



LABOR INFORMATION

Inbound Freight Procedure

Carrier

Target Date

Date Shipped

Pro Number

Shipped By

of Pieces Weight (lbs)

Set-Up Information for installation

Please check all that apply and provide information where requested:

Set-up drawings are attached Set-up
 drawings are with exhibit Plans in
 Crate #
 Forklift is required
 Rental Carpet Color
 Own Carpet Color
 Padding Size
 Booth Size

Services Ordered

Please check all services ordered:

Electrical Telecommunications AV Equipment
 Booth Cleaning Furniture Other Items (Please List)

Electrical Specifications

Electrical should go under the carpet.
 Electrical drawings are attached.
 Electrical drawings are with display.
 Electrical drawings were sent to the Official Contractor

Outbound Freight Information

Consignee

Address

City, St, Zip

2nd Consignee

Address

City, St, Zip

Carrier

Choose Carrier Type: Common Air Freight Van Line
 Other

Emergency Contact / Show Site Contact

Name

Title

Phone

Alternate Contact #

Contact's Hotel

Arrival Date / Time

Depart Date / Time

Company Name: _____ Space #: _____

Phone: _____ Email: _____

On-Site Contact: _____ On-Site Cell: _____

Name (print or type): _____ Signature*: _____ Date: _____

*By signing this form you acknowledge, understand and agree to the Convention Services by Informa Markets US Boat Shows Payment Policy and Terms & Conditions

IMPORTANT INFORMATION: *Phone orders will NOT be accepted. *Adjustments to your invoice will not be made after the close of the show. *A finance charge of 1.5% per month (18% annum) will be added to all accounts not paid within ten days of invoice date. *In the event it becomes necessary to enforce this agreement for collection through legal counsel, exhibitor and/or exhibiting company agrees to pay a reasonable attorney's fee for such collection effort.