

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 MI Sheriffs' Association Conference	LOCATION Kellogg Arena	SHOW DATES October 20-21, 2014
COMPANY	BOOTH #	BOOTH SIZE _____ X _____
ADDRESS _____ address _____ city _____ state _____ zip _____		
PHONE _____ FAX _____	EMAIL _____	
AUTHORIZED CONTACT SIGNATURE _____	AUTHORIZED CONTACT - PLEASE PRINT _____	DATE _____

• Your signature above indicates your acceptance of all Terms, Conditions and Policies included in this Service Manual.

REQUIRED CREDIT CARD AUTHORIZATION

PLEASE TYPE OR CLEARLY PRINT THE FOLLOWING REQUIRED INFORMATION.

Credit Card Information: Personal Credit Card Debit Card Company Credit Card

Card Type: Visa MasterCard American Express

Card Account Number: _____ Expiration Date: _____

Cardholder's Name (print): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

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

PAYMENT INFORMATION

All Orders:

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

Advance Orders:

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

Floor Orders:

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

THIS COMPLETED FORM **MUST** BE RETURNED.

LA 2014

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:

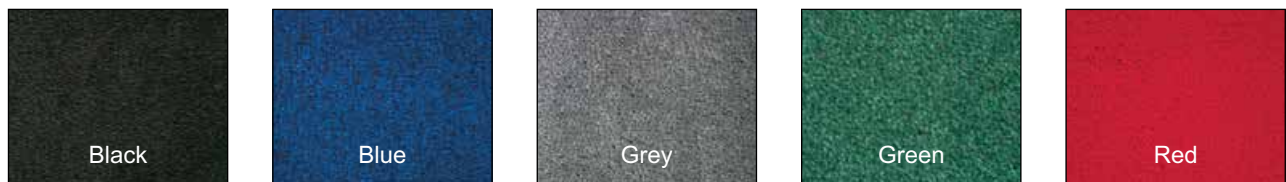


Standard Booth Carpet

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:



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

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

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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'	114.84	138.00	
	10' x 20'	228.52	275.00	
	10' x 30'	321.32	386.00	
	10' x 40'	417.60	501.00	

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.	2.32 per square foot	3.00 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'	355.00	N/A	
	10' x 20'	710.00	N/A	
	10' x 30'	1065.00	N/A	
	10' x 40'	1420.00	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'	96.28	119.00	
	9' x 20'	192.56	237.00	
	9' x 30'	288.84	356.00	
	9' x 40'	385.12	474.00	

- 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.	\$.37 per square foot	\$.44 per square foot	

- Protective covering includes installation, removal and taping.

TOTAL NON-TAXABLE CARPET ITEMS \$