



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 re-routed 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.

FREIGHT HANDLING

RETURN TO: 46100 Grand River Ave., Ste. B • Novi, MI 48374 • (248) 380-0843 • Fax (248) 380-0848 • detroit@artcraftdisplay.com

SHOW NAME The National Franchise Show	LOCATION Vibe Credit Union Showplace	SHOW DATE Sept. 12-13, 2026
COMPANY	PHONE	BOOTH #
AUTHORIZED CONTACT SIGNATURE		DATE
AUTHORIZED CONTACT - PLEASE PRINT		BOOTH SIZE _____ X _____

- 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.

3.5% processing fee will apply to all credit card transactions.

WHERE TO SHIP	
ADVANCED WAREHOUSE	ONSITE SHIPPING
<ul style="list-style-type: none"> All shipments must be sent labeled as follows: TO: (EXHIBITING FIRM NAME) BOOTH # _____ FOR: (EVENT NAME & DATE) 46100 GRAND RIVER AVE., SUITE B NOVI, MI 48374 	<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. 46100 GRAND RIVER AVENUE NOVI, 48374

- 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
INBOUND RATES w/ADVANCED WAREHOUSING	\$.85 per lb.	\$.76 per lb.	\$.65 per lb.
INBOUND RATES ONSITE	\$.68 per lb.	\$.58 per lb.	\$.47 per lb.
OUTBOUND RATES	\$.68 per lb.	\$.58 per lb.	\$.47 per lb.
ENVELOPE RATES	\$40.32 per envelope (max. dimensions: 16"x13")		

Exhibitor: Please complete this section.

<p>A INBOUND FREIGHT (This completed form must precede your shipment)</p> <ol style="list-style-type: none"> Receipt of shipments and up to 30 days storage in advance of set-up Delivery of materials to booth Removal of crates and storage of same during show A 200 LB. MINIMUM CHARGE PER SHIPMENT WILL APPLY (excluding envelopes) 	ESTIMATED WEIGHT	ESTIMATED AMOUNT
	\$	\$
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.		
<p>B OUTBOUND SHIPMENTS</p> <ol style="list-style-type: none"> Return of crates, at close of the show, to your booth Removal of shipments from booth and reloading same on outgoing carrier A 200 LB. MINIMUM CHARGE PER SHIPMENT WILL APPLY (excluding envelopes) 		\$

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

	ADVANCE	FLOOR
BANDING SERVICES: _____ pcs. @	\$56.37 / piece	\$71.00 / piece
SHRINK WRAP SERVICES: _____ pcs. @	\$56.37 / piece	\$71.00 / piece
ENVELOPES: _____ envelopes @ \$40.32 / envelope	\$	
TOTAL ESTIMATED FREIGHT HANDLING CHARGES \$		