Art Craft Display, Inc. will provide Material Handling services for “MSU Diversity Career Fair”, January 21, 2016. A separate fee paid to “MSU Diversity Career Fair” for this service includes:

**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.
- 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 to “MSU Diversity Career Fair” 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.
- For UPS and FedEx, you must provide Art Craft Display with your account number.

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**Important Information About 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.