

**FREIGHT
HANDLING**

ART CRAFT USE ONLY

V MC AE CKP _____ REC'D BY _____
EXP. DATE _____ CKF _____ DATE _____
CC# _____ \$ _____



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

SHOW NAME MI Association of Realtors Convention	LOCATION Grand Traverse Resort	SHOW DATES Sept 26-27, 2018
COMPANY	BOOTH #	BOOTH SIZE
ADDRESS address	city	state zip
PHONE	FAX	EMAIL
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

- **THIS FORM MUST PRECEDE YOUR SHIPMENT.**
- **MINIMUM CHARGE FOR THIS SERVICE IS \$74.00 (excludes envelopes).**
- **All orders must be accompanied by "Contact & Payment Information" form.**
- **All orders are subject to the enclosed Terms, Conditions and Policies.**
- **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	
<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. 3140 THREE MILE ROAD NW GRAND RAPIDS, MI 49534 	<ul style="list-style-type: none"> • All pieces should be labeled separately. Please use the enclosed shipping labels to expedite your shipment. You may make additional copies as needed. • ABSOLUTELY NO PERISHABLE OR HAZARDOUS MATERIALS

RATE SCHEDULE and TABLE			
ONE-WAY RATES	Under 5,000 pounds	5001 - 15,000 pounds	Over 15,000 pounds
	\$.37 per lb.	\$.32 per lb.	\$.27 per lb.
ENVELOPE RATES	\$20.00 per envelope		
SPECIAL CHARGES	ALL SHIPMENTS MUST BE RECEIVED AT OUR WAREHOUSE BETWEEN 3 AND 30 DAYS PRIOR TO FIRST MOVE-IN DATE. SHIPMENTS RECEIVED WITHIN THE THREE (3) DAY PERIOD MAY BE SUBJECT TO LATE SHIPMENT OR SPECIAL HANDLING CHARGES.		

Exhibitor: Please complete this section.

A INBOUND FREIGHT (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. A 200 LB. MINIMUM CHARGE WILL APPLY (\$74.00 ONE WAY, excluding envelopes)	ESTIMATED WEIGHT	ESTIMATED AMOUNT	
		\$	
B OUTBOUND FREIGHT 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. A 200 LB. MINIMUM CHARGE WILL APPLY (\$74.00 ONE WAY, excluding envelopes)		\$	
		\$	
TOTAL EST. INBOUND FREIGHT HANDLING CHARGES A	\$	TOTAL EST. OUTBOUND FREIGHT HANDLING CHARGES B	\$
		TOTAL ESTIMATED FREIGHT HANDLING CHARGES	\$

Special Handling Fees will apply to any single piece of freight that exceeds 4,000 lbs or 84" w x 84" d x 84" h Please call for rates.

DO NOT FILL IN BELOW - Art Craft Use Only			
Inbound weight: _____ lbs. x \$ _____ per lb.	\$	Envelope Rate: _____ @ \$20.00 each	\$
Outbound weight: _____ lbs. x \$ _____ per lb.	\$	TOTAL NON-TAXABLE FREIGHT HANDLING	\$
Additional Charges: _____	\$	ADVANCE PAYMENT RECEIVED	\$
Additional Charges: _____	\$	BALANCE DUE	\$