



TIPS FOR TRADE SHOW EXHIBITORS

Art Craft
DISPLAY, INC.
Event Service Professionals

- ✓ **TIP: Avoid long Service Desk lines by ordering items in advance!**
- ✓ **TIP: All Order Forms can be found in your Exhibitor Packet**

Furnishings

- Order carpet, tables, chairs, drape, table coverings, literature racks, etc. in advance to ensure you get items/colors and quantities needed. **Save 30% or more** when you order before the advanced deadline! Deadlines are always posted in the Exhibitor Packet for each show.
- ✓ **TIP: Remember the size of your booth when ordering your furnishings and consider where you will be storing jackets, give aways, marketing materials, etc.**

Labor

- Need help setting up or dismantling your booth? Complete the **Labor Order Form** in advance. Many times, we cannot accommodate last minute requests due to demand.

Signs/Banners

- If you need a banner or sign suspended above your booth, complete the **High Lift/Sign & Banner Hanging Form**. Waiting to do this onsite will cause you avoidable delays in setting up your booth.

Freight Prior To Show

- Take advantage of Advanced Warehouse savings and convenience. Your equipment will be at your booth ready for setup, *and drayage is included*. Order by using the **Advanced Warehouse Form**. You may need tools to open your cases or crates! Your tools should arrive with you, not packed inside your materials boxes!
- ✓ **TIP: Contact our offices if you are moving in equipment greater than 5000 lbs.**

Post Show Shipping

- Any items to be shipped (including FedEx or UPS) must have **shipping labels** applied exhibiting company staff. Your freight carrier will provide you with a **Bill of Lading, or Waybill, which must be turned into the Service Desk once the booth is completely packed**. Your Bill of Lading must contain **Exhibitor Name** and **Booth Number**. Trucks will be directed to the convention center on a first come/first serve basis. Appointments cannot be accommodated.
- **International shipments must have Customs Forms** completed by the Exhibitor. Customs forms may be given directly to the carrier or turned into the Service Desk once the booth is packed.
- Items hand carried out of the show do not need a Bill of Lading.
- During large shows, case and crate returns may take several hours. Your show promoter will provide you with specific blocks of times based on your booth location in the exhibit hall. **Please plan accordingly when making flight arrangements.**
- ✓ **TIP: Give your booth staff shipping instructions, shipping labels, and Bill of Lading.**

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