

**Art Craft**

DISPLAY, INC.

A DIVISION OF ART CRAFT SERVICE GROUP

**CONTACT & PAYMENT  
INFORMATION****CHOOSE PAYMENT METHOD:**☐ Check enclosed # \_\_\_\_\_☐ Credit/debit information below**RETURN TO: 3140 Three Mile NW • Grand Rapids, MI 49534 • (616)791-8024 • Fax (616)791-8154 • grandrapids@artcraftdisplay.com**

SHOW NAME		LOCATION		SHOW DATES	
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 CardCard 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.

GR 2016