

V  MC  AE  CKP \_\_\_\_\_ REC'D BY \_\_\_\_\_  
 EXP. DATE \_\_\_\_\_ CKF \_\_\_\_\_ DATE \_\_\_\_\_  
 CC# \_\_\_\_\_ \$ \_\_\_\_\_

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

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

- **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.**
- **Should your exhibit require any services supplied on this form, please read it carefully and in its entirety before selecting your necessary requirements. If you have any questions in completing this form, please call (616) 791-8024.**

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

**GENERAL CONDITIONS**

- We request that you return your completed form as soon as possible.
- **MASTER LINE DROP:** The master line drop is the supply of air or water from the main entrance to the exhibitor's booth area. Additional master line drops are necessary if the exhibitor's requirements are not in the same immediate area.
- **CONNECTIONS:** Each piece of equipment requiring air or water from the master line drop is considered a connection. Art Craft Display provides a service, it does not rent or sell material; Art Craft Display shall retain all materials used for connections and will make all connections.
- **LABOR:** Due to the charge for connections over and above the master line drop, there will be no labor charge unless the time involved is for other than connecting equipment.
- **COMPLETING SERVICE FORM:** Be certain to list the rating (CFM, PSI) for each piece of equipment to determine the size of the master line needed in each booth area. **\*CFM - Cubic Feet Per Minute \*PSI - Pressure Per Square Inch \*GPM - Gallons Per Minute**

**AIR**

QTY.	RATING (*CFM)	ITEM	ADVANCE	FLOOR	AMOUNT
		Master Line Drop	310.03	388.00	
		Additional Connections	128.81	162.00	

**EQUIPMENT LIST - AIR (PSI 100 pounds - average)**

CONNECTION #	RATING (*CFM)	EQUIPMENT DESCRIPTION
1		
2		
3		
4		
5		

**WATER**

QTY.	RATING (*CFM)	ITEM	ADVANCE	FLOOR	AMOUNT
		Master Line Drop	246.21	308.00	
		Additional Connections	128.81	162.00	
		Drain	128.81	162.00	

**EQUIPMENT LIST - WATER**

CONNECTION #	RATING (*GPM)	EQUIPMENT DESCRIPTION
1		
2		
3		
4		
5		

**NON-TAXABLE UTILITY TOTAL \$**