

Name

Show Name

Company

Date of request

Booth#

Date to be completed

Booth Size

Send to:

Ken Banks

kbanks@grapevinevc.com

215.364.6515

NATURE OF REQUEST

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

IF GOING TO SHOW, ATTACH SHOW INFORMATION

PREFERRED INSTALLATION DATE(S): THRU

PREFERRED DISMANTLE DATE(S): THRU

SHIP TO ADDRESS:

To Arrive:

To Be Picked Up: *

Ship Via:

WHAT TYPE OF LOCATION IS THIS:

Show Site Warehouse

*Late fee is applicable if less than 14 days notice is given from the above ship date.

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:

Signature

Date