



Art Craft Display, Inc.

3140 Three Mile Rd. NW · Grand Rapids, MI 49534 · (616)791 8024 · (800)292 2033 · Fax (616)791 8154
www.artcraftdisplay.com

Re: Great Lakes Fruit, Vegetable & Farm Market Expo
December 4-6, 2018
DeVos Place, Grand Rapids, MI

Dear Exhibitor,

Art Craft Display, Inc. has been selected by your Show Management to serve as your official Exposition Service Contractor for this event.

- The following items are included as part of your booth fees paid to show management.
Provided by Art Craft Display: Please fill out the Booth items form from GLEXPO to order those marked with an *, all others listed are automatic.
 - Exhibit booth draping with 8' high backs (hunter green & white) and 3' high sides
 - *One (1) covered and skirted display table (white) (Order 4', 6', or 8' table through GLVG)
 - *Two (2) standard chairs
 - *One (1) wastebasket
 - Green booth carpet (no carpet in machinery display booths)
 - Forklift Service
 - *One (1) 120v electrical outlet
- Your Exhibitor Kit is available on our website for download or online ordering. If you require additional items that are not listed above, or if you do not have internet access, Art Craft Display can fax or mail the kit to you by calling 616.791.8024.

Go to the following website: www.artcraftdisplay.com
On the Home Page, click on: "Exhibitor Kit"
Enter Event Code: 290262

TO QUALIFY FOR ADVANCE RATES: YOUR ORDERS WITH PAYMENT MUST BE RECEIVED BY US BY NOVEMBER 19, 2018. We accept checks, American Express, MasterCard and Visa. *Orders placed with declined or invalid credit card numbers will be billed at "floor order rates."* If there are any questions on billing, they must be settled at the service desk prior to the closing day of the show.

Freight must be shipped to the address on the provided labels (included in the exhibitor kit) and be received by noon on Monday, December 3, 2018. **(We will accept freight thirty (30) days prior to your move-in with no additional storage fee.)**

Electric and telecommunication services are provided by DeVos Place. Please complete the online form at <http://www.devosplace.org/exhibitor-forms> or send your order with remittance to:

DeVos Place Finance Department
303 Monroe Ave. NW
Grand Rapids, MI 49503
(616) 742-6500

Audio-Visual services are available from BlueWater Technologies. Please send your order with remittance to:
BlueWater Technologies
4245 44th St. SE
Grand Rapids, MI 49512
(616) 742-6641

Please contact us at 616.791.8024 if you need any further information.

Yours for better show service,

ART CRAFT DISPLAY, INC.