

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

SHOW NAME <b>The Franchise Show</b>	LOCATION <b>Suburban Collection Showplace</b>	SHOW DATE <b>October 8-9, 2022</b>
COMPANY	BOOTH #	BOOTH SIZE _____ X _____
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

- Advance Order Deadline: Seven (7) 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			
<b>PLAN A</b>	<b>SUPERVISION BY ART CRAFT DISPLAY, INC. (ART CRAFT).</b>	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 \$51.19 on installation and \$51.19 on dismantling. NOTE: If ordering Art Craft Supervision; <b>all freight must be sent to the Advance Warehouse location</b> (see Freight Handling forms).	
<b>PLAN B</b>	<b>SUPERVISION BY EXHIBITOR</b>	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. We reserve the right to adjust start time for exhibitor supervised labor. Labor services ordered after the Advance Order deadline are subject to availability.	
EXHIBITOR REQUIREMENTS: You must do the following to expedite your labor request.		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.	
<ol style="list-style-type: none"> <li>1. Check in at our Service Desk to pick-up laborers ordered.</li> <li>2. Upon completion of work, check laborers out at Service Desk.</li> <li>3. Your supervising representative must be present during the entire labor call.</li> </ol>			
RATES (One hour minimum Move-In / One hour minimum Move-Out)			
<b>STANDARD LABOR</b>	<b>ADVANCE:</b> 80.04 Per Man/Per Hour		<b>FLOOR:</b> 101.00 Per Man/Per Hr.

**EXHIBITOR: PLEASE COMPLETE SECTION BELOW**

INSTALLATION LABOR REQUEST - Please check A or B and complete information below								
<input type="checkbox"/> <b>PLAN A ART CRAFT SUPERVISION</b> <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"/> <b>PLAN B EXHIBITOR SUPERVISION</b>			
					Supervisor will be: _____			
					Supervisor Cell #: _____			
# 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. = \$ _____			
<ul style="list-style-type: none"> <li>PLEASE VERIFY THAT YOUR EXHIBIT / FREIGHT HAS BEEN DELIVERED TO YOUR SPACE PRIOR TO CHECKING OUT LABORERS.</li> </ul>								
<b>TOTAL ESTIMATED INSTALLATION LABOR</b>							<b>\$</b>	

DISMANTLE LABOR REQUEST - Please check A or B and complete information below								
<input type="checkbox"/> <b>PLAN A ART CRAFT SUPERVISION</b> <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"/> <b>PLAN B EXHIBITOR SUPERVISION</b>			
					Supervisor will be: _____			
					Supervisor Cell #: _____			
# 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. = \$ _____			
<ul style="list-style-type: none"> <li>BE SURE TO ALLOW SUFFICIENT TIME FOR EMPTY CONTAINER RETURN WHEN SCHEDULING DISMANTLE LABOR.</li> </ul>								
<b>TOTAL ESTIMATED DISMANTLE LABOR</b>							<b>\$</b>	
<b>IF AC SUPERVISION, ADD 25% or \$51.19 MINIMUM FOR INSTALLATION &amp; DISMANTLE</b>							<b>\$</b>	
<b>TOTAL ESTIMATED LABOR</b>							<b>\$</b>	

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 = _____		
<b>TOTAL NON-TAXABLE LABOR</b>	<b>ADVANCE PAYMENT RECEIVED</b>		
<b>\$</b>	<b>\$</b>		
<b>IF AC SUPERVISION, ADD 25% or \$51.19 MINIMUM</b>	<b>BALANCE DUE</b>		
<b>\$</b>	<b>\$</b>		
NV-TS 2022			

# HIGH LIFT / SIGN & BANNER HANGING

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

SHOW NAME <b>The Franchise Show</b>	LOCATION <b>Suburban Collection Showplace</b>	SHOW DATE <b>October 8-9, 2022</b>
COMPANY	BOOTH #	BOOTH SIZE _____ X _____
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

- Advance Order Deadline: Seven (7) 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.**

RATES (One hour minimum Move-In / One hour minimum Move-Out)		
HIGH LIFT/SIGN & BANNER HANGING	ADVANCE: 278.43 Per Hour	FLOOR: 349.00 Per Hour

## EXHIBITOR: PLEASE COMPLETE SECTION BELOW

HIGH LIFT / SIGN & BANNER INSTALLATION REQUEST							
# of Lifts	Estimated 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 check-in at Service Desk when ready for service.**

**TOTAL ESTIMATED INSTALLATION LABOR** \$ \_\_\_\_\_

HIGH LIFT / SIGN & BANNER REMOVAL REQUEST							
# of Lifts	Estimated 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 check-in at Service Desk when ready for service.**

**TOTAL ESTIMATED REMOVAL LABOR** \$ \_\_\_\_\_

**TOTAL ESTIMATED HIGH LIFT / SIGN & BANNER HANGING / REMOVAL** \$ \_\_\_\_\_

- Art Craft Display, Inc. will not mount, hang, lift, drop, disassemble or otherwise participate in any of the following:**
  - Truss systems of any kind
  - Sound projection devices
  - Lighting trusses or individual fixtures
  - Monitors or video boards
- Art Craft Display, Inc. may also, at its sole discretion, refuse to hang any item that they deem unsafe by any condition of size, weight, structure, overhead position or due to inadequate operating space. It is the exhibitor's sole responsibility to ascertain all pre-conditions prior to placing any orders with Art Craft Display, Inc.**
- Art Craft Display reserves the right to use additional High Lifts and/or Fork Lifts to properly install/remove your sign or banner and charge exhibitor accordingly.**
- Additional charges will apply if specialty materials are required to complete this order.**
- Please check your contract from show management to see if permission is needed for banner hanging prior to placing your order.**
- Based on booth location, banner hanging restrictions and or modifications may apply.**