

HELPFUL TIPS FOR USING THIS DOCUMENT

Navigation.

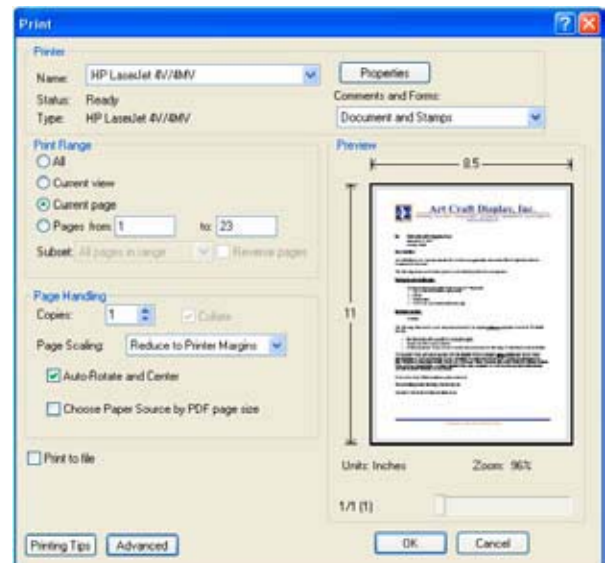
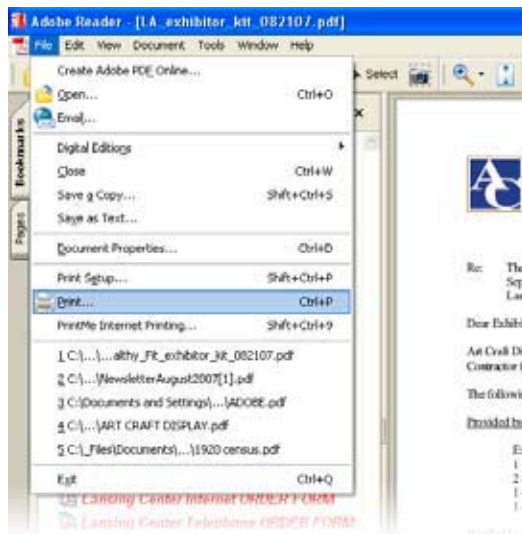
Use the bookmarks in the pane on the left side of the screen to “jump to” the page(s) you’re interested in. For your convenience, the pages are color-coded by document type.

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.

500 Business Centre Drive · Lansing, MI 48917 · (517)485 2221 · (800)878 0710 · Fax (517)485 4178
www.artcraftdisplay.com

Re: Mid-Michigan Women's Expo
February 3-5, 2012
Lansing Center

Dear Exhibitor:

Art Craft Display, Inc. has been selected by your show management to serve as the Official Exposition Service Contractor for this event.

The following items are included as part of your booth fees paid to show management.

Provided by Art Craft Display

Exhibit booth draping with 8' high backs (blue & white) and 3' high sides (blue)

Handled by facility:

Utility Services -All utilities are handled through the Lansing Center. Order forms are included in this kit. Forms must be filled out and mailed or faxed to the Lansing Center.

Enclosed are various forms, for you to complete and return if you require additional equipment or services. **PLEASE NOTE:**

- Read the enclosed Contact & Payment Information forms thoroughly.
- Assess your show needs carefully.
- Avoid unnecessary delays and save valuable time and money by following all instructions contained herein.

TO QUALIFY FOR ADVANCE RATES, YOUR ORDERS WITH PAYMENT MUST BE RECEIVED BY US BY JANUARY 19, 2012 (FOURTEEN (14) DAYS PRIOR TO FIRST MOVE-IN DAY). SOME EQUIPMENT OR SERVICES MAY REQUIRE MORE THAN 14 DAYS LEAD TIME. PLEASE SEE APPROPRIATE ORDER FORMS FOR ACTUAL DEADLINES. FAXED ORDERS WILL BE CHARGED AT OUR FLOOR RATES IF RECEIVED AFTER THE JANUARY 19 DEADLINE.

If we can be of any further assistance, please contact our Exhibit Services Department.

We are looking forward to being of service to you.

THANK YOU FOR YOUR PATRONAGE.

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: 500 Business Centre Drive • Lansing, MI 48917 • (517)485-2221 • Fax (517)485-4178 • lansing@artcraftdisplay.com

SHOW NAME Mid-Michigan Women's Expo	LOCATION Lansing Center	SHOW DATES February 3-5, 2012
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: _____ 3 Digit Security Code: _____ Expiration Date: _____

Cardholder's Name (print): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____ Phone: () _____

PAYMENT INFORMATION

All Orders:

- This form ***must*** be completed and returned with all your Service Orders.
- Phone orders and purchase orders will not be accepted.
- Payment in full of all charges (**in US funds only**) must be made prior to delivery of equipment or execution of services.
- No refunds, exchanges or credits will be made for any items included in your booth package.
- All claims must be made prior to show closing. Absolutely no credits will be issued after that time.
- As the exhibiting firm, you are ultimately responsible for the payment of all charges. Please advise on-site representatives, staff and third party designates of this payment information.

Advance Orders:

- The Advance Order deadline is fourteen (14) days prior to first move-in day.
- Payment in full of all rental and service charges must accompany your order.
- Advance Order payments may be made by check or credit/debit card.

Floor Orders:

- All orders received after deadlines or on-site are subject to the floor order rate.
- Any orders placed after move-in has begun, must be placed at our on-site service desk. Faxed orders will not be processed during this time.
- Any orders requiring collection during or after the show are subject to floor rates, including declined credit/debit cards.
- Floor order payments may be made by cash, check or credit/debit card.

THIS COMPLETED FORM **MUST** BE RETURNED.

LA 2012

Standard Tables & Counter Tables

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



A. Standard Tables (30" high)

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

B. Counter Tables (42" high)

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

C. Covered Table Top Riser (12" high)

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

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

Specialty Tables & Counter Tables

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



A. 30" Diameter Cocktail Tables

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

B. 60" Diameter Banquet Tables

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

C. 6' Crescent Serpentine Tables

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

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

Table Skirting

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



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

Folding Chair

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



Upholstered Arm Chair

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



Padded Counter Stool (w/back)

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



White Padded Folding Chair

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



Easel

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



Chrome Sign Frame

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



Sign Hangers

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



Tackboard

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



Pegboard

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



Bag / Literature Holders

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



Garment Rack

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



Rope & Stanchion

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



Waste Baskets

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



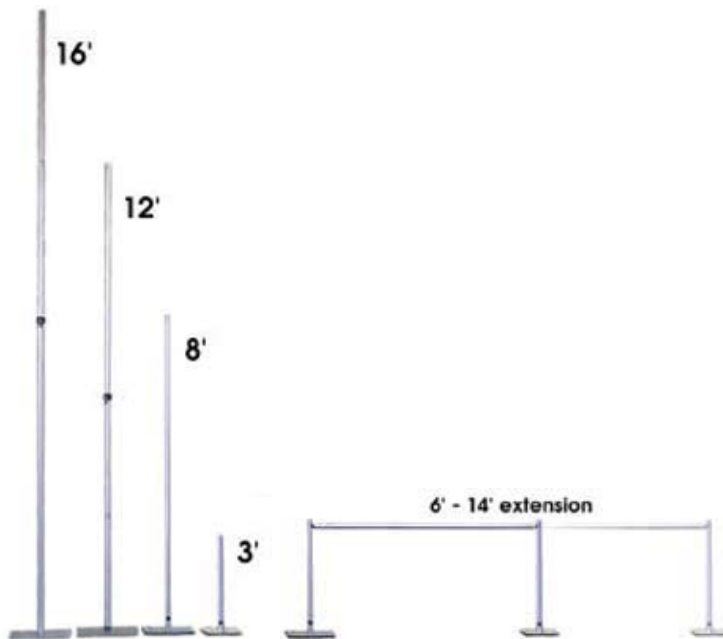
Swivel Spotlight

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



Booth Draping & Hardware

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



Drape with Hardware (priced per lineal foot)

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

Hardware Only

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

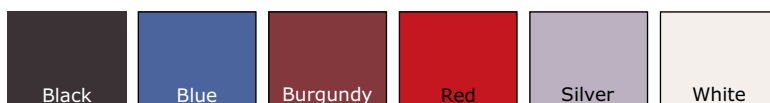
Drape Only

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

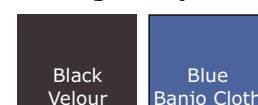
Banjo Cloth drape colors (3' high & 8' high panels):



12' high Banjo Cloth drape colors:



16' high drape colors:



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

RETURN TO: 500 Business Centre Drive • Lansing, MI 48917 • (517)485-2221 • Fax (517)485-4178 • lansing@artcraftdisplay.com

SHOW NAME Mid-Michigan Women's Expo		LOCATION Lansing Center	SHOW DATES February 3-5, 2012
COMPANY	ADDRESS	BOOTH #	BOOTH SIZE _____ X _____
PHONE	FAX	EMAIL	state _____ zip _____
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	25.00	28.00			Folding Chair	9.00	10.00		
	2' x 4' Covered & Skirted (skirted 4 sides)	44.00	52.00			Upholstered Arm Chair	30.00	38.00		
	2' x 6' Plain	31.00	36.00			Padded Counter Stool - with back	39.00	47.00		
	2' x 6' Covered & Skirted	55.00	65.00			Wastebasket - 7 gallon	9.00	10.00		
	2' x 8' Plain	39.00	48.00							
	2' x 8' Covered & Skirted	65.00	81.00							
	4th side skirted optional	18.00	22.00							
COUNTER TABLES (42" HIGH)					BOOTH ACCESSORIES					
	2' x 4' Plain	41.00	46.00			Easel	20.00	26.00		
	2' x 4' Covered & Skirted (skirted 4 sides)	60.00	70.00			5' x 6' Garment Rack (w/ 25 hangers)	52.00	68.00		
	2' x 6' Plain	47.00	54.00			4' x 8' Pegboard <input type="checkbox"/> V <input type="checkbox"/> H	150.00	194.00		
	2' x 6' Covered & Skirted	70.00	83.00			4' x 8' Tackboard <input type="checkbox"/> V <input type="checkbox"/> H	150.00	194.00		
	2' x 8' Plain	55.00	66.00			Chrome Stanchion	22.00	29.00		
	2' x 8' Covered & Skirted	81.00	99.00			Velvet Rope 8' long	18.00	24.00		
	4th side skirted optional	18.00	22.00			Chrome Sign Frame - 22" x 28"	50.00	65.00		
						Chrome Bag Holder	40.00	51.00		
SPECIALTY TABLES (30" HIGH)						Literature Rack	75.00	97.00		
	30" Dia. Round Plain	37.00	46.00			Swivel Spotlight	33.00	43.00		
	30" Dia. Round Covered & Skirted	56.00	69.00			Extension Cord - 3 Outlet	29.00	38.00		
	60" Dia. Round Plain	54.00	67.00							
	60" Dia. Round Covered & Skirted	78.00	96.00			BOOTH DRAPING & HARDWARE				
	6' Crescent Serpentine Plain	54.00	67.00			3' high drape per ft. (incl. hardware)	3.20	5.00		
	6' Crescent Serpentine Cov'd & Skirted	78.00	96.00			8' high drape per ft. (incl. hardware)	5.20	7.00		
	4th side skirted optional	18.00	22.00			Aluminum Extension (6'-10')	9.00	12.00		
SPECIALTY TABLES (42" HIGH)						Base Plate for 3' Upright	5.00	7.00		
	30" Dia. Round Plain	52.00	65.00			3' Aluminum Upright	5.00	7.00		
	30" Dia. Round Covered & Skirted	71.00	89.00			Base Plate for 8' Upright	6.00	8.00		
	60" Dia. Round Plain	70.00	85.00			8' Aluminum Upright	6.00	8.00		
	60" Dia. Round Covered & Skirted	93.00	114.00			Base Plate for 12' Upright / Pin	18.00	24.00		
	6' Crescent Serpentine Plain	70.00	85.00			12' Aluminum Upright	18.00	24.00		
	6' Crescent Serpentine Cov'd & Skirted	93.00	114.00			Base Plate for 16' Upright / Pin	22.00	29.00		
	4th side skirted optional	18.00	22.00			16' Aluminum Upright	22.00	29.00		
TABLE ACCESSORIES						MISCELLANEOUS ITEMS				
	Raise Any Plain Table to 42" high	19.00	24.00			QTY.	ITEM	UNIT PRICE	AMOUNT	
	Raise Any Cov'd & Skirted Table to 42" high	26.00	32.00				White Vinyl Table Cover	1.00 per lineal foot		
	Cover & Skirt for 30" table	30.00	37.00				Colored Duct Tape	9.00 per roll		
	Cover & Skirt for 42" table	35.00	44.00				Double Face Carpet Tape	11.00 per roll		
	4' x 1' x 1' Covered Table Top Riser	23.00	28.00				Visqueen - Plastic Covering - 10' wide	2.10 per lineal foot		
	6' x 1' x 1' Covered Table Top Riser	29.00	35.00				Sign Hangers	.50 each		
	8' x 1' x 1' Covered Table Top Riser	34.00	42.00				Pegboard Hooks - Straight	1.40 each		
							Pegboard Hooks - Loop	1.40 each		

PLEASE CHECK SKIRT COLOR CHOICE
 Table includes white vinyl top cover and three sides skirted

BLACK BLUE BURGUNDY GOLD HUNTER GREEN
 RED SILVER TEAL WHITE

TOTAL NON-TAXABLE ITEMS \$

LA 2012

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, all taping and nightly vacuuming throughout the duration of your event. Available in standard sizes 10'x10', 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:



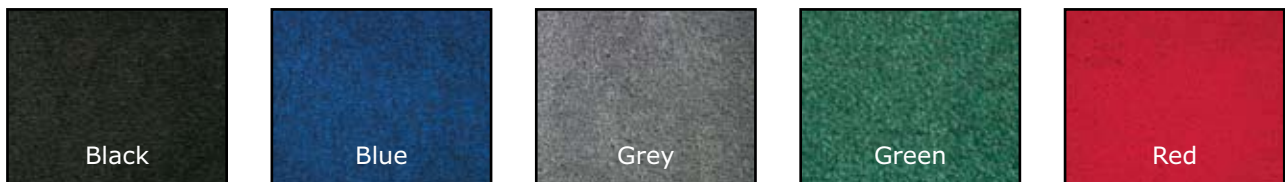
Standard Booth Carpet

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 and edge taping. Optional padding, protective plastic covering and cleaning services are available for an additional charge.

Available in standard sizes 10'x10', 10'x20', 10'x30' and 10'x40'. Also available as bulk or aisle carpeting.

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

Standard Booth Carpet color choices:



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

RETURN TO: 500 Business Centre Drive • Lansing, MI 48917 • (517)485-2221 • Fax (517)485-4178 • lansing@artcraftdisplay.com

SHOW NAME Mid-Michigan Women's Expo	LOCATION Lansing Center	SHOW DATES February 3-5, 2012
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.**

STANDARD BOOTH CARPET (14 ounce)

QUANTITY	SIZE	ADVANCE	FLOOR	AMOUNT
	10' x 10'	99.00	124.00	
	10' x 20'	197.00	247.00	
	10' x 30'	277.00	333.00	
	10' x 40'	360.00	419.00	

CHECK CARPET COLOR: Black Blue Grey Green Red

Above prices include: installation, removal, edge taping only, and *nightly vacuuming*. Installed in clean condition. Dye lot not guaranteed on combination orders of 10' wide stock. Floor Orders for all carpet related items are subject to availability. Please order in advance.

NON-STANDARD SIZE BOOTH CARPET (14 ounce)

SIZE	TOTAL	ADVANCE	FLOOR	AMOUNT
_____ FT. x _____ FT.	_____ SQ. FT.	2.00 per square foot	2.60 per square foot	

CHECK CARPET COLOR: Black Blue Grey Green Red

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

PREMIUM BOOTH CARPET (28 ounce)

QUANTITY	SIZE	ADVANCE	FLOOR	AMOUNT
	10' x 10'	350.00	N/A	
	10' x 20'	700.00	N/A	
	10' x 30'	1050.00	N/A	
	10' x 40'	1400.00	N/A	

CHECK CARPET COLOR: Beige Berry Black Burgundy Charcoal Cobalt Emerald
 Please visit www.artcraftdisplay.com to view color selection.
 Gold Ice Soft Ivory Navy Nu Blue Peacock Pewter
 Platinum Purple Red Royal Blue Silver Cloud White Yellow

Above prices include: installation, removal, padding, all taping, plastic covering and *nightly vacuuming*. Installed in new condition. Premium carpet MUST be ordered fourteen (14) days prior to first move-in day.

PADDING

QUANTITY	PADDING SIZE	ADVANCE	FLOOR	AMOUNT
	9' x 10'	83.00	107.00	
	9' x 20'	166.00	214.00	
	9' x 30'	249.00	321.00	
	9' x 40'	332.00	427.00	

- Our 9.3 LB., 3/8" thick padding includes installation and removal.

PLASTIC COVERING

PLASTIC SIZE	ADVANCE	FLOOR	AMOUNT
_____ feet wide X _____ feet deep = _____ SQ. FT.	\$.35 per square foot	\$.45 per square foot	

- Protective covering includes installation, removal and taping.

TOTAL NON-TAXABLE CARPET ITEMS \$

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	
		V <input type="checkbox"/>	MC <input type="checkbox"/>
		EXP. DATE _____	CKF _____ DATE _____
		CC# _____	\$ _____
RETURN TO: 500 Business Centre Drive • Lansing, MI 48917 • (517)485-2221 • Fax (517)485-4178 • lansing@artcraftdisplay.com			
SHOW NAME	LOCATION	SHOW DATES	
Mid-Michigan Women's Expo	Lansing Center	February 3-5, 2012	
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 \$66.00 (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"> All shipments must be sent labeled as follows: TO: (EXHIBITING FIRM NAME) BOOTH#: _____ FOR: (EVENT NAME & DATE) C/O ART CRAFT DISPLAY, INC. 500 BUSINESS CENTER DRIVE LANSING, MI 48917 	<ul style="list-style-type: none"> All pieces should be labeled separately. Please use the enclosed shipping labels to expedite your shipment. You may make additional copies as needed. ABSOLUTELY NO PERISHABLE OR HAZARDOUS MATERIALS

RATE SCHEDULE and TABLE			
ONE-WAY RATES	Under 5,000 pounds	5001 - 15,000 pounds	Over 15,000 pounds
	\$.33 per lb.	\$.29 per lb.	\$.24 per lb.
ENVELOPE RATES	\$20.00 per envelope		
SPECIAL CHARGES	ALL SHIPMENTS MUST BE RECEIVED AT OUR WAREHOUSE BETWEEN 3 AND 30 DAYS PRIOR TO FIRST MOVE-IN DATE. SHIPMENTS RECEIVED WITHIN THE THREE (3) DAY PERIOD MAY BE SUBJECT TO LATE SHIPMENT OR SPECIAL HANDLING CHARGES.		

Exhibitor: Please complete this section.					
<p>A INBOUND FREIGHT (This completed form must precede your shipment)</p> <ol style="list-style-type: none"> 1. Receipt of shipments and up to 30 days storage in advance of set-up 2. Delivery of materials to booth 3. Removal of crates and storage of same during show 4. A 200 LB. MINIMUM CHARGE WILL APPLY (\$66.00 ONE WAY, excluding envelopes) 	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="font-size: small;">ESTIMATED WEIGHT</th> <th style="font-size: small;">ESTIMATED AMOUNT</th> </tr> <tr> <td style="height: 20px;"> </td> <td style="text-align: center;">\$</td> </tr> </table>	ESTIMATED WEIGHT	ESTIMATED AMOUNT		\$
ESTIMATED WEIGHT	ESTIMATED AMOUNT				
	\$				
<p>B OUTBOUND SHIPMENTS</p> <ol style="list-style-type: none"> 1. Return of crates, at close of the show, to your booth 2. Removal of shipments from booth and reloading same on outgoing carrier 3. A 200 LB. MINIMUM CHARGE WILL APPLY (\$66.00 ONE WAY, excluding envelopes) 	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="height: 20px;"> </td> <td style="text-align: center;">\$</td> </tr> </table>		\$		
	\$				
TOTAL EST. INBOUND FREIGHT HANDLING CHARGES A	\$	TOTAL EST. OUTBOUND FREIGHT HANDLING CHARGES B	\$		
		TOTAL ESTIMATED FREIGHT HANDLING CHARGES	\$		

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

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

**EXHIBIT
FREIGHT**

RUSH

TO: _____
(EXHIBITING FIRM NAME) (BOOTH #)

**C/O ART CRAFT DISPLAY, INC.
500 BUSINESS CENTRE DRIVE
LANSING, MI 48917
1(800)878-0710
warehouse@artcraftdisplay.com**

**Mid-Michigan Women's Expo
Lansing Center February 3-5, 2012**

PIECE # _____ OF _____ TOTAL PIECES

CARRIER: _____

PLEASE LABEL EACH PIECE

LA 2012

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

**EXHIBIT
FREIGHT**

RUSH

TO: _____
(EXHIBITING FIRM NAME) (BOOTH #)

**C/O ART CRAFT DISPLAY, INC.
500 BUSINESS CENTRE DRIVE
LANSING, MI 48917
1(800)878-0710
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**Mid-Michigan Women's Expo
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PIECE # _____ OF _____ TOTAL PIECES

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**EXHIBIT
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TO: _____
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**Mid-Michigan Women's Expo
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PIECE # _____ OF _____ TOTAL PIECES

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PLEASE LABEL EACH PIECE

LA 2012

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

**EXHIBIT
FREIGHT**

RUSH

TO: _____
(EXHIBITING FIRM NAME) (BOOTH #)

**C/O ART CRAFT DISPLAY, INC.
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Lansing Center February 3-5, 2012**

PIECE # _____ OF _____ TOTAL PIECES

CARRIER: _____

PLEASE LABEL EACH PIECE

LA 2012

Art Craft 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# _____ \$ _____	
RETURN TO: 500 Business Centre Drive • Lansing, MI 48917 • (517)485-2221 • Fax (517)485-4178 • lansing@artcraftdisplay.com			
SHOW NAME	LOCATION	SHOW DATES	
Mid-Michigan Women's Expo	Lansing Center	February 3-5, 2012	
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. FLOOR RATE applies to <i>any order received within 14 days prior to show or placed on-site.</i>	ADVANCE	FLOOR
	97.00 per hour	120.00 per hour
One hour minimum. 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	TIME	DATE	RATE
	Fork Lift & Operator needed at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____ for _____ hours x \$ _____ per hr. = \$ _____		
	Fork Lift & Operator needed at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____ for _____ hours x \$ _____ per hr. = \$ _____		
	Fork Lift & Operator needed at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____ for _____ hours x \$ _____ per hr. = \$ _____		
MOVE-OUT	TIME	DATE	RATE
	Fork Lift & Operator needed at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____ for _____ hours x \$ _____ per hr. = \$ _____		
	Fork Lift & Operator needed at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____ for _____ hours x \$ _____ per hr. = \$ _____		
	Fork Lift & Operator needed at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____ for _____ hours x \$ _____ per hr. = \$ _____		
<ul style="list-style-type: none"> <i>Please check-in at Service Desk when ready for service</i> <i>Always inform us if more than one fork lift is needed.</i> 		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	\$ _____

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

RETURN TO: 500 Business Centre Drive • Lansing, MI 48917 • (517)485-2221 • Fax (517)485-4178 • lansing@artcraftdisplay.com

SHOW NAME Mid-Michigan Women's Expo	LOCATION Lansing Center	SHOW DATES February 3-5, 2012
COMPANY	BOOTH #	BOOTH SIZE _____ X _____
ADDRESS _____ address _____ city _____ state _____ zip _____		
PHONE _____ FAX _____	EMAIL _____	
AUTHORIZED CONTACT SIGNATURE _____	AUTHORIZED CONTACT - PLEASE PRINT _____	DATE _____

- **Advance Order Deadline: Fourteen (14) days prior to first move-in day.**
- **All orders must be accompanied by "Contact & Payment Information" form**
- **All orders are subject to the enclosed Terms, Conditions and Policies.**
- **Advance payment for all requested labor (in/out) is required with your order.**

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

LABOR SERVICE

PLAN A **SUPERVISION BY ART CRAFT DISPLAY, INC.** This plan is offered to have exhibit set prior to your arrival. Supervision will be provided by Art Craft. The charge for this service is 25% of the total labor bill, with a minimum of \$35.00 on installation and \$35.00 on dismantling.

PLAN B **SUPERVISION BY EXHIBITOR** Starting time can only be guaranteed at the normal start of the working day, which is usually 8:00 am, unless the official set-up time is later in the day.

EXHIBITOR REQUIREMENTS: You must do the following to expedite your labor request.

1. Check in at our Service Desk to pick-up laborers ordered.
2. Upon completion of work, check laborers out at Service Desk.
3. Your supervising representative must be present during the entire labor call.

NOTE: If your supervising representative fails to pick-up laborers ordered, a one hour (per laborer) no show charge will be applied, unless a 24 hour advance notice is provided. Please refer to "Cancellation/Refund Policy" for additional terms and conditions.

RATES

STANDARD LABOR (One Hour Minimum) **ADVANCE:** 50.00 Per Man/Per Hour **FLOOR:** 62.00 Per Man/Per Hour

EXHIBITOR: PLEASE COMPLETE SECTION BELOW

INSTALLATION LABOR REQUEST

Please check A or B and complete information below

<input type="checkbox"/> PLAN A ART CRAFT SUPERVISION <i>You must submit all appropriate information to us, in advance, in order for us to install your exhibit to your satisfaction.</i>	<input type="checkbox"/> PLAN B EXHIBITOR SUPERVISION Supervisor will be: _____
# of laborers _____ Time _____ Day of Week _____ Date _____	Approx. Hrs. _____ Rate _____ Estimated Total _____
_____ at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____	_____ for _____ x \$ _____ per hr. = \$ _____
_____ at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____	_____ for _____ x \$ _____ per hr. = \$ _____

- **PLEASE VERIFY THAT YOUR EXHIBIT / FREIGHT HAS BEEN DELIVERED TO YOUR SPACE PRIOR TO CHECKING OUT LABORERS.**

TOTAL ESTIMATED INSTALLATION LABOR \$

DISMANTLE LABOR REQUEST

Please check A or B and complete information below

<input type="checkbox"/> PLAN A ART CRAFT SUPERVISION <i>You must submit all appropriate information to us, in advance, in order for us to dismantle your exhibit to your satisfaction.</i>	<input type="checkbox"/> PLAN B EXHIBITOR SUPERVISION Supervisor will be: _____
# of laborers _____ Time _____ Day of Week _____ Date _____	Approx. Hrs. _____ Rate _____ Estimated Total _____
_____ at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____	_____ for _____ x \$ _____ per hr. = \$ _____
_____ at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____	_____ for _____ x \$ _____ per hr. = \$ _____

- **BE SURE TO ALLOW SUFFICIENT TIME FOR EMPTY CONTAINER RETURN WHEN SCHEDULING DISMANTLE LABOR.**

TOTAL ESTIMATED DISMANTLE LABOR \$

TOTAL ESTIMATED LABOR \$

DO NOT FILL IN BELOW - Art Craft Use Only

Installation: _____ men for _____ hours @ \$ _____ / hour = _____	Dismantle: _____ men for _____ hours @ \$ _____ / hour = _____
_____ men for _____ hours @ \$ _____ / hour = _____	_____ men for _____ hours @ \$ _____ / hour = _____
_____ men for _____ hours @ \$ _____ / hour = _____	_____ men for _____ hours @ \$ _____ / hour = _____

TOTAL NON-TAXABLE LABOR \$

ADVANCE PAYMENT RECEIVED \$

IF AC SUPERVISION, ADD 25% or \$35.00 MINIMUM \$

BALANCE DUE \$

ALL ORDERS MUST BE PAID IN FULL UPON COMPLETION OF SERVICE.

LA 2012

Floor Tripod Screen

Item #: 26010-0130 (70" x 70")
Item #: 26010-0140 (96" x 96")
Color: White screen



Color TV with Cart

Item #: 26020-0110 (20")
Item #: 26020-0120 (27")
Color: Black



20" TV/DVD/VCR Combo

Item #: 26020-0140
A/V cart not included.



DVD Player

Item #: 26020-0130



CRT Computer Monitor

Item #: 26030-0100
Size: 17"



Flat Panel Computer Monitor

Item #: 26030-0105
Size: 19"



5-Disc CD Changer

Item #: 26040-0120



AV Cart with Skirt

Item #: 26050-0110
Color: Black
Size: 32"W x 48"H x 24"D



Flip Chart with Paper Pad

Item #: 26050-0130
Color: Black w/ white paper
Size: 27"W x 33"H (paper size)
A-Frame easel is not included, but may be ordered separately.
(Item #: 26050-0120)



Safelock Table

Item #: 26050-0100
Color: Black top w/ silver legs
Size: 26"W x 18"D (table top)
Height: Adjustable (30" - 56")



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

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

RETURN TO: 500 Business Centre Drive • Lansing, MI 48917 • (517)485-2221 • Fax (517)485-4178 • lansing@artcraftdisplay.com

SHOW NAME Mid-Michigan Women's Expo		LOCATION Lansing Center	SHOW DATES February 3-5, 2012
COMPANY	ADDRESS	BOOTH #	BOOTH SIZE _____ X _____
PHONE	FAX	EMAIL	DATE
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT	

- **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.**
- **Art Craft Display, Inc. reserves the right to substitute a comparable product.**

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

PROJECTORS AND SCREENS

RENTAL #	QTY	DESCRIPTION	RATE X	# OF DAYS	AMOUNT
		Kodak EK III Slide Projector, w/Cart (Incl.tray w/remote control, spare lamp & f3.5, 3" lens)	58.00		
		Wireless Remote for Slide Projector	35.00		
		Standard Overhead Projector, w/Cart	52.00		
		70" x 70" Floor Tripod Screen	30.00		
		96" x 96" Floor Tripod Screen	47.00		

VIDEO PLAYERS AND T.V. MONITORS

		1/2" VHS Player/Recorder	58.00		
		20" TV/VCR Combo Unit (cart not included)	91.00		
		20" Color T.V. w/Cart	91.00		
		27" Color T.V. w/Cart	111.00		
		DVD Player	76.00		
		20" TV/DVD Combo Unit (cart not included)	122.00		

COMPUTER MONITORS

		17" Computer Data Monitor	119.00		
		19" TFT Flat Panel Monitor	136.00		

SOUND

		Cassette Player/Recorder	40.00		
		CD/Tape Boombox	58.00		
		CD 5-Disc Changer	101.00		

MISCELLANEOUS

		Safe-lock Table	18.00		
		AV Cart w/Skirt	18.00		
		Flip Chart (A-Frame Easel)	25.00		
		Flip Chart w/Paper Pad	39.00		
		Slide Tray	12.00		
		Wired Remote or Timer	18.00		

DELIVERY/PICK-UP CHARGE 46.00

NON-TAXABLE RENTAL TOTAL \$

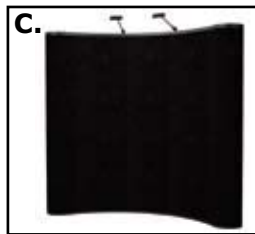
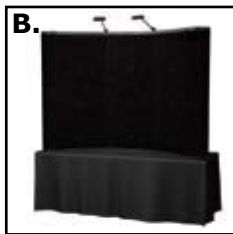
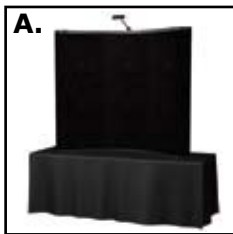
LA 2012

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

Curved Pop-Up Displays

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

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



Pop-Up Display Accessories

Extra Halogen Light

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



External Shelf

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



Header Frames

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

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



Actual rental items may differ from photos shown.

Art Craft Display, Inc. reserves the right to substitute a comparable product.

Folding Panel Tabletop Displays

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

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



A.



B.

Banner Stands

Telescoping Banner Stands

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

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



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

Tripod Banner Stands

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

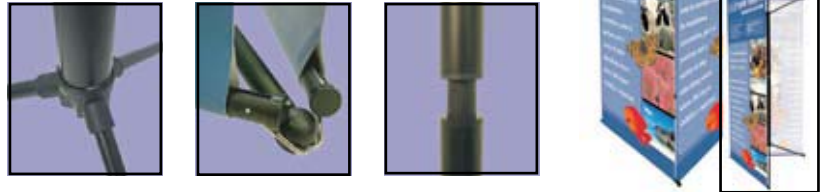
For single-sided banner graphics. Banners attach to stand using #2 grommets in all four corners. If providing your own banner, make certain that grommet centers are 1" from horizontal & vertical edges.



3-sided Freestanding Banner Stand

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

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



Hanging Banner Frames

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

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

Rigging labor must be ordered in advance.



Banner Stand Accessories

Clamp-on Light Fixture

Item #: 20670-0080

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



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

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

800-878-0710

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

<h1 style="margin:0;">Art Craft</h1> <p style="margin:0;">DISPLAY, INC.</p> <p style="margin:0; font-size: small;">A DIVISION OF ART CRAFT SERVICE GROUP</p>	<h2 style="margin:0;">DISPLAY RENTAL</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: 500 Business Centre Drive • Lansing, MI 48917 • (517)485-2221 • Fax (517)485-4178 • lansing@artcraftdisplay.com					
SHOW NAME	LOCATION	SHOW DATES			
Mid-Michigan Women's Expo	Lansing Center	February 3-5, 2012			
COMPANY	BOOTH #	BOOTH SIZE _____ X _____			
ADDRESS	address	city	state zip		
PHONE	FAX	EMAIL			
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT			
		DATE			

- Order Deadline: Fourteen (14) days prior to first move-in day.**
- All display items subject to availability and 50% re-stocking fee if order is cancelled within 14 days prior to first move-in day.**
- No refunds, exchanges or credits for any booth package items.**
- All orders must be accompanied by "Contact & Payment Information" form**
- All orders are subject to the enclosed Terms, Conditions and Policies.**

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

NON-TAXABLE DISPLAY RENTAL ITEMS

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

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

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

TOTAL NON-TAXABLE DISPLAY ITEMS \$

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

<h1 style="margin:0;">Art Craft</h1> <h2 style="margin:0;">BANNER STAND RENTAL</h2> <p style="font-size: small; margin:0;">DISPLAY, INC. A DIVISION OF ART CRAFT SERVICE GROUP</p>	ART CRAFT USE ONLY		
	V <input type="checkbox"/>	MC <input type="checkbox"/>	AE <input type="checkbox"/>
	EXP. DATE _____	CKF _____	DATE _____
CC# _____		REC'D BY _____	
RETURN TO: 500 Business Centre Drive • Lansing, MI 48917 • (517)485-2221 • Fax (517)485-4178 • lansing@artcraftdisplay.com			
SHOW NAME	LOCATION	SHOW DATES	
Mid-Michigan Women's Expo	Lansing Center	February 3-5, 2012	
COMPANY	BOOTH #	BOOTH SIZE _____ X _____	
ADDRESS	address	city state zip	
PHONE	FAX	EMAIL	
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE	

- Order Deadline: Fourteen (14) days prior to first move-in day.**
- All banner stand items subject to availability and 50% re-stocking fee if order is cancelled within 14 days prior to first move-in day.**
- No refunds, exchanges or credits for any booth package items.**
- All orders must be accompanied by "Contact & Payment Information" form**
- All orders are subject to the enclosed Terms, Conditions and Policies.**

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

NON-TAXABLE BANNER STAND RENTAL ITEMS

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

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

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

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

TOTAL NON-TAXABLE BANNER STAND ITEMS \$

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

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

Event Signage Professionals

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



Show Cards



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

Show card material options:



A (Cardstock)



B (Corrugated Plastic)



C (Foam Board)



D (6mm PVC)

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

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

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

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

Banners

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



Banner styles:



A



B



C

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

B Full-color banner with grommets

C Full-color, reinforced banner with grommets, D-rings and hemmed edges
(allow a minimum of 10 business days for production)

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

<h1 style="margin:0;">Art Craft</h1> <p style="margin:0; font-size: small;">DISPLAY, INC. A DIVISION OF ART CRAFT SERVICE GROUP</p>	<h2 style="margin:0;">SIGNS & BANNERS</h2>	<p style="margin:0; font-weight: bold;">ART CRAFT USE ONLY</p> <p style="margin:0;">V <input type="checkbox"/> MC <input type="checkbox"/> AE <input type="checkbox"/> CKP _____ REC'D BY _____</p> <p style="margin:0;">EXP. DATE _____ CKF _____ DATE _____</p> <p style="margin:0;">CC# _____ \$ _____</p>
RETURN TO: 500 Business Centre Drive • Lansing, MI 48917 • (517)485-2221 • Fax (517)485-4178 • lansing@artcraftdisplay.com		
SHOW NAME	LOCATION	SHOW DATES
Mid-Michigan Women's Expo	Lansing Center	February 3-5, 2012
COMPANY	BOOTH #	BOOTH SIZE _____ X _____
ADDRESS	address	city state zip
PHONE	FAX	EMAIL
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

- Sign order deadline: Seven (7) working days prior to first move-in day.
- All orders must be accompanied by "Contact & Payment Information" form.
- All orders are subject to the enclosed Terms, Conditions and Policies.
- Signs will be available for pick up at our show site service desk.

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

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

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

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

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

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

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

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.**
- 4. CHARGES AND PAYMENTS:** YOU are responsible for rental and service charges from the time the equipment or furnishings are rented until the close of the show and other charges hereunder. The equipment or furnishings are to be clean and in good condition at the close of the show. If the rental fees are charged to someone other than the EXHIBITOR, the Renter therefore represents that he/she is an E.A.C. of the EXHIBITOR and has the right to charge this rental; the EXHIBITOR nevertheless will remain liable for all charges and for all other obligations. If EXHIBITOR is exempt from payment of sales tax, ART CRAFT requires an exemption certificate for the State in which the services are to be used. ART CRAFT reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that ART CRAFT may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.
- 5. CANCELLATION/REFUND POLICY:** Please consider your needs carefully! All items canceled or exchanged after move-in begins will be charged at 50% of original price with the exception of Labor, Premium Carpet, Modular Rental Exhibits and any other custom-order items, which will remain at 100% of the original charge.
- 6. COLLECTION:** YOU agree to pay all costs of collection by ART CRAFT of any amounts due hereunder, including actual attorney's fees. YOU further agree that, in the event any action arising out of or related to the Agreement between YOU and ART CRAFT, and ART CRAFT prevails, YOU shall pay ART CRAFT its actual attorney's fees and other costs incurred as a result of or in connection with such action. To the extent state law limits the recoverability of attorney's fees, ART CRAFT shall be entitled to recover its fees up to the maximum amount by state law.
- 7. JURISDICTION:** The Agreement is governed by the laws of the state where the ART CRAFT branch pertinent to the transaction is situated. Any action arising out of or related to the Agreement shall be brought, at ART CRAFT's discretion, either in a court with jurisdiction over the county in which the pertinent ART CRAFT branch is situated, in the county in which the project for which the goods are to be used is located, or in a court or before an arbitration panel where an action between ART CRAFT and a third party is pending which concerns the subject matter of the Agreement. To the extent allowed by law, YOU waive your right to a trial by jury in any action brought upon, or by reason of, the Agreement.

EQUIPMENT: GENERAL CONDITIONS AND POLICIES

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

LABOR: GENERAL CONDITIONS AND POLICIES

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

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

3. LABOR PROVIDED UNDER THE SUPERVISION OF ART CRAFT:

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

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

4. LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR:

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

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

MATERIAL HANDLING: GENERAL CONDITIONS AND POLICIES

CONTRACTUAL AGREEMENT

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

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

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

DEFINITIONS

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

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

Lansing Center Telephone Order Form

When ordering telephone service for the Lansing Center, you should use the following procedures:

Contact AT&T Exhibitor Services at 1 (888) 976-2427 or Fax: 1 (888) 976-5868 at least 14 days in advance to arrange for a Network Interface for a temporary telephone line to the Lansing Center's communications room.

1. When placing your order, be sure to give AT&T:

Show Name: _____ Show Dates: _____

Company Name: _____ Booth Number or Location: _____

Company Contact: _____ Company Telephone Number: _____

2. The AT&T operator will give you a:

Show Telephone Number: _____ Hook-Up Date: _____

Disconnect Date: _____ Work Order Number: _____

AT&T will bill you for the Network Interface and any long distance charges, at your company address following the show.

3. The Lansing Center Technical Services Staff will connect your temporary phone line to your booth, meeting room, etc. The connection fee is \$35 per line. You may fax this form to the Lansing Center with your VISA / Master Card / AMEX number to (517) 483-7439, or mail your \$35 payment in with a copy of this form to:

Lansing Center Business Office
333 E. Michigan Avenue
Lansing, MI 48933

If you need an internet connection, please contact Arialink at (517) 492-1350 or fax (517) 346-5042. They will be happy to assist you.

4. Please indicate whether this phone line will be used for VOICE _____ or DATA _____.

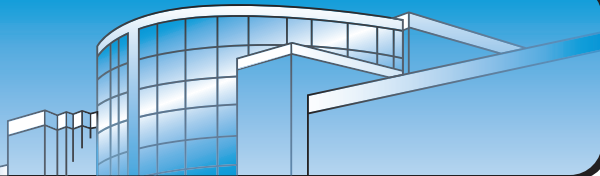
Name of Cardholder (please print): _____

(circle one) VISA MC AMEX Card #: _____ Exp. Date: _____

3-Digit Security Code (back of card): _____ Billing Address Zip Code: _____

Signature of Cardholder: _____

Authorized Signature: _____ Phone: () _____



Exhibitor Internet Order Form

COMPANY NAME (PLEASE PRINT OR TYPE)		PHONE	
ADDRESS	CITY	STATE	ZIP
CONTACT (DAY OF)	TITLE	DATE	
NAME OF SHOW ATTENDING	DATE OF SHOW	BOOTH NO.	

For guaranteed service, orders MUST be placed ten (10) days in advance of show date.

Please note: For special internet requirements including multi-user, client-supported events; video streaming or; webcasting, please contact the Lansing Center Event Coordinator Department at (517) 483-7400.

Levels of Service	Service Information - NOT SECURED SERVICE	Quantity	Price - per connection		
			1 Day	2 Days	3 Days
Wireless Option 1	1 Mbps Service: Upload rate .5 Mbps / Download rate 1 Mbps Recommended for: Basic e-mail, no streaming ability		\$10.00	\$15.00	\$20.00
Wireless Option 2	10 Mbps Service: Upload rate 5 Mbps / Download rate 10 Mbps Recommended for: Most internet viewing experiences including Skype. Limited streaming availability		\$40.00	\$60.00	\$75.00
Wireless Option 3	Maximum Speed: Highest Level Wireless Service Recommended for: limited video streaming, multiple-stream Skype		\$300.00	\$500.00	\$700.00

TOTAL: _____

One-hour wireless service is only offered via on-site, online registration.

By initialing this box, you accept responsibility for payments on all connections.

PAYMENT ENCLOSED:

CHECK/MONEY ORDER – PAYABLE TO: L.E.P.F.A.
 MASTERCARD NAME (as it appears on Card): _____
 VISA (please print)
 AMERICAN EXPRESS
 EXP. DATE: _____ AUTHORIZED SIGNATURE: _____
 ACCT. # _____ E-MAIL: _____
 Billing Address Zip Code: _____ 3-Digit Security Code (back of card): _____

RETURN TO:



LEPFA
 333 E. Michigan Avenue
 LANSING, MI 48933
 Phone: (517) 483-7400
 FAX (517) 483-7423

OFFICE USE ONLY Date _____
 Check # _____ Received by: _____
 Serviced by: _____
 Special Material: _____