

**RETURN TO: 3140 Three Mile NW • Grand Rapids, MI 49534 • (616)791-8024 • Fax (616)791-8154 • grandrapids@artcraftdisplay.com**

SHOW NAME	LOCATION	SHOW DATE	
COMPANY	PHONE	BOOTH #	BOOTH SIZE _____ X _____
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT		DATE

- **THIS FORM MUST PRECEDE YOUR SHIPMENT.**
- **A 200 LB. MINIMUM CHARGE PER SHIPMENT WILL APPLY (excluding envelopes).**
- **All orders must be accompanied by "Contact & Payment Information" form.**
- **All orders are subject to the enclosed Terms, Conditions and Policies.**
- **All freight is subject to re-weigh and you will be billed accordingly.**
- **ALL ORDERS MUST BE PAID IN FULL PRIOR TO DELIVERY OF FREIGHT TO YOUR BOOTH.**

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

**WHERE TO SHIP**

ADVANCED WAREHOUSE	ONSITE SHIPPING
<ul style="list-style-type: none"> <li>• All shipments must be sent labeled as follows: TO: (EXHIBITING FIRM NAME) BOOTH#: _____ FOR: (EVENT NAME &amp; DATE) DeVOS PLACE - C/O ART CRAFT DISPLAY, INC. 303 MONROE AVE NW GRAND RAPIDS, MI 49503</li> </ul>	<ul style="list-style-type: none"> <li>• All shipments must be sent labeled as follows: TO: (EXHIBITING FIRM NAME) BOOTH#: _____ FOR: (EVENT NAME &amp; DATE) DeVOS PLACE - C/O ART CRAFT DISPLAY, INC. 303 MONROE AVE NW GRAND RAPIDS, MI 49503</li> </ul>

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

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

**Exhibitor: Please complete this section.**

<b>A INBOUND FREIGHT</b> (This completed form must precede your shipment) 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. <b>A 200 LB. MINIMUM CHARGE PER SHIPMENT WILL APPLY (excluding envelopes)</b>	ESTIMATED WEIGHT	ESTIMATED AMOUNT
		\$
<b>B OUTBOUND SHIPMENTS</b> 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. <b>A 200 LB. MINIMUM CHARGE PER SHIPMENT WILL APPLY (excluding envelopes)</b>		\$

Special Handling Fees will apply to any single piece of freight that exceeds 4,000 lbs or 84" in width, depth or height. Please call for rates.

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

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