

Name

Show Name

Company

Date of request

Booth#

Date to be completed

Booth Size

Send to:

[workreq@grapevinevc.com](mailto:workreq@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