

## Pre Show:

- Register with Show Promoter and select booth number.
- Order Booth Furnishing using the Art Craft Display online Exhibitor Kit (tables, table skirts, carpet, carpet padding, draping, chairs, etc.)
- Order Labor if your need assistance assembling your booth or for hanging signs and banners.
- Need signage? Browse our Art Craft Display catalogs at:  
<https://artcd.wpengine.com/signs-displays/>
- Order hard wall booths prior to deadline to ensure we have the inventory available and can customize your graphics. The Exhibitor Kit will have order forms and information.
- Order electrical services if required. This is not a service Art Craft Display provides, but you can find the information in the Exhibitor Kit. Arrange for freight to be delivered to the advance warehouse and make sure it is labeled properly. See Pre-Show Shipping information.
- Pack pens, business cards, order forms, tabletop easels, brochure holders, give away items, and other marketing materials.
- Don't pack the tools you need to open your boxes inside of your boxes! Tools needed should arrive with you during move-in.
- If using UPS or FedEx to ship in your materials, be sure to follow the instructions in the Exhibitor Kit. Materials can only be accepted 1 -2 days prior to the event.
- Make hotel accommodations for staff working at booth.
- Make airline reservations and build in time for setting up/breaking down the booth. For large shows, it is a good idea to make flights for the day after the show ends. We cannot guarantee a specific time when empty cases and crates will be returned, but Art Craft Display does its best to have empty crates returned within 2-3 hours following the end of the show. If labor is required, additional time should a consideration.
- Create labels for your items to be shipped back to your location following the show. Instruct your staff working the show how to get items sent back to your desired location.

## Post Show:

- Before the show ends, or in the weeks prior to the show, arrange for freight to be picked up. Bring the Bill of Lading (or Waybill) to the Service Desk when your booth is packed up and ready to be loaded onto your freight carrier. See Post-Show Packing and Shipping Requirements.
- Label EVERY item to be shipped out with the company name and the shipping destination. If it is going to another trade show, include the upcoming show name and booth number on the address label.
- Complete Customs Paperwork for international shipments. No exceptions.
- Items to be hand carried out of the show do not need a Bill of Lading.

### Corporate Headquarters

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