

Art Craft

DISPLAY, INC.

A DIVISION OF ART CRAFT SERVICE GROUP

CONTACT & PAYMENT INFORMATION

CHOOSE PAYMENT METHOD:

- Check enclosed # _____
 Credit/debit information below

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

SHOW NAME	LOCATION	SHOW DATES
COMPANY	BOOTH #	BOOTH SIZE _____ X _____
ADDRESS	address	city state zip
PHONE	FAX	EMAIL
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

• Your signature above indicates your acceptance of all Terms, Conditions and Policies included in this Service Manual.

REQUIRED CREDIT CARD AUTHORIZATION

PLEASE TYPE OR CLEARLY PRINT THE FOLLOWING REQUIRED INFORMATION.

Credit Card Information: Personal Credit Card Debit Card Company Credit Card

Card Type: Visa MasterCard American Express

Card Account Number: _____ Expiration Date: _____

Cardholder's Name (print): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____ Phone: () _____

PAYMENT INFORMATION

All Orders:

- This form ***must*** be completed and returned with all your Service Orders.
- Phone orders and purchase orders will not be accepted.
- Payment in full of all charges (**in US funds only**) must be made prior to delivery of equipment or execution of services.
- No refunds, exchanges or credits will be made for any items included in your booth package.
- All claims must be made prior to show closing. Absolutely no credits will be issued after that time.
- As the exhibiting firm, you are ultimately responsible for the payment of all charges. Please advise on-site representatives, staff and third party designates of this payment information.

Advance Orders:

- The Advance Order deadline is fourteen (14) days prior to first move-in day.
- Payment in full of all rental and service charges must accompany your order.
- Advance Order payments may be made by check or credit/debit card.

Floor Orders:

- All orders received after deadlines or on-site are subject to the floor order rate.
- Any orders placed after move-in has begun, must be placed at our on-site service desk. Faxed orders will not be processed during this time.
- Any orders requiring collection during or after the show are subject to floor rates, including declined credit/debit cards.
- Floor order payments may be made by cash, check or credit/debit card.

THIS COMPLETED FORM **MUST** BE RETURNED.

GR 2012