail header information (e.g. "spoofing").
  4. Unauthorized access, alteration, destruction, or any attempt thereof, of any information of any ISG customers or end-users by any means or device.
  5. Transmission, distribution or storage of any material in violation of any applicable law or regulation is prohibited. This includes, without limitation, material protected by copyright, trademark, trade secret or other intellectual property right used without proper authorization, and material that is obscene, defamatory, constitutes an illegal threat, or violates export control laws.
  6. Sending unsolicited mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material ("e-mail Spam"). This includes, but is not limited to, bulk mailing of commercial advertising, informational announcements, and political tracts. It also includes posting the same or similar message to one or more newsgroups (excessive cross-posting or multiple-posting). ISG accounts or services may not be used to collect replies to messages sent from another Internet Service Provider where those messages violate this Policy or that of the other provider.
  7. Knowingly engage in any activities that will cause a denial-of-service (e.g., synchronized number sequence attacks) to any ISG customers or end-users whether on the ISG network or on another provider's network.
  8. Using ISG's Products and Services to interfere with the use of the ISG network by other customers or authorized users.
- Each ISG IP customer is responsible for the activities of its customer base/representatives or end-users and, by accepting service from ISG, is agreeing to ensure that its customers/representatives or end-users abide by these rules. Complaints about customers/representatives or end-users of an ISG IP customer may be forwarded to the customer's postmaster and [abuse@goisg.com](mailto:abuse@goisg.com). If violations of the ISG Acceptable Use Policy occur, reserves the right to terminate services with customer or take action to stop the offending person or organization as ISG deems appropriate, without notice.

### TELEPHONE SERVICE ORDER FORM

Date \_\_\_\_\_

PLEASE TYPE OR PRINT ALL ENTRIES. THIS FORM MUST BE FILLED OUT COMPLETELY.

**IMPORTANT:** In order to insure having service on the date desired, this application and payment must be received 15 days prior to the requested service date.

**LINE SERVICE**

QTY.	TYPE OF LINE	PRICE	TOTAL
_____	Local Line(s) (Local and Long Distance calling)	\$150.00 plus usage	_____

**TELEPHONE RENTAL**

_____	Single Line Telephone(s)	\$5.00	_____
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**TOTAL DUE BEFORE USAGE (IF APPLICABLE)** \_\_\_\_\_

This form may be filed electronically by going to DeVosPlace.org, or you may mail or fax it to:

**DeVos Place**  
303 Monroe Ave NW  
Grand Rapids, MI 49503  
TEL. (616) 742-6500  
FAX (616) 742-6590

Internal Use Only:

Date Order Rec'd \_\_\_\_\_  
Ext(s) Assigned \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please note: Orders received during the event set-up will require a \$25 service charge.**

REQUESTED DATE FOR CONNECTION \_\_\_\_\_ (INSTALLATION TO BE COMPLETED BY 5 PM ON THE DATE REQUESTED)

WILL YOUR LINE BE USED WITH A MODEM?     YES     NO

WE RECOMMEND THAT YOU CONTACT THE OPERATIONS DEPARTMENT PRIOR TO THE EVENT FOR A CONFIGURATION IF YOU PLAN TO USE DIGITAL LINES, MULTI-BUTTON SETS, OR HAVE OTHER ENHANCED SERVICE REQUIREMENTS.

YOU MUST DIAL 9 FIRST FOR AN OUTSIDE LINE. IF USING A CREDIT CARD MACHINE YOU MIGHT NEED TO PROGRAM THAT IN BEFORE ARRIVING ON SITE.

<p><b>IMPORTANT:</b> Credit cards are the only accepted form of payment. Your card will be charged within 5 days of completion of the event. Call detail reports will be faxed upon request.</p>	<p><input type="checkbox"/> Master Card    <input type="checkbox"/> Visa    <input type="checkbox"/> American Express</p> <p>Credit Card # _____</p> <p style="text-align: right;">Exp. Date _____</p> <p>Card Holders Name (PRINT) _____</p> <p>Authorized Signature _____</p>
Event Name	
Firm Name	Event Dates _____ Booth# _____
Address	Telephone # _____
City, State, Zip	Fax # _____
Signature	Contact Name _____