



# Art Craft Display, Inc.

500 Business Centre Drive · Lansing, MI 48917 · (517)485-2221 · (800)878-0710 · Fax (517)485-4178  
www.artcraftdisplay.com

## NOTICE OF ONLINE EXHIBITOR KIT / EVENT DETAILS

Re: Fort Wayne Farm Show  
January 14-16, 2025  
Allen County Expo Center

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:

- 8' High - Back Drapes (black & silver)
- 3' High - Side Drapes (black)
- (1) 7" x 44" Booth I.D. Sign (if requested)

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: **357481**

**To qualify for Advance Rates, your order(s) with payment must be received by us no later than 5:00 pm EST on Monday, December 30<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

Monday, January 13th                      8:00 am – 5:00 pm

### Exhibit Hours

Tuesday, January 14th                      9:00 am – 5:00 pm

Wednesday, January 15th                      9:00 am – 8:00 pm

Thursday, January 16th                      9:00 am – 4:00 pm

Exhibitors can arrive as early as 8:00 am on January 14<sup>th</sup> – 16<sup>th</sup>.

### Exhibitor Move-Out

Thursday, January 16th                      4:00 pm – 8:00 pm

# EVENT DETAILS CONTINUED

## **ADVANCED WAREHOUSE SHIPMENTS**

Advanced Warehouse shipments will be accepted from **December 9th** through **January 8<sup>th</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 (517) 485-2221.

Advanced Warehouse Shipping Address:

Exhibiting Company Name / Booth #  
**Fort Wayne Farm Show**  
c/o Art Craft Display, Inc.  
500 Business Centre Dr.  
Lansing, MI 48917

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

## **DISMANTLE AND MOVE-OUT INFORMATION**

All exhibits/booths must be torn down and/or ready to ship on **January 16th by 6:00 pm**. Freight can be picked up that evening until **6:00 pm** or freight can be picked up on **Friday, January 17th from 8:00 am – 4:30 pm** from 500 Business Centre Dr. Lansing, MI 48917.

## **POST SHOW SHIPPING DOCUMENTS**

All outbound paperwork must be turned into the Service Desk prior to your departure from the venue. A Material Handling Agreement must be turned into the service desk for each shipment. 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: [lansing@artcraftdisplay.com](mailto:lansing@artcraftdisplay.com).

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