



March 19 - 23, 2025
Advance Deadline: February 21, 2025

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.

Convention Services by Informa Markets US Boat Shows, 1650 SE 17th Street, Suite 412, Fort Lauderdale, Florida 33316

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