

Exhibitor Service Manual



33rd Annual Flint Camper & RV Show
Perani's Arena & Event Center
Flint, Michigan
February 5-8, 2009

Marvac
2222 Association Drive
Okemos, MI 48864
Phone: 517.349.8881 * Fax: 517.349.3543
email: dbehrendt@mmhrvca.org

33rd Annual Flint Camper & RV Show
Perani's Arena & Event Center
February 5-8, 2009

Admission

Adults	\$6.00
12 & under	Free
Seniors (55 & over) (Thursday-No coupon necessary)	\$4.00

Awnings

Awnings may be left open within your space but **must not** exceed into the designated aisles. Please keep safety in mind.

Carpet

Aisle carpet **will not be installed** in either arena or lobby area. If you wish to provide carpet in your display, carpet should be clean and safely installed in your display. If you wish to rent carpet, you may make arrangements through ArtCraft Display. Please see ArtCraft service forms include with this manual.

Complimentary Tickets

Exhibitors will be issued complimentary passes based on the amount of space purchased in the show. These passes will be mailed prior to the show. Additional complimentary passes may be purchased at a discounted cost of \$3.00 each.

Dealer Exhibits-Special Requirement

Substantial floor covering must be in place before any spray painting of jacks, hitches, or wheels take place.

Decorator

All booth exhibitors will be provided with one table (no skirting), two chairs and an electrical outlet at no additional charge. Employment of arena personnel to install or complete an exhibit will be at the expense of the exhibitor and arranged through the Perani's Arena & Event Center.

Drayage/Freight Handling

Ship materials to arrive no earlier than **Monday, February 2, 2009.** Mark materials with exhibitor name and booth space. Shipping address is: Perani's Arena & Event Center, 3501 Lapeer Road, Flint, Michigan 48503

Electrical Service

Electricity is provided **free of charge** to all exhibitors.

Enforcement of Rules

The enforcement of all show rules lies with Show Management. Any violation of the rules in the opinion of Show Management will be subject to the MARVAC Show Schedule of Penalties. **A copy is included with this manual.**

Exhibitor Booth Space

All exhibitors have contracted for their space from Show Management. All exhibitors must remain in the confines of their space and have their displays manned throughout the show hours. Booth displays shall not be more than eight feet high in the rear and any side of the display cannot extend more than four feet high. **Recreational vehicles will not be allowed in booth space unless prior approval has been given by the MARVAC Board of Directors.**

Exhibitor-Show Passes

2009 MARVAC Exhibitor buttons will be provided to each exhibiting company. Please list the names of those working in your display area and return the Exhibitor Personnel Form by January 30 or fax to the Association Office at 517/349-3543. Exhibitor buttons will be available for pick-up in the show office on Wednesday, February 4, 2009.

Exhibitor Parking

Parking is free for exhibitors and show attendees

Fire Regulations

State law requires that all drapes and similar materials, whether owned or rented, be flameproof. Crepe papers, corrugated paper board or other flammable materials are prohibited. Poster board signs are allowed but should be taped to a unit or other flat surface and should be hung free from backing. Trees, shrubs and plants must be live and not cut. No open flame or gasoline is permitted in any booth or exhibit area. Fuel tanks and gas tanks must be locked. All battery cables **must be disconnected** after the unit is placed in the display space. Propane tanks **must** be new and empty.

First Aid

A first aid kit is located in the Show Office

Give-Aways

Raffles, auctions or giveaways of any kind (including food items) are not allowed without advance permission from Show Management.

Helium Balloons

Helium balloons are allowed as part of your display and must be filled outside of the building. Helium containers are not allowed in the building. **Distribution of balloons to attendees is not allowed.**

Hotel Reservations

A list of hotels in the Flint area is included with this manual.

Insurance

All exhibitors must provide insurance coverage for personal injury and property damage liability to cover themselves and their property at the show. The exhibitor must provide insurance coverage for bodily injury liability with limits of at least \$100,000 per person, \$1,000,000 per occurrence and property damage liability of at least \$100,000 per occurrence to cover themselves and their property at the show along with Workers Compensation coverage. Insurance protection against fire, theft or damage to the exhibitors materials must be carried at the exhibitors expense. The exhibitor agrees to protect and hold harmless the Show, Show Management and the Perani's Arena & Event Center from all claims which might arise inside or outside of the show property. **Please don't forget to submit your proof of insurance to the MARVAC office prior to move-in.**

Janitorial Services

Janitorial service will be provided for the common aisles and concession area only. Exhibitors are responsible for the cleaning of the total area within their display area.

Move-In Information-RV Dealers

Staging Area-Staging of units is available beginning Monday, **February 2, 2009 after 8:00 a.m.** at Perani's Arena & Event Center. ***Please park your units as far back against the fence and as close together as possible.***

Move-In Schedule

ARENA #1, Tuesday, February 2

9:00 a.m.	General RV
9:00 a.m.	Hamilton's RV
10:00 a.m.	Leisure Days
10:00 a.m.	Circle K
11:00 a.m.	Tri City
11:30 a.m.	Kline's
12:30 p.m.	McDowell

ARENA #2, Tuesday, February 2

9:00 a.m.	Trade Winds
9:30 a.m.	Bud's
10:30 a.m.	New Horizons
11:30 a.m.	Weekley RV
12:00 p.m.	Phillips

Upper Lobby & Balcony, Tuesday, February 2

10:00 a.m.	Kline's
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Booth Exhibitors

Booth Exhibitors may begin moving in on **Wednesday, February 4** from 9:00 a.m. until 5:00 p.m. and continue to move-in on **Thursday, February 5** from 9:00 a.m. until 1:00 p.m. All displays must be set-up and ready by 1:00 p.m. Thursday, February 5, 2009. Any booth exhibitor needing special access to booth space prior to recreation vehicles moving in must contact show management.

Move-Out

Move-out is **Sunday, February 8** beginning at 5:00 p.m. Dealers follow the move-in schedule in reverse; last in, first out. All exhibitors must be prepared to move-out Sunday evening. The staging area will be available Monday, February 11 until noon.

Note RV Dealers: All vehicles must be staged outside the building before transfer to dealer lot begins. Note Booth exhibitors: All materials must be removed by 10:00 p.m. Sunday, February 8 unless prior approval is received from Perani's Arena & Event Center.

Music in Exhibit Areas

Federal law protecting the creators of copyrighted music requires that a license be obtained to use copyrighted music in meetings, seminars, general stage presentations and exhibitor's show space. Therefore, music **will not be allowed** by any of our exhibitors.

Public Relations

All public relations materials should be sent to Beth Monicatti-Blank, All Seasons Communications, P.O. Box 100, Romeo, Michigan 48065. The phone number is 586/752-6381. Beth Monicatti-Blank will be available during the show to provide exhibitors with information about the PR and advertising campaign. All exhibitors are encouraged to supply All Seasons with news releases, pictures and any newsworthy materials they have regarding their products or business.

Projection Sound Equipment

No film projector or sound producing equipment that is objectionable will be allowed in the show.

Refreshments

A snack bar is located in the Perani's Arena & Event Center. "PLEASE NO FOOD OR DRINK" signs are available free in the Show Office for posting in units. It is unlawful to consume intoxicating beverages at any time at the Perani's Arena & Event Center.

Security

Every attempt is made to protect the property, safety and rights of our exhibitors and show attendees. However, it is also expected that exhibitors will take all reasonable precautions to protect their own valuables. Security guards will be on duty beginning on Monday, February 2 at 5:00 p.m. until 8:00 a.m. Tuesday, February 3. Security will also be on duty Sunday, February 8 at 6:00 p.m. until Monday, February 9 at 10:00 a.m.

Show Dates & Hours

Thursday, February 5	2:00 p.m.-9:00 p.m.
Friday, February 6	2:00 p.m.-9:00 p.m.
Saturday, February 7	11:00 a.m.-9:00 p.m.
Sunday, February 8	11:00 a.m.-5:00 p.m.

Show Location:

Perani's Arena & Event Center
3501 Lapeer Road
Flint, Michigan 48503
Phone: 810/744-0580

Show Office

MARVAC Staff will be available at the Arena during show hours to assist exhibitors. The Perani's Arena & Event Center show office number is (517) 719-6897 or Bill Sheffer, Show Director at (517) 719-6909.

Signs

Price signs may **not** be hung in display areas or promotional literature distributed or displayed for any "new" manufacturer's brand other than that which is "physically" displayed in the show. Used unit signs are subject to the approval of Show Management. Manufacturer's signs listing names of dealers shall be limited to only those dealers or distributors exhibiting in the show. Price signs and printed matter shall show only one price, whether or not that price is a special or show sale. In addition, a sign showing the original manufacturer's suggested retail price will be allowed. Any dealer identification signs must be placed within the dealer display area. **No signs may be placed over or within the common show aisles.**

Telephone Service

Exhibitors must make arrangements for telephone service prior to the show. Please contact Bill Sheffer, Show Director at 517.719.6909 to arrange for telephone service.

Vehicle Regulations

All vehicles must be **new and untitled.**

EXHIBITOR CREDENTIAL FORM
FLINT CAMPER & RV SHOW
FEBRUARY 5-8, 2009

Business Name_____

Person completing this form_____

Names of Working Personnel

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Buttons Needed _____

Please mail to MARVAC, 2222 Association Drive, Okemos, Michigan 48864 or fax to 517/349-3543 by January 31, 2008.

FLINT AREA HOTELS

BUDGET HOST INN

932 S. Center Rd. (at I-69)
Flint, MI 48503

Full service, 166 rooms with interior corridors. Indoor heated pool, in-room coffee makers.
Restaurant, lounge, banquet facilities.

(810) 744-0200

(800) 542-4037

COURTYARD BY MARRIOTT

5202 Gateway Centre
Flint, MI 48507

102 rooms, inside corridors, indoor pool & sauna, full breakfast, cocktail lounge.

(810) 232-3500

(800) 321-2211

HOLIDAY INN-FLINT

5353 Gateway Centre (US 23 at exit 90)
Flint, MI 48507

171 rooms, some with jacuzzis. Hill Street Bar & Grille, lounge, indoor pool, fitness center.
Meeting and banquet facilities.

(810) 232-5300

(800) HOLIDAY

SUPER 8 EAST

G-1341 S. Center Rd. (at I-69)
Burton, MI 48509

68 guest rooms, restaurant, meeting facilities.

(810) 743-8850

(800) 800-8000

MARVAC Show Schedule of Penalties

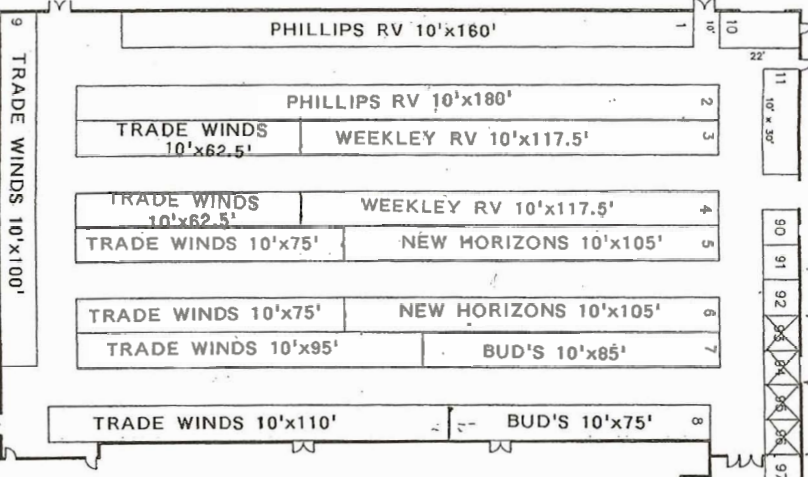
Violations

1. Failure to provide final payment for show space 45 days prior to move-in date.
(Penalty: A 20% penalty will be applied to the balance due if not paid 45 days before move-in. A permanent loss of one-year seniority for any future show if payment and penalty is not received 30 days before move-in.)
2. Failure to provide Certificate of Liability Insurance by move-in date.
(Penalty: Permanent loss of one year's seniority and forfeiture of shows pace and all monies paid for current show)
3. Exhibiting titled, non-compliant model year recreation vehicles/tow vehicles **and/or non-member manufacturer products** within show space. **(Effective January 2007)**
(Penalty: Immediate removal of vehicle if possible, lock unit for the remainder of the show if not able to remove, permanent loss of square footage equal to size of vehicle and double the fine if unit is reopened any time during remainder of the show.)
4. Parking dealer titled or untitled recreation vehicles in designated show facility parking areas. No unauthorized recreation vehicle may be open for exhibit to the public during, before or immediately following scheduled show hours. In addition, recreation vehicles used for transportation by dealerships or manufacturer representatives may not display any additional signage referring to dealer location or price.
(Penalty: Immediate removal of vehicle and \$100.00 fine per occurrence)
5. Failing to have display opened and properly manned during posted show hours.
(Penalty: \$100.00 fine per occurrence)
6. Arriving late for scheduled move-in times
(Penalty: 1st time-\$100.00 fine, 2nd time-Permanent loss of one year's seniority)
7. Causing unusual delays or hindrance to other exhibitors during move-in and/or move-out
(Penalty: 1st time-\$100.00 fine, 2nd time-Permanent loss of one year's seniority)
8. Transporting of any exhibitor's vehicles from designated show staging areas during move-out before all of the exhibitor's vehicles are moved from inside exhibit area.
(Penalty: Monetary fine of \$250.00)
9. Having any portion of displayed vehicle or material outside designated exhibit space as determined by show management.
(Penalty: 1st time-Immediate removal or adjustment to correct problem; 2nd time- Permanent loss of one year's seniority)
10. Failure to follow guidelines as set forth by local fire codes including appropriate aisle width, disabling vehicle batteries, and securing gasoline and propane tanks and/or appliances.
(Penalty: 1st time- immediate correction; 2nd time immediate correction and permanent loss of one year's seniority)
11. Unauthorized duplication of official show materials such as coupons, tickets, parking passes, and other related items without written permission from Show Management.
(Penalty: Monetary fine of \$250.00 per occurrence)
12. Building and/or equipment damage
(Penalty: Exhibiting company(s) is responsible for cost of repair)
13. Violation of any written rule in show drawing rules, show contract, and/or official exhibitor manual not previously defined
(Penalty: 1st time- monetary fine of \$100.00 to the company(s) found in violation; 2nd time- Permanent loss of one year's seniority)

FAILURE TO PAY ANY FINE IMPOSED SHALL RENDER THE EXHIBITOR INELIGIBLE TO PURCHASE SPACE IN ANY MARVAC CAMPER & RV SHOW.

BOOTHS # 106 - 110 8' x 10'
 BOOTHS 10' x 10' (Except where noted)

JUNIOR
 ARENA



OUTDOOR
 ADVENTURES

DORT FEDERAL

ARVC-MI

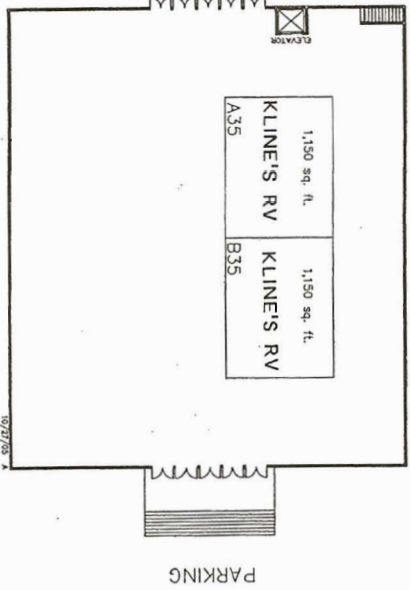
GUTTER TOPPERS

RICHFIELD TRAILER

COVENANT HILLS

VINYL SASH

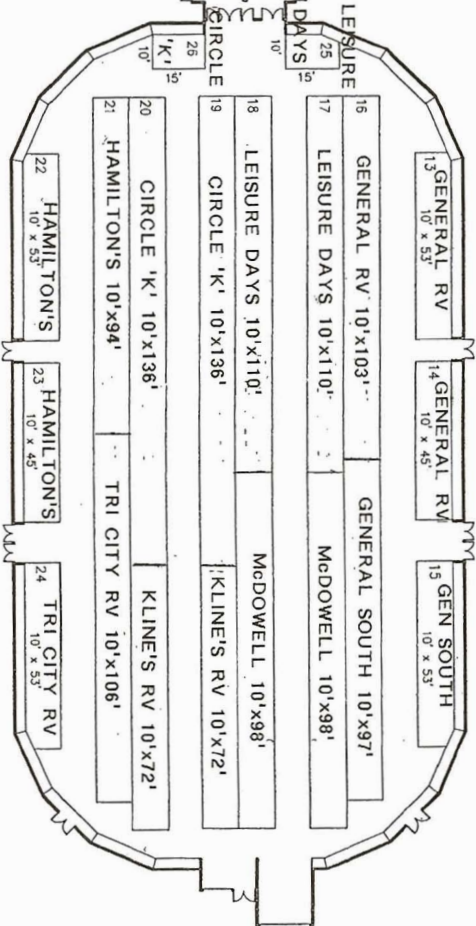
BEAVER CREEK



UPPER LOBBY

PARKING

INTERMEDIATE ARENA



MARVAC
 FLINT CAMPER & RV SHOW
 FEBRUARY 5-8, 2009
 PERANI EVENT CENTER - FLINT

HELPFUL TIPS FOR USING THIS DOCUMENT

Navigation.

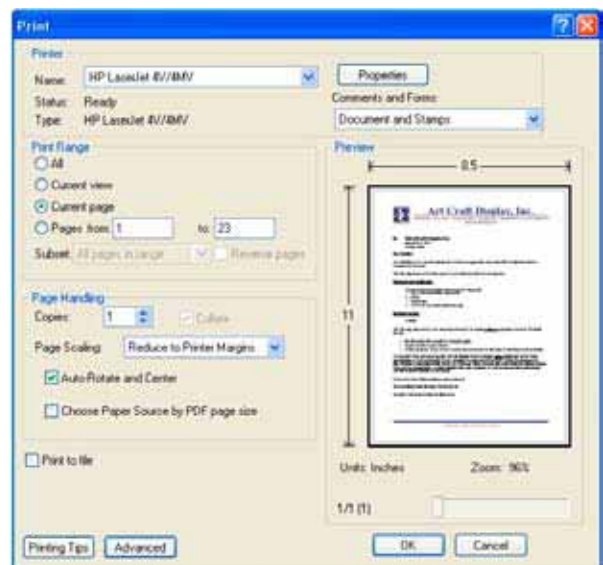
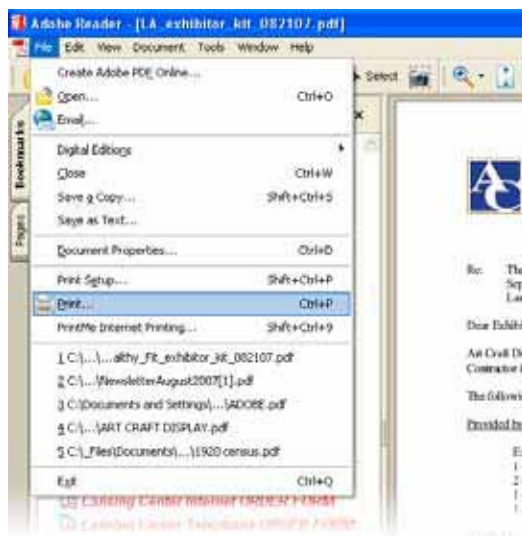
Use the bookmarks in the pane on the left side of the screen to “jump to” the page(s) you’re interested in. For your convenience, the pages are color-coded by document type.

Note: Each bookmark may represent more than one page.

Printing.

Rather than printing the entire document, you can jump or scroll to the page you want and print only that page. You may also print a specified range of pages.

These print options can be accessed by selecting the “Print...” option in the “File” menu at the top of the screen (see illustrations below).



We will be happy to answer any questions you have about this Exhibitor Kit. Please contact us at the phone number shown on the “Show Cover Letter” page of this document.



Art Craft Display, Inc.

500 Business Centre Drive • Lansing, MI 48917 • (517)485 2221 • (800)878 0710 • Fax (517)485 4178
www.artcraftdisplay.com

Re: MARVAC Flint Camper & RV Show
February 5-8, 2009
Perani Arena & Event Center

Dear Exhibitor:

Art Craft Display, Inc. has been selected by your show management to serve as the Official Exposition Service Contractor for this event.

Enclosed are various forms, for you to complete and return if you require additional equipment or services. **PLEASE NOTE:**

Read the enclosed "Contact & Payment Information" forms thoroughly.
Assess your show needs carefully.
Avoid unnecessary delays and save valuable time and money by following all instructions contained herein.

TO QUALIFY FOR ADVANCE RATES, YOUR ORDER WITH PAYMENT MUST BE RECEIVED BY US ON OR BEFORE JANUARY 21, 2009. (FOURTEEN (14) DAYS PRIOR TO FIRST MOVE-IN DAY). SOME EQUIPMENT OR SERVICES MAY REQUIRE MORE THAN 14 DAYS LEAD TIME. PLEASE SEE APPROPRIATE ORDER FORMS FOR ACTUAL DEADLINES. FAXED ORDERS WILL BE CHARGED AT OUR FLOOR RATES IF RECEIVED AFTER THE JANUARY 21 DEADLINE.

If we can be of any further assistance, please contact our Exhibit Services Department.

We are looking forward to being of service to you.

THANK YOU FOR YOUR PATRONAGE.

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: 500 Business Centre Drive • Lansing, MI 48917 • (517)485-2221 • Fax (517)485-4178 • lansing@artcraftdisplay.com**

SHOW NAME

MARVAC Flint & Camper & RV Show

LOCATION

Perani Arena & Event Center

SHOW DATES

February 5-8, 2009

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: _____ 3 Digit Security Code: _____ 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.**LA 2009**

Art Craft DISPLAY, INC. A DIVISION OF ART CRAFT SERVICE GROUP RENTAL FURNISHING		ART CRAFT USE ONLY	
		V ☐ MC ☐ AE ☐ CKP _____ REC'D BY _____ EXP. DATE _____ CKF _____ DATE _____ CC# _____ \$ _____	
		RETURN TO: 500 Business Centre Drive • Lansing, MI 48917 • (517)485-2221 • Fax (517)485-4178 • lansing@artcraftdisplay.com	
		SHOW NAME MARVAC Flint & Camper & RV Show LOCATION Perani Arena & Event Center SHOW DATES February 5-8, 2009 COMPANY _____ BOOTH # _____ BOOTH SIZE _____ X _____ ADDRESS _____ address _____ city _____ state _____ zip _____ PHONE _____ FAX _____ EMAIL _____ AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - PLEASE PRINT _____ DATE _____	

- Advance Order Deadline: Fourteen (14) days prior to first move-in day.**
- No refunds, exchanges or credits for any booth package items.**
- All orders must be accompanied by "Contact & Payment Information" form**
- All orders are subject to the enclosed Terms, Conditions and Policies.**

***Credit Card Information
Required with All Orders.***

NON-TAXABLE RENTAL ITEMS									
STANDARD TABLES (30" HIGH)					BOOTH FURNITURE				
QTY.	ITEM	ADVANCE	FLOOR	AMOUNT	QTY.	ITEM	ADVANCE	FLOOR	AMOUNT
	2' x 4' Plain	22.50	28.00			Folding Chair	8.00	10.00	
	2' x 4' Covered & Skirted (skirted 4 sides)	41.40	52.00			Upholstered Arm Chair	29.20	38.00	
	2' x 6' Plain	28.90	36.00			Padded Counter Stool - with back	38.30	50.00	
	2' x 6' Covered & Skirted	52.20	65.00			Wastebasket - 7 gallon	8.00	10.00	
	2' x 8' Plain	38.70	48.00						
	2' x 8' Covered & Skirted	64.80	81.00						
	4th side skirted optional	17.50	22.00						
COUNTER TABLES (42" HIGH)					BOOTH ACCESSORIES				
	2' x 4' Plain	38.10	46.00			Easel	20.00	26.00	
	2' x 4' Covered & Skirted (skirted 4 sides)	57.00	70.00			5' x 6' Garment Rack (w/ 25 hangers)	52.00	68.00	
	2' x 6' Plain	44.50	54.00			4' x 8' Pegboard ☐ V ☐ H	150.00	194.00	
	2' x 6' Covered & Skirted	67.80	83.00			4' x 8' Tackboard ☐ V ☐ H	150.00	194.00	
	2' x 8' Plain	54.30	66.00			Chrome Stanchion	22.00	29.00	
	2' x 8' Covered & Skirted	80.40	99.00			Velvet Rope 8' long	18.00	24.00	
	4th side skirted optional	17.50	22.00			Chrome Sign Frame - 22" x 28"	50.00	65.00	
SPECIALTY TABLES (30" HIGH)						Chrome Bag Holder	39.50	51.00	
	30" Dia. Round Plain	36.40	46.00			Literature Rack	75.00	97.00	
	30" Dia. Round Covered & Skirted	55.10	69.00			Swivel Spotlight	33.00	43.00	
	60" Dia. Round Plain	53.80	67.00			Extension Cord - 3 Outlet	29.00	38.00	
	60" Dia. Round Covered & Skirted	77.20	96.00						
	6' Crescent Serpentine Plain	53.80	67.00			BOOTH DRAPING & HARDWARE			
	6' Crescent Serpentine Cov'd & Skirted	77.20	96.00			3' high drape per ft. (incl. hardware)	3.20	5.00	
	4th side skirted optional	17.50	22.00			8' high drape per ft. (incl. hardware)	5.20	7.00	
SPECIALTY TABLES (42" HIGH)						Aluminum Extension (6'-10')	9.00	12.00	
	30" Dia. Round Plain	52.00	65.00			Base Plate for 3' Upright	5.00	7.00	
	30" Dia. Round Covered & Skirted	70.70	89.00			3' Aluminum Upright	5.00	7.00	
	60" Dia. Round Plain	69.40	85.00			Base Plate for 8' Upright	6.00	8.00	
	60" Dia. Round Covered & Skirted	92.80	114.00			8' Aluminum Upright	6.00	8.00	
	6' Crescent Serpentine Plain	69.40	85.00			Base Plate for 12' Upright / Pin	18.00	24.00	
	6' Crescent Serpentine Cov'd & Skirted	92.80	114.00			12' Aluminum Upright	18.00	24.00	
	4th side skirted optional	17.50	22.00			Base Plate for 16' Upright / Pin	22.00	29.00	
TABLE ACCESSORIES						16' Aluminum Upright	22.00	29.00	
	Raise Any Plain Table to 42" high	18.70	24.00						
					MISCELLANEOUS ITEMS				
	Raise Any Cov'd & Skirted Table to 42" high	25.80	32.00		QTY.	ITEM	UNIT PRICE	AMOUNT	
	Cover & Skirt for 30" table	29.20	37.00			White Vinyl Table Cover	1.00 per lineal foot		
	Cover & Skirt for 42" table	35.00	44.00			Colored Duct Tape	9.00 per roll		
	4' x 1' x 1' Covered Table Top Riser	22.50	28.00			Double Face Carpet Tape	11.00 per roll		
	6' x 1' x 1' Covered Table Top Riser	28.10	35.00			Visqueen - Plastic Covering - 10' wide	2.10 per lineal foot		
	8' x 1' x 1' Covered Table Top Riser	33.70	42.00			Sign Hangers	.50 each		
						Pegboard Hooks - Straight	1.40 each		
						Pegboard Hooks - Loop	1.40 each		
PLEASE CHECK SKIRT COLOR CHOICE Table includes white vinyl top cover and three sides skirted ☐ BLACK ☐ BLUE ☐ BURGUNDY ☐ GOLD ☐ HUNTER GREEN ☐ RED ☐ SILVER ☐ TEAL ☐ WHITE					TOTAL NON-TAXABLE ITEMS \$				
									LA 2009

Art Craft DISPLAY, INC. A DIVISION OF ART CRAFT SERVICE GROUP	CARPET RENTAL	ART CRAFT USE ONLY	
		V ☐ MC ☐ AE ☐ CKP _____ REC'D BY _____	
		EXP. DATE _____ CKF _____ DATE _____	
		CC# _____ \$ _____	
RETURN TO: 500 Business Centre Drive • Lansing, MI 48917 • (517)485-2221 • Fax (517)485-4178 • lansing@artcraftdisplay.com			
SHOW NAME MARVAC Flint & Camper & RV Show		LOCATION Perani Arena & Event Center	
COMPANY _____		SHOW DATES February 5-8, 2009	
BOOTH # _____		BOOTH SIZE _____ X _____	
ADDRESS _____ address _____ city _____ state _____ zip _____			
PHONE _____ FAX _____ EMAIL _____			
AUTHORIZED CONTACT SIGNATURE _____		AUTHORIZED CONTACT - PLEASE PRINT _____ DATE _____	

- Advance Order Deadline: Fourteen (14) days prior to first move-in day.**
- No refunds, exchanges or credits for any booth package items.**
- All orders must be accompanied by "Contact & Payment Information" form**
- All orders are subject to the enclosed Terms, Conditions and Policies.**

**Credit Card Information
Required with All Orders.**

STANDARD BOOTH CARPET (14 ounce)				
QUANTITY	SIZE	ADVANCE	FLOOR	AMOUNT
	10' x 10'	98.50	124.00	
	10' x 20'	197.00	247.00	
	10' x 30'	276.70	333.00	
	10' x 40'	359.20	419.00	
CHECK CARPET COLOR: ☐ Black ☐ Blue ☐ Grey ☐ Green ☐ Red				
Above prices include: installation, removal, edge taping only, and <i>nightly vacuuming</i> . Installed in clean condition. Dye lot not guaranteed on combination orders of 10' wide stock. Floor Orders for all carpet related items are subject to availability. Please order in advance.				
NON-STANDARD SIZE BOOTH CARPET (14 ounce)				
SIZE	TOTAL	ADVANCE	FLOOR	AMOUNT
_____ FT. x _____ FT.	_____ SQ. FT.	2.00 per square foot	2.60 per square foot	
CHECK CARPET COLOR: ☐ Black ☐ Blue ☐ Grey ☐ Green ☐ Red				
• Non-standard size booth carpet rates apply to any width not in 10' increments.				
PREMIUM BOOTH CARPET (28 ounce)				
QUANTITY	SIZE	ADVANCE	FLOOR	AMOUNT
	10' x 10'	350.00	N/A	
	10' x 20'	700.00	N/A	
	10' x 30'	1050.00	N/A	
	10' x 40'	1400.00	N/A	
CHECK CARPET COLOR: ☐ Beige ☐ Berry ☐ Black ☐ Burgundy ☐ Charcoal ☐ Cobalt ☐ Emerald Please visit www.artcraftdisplay.com to view color selection. ☐ Gold ☐ Ice ☐ Soft Ivory ☐ Navy ☐ Nu Blue ☐ Peacock ☐ Pewter ☐ Platinum ☐ Purple ☐ Red ☐ Royal Blue ☐ Silver Cloud ☐ White ☐ Yellow				
Above prices include: installation, removal, padding, all taping, plastic covering and <i>nightly vacuuming</i> . Installed in new condition. Premium carpet MUST be ordered fourteen (14) days prior to first move-in day.				
PADDING				
QUANTITY	PADDING SIZE	ADVANCE	FLOOR	AMOUNT
	9' x 10'	82.80	107.00	
	9' x 20'	165.60	214.00	
	9' x 30'	248.40	321.00	
	9' x 40'	331.20	427.00	
• Our 9.3 LB., 3/8" thick padding includes installation and removal.				
PLASTIC COVERING				
PLASTIC SIZE	ADVANCE	FLOOR	AMOUNT	
_____ feet wide X _____ feet deep = _____ SQ. FT.	\$.35 per square foot	\$.45 per square foot		
• Protective covering includes installation, removal and taping.				

TOTAL NON-TAXABLE CARPET ITEMS

\$

LA 2009

Art Craft DISPLAY, INC. A DIVISION OF ART CRAFT SERVICE GROUP	FREIGHT HANDLING	ART CRAFT USE ONLY	
		V ☐ MC ☐ AE ☐ CKP _____ REC'D BY _____	
		EXP. DATE _____ CKF _____ DATE _____	
		CC# _____ \$ _____	
RETURN TO: 500 Business Centre Drive • Lansing, MI 48917 • (517)485-2221 • Fax (517)485-4178 • lansing@artcraftdisplay.com			
SHOW NAME MARVAC Flint & Camper & RV Show		LOCATION Perani Arena & Event Center	
		SHOW DATES February 5-8, 2009	
COMPANY _____		BOOTH # _____ BOOTH SIZE _____ X _____	
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 \$66.00 (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	
All shipments must be sent labeled as follows: TO: (EXHIBITING FIRM NAME) BOOTH#: _____ FOR: (EVENT NAME & DATE) C/O ART CRAFT DISPLAY, INC. 500 BUSINESS CENTER DRIVE LANSING, MI 48917	- 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
	\$.33 per lb.	\$.29 per lb.	\$.24 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 (\$66.00 ONE WAY, excluding envelopes)	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">ESTIMATED WEIGHT</th> <th style="width:50%;">ESTIMATED AMOUNT</th> </tr> <tr> <td style="height: 40px;"></td> <td style="text-align: center;">\$</td> </tr> </table> 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.	ESTIMATED WEIGHT	ESTIMATED AMOUNT		\$
ESTIMATED WEIGHT	ESTIMATED AMOUNT				
	\$				
B OUTBOUND SHIPMENTS 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 (\$66.00 ONE WAY, excluding envelopes)	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="height: 40px;"></td> <td style="text-align: center;">\$</td> </tr> </table>		\$		
	\$				
TOTAL EST. INBOUND FREIGHT HANDLING CHARGES A	\$				
TOTAL EST. OUTBOUND FREIGHT HANDLING CHARGES B	\$				
TOTAL ESTIMATED FREIGHT HANDLING CHARGES	\$				

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	\$
			LA 2009

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

EXHIBIT FREIGHT

RUSH

TO: _____
(EXHIBITING FIRM NAME) (BOOTH #)

**C/O ART CRAFT DISPLAY, INC.
500 BUSINESS CENTRE DRIVE
LANSING, MI 48917
1(800)878-0710
warehouse@artcraftdisplay.com**

**MARVAC Flint & Camper & RV Show
Perani Arena & Event Center February 5-8, 2009**

PIECE # _____ OF _____ TOTAL PIECES

CARRIER: _____

PLEASE LABEL EACH PIECE

LA 2009

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

EXHIBIT FREIGHT

RUSH

TO: _____
(EXHIBITING FIRM NAME) (BOOTH #)

**C/O ART CRAFT DISPLAY, INC.
500 BUSINESS CENTRE DRIVE
LANSING, MI 48917
1(800)878-0710
warehouse@artcraftdisplay.com**

**MARVAC Flint & Camper & RV Show
Perani Arena & Event Center February 5-8, 2009**

PIECE # _____ OF _____ TOTAL PIECES

CARRIER: _____

PLEASE LABEL EACH PIECE

LA 2009

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

EXHIBIT FREIGHT

RUSH

TO: _____
(EXHIBITING FIRM NAME) (BOOTH #)

**C/O ART CRAFT DISPLAY, INC.
500 BUSINESS CENTRE DRIVE
LANSING, MI 48917
1(800)878-0710
warehouse@artcraftdisplay.com**

**MARVAC Flint & Camper & RV Show
Perani Arena & Event Center February 5-8, 2009**

PIECE # _____ OF _____ TOTAL PIECES

CARRIER: _____

PLEASE LABEL EACH PIECE

LA 2009

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

EXHIBIT FREIGHT

RUSH

TO: _____
(EXHIBITING FIRM NAME) (BOOTH #)

**C/O ART CRAFT DISPLAY, INC.
500 BUSINESS CENTRE DRIVE
LANSING, MI 48917
1(800)878-0710
warehouse@artcraftdisplay.com**

**MARVAC Flint & Camper & RV Show
Perani Arena & Event Center February 5-8, 2009**

PIECE # _____ OF _____ TOTAL PIECES

CARRIER: _____

PLEASE LABEL EACH PIECE

LA 2009

Art Craft DISPLAY, INC. A DIVISION OF ART CRAFT SERVICE GROUP	FORK LIFT SERVICES	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">ART CRAFT USE ONLY</th> </tr> <tr> <td style="padding: 2px;"> V ☐ MC ☐ AE ☐ CKP _____ </td> <td style="padding: 2px;"> REC'D BY _____ </td> </tr> <tr> <td style="padding: 2px;"> EXP. DATE _____ </td> <td style="padding: 2px;"> CKF _____ DATE _____ </td> </tr> <tr> <td style="padding: 2px;"> CC# _____ </td> <td style="padding: 2px;"> \$ _____ </td> </tr> </table>	ART CRAFT USE ONLY		V ☐ MC ☐ AE ☐ CKP _____	REC'D BY _____	EXP. DATE _____	CKF _____ DATE _____	CC# _____	\$ _____
ART CRAFT USE ONLY										
V ☐ MC ☐ AE ☐ CKP _____	REC'D BY _____									
EXP. DATE _____	CKF _____ DATE _____									
CC# _____	\$ _____									
RETURN TO: 500 Business Centre Drive • Lansing, MI 48917 • (517)485-2221 • Fax (517)485-4178 • lansing@artcraftdisplay.com										
SHOW NAME MARVAC Flint & Camper & RV Show	LOCATION Perani Arena & Event Center	SHOW DATES February 5-8, 2009								
COMPANY _____	BOOTH # _____	BOOTH SIZE _____ X _____								
ADDRESS _____ address _____ city _____ state _____ zip _____										
PHONE _____ FAX _____ EMAIL _____										
AUTHORIZED CONTACT SIGNATURE _____	AUTHORIZED CONTACT - PLEASE PRINT _____	DATE _____								

- Advance Order Deadline: Fourteen (14) days prior to first move-in day.**
- No refunds, exchanges or credits for any booth package items.**
- All orders must be accompanied by "Contact & Payment Information" form**
- All orders are subject to the enclosed Terms, Conditions and Policies.**
- Availability of this service cannot be guaranteed if not ordered in advance!! Please determine if this service is to be provided as part of your agreement with show management. If not, this form MUST be completed and returned according to conditions herein.**
- Advance payment of all requested fork lift services (in/out) is required with your order.**

**Credit Card Information
Required with All Orders.**

STANDARD SERVICE		
Up to 4,000 pound capacity fork lift with operator for unloading, installation, uncrating, unskidding, dismantling, crating, skidding, reloading and any special handling of your equipment, machinery or freight, due to size or weight. FLOOR RATE applies to <i>any order received within 14 days prior to show or placed on-site.</i>	ADVANCE 96.70 per hour	FLOOR 120.00 per hour
One hour minimum. Partial hours, after minimum, prorated to nearest 1/2 hour.		
SPECIAL SERVICE		
Call for quotation for capacities over 4,000 pounds or if rigging equipment and labor are required.		

EXHIBITOR: Please complete this section			
MOVE-IN	Fork Lift & Operator needed at _____ ☐ AM ☐ PM on _____ DATE _____ for _____ hours x \$ _____ RATE _____ per hr. = \$ _____		
	Fork Lift & Operator needed at _____ ☐ AM ☐ PM on _____ DATE _____ for _____ hours x \$ _____ RATE _____ per hr. = \$ _____		
	Fork Lift & Operator needed at _____ ☐ AM ☐ PM on _____ DATE _____ for _____ hours x \$ _____ RATE _____ per hr. = \$ _____		
MOVE-OUT	Fork Lift & Operator needed at _____ ☐ AM ☐ PM on _____ DATE _____ for _____ hours x \$ _____ RATE _____ per hr. = \$ _____		
	Fork Lift & Operator needed at _____ ☐ AM ☐ PM on _____ DATE _____ for _____ hours x \$ _____ RATE _____ per hr. = \$ _____		
	Fork Lift & Operator needed at _____ ☐ AM ☐ PM on _____ DATE _____ for _____ hours x \$ _____ RATE _____ per hr. = \$ _____		
• Please check-in at Service Desk when ready for service • Always inform us if more than one fork lift is needed.		TOTAL ESTIMATED FORK LIFT SERVICE	\$
		DEPOSIT AMOUNT ENCLOSED	\$

DO NOT FILL IN BELOW - Art Craft Use Only			
Move-In: _____ forklifts for _____ hrs. @ \$ _____ /hr	\$	SUB-TOTAL FORK LIFT CHARGES	\$
Move-In: _____ forklifts for _____ hrs. @ \$ _____ /hr	\$	ADDITIONAL LABOR CHARGES	\$
Move-Out: _____ forklifts for _____ hrs. @ \$ _____ /hr	\$	TOTAL NON-TAXABLE FORK LIFT CHARGES	\$
Move-Out: _____ forklifts for _____ hrs. @ \$ _____ /hr	\$	ADVANCE PAYMENT RECEIVED	\$
Additional Charges: _____	\$	BALANCE DUE	\$

ALL ORDERS MUST BE PAID IN FULL UPON COMPLETION OF SERVICE.

LA 2009

Art Craft DISPLAY, INC. A DIVISION OF ART CRAFT SERVICE GROUP	LABOR SERVICES	ART CRAFT USE ONLY V ☐ MC ☐ AE ☐ CKP _____ REC'D BY _____ EXP. DATE _____ CKF _____ DATE _____ CC# _____ \$ _____
RETURN TO: 500 Business Centre Drive • Lansing, MI 48917 • (517)485-2221 • Fax (517)485-4178 • lansing@artcraftdisplay.com		
SHOW NAME MARVAC Flint & Camper & RV Show	LOCATION Perani Arena & Event Center	SHOW DATES February 5-8, 2009
COMPANY _____	BOOTH # _____	BOOTH SIZE _____ X _____
ADDRESS _____ address _____ city _____ state _____ zip _____		
PHONE _____ FAX _____ EMAIL _____		
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. 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 \$35.00 on installation and \$35.00 on dismantling.
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.
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	
STANDARD LABOR (One Hour Minimum)	ADVANCE: 49.40 Per Man/Per Hour FLOOR: 62.00 Per Man/Per Hour

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: _____
# of laborers _____ Time _____ Day of Week _____ Date _____ Approx. Hrs. _____ Rate _____ Estimated Total _____ _____ at _____ ☐ AM ☐ PM on _____ for _____ x \$ _____ per hr. = \$ _____ _____ 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 dismantle your exhibit to your satisfaction.	☐ PLAN B EXHIBITOR SUPERVISION Supervisor will be: _____
# of laborers _____ Time _____ Day of Week _____ Date _____ Approx. Hrs. _____ Rate _____ Estimated Total _____ _____ at _____ ☐ AM ☐ PM on _____ for _____ x \$ _____ per hr. = \$ _____ _____ 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 \$	
TOTAL ESTIMATED LABOR \$	

DO NOT FILL IN BELOW - Art Craft Use Only	
Installation: _____ men for _____ hours @ \$ _____ / hour = _____ _____ men for _____ hours @ \$ _____ / hour = _____ _____ men for _____ hours @ \$ _____ / hour = _____	Dismantle: _____ men for _____ hours @ \$ _____ / hour = _____ _____ men for _____ hours @ \$ _____ / hour = _____ _____ men for _____ hours @ \$ _____ / hour = _____
TOTAL NON-TAXABLE LABOR \$	ADVANCE PAYMENT RECEIVED \$
IF AC SUPERVISION, ADD 25% or \$35.00 MINIMUM \$	BALANCE DUE \$
ALL ORDERS MUST BE PAID IN FULL UPON COMPLETION OF SERVICE.	
LA 2009	

Art Craft DISPLAY, INC. A DIVISION OF ART CRAFT SERVICE GROUP	AUDIO-VISUAL EQUIPMENT	ART CRAFT USE ONLY	
		V ☐ MC ☐ AE ☐ CKP _____ REC'D BY _____ EXP. DATE _____ CKF _____ DATE _____ CC# _____ \$ _____	
RETURN TO: 500 Business Centre Drive • Lansing, MI 48917 • (517)485-2221 • Fax (517)485-4178 • lansing@artcraftdisplay.com			
SHOW NAME MARVAC Flint & Camper & RV Show		LOCATION Perani Arena & Event Center	
		SHOW DATES February 5-8, 2009	
COMPANY	BOOTH #		BOOTH SIZE _____ X _____
ADDRESS	address	city	state zip
PHONE	FAX	EMAIL	
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT	
		DATE	

- Advance Order Deadline: Fourteen (14) days prior to first move-in day.**
- No refunds, exchanges or credits for any booth package items.**
- All orders must be accompanied by "Contact & Payment Information" form**
- All orders are subject to the enclosed Terms, Conditions and Policies.**
- Art Craft Display, Inc. reserves the right to substitute a comparable product.**

***Credit Card Information
Required with All Orders.***

PROJECTORS AND SCREENS					
RENTAL #	QTY	DESCRIPTION	RATE X	# OF DAYS	AMOUNT
		Kodak EK III Slide Projector, w/Cart (Incl.tray w/remote control, spare lamp & f3.5, 3" lens)	57.30		
		Wireless Remote for Slide Projector	34.60		
		Standard Overhead Projector, w/Cart	51.90		
		70" x 70" Floor Tripod Screen	29.20		
		96" x 96" Floor Tripod Screen	46.50		

VIDEO PLAYERS AND T.V. MONITORS					
		1/2" VHS Player/Recorder	57.30		
		20" TV/VCR Combo Unit (cart not included)	90.90		
		20" Color T.V. w/Cart	91.90		
		27" Color T.V. w/Cart	110.30		
		DVD Player	75.70		
		20" TV/DVD Combo Unit (cart not included)	121.20		

COMPUTER MONITORS					
		17" Computer Data Monitor	119.00		
		19" TFT Flat Panel Monitor	135.20		

SOUND					
		Cassette Player/Recorder	40.00		
		CD/Tape Boombox	57.30		
		CD 5-Disc Changer	100.60		

MISCELLANEOUS					
		Safe/lock Table	17.30		
		AV Cart w/Skirt	17.30		
		Flip Chart (A-Frame Easel)	24.90		
		Flip Chart w/Paper Pad	38.90		
		Slide Tray	11.90		
		Wired Remote or Timer	17.30		

			DELIVERY/PICK-UP CHARGE	45.80
			NON-TAXABLE RENTAL TOTAL	\$
			LA 2009	

Art Craft DISPLAY, INC. A DIVISION OF ART CRAFT SERVICE GROUP	DISPLAY RENTAL	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center; padding: 2px;">ART CRAFT USE ONLY</th> </tr> <tr> <td style="padding: 2px;">V ☐ MC ☐ AE ☐ CKP _____</td> <td style="padding: 2px;">REC'D BY _____</td> </tr> <tr> <td style="padding: 2px;">EXP. DATE _____</td> <td style="padding: 2px;">CKF _____ DATE _____</td> </tr> <tr> <td style="padding: 2px;">CC# _____</td> <td style="padding: 2px;">\$ _____</td> </tr> </table>	ART CRAFT USE ONLY		V ☐ MC ☐ AE ☐ CKP _____	REC'D BY _____	EXP. DATE _____	CKF _____ DATE _____	CC# _____	\$ _____
ART CRAFT USE ONLY										
V ☐ MC ☐ AE ☐ CKP _____	REC'D BY _____									
EXP. DATE _____	CKF _____ DATE _____									
CC# _____	\$ _____									
RETURN TO: 500 Business Centre Drive • Lansing, MI 48917 • (517)485-2221 • Fax (517)485-4178 • lansing@artcraftdisplay.com										
SHOW NAME MARVAC Flint & Camper & RV Show	LOCATION Perani Arena & Event Center	SHOW DATES February 5-8, 2009								
COMPANY _____	BOOTH # _____	BOOTH SIZE _____ X _____								
ADDRESS _____	city _____	state _____ zip _____								
PHONE _____	FAX _____	EMAIL _____								
AUTHORIZED CONTACT SIGNATURE _____	AUTHORIZED CONTACT - PLEASE PRINT _____	DATE _____								

- Order Deadline: Fourteen (14) days prior to first move-in day.**
- All display items subject to availability and 50% re-stocking fee if order is cancelled within 14 days prior to first move-in day.**
- No refunds, exchanges or credits for any booth package items.**
- All orders must be accompanied by "Contact & Payment Information" form**
- All orders are subject to the enclosed Terms, Conditions and Policies.**

**Credit Card Information
Required with All Orders.**

NON-TAXABLE DISPLAY RENTAL ITEMS

Prices shown are for display hardware only. Graphic panels must be ordered separately. Please contact our Sign & Graphics department.

POP-UP DISPLAYS				
<i>All pop-up displays and accessories include material handling fees, show-site installation / dismantle, light(s) and black, Velcro-receptive fabric covering</i>				
QTY.	ITEM NUMBER	DESCRIPTION	ADVANCE	AMOUNT
	20650-0005	A. 6' wide Curved Tabletop Pop-Up Display (60" tall)	259.00	
	20650-0010	B. 8' wide Curved Tabletop Pop-Up Display (60" tall)	289.00	
	20650-0015	C. 8' wide Curved Floor Pop-Up Display (89" tall) - <i>includes case counter</i>	459.00	
	20650-0020	D. 10' wide Curved Floor Pop-Up Display (89" tall) - <i>includes case counter</i>	489.00	
OPTIONAL POP-UP DISPLAY ACCESSORIES / UPGRADES - For above display units only				
	20650-0025	Extra 200 Watt Halogen Light Fixture w/ Bulb	21.50	
	20650-0030	External Shelf	16.00	
	20650-0035	Front-Lit Header Frame for 6' wide Display (FRAME ONLY) <i>Graphic panel must be ordered separately</i>	29.00	
	20650-0040	Front-Lit Header Frame for 8' wide Display (FRAME ONLY) <i>Graphic panel must be ordered separately</i>	31.00	
	20650-0045	Front-Lit Header Frame for 10' wide Display (FRAME ONLY) <i>Graphic panel must be ordered separately</i>	32.00	
	20650-0050	Back-Lit Header Frame for 6' wide Display (FRAME & LIGHTS) <i>Graphic panel must be ordered separately</i>	42.00	
	20650-0055	Back-Lit Header Frame for 8' wide Display (FRAME & LIGHTS) <i>Graphic panel must be ordered separately</i>	57.00	
	20650-0060	Back-Lit Header Frame for 10' wide Display (FRAME & LIGHTS) <i>Graphic panel must be ordered separately</i>	58.50	
	20650-0065	3/8" wide, Adhesive-backed HOOK Velcro Tape (priced per lineal foot)	.80 / ft	
	20650-0070	3/8" wide, Adhesive-backed HOOK & LOOP Velcro Tape (priced per lineal foot)	1.50 / ft	

FOLDING PANEL TABLETOP DISPLAYS				
<i>All folding tabletop displays include material handling fees, show-site installation / dismantle, light(s) and black, Velcro-receptive fabric covering</i>				
	20650-0075	A. 48"w x 24"h ShowStyle Folding Display	99.00	
	20650-0080	B. 74"w x 36"h ShowMax Folding Display	199.00	

TOTAL NON-TAXABLE DISPLAY ITEMS	\$
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**To order graphics for all the above display units, contact our
Sign & Graphics department at 800.878.0710 or signshop@artcraftdisplay.com**

Art Craft DISPLAY, INC. A DIVISION OF ART CRAFT SERVICE GROUP BANNER STAND RENTAL	ART CRAFT USE ONLY	
	V ☐ MC ☐ AE ☐ CKP _____ REC'D BY _____ EXP. DATE _____ CKF _____ DATE _____ CC# _____ \$ _____	
	RETURN TO: 500 Business Centre Drive • Lansing, MI 48917 • (517)485-2221 • Fax (517)485-4178 • lansing@artcraftdisplay.com	
	SHOW NAME MARVAC Flint & Camper & RV Show LOCATION Perani Arena & Event Center SHOW DATES February 5-8, 2009 COMPANY _____ BOOTH # _____ BOOTH SIZE _____ X _____ ADDRESS _____ address _____ city _____ state _____ zip _____ PHONE _____ FAX _____ EMAIL _____ AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - PLEASE PRINT _____ DATE _____	

- Order Deadline: Fourteen (14) days prior to first move-in day.**
- All banner stand items subject to availability and 50% re-stocking fee if order is cancelled within 14 days prior to first move-in day.**
- No refunds, exchanges or credits for any booth package items.**
- All orders must be accompanied by "Contact & Payment Information" form**
- All orders are subject to the enclosed Terms, Conditions and Policies.**

**Credit Card Information
Required with All Orders.**

NON-TAXABLE BANNER STAND RENTAL ITEMS

Prices shown are for banner stand hardware only. Banner graphics must be ordered separately. Please contact our Sign & Graphics department.

FREESTANDING BANNER STANDS				
Freestanding Banner Stands must be checked-out at the on-site service desk				
QTY.	ITEM NUMBER	DESCRIPTION	ADVANCE	AMOUNT
	20670-0005	Small Telescoping Freestanding Banner Stand (28"-48"w x 37"-95"h) Attachment method: Pole pocket	49.50	
	20670-0010	Large Telescoping Freestanding Banner Stand (52"-95"w x 36"-95"h) Attachment method: Pole pocket	57.50	
	20670-0020	Tripod Banner Stand - Reg. (24"w x 70"h banner) Attachment method: Grommet	22.50	
	20670-0025	Tripod Banner Stand - Lg. (40"w x 78"h banner) Attachment method: Grommet	27.50	
	20670-0030	3-sided Freestanding Banner Stand (3 - 34"w x 84.75"h banners) Attachment method: Pole pocket	32.00	

HANGING BANNER FRAMES				
Harness included. Rigging labor must be ordered in advance.				
	20670-0035	6' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	71.00	
	20670-0040	8' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	79.00	
	20670-0045	10' wide, 3-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	87.50	
	20670-0050	6' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	82.00	
	20670-0055	8' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	95.00	
	20670-0060	10' wide, 4-sided Hanging Banner Frame w/ Harness (Variable banner height) Attachment method: Pole pocket	101.00	

BANNER STAND ACCESSORIES				
	20670-0080	Clamp-on 50 Watt Halogen Light - not for use with Tripod banner stand	20.00	

TOTAL NON-TAXABLE BANNER STAND ITEMS	\$
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**To order banner graphics for all the above banner stands,
contact our Sign & Graphics department at 800.878.0710 or signshop@artcraftdisplay.com**

Art Craft DISPLAY, INC. A DIVISION OF ART CRAFT SERVICE GROUP	SIGNS & BANNERS	ART CRAFT USE ONLY V ☐ MC ☐ AE ☐ CKP _____ REC'D BY _____ EXP. DATE _____ CKF _____ DATE _____ CC# _____ \$ _____
RETURN TO: 500 Business Centre Drive • Lansing, MI 48917 • (517)485-2221 • Fax (517)485-4178 • lansing@artcraftdisplay.com		
SHOW NAME MARVAC Flint & Camper & RV Show	LOCATION Perani Arena & Event Center	SHOW DATES February 5-8, 2009
COMPANY _____	BOOTH # _____	BOOTH SIZE _____ X _____
ADDRESS _____ address _____ city _____ state _____ zip _____		
PHONE _____ FAX _____ EMAIL _____		
AUTHORIZED CONTACT SIGNATURE _____	AUTHORIZED CONTACT - PLEASE PRINT _____	DATE _____

- Sign order deadline: Seven (7) working 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.
- Signs will be available for pick up at our show site service desk.

**Credit Card Information
Required with All Orders.**

SHOW CARDS							
STD. SIZES	MATERIALS & PRICING					- Prices shown are per sign. - Custom sizes & add'l materials avail. - quoted upon request. - All show cards are digitally printed on white vinyl, mounted to your choice of material. - Cardstock not recommended for signs larger than 22" x 28". - Protective UV Overlaminate available in Gloss (☐), Matte (☐) or Textured (☐) finishes. Please specify.	
	Cardstock (1/16")	Corrugated Plastic (3/16")	3/16" Foam Board OR 3mm PVC	PVC-Faced Foam Board (1/4")	Optional Protective UV Overlaminate		
7" x 44"	\$22.50	\$26.25	\$30.00	\$35.75	ADD \$7.50 per sign		
11" x 14"	\$9.00	\$10.50	12.00	\$14.25	ADD \$3.00 per sign		
14" x 22"	\$22.50	\$26.25	30.00	\$35.75	ADD \$7.50 per sign		
22" x 28"	\$40.50	\$47.25	54.00	\$64.25	ADD \$13.50 per sign		
28" x 44"	\$76.50	\$89.25	102.00	\$121.25	ADD \$25.50 per sign		
QTY.	SIZE	MATERIAL	COLOR(S)	PRICE (each)	PROTECTIVE OVERLAMINATE	AMOUNT	
	_____ "h x _____ "w				☐ Y, ADD \$ _____ /sign ☐ M ☐ T		
	_____ "h x _____ "w				☐ Y, ADD \$ _____ /sign ☐ M ☐ T		
	_____ "h x _____ "w				☐ Y, ADD \$ _____ /sign ☐ M ☐ T		
	_____ "h x _____ "w				☐ Y, ADD \$ _____ /sign ☐ M ☐ T		

BANNERS						
STYLES / DESCRIPTIONS				RATES		- All banners are digitally printed on 13 oz white vinyl scrim banner material. - Allow a minimum of 10 business days for production of reinforced (STYLE ☐ C) banners.
STYLE ☐ A - One-color, text-only banner with grommets (white background)				\$5.00 per square foot		
STYLE ☐ B - Full-color banner with grommets				\$6.00 per square foot		
STYLE ☐ C - Full-color, reinforced banner with grommets & hemmed edges				\$8.00 per square foot		
QTY.	SIZE	COLOR(S)	STYLE	RATE (Per sq. ft)	PRICE (each)	AMOUNT
	_____ ' high x _____ ' long = _____ square feet		☐ A ☐ B ☐ C	\$ _____ per sq. ft.		
	_____ ' high x _____ ' long = _____ square feet		☐ A ☐ B ☐ C	\$ _____ per sq. ft.		
	_____ ' high x _____ ' long = _____ square feet		☐ A ☐ B ☐ C	\$ _____ per sq. ft.		

IMPORTANT NOTES
- Please print or type sign copy & attach to this form. If more than 20 words of copy are required, please submit on disk or send via email to: signshop@artcraftdisplay.com. Acceptable PC file formats include Microsoft Word documents or simple text (.txt) files. - Prices include basic entering of text using your typeface choices & assignment of your specified color(s). You may choose to grant us artistic license in choosing typefaces, colors or in otherwise laying out your signs. If you have specific artwork requirements that extend beyond what is included in these standard layout services, art charges may apply. Call or visit us at www.artcraftdisplay.com for details. - You may submit your own electronic artwork (IBM compatible PC files only, please) to be reproduced without incurring any extra charges, as long as the artwork is submitted to the following specifications: - Vector art files such as Adobe Illustrator (.AI) or Illustrator EPS (.EPS) files. All text must be converted to curves or outlines. - Raster art files such as .TIF or .JPEG. Resolution of raster artwork should be 120 ppi at final output size. If files must be compressed, use as little compression as is reasonably possible. Use medium high - high quality image settings when saving your JPEG files. Images from web sites generally don't provide the needed resolution for acceptable reproduction.

SPECIAL INSTRUCTIONS:	<table style="width: 100%;"> <tr> <th style="text-align: left; padding: 5px;">TOTAL BANNER & SHOW CARD ITEMS</th> <th style="text-align: left; padding: 5px;">\$</th> </tr> <tr> <td style="padding: 5px;"> <i>If exempt from sales tax, please enter ID number below:</i> </td> <td style="padding: 5px;"> <table style="width: 100%;"> <tr> <td style="text-align: right; padding: 5px;">Additional Services</td> <td style="text-align: left; padding: 5px;">\$</td> </tr> <tr> <td style="text-align: right; padding: 5px;">Sub-Total</td> <td style="text-align: left; padding: 5px;">\$</td> </tr> <tr> <td style="text-align: right; padding: 5px;">Add 6% Sales Tax</td> <td style="text-align: left; padding: 5px;">\$</td> </tr> <tr> <td style="text-align: right; padding: 5px;">TOTAL</td> <td style="text-align: left; padding: 5px;">\$</td> </tr> </table> </td> </tr> </table>	TOTAL BANNER & SHOW CARD ITEMS	\$	<i>If exempt from sales tax, please enter ID number below:</i>	<table style="width: 100%;"> <tr> <td style="text-align: right; padding: 5px;">Additional Services</td> <td style="text-align: left; padding: 5px;">\$</td> </tr> <tr> <td style="text-align: right; padding: 5px;">Sub-Total</td> <td style="text-align: left; padding: 5px;">\$</td> </tr> <tr> <td style="text-align: right; padding: 5px;">Add 6% Sales Tax</td> <td style="text-align: left; padding: 5px;">\$</td> </tr> <tr> <td style="text-align: right; padding: 5px;">TOTAL</td> <td style="text-align: left; padding: 5px;">\$</td> </tr> </table>	Additional Services	\$	Sub-Total	\$	Add 6% Sales Tax	\$	TOTAL	\$
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For further details, please visit our web site at: www.artcraftdisplay.com

LA 2009

Terms, Conditions and Policies page one

CONTRACTUAL AGREEMENT

The Terms, Conditions and Policies set forth below become a part of the contractual agreement between Art Craft Display, Inc. (ART CRAFT) and You, the Exhibitor. Acceptance of said terms, conditions and policies will be construed when any of the following conditions are met:

- WHEN ANY SERVICE, PAYMENT OR ORDER FORM IS SIGNED AND RETURNED TO ART CRAFT; **OR**
- WHEN ANY SERVICE OR EQUIPMENT ORDER IS PLACED BY AN EXHIBITOR WITH ART CRAFT; **OR**
- WHEN ANY WORK IS PERFORMED ON BEHALF OF EXHIBITOR, BY LABOR SECURED THROUGH ART CRAFT.

CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH ART CRAFT. TERMS, CONDITIONS AND POLICIES MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH ART CRAFT.

DEFINITIONS

The name "Art Craft Display, Inc." (ART CRAFT) shall be construed within the meaning of this contract as ART CRAFT, and their employees, officers, directors, agents and assigns, affiliated companies and related entities including but not limited to any subcontractors ART CRAFT may appoint. The term "Exhibitor" shall be construed within the meaning of this contract as YOU and/or the EXHIBITOR and/or SHIPPER, and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (E.A.C.) for all purposes and circumstances, notwithstanding anything contained herein to the contrary.

PAYMENT TERMS

1. RENTAL OF EQUIPMENT: The rental furnishings are the property of ART CRAFT and are rented to YOU subject to this contract for rental charges except where specifically identified as a sale. All ART CRAFT rentals include delivery, installation and removal from EXHIBITOR'S booth. If YOU fail to leave the equipment or furnishings in your booth at the close of the show, ART CRAFT, to enforce its property ownership of the equipment or furnishings and to protect its interest under this contract, may retake the equipment or furnishings at any time and to do so may enter your property, and YOU hereby waive any right of action against ART CRAFT for such entry and retaking. In addition, YOU acknowledge that the failure to relinquish rented equipment or furnishings within the contracted time and the sale or concealment of rented equipment or furnishings are prohibited, and that such action may constitute a crime. ART CRAFT may notify the authorities and take other action, including the filing of criminal complaints, subjecting YOU to prosecution. Equipment or furnishings will be picked up at your booth at the close of the show. If YOU leave early, please notify our Service Desk.

2. EXECUTION OF SERVICES: Labor costs are included as part of the specified rental equipment fees (unless otherwise noted).

3. PAYMENT POLICY: Payment in full of rental and service charges must accompany your orders, and be received by ART CRAFT by the appropriate deadlines to qualify for advance rates. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without payment, orders received after deadline dates, or orders placed at the show will be charged floor rates. Purchase orders are not considered payment. **All orders must be paid in full prior to delivery of equipment or execution of services.**

4. CHARGES AND PAYMENTS: YOU are responsible for rental and service charges from the time the equipment or furnishings are rented until the close of the show and other charges hereunder. The equipment or furnishings are to be clean and in good condition at the close of the show. If the rental fees are charged to someone other than the EXHIBITOR, the Renter therefore represents that he/she is an E.A.C. of the EXHIBITOR and has the right to charge this rental; the EXHIBITOR nevertheless will remain liable for any charges and for all other obligations. If EXHIBITOR is exempt from payment of sales tax, ART CRAFT requires an exemption certificate for the State in which the services are to be used. ART CRAFT reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that ART CRAFT may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

5. CANCELLATION/REFUND POLICY: Please consider your needs carefully! All items canceled or exchanged after move-in begins will be charged at 50% of original price with the exception of Labor, Premium Carpet, Modular Rental Exhibits and any other custom-order items, which will remain at 100% of the original charge.

6. COLLECTION: YOU agree to pay all costs of collection by ART CRAFT of any amounts due hereunder, including actual attorney's fees. YOU further agree that, in the event any action arising out of or related to the Agreement between YOU and ART CRAFT, and ART CRAFT prevails, YOU shall pay ART CRAFT its actual attorney's fees and other costs incurred as a result of or in connection with such action. To the extent state law limits the recoverability of attorney's fees, ART CRAFT shall be entitled to recover its fees up to the maximum amount by state law.

7. JURISDICTION: The Agreement is governed by the laws of the state where the ART CRAFT branch pertinent to the transaction is situated. Any action arising out of or related to the Agreement shall be brought, at ART CRAFT's discretion, either in a court with jurisdiction over the county in which the pertinent ART CRAFT branch is situated, in the county in which the project for which the goods are to be used is located, or in a court or before an arbitration panel where an action between ART CRAFT and a third party is pending which concerns the subject matter of the Agreement. To the extent allowed by law, YOU waive your right to a trial by jury in any action brought upon, or by reason of, the Agreement.

EQUIPMENT: GENERAL CONDITIONS AND POLICIES

1. EQUIPMENT AVAILABILITY AND POSSESSION: Ordering early saves you time and money. Availability of equipment on the show floor cannot be guaranteed. Possession of unverified or unpaid equipment shall result in a) confiscation of equipment, or b) payment of full rental charges (at floor rate) upon demand.

2. RESPONSIBILITY FOR EQUIPMENT OR FURNISHINGS: From the time the equipment or furnishings are rented, YOU are responsible for it. If the equipment or furnishings are lost, stolen or damaged under any circumstances while rented, regardless of fault, YOU shall be responsible for all charges, including labor costs, to replace or repair the equipment or furnishings.

3. USE OF RENTAL EQUIPMENT OR FURNISHINGS: YOU agree that the equipment or furnishings will be used only for the purpose for which they were manufactured and intended. Subleasing or improper use is prohibited.

4. RESPONSIBILITY FOR USE: YOU are responsible for the use of the rented equipment or furnishings. YOU assume all risks inherent in the operation and use of the equipment or furnishings. YOU agree to assume the entire responsibility for the defense of, and to pay, indemnify and hold ART CRAFT harmless from, and hereby release ART CRAFT from, any and all claims for damages to property or bodily injury (including death) resulting from the use, operation or possession of the equipment or furnishings, whether or not it is claimed or found that such damage or injury resulted from the defective condition of the equipment or furnishings or from any cause. YOU agree that no warranties, express or implied, have been made in connection with this rental. In the event of any dispute between EXHIBITOR and ART CRAFT relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to ART CRAFT for its services, as an offset against the amount of any alleged loss or damage. Any claim against ART CRAFT shall be considered a separate transaction, and shall be resolved on its own merits.

5. EQUIPMENT OR FURNISHINGS FAILURE: In the event any rented equipment or furnishings should become unsafe or damaged, or ceases to be in good working order, YOU will discontinue use so as to prevent further damage to the equipment or injury or damage to persons or property. It is the EXHIBITOR'S responsibility to advise ART CRAFT personnel of any problem with any order. Upon notification, ART CRAFT shall make a reasonable effort to replace or repair such equipment or furnishings provided it has personnel or equipment or furnishings available; however ART CRAFT shall not be responsible for damages or injury including consequential damages resulting from failure or any defect of the rental equipment or furnishings.

6. COLOR SELECTIONS: Indicate color where applicable. Choices not indicated by EXHIBITOR will be selected by ART CRAFT to coordinate with show colors. ART CRAFT reserves the right to select or change colors based upon availability.

LABOR: GENERAL CONDITIONS AND POLICIES

1. WORK RULES: Show Management and/or EXHIBITORS are not required to use Art Craft Display, Inc. (ART CRAFT) labor for loading/unloading, delivery/removal or installation/dismantle of any equipment, literature, etc. that they choose to handle themselves. In most cases, 4-wheel stock carts will be available on site for your use. Drayage and material handling equipment charges may apply depending on your agreement with show management regarding those services. Although the utmost care will be exercised, ART CRAFT is not responsible for resulting damage or loss from improper packing, concealed damage, theft or any other cause.

2. PERSONNEL CONDITIONS: ART CRAFT has been selected by show management as the official labor provider for this event. ART CRAFT provides all necessary labor from its own designated labor pool for execution of said services.

All prices are based entirely upon labor services provided only by the ART CRAFT designated labor pool. If any labor services are provided or required by outside labor groups, whether by request, demand, coercion or circumstance, Show Management shall be responsible for all costs incurred directly to the outside labor groups; excluding some labor requests from EXHIBITORS which are normally the EXHIBITOR'S responsibility for payment as outlined herein. Also, if Show Management secures use of outside labor, Show Management and their EXHIBITORS agree jointly and/or separately to indemnify and hold harmless ART CRAFT and their agents for all claims of disruption of service, delays or any cause of action which is beyond the direct control of ART CRAFT. This and all orders are accepted subject to these conditions. Additional personnel or equipment may be used, if the supervisor deems such is necessary to safely complete the installation and/or dismantling of exhibit and will be charged accordingly.

3. LABOR PROVIDED UNDER THE SUPERVISION OF ART CRAFT:

A. RESPONSIBILITIES: ART CRAFT shall be responsible for the performance of labor provided under this option. ART CRAFT cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under ART CRAFT's direct supervision and control. In no event shall ART CRAFT be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. ART CRAFT shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond ART CRAFT's reasonable control.

B. INDEMNIFICATION: ART CRAFT agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to ART CRAFT employees, or property damage arising out of work performed by labor provided by and supervised by ART CRAFT, except when EXHIBITOR exercises direction and/or control over the work being performed.

4. LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR:

A. RESPONSIBILITIES: EXHIBITOR shall be responsible for the performance of labor provided under this section. It is the responsibility of EXHIBITOR to supervise labor secured through ART CRAFT in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with ART CRAFT Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

B. INDEMNIFICATION: EXHIBITOR agrees to indemnify, hold harmless, and defend ART CRAFT from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to ART CRAFT employees, and/or property damage arising out of work performed by labor provided by ART CRAFT but supervised by EXHIBITOR. Further, EXHIBITOR'S indemnification of ART CRAFT includes any and all violations of Federal, State, County or Local ordinances, "Show regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by ART CRAFT to work in a manner that violates any of the above rules, regulations, and/or ordinances.

Terms, Conditions and Policies page two

MATERIAL HANDLING: GENERAL CONDITIONS AND POLICIES

CONTRACTUAL AGREEMENT

The Terms, Conditions and Policies set forth below become a part of the contractual agreement between Art Craft Display, Inc. (ART CRAFT) and You, the Exhibitor. Acceptance of said terms, conditions and policies will be construed when any of the following conditions are met:

- WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO ART CRAFT OR TO THE SHOW SITE FOR WHICH ART CRAFT IS THE OFFICIAL SHOW CONTRACTOR; **OR**
- WHEN ANY SERVICE, PAYMENT OR ORDER FORM IS SIGNED AND RETURNED TO ART CRAFT; **OR**
- WHEN ANY SERVICE OR EQUIPMENT ORDER IS PLACED BY AN EXHIBITOR WITH ART CRAFT; **OR**
- WHEN ANY WORK IS PERFORMED ON BEHALF OF EXHIBITOR, BY LABOR SECURED THROUGH ART CRAFT.

CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH ART CRAFT. TERMS, CONDITIONS AND POLICIES MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH ART CRAFT.

DEFINITIONS

The term "Material Handling" shall be construed within the meaning of this contract as MATERIAL HANDLING and/or MATERIALS and/or FREIGHT HANDLING and/or FREIGHT and/or DRAYAGE for all purposes and circumstances, notwithstanding anything contained herein to the contrary.

1. CHARGES AND PAYMENTS : Payment in full of all drayage charges must be made prior to delivery of equipment or execution of services, in **US Funds only**. All drayage charges from ART CRAFT are separate from any carrier charges you may incur. Under no circumstance will ART CRAFT be responsible for any freight carrier charges. Late shipment charges may apply for shipments requiring special delivery arrangements. Additional charges will be made on any shipments if they require RECRATING, PALLETING, BANDING or SPECIAL HANDLING. Special handling is defined as, but not limited to, shipments received or loaded out that cannot be unloaded/reloaded at the dock; or packed in such a way that would require additional handling and/or special equipment to unload/reload (i.e. double-decking, un-stacking, side door unloading/reloading, ground unloading/reloading).

2. TYPES OF FREIGHT: ART CRAFT reserves the right, at EXHIBITOR'S expense, to refuse or re-route the following types of freight; hazardous materials, perishable materials, and any freight considered oversize or overweight by definition of ART CRAFT. Any additional expenses incurred by ART CRAFT to handle the above freight items will be charged to the EXHIBITOR.

3. PACKAGING AND CRATES: ART CRAFT shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, ART CRAFT shall not be responsible for crates and packages which are unsuitable for handling, in poor condition, or have prior damage. Crates and packages should be of a design to adequately protect contents for handling by forklift and similar means.

4. INBOUND SHIPMENT: Shipments will be received with PREPAID carrier charges only. Collect shipments will be refused. Standard shipping hours are M-F 8am to 4:30pm EST. All inbound shipments are required to have a bill of lading or delivery slip which includes the number of pieces, material description, weight and clearly marked with exhibiting firm name and booth number. Copies of these documents should be mailed to us in advance. Shipments received without required paperwork will be delivered to your booth without guarantee of piece count. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to your booth and your arrival, and **during such time the materials will be left unattended**. ART CRAFT WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER MATERIALS HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. ART CRAFT highly recommends contracting security services from Facility or Show Management.

5. EMPTY CONTAINERS: Empty container labels are available at our service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR. All previous labels must be removed or obliterated. ART CRAFT assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels and without ART CRAFT labels; or improper information on empty labels. ART CRAFT WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS AND/OR THEIR CONTENTS DUE TO INCLEMENT WEATHER, OR ANY OTHER CAUSE, WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

6. OUTBOUND SHIPMENT: All outbound shipments will be sent COLLECT OR PREPAID BY EXHIBITOR. Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and **during such time the materials will be left unattended**. ART CRAFT WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE MATERIALS HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. ART CRAFT highly recommends contracting security services from Facility or Show Management. All Outbound Shipping Authorizations submitted to ART CRAFT by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items listed by EXHIBITOR and the actual count of such items in the booth at the time of pick-up. If the EXHIBITOR designated carrier fails to remove your freight by the final move-out time, your shipments will be rerouted by ART CRAFT at your expense. ART CRAFT reserves the right to HOLD outbound freight until payment of all drayage invoices is satisfied.

7. ABANDONED FREIGHT: ART CRAFT will remove only our equipment and items, which are consigned to us per written authorization, by the exhibiting firm(s) and Facility or Show Management (i.e. freight). Any other items left behind by exhibiting firms or Show Management, and not authorized for removal by us, shall be deemed "abandoned", and Facility Management will be notified in writing. Reasonable effort will be made to contact known owners of abandoned items; however, ART CRAFT will not be responsible for any loss, damage, delay, disappearance or liability whatsoever regarding freight deemed abandoned.

8. ART CRAFT'S RESPONSIBILITY: ART CRAFT shall be responsible for only those services provided directly by ART CRAFT. ART CRAFT assumes no responsibility for any persons, parties, or other contracting firm not under ART CRAFT's direct supervision and control. ART CRAFT shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond ART CRAFT's reasonable control, nor for ordinary wear & tear in the handling of materials.

9. ART CRAFT'S LIMITS OF LIABILITY:

A. CLAIMS FOR LOSS: Claims for loss or damage must be filed within nine (9) months after the delivery of the property, except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has lapsed. In no event shall a suit or action be brought against ART CRAFT more than two (2) years and one day from the day when written notice is given by ART CRAFT to EXHIBITOR that the claim is disallowed. Receipt of shipment by consignee or the consignee's agent without written notification of damage or loss will be prima facie evidence that the shipment was delivered in good condition.

1. PAYMENT FOR SERVICES MAY NOT BE WITHHELD: In the event of any dispute between the EXHIBITOR and ART CRAFT relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to ART CRAFT for its services, as an offset against the amount of any alleged loss or damage.

2. MAXIMUM RECOVERY: If found liable for any loss, ART CRAFT's sole and exclusive remedy is limited to \$50 per pound per article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment, whichever is less. When a declaration is made, liability shall in no event exceed the declared value of the shipment. **DECLARED VALUE AMOUNTS APPLY ONLY TO THE AIR SHIPMENT OF MATERIALS, AND NOT TO ANY OTHER SERVICES PROVIDED BY ART CRAFT INCLUDING, WITHOUT LIMITATION, MATERIAL HANDLING SERVICES.**

3. BREACH OF CONTRACT OR NEGLIGENCE: ART CRAFT's LIABILITY SHALL BE LIMITED TO ANY LOSS OR DAMAGE WHICH RESULTS SOLELY FROM ART CRAFT'S NEGLIGENCE IN THE ACTUAL PHYSICAL HANDLING OF THE ITEMS COMPRISING EXHIBITOR'S SHIPMENT OR WHICH RESULTS FROM BREACH OF CONTRACT AND NOT FOR ANY OTHER TYPE OF LOSS OR DAMAGE. In no event shall ART CRAFT be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages, whether such damages occur either prior to or subsequent to, or are alleged as a result of tortious conduct, failure of the equipment or services of ART CRAFT or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if ART CRAFT has been advised or has notice of the possibility of such damages, or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss.

B. DECLARED VALUE: Declared value is available only on AIR SHIPMENT. The value per pound for applying valuation charges shall be determined by dividing the shipper's declared value for carriage by the actual weight of the shipment.

1. GROUND SHIPMENTS: No declared value is available for ground shipments. If the shipper declares a value, they must ship by Air.

2. DOMESTIC & INTERNATIONAL AIR SHIPMENTS: When the shipper declares a value that exceeds \$50 per pound per article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment, whichever is greater, an additional charge of \$0.85 per \$100.00 of excess valuation or fraction thereof, subject to a minimum charge of \$3.25 per shipment, will be assessed on the declared value.

3. EXTRAORDINARY VALUE: Notwithstanding the above limitations, all shipments, domestic and international, containing the following items of extraordinary value are limited to a maximum declared value of \$500.00.

- a. Artworks and objects of art, namely original paintings, drawing, etchings, watercolors, tapestries or sculptures.
- b. Clocks, jewelry, including costume jewelry, furs, and fur trimmed clothing.
- c. Personal effect, including without limitation papers and documents.

4. LIABILITY: Liability for damage to shipments containing glass shall be limited to \$50.00. Shipments with a declared value exceeding \$50.00 will not be accepted. If inadvertently accepted, liability will be limited to \$50.00. Glass shipments include, without limitations: windshields, plate glass, ceramics, chinaware and light bulbs.

5. MAXIMUM VALUES: Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by us for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums.

C. INDEMNIFICATION: EXHIBITOR agrees to indemnify, forever hold harmless and defend ART CRAFT from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential) liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, contributed to or by and of the following:

- EXHIBITOR'S negligent supervision of any labor secured through ART CRAFT, or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractor (EAC).
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representative, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
- EXHIBITOR'S violation of Federal, State, County or Local ordinances or the violation of Show or Facility Regulations and/or Rules as published and set forth by Facility and/or Show Management.
- EXHIBITOR'S inclusion of illegal substances, hazardous materials or waste in any shipments placed with ART CRAFT and for the violation of the representations and warranties made regarding hazardous materials within this Agreement.

10. INSURANCE: ART CRAFT is not an insurer nor provides insurance. Insurance for EXHIBITOR materials, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide ART CRAFT with a release of subrogation to the extent of any insurance settlement received.

11. COLLECTION: YOU agree to pay all costs of collection by ART CRAFT of any amounts due hereunder, including actual attorney's fees. YOU further agree that, in the event any action arising out of or related to the Agreement between YOU and ART CRAFT, and ART CRAFT prevails, YOU shall pay ART CRAFT its actual attorney's fees and other costs incurred as a result of or in connection with such action. To the extent state law limits the recoverability of attorney's fees, ART CRAFT shall be entitled to recover its fees up to the maximum amount by state law.

12. JURISDICTION: The Agreement is governed by the laws of the state where the ART CRAFT branch pertinent to the transaction is situated. Any action arising out of or related to the Agreement shall be brought, at ART CRAFT's discretion, either in a court with jurisdiction over the county in which the pertinent ART CRAFT branch is situated, in the county in which the project for which the goods are to be used is located, or in a court or before an arbitration panel where an action between ART CRAFT and a third party is pending which concerns the subject matter of the Agreement. To the extent allowed by law, YOU waive your right to a trial by jury in any action brought upon, or by reason of, the Agreement.

13. EXHIBITOR ACCEPTANCE OF ART CRAFT TERMS, CONDITIONS AND POLICIES: EXHIBITOR, as a material part of the consideration to ART CRAFT for equipment rental, provision of labor, material handling and transportation services waives and releases all claims against ART CRAFT, its employees, agents, officers, and directors with respect to all matters for which ART CRAFT has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.

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