



Art Craft Display, Inc.

3140 Three Mile Rd. NW · Grand Rapids, MI 49534 · (616)791 8024 · (800)292 2033 · Fax (616)791 8154
www.artcraftdisplay.com

EVENT DETAILS

Re: Christian Community Development Association National Conference
November 5-8, 2025
DeVos Place
Grand Rapids, MI

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:

Exhibit booth draping with 8' high backs & 3' high sides (Black)
One (1) 2' wide x 6' covered and skirted display table (Black)
Two (2) chairs
One (1) wastebasket
Booth ID sign
Booth number

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: **366932**

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

ELECTRIC, INTERNET & AUDIO-VISUAL

Electric, telecommunication services & audio-visual services are provided by DeVos Place. Please complete the online order form at <https://www.devosplace.org/p/visit/exhibitor-forms> and direct questions regarding payment, onsite logistics, your order, etc. to the DeVos Finance Department at (616) 742-6534.



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EVENT DETAILS CONTINUED

ADVANCED WAREHOUSE SHIPMENTS

Advanced Warehouse shipments will be accepted from **October 6** through **November 3**. Freight Handling fees will apply for all shipments received. Warehouse receiving hours are from 8:00 am to 4:00 pm, Monday – Friday. If required, provide your carrier with this phone number (616) 773-9417.

Advanced Warehouse Shipping Address:

Exhibiting Company Name / Booth #
CCDA National Conference
C/o Art Craft Display, Inc.
DeVos Place
303 Monroe Ave NW
Grand Rapids, MI 49503

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 these dates, you will be charged the Advance Warehouse rates.

Onsite Shipping Address:

Exhibiting Company Name / Booth #
CCDA National Conference
C/o Art Craft Display, Inc.
DeVos Place
303 Monroe Ave NW.
Grand Rapids, MI 49503

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

DISMANTLE AND MOVE-OUT INFORMATION

Freight can be picked up on **Monday, November 10 from 8:00 am – 4:00 pm** from 303 Monroe Ave. NW, Grand Rapids, MI 49503.

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.