



# Art Craft Display, Inc.

46100 Grand River Avenue, Suite B • Novi, Michigan 48374 • (248) 380-0843 • Fax (248) 380-0848  
www.artcraftdisplay.com

## EVENT DETAILS

Re: **CTI Symposium USA**  
**May 24-25, 2023**  
**Suburban Collection Showplace**

Art Craft Display, Inc. has been selected by show management to serve as the Official Tradeshow Contractor for this event.

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

Provided by Art Craft Display:

- 3' and 8' High – Booth Draping
- (1) 7" x 44" Booth I.D. Sign

**Please refer to show management's Booth Details sheet for additional provided needs.**

**Booth Building Regulations:** Please draw attention to the booth building regulations which is a separate sheet by CTI. All exhibitors need to ensure compliance with these rules.

If you require additional items that are not listed above, an Exhibitor Kit is available on our website for downloading or for online ordering.

► **Go to the following website:** [www.artcraftdisplay.com](http://www.artcraftdisplay.com)  
**On the Home Page, click on: "Download Exhibitor Kit"**  
**Enter Event Code: 338783**

**To qualify for Advance Rates, your order(s) with payment must be received by us no later than 5:00 pm EST on Tuesday, May 9<sup>th</sup>.** Some equipment or services may require more lead time. Please see appropriate order forms for actual deadlines.

## **SHOW SCHEDULE**

### **Exhibitor Move-In**

**Tuesday, May 23<sup>rd</sup>                      6:30 am – 6:00 pm**



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## EVENT DETAILS CONTINUED

### Exhibit Hours

Wednesday, May 24<sup>th</sup> 8:00 am – 6:00 pm  
Thursday, May 25<sup>th</sup> 8:00 am – 6:00 pm

Exhibitors can arrive as early as 6:30 am on May 24<sup>th</sup> and as early as 7:00 am on May 25<sup>th</sup>.

### ADVANCED WAREHOUSE SHIPMENTS

Advanced Warehouse shipments will be accepted from **April 24<sup>th</sup>** through **May 22<sup>nd</sup>**. Freight Handling fees will apply for all shipments received. Warehouse receiving hours are from 8:00 a.m. to 4:30 p.m., Monday – Friday. If required, provide your carrier with this phone number (248) 380-0843.

Advanced Warehouse Shipping Address:

Exhibiting Company Name / Booth #  
**CTI Symposium USA**  
C/o Art Craft Display, Inc.  
46100 Grand River Ave., Ste B  
Novi, MI 48374

### ONSITE SHIPMENTS

Onsite shipments will be accepted **during move-in hours**. Freight Handling fees will apply for all shipments received. If any shipments are received before this date, you will be charged the Advance Warehouse rates.

Onsite Shipping Address:

Exhibiting Company Name / Booth #  
**CTI Symposium USA**  
C/o Art Craft Display, Inc.  
46100 Grand River Ave.  
Novi, MI 48374

Consolidate your shipments to save separate minimum charges. The minimum charge is 200 lbs. per shipment.



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### Exhibitor Move-Out

Thursday, May 25<sup>th</sup> 6:00 pm – 11:00 pm

We will begin returning empty containers once we get the “all clear” from the facility and/or once aisle carpet is removed (if provided).

### DISMANTLE AND MOVE-OUT INFORMATION

All exhibits/booths must be torn down and ready to ship on **May 25<sup>th</sup> by 11:00 pm**. Freight can be picked up that evening until **8:00 pm** or freight can be picked up on **Friday, May 26<sup>th</sup> from 8:00 am – 4:30 pm** from 46100 Grand River Ave., Ste B, Novi, MI 48374.

### POST SHOW SHIPPING DOCUMENTS

All outbound Bill of Lading paperwork must be turned into the Service Desk prior to your departure from the venue. If you do not have an outbound Bill of Lading, you may complete this document at the service desk after the show. Be sure that your carrier knows the company name and booth number when making arrangements for shipping your freight at the close of the show. Anything that is left behind in your booth that is not labeled for outbound shipment will be considered abandoned and deemed as trash.

If we can be of any further assistance, please contact us. General questions can be directed to: [detroit@artcraftdisplay.com](mailto:detroit@artcraftdisplay.com).

Thank you for your patronage and we look forward to being of service to you.

**SIGNS, GRAPHICS & DISPLAYS**  
DELIVERED RIGHT TO YOUR BOOTH!\*

\* Restrictions apply.

Contact Art Craft Signs to order signs, graphics & displays for your exhibit space.  
800-878-0710 · signshop@artcraftdisplay.com

The advertisement shows a variety of display options: a large curved wall display with a nature scene and the text 'We are manufacturing', a table display with a blue 'Propel' banner, a small counter-top display, a freestanding sign with a laptop, and a tall vertical sign for 'Vegas Party'.