

Name

Company

Booth#

Date of request

Date to be completed

Send to:

Phil Hicks

phicks@grapevinevc.com

215.364.6515 Ext:128

Nature of request

Preview @ GVC Reconfigure Ship to show Supervisor @ Show (I&D) Other

Description of work needed:

If going to show, **attach Show Information.**

Preferred Installation Date(s):

Preferred Dismantle Date(s):

Ship to address:

What type of location is this: Show Site Warehouse

To arrive:

To be picked up:

Ship Via:

Items to send with booth:

Carpet Chairs Everything Booth Only Monitors

Graphics (If changing, attach separate list. **BE SPECIFIC please**)

Comments or extras not listed:

Late fee applicable if less than 14 days notice given

Signature

Date