

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

SHOW NAME Michigan International Women's Show	LOCATION Suburban Collection Showplace	SHOW DATE May 2-5, 2019
COMPANY	BOOTH #	BOOTH SIZE _____ X _____
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

- Please duplicate for your records before returning original.
- **PAYMENT MUST ACCOMPANY ORDER.**
- Note: This Special Package has been developed to simplify your booth design. If you need additional or different items, please refer to the enclosed Rental Furnishing form.
THIS PACKAGE CANNOT BE CHANGED OR SUBSTITUTED.
- All orders are subject to the enclosed Terms, Conditions and Policies.

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

SHOW SPECIAL BOOTH PACKAGE

Each 10' booth package includes:

- (1) 2' x 6' x 30" High - Skirted Table
- (2) Folding Chairs
- (1) Wastebasket
- (1) 10' x 10' Carpet

ADVANCE RATE

Special booth package orders are available if received seven (7) days prior to first move-in day.

Fill in Below:

Please reserve for our company's use _____ advance package(s) @ \$ 214.00 each = \$

FLOOR RATE

Special booth package orders received after Advance Rate deadline or on show floor are subject to the floor rate below.

Fill in Below:

Please reserve for our company's use _____ floor package(s) @ \$ 268.00 each = \$

SKIRT & CARPET COLOR

Please indicate desired color choice for items listed below:

TABLE SKIRT COLOR:	<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> White
BOOTH CARPET COLOR:	<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Green	<input type="checkbox"/> Grey	<input type="checkbox"/> Red

Please note: Color choices not indicated by the exhibitor will be selected by Art Craft Display to coordinate with show colors, and are subject to availability.

RENTAL TOTAL

\$

CONTACT & PAYMENT INFORMATION

CHOOSE PAYMENT METHOD:

- ☐ Check enclosed # _____
- ☐ Credit/debit information below

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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.
- Credit card charges will appear on statements as "Art Craft Display"

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 seven (7) 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.