

**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:<br/>TO: (EXHIBITING FIRM NAME) BOOTH#: _____<br/>FOR: (EVENT NAME &amp; DATE)<br/>DeVOS PLACE - C/O ART CRAFT DISPLAY, INC.<br/>303 MONROE AVE NW<br/>GRAND RAPIDS, MI 49503</li> </ul> | <ul style="list-style-type: none"> <li>• All shipments must be sent labeled as follows:<br/>TO: (EXHIBITING FIRM NAME) BOOTH#: _____<br/>FOR: (EVENT NAME &amp; DATE)<br/>DeVOS PLACE - C/O ART CRAFT DISPLAY, INC.<br/>303 MONROE AVE NW<br/>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> | \$ .62 per lb.                                  | \$ .57 per lb.       | \$ .49 per lb.     |
| <b>INBOUND RATES ONSITE</b>                 | \$ .49 per lb.                                  | \$ .43 per lb.       | \$ .35 per lb.     |
| <b>OUTBOUND RATES</b>                       | \$ .49 per lb.                                  | \$ .43 per lb.       | \$ .35 per lb.     |
| <b>ENVELOPE RATES</b>                       | \$30.00 per envelope (max. dimensions: 16"x13") |                      |                    |

**Exhibitor: Please complete this section.**

|  |                  |                  |
|--|------------------|------------------|
| <b>A INBOUND FREIGHT</b> (This completed form must precede your shipment)<br>1. Receipt of shipments and up to 30 days storage in advance of set-up<br>2. Delivery of materials to booth<br>3. Removal of crates and storage of same during show<br>4. <b>A 200 LB. MINIMUM CHARGE PER SHIPMENT WILL APPLY (excluding envelopes)</b> | ESTIMATED WEIGHT | ESTIMATED AMOUNT |
|  |                  | \$               |
| <b>B OUTBOUND SHIPMENTS</b><br>1. Return of crates, at close of the show, to your booth<br>2. Removal of shipments from booth and reloading same on outgoing carrier<br>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. @                  | \$40.31 / piece | \$51.00 / piece | \$        |
| SHRINK WRAP SERVICES: _____ pcs. @              | \$40.31 / piece | \$51.00 / piece | \$        |
| ENVELOPES: _____ envelopes @ \$30.00 / envelope |                 |                 | \$        |
| <b>TOTAL ESTIMATED FREIGHT HANDLING CHARGES</b> |                 |                 | <b>\$</b> |