

HELPFUL TIPS FOR USING THIS DOCUMENT

Navigation.

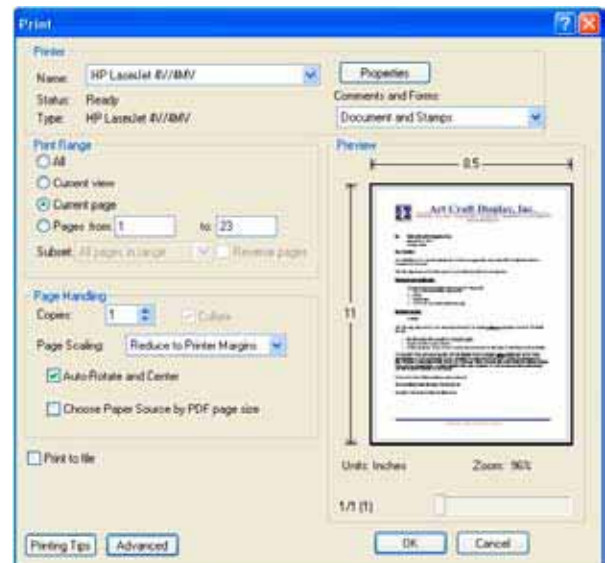
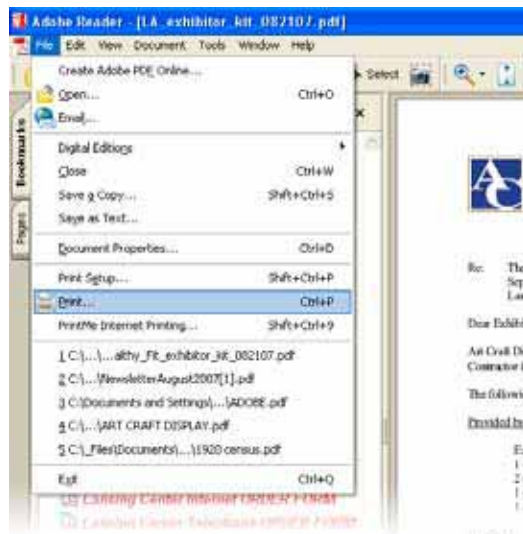
Use the bookmarks in the pane on the left side of the screen to “jump to” the page(s) you’re interested in. For your convenience, the pages are color-coded by document type.

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: Michigan Municipal League
March 20-21, 2012
Lansing 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.

The following items are included as part of your booth fees paid to show management.

Provided by Art Craft Display

- Exhibit booth draping with 8' high backs and 3' high sides
- 1 - Covered and skirted display table (size needs to be ordered thru MI Municipal League)
- 2 - Folding Chairs
- 1 - Wastebasket
- 1 - 7"x44" booth identification sign
- Full Hall Carpet

Electricity:

Electricity needs to be ordered thru the MI Municipal League.

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 form 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 ORDERS WITH PAYMENT MUST BE RECEIVED BY US BY MARCH 6, 2012 (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 MARCH 6 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 Michigan Municipal League	LOCATION Lansing Center	SHOW DATES March 20-21, 2012
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:

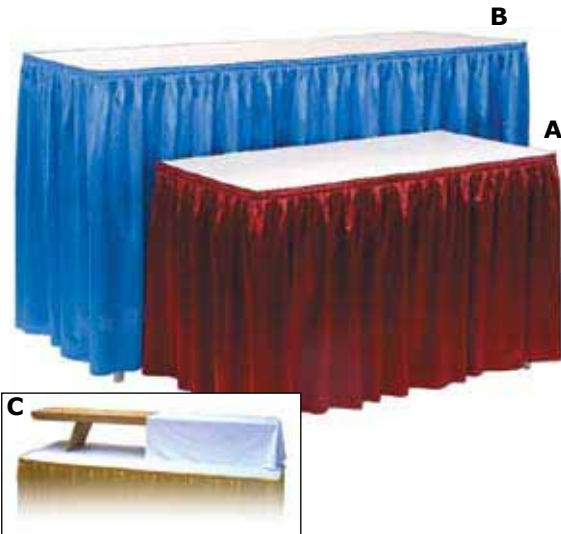
- All orders received after deadlines or on-site are subject to the floor order rate.
- Any orders placed after move-in has begun, must be placed at our on-site service desk. Faxed orders will not be processed during this time.
- Any orders requiring collection during or after the show are subject to 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 2012

Standard Tables & Counter Tables

All standard tables and counters are commercial-grade wooden tables with folding metal legs. Available with or without white vinyl tabletop covering and pleated cloth skirting on three sides*. Estimated seating capacities are as follows: 4' table - 4 people, 6' table - 6 people, 8' table - 8 people.



A. Standard Tables (30" high)

	Covered & Skirted	Plain (no cover/skirt)
2' x 4'	20210-0001CS	20210-0001
2' x 6'	20210-0002CS	20210-0002
2' x 8'	20210-0003CS	20210-0003

B. Counter Tables (42" high)

	Covered & Skirted	Plain (no cover/skirt)
2' x 4'	20220-0001CS	20210-0001
2' x 6'	20220-0002CS	20220-0002
2' x 8'	20220-0003CS	20220-0003

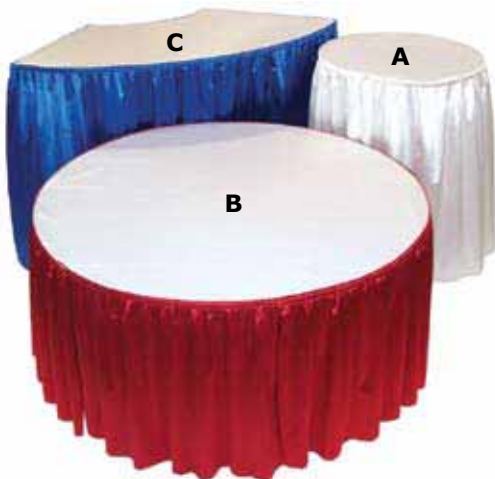
C. Covered Table Top Riser (12" high)

4' x 1'	20290-0001	
6' x 1'	20290-0002	
8' x 1'	20290-0003	

* Skirting on 2'x4' tables covers all four sides of table. Fourth side table skirting available for all other tables & counters.

Specialty Tables & Counter Tables

All specialty tables and counters are commercial-grade wooden tables with metal legs. Available with or without white vinyl tabletop covering and pleated cloth skirting on three sides*.



A. 30" Diameter Cocktail Tables

	Covered & Skirted	Plain (no cover/skirt)
30" High	20230-0001CS	20230-0001
42" High	20240-0005CS	20240-0005

B. 60" Diameter Banquet Tables

	Covered & Skirted	Plain (no cover/skirt)
30" High	20230-0002CS	20230-0002
42" High	20240-0007CS	20240-0007

C. 6' Crescent Serpentine Tables

	Covered & Skirted	Plain (no cover/skirt)
30" High	20230-0003CS	20230-0003
42" High	20240-0008CS	20240-0008

* Skirting on 30" Diameter Cocktail Table and 60" Diameter Banquet Table covers entire circumference of table. Fourth side table skirting available for 6' Crescent Serpentine Tables.

Table Skirting

Standard table skirting is available in either 30" or 42" heights & is made of a pleated, flame-retardant polyknit fabric. Color choices are as follows:



Embossed taffeta pattern vinyl (flame-retardant plastic) table skirting is available in virtually any color with 30 days advanced notice. Table linen rental also available. Please contact us for more information.

Folding Chair

Item #: 20610-0001
 Color: Black Seat w/ Chrome Legs
 Size: 18"W x 20"D
 Material: Molded Poly-Vinyl



Upholstered Arm Chair

Item #: 20610-0005
 Color: Grey Seat w/ Chrome Legs
 Size: 20" Square (Standard)
 Material: Fabric Covered Padding



Padded Counter Stool (w/back)

Item #: 20610-0015
 Color: Grey Seat w/ Chrome Legs
 Size: 20" Square (Standard)
 Material: Fabric Covered Padding



White Padded Folding Chair

Item #: 20610-0002
 Color: White
 Size: 20" Square (Standard)
 Material: Vinyl Covered Padding



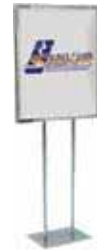
Easel

Item #: 20620-0001
 Color: Chrome
 Size: 60" tall
 Material: Metal
Sign not included. Please contact our sign department to order sign.



Chrome Sign Frame

Item #: 20900-0070
 Color: Chrome
 Frame Size: 60" tall
 Sign Panel Size: 22" x 28"
 Material: Metal
Sign panel not included. Please contact our sign department to order sign.



Sign Hangers

Item #: 31000-0001
 Color: Silver
 Size: 9"L
 Material: Aluminum



Tackboard

Item #: 20620-0025 (vertical)
 Item #: 20620-0020 (horizontal)
 Color: Grey
 Size: 4'x8' (vertical or horizontal)
 Material: Metal frame, wood panel with Velcro® receptive fabric covering



Pegboard

Item #: 20620-0015 (vertical)
 Item #: 20620-0010 (horizontal)
 Color: Brown or Grey
 Size: 4'x8' (vertical or horizontal)
 Material: Metal frame, wood panel



Bag / Literature Holders

Item #: 20620-0060 (bag holder)
 Item #: 20620-0065 (literature rack)
 Color: Chrome/Black
 Size: 45"H (bag holder),
 58"H (literature rack)
 Material: Steel/Aluminum



Garment Rack

Item #: 20620-0005
 Color: Chrome
 Size: 5'H x 6'W
 Material: Steel



Rope & Stanchion

Item #: 20900-0001 (stanchion)
 Item #: 20900-0005 (rope)
 Color: Chrome stanchion, burgundy rope
 Size: 39"H stanchion, 8'L rope
 Material: Steel/fabric (velvet)



Waste Baskets

Item #: 20620-0040 (7 Gallon)
 Item #: 20620-0045 (30 Gallon-not shown)
 Color: Black
 Material: Plastic



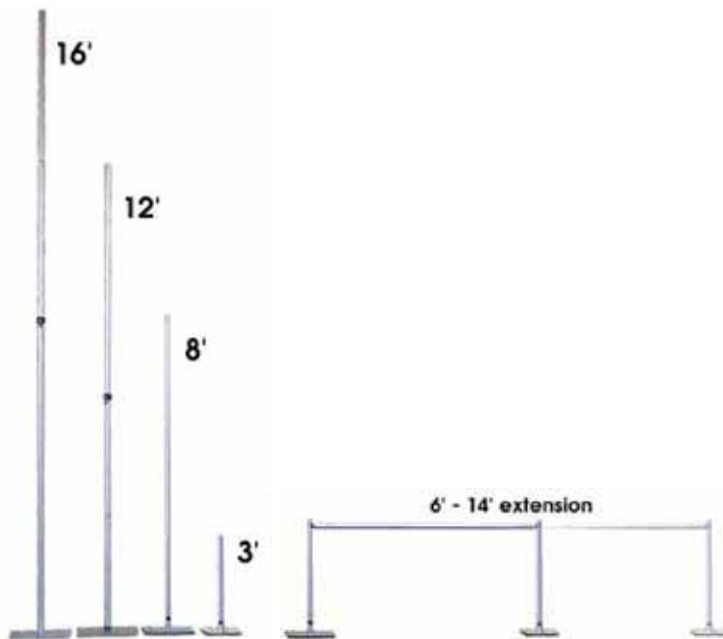
Swivel Spotlight

Item #: 20620-0030
 Color: White
 Size: 100 watt +



Booth Draping & Hardware

Aluminum & steel hardware with flame-retardant fabric drapery panels. Available in 3', 8', 12' & 16' heights (see color chart below for specific availability).



Drape with Hardware (priced per lineal foot)

3' high drape w/hardware	20545-0001
8' high drape w/hardware	20540-0001
12' high drape w/hardware	20550-0001
16' high drape w/hardware	20560-0001
16' high velour drape w/hardware	20570-0001

Hardware Only

Aluminum extension (6'-10')	20130-0001
Base plate for 3' upright	20120-0001
3' aluminum upright	20120-0002
Base plate for 8' upright	20110-0001
8' aluminum upright	20110-0002
Base plate for 12' upright/pin	20140-0003
12' aluminum upright	20140-0001
Base plate for 16' upright/pin	20140-0005
16' aluminum upright	20140-0004

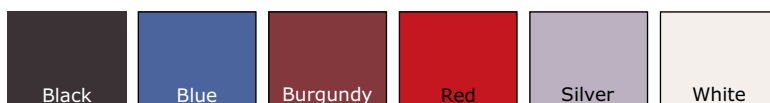
Drape Only

3' high drape panels	20535-0001
8' high drape panels	20510-0001
12' high drape panels	20515-0001
16' high drape panels	20520-0BL16
16' high velour drape panels	20520-0BKV16

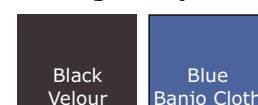
Banjo Cloth drape colors (3' high & 8' high panels):



12' high Banjo Cloth drape colors:



16' high drape colors:



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 Michigan Municipal League	LOCATION Lansing Center	SHOW DATES March 20-21, 2012
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	25.00	28.00			Folding Chair	9.00	10.00		
	2' x 4' Covered & Skirted (skirted 4 sides)	44.00	52.00			Upholstered Arm Chair	30.00	38.00		
	2' x 6' Plain	31.00	36.00			Padded Counter Stool - with back	39.00	47.00		
	2' x 6' Covered & Skirted	55.00	65.00			Wastebasket - 7 gallon	9.00	10.00		
	2' x 8' Plain	39.00	48.00							
	2' x 8' Covered & Skirted	65.00	81.00							
	4th side skirted optional	18.00	22.00							
COUNTER TABLES (42" HIGH)					BOOTH ACCESSORIES					
	2' x 4' Plain	41.00	46.00			Easel	20.00	26.00		
	2' x 4' Covered & Skirted (skirted 4 sides)	60.00	70.00			5' x 6' Garment Rack (w/ 25 hangers)	52.00	68.00		
	2' x 6' Plain	47.00	54.00			4' x 8' Pegboard <input type="checkbox"/> V <input type="checkbox"/> H	150.00	194.00		
	2' x 6' Covered & Skirted	70.00	83.00			4' x 8' Tackboard <input type="checkbox"/> V <input type="checkbox"/> H	150.00	194.00		
	2' x 8' Plain	55.00	66.00			Chrome Stanchion	22.00	29.00		
	2' x 8' Covered & Skirted	81.00	99.00			Velvet Rope 8' long	18.00	24.00		
	4th side skirted optional	18.00	22.00			Chrome Sign Frame - 22" x 28"	50.00	65.00		
						Chrome Bag Holder	40.00	51.00		
SPECIALTY TABLES (30" HIGH)						Literature Rack	75.00	97.00		
	30" Dia. Round Plain	37.00	46.00			Swivel Spotlight	33.00	43.00		
	30" Dia. Round Covered & Skirted	56.00	69.00			Extension Cord - 3 Outlet	29.00	38.00		
	60" Dia. Round Plain	54.00	67.00							
	60" Dia. Round Covered & Skirted	78.00	96.00			BOOTH DRAPING & HARDWARE				
	6' Crescent Serpentine Plain	54.00	67.00			3' high drape per ft. (incl. hardware)	3.20	5.00		
	6' Crescent Serpentine Cov'd & Skirted	78.00	96.00			8' high drape per ft. (incl. hardware)	5.20	7.00		
	4th side skirted optional	18.00	22.00			Aluminum Extension (6'-10')	9.00	12.00		
SPECIALTY TABLES (42" HIGH)						Base Plate for 3' Upright	5.00	7.00		
	30" Dia. Round Plain	52.00	65.00			3' Aluminum Upright	5.00	7.00		
	30" Dia. Round Covered & Skirted	71.00	89.00			Base Plate for 8' Upright	6.00	8.00		
	60" Dia. Round Plain	70.00	85.00			8' Aluminum Upright	6.00	8.00		
	60" Dia. Round Covered & Skirted	93.00	114.00			Base Plate for 12' Upright / Pin	18.00	24.00		
	6' Crescent Serpentine Plain	70.00	85.00			12' Aluminum Upright	18.00	24.00		
	6' Crescent Serpentine Cov'd & Skirted	93.00	114.00			Base Plate for 16' Upright / Pin	22.00	29.00		
	4th side skirted optional	18.00	22.00			16' Aluminum Upright	22.00	29.00		
TABLE ACCESSORIES					MISCELLANEOUS ITEMS					
	Raise Any Plain Table to 42" high	19.00	24.00		QTY.	ITEM	UNIT PRICE	AMOUNT		
	Raise Any Cov'd & Skirted Table to 42" high	26.00	32.00			White Vinyl Table Cover	1.00 per lineal foot			
	Cover & Skirt for 30" table	30.00	37.00			Colored Duct Tape	9.00 per roll			
	Cover & Skirt for 42" table	35.00	44.00			Double Face Carpet Tape	11.00 per roll			
	4' x 1' x 1' Covered Table Top Riser	23.00	28.00			Visqueen - Plastic Covering - 10' wide	2.10 per lineal foot			
	6' x 1' x 1' Covered Table Top Riser	29.00	35.00			Sign Hangers	.50 each			
	8' x 1' x 1' Covered Table Top Riser	34.00	42.00			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 2012

Art Craft Display, Inc. provides Material Handling services and equipment for numerous events throughout the Midwest. Our staff is dedicated to providing you with timely and reasonable handling of all your freight needs.

Inbound Freight Services

- Receipt of prepaid shipments up to 30 days in advance of set-up.
- Please contact our staff if you need to verify your freight arrival.
- Our general warehouse hours are 8:00 am to 4:30 pm Monday through Friday, Eastern Standard Time.
- We normally accept all types of freight in advance with few limitations. Please refer to your specific event information for guidelines.
- All shipments must be properly labeled with event name, dates, location, exhibiting firm name and booth number.
- All shipments must include a bill of lading or delivery slip showing the number of pieces, material description and weight.
- Payment in full of all charges must be made prior to delivery of shipments to your booth.

On-Site Freight Services

- For select events, shipments will be accepted only during designated exhibitor move-in times.
- Please refer to your specific event information for guidelines and availability.
- All shipments must include a bill of lading or delivery slip showing the number of pieces, material description and weight.
- Payment in full of all charges must be made prior to delivery of shipments to your booth.

Outbound Freight Services

- Please have your on-site representative complete and verify outbound shipping information at our service desk.
- Outbound freight will be shipped within two business days after close of the show.
- All shipments must have a completed Freight Handling form.
- After all materials are packed, labeled and ready to ship, you must return the Outbound Shipping Authorization to our service desk.
- You may call your designated carrier for pick-up on-site. However if your designated carrier fails to remove your freight by the final move-out time, your shipment will be rerouted by us at your expense.

Insurance and Security

- We strongly recommend that you insure all materials from the time they leave your firm until they are returned to you after the show. "All-Risk" coverage is suggested.
- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show - the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We highly recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials. We will not be responsible for or liable for any loss, damage or disappearance of exhibitors' materials during the above unattended times.
- All materials handled by Art Craft Display, Inc. are subject to the Terms, Conditions and Policies included in your Service Manual.



<h1 style="margin:0;">Art Craft</h1> <p style="margin:0; font-size: small;">DISPLAY, INC. A DIVISION OF ART CRAFT SERVICE GROUP</p>	<h2 style="margin:0;">FREIGHT HANDLING</h2>	ART CRAFT USE ONLY			
		V <input type="checkbox"/>	MC <input type="checkbox"/>	AE <input type="checkbox"/>	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	LOCATION	SHOW DATES			
Michigan Municipal League	Lansing Center	March 20-21, 2012			
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	
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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.					
<p>A INBOUND FREIGHT (This completed form must precede your shipment)</p> <ol style="list-style-type: none"> 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="font-size: x-small;">ESTIMATED WEIGHT</th> <th style="font-size: x-small;">ESTIMATED AMOUNT</th> </tr> <tr> <td style="height: 20px;"></td> <td style="text-align: center;">\$</td> </tr> </table>	ESTIMATED WEIGHT	ESTIMATED AMOUNT		\$
ESTIMATED WEIGHT	ESTIMATED AMOUNT				
	\$				
<p>B OUTBOUND SHIPMENTS</p> <ol style="list-style-type: none"> 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: 20px;"></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	\$

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**

**Michigan Municipal League
Lansing Center March 20-21, 2012**

PIECE # _____ OF _____ TOTAL PIECES

CARRIER: _____

PLEASE LABEL EACH PIECE

LA 2012

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**

**Michigan Municipal League
Lansing Center March 20-21, 2012**

PIECE # _____ OF _____ TOTAL PIECES

CARRIER: _____

PLEASE LABEL EACH PIECE

LA 2012

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**

**Michigan Municipal League
Lansing Center March 20-21, 2012**

PIECE # _____ OF _____ TOTAL PIECES

CARRIER: _____

PLEASE LABEL EACH PIECE

LA 2012

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**

**Michigan Municipal League
Lansing Center March 20-21, 2012**

PIECE # _____ OF _____ TOTAL PIECES

CARRIER: _____

PLEASE LABEL EACH PIECE

LA 2012

Art Craft DISPLAY, INC. <small>A DIVISION OF ART CRAFT SERVICE GROUP</small>	FORK LIFT SERVICES	ART CRAFT USE ONLY	
		V <input type="checkbox"/> MC <input type="checkbox"/> AE <input type="checkbox"/> 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	LOCATION	SHOW DATES	
Michigan Municipal League	Lansing Center	March 20-21, 2012	
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	FLOOR
	97.00 per hour	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	TIME	DATE	RATE
	Fork Lift & Operator needed at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____ for _____ hours x \$ _____ per hr. = \$ _____		
	Fork Lift & Operator needed at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____ for _____ hours x \$ _____ per hr. = \$ _____		
	Fork Lift & Operator needed at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____ for _____ hours x \$ _____ per hr. = \$ _____		
MOVE-OUT	TIME	DATE	RATE
	Fork Lift & Operator needed at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____ for _____ hours x \$ _____ per hr. = \$ _____		
	Fork Lift & Operator needed at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____ for _____ hours x \$ _____ per hr. = \$ _____		
	Fork Lift & Operator needed at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM on _____ for _____ hours x \$ _____ per hr. = \$ _____		
<ul style="list-style-type: none"> <i>Please check-in at Service Desk when ready for service</i> <i>Always inform us if more than one fork lift is needed.</i> 		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	\$ _____

Art Craft DISPLAY, INC. <small>A DIVISION OF ART CRAFT SERVICE GROUP</small>	LABOR SERVICES	ART CRAFT USE ONLY V <input type="checkbox"/> MC <input type="checkbox"/> AE <input type="checkbox"/> 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 Michigan Municipal League	LOCATION Lansing Center	SHOW DATES March 20-21, 2012
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. <ol style="list-style-type: none"> 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. 		
RATES		
STANDARD LABOR (One Hour Minimum)	ADVANCE: 50.00 Per Man/Per Hour	FLOOR: 62.00 Per Man/Per Hour

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.

EXHIBITOR: PLEASE COMPLETE SECTION BELOW

INSTALLATION LABOR REQUEST							
Please check A or B and complete information below							
<input type="checkbox"/>	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.	<input type="checkbox"/>	PLAN B EXHIBITOR SUPERVISION	Supervisor will be: _____		
# of laborers	Time	Day of Week	Date	Approx. Hrs.	Rate	Estimated Total	
_____ at _____	_____ <input type="checkbox"/> AM _____ <input type="checkbox"/> PM on _____	_____	_____ for _____ x \$ _____	_____ per hr. = \$ _____			
_____ at _____	_____ <input type="checkbox"/> AM _____ <input type="checkbox"/> PM on _____	_____	_____ for _____ x \$ _____	_____ per hr. = \$ _____			
<ul style="list-style-type: none"> 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							
<input type="checkbox"/>	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.	<input type="checkbox"/>	PLAN B EXHIBITOR SUPERVISION	Supervisor will be: _____		
# of laborers	Time	Day of Week	Date	Approx. Hrs.	Rate	Estimated Total	
_____ at _____	_____ <input type="checkbox"/> AM _____ <input type="checkbox"/> PM on _____	_____	_____ for _____ x \$ _____	_____ per hr. = \$ _____			
_____ at _____	_____ <input type="checkbox"/> AM _____ <input type="checkbox"/> PM on _____	_____	_____ for _____ x \$ _____	_____ per hr. = \$ _____			
<ul style="list-style-type: none"> 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 2012

Floor Tripod Screen

Item #: 26010-0130 (70" x 70")
Item #: 26010-0140 (96" x 96")
Color: White screen



Color TV with Cart

Item #: 26020-0110 (20")
Item #: 26020-0120 (27")
Color: Black



20" TV/DVD/VCR Combo

Item #: 26020-0140
A/V cart not included.



DVD Player

Item #: 26020-0130



CRT Computer Monitor

Item #: 26030-0100
Size: 17"



Flat Panel Computer Monitor

Item #: 26030-0105
Size: 19"



5-Disc CD Changer

Item #: 26040-0120



AV Cart with Skirt

Item #: 26050-0110
Color: Black
Size: 32"W x 48"H x 24"D



Flip Chart with Paper Pad

Item #: 26050-0130
Color: Black w/ white paper
Size: 27"W x 33"H (paper size)
A-Frame easel is not included, but
may be ordered separately.
(Item #: 26050-0120)



Safelock Table

Item #: 26050-0100
Color: Black top w/ silver legs
Size: 26"W x 18"D (table top)
Height: Adjustable (30" - 56")



**Actual rental items may differ from photos shown.
Art Craft Display, Inc. reserves the right to substitute a comparable product.**

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 Michigan Municipal League		LOCATION Lansing Center	SHOW DATES March 20-21, 2012
COMPANY	ADDRESS	BOOTH #	BOOTH SIZE _____ X _____
PHONE	FAX	EMAIL	DATE
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT	

- **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**
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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)	58.00		
		Wireless Remote for Slide Projector	35.00		
		Standard Overhead Projector, w/Cart	52.00		
		70" x 70" Floor Tripod Screen	30.00		
		96" x 96" Floor Tripod Screen	47.00		

VIDEO PLAYERS AND T.V. MONITORS

		1/2" VHS Player/Recorder	58.00		
		20" TV/VCR Combo Unit (cart not included)	91.00		
		20" Color T.V. w/Cart	91.00		
		27" Color T.V. w/Cart	111.00		
		DVD Player	76.00		
		20" TV/DVD Combo Unit (cart not included)	122.00		

COMPUTER MONITORS

		17" Computer Data Monitor	119.00		
		19" TFT Flat Panel Monitor	136.00		

SOUND

		Cassette Player/Recorder	40.00		
		CD/Tape Boombox	58.00		
		CD 5-Disc Changer	101.00		

MISCELLANEOUS

		SafeLock Table	18.00		
		AV Cart w/Skirt	18.00		
		Flip Chart (A-Frame Easel)	25.00		
		Flip Chart w/Paper Pad	39.00		
		Slide Tray	12.00		
		Wired Remote or Timer	18.00		

DELIVERY/PICK-UP CHARGE 46.00

NON-TAXABLE RENTAL TOTAL \$

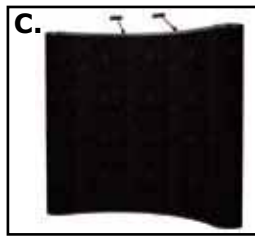
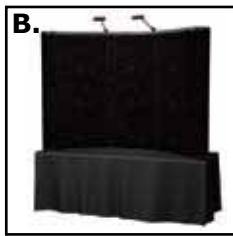
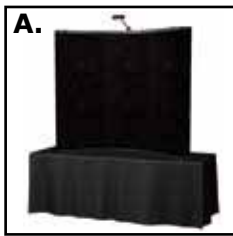
LA 2012

Art Craft Display offers a wide variety of display solutions for your exhibit space. All display items are subject to availability and should be ordered by the advance order deadline. Customers may use their own Velcro®-attachable graphics, or may contact our Sign & Graphics department for pricing and options on custom trade show graphics and banners for use with these display items.

Curved Pop-Up Displays

- A.** Item #: 20650-0005 (6'w x 60"h Tabletop Display)
- B.** Item #: 20650-0010 (8'w x 60"h Tabletop Display)
- C.** Item #: 20650-0015 (8'w x 89"h Floor Display)
includes case counter
- D.** Item #: 20650-0020 (10'w x 89"h Floor Display)
includes case counter

Collapsible curved wall exhibit display unit with black, Velcro®-receptive fabric covering and Halogen light(s).



Pop-Up Display Accessories

Extra Halogen Light

Item #: 20650-0025
200 watt halogen lamp with bulb and power cord.



External Shelf

Item #: 20650-0030
27.5" w sloped external shelf.
Maximum weight load: 10 lbs.



Header Frames

- Item #: 20650-0035 (53" w x 14" h front-lit header frame **for 6' w display**)
- Item #: 20650-0040 (78" w x 14" h front-lit header frame **for 8' w display**)
- Item #: 20650-0045 (100" w x 14" h front-lit header frame **for 10' w display**)
- Item #: 20650-0050 (53" w x 14" h back-lit header frame **for 6' w display**)
- Item #: 20650-0055 (78" w x 14" h back-lit header frame **for 8' w display**)
- Item #: 20650-0060 (100" w x 14" h back-lit header frame **for 10' w display**)

Black aluminum frame only. Header panel graphics must be ordered separately. Back-lit header panel frame includes light(s). Header panel graphics attach to frame using A/B pole magnetic tape.



**Actual rental items may differ from photos shown.
Art Craft Display, Inc. reserves the right to substitute a comparable product.**

Folding Panel Tabletop Displays

- A.** Item #: 20650-0075 (48" w x 24" h ShowStyle Folding Display)
- B.** Item #: 20650-0080 (74" w x 36" h ShowMax Folding Display)

Folding panel tabletop exhibit display units with black, Velcro®-receptive fabric covering and Halogen light(s). Shown with optional header panel.



A.



B.

Banner Stands

Telescoping Banner Stands

- Item #: 20670-0005 **Sm. Telescoping Banner Stand** (28"-48" w x 37"-95" h)
- Item #: 20670-0010 **Lg. Telescoping Banner Stand** (52"-95" w x 36"-95" h)

Silver aluminum stand can be used to display single or double-sided banner graphics. Vertical and horizontal poles adjust to varying widths/heights to accommodate custom banner sizes. Banners attach to frame using pole pockets along the top and bottom edges. If providing your own banner, make certain that pole pockets will allow a pole diameter of 1.5".



Available in silver only. Color shown for illustrative purposes only.

Tripod Banner Stands

- A.** Item #: 20670-0020 **Reg. Tripod Banner Stand** (accommodates 24" w x 70" h banner)
- B.** Item #: 20670-0025 **Lg. Tripod Banner Stand** (accommodates 40" w x 78" h banner)

For single-sided banner graphics. Banners attach to stand using #2 grommets in all four corners. If providing your own banner, make certain that grommet centers are 1" from horizontal & vertical edges.



3-sided Freestanding Banner Stand

Item #: 20670-0030 (accommodates three 34" w x 84.75" h banners)

Black aluminum banner stand with spring loaded vertical tension bars for displaying three banners in a triangle configuration. Banners attach to frame using pole pockets along the top and bottom edges. If providing your own banners, make certain that pole pockets will allow a pole diameter of 1.5".



Hanging Banner Frames

- Item #: 20670-0035 **6'wide, 3-sided Hanging Banner Frame w/ harness**
- Item #: 20670-0040 **8'wide, 3-sided Hanging Banner Frame w/ harness**
- Item #: 20670-0045 **10'wide, 3-sided Hanging Banner Frame w/ harness**
- Item #: 20670-0050 **6'wide, 4-sided Hanging Banner Frame w/ harness**
- Item #: 20670-0055 **8'wide, 4-sided Hanging Banner Frame w/ harness**
- Item #: 20670-0060 **10'wide, 4-sided Hanging Banner Frame w/ harness**

White aluminum and fiberglass frame construction. All hanging banner frames accommodate banners of varying heights. Banners attach to frames using pole pockets along the top and bottom edges. If providing your own banners, make certain that pole pockets will allow a pole diameter of 1.5". Harness included.

Rigging labor must be ordered in advance.



Banner Stand Accessories

Clamp-on Light Fixture

Item #: 20670-0080

50 watt halogen display light fixture with C-clamp. Not for use with Tripod banner stands.



Available in silver only. Color shown for illustrative purposes only.

For information on purchasing display products and graphics, please contact Art Craft Display at

800-878-0710

**Actual rental items may differ from photos shown.
Art Craft Display, Inc. reserves the right to substitute a comparable product.**

<h1 style="margin:0;">Art Craft</h1> <p style="margin:0; font-size: small;">DISPLAY, INC. A DIVISION OF ART CRAFT SERVICE GROUP</p>	<h2 style="margin:0;">DISPLAY RENTAL</h2>	ART CRAFT USE ONLY			
		V <input type="checkbox"/>	MC <input type="checkbox"/>	AE <input type="checkbox"/>	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	LOCATION	SHOW DATES			
Michigan Municipal League	Lansing Center	March 20-21, 2012			
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 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				
All pop-up displays and accessories include material handling fees, show-site installation / dismantle, light(s) and black, Velcro-receptive fabric covering				
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) - includes case counter	459.00	
	20650-0020	D. 10' wide Curved Floor Pop-Up Display (89" tall) - includes case counter	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) Graphic panel must be ordered separately	29.00	
	20650-0040	Front-Lit Header Frame for 8' wide Display (FRAME ONLY) Graphic panel must be ordered separately	31.00	
	20650-0045	Front-Lit Header Frame for 10' wide Display (FRAME ONLY) Graphic panel must be ordered separately	32.00	
	20650-0050	Back-Lit Header Frame for 6' wide Display (FRAME & LIGHTS) Graphic panel must be ordered separately	42.00	
	20650-0055	Back-Lit Header Frame for 8' wide Display (FRAME & LIGHTS) Graphic panel must be ordered separately	57.00	
	20650-0060	Back-Lit Header Frame for 10' wide Display (FRAME & LIGHTS) Graphic panel must be ordered separately	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				
All folding tabletop displays include material handling fees, show-site installation / dismantle, light(s) and black, Velcro-receptive fabric covering				
QTY.	ITEM NUMBER	DESCRIPTION	ADVANCE	AMOUNT
	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 \$

To order graphics for all the above display units, contact our Sign & Graphics department at 800.878.0710 or signshop@artcraftdisplay.com

<h1 style="margin:0;">Art Craft</h1> <h2 style="margin:0;">BANNER STAND RENTAL</h2> <p style="font-size: small; margin:0;">DISPLAY, INC. A DIVISION OF ART CRAFT SERVICE GROUP</p>	ART CRAFT USE ONLY V <input type="checkbox"/> MC <input type="checkbox"/> AE <input type="checkbox"/> 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 Michigan Municipal League	LOCATION Lansing Center	SHOW DATES March 20-21, 2012
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.				
QTY.	ITEM NUMBER	DESCRIPTION	ADVANCE	AMOUNT
	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				
QTY.	ITEM NUMBER	DESCRIPTION	ADVANCE	AMOUNT
	20670-0080	Clamp-on 50 Watt Halogen Light - not for use with Tripod banner stand	20.00	

TOTAL NON-TAXABLE BANNER STAND ITEMS \$

To order banner graphics for all the above banner stands, contact our Sign & Graphics department at 800.878.0710 or signshop@artcraftdisplay.com

Banner Stands and accessories are also available for purchase. Contact Art Craft Display for more information. LA 2012

Event Signage Professionals

Art Craft Display's in-house sign department can assist you in producing high-quality signs, banners and graphics for your exhibit space using the latest in large format digital printing technology.



Show Cards



Show cards are digitally printed on white vinyl and mounted to your choice of sign material. Contact us for additional material options.

Show card material options:



A (Cardstock)



B (Corrugated Plastic)



C (Foam Board)



D (6mm PVC)

A 1/16" thick white cardstock (not recommended for signs larger than 22" x 28")

B 3/16" thick white rigid, waterproof corrugated plastic board

C 3/16" thick white rigid, moisture-resistant, smooth, poly-coated paper-faced foam board

D 1/4" thick white rigid, waterproof, smooth, solid PVC board (similar to Sintra)

Banners

Banners are digitally printed on white 13 oz vinyl scrim banner material and finished in your choice of banner styles as shown below. Contact us for additional finishing options.



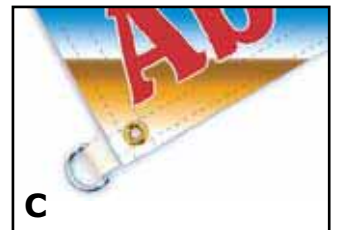
Banner styles:



A



B



C

A One-color, text-only banner with grommets (white background)

B Full-color banner with grommets

C Full-color, reinforced banner with grommets, D-rings and hemmed edges (allow a minimum of 10 business days for production)

For a complete list of products and services offered, including sign and banner hanging and display solutions, sign lamination and graphic design services, please contact our Sign Department at 800-878-0710 or signshop@artcraftdisplay.com

<h1 style="margin:0;">Art Craft</h1> <p style="margin:0; font-size: small;">DISPLAY, INC. A DIVISION OF ART CRAFT SERVICE GROUP</p>	<h2 style="margin:0;">SIGNS & BANNERS</h2>	<p style="margin:0; font-weight: bold;">ART CRAFT USE ONLY</p> <p style="margin:0;">V <input type="checkbox"/> MC <input type="checkbox"/> AE <input type="checkbox"/> CKP _____ REC'D BY _____</p> <p style="margin:0;">EXP. DATE _____ CKF _____ DATE _____</p> <p style="margin:0;">CC# _____ \$ _____</p>
RETURN TO: 500 Business Centre Drive • Lansing, MI 48917 • (517)485-2221 • Fax (517)485-4178 • lansing@artcraftdisplay.com		
SHOW NAME	LOCATION	SHOW DATES
Michigan Municipal League	Lansing Center	March 20-21, 2012
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					<ul style="list-style-type: none"> 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	6mm Smooth PVC Board (1/4")	Optional Protective UV Overlaminate	
7" x 44"	\$20.75	\$24.50	\$27.00	\$30.75	ADD \$7.00 per sign	
11" x 14"	\$8.25	\$9.75	\$10.75	\$12.25	ADD \$2.75 per sign	
14" x 22"	\$20.75	\$24.50	\$27.00	\$30.75	ADD \$7.00 per sign	
22" x 28"	\$37.25	\$44.00	\$48.50	\$55.25	ADD \$12.50 per sign	
28" x 44"	\$70.25	\$83.00	\$91.50	\$104.25	ADD \$23.50 per sign	

BANNERS						
QTY.	SIZE	MATERIAL	COLOR(S)	PRICE (each)	PROTECTIVE OVERLAMINATE	AMOUNT
	_____ "h x _____ "w				<input type="checkbox"/> Y, ADD \$ _____ /sign ☒☑☐	
	_____ "h x _____ "w				<input type="checkbox"/> Y, ADD \$ _____ /sign ☒☑☐	
	_____ "h x _____ "w				<input type="checkbox"/> Y, ADD \$ _____ /sign ☒☑☐	
	_____ "h x _____ "w				<input type="checkbox"/> Y, ADD \$ _____ /sign ☒☑☐	

STYLES / DESCRIPTIONS		RATES	<ul style="list-style-type: none"> 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, simple text-only banner with grommets (up to 10 words)		\$4.75 per square foot	
STYLE [B] - Full-color banner with grommets		\$5.50 per square foot	
STYLE [C] - Full-color, reinforced banner with grommets & hemmed edges		\$7.50 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.

<p style="margin: 0; font-weight: bold;">SPECIAL INSTRUCTIONS:</p>	<p style="margin: 0; font-weight: bold;">TOTAL BANNER & SHOW CARD ITEMS \$</p>
	<p style="margin: 0; font-size: x-small;"><i>If exempt from sales tax, please enter ID number below:</i></p>
	<p style="margin: 0; font-weight: bold;">Additional Services \$</p>
	<p style="margin: 0; font-weight: bold;">Sub-Total \$</p>
	<p style="margin: 0; font-weight: bold;">Add 6% Sales Tax \$</p>
	<p style="margin: 0; font-weight: bold;">TOTAL \$</p>

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 all 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.

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 of 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.

Lansing Center Telephone Order Form

When ordering telephone service for the Lansing Center, you should use the following procedures:

Contact AT&T Exhibitor Services at 1 (888) 976-2427 or Fax: 1 (888) 976-5868 at least 14 days in advance to arrange for a Network Interface for a temporary telephone line to the Lansing Center's communications room.

1. When placing your order, be sure to give AT&T:

Show Name: _____ Show Dates: _____

Company Name: _____ Booth Number or Location: _____

Company Contact: _____ Company Telephone Number: _____

2. The AT&T operator will give you a:

Show Telephone Number: _____ Hook-Up Date: _____

Disconnect Date: _____ Work Order Number: _____

AT&T will bill you for the Network Interface and any long distance charges, at your company address following the show.

3. The Lansing Center Technical Services Staff will connect your temporary phone line to your booth, meeting room, etc. The connection fee is \$35 per line. You may fax this form to the Lansing Center with your VISA / Master Card / AMEX number to (517) 483-7439, or mail your \$35 payment in with a copy of this form to:

Lansing Center Business Office
333 E. Michigan Avenue
Lansing, MI 48933

If you need an internet connection, please contact Arialink at (517) 492-1350 or fax (517) 346-5042. They will be happy to assist you.

4. Please indicate whether this phone line will be used for VOICE _____ or DATA _____.

Name of Cardholder (please print): _____

(circle one) VISA MC AMEX Card #: _____ Exp. Date: _____

3-Digit Security Code (back of card): _____ Billing Address Zip Code: _____

Signature of Cardholder: _____

Authorized Signature: _____ Phone: () _____



High Speed Internet Order Form

Call Today! 888-960-LiNK



1. Event Details

Event Name:	_____	Date(s):	_____
Company Name:	_____	Booth:	_____
Coordinator Name:	_____	Phone:	_____
Coordinator Email:	_____		
Address:	_____		
City:	_____	State:	_____ Zip: _____

2. Wireless Accounts

Each computer attached to the service requires a "Wi-Fi" wireless network card to connect.

256K/256K	_____ accounts	X	_____ days	X	\$50.00 =	\$ _____
1.5MB/256K	_____ accounts	X	_____ days	X	\$100.00 =	\$ _____

3. Day of Event, On-Site Contact (Phone number below should be reachable at the show.)

Contact:	_____	Phone:	_____
Email:	_____		

4. Credit Card Authorization

Credit Card Number:	_____	Card Type (Please Circle One)
Name printed on card:	_____	Visa – MC – Discover – Amex
Expiration Date:	_____	

** Orders will not be processed without a valid credit card **

A limited number of wireless devices are available at the Lansing Center. Units are first come, first serve. Please contact the Lansing Center to reserve one.

Please contact customersupport@arialink.com in advance for routable IP service. Extra charges may be incurred.

Note: Please place your order at least one (1) week prior to your show. Also, please sign all three pages of the order form and fax them to 517-492-1351. You will receive a call confirming that your order has been received. If you do not hear from an Arialink representative within two (2) business days, please call to check on your order. Thank you!

Signature of subscriber: _____ Date: _____

Arialink Office Use Only

Order taker:	Date:	Sales: Intranet	Excel	Billing:	Install:
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Subscriber Terms and Conditions



This Subscriber Terms and Conditions Agreement ("Agreement") is made by and between Arialink, LLC ("Arialink") and the entity (or individual(s)) ("Subscriber") specified on Section 1 of this form ("Service Agreement Form").

INSTALLATION AND USE OF THE SERVICE AND/OR THE EQUIPMENT (as defined herein) BY SUBSCRIBER CONSTITUTES IMPLIED CONSENT AND ACCEPTANCE OF THE TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT.

1. **Definitions.** The term "Service" refers to the high-speed Internet access and other networking services included in Subscriber's Service Plan. The term "Service Plan" refers to the length of term, Internet access speed, other networking services and monthly pricing associated with the level of service selected by Subscriber and specified on the Service Agreement Form. The term "Equipment" refers to the equipment to be leased by Arialink or its designated agent(s) in conjunction with the Service, as specified on the Service Agreement Form. The term "Premises" refers to location specified on the Service Agreement Form where the Equipment is to be installed.

2. **The Service. Term; Early Cancellation Fee.** This Agreement shall become effective on the date the Service Agreement Form is executed by both Subscriber and Arialink, and shall remain in effect for the term indicated in Section (2) of the Service Agreement Form ("Initial Term"). This Agreement shall automatically renew for additional term following the Initial Term ("Renewal Term"), unless Subscriber provides written notice of Subscriber's intent to terminate this Agreement at the end of the Initial Term or any Renewal Term at least thirty (30) days prior to the conclusion of the Initial Term or Renewal Term, as applicable ("Termination Notice"). Unless otherwise agreed in writing by Subscriber and Arialink, the terms and conditions of the Agreement and the Service Agreement Form shall continue to apply during each Renewal Term. Subscriber hereby agrees to purchase the Service under the terms of this Agreement for the entire Initial Term or any Renewal Term, and, therefore, should Subscriber cancel or terminate or be deemed to have cancelled or terminated this Agreement for any reason other than as provided in Section 7 of this Agreement ("Early Cancellation"), Subscriber agrees to pay to Arialink, in addition to all amount due prior to the date of such cancellation or termination, an early cancellation fee equal to \$175, plus Arialink's actual costs incurred in removing the Equipment from the Premises ("Early Cancellation Fee"). Subscriber and Arialink agree that the Early Cancellation Fee is a reasonable approximation of the actual damages which would be incurred by Arialink in the event of an Early Cancellation and shall serve as liquidated damages for an Early Cancellation by Subscriber.

3. **Pricing.** The pricing for the Service is based upon the Service Plan and is specified on the Service Agreement Form.

4. **Availability / Interruption.** The Service should be available for use 99% of the time as measured on an annual basis. Interruptions resulting from Internet traffic, Customer hardware or software, or individual websites or services outside of the control of Arialink are not guaranteed and are not counted in the availability percentage provided herein. There shall be no credits, reductions, or setoff against the charges for the Service for interruptions of the Service unless the Service interruption exceeds twenty-four (24) hours in duration. Arialink shall provide Subscriber with a credit equal to 1/30 of the recurring monthly charges for the Service for each twenty-four (24) hour period of continuous interruption, from the time of notice of interruption until the Service is restored. A credit allowance will not be given for mistakes, omissions, interruptions, delays, errors, defects or curtailments in the Service caused by the negligence or willful act of Subscriber or its Users (as defined herein).

5. **Changes To This Agreement.** Arialink may modify or amend the terms and conditions of this Agreement ("Modification"), including the Service Plan, upon advance notice to Subscriber ("Modification Notice"). If Subscriber does not agree with the Modification, Subscriber may elect to terminate this Agreement by giving Arialink notice within twenty (20) days of the date of the Modification Notice and Subscriber will not be charged an Early Cancellation Fee. Subscriber shall, however, be responsible for full payment at the standard charges for the Service Plan through the date of termination or last day of use whichever is later.

6. **Deposit.** Arialink reserves the right to collect from Subscriber a deposit, in an amount not to exceed the total of 3 months recurring fees ("Deposit"), as security for the performance of all of Subscriber's obligations under this Agreement, including, but not limited to, return of the Equipment in good condition as required hereunder. If Subscriber does not comply with all the terms of this Agreement, Arialink may, without limitation to any other rights or remedies it may have, use the Deposit to pay any sum payable by Subscriber, and to reimburse Arialink for damages and costs arising by Subscriber's default. Arialink may notify Subscriber of its request for a Deposit, at any time during the Initial Term or any Renewal Term of this Agreement, provided that such notice shall be made in writing and shall request payment of the Deposit within thirty (30) days thereafter.

7. **Termination.** A.) **Default by Subscriber.** In the event of a default or violation of any of the terms and conditions set forth in this Agreement (a "Default") by the Subscriber, Arialink may, in its sole discretion, elect to (i) temporarily discontinue the Service provided to the Subscriber, until such Default is cured by Subscriber, or (ii) terminate this Agreement, which termination shall be considered an Early Termination. It is acknowledged and agreed that Subscriber, in addition to any amount then due Arialink under this Agreement and any applicable Early Termination Fee, shall be fully responsible to pay to Arialink any and all attorney' fees and other expenses incurred by Arialink with regards to this Agreement or the collection of amounts due hereunder. In the event of any dispute hereunder, Arialink and the Subscriber agree that the venue for such dispute shall be Ingham County, Michigan and that the terms and conditions of this Agreement shall be interpreted under the laws of the State of Michigan.

B.) **Default by Arialink.** In the event of a Default by Arialink, which Default shall remain uncured for a period of twenty (20) days following written notice to Arialink of such Default from Subscriber, Subscriber may elect to terminate this Agreement effective as of the end of said twenty (20) day cure period. Any damages alleged by Subscriber as a result of a Default by Arialink shall be limited as provided in this Agreement.

C.) **Special Termination Rights.** Notwithstanding anything contained herein to the contrary:

Subscriber may elect an Early Cancellation of this Agreement, without cause, prior to the expiration of the Initial Term or any Renewal Term, by providing Arialink at least thirty (30) days advance written notice of such election ("Early Cancellation Notice") and by the payment of the applicable Early Cancellation Fee. This Agreement shall be deemed terminated upon the later of (i) the termination date specified in the Early Cancellation Notice or (ii) the date the Early Cancellation Fee is fully credited to an Arialink account.

Arialink reserves the right to terminate this Agreement, without cause, at any time during the Initial Term or any Renewal Term, by providing Subscriber at least ten (10) days advance written notice of such termination ("Termination Notice"). This Agreement shall be deemed terminated as of the date specified in the Termination Notice, provided that Subscriber shall be fully responsible for the payment of all amounts due Arialink under this Agreement up to and including the date of termination.

8. **Billing.** During the Initial Term and any Renewal Term, Subscriber will be billed on a monthly basis, in advance, for the Service as provided by the Service Plan. Subscriber agrees to make all payments timely and accurately. If Subscriber purchases any optional products or services after the execution date of this Agreement, charges for these items will be billed at the time of the next monthly invoicing, and billed in advance for the following month. Automatic credit card payments will be invoiced in the same manner and paid automatically with the card number indicated on the Service Agreement on the 1st day of each month. All unpaid balances older than thirty (30) days date will be subject to a 1.5% monthly finance charge and will be considered delinquent. Arialink reserves the right to terminate or interrupt service to all delinquent accounts without prior notice to Subscriber. Subscriber will still be responsible for full performance and payment of monthly fees under this term agreement even if service is interrupted or disconnected. A charge of \$29.00 will be applied for all returned checks or declined credit cards. Subscriber is solely responsible to provide notice to Arialink of any changes to the billing information, such as but not limited to, credit card number, mailing address, facsimile numbers or email addresses. All billing disputes must be received by Arialink at its business office, in writing, within thirty (30) days of the date of the subject invoice, or the same shall be deemed fully waived.

LIMITATIONS; INDEMNIFICATION; NO WARRANTIES

LIMITATION OF LIABILITY. ARIALINK SHALL NOT BE LIABLE FOR ACTS OR OMISSIONS OF ANOTHER SERVICE PROVIDER, FOR INFORMATION PROVIDED THROUGH THE SERVICE, COMPUTER, EQUIPMENT FAILURE OR MODIFICATION, OR CAUSES BEYOND ARIALINK'S REASONABLE CONTROL. ARIALINK'S LIABILITY FOR ANY FAILURE OR MISTAKE SHALL IN NO EVENT EXCEED OUR SERVICE CHARGES DURING THE AFFECTED PERIOD OF INTERRUPTION. ARIALINK SHALL NOT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES SUCH AS LOST PROFITS. ARIALINK SHALL NOT BE LIABLE FOR (i) INJURIES TO PERSONS OR PROPERTY ARISING FROM THE USE OF THE SERVICE, THE EQUIPMENT USED IN CONNECTION WITH THE SERVICE UNLESS CAUSED BY ARIALINK'S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, OR (ii) THE INSTALLATION OR REPAIR OF THE EQUIPMENT BY ANY PARTIES WHO ARE NOT ARIALINK'S EMPLOYEES. ARIALINK SHALL NOT BE LIABLE FOR ANY ACT ASSOCIATED WITH THE PROPER EXERCISE OR RIGHT UNDER THE PRIVACY AND/OR UNAUTHORIZED USAGE PROVISIONS OF THIS AGREEMENT. THIS PARAGRAPH SHALL SURVIVE THIS AGREEMENT.

INDEMNIFICATION. SUBSCRIBER AGREES TO DEFEND, INDEMNIFY, AND HOLD ARIALINK, AND ITS AFFILIATES AND AGENTS AND ANY OTHER SERVICE PROVIDER, HARMLESS FROM CLAIMS OR DAMAGES RELATING TO THIS AGREEMENT OR SUBSCRIBER'S YOUR PROMISES OR STATEMENTS MADE IN THIS AGREEMENT AND/OR USE OF THE SERVICE, UNLESS DUE TO ARIALINK'S SOLE NEGLIGENCE. SUBSCRIBER ALSO AGREES TO PAY ARIALINK'S REASONABLE

Initial: _____ Date: _____

Subscriber Terms and Conditions



ATTORNEYS' AND EXPERT WITNESS FEES AND COSTS INCURRED IN ENFORCING THIS AGREEMENT THROUGH ANY APPEAL. THIS PARAGRAPH SHALL SURVIVE THIS AGREEMENT.

NO WARRANTIES. ARIALINK MAKES NO EXPRESS WARRANTY REGARDING THE SERVICE OR THE EQUIPMENT AND DISCLAIMS ANY IMPLIED WARRANTY, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. ARIALINK DOES NOT AUTHORIZE ANYONE TO MAKE ANY WARRANTY ON ARIALINK'S BEHALF AND SUBSCRIBER SHOULD NOT RELY ON ANY SUCH STATEMENT. THIS PARAGRAPH SHALL SURVIVE TERMINATION OF THIS AGREEMENT.

SUBSCRIBER EQUIPMENT. ARIALINK IS NOT RESPONSIBLE FOR ANY DAMAGES SUBSCRIBER MAY SUFFER FROM THE USE OF THE SERVICE, INCLUDING, BUT NOT LIMITED TO, LOSS OF DATA, SERVICES INTERRUPTIONS AND DELAYS, OR THIRD PARTY LITIGATION. SUBSCRIBER SHALL ENSURE THAT ALL SUBSCRIBER SUPPLIED EQUIPMENT ("SUBSCRIBER EQUIPMENT") IS TECHNICALLY AND OPERATIONALLY COMPATIBLE WITH THE SERVICE AND IN COMPLIANCE WITH APPLICABLE FEDERAL COMMUNICATIONS COMMISSION RULES AND REGULATIONS, PRIOR TO ARIALINK INSTALLATION. THE INSTALLATION, USE, INSPECTION, MAINTENANCE, REPAIR AND REMOVAL OF THE EQUIPMENT MAY RESULT IN SERVICE OUTAGES OR POTENTIAL DAMAGE TO SUBSCRIBER'S COMPUTER. SUBSCRIBER THEREFORE AGREES TO BACK-UP ALL EXISTING COMPUTER FILES BY COPYING THEM TO ANOTHER STORAGE MEDIUM PRIOR TO INSTALLATION OF THE EQUIPMENT. SUBSCRIBER WILL FULLY INDEMNIFY, DEFEND AND HOLD HARMLESS ARIALINK, ITS AFFILIATES, DIRECTORS, OFFICERS, EMPLOYEES, SERVICE PROVIDERS AND AGENTS, FOR ALL LIABILITY AND DAMAGES TO OR LOSS OR DESTRUCTION OF SUBSCRIBER EQUIPMENT, OR EMPLOYEES, PARTNERS, VENDORS AND RELATED AFFILIATES EQUIPMENT, SOFTWARE, FILES, DATA, PERIPHERALS, DATA, OR BUSINESS LOSS AND ANY LEGAL ACTIONS BROUGHT AGAINST ARIALINK OR SAID AFFILIATES RELATED TO THE SERVICES PROVIDED UNDER THIS AGREEMENT.

9. Information. Arialink and its affiliates, along with any parties from whom Arialink obtains network services, exercise no control whatsoever over the content passing through Arialink network. Arialink makes no warranties of any kind, whether express or implied, for the content of the information passing through its network. Arialink specifically denies any responsibility for the accuracy or quality of information obtained through the Service. Subscribers are responsible for their own viewing habits and their Users', including minors. Arialink does not block, filter or screen information or sites on the Internet in whole or in part and has no obligation to monitor Internet content. However, Subscriber acknowledges and agrees Arialink has the right to monitor content electronically from time to time and to disclose any information as necessary to satisfy any law, regulation or other governmental request, to perform the Service properly as Arialink deems in its sole discretion, or to protect itself or its subscribers.

10. Network Security. The Internet and Arialink's wireless network used in connection with the Service are shared public resources utilized by other Internet users and Arialink subscribers. Accordingly, there is a risk that other parties may be able to access, monitor and/or decode Subscriber's Internet related traffic. This risk of eavesdropping exists not only over Arialink's network, but also on the Internet and the other services to which access is provided by Arialink as part of the Service hereunder. Any information sent by Subscriber over the network is sent at Subscriber's sole risk. Some software includes capabilities that permit other users to cross a network such as Arialink's and the Internet to gain access to the Subscriber's computer and to the software, files and data stored on the computer. Arialink therefore recommends that Subscriber disable file and print sharing and other capabilities that allow users to gain access to Subscriber's computer. Any Subscriber who chooses to subscribe to the Service and who chooses to enable capabilities such as file sharing, print sharing, or other capabilities that allow users to gain access to Subscriber's computer, hereby acknowledges and agrees that Subscriber does so at its own risk. When using the computer to access the Internet or any other on-line network or service via the Service, there are certain applications, such as FTP (File Transfer Protocol) server and HTTP (Hyper Text Transfer Protocol) server, that may be used to allow other Arialink subscribers and Internet users to gain access to Subscriber's computer. If Subscriber runs any such applications, Subscriber should take the appropriate security measures.

11. Acceptable Use Policies. Subscriber acknowledges that the Service is to be used only for client-side access to the Internet. Client-side access is defined as IP, TCP, or UDP protocol traffic originating from the Subscriber Equipment. For example, client side access does not permit the use of the Service for serving content through FTP, HTTP, SMTP, POP3, Game Servers, Audio files, or Video files. Corporate-level subscribers may utilize Arialink for server-side connectivity, provided that the subscriber's needs are mutually understood and agreed upon by both Arialink and the subscriber. Abuse of this policy will cause higher than expected utilization of Arialink's network, therefore, Arialink may levy usage fees commensurate with Subscriber's usage.

Subscriber, together with all persons utilizing the Service, whether authorized by Subscriber or not ("Users") shall use the Service for lawful purpose only. Neither Subscriber nor any Users shall post or submit through the Service any material which violates or infringes upon the rights of others, which is unlawful, threatening, abusive, defamatory, invasive of public or private rights, vulgar, obscene or otherwise objectionable, which encourages conduct that would constitute a criminal offense, give rise to a civil liability, or violate the law, or constitute "spamming" on the Internet. Attempts to gain unauthorized access to other computer systems through the Service is prohibited. Subscriber and all Users must comply with the rules and regulations of any network they access through the Service. Transmission of any material in violation of any federal or state regulation is prohibited. Subscriber agree to defend, indemnify and hold harmless Arialink, its affiliates, directors, officers, employees, and agents, for all damages and claims that may arise from the Subscriber or any Users use or misuse of the Service.

Subscriber agrees unconditionally to not cause harm to the Equipment or third party equipment, software, or processes used in connection with or are accessible through the Service. Subscriber may not restrict, inhibit or otherwise interfere with the ability of any other person to use or enjoy the Internet, including, without limitation, hosting or transmitting any information or software which contains a virus, lock, key, bomb, worm, Trojan horse or other harmful or debilitating feature; or generating levels of traffic sufficient to impede others ability to send or retrieve information. Any breach of this provision may result in civil and/or criminal penalties pursuant to applicable local, state and federal law and may result in the immediate termination of the Service without notice.

Subscriber shall not intentionally allow unauthorized connections to the Service, unauthorized reselling of the Service, or the solicitation of Arialink customers to become subscribers of other online information services competitive with Arialink. Subscriber shall not in any way duplicate any Arialink materials, advertising, brochures, pamphlets and the like or any other information that is proprietary to Arialink. Any Subscriber attempt to provide access to the Service to others will be billed a fine of \$500 or considered theft of service and prosecuted to the fullest extent if the law.

12. Force Majeure. Neither Subscriber nor Arialink shall be held liable for any delay or failure in any part of this Agreement from any cause beyond its control and without its fault or negligence. This includes, but is not limited to, acts of civil or military authority, government regulations, embargoes, epidemics, war, terrorist acts, riots, insurrections, fires, explosions, nuclear accidents, strikes, extended power blackouts, natural disasters, severe weather conditions or other environmental disturbances, inability to secure transportation facilities, hardware or software products or services of other persons, including the type and condition of the equipment (personal computer, modem, etc.) of Subscriber and/or its Users, acts or omissions of transportation or common carriers and legal and/or regulatory constraints affecting either Subscriber or Arialink in performing their obligations hereunder ("Force Majeure"). If a Force Majeure condition occurs, the party injured by the other party's inability to perform may elect to (a) terminate the Agreement if such Force Majeure condition results in a delay or failure to perform which continues for more than thirty (30) calendar days; or (b) suspend the Service for the duration of the delaying cause and resume the Service under this Agreement once the Force Majeure cause ceases. Unless written notice is given within thirty (30) calendar days after such injured party is apprised of the Force Majeure condition, option (b) shall be deemed selected.

13. Miscellaneous. Privacy. Arialink shall not be liable for any lack of privacy, which may be experienced with regard to the Service. Subscriber authorizes the monitoring and capture of any electronic transmittals concerning the Service and consents to the use of the information on Subscriber's account for purposes of contacting Subscriber. We have the right to intercept and disclose any transmission over our facilities in order to protect our rights or property.

Assignment. Subscriber may not assign all or any part of this Agreement without the prior written consent of Arialink. Arialink may assign all of its rights, title and interests in and to this Agreement in connection with the transfer of all or substantially all of the business assets of Arialink associated with the deliver of the Service.

Amendment. This Agreement may be a modified or amended only as provided herein or by a writing executed by both Subscriber and Arialink.

Entire Agreement. This Agreement, including the Service Agreement Form, represents the entire agreement between Subscriber and Arialink, which may only be amended as described in this Agreement. This Agreement supersedes any inconsistent or additional promises made to you by any of our representatives, agents or dealers. If any part of this Agreement is found invalid, the balance of the Agreement remains enforceable.

Governing Laws. This Agreement is subject to applicable federal laws, or state or local regulations, if any. Where our Service terms and conditions are regulated by a local, state of federal agency, the regulations are available for your inspection; if there is any inconsistency between this Agreement and those regulations this Agreement shall be deemed amended as necessary to conform to such regulations.

Signature of Subscriber: _____

Date: _____