

## HELPFUL TIPS FOR USING THIS DOCUMENT

### Navigation.

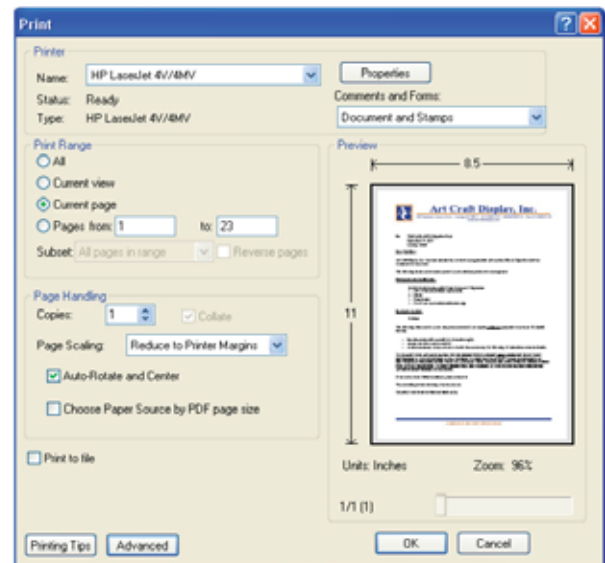
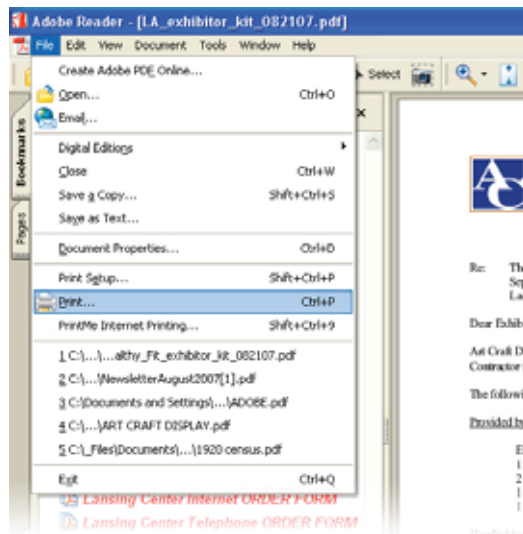
Use the bookmarks in the pane on the left side of the screen to “jump to” the page(s) you’re interested in. For your convenience, the pages are color-coded by document type.

*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: 2024 MISHRM Conference & Exhibition  
October 23-25, 2024  
DeVos Place  
Grand Rapids, MI

Dear Exhibitor,

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

The following items will be provided with your booth package:

- Exhibit booth draping with 8' high backs and 3' high sides (black)
- One (1) 2' x 8' skirted table (black)
- Two (2) chairs
- One (1) wastebasket
- Electric
- WIFI Connection
- Booth ID sign w #

Enclosed are optional equipment forms and shipping instructions, etc.

**TO QUALIFY FOR ADVANCE RATES: YOUR ORDERS WITH PAYMENT MUST BE RECEIVED BY US BY OCTOBER 8, 2024.** We accept checks, American Express, MasterCard and Visa. *Orders placed with declined or invalid credit card number 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.

1. **Freight must be shipped to the address on the shipping labels in the exhibitor kit.**

## ADVANCED WAREHOUSE SHIPMENTS

Advanced Warehouse shipments will be accepted from **September 23, 2024**, through **October 21, 2024**. Freight Handling fees will apply for all shipments received. Warehouse receiving hours are from 8:00 a.m. to 4:30 p.m., Monday – Friday. If required, provide your carrier with this phone number (616) 773-9417

Advanced Warehouse Shipping Address:

Exhibiting Company Name / Booth #  
**2024 MISHRM Conference & Exhibition**  
DeVos Place  
303 Monroe Ave NW  
Grand Rapids, MI 49503



# Art Craft Display, Inc.

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## ONSITE SHIPMENTS

Onsite shipments will be accepted **during move-in hours: October 22, 2024, 10:00am-11:59pm.** Freight Handling fees will apply for all shipments received. If any shipments are received before these dates, you will be charged the Advance Warehouse rates.

Onsite Shipping Address:

Exhibiting Company Name / Booth #  
**2024 MISHRM Conference & Exhibition**  
C/o Art Craft Display, Inc.  
DeVos Place  
303 Monroe Ave NW.  
Grand Rapids, MI 49503

Consolidate your shipments to save separate minimum charges. The minimum charge is 200 lbs per shipment.

Electric, telecommunication services & audio-visual services are provided by DeVos Place. Please complete the online order form at <https://www.devosplace.org/p/visit/exhibitor-forms>. If you have questions about your order, call DeVos Finance Department: (616) 742-6534.

Please contact us at (616) 791-8024 if there are any questions or if any further information is needed.

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>2024 MISHRM Conference &amp; Exhibition</b>	LOCATION <b>DeVos Place</b>	SHOW DATES <b>Oct 23-25, 2024</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.
- No refunds for any rental item once delivered to booth (see cancellation policy on Terms & Conditions page for additional information)
- 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 2024

## 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)

Available sizes: 2' x 4' 2' x 6' 2' x 8'  
 Covering options: Covered & Skirted or Plain (no cover/skirt)

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

Available sizes: 2' x 4' 2' x 6' 2' x 8'  
 Covering options: Covered & Skirted or Plain (no cover/skirt)

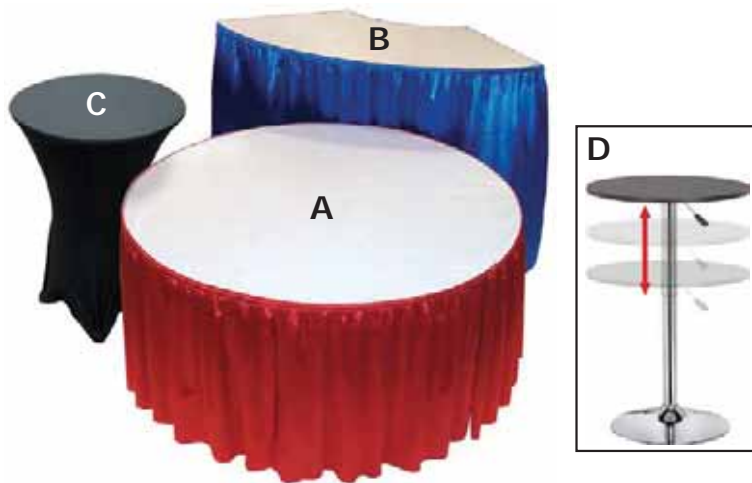
### C. Table Top Riser - Covered Shelf (12" high)

Available sizes: 4' x 1' 6' x 1' 8' x 1'  
 Covering options: Not applicable

\* 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

Available sizes: 30" High or 42" High  
 Covering options: Covered & Skirted or Plain (no cover/skirt)

### B. 6' Crescent Serpentine Tables

Available sizes: 30" High or 42" High  
 Covering options: Covered & Skirted or Plain (no cover/skirt)

### C. 30" Diameter Cocktail Tables

Available sizes: 30" High or 42" High  
 Covering options: Black Form-Fitted Skirt or Plain (no cover/skirt)

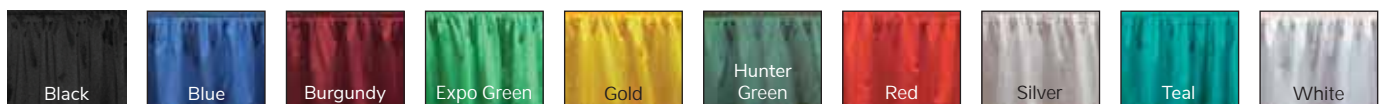
### D. 23.5" Diameter Premium Adjustable Cocktail Tables

Available sizes: One Size (height adjusts from 27" to 35")  
 Covering options: Table comes w/ black laminate top - Covering not available

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

## Table Skirting

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



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

## Folding Chair

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



## Black Upholstered Chair

Color: Black Seat w/ Chrome Legs  
 Size: 20" Square (Standard)  
 Material: Fabric Covered Padding



## Black Padded Counter Stool (w/back)

Color: Black Seat w/ Chrome Legs  
 Size: 20" Square (Standard)  
 Material: Fabric Covered Padding



## Sign Hangers

Color: Silver  
 Size: 9"L  
 Material: Aluminum



## Easel

Color: Chrome  
 Size: 60" tall  
 Material: Metal



*Sign not included. Please contact our sign department to order sign.*

## Chrome Sign Frame

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.*

## Tackboard

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



## Bag Holders

Color: Chrome  
 Size: 45"H  
 Material: Steel



## Literature Holders

Color: Black  
 Size: 58"H (literature rack)  
 Material: Steel/Aluminum



## Garment Rack

Color: Chrome  
Size: 5'H x 6'W  
Material: Steel



## Rope & Stanchion

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



## Waste Baskets

Color: Black  
Material: Plastic  
Sizes: 7 Gallon or 30 Gallon (*not shown*)



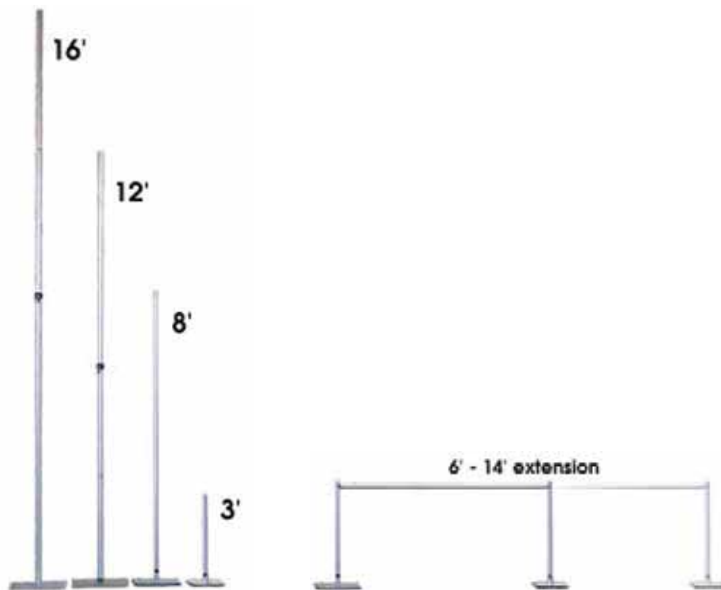
## Swivel Spotlight

Color: White  
Bulb Type: LED  
Lumens: 1,000



## 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
- 8' high drape w/hardware
- 12' high drape w/hardware
- 16' high drape w/hardware
- 16' high velour drape w/hardware

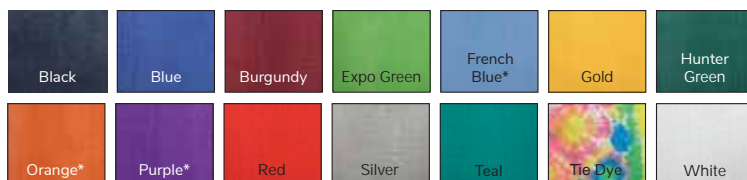
### Hardware Only

- Aluminum extension (6'-10')
- Base plate for 3' upright
- 3' aluminum upright
- Base plate for 8' upright
- 8' aluminum upright
- Base plate for 12' upright/pin
- 12' aluminum upright
- Base plate for 16' upright/pin
- 16' aluminum upright

### Drape Only

- 3' high drape panels
- 8' high drape panels
- 12' high drape panels
- 16' high drape panels
- 16' high velour drape panels

### 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:



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>2024 MISHRM Conference &amp; Exhibition</b>		LOCATION <b>DeVos Place</b>	SHOW DATES <b>Oct 23-25, 2024</b>
COMPANY	ADDRESS	BOOTH #	BOOTH SIZE _____ X _____
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	46.49	59.00			Folding Chair	29.18	37.00	
	2' x 4' Covered & Skirted (skirted 4 sides)	83.78	105.00			Black Upholstered Chair	69.68	88.00	
	2' x 6' Plain	59.02	74.00			Black Padded Counter Stool - w/ back	83.85	105.00	
	2' x 6' Covered & Skirted	103.79	130.00			Wastebasket - 7 gallon	27.00	34.00	
	2' x 8' Plain	71.55	90.00						
	2' x 8' Covered & Skirted	123.84	155.00						
	4th side skirted optional	35.80	45.00						
COUNTER TABLES (42" HIGH)					BOOTH ACCESSORIES				
	2' x 4' Plain	76.91	97.00			Easel	37.24	37.24	
	2' x 4' Covered & Skirted (skirted 4 sides)	114.77	144.00			5' x 6' Garment Rack (w/ 25 hangers)	93.90	93.90	
	2' x 6' Plain	89.44	112.00			4' x 8' Tackboard <input type="checkbox"/> V <input type="checkbox"/> H	263.01	263.01	
	2' x 6' Covered & Skirted	134.80	169.00			Chrome Stanchion	39.75	50.00	
	2' x 8' Plain	101.92	128.00			Velvet Rope 8' long	39.75	50.00	
	2' x 8' Covered & Skirted	154.84	194.00			Red Braided Rope 7' long	39.75	50.00	
	4th side skirted optional	35.80	45.00			Chrome Sign Frame - 22" x 28"	93.89	118.00	
SPECIALTY TABLES (30" HIGH)						Chrome Bag Holder	72.26	91.00	
	30" Dia. Round Plain	68.85	87.00			Literature Rack	135.45	170.00	
	30" Dia. Round w/ Black Form-Fitted Skirt	106.55	134.00			Swivel Spotlight	73.85	93.00	
	60" Dia. Round Plain	97.55	122.00						
	60" Dia. Round Covered & Skirted	143.50	180.00						
	6' Crescent Serpentine Plain	97.55	122.00						
	6' Crescent Serpentine Cov'd & Skirted	143.50	180.00						
	23.5" Dia. Premium Adjustable Cocktail	212.87	267.00						
	4th side skirted optional	35.80	45.00						
SPECIALTY TABLES (42" HIGH)					BOOTH DRAPING & HARDWARE				
	30" Dia. Round Plain	93.90	118.00			3' high drape per ft. (incl. hardware)	5.57	7.00	
	30" Dia. Round w/ Black Form-Fitted Skirt	130.61	164.00			8' high drape per ft. (incl. hardware)	9.06	12.00	
	60" Dia. Round Plain	126.44	159.00			Aluminum Extension (6'-10')	15.66	20.00	
	60" Dia. Round Covered & Skirted	171.08	214.00			Base Plate for 3' Upright	10.44	14.00	
	6' Crescent Serpentine Plain	126.44	159.00			3' Aluminum Upright	10.44	14.00	
	6' Crescent Serpentine Cov'd & Skirted	171.08	214.00			Base Plate for 8' Upright	12.17	16.00	
	4th side skirted optional	35.80	45.00			8' Aluminum Upright	12.17	16.00	
						Base Plate for 12' Upright / Pin	31.28	40.00	
						12' Aluminum Upright	31.28	40.00	
						Base Plate for 16' Upright / Pin	38.21	48.00	
						16' Aluminum Upright	38.21	48.00	
TABLE ACCESSORIES									
	Raise Any Plain Table to 42" high	35.80	45.00						
	Raise Any Cov'd & Skirted Table to 42" high	48.29	61.00						
	Cover & Skirt for 30" table	54.66	69.00						
	Cover & Skirt for 42" table	54.66	69.00						
	Table Top Riser (Covered Shelf), 4' x 1' x 1'	46.49	59.00						
	Table Top Riser (Covered Shelf), 6' x 1' x 1'	59.02	74.00						
	Table Top Riser (Covered Shelf), 8' x 1' x 1'	71.55	90.00						

PLEASE CHECK SKIRT COLOR CHOICE  
 Table includes white vinyl top cover and three sides skirted  
 SHOW COLOR  BLACK  BLUE  BURGUNDY  EXPO GREEN  
 GOLD  HUNTER GREEN  RED  SILVER  TEAL  WHITE

**TOTAL NON-TAXABLE ITEMS \$**

GR-TS 2024





## Premium Booth Carpet

Our 28 ounce plush Premium Booth Carpet provides comfort, style and durability for your booth space flooring. All 21 colors of our Premium Booth Carpet are installed in brand new condition and include installation, removal, padding (additional padding may be ordered for an additional charge), all taping, plastic covering and vacuuming ONCE prior to the initial event opening. For multiple-day events, vacuuming for additional days may be ordered from our "Vacuuming Services" form. Available in standard sizes 10'x10', 10'x15', 10'x20', 10'x30' and 10'x40'.

*Please note: Premium Booth Carpet must be ordered at least 14 days prior to your first move-in day.*

**Premium Booth Carpet color choices:**



## Standard Booth Carpet

Our 14 ounce Standard Booth Carpet offers an excellent cost-effective solution for your booth space flooring. Standard Booth Carpet is available in 5 different colors and is installed in clean condition. Prices include installation, removal, edge taping and vacuuming ONCE prior to the initial event opening. For multiple-day events, vacuuming for additional days may be ordered from our "Vacuuming Services" form. Optional padding, protective plastic covering and cleaning services are available for an additional charge. Available in standard sizes 10'x10', 10'x15', 10'x20', 10'x30' and 10'x40'.

*Please note: Dye lot not guaranteed on combination orders of 10' wide stock.*

**Standard Booth Carpet color choices:**



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



# CARPET RENTAL

## ART CRAFT USE ONLY

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>2024 MISHRM Conference &amp; Exhibition</b>		LOCATION <b>DeVos Place</b>	SHOW DATES <b>Oct 23-25, 2024</b>
COMPANY	BOOTH #		BOOTH SIZE _____ X _____
ADDRESS	address	city	state zip
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- **Advance Order Deadline: Fourteen (14) days prior to first move-in day.**
- **No refunds, exchanges or credits for any booth package items.**
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- **All orders are subject to the enclosed Terms, Conditions and Policies.**

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

### STANDARD BOOTH CARPET (14 ounce)

QUANTITY	SIZE	ADVANCE	FLOOR	AMOUNT
	10' x 10'	185.76	233.00	
	10' x 20'	369.70	463.00	
	10' x 30'	519.00	649.00	
	10' x 40'	673.79	843.00	

**CHECK CARPET COLOR:**  Black  Blue  Grey  Green  Red

Above prices include: installation, removal, edge taping and vacuuming **ONCE** prior to initial event opening. **MULTIPLE DAY EVENTS** - VACUUMING for additional days may be ordered from our "Vacuuming & Cleaning Services" form. Carpet colors are not guaranteed to match. Floor orders are subject to availability.

### NON-STANDARD SIZE BOOTH CARPET (14 ounce)

SIZE	TOTAL	ADVANCE	FLOOR	AMOUNT
_____ FT. x _____ FT.	_____ SQ. FT.	3.45 per square foot	4.40 per square foot	

**CHECK CARPET COLOR:**  Black  Blue  Grey  Green  Red

**CARPET PADDING - SPECIAL SIZE (OPTIONAL)**

SIZE	TOTAL	ADVANCE	FLOOR	AMOUNT
_____ FT. x _____ FT.	_____ SQ. FT.	2.14 per square foot	2.68 per square foot	

- Non-standard size booth carpet rates apply to any width not in 10' increments.

### PREMIUM BOOTH CARPET (28 ounce) - 100 sq. ft. minimum order

SIZE	TOTAL	ADVANCE	FLOOR	AMOUNT
_____ FT. x _____ FT.	_____ SQ. FT.	5.38 per square foot	6.80 per square foot	

**CHECK CARPET COLOR:**  Beige  Black  Burgundy  Charcoal  Cobalt  Emerald  Grape Soda  
 Please visit [www.artcraftdisplay.com](http://www.artcraftdisplay.com) to view color selection.  
 Graphite  Ice  Ivory  Key Lime  Lemon Drop  Midway Blue  Navy  
 Nu Blue  Platinum  Red  Royal Blue  Silver Cloud  Tuitti Fruitti  White

Above prices include: installation, removal, padding, all taping, plastic covering and vacuuming **ONCE** prior to initial event opening. **MULTIPLE DAY EVENTS** - VACUUMING for additional days may be ordered from our "Vacuuming & Cleaning Services" form. Premium carpet **MUST** be ordered fourteen (14) days prior to first move-in day.

### PADDING

QUANTITY	PADDING SIZE	ADVANCE	FLOOR	AMOUNT
	9' x 10'	148.41	186.00	
	9' x 20'	296.81	372.00	
	9' x 30'	445.19	557.00	
	9' x 40'	593.62	743.00	

- 7/16" thick padding includes installation and removal. *For extra comfort, you may order additional padding by doubling your padding order from above.*

### PLASTIC COVERING

PLASTIC SIZE	ADVANCE	FLOOR	AMOUNT
_____ feet wide X _____ feet deep = _____ SQ. FT.	\$.62 per square foot	\$.77 per square foot	

- Protective covering includes installation, removal and taping.

GR-TS 2024	<b>TOTAL NON-TAXABLE CARPET ITEMS</b>	<b>\$</b>
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<b>Art Craft</b> DISPLAY, INC. <small>A DIVISION OF ART CRAFT SERVICE GROUP</small>	<b>VACUUMING &amp; CLEANING SERVICES</b>	ART CRAFT USE ONLY	
		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>2024 MISHRM Conference &amp; Exhibition</b>	LOCATION <b>DeVos Place</b>	SHOW DATES <b>Oct 23-25, 2024</b>	
COMPANY _____	BOOTH # _____	BOOTH SIZE _____ X _____	
ADDRESS _____ address _____	city _____	state _____	zip _____
PHONE _____	FAX _____	EMAIL _____	
AUTHORIZED CONTACT SIGNATURE _____	AUTHORIZED CONTACT - PLEASE PRINT _____		DATE _____

All carpet rented from Art Craft Display is installed in clean condition and is vacuumed **ONCE** prior to initial event opening. Any additional cleaning or vacuuming in your booth should be ordered below. Any ordered cleaning or vacuuming will be done at the close of the event each evening. If your booth requires a re-vacuuming or cleaning the next morning, an additional vacuuming/cleaning charge will apply.

CARPET VACUUMING						psf = Per Square Foot	
Choose ONE:						<b>ADVANCE</b>	<b>FLOOR</b>
<input type="checkbox"/>	One time Vacuuming (up to 1,000 sqft) on (day/date): _____				\$.30 psf / day	\$.38 psf / day	
<input type="checkbox"/>	Daily Vacuuming (up to 1,000 sqft)				\$.30 psf / day	\$.38 psf / day	
<input type="checkbox"/>	One time Vacuuming (over 1,000 sqft) on (day/date): _____				\$.25 psf / day	\$.31 psf / day	
<input type="checkbox"/>	Daily Vacuuming (over 1,000 sqft)				\$.25 psf / day	\$.31 psf / day	
	Booth width	Booth depth	Booth area	Rate (above)	No. of Days	Total Cost	
<b>CARPET CLEANING:</b> _____ ft. x _____ ft. = _____ sq. ft. x \$ _____ psf x _____ days =						\$ _____	

EXHIBIT CLEANING						psf = Per Square Foot	
Choose ONE:						<b>ADVANCE</b>	<b>FLOOR</b>
<input type="checkbox"/>	One time wipe down/dusting of display structure/furnishings (up to 1,000 sqft) on (day/date): _____				\$.30 psf / day	\$.38 psf / day	
<input type="checkbox"/>	Daily wipe down/dusting of display structure/furnishings (up to 1,000 sqft)				\$.30 psf / day	\$.38 psf / day	
<input type="checkbox"/>	One time wipe down/dusting of display structure/furnishings (over 1,000 sqft) on (day/date): _____				\$.25 psf / day	\$.31 psf / day	
<input type="checkbox"/>	Daily wipe down/dusting of display structure/furnishings (over 1,000 sqft)				\$.25 psf / day	\$.31 psf / day	
	Booth width	Booth depth	Booth area	Rate (above)	No. of Days	Total Cost	
<b>EXHIBIT CLEANING:</b> _____ ft. x _____ ft. = _____ sq. ft. x \$ _____ psf x _____ days =						\$ _____	

<b>TOTAL NON-TAXABLE VACUUMING / CLEANING SERVICES</b>	<b>\$</b>
--	-----------

- Porter Service available upon request.
- All orders must be accompanied by "Contact & Payment Information" form.
- All orders are subject to the enclosed Terms, Conditions and Policies.

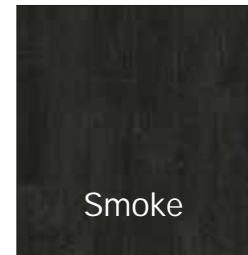
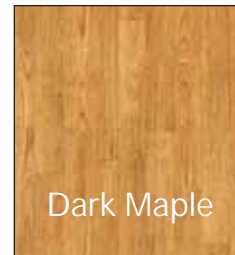
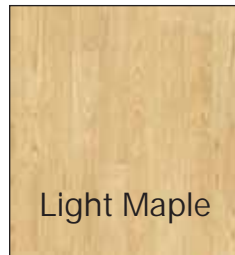
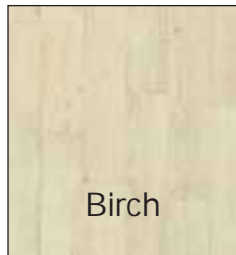
**Credit Card Information  
Required with All Orders.**

## 10' Expo Vinyl Flooring

Our Expo Vinyl Flooring offers the upgraded appearance of wood or tile in standard 10 ft. widths. Prices include installation, edge taping and removal. Available in standard sizes: 10'x10', 10'x15', 10'x20', 10'x30' and 10'x40'. Custom sizes also available and priced per square foot (100 sq. ft. minimum order). For extra comfort, add padding for an additional charge.

*Please note: 10' Expo Vinyl must be ordered at least 14 days prior to your first move-in day.*

**10' Expo Vinyl Flooring color choices:**

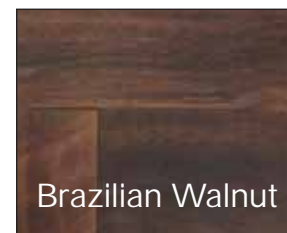
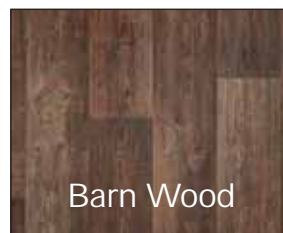
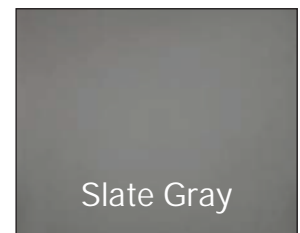
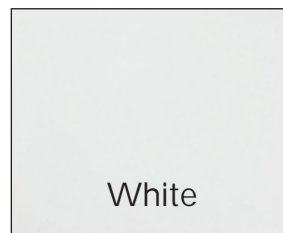
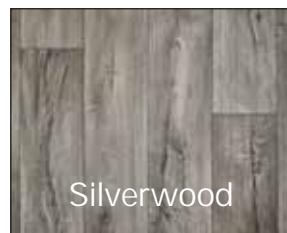


## 12' Event Flex Vinyl Flooring

Our Event Flex Vinyl Flooring offers the upgraded appearance of wood, tile or laminate. It is designed in 12' widths and cut to size. Prices include installation, edge taping and removal. Available in standard sizes 10'x10', 10'x15', 10'x20', 10'x30' and 10'x40'. Custom sizes also available and priced per square foot (100 sq. ft. minimum order). For extra comfort, add padding for an additional charge.

*Please note: 12' Event Flex Vinyl must be ordered at least 14 days prior to your first move-in day.*

**12' Event Flex Vinyl Flooring color choices:**



<b>Art Craft</b> DISPLAY, INC. <small>A DIVISION OF ART CRAFT SERVICE GROUP</small>	<h1 style="margin:0;">VINYL FLOORING RENTAL</h1>	ART CRAFT USE ONLY	
		V <input type="checkbox"/> MC <input type="checkbox"/> AE <input type="checkbox"/> CKP _____ REC'D BY _____ EXP. DATE _____ CKF _____ DATE _____ CC# _____ \$ _____	
RETURN TO: 3140 Three Mile NW • Grand Rapids, MI 49534 • (616)791-8024 • Fax (616)791-8154 • grandrapids@artcraftdisplay.com			
SHOW NAME	LOCATION	SHOW DATES	
<b>2024 MISHRM Conference &amp; Exhibition</b>	<b>DeVos Place</b>	<b>Oct 23-25, 2024</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.***

10' EXPO VINYL FLOORING (100 sq. ft. minimum order)				
SIZE	TOTAL	ADVANCE	FLOOR	AMOUNT
_____ FT. x _____ FT.	_____ SQ. FT.	6.08 per square foot	7.60 per square foot	
<b>CHECK VINYL COLOR:</b> <input type="checkbox"/> Ash <input type="checkbox"/> Birch <input type="checkbox"/> Light Maple <input type="checkbox"/> Dark Maple <input type="checkbox"/> Smoke				
<ul style="list-style-type: none"> <li>Above prices include: installation, removal and edge taping. Vinyl flooring MUST be ordered fourteen (14) days prior to first move-in day.</li> </ul>				

12' EVENT FLEX VINYL FLOORING (100 sq. ft. minimum order)				
SIZE	TOTAL	ADVANCE	FLOOR	AMOUNT
_____ FT. x _____ FT.	_____ SQ. FT.	7.30 per square foot	9.20 per square foot	
<b>CHECK VINYL COLOR:</b> <input type="checkbox"/> Silverwood <input type="checkbox"/> Checkerboard <input type="checkbox"/> White <input type="checkbox"/> Slate Gray <input type="checkbox"/> Onyx <input type="checkbox"/> Barn Wood <input type="checkbox"/> Brazilian Walnut				
<ul style="list-style-type: none"> <li>Above prices include: installation, removal and edge taping. Vinyl flooring MUST be ordered fourteen (14) days prior to first move-in day.</li> </ul>				

10' VINYL FLOORING PADDING (100 sq. ft. minimum order)				
SIZE	TOTAL	ADVANCE	FLOOR	AMOUNT
_____ FT. x _____ FT.	_____ SQ. FT.	5.06 per square foot	6.40 per square foot	
<ul style="list-style-type: none"> <li>Above prices include: installation and removal. Vinyl padding MUST be ordered fourteen (14) days prior to first move-in day.</li> </ul>				

PROTECTIVE PLASTIC COVERING			
PLASTIC SIZE	ADVANCE	FLOOR	AMOUNT
_____ feet wide X _____ feet deep = _____ SQ. FT.	\$ .62 per square foot	\$ .77 per square foot	
<ul style="list-style-type: none"> <li>Above prices include: installation, removal and taping.</li> </ul>			

**TOTAL NON-TAXABLE VINYL FLOORING ITEMS \$**

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, please contact Art Craft Signs.**

**A**



**33.5" EconoRoll Retractable Banner Stand**

Banner Stand with 1-sided SuperFlat Vinyl Graphic:  
**\$185.72 /pkg.**  
Includes carry bag

**B**



**10 ft Custom Drapery Banner Pkg.**

**FULL HEIGHT** (Banner size: 115" w x 92" h) **\$507.19 /pkg.**  
**HALF HEIGHT** (Banner size: 115" w x 58" h) **\$333.11 /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**

**\$82.85 ea.**  
("Economy" runner - drapes over top and front surfaces)  
Additional sizes available.

Table skirt not included

**D**



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

1-sided sign on 4mm corrugated plastic:  
**\$30.48 ea.**

1-sided sign on 3mm PVC:  
**\$44.86 ea.**

Additional sizes & materials available.

**SIGN FRAME NOT INCLUDED.**

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

**E**



**18oz Vinyl Banner w/ Grommets**

6ft wide x 2ft high, 1-sided ..... **\$73.51 ea.**  
8ft wide x 3ft high, 1-sided ..... **\$133.17 ea.**  
10ft wide x 4ft high, 1-sided ..... **\$217.44 ea.**

Additional sizes & materials available.

**F**



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

Stand w/ **4ft wide x 4ft high** 1-sided fabric graphic ..... **\$365.40 /pkg.**  
Stand w/ **8ft wide x 8ft high** 1-sided fabric graphic ..... **\$411.15 /pkg.**  
Stand w/ **10ft wide x 8ft high** 1-sided fabric graphic ..... **\$430.35 /pkg.**

**G**



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

8' Straight Frame with 1-sided Fabric Graphic & end cap graphics:  
**\$825.72 ea.** incl. carry bag

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

10' Straight Frame with 1-sided Fabric Graphic & end cap graphics:  
**\$1,009.83 ea.** incl. carry bag

**H**



Also available in **CURVED Configurations**

**8 ft wide Straight Formulate Fabric Display**

8' Straight frame with 1-sided Fabric Graphic:  
**\$670.34 ea.** incl. carry bag

**10 ft wide Straight Formulate Fabric Display**

10' Straight frame with 1-sided Fabric Graphic:  
**\$803.22 ea.** incl. carry bag

**20 ft wide Straight Formulate Fabric Display**

20' Straight frame with 1-sided Fabric Graphic:  
**\$1,812.41 ea.** incl. carry bag

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**

**UNLESS OTHERWISE STATED, MINIMUM TURN-AROUND TIME ON ALL ITEMS SHOWN ON THIS PAGE IS 14 BUSINESS DAYS BEFORE EVENT MOVE-IN DATE.**

ALL PRICES SUBJECT TO CHANGE WITHOUT NOTICE. CURRENT PRICES WILL BE REFLECTED IN A FORMAL ESTIMATE PROVIDED PRIOR TO PRODUCTION. PRICES SHOWN DO NOT INCLUDE DESIGN LABOR, SALES TAX OR SHIPPING.



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 re-routed by us at your expense.

## Insurance and Security

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



<h1 style="margin:0;">Art Craft</h1> <p style="margin:0; font-size: small;">DISPLAY, INC.</p> <p style="margin:0; font-size: x-small;">A DIVISION OF ART CRAFT SERVICE GROUP</p>	<h2 style="margin:0;">FREIGHT HANDLING</h2>	ART CRAFT USE ONLY		DP		
		V <input type="checkbox"/>	MC <input type="checkbox"/>		AE <input type="checkbox"/>	CKP _____ REC'D BY _____
		EXP. DATE _____			CKF _____	DATE _____
CC# _____		\$ _____				
<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>2024 MISHRM Conference &amp; Exhibition</b>		LOCATION <b>DeVos Place</b>		SHOW DATE <b>Oct 23-25, 2024</b>		
COMPANY	PHONE	BOOTH #	BOOTH SIZE _____ X _____			
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT		DATE		

- THIS FORM MUST PRECEDE YOUR SHIPMENT.**
- A 200 LB. MINIMUM CHARGE PER SHIPMENT WILL APPLY (excluding envelopes).**
- All orders must be accompanied by "Contact & Payment Information" form.**
- All orders are subject to the enclosed Terms, Conditions and Policies.**
- All freight is subject to re-weigh and you will be billed accordingly.**
- 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	
ADVANCED WAREHOUSE	ONSITE SHIPPING
<ul style="list-style-type: none"> <li>All shipments must be sent labeled as follows:            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 shipments must be sent labeled as follows:            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>

- All pieces should be labeled separately. Please use the enclosed shipping labels to expedite your shipment. You may make additional copies as needed.
- CONSOLIDATE YOUR SHIPMENTS TO SAVE SEPARATE MINIMUM CHARGES.**
- ABSOLUTELY NO PERISHABLE OR HAZARDOUS MATERIALS**

RATE SCHEDULE and TABLE	Under 5,000 pounds	5001 - 15,000 pounds	Over 15,000 pounds
<b>INBOUND RATES w/ADVANCED WAREHOUSING</b>	\$.74 per lb.	\$.68 per lb.	\$.58 per lb.
<b>INBOUND RATES ONSITE</b>	\$.59 per lb.	\$.52 per lb.	\$.42 per lb.
<b>OUTBOUND RATES</b>	\$.59 per lb.	\$.52 per lb.	\$.42 per lb.
<b>ENVELOPE RATES</b>	\$36.00 per envelope (max. dimensions: 16"x13")		

**Exhibitor: Please complete this section.**

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

TOTAL EST. INBOUND FREIGHT HANDLING CHARGES <b>A</b> \$	TOTAL EST. OUTBOUND FREIGHT HANDLING CHARGES <b>B</b> \$
ESTIMATED INBOUND / OUTBOUND FREIGHT HANDLING CHARGES SUB-TOTAL <b>A + B</b> \$	

	ADVANCE	FLOOR	
BANDING SERVICES: _____ pcs. @	\$48.38 / piece	\$61.00 / piece	\$
SHRINK WRAP SERVICES: _____ pcs. @	\$48.38 / piece	\$61.00 / piece	\$
ENVELOPES: _____ envelopes @ \$36.00 / envelope			\$
<b>TOTAL ESTIMATED FREIGHT HANDLING CHARGES</b>			<b>\$</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:  
**2024 MISHRM Conference & Exhibition**

LOCATION: **DeVos Place**                      EVENT DATES: **Oct 23-25, 2024**

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

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

**PLEASE LABEL EACH PIECE**

GR 2024

**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:  
**2024 MISHRM Conference & Exhibition**

LOCATION: **DeVos Place**                      EVENT DATES: **Oct 23-25, 2024**

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

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

**PLEASE LABEL EACH PIECE**

GR 2024

**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

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

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

**PLEASE LABEL EACH PIECE**

GR 2024

**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:  
**2024 MISHRM Conference & Exhibition**

LOCATION: **DeVos Place**                      EVENT DATES: **Oct 23-25, 2024**

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

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

**PLEASE LABEL EACH PIECE**

GR 2024

<b>Art Craft</b> DISPLAY, INC. <small>A DIVISION OF ART CRAFT SERVICE GROUP</small>	<h1 style="margin:0;">FORK LIFT SERVICES</h1>	ART CRAFT USE ONLY	
		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	LOCATION	SHOW DATES	
<b>2024 MISHRM Conference &amp; Exhibition</b>	<b>DeVos Place</b>	<b>Oct 23-25, 2024</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		
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>	ADVANCE	FLOOR
	184.70 per hour	231.00 per hour
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.		
SPECIAL SERVICE		
Call for quotation for capacities over 4,000 pounds or if rigging equipment and labor are required.		

EXHIBITOR: Please complete this section			
MOVE-IN		Fork Lift & Operator needed at _____ <input type="checkbox"/> AM on _____ for _____ hours x \$ _____ per hr. = \$ _____	
		Fork Lift & Operator needed at _____ <input type="checkbox"/> PM on _____ for _____ hours x \$ _____ per hr. = \$ _____	
		Fork Lift & Operator needed at _____ <input type="checkbox"/> AM on _____ for _____ hours x \$ _____ per hr. = \$ _____	
MOVE-OUT		Fork Lift & Operator needed at _____ <input type="checkbox"/> AM on _____ for _____ hours x \$ _____ per hr. = \$ _____	
		Fork Lift & Operator needed at _____ <input type="checkbox"/> PM on _____ for _____ hours x \$ _____ per hr. = \$ _____	
		Fork Lift & Operator needed at _____ <input type="checkbox"/> AM 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>		TOTAL ESTIMATED FORK LIFT SERVICE	\$
		DEPOSIT AMOUNT ENCLOSED	\$

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



<h1 style="margin:0;">Art Craft</h1> <p style="margin:0; font-size: small;">DISPLAY, INC. A DIVISION OF ART CRAFT SERVICE GROUP</p>	<h2 style="margin:0;">SIGN &amp; BANNER HANGING / HIGH LIFT SERVICES</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 _____ CC# _____ \$ _____	
		RETURN TO: 3140 Three Mile NW • Grand Rapids, MI 49534 • (616)791-8024 • Fax (616)791-8154 • grandrapids@artcraftdisplay.com	
SHOW NAME	LOCATION	SHOW DATES	
<b>2024 MISHRM Conference &amp; Exhibition</b>	<b>DeVos Place</b>	<b>Oct 23-25, 2024</b>	
COMPANY	ADDRESS	BOOTH #	BOOTH SIZE _____ X _____
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 / One hour minimum Move-Out)		
	ADVANCE:	FLOOR:
HIGH LIFT/SIGN & BANNER HANGING (includes 1-Scissor Lift & 1-Rigger)	326.61 Per Hour	408.00 Per Hour
ADDITIONAL RIGGING LABOR	101.57 Per Man / Per Hour	127.00 Per Man / Per Hour

EXHIBITOR: Please complete this section						
	QTY.	ESTIMATED TIME	DATE	APPROX. HRS.	RATE	ESTIMATED TOTAL
MOVE-IN (INSTALL)	___	High Lift(s) & Rigger(s) needed at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	on _____	for ___ hours x \$ _____	per hr. = \$ _____
	___	High Lift(s) & Rigger(s) needed at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	on _____	for ___ hours x \$ _____	per hr. = \$ _____
	___	Additional Rigger(s) needed at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	on _____	for ___ hours x \$ _____	per hr. = \$ _____
	___	Additional Rigger(s) needed at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	on _____	for ___ hours x \$ _____	per hr. = \$ _____
MOVE-OUT (REMOVE)	___	High Lift(s) & Rigger(s) needed at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	on _____	for ___ hours x \$ _____	per hr. = \$ _____
	___	High Lift(s) & Rigger(s) needed at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	on _____	for ___ hours x \$ _____	per hr. = \$ _____
	___	Additional Rigger(s) needed at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	on _____	for ___ hours x \$ _____	per hr. = \$ _____
	___	Additional Rigger(s) needed at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	on _____	for ___ hours x \$ _____	per hr. = \$ _____
<ul style="list-style-type: none"> <li>Please check-in at Service Desk when ready for service</li> <li>Always inform us if more than one high lift is needed.</li> </ul>					TOTAL ESTIMATED HIGH LIFT SERVICE	\$ _____

- Art Craft Display, Inc. will not mount, hang, lift, drop, disassemble or otherwise participate in any of the following:
  - Truss systems of any kind
  - Sound projection devices
  - Lighting trusses or individual fixtures
  - Monitors or video boards
- Art Craft Display, Inc. may also, at its sole discretion, refuse to hang any item that they deem unsafe by any condition of size, weight, structure, overhead position or due to inadequate operating space. It is the exhibitor's sole responsibility to ascertain all pre-conditions prior to placing any orders with Art Craft Display, Inc.
- Art Craft Display reserves the right to use additional Riggers, 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.
- Please check your contract from show management to see if permission is needed for banner hanging prior to placing your order.
- Based on booth location, banner hanging restrictions and or modifications may apply.

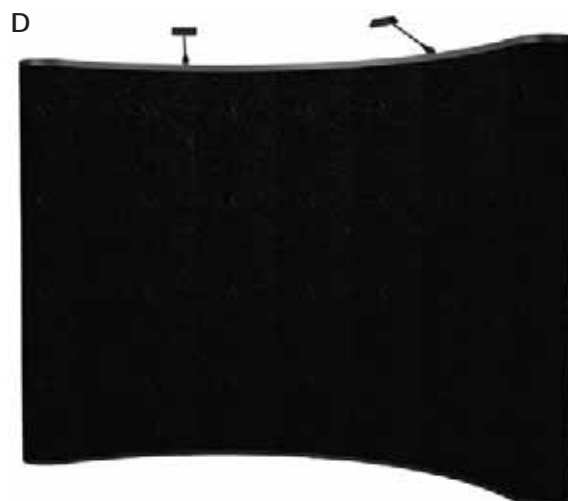
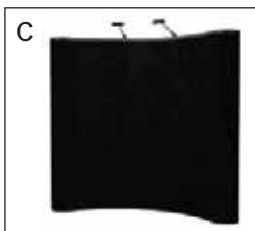
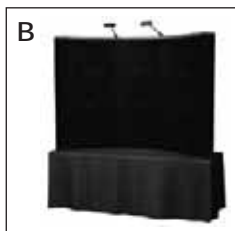
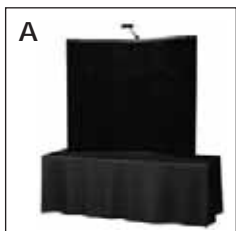
Art Craft Display offers a wide variety of display solutions for your exhibit space. All display items are subject to availability and should be ordered by the advance order deadline. Customers may use their own Velcro®-attachable graphics, or may contact our Sign & Graphics department for pricing and 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 or [signshop@artcraftdisplay.com](mailto:signshop@artcraftdisplay.com)**

## Curved Pop-Up Displays

- A. 6'w x 60"h Tabletop Pop-Up Display
- B. 8'w x 60"h Tabletop Pop-Up Display
- C. 8'w x 89"h Floor Pop-Up Display - *includes case counter*
- D. 10'w x 89"h Floor Pop-Up 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. 48"w x 24"h ShowStyle Folding Panel Display
- B. 74"w x 36"h ShowMax Folding Panel 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.*

## Freestanding Banner Stands

- Small Telescoping Freestanding Banner Stand (28"-48"w x 37"-95"h)
- Large Telescoping Freestanding 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.



## Hanging Banner Frames

- 6'wide, 3-sided Hanging Banner Frame w/ harness
- 8'wide, 3-sided Hanging Banner Frame w/ harness
- 10'wide, 3-sided Hanging Banner Frame w/ harness
- 6'wide, 4-sided Hanging Banner Frame w/ harness
- 8'wide, 4-sided Hanging Banner Frame w/ harness
- 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.



- Please check your contract from show management to see if permission is needed for banner hanging prior to placing your order.
- Based on booth location, banner hanging restrictions and or modifications may apply.

## Optional Display & Banner Stand Accessories

### Extra Halogen Light

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



### Clamp-On Light Fixture

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.*

<b>Art Craft</b> DISPLAY, INC. <small>A DIVISION OF ART CRAFT SERVICE GROUP</small>	<b>DISPLAY &amp; BANNER STAND RENTAL</b>	ART CRAFT USE ONLY	
	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>2024 MISHRM Conference &amp; Exhibition</b>		LOCATION <b>DeVos Place</b>	SHOW DATES <b>Oct 23-25, 2024</b>
COMPANY	ADDRESS	BOOTH #	BOOTH SIZE _____ X _____
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.	DESCRIPTION	ADVANCE	FLOOR	AMOUNT
	A. 6' wide Curved Tabletop Pop-Up Display (60" tall)	463.08	579.00	
	B. 8' wide Curved Tabletop Pop-Up Display (60" tall)	516.74	646.00	
	C. 8' wide Curved Floor Pop-Up Display (89" tall) - includes case-to-counter conversion kit	820.68	1,026.00	
	D. 10' wide Curved Floor Pop-Up Display (89" tall) - includes case-to-counter conversion kit	874.31	1,093.00	
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>				
	A. 48" w x 24" h ShowStyle Folding Display	177.04	222.00	
	B. 74" w x 36" h ShowMax Folding Display	355.79	445.00	
FREESTANDING BANNER STANDS				
<i>Freestanding Banner Stands must be checked-out at the on-site service desk</i>				
	Small Telescoping Freestanding Banner Stand (28"-48" w x 37"-95" h) Attachment method: Pole pocket	102.44	129.00	
	Large Telescoping Freestanding Banner Stand (52"-95" w x 36"-95" h) Attachment method: Pole pocket	116.32	146.00	
HANGING BANNER FRAMES				
<i>Harness included. Rigging labor must be ordered in advance.</i>				
<b>Note: Please check your contract from show management to see if permission is needed for banner hanging prior to placing your order.</b>				
<i>Based on booth location, banner hanging restrictions and or modifications may apply</i>				
	6' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	126.96	159.00	
	8' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	141.26	177.00	
	10' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	156.47	196.00	
	6' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	146.62	184.00	
	8' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	169.88	213.00	
	10' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	180.58	226.00	
OPTIONAL DISPLAY & BANNER STAND ACCESSORIES / UPGRADES				
	Clamp-on Halogen Light - for use with Telescoping banner stands	57.29	72.00	
	Extra Halogen Display Light Fixture w/ Bulb - for use with Pop-Up displays	57.29	72.00	

**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**



# Terms, Conditions and Policies page one

## 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. All claims must be made prior to show closing. Absolutely no credits will be issued after that time.**

**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 any 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 POLICY FOR ANY CANCELLED ORDERS AND/OR CANCELLED EVENTS:**

- a. Cancellations within 7 days of the first move-in day will be subject to a 50% administrative fee on all items and services ordered, with the exception of (c) below.
- b. Cancellations made after the initial move-in has begun, will not be eligible for a refund for any items or services ordered.
- c. At any date of cancellation, Exhibitor will be invoiced in full for any orders in which costs have been incurred by Art Craft Display for any purchases and/or work undertaken to fulfill the order. This includes, but is not limited to, orders for signs, banners, displays, SEG fabrics, custom shelves or countertops, premium carpet and freight received.

**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 (Including High Lift and Fork Lift Services): 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. Due to policy changes beyond our control, that have been implemented by any Commercial Freight and Courier Services regarding signatory acceptance/acknowledge of receipt of shipments by Art Craft Display, Inc., Art Craft Display will no longer recognize nor address any claim of receipt of goods purely by proof of signature as provided by these outside Commercial Services. Furthermore, Art Craft Display will not be responsible for any financial claim arising, wholly or in part, from any claim by the Exhibitor (you) or by a Commercial Freight and Courier Service that any shipment was accepted by signature of an Art Craft Display authorized representative and/or by evidence provided solely by the Commercial Freight and Courier Service or by the Exhibitor (you) and when purported shipment is not in possession of Art Craft Display.

**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, concealed damage, 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.