Art Craft
DISPLAY, INC.
A DIVISION OF ART CRAFT SERVICE GROUP

LABOR SERVICES

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

SHOW NAME	LOCATION	SHOW DATE
The National Franchise Show	**Suburban Collection Showplace**	**Sept. 27-28, 2025**

COMPANY	BOOTH #	BOOTH SIZE
		_____ X _____

AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

- **Advance Order Deadline: Fourteen (14) 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

PLAN A **SUPERVISION BY ART CRAFT DISPLAY, INC. (ART CRAFT).** 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 $65.99 per hour on installation and $65.99 per hour on dismantling.
NOTE: If ordering Art Craft Supervision; **all freight must be sent to the Advance Warehouse location** (see Freight Handling forms).

PLAN B **SUPERVISION BY EXHIBITOR** 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.

1. Check in at our Service Desk to pick-up laborers ordered.
2. Upon completion of work, check laborers out at Service Desk.
3. Your supervising representative must be present during the entire labor call.

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.

RATES (One hour minimum Move-In / One hour minimum Move-Out)

STANDARD LABOR	**ADVANCE:** 105.08 Per Man/Per Hour	**FLOOR:** 132.00 Per Man/Per Hr.

EXHIBITOR: PLEASE COMPLETE SECTION BELOW

INSTALLATION LABOR REQUEST - Please check A or B and complete information below

☐ **PLAN A ART CRAFT SUPERVISION** *You must submit all appropriate information to us, in advance, in order for us to install your exhibit to your satisfaction.*

☐ **PLAN B EXHIBITOR SUPERVISION**
Supervisor will be:_____
Supervisor Cell #: _____

# of laborers	Approx # hrs. per laborer	Time	Day of Week	Date	Total Hrs.	Rate	Estimated Total
_____	at _____ hrs. each at	_____	☐ AM ☐ PM on _____	_____	for _____	x $ _____ per hr. =	$ _____
_____	at _____ hrs. each at	_____	☐ AM ☐ PM on _____	_____	for _____	x $ _____ per hr. =	$ _____

- **PLEASE VERIFY THAT YOUR EXHIBIT / FREIGHT HAS BEEN DELIVERED TO YOUR SPACE PRIOR TO CHECKING OUT LABORERS.**

TOTAL ESTIMATED INSTALLATION LABOR	**$**

DISMANTLE LABOR REQUEST - Please check A or B and complete information below

☐ **PLAN A ART CRAFT SUPERVISION** *You must submit all appropriate information to us, in advance, in order for us to install your exhibit to your satisfaction.*

☐ **PLAN B EXHIBITOR SUPERVISION**
Supervisor will be:_____
Supervisor Cell #: _____

# of laborers	Approx # hrs. per laborer	Time	Day of Week	Date	Total Hrs.	Rate	Estimated Total
_____	at _____ hrs. each at	_____	☐ AM ☐ PM on _____	_____	for _____	x $ _____ per hr. =	$ _____
_____	at _____ hrs. each at	_____	☐ AM ☐ PM on _____	_____	for _____	x $ _____ per hr. =	$ _____

- **BE SURE TO ALLOW SUFFICIENT TIME FOR EMPTY CONTAINER RETURN WHEN SCHEDULING DISMANTLE LABOR.**

TOTAL ESTIMATED DISMANTLE LABOR	**$**
IF AC SUPERVISION, ADD $65.99 PER HOUR FOR INSTALLATION & DISMANTLE	**$**
TOTAL ESTIMATED LABOR	**$**

DO NOT FILL IN BELOW - Art Craft Use Only

Installation	Dismantle
_____ men for _____ hours @ $ _____ / hour = _____	_____ men for _____ hours @ $ _____ / hour = _____
_____ men for _____ hours @ $ _____ / hour = _____	_____ men for _____ hours @ $ _____ / hour = _____

TOTAL NON-TAXABLE LABOR	**$**	**ADVANCE PAYMENT RECEIVED**	**$**
IF AC SUPERVISION, ADD $65.99 PER HOUR	**$**	**BALANCE DUE**	**$**

NV-TS 2025