

Contact

Email

Event Name

Booth Size

Booth #

Company

Phone

Event Dates thru

Event Venue

Event City

Carrier

Advanced Warehouse Direct to Show

OUTBOUND PICKUP LOCATION:

P/U Date

Ship to

Delivery Date * Rush fees applicable if less than 10 business days notice is given from the ship date.

Comments

RETURN TO:

P/U Date

P/U Location

Return Date

Comments

ACTION ITEMS REQUIRED:

Prior to Setup

Setup

Dismantle

SERVICES ORDERED BY GVC:

Furniture Yes No Carpet/Flooring Yes No Other

Electric Yes No Internet Yes No

ITEMS TO SEND WITH BOOTH:

Monitors Yes No Hanging Sign Yes No Other

Graphics* Yes No *If changing, attach separate list. If multiple graphics exist, include images.

Show Site Contact

Phone

SETUP:

Setup Date Time

Supervision by GVC Yes No

Comments

DISMANTLE:

Dismantle Date Time

Supervision by GVC Yes No

Comments

PLEASE ATTACH QUICK FACTS