



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: **SPE Automotive Composites Conference & Expo**
September 6-8, 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:

THE FACILITY WILL BE CARPETED

- 3' and 8' High – Booth Draping (expo green/white)
- (1) 8' Covered/Skirted Table (black)
- (2) Folding Chairs
- (1) Wastebasket
- (1) 7" x 44" Booth I.D. Sign

Note: One electrical drop is included in each booth through Boco Enterprises.

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
On the Home Page, click on: "Download Exhibitor Kit"
Enter Event Code: **339753**

To qualify for Advance Rates, your order(s) with payment must be received by us no later than 5:00 pm EST on Tuesday, August 22nd. Some equipment or services may require more lead time. Please see appropriate order forms for actual deadlines.

SHOW SCHEDULE

Exhibitor Move-In

Tuesday, September 5 th	3:00 pm – 8:00 pm (Drive-in unloading is prohibited)
Wednesday, September 6 th	6:30 am – 7:00 am



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EVENT DETAILS CONTINUED

Exhibit Hours

Wednesday, September 6 th	7:00 am – 7:00 pm
Thursday, September 7 th	7:00 am – 6:30 pm
Friday, September 8 th	7:00 am – 1:00 pm

Exhibitors can arrive as early as 6:30 am on September 6th, 7th and 8th.

ADVANCED WAREHOUSE SHIPMENTS

Advanced Warehouse shipments will be accepted from **August 4th** through **September 4th**. 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 #
SPE Automotive Composites Conference & Expo
C/o Art Craft Display, Inc.
46100 Grand River Ave., Ste B
Novi, MI 48374

ONSITE SHIPMENTS

Onsite shipments will be accepted on **September 5th from 8:00 am – 5:00 pm**. 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 #
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Consolidate your shipments to save separate minimum charges. The minimum charge is 200 lbs. per shipment.



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EVENT DETAILS CONTINUED

Exhibitor Move-Out

Friday, September 8th

1:00 pm – 3:00 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 **Friday, September 8th by 3:00 pm.** Freight can be picked up **Friday, September 8th from 1:00 pm – 5:00 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.

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 for 'West Branchville', a table display for 'Propel', two freestanding counter-top displays, and a tall vertical display for 'Vegas Party'.