

## HELPFUL TIPS FOR USING THIS DOCUMENT

### Navigation.

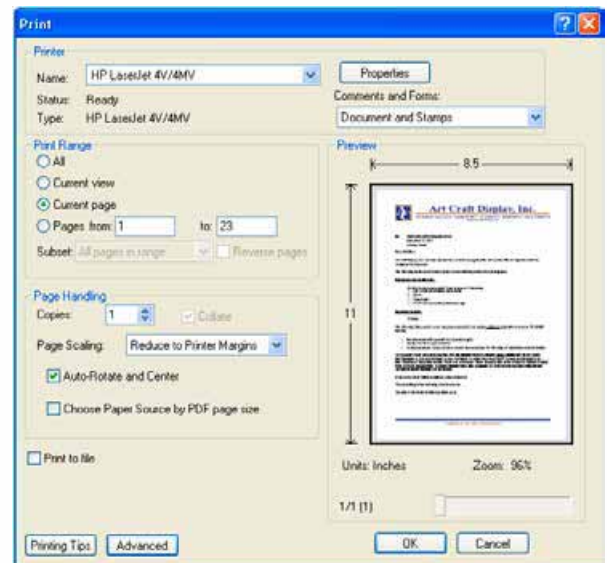
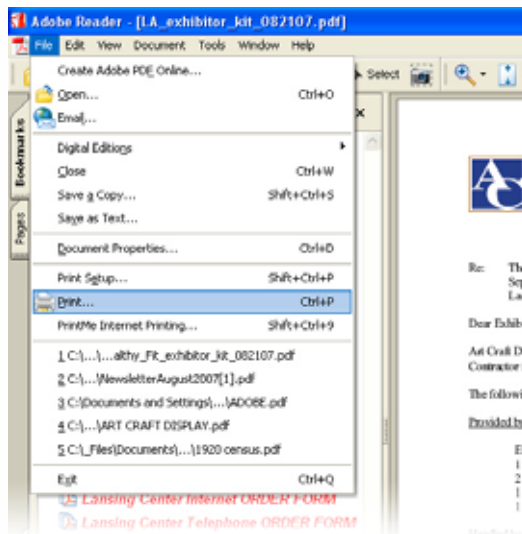
Use the bookmarks in the pane on the left side of the screen to “jump to” the page(s) you’re interested in. For your convenience, the pages are color-coded by document type.

*Note: Each bookmark may represent more than one page.*

### Printing.

Rather than printing the entire document, you can jump or scroll to the page you want and print only that page. You may also print a specified range of pages.

These print options can be accessed by selecting the “Print...” option in the “File” menu at the top of the screen (see illustrations below).



***We will be happy to answer any questions you have about this Exhibitor Kit. Please contact us at the phone number shown on the “Show Cover Letter” page of this document.***



# 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: HPS  
November 8, 2018  
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 & 8' high sides
- One (1) 2' wide x 8' covered and skirted table
- Two (2) chairs
- One (1) Wastebasket
- Booth ID sign with number
- The facility is carpeted

Enclosed are optional equipment forms and shipping instructions, etc.

Payment must accompany your order and be received in our office by October 25, 2018 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.

Freight must be shipped to the address on the provided labels (**which is show site**) and be received by 4:00pm. On Tuesday, November 6, 2018. (**We will accept freight thirty (30) days prior to your move-in with no additional storage fee.**)

Electric and telecommunication services are provided by DeVos Place. Please complete the online form at [devosplace.org/exhibitor-forms](http://devosplace.org/exhibitor-forms) or send your order with remittance to:

DeVos Place Finance 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>HPS</b>	LOCATION <b>DeVos Place</b>	SHOW DATES <b>Nov 8, 2018</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.

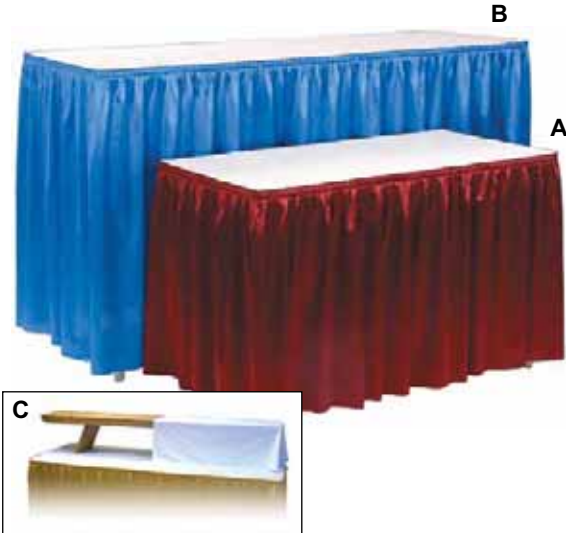
THIS COMPLETED FORM **MUST** BE RETURNED.

GR 2018

### 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	20220-0001
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. 60" Diameter Banquet Tables

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

#### B. 6' Crescent Serpentine Tables

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

#### C. 30" Diameter Cocktail Tables

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

#### D. 30" Dia. Cocktail Tables w/ Black Form-Fitted Skirt

	Covered & Skirted	Plain (no cover/skirt)
42" High	20240-0005DS	N/A

\* 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.

Due to different monitor & printer settings, actual colors may vary from those shown.

### 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



### Sign Hangers

Item #31000-0001

Color: Silver  
 Size: 9"L  
 Material: Aluminum



### 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.*



### Pegboard

Item #20620-0015 (vertical)  
 Item #20620-0010 (horizontal)

Color: Brown or Grey  
 Size: 4'x8' (vertical or horizontal)  
 Material: Metal frame, wood panel



### 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



### Locking iPad Display Stand

Item #20620-0062

Color: Black  
 Size: 13"w x 49"h x 17"d  
 Material: Aluminum w/ Steel Base

*Compatible with 2nd, 3rd & 4th generation iPad tablets.*



### 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 (8' long burgundy velour rope)  
Item #20900-0007 (7' long red braided rope)

Color: Chrome stanchion, burgundy or red rope  
Size: 39"H stanchion, 8' or 7' L rope  
Material: Steel/fabric (velour/braided nylon)



### Waste Baskets

Item #20620-0040 (7 Gallon)  
Item #20620-0045 (30 Gallon-not shown)

Color: Black  
Material: Plastic



### Swivel Spotlight

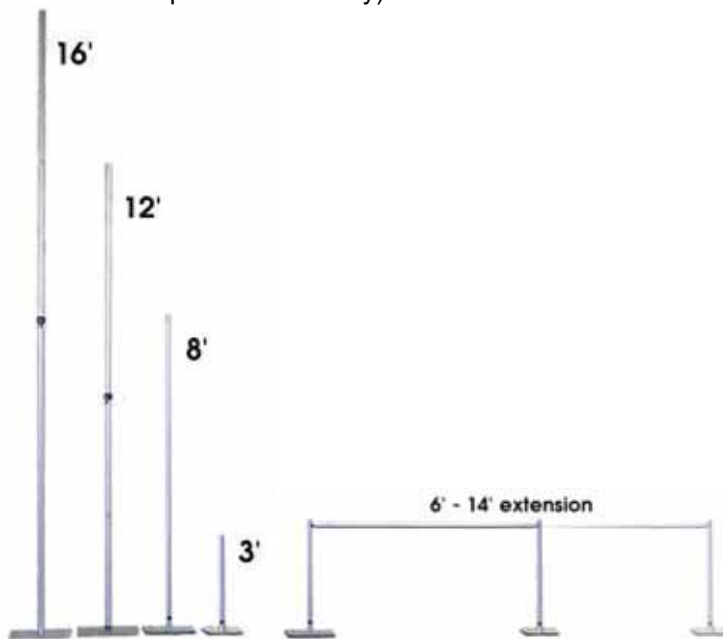
Item #20620-0030

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):



\* French Blue, Orange, Purple & Tie Dye drape available in limited quantities.  
(Orange, Purple & Tie Dye available in 8' high panels only).

#### 12' high Banjo Cloth drape colors:



#### 16' high drape colors:



Black Velour also available in 8' high panels - limited quantity.

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>HPS</b>	LOCATION <b>DeVos Place</b>	SHOW DATES <b>Nov 8, 2018</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	30.16	37.00			Folding Chair	13.92	17.00	
	2' x 4' Covered & Skirted (skirted 4 sides)	53.36	65.00			Upholstered Arm Chair	35.15	43.00	
	2' x 6' Plain	38.28	46.00			Padded Counter Stool - with back	45.69	55.00	
	2' x 6' Covered & Skirted	66.12	80.00			Wastebasket - 7 gallon	13.92	17.00	
	2' x 8' Plain	46.40	56.00						
	2' x 8' Covered & Skirted	78.88	95.00						
	4th side skirted optional	23.20	28.00						
COUNTER TABLES (42" HIGH)					BOOTH ACCESSORIES				
	2' x 4' Plain	49.88	60.00			Easel	24.14	29.00	
	2' x 4' Covered & Skirted (skirted 4 sides)	73.08	88.00			5' x 6' Garment Rack (w/ 25 hangers)	60.92	74.00	
	2' x 6' Plain	58.00	70.00			4' x 8' Pegboard <input type="checkbox"/> V <input type="checkbox"/> H	175.74	211.00	
	2' x 6' Covered & Skirted	85.84	104.00			4' x 8' Tackboard <input type="checkbox"/> V <input type="checkbox"/> H	175.74	211.00	
	2' x 8' Plain	66.12	80.00			Chrome Stanchion	25.78	31.00	
	2' x 8' Covered & Skirted	98.60	119.00			Velvet Rope 8' long	25.78	31.00	
	4th side skirted optional	23.20	28.00			Chrome Sign Frame - 22" x 28"	58.58	71.00	
SPECIALTY TABLES (30" HIGH)						Chrome Bag Holder	46.86	57.00	
	30" Dia. Round Plain	44.66	54.00			Literature Rack	87.87	106.00	
	30" Dia. Round Covered & Skirted	67.86	82.00			Swivel Spotlight	39.82	49.00	
	60" Dia. Round Plain	63.27	76.00			Locking iPad Display Stand	69.60	84.00	
	60" Dia. Round Covered & Skirted	91.39	110.00						
	6' Crescent Serpentine Plain	63.27	76.00						
	6' Crescent Serpentine Cov'd & Skirted	91.39	110.00						
	4th side skirted optional	23.20	28.00						
SPECIALTY TABLES (42" HIGH)					BOOTH DRAPING & HARDWARE				
	30" Dia. Round Plain	60.92	74.00			3' high drape per ft. (incl. hardware)	3.70	5.00	
	30" Dia. Round Covered & Skirted	83.18	100.00			8' high drape per ft. (incl. hardware)	6.00	8.00	
	30" Dia. Round w/ Black Form-Fitted Skirt	83.18	100.00			Aluminum Extension (6'-10')	10.41	13.00	
	60" Dia. Round Plain	82.01	99.00			Base Plate for 3' Upright	6.94	9.00	
	60" Dia. Round Covered & Skirted	108.96	131.00			3' Aluminum Upright	6.94	9.00	
	6' Crescent Serpentine Plain	82.01	99.00			Base Plate for 8' Upright	8.10	10.00	
	6' Crescent Serpentine Cov'd & Skirted	108.96	131.00			8' Aluminum Upright	8.10	10.00	
	4th side skirted optional	23.20	28.00			Base Plate for 12' Upright / Pin	20.83	25.00	
TABLE ACCESSORIES						12' Aluminum Upright	20.83	25.00	
	Raise Any Plain Table to 42" high	23.20	28.00			Base Plate for 16' Upright / Pin	25.46	31.00	
	Raise Any Cov'd & Skirted Table to 42" high	31.32	38.00			16' Aluminum Upright	25.46	31.00	
	Cover & Skirt for 30" table	34.80	42.00						
	Cover & Skirt for 42" table	34.80	42.00						
	4' x 1' x 1' Covered Table Top Riser	27.84	34.00						
	6' x 1' x 1' Covered Table Top Riser	34.80	42.00						
	8' x 1' x 1' Covered Table Top Riser	41.76	51.00						

PLEASE CHECK SKIRT COLOR CHOICE

Table includes white vinyl top cover and three sides skirted

- SHOW COLOR  BLACK  BLUE  BURGUNDY  GOLD  
 HUNTER GREEN  RED  SILVER  TEAL  WHITE

**TOTAL NON-TAXABLE ITEMS \$**

**GR 2018**

<h1 style="margin: 0;">Art Craft</h1> <p style="margin: 0; font-size: small;">DISPLAY, INC.</p> <p style="margin: 0; font-size: x-small;">A DIVISION OF ART CRAFT SERVICE GROUP</p>	<h2 style="margin: 0;">MISCELLANEOUS BOOTH SUPPLIES</h2>	ART CRAFT USE ONLY	
		V <input type="checkbox"/> MC <input type="checkbox"/> AE <input type="checkbox"/> CKP _____ REC'D BY _____	EXP. DATE _____ CKF _____ DATE _____
<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>HPS</b>	LOCATION <b>DeVos Place</b>	SHOW DATES <b>Nov 8, 2018</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: Seven (7) days prior to first move-in day.
- No refunds, exchanges or credits for any booth package items.
- All orders must be accompanied by "Contact & Payment Information" form.
- All orders are subject to the enclosed Terms, Conditions and Policies.

*Credit Card Information  
Required with All Orders.*

TAXABLE BOOTH SUPPLIES			
QTY.	DESCRIPTION	ADVANCE	AMOUNT
	White Vinyl Table Cover <i>(priced per lineal foot)</i>	1.45	
	Colored Duct Tape - 2" wide by 60 yd. roll <i>(black or white)</i>	11.60	
	Double Face Carpet Tape - 1" wide by 25 yd. roll	8.12	
	Double Face Carpet Tape - 2" wide by 25 yd. roll	12.76	
	Double Face Carpet Tape - 3" wide by 25 yd. roll	17.40	
	Clear Plastic Stretch Wrap - 18" wide by 500 yd. roll	38.98	
	Clear Plastic Stretch Wrap - 5" wide by 300 yd. roll	14.27	
	Visqueen - Plastic Covering - 10' wide <i>(priced per lineal foot)</i>	2.44	
	Sign Hangers - Regular	.58	
	Sign Hangers - Short	.58	
	Pegboard Hooks - Straight	1.62	
	Pegboard Hooks - Loop	1.62	
	3/8" wide, Adhesive-backed HOOK Velcro Tape <i>(priced per lineal foot)</i>	.93	
	3/8" wide, Adhesive-backed HOOK & LOOP Velcro Tape <i>(priced per lineal foot)</i>	1.74	
	3/4" wide, Adhesive-backed HOOK Velcro Tape <i>(priced per lineal foot)</i>	1.05	
	3/4" wide, Adhesive-backed HOOK & LOOP Velcro Tape <i>(priced per lineal foot)</i>	2.03	
	1/2" wide, Adhesive-backed Magnetic Tape - "A" Polarity <i>(priced per lineal foot)</i>	.47	
	1/2" wide, Adhesive-backed Magnetic Tape - "B" Polarity <i>(priced per lineal foot)</i>	.47	
	9" Ball Bungees	6.96	
<b>TAXABLE BOOTH SUPPLIES SUB-TOTAL</b>		<b>\$</b>	
<b>ADD 6% MI SALES TAX</b>		<b>\$</b>	
<b>TOTAL MISCELLANEOUS BOOTH SUPPLIES</b>		<b>\$</b>	



Art 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.



<b>Art Craft</b> DISPLAY, INC. <small>A DIVISION OF ART CRAFT SERVICE GROUP</small>	<h1 style="margin:0;">FREIGHT HANDLING</h1>	<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>DP</b>
<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>HPS</b>	LOCATION <b>DeVos Place</b>	SHOW DATES <b>Nov 8, 2018</b>	
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ADDRESS _____	address _____ city _____	state _____	zip _____
PHONE _____	FAX _____	EMAIL _____	
AUTHORIZED CONTACT SIGNATURE _____	AUTHORIZED CONTACT - PLEASE PRINT _____		DATE _____

- THIS FORM MUST PRECEDE YOUR SHIPMENT.**
- MINIMUM CHARGE FOR THIS SERVICE IS \$74.00 (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)            DeVOS PLACE            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>

RATE SCHEDULE and TABLE			
ONE-WAY RATES	Under 5,000 pounds	5001 - 15,000 pounds	Over 15,000 pounds
	\$ .37 per lb.	\$ .32 per lb.	\$ .27 per lb.
ENVELOPE RATES	\$20.00 per envelope		

<i><b>Exhibitor: Please complete this section.</b></i>					
<b>A INBOUND FREIGHT</b> (This completed form must precede your shipment) 1. Receipt of shipments and up to 30 days storage in advance of set-up 2. Delivery of materials to booth 3. Removal of crates and storage of same during show 4. <b>A 200 LB. MINIMUM CHARGE WILL APPLY (\$74.00 ONE WAY, excluding envelopes)</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:60%;">ESTIMATED WEIGHT</th> <th>ESTIMATED AMOUNT</th> </tr> <tr> <td style="height: 20px;"></td> <td style="text-align: center;">\$</td> </tr> </table>	ESTIMATED WEIGHT	ESTIMATED AMOUNT		\$
ESTIMATED WEIGHT	ESTIMATED AMOUNT				
	\$				
<b>B OUTBOUND FREIGHT</b> 1. Return of crates, at close of the show, to your booth 2. Removal of shipments from booth and reloading same on outgoing carrier 3. <b>A 200 LB. MINIMUM CHARGE WILL APPLY (\$74.00 ONE WAY, excluding envelopes)</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:60%;">ESTIMATED WEIGHT</th> <th>ESTIMATED AMOUNT</th> </tr> <tr> <td style="height: 20px;"></td> <td style="text-align: center;">\$</td> </tr> </table>	ESTIMATED WEIGHT	ESTIMATED AMOUNT		\$
ESTIMATED WEIGHT	ESTIMATED AMOUNT				
	\$				
<b>TOTAL EST. INBOUND FREIGHT HANDLING CHARGES <b>A</b></b> \$	<b>TOTAL EST. OUTBOUND FREIGHT HANDLING CHARGES <b>B</b></b> \$				
<b>TOTAL ESTIMATED FREIGHT HANDLING CHARGES</b> \$					

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**  
DISPLAY, INC.  
A DIVISION OF ART CRAFT SERVICE GROUP

**EXHIBIT  
FREIGHT**

***RUSH***

**DP**

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

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

EVENT NAME:

**HPS**

LOCATION:

**DeVos Place**

EVENT DATES:

**Nov 8, 2018**

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

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

**PLEASE LABEL EACH PIECE**

GR 2018

**Art Craft**  
DISPLAY, INC.  
A DIVISION OF ART CRAFT SERVICE GROUP

**EXHIBIT  
FREIGHT**

***RUSH***

**DP**

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

**C/O ART CRAFT DISPLAY, INC.  
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**Art Craft**  
DISPLAY, INC.  
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**EXHIBIT  
FREIGHT**

***RUSH***

**DP**

TO: \_\_\_\_\_  
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DeVOS PLACE  
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EVENT NAME:

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EVENT DATES:

**Nov 8, 2018**

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

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

**PLEASE LABEL EACH PIECE**

GR 2018

**Art Craft**  
DISPLAY, INC.  
A DIVISION OF ART CRAFT SERVICE GROUP

**EXHIBIT  
FREIGHT**

***RUSH***

**DP**

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

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

EVENT NAME:

**HPS**

LOCATION:

**DeVos Place**

EVENT DATES:


**Nov 8, 2018**

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

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

**PLEASE LABEL EACH PIECE**

GR 2018

 <p style="text-align: center;"><b>Art Craft</b> DISPLAY, INC. <small>A DIVISION OF ART CRAFT SERVICE GROUP</small></p>	<h2 style="margin: 0;">FORK LIFT SERVICES</h2>	<p style="margin: 0;"><b>ART CRAFT USE ONLY</b></p> <p>V <input type="checkbox"/> MC <input type="checkbox"/> AE <input type="checkbox"/> CKP _____ REC'D BY _____</p> <p>EXP. DATE _____ CKF _____ DATE _____</p> <p>CC# _____ \$ _____</p>
<p><b>RETURN TO: 3140 Three Mile NW • Grand Rapids, MI 49534 • (616)791-8024 • Fax (616)791-8154 • grandrapids@artcraftdisplay.com</b></p>		
SHOW NAME <b>HPS</b>	LOCATION <b>DeVos Place</b>	SHOW DATES <b>Nov 8, 2018</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.**
- Availability of this service cannot be guaranteed if not ordered in advance!! Please determine if this service is to be provided as part of your agreement with show management. If not, this form MUST be completed and returned according to conditions herein.**
- Advance payment of all requested fork lift services (in/out) is required with your order.**

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

STANDARD SERVICE		
<p>Up to 4,000 pound capacity fork lift with operator for unloading, installation, uncrating, unskidding, dismantling, crating, skidding, reloading and any special handling of your equipment, machinery or freight, due to size or weight. <b>FLOOR RATE</b> applies to <i>any order received within 14 days prior to show or placed on-site.</i></p>	<b>ADVANCE</b>	<b>FLOOR</b>
	110.00 per hour	132.00 per hour
<p>One hour minimum for move-in <b>AND</b> one hour minimum for move-out. Partial hours, after minimum, prorated to nearest 1/2 hour.</p>		
SPECIAL SERVICE		
<p>Call for quotation for capacities over 4,000 pounds or if rigging equipment and labor are required.</p>		

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

DO NOT FILL IN BELOW - Art Craft Use Only			
Move-In: _____ forklifts for _____ hrs. @ \$ _____ /hr	\$ _____	<b>SUB-TOTAL FORK LIFT CHARGES</b>	<b>\$</b>
Move-In: _____ forklifts for _____ hrs. @ \$ _____ /hr	\$ _____	<b>ADDITIONAL LABOR CHARGES</b>	<b>\$</b>
Move-Out: _____ forklifts for _____ hrs. @ \$ _____ /hr	\$ _____	<b>TOTAL NON-TAXABLE FORK LIFT CHARGES</b>	<b>\$</b>
Move-Out: _____ forklifts for _____ hrs. @ \$ _____ /hr	\$ _____	<b>ADVANCE PAYMENT RECEIVED</b>	<b>\$</b>
Additional Charges: _____	\$ _____	<b>BALANCE DUE</b>	<b>\$</b>

<p><b>ALL ORDERS MUST BE PAID IN FULL UPON COMPLETION OF SERVICE.</b></p>	<p><b>GR 2018</b></p>
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<b>Art Craft</b> DISPLAY, INC. <small>A DIVISION OF ART CRAFT SERVICE GROUP</small>	<h1>LABOR SERVICES</h1>	<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>HPS</b>	LOCATION <b>DeVos Place</b>	SHOW DATES <b>Nov 8, 2018</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.**

LABOR SERVICE		
<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.	
EXHIBITOR REQUIREMENTS: You must do the following to expedite your labor request. <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>		
<b>RATES</b>		
<b>STANDARD LABOR</b> (One hour minimum move-in AND one hour minimum move-out)		<b>ADVANCE:</b> 59.74 Per Man/Per Hr.
		<b>FLOOR:</b> 72.00 Per Man/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

INSTALLATION LABOR REQUEST							
Please check A or B and complete information below							
<input type="checkbox"/> <b>PLAN A</b>	<b>ART CRAFT SUPERVISION</b> You must submit all appropriate information to us, in advance, in order for us to install your exhibit to your satisfaction.	<input type="checkbox"/> <b>PLAN B</b>	<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>							
<b>TOTAL ESTIMATED INSTALLATION LABOR</b>						<b>\$</b>	

DISMANTLE LABOR REQUEST							
Please check A or B and complete information below							
<input type="checkbox"/> <b>PLAN A</b>	<b>ART CRAFT SUPERVISION</b> You must submit all appropriate information to us, in advance, in order for us to dismantle your exhibit to your satisfaction.	<input type="checkbox"/> <b>PLAN B</b>	<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>							
<b>TOTAL ESTIMATED DISMANTLE LABOR</b>						<b>\$</b>	
<b>TOTAL ESTIMATED LABOR</b>						<b>\$</b>	

DO NOT FILL IN BELOW - Art Craft Use Only			
Installation: _____ men for _____ hours @ \$ _____ / hour = _____ _____ men for _____ hours @ \$ _____ / hour = _____ _____ men for _____ hours @ \$ _____ / hour = _____	Dismantle: _____ men for _____ hours @ \$ _____ / hour = _____ _____ men for _____ hours @ \$ _____ / hour = _____ _____ men for _____ hours @ \$ _____ / hour = _____		
<b>TOTAL NON-TAXABLE LABOR</b>		<b>\$</b>	<b>ADVANCE PAYMENT RECEIVED</b>
<b>IF AC SUPERVISION, ADD 25% or \$35.00 MINIMUM</b>		<b>\$</b>	<b>BALANCE DUE</b>
ALL ORDERS MUST BE PAID IN FULL UPON COMPLETION OF SERVICE.			GR 2018

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>HPS</b>	LOCATION <b>DeVos Place</b>	SHOW DATES <b>Nov 8, 2018</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.**

RATES (One hour minimum Move-In / Half hour minimum Move-Out)		
HIGH LIFT/SIGN & BANNER HANGING	ADVANCE: 227.00 Per Hour	FLOOR: 279.00 Per Hour

**EXHIBITOR: PLEASE COMPLETE SECTION BELOW**

HIGH LIFT / SIGN & BANNER INSTALLATION REQUEST									
# of Lifts	Estimated Time	Day of Week	Date	Approx. Hrs.	Rate	Estimated Total			
_____	at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM on _____	_____	for _____	x \$ _____	per hr. = \$ _____			
_____	at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM on _____	_____	for _____	x \$ _____	per hr. = \$ _____			
<ul style="list-style-type: none"> <li>• <b>Please check-in at Service Desk when ready for service.</b></li> </ul>							<table border="1"> <tr> <td><b>TOTAL ESTIMATED INSTALLATION LABOR</b></td> <td><b>\$</b></td> </tr> </table>	<b>TOTAL ESTIMATED INSTALLATION LABOR</b>	<b>\$</b>
<b>TOTAL ESTIMATED INSTALLATION LABOR</b>	<b>\$</b>								

HIGH LIFT / SIGN & BANNER REMOVAL REQUEST									
# of Lifts	Estimated Time	Day of Week	Date	Approx. Hrs.	Rate	Estimated Total			
_____	at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM on _____	_____	for _____	x \$ _____	per hr. = \$ _____			
_____	at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM on _____	_____	for _____	x \$ _____	per hr. = \$ _____			
<ul style="list-style-type: none"> <li>• <b>Please check-in at Service Desk when ready for service.</b></li> </ul>							<table border="1"> <tr> <td><b>TOTAL ESTIMATED REMOVAL LABOR</b></td> <td><b>\$</b></td> </tr> </table>	<b>TOTAL ESTIMATED REMOVAL LABOR</b>	<b>\$</b>
<b>TOTAL ESTIMATED REMOVAL LABOR</b>	<b>\$</b>								

<b>TOTAL ESTIMATED HIGH LIFT / SIGN &amp; BANNER HANGING / REMOVAL</b>	<b>\$</b>
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- **Art Craft Display reserves the right to use additional High Lifts and/or Fork Lifts to properly install/ remove your sign or banner and charge exhibitor accordingly.**
- **Additional charges will apply if specialty materials are required to complete this order.**

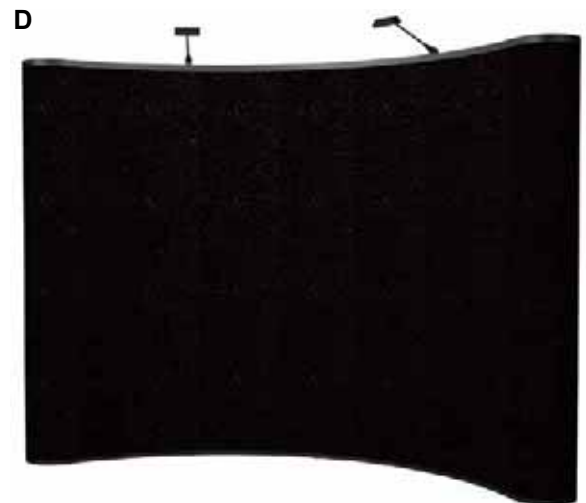
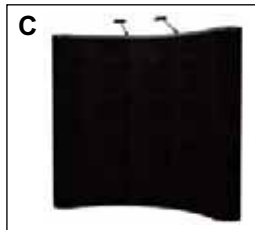
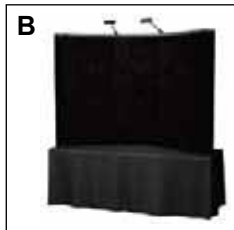
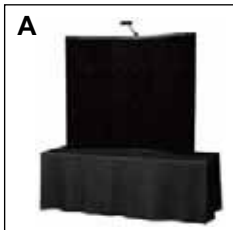
Art Craft Display offers a wide variety of display solutions for your exhibit space. All display items are subject to availability and should be ordered by the advance order deadline. Customers may use their own Velcro®-attachable graphics, or may contact our Sign & Graphics department for pricing and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

**For information on purchasing display products and graphics, please contact Art Craft Display at [800-878-0710](tel:800-878-0710) or [signshop@artcraftdisplay.com](mailto:signshop@artcraftdisplay.com)**

### 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).*



### 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.*



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

### 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".

Banners not included. Please contact us to order banners for use with these stands.



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

### 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**

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.

Banners not included. Please contact us to order banners for use with these stands.



### Optional Display & Banner Stand Accessories

#### Extra Halogen Light

Item #20650-0025

Halogen display light with bulb and power cord.  
For use with pop-up displays



#### Clamp-On Light Fixture

Item #20670-0080

Halogen display light fixture with C-clamp.  
For use with Telescoping banner stands.



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

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



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>HPS</b>	LOCATION <b>DeVos Place</b>	SHOW DATES <b>Nov 8, 2018</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	A. 6' wide Curved Tabletop Pop-Up Display (60" tall)	259.00	
	20650-0010	B. 8' wide Curved Tabletop Pop-Up Display (60" tall)	289.00	
	20650-0015	C. 8' wide Curved Floor Pop-Up Display (89" tall) - includes case-to-counter conversion kit	459.00	
	20650-0020	D. 10' wide Curved Floor Pop-Up Display (89" tall) - includes case-to-counter conversion kit	489.00	
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>				
	20650-0075	A. 48"w x 24"h ShowStyle Folding Display	99.00	
	20650-0080	B. 74"w x 36"h ShowMax Folding Display	199.00	
FREESTANDING BANNER STANDS				
<i>Freestanding Banner Stands must be checked-out at the on-site service desk</i>				
	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	
HANGING BANNER FRAMES				
<i>Harness included. Rigging labor must be ordered in advance.</i>				
	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	
OPTIONAL DISPLAY & BANNER STAND ACCESSORIES / UPGRADES				
	20670-0080	Clamp-on Halogen Light - for use with Telescoping banner stands	20.00	
	20650-0025	Extra Halogen Display Light Fixture w/ Bulb - for use with Pop-Up displays	21.50	

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

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

Most event industry experts agree that well-designed, professional graphics and signage are among the most important elements of an effective exhibit space. Event attendees will often decide whether to stop and learn more about your product or service based solely on their first impression of your booth's signs and graphics.

**➤➤➤ To purchase these items, contact Art Craft Signs. ➤➤➤**

**A**



**BEST  
SELLER**

**33.5" Expert2  
Retractable  
Banner Stand**  
w/ quick change hardware

Banner Stand with 1-sided  
SuperFlat Vinyl Graphic:  
**\$227.81 /pkg.**  
Includes carry bag

**B**



Full-Height banner shown.  
Pipe & drapery not included.

**10 ft Custom Drapery Banner Pkg.**

**FULL HEIGHT (Banner size: 115" w x 92" h) \$469.70 /pkg.**

**HALF HEIGHT (Banner size: 115" w x 63" h) \$322.70 /pkg.**

Packages include custom dye-sub printed polyester fabric banner with grommets, sign hooks, ball bungees and nylon carry bag.

**C**



**30" wide Custom-  
Printed Fabric  
Table Runner**

**\$76.50 ea.**  
(Economy runner - drapes over  
top and front sides)  
Additional sizes available.

Table skirt not included

**D**



**22" w x 28" h  
Poster Sign**

1-sided sign on 4mm  
corrugated plastic:  
**\$35.72 ea.**

1-sided sign on 3mm PVC  
w/ protective film:  
**\$51.33 ea.**

Additional sizes &  
materials available.

Please refer to "Rental Furnishings" form to rent sign frame shown.

**E**



**15oz Vinyl Banner w/ Grommets**

6ft wide x 2ft high, 1-sided ..... **\$56.10 ea.**  
8ft wide x 3ft high, 1-sided ..... **\$112.20 ea.**  
10ft wide x 4ft high, 1-sided ..... **\$187.00 ea.**

Additional sizes & materials available.

**F**



**Adjustable Banner Stand w/ Fabric Graphic:**

Stand w/ **4ft wide x 4ft high** 1-sided fabric graphic ..... **\$212.45 /pkg.**  
Stand w/ **8ft wide x 8ft high** 1-sided fabric graphic ..... **\$436.45 /pkg.**  
Stand w/ **10ft wide x 8ft high** 1-sided fabric graphic ..... **\$461.65 /pkg.**

**G**



**8 ft wide Quick-Set  
Fabric Pop-Up Display**

8' Frame with 1-sided  
Fabric Graphic:  
**\$661.50 ea.** incl. carry bag

**10 ft wide Quick-Set  
Fabric Pop-Up Display**

10' Frame with 1-sided  
Fabric Graphic:  
**\$798.00 ea.** incl. carry bag

**H**



**8 ft wide EZ Tube  
Fabric Display**

8' Curved frame with 1-sided  
Fabric Graphic:  
**\$580.09 ea.** incl. carry bag

**10 ft wide EZ Tube  
Fabric Display**

10' Curved frame with 1-sided  
Fabric Graphic:  
**\$661.00 ea.** incl. carry bag

**20 ft wide EZ Tube  
Fabric Display**

20' Curved frame with 1-sided  
Fabric Graphic:  
**\$1,272.38 ea.** incl. hard case

The items shown above represent a sampling of some of our most popular sign and display items. For a more complete list of products and services offered, please contact our Sign Department at

**800-878-0710 or signshop@artcraftdisplay.com**

**MINIMUM TURN-AROUND TIME ON ALL ITEMS SHOWN IS 10-14 BUSINESS DAYS BEFORE EVENT MOVE-IN DATE.**

ALL PRICES SUBJECT TO CHANGE WITHOUT NOTICE. PRICES SHOWN DO NOT INCLUDE DESIGN LABOR, SALES TAX OR SHIPPING. PLEASE CONTACT ART CRAFT SIGNS FOR A FORMAL ESTIMATE.

## 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

Submit form 14 days in advance to ensure equipment reservation.  
Pricing valid for maximum of 2 show days. Call to discuss rate for longer events.

**PRICES SUBJECT TO CHANGE WITHOUT NOTICE**

AUDIO EQUIPMENT				EXHIBITOR INFORMATION				
Computer speaker		\$ 25		EVENT NAME				
Full range speaker with stand		\$ 60		COMPANY				
Wireless microphone		\$ 100		ADDRESS				
CD player		\$ 25		CITY				
COMPUTER / VIDEO EQUIPMENT				STATE				ZIP CODE
A/V cart with skirt		\$ 20		CONTACT				
DVD player		\$ 25		PHONE				
Laptop computer (PC)		\$ 125		EMAIL				
32" flat screen tabletop monitor		\$ 125		BOOTH NUMBER				
42" flat screen monitor with 5' stand		\$ 250		ON-SITE CONTACT				
50" flat screen monitor with 5' stand		\$ 350		ON-SITE CELL #				
60" flat screen monitor with 5' stand		\$ 450		Delivery Date		Time		
PRESENTATION ACCESSORIES				Pickup Date		Time		
HDMI or VGA cable		\$ 5		PAYMENT INFORMATION				
Wireless PowerPoint remote		\$ 25		<b>** ALL ORDERS MUST BE PAID PRIOR TO DELIVERY **</b>				
Sign easel		\$ 15		CREDIT CARDS ACCEPTED: MC VISA AMEX				
Whiteboard with eraser & markers		\$ 20		CARDHOLDER NAME				
Flipchart with paper & markers		\$ 35		CARD NUMBER				
OTHER (CALL FOR PRICING)				EXPIRATION DATE				
				V-CODE				
CALCULATE YOUR ORDER				CARD BILLING ZIP CODE				
EQUIPMENT SUBTOTAL								
6 % STATE TAX								
DELIVERY & PICKUP LABOR								
15% OF EQUIPMENT SUBTOTAL (\$35 MINIMUM)								
<b>ORDER TOTAL</b>								

**Call 616-742-6641 to discuss more options**

- Booth electrical power is not included.
- Contact us if confirmation email not received after 2 business days.
- Payment receipt will be emailed.
- Additional labor may apply for custom configurations.

**SUBMIT COMPLETED FORM TO:**

**DVPOORDER@BLUEWATERTECH.COM or 616-742-6642 (FAX)**

## DEVOS PLACE

303 Monroe Ave. NW, Grand River, MI 49503  
 (616) 742-6500 FAX (616) 742-6590

### BROADBAND INTERNET ACCESS ORDER FORM

**PAYMENT FOR ADVANCE ORDERS MUST BE IN OUR OFFICE SEVEN (7) DAYS PRIOR TO MOVE-IN DATE**  
**SMG reserves the right to change the rate to the Floor rate if received within the 7 days prior to Move-In date**

NAME OF EVENT \_\_\_\_\_ DATE OF EVENT \_\_\_\_/\_\_\_\_/\_\_\_\_  
 BOOTH NO. \_\_\_\_\_ BOOTH NAME \_\_\_\_\_  
 FIRM NAME \_\_\_\_\_ CONTACT \_\_\_\_\_  
 EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 DAY OF SHOW CONTACT \_\_\_\_\_ CELL # \_\_\_\_\_

#### WIRED PRODUCTS

DESCRIPTION	PRODUCT	ADVANCE	FLOOR	# NEEDED	TOTAL
Shared Service 1.5M up/down Private IP	WI-1	\$300	\$360	_____	\$ _____
Shared Service 2M up/down Private IP	WI-2	\$700	\$785	_____	\$ _____
Shared Service 4M up/down Private IP	WI-3	\$1,050	\$1,200	_____	\$ _____
Shared Service 1.5M up/down Public IP	WI-1	\$400	\$475	_____	\$ _____

#### WIRELESS PRODUCTS

DESCRIPTION	PRODUCT	ADVANCE	FLOOR	# NEEDED	TOTAL
Shared Service 1.5M up/down Private IP*	WL-1	\$75	\$100	_____	\$ _____
Shared Service 2M up/down Private IP*	WL-2	\$200	\$250	_____	\$ _____

**\*Good for one device only. Cannot log out of one device and use on another.**

24 hour wireless service is available to guests on-site via your mobile device at 256K up/down. For payment and password on your mobile device select "DeVos Place" from the list of available networks.

**TOTAL DUE** \$ \_\_\_\_\_

**NOTE:** Products are provided on a "per event" basis.

PAYMENT: CHECK \_\_\_\_\_ CASH \_\_\_\_\_ VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_ AMEX \_\_\_\_\_

CARD NO. \_\_\_\_\_ EXP. DATE \_\_\_\_\_ V-CODE \_\_\_\_\_

NAME ON CARD \_\_\_\_\_

SIGNATURE \_\_\_\_\_ RECEIPT NEEDED:  YES

No refunds or 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.

DE VOS PLACE

303 Monroe Ave. NW ♦ Grand Rapids, MI 49503
PHONE # (616) 742-6500 ♦ FAX # (616) 742-6590
DeVosPlace.org
DeVosPlaceServices@smggr.com



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 5 columns: QUANTITY DESCRIPTION, ADVANCE, FLOOR, AMPS NEEDED, TOTAL. Row 1: 20 AMPS 110 VOLTS, \$60, \$90, \$

BELOW SOLD IN 20 AMP INCREMENTS
ORDER # of 20 AMP INCREMENTS NEEDED i.e. a 50 AMP service would require an order of three 20 AMP increments to provide the needed 50 AMPS

208 SINGLE-PHASE \$80 \$120 \$

208 THREE-PHASE \$100 \$160 \$

480 SINGLE-PHASE \$140 \$240 \$

480 THREE-PHASE \$160 \$280 \$

Table with 4 columns: EQUIPMENT RENTAL, RATE, TOTAL DUE. Rows: POWER STRIP RENTAL \$20 \$, EXTENSION CORD RENTAL \$20 \$, TOTAL DUE \$

EQUIPMENT- DESCRIPTION AND AMPERAGE

IF YOU DO NOT ORDER AN ADEQUATE AMOUNT OF AMPERAGE FOR YOUR EQUIPMENT (1) YOU 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 EXHIBITORS' 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. DE VOS PLACE, SMG, CITY OF GRAND RAPIDS, COUNTY OF KENT AND GRAND RAPIDS-KENT COUNTY CONVENTION ARENA AUTHORITY DO NOT ASSUME ANY LIABILITY FOR DAMAGES OF ANY TYPE WHATSOEVER OR LOSS OF ANTICIPATORY PROFITS RESULTING FROM THE USE OF EQUIPMENT ARISING FROM ANY CAUSE WHATSOEVER.

PAYMENT: CHECK \_\_\_ CASH \_\_\_ VISA \_\_\_ MASTERCARD \_\_\_ AMEX \_\_\_

CARD # \_\_\_\_\_ EXP. DATE \_\_\_\_\_

V-CODE (BACK OF CARD) \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

NAME ON CARD \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**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	_____

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

TELEPHONE RENTAL

_____	Single Line Telephone(s)	\$5.00	_____
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Internal Use Only:

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

**TOTAL DUE BEFORE USAGE (IF APPLICABLE)** \_\_\_\_\_

**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>	<input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express
	Credit Card # _____ <div style="text-align: right;">Exp. Date _____</div>
	Card Holders Name (PRINT) _____ Authorized Signature _____
	Event Name _____
Firm Name _____	Event Dates _____ Booth# _____
Address _____	Telephone # _____
City, State, Zip _____	Fax # _____
Signature _____	Contact Name _____