

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

### Inbound Freight Services

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

### On-Site Freight Services

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

### Outbound Freight Services

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

### Insurance and Security

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



<h1 style="margin:0;">Art Craft</h1> <p style="margin:0; font-size: small;">DISPLAY, INC. A DIVISION OF ART CRAFT SERVICE GROUP</p>	<h2 style="margin:0;">FREIGHT HANDLING</h2>	ART CRAFT USE ONLY		DP			
		<input type="checkbox"/> 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>Michigan Safety Conference</b>		LOCATION <b>DeVos Place</b>		SHOW DATES <b>April 16-17, 2019</b>			
COMPANY _____	BOOTH # _____		BOOTH SIZE _____ X _____				
ADDRESS _____	address _____	city _____	state _____	zip _____			
PHONE _____	FAX _____	EMAIL _____					
AUTHORIZED CONTACT SIGNATURE _____		AUTHORIZED CONTACT - PLEASE PRINT _____		DATE _____			

- THIS FORM MUST PRECEDE YOUR SHIPMENT.**
- MINIMUM CHARGE FOR THIS SERVICE IS \$78.00 (excludes envelopes).**
- All orders must be accompanied by "Contact & Payment Information" form.**
- All orders are subject to the enclosed Terms, Conditions and Policies.**
- ALL ORDERS MUST BE PAID IN FULL PRIOR TO DELIVERY OF FREIGHT TO YOUR BOOTH.**

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

WHERE TO SHIP

<ul style="list-style-type: none"> <li><b>All shipments must be sent labeled as follows:</b>            TO: (EXHIBITING FIRM NAME) BOOTH#: _____             FOR: (EVENT NAME &amp; DATE)            DeVOS PLACE            C/O ART CRAFT DISPLAY, INC.            303 MONROE AVE NW            GRAND RAPIDS, MI 49503</li> </ul>	<ul style="list-style-type: none"> <li>All pieces should be labeled separately. Please use the enclosed shipping labels to expedite your shipment. You may make additional copies as needed.</li> <li><b>ABSOLUTELY NO PERISHABLE OR HAZARDOUS MATERIALS</b></li> </ul>
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RATE SCHEDULE and TABLE			
ONE-WAY RATES	Under 5,000 pounds	5001 - 15,000 pounds	Over 15,000 pounds
	\$ .39 per lb.	\$ .34 per lb.	\$ .29 per lb.
ENVELOPE RATES	\$25.00 per envelope		

*Exhibitor: Please complete this section.*

<p><b>A INBOUND FREIGHT</b> (This completed form must precede your shipment)</p> <ol style="list-style-type: none"> <li>1. Receipt of shipments and up to 30 days storage in advance of set-up</li> <li>2. Delivery of materials to booth</li> <li>3. Removal of crates and storage of same during show</li> <li>4. <b>A 200 LB. MINIMUM CHARGE WILL APPLY (\$78.00 ONE WAY, excluding envelopes)</b></li> </ol>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><th style="font-size: small;">ESTIMATED WEIGHT</th></tr> <tr><td style="height: 20px;"> </td></tr> </table>	ESTIMATED WEIGHT		<table border="1" style="width:100%; border-collapse: collapse;"> <tr><th style="font-size: small;">ESTIMATED AMOUNT</th></tr> <tr><td style="text-align: center;">\$</td></tr> </table>	ESTIMATED AMOUNT	\$
ESTIMATED WEIGHT						
ESTIMATED AMOUNT						
\$						
<p><b>B OUTBOUND FREIGHT</b></p> <ol style="list-style-type: none"> <li>1. Return of crates, at close of the show, to your booth</li> <li>2. Removal of shipments from booth and reloading same on outgoing carrier</li> <li>3. <b>A 200 LB. MINIMUM CHARGE WILL APPLY (\$78.00 ONE WAY, excluding envelopes)</b></li> </ol>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td></tr> </table>		<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="text-align: center;">\$</td></tr> </table>	\$		
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DO NOT FILL IN BELOW - Art Craft Use Only			
Inbound weight: _____ lbs. x \$ _____ per lb.	\$	Envelope Rate: _____ @ \$25.00 each	\$
Outbound weight: _____ lbs. x \$ _____ per lb.	\$	<b>TOTAL NON-TAXABLE FREIGHT HANDLING \$</b>	
Additional Charges: _____	\$	<b>ADVANCE PAYMENT RECEIVED \$</b>	
Additional Charges: _____	\$	<b>BALANCE DUE \$</b>	

**Art Craft**  
DISPLAY, INC.  
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**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:

**Michigan Safety Conference**

LOCATION:

**DeVos Place**

EVENT DATES:

**April 16-17, 2019**

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

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

**PLEASE LABEL EACH PIECE**

GR 2019

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