

Contact

Email

Show Name

Booth Size

Booth #

Company

Phone

Show Dates  -

Show Venue

Show City

Carrier

Advanced Warehouse  Direct to Show

## OUTBOUND PICKUP LOCATION:

## RETURN TO:

P/U Date

Ship to

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

Comments

P/U Date

P/U Location

Return Date

Comments

## ACTION ITEMS REQUIRED:

Prior to Setup

Setup

Dismantle

## SERVICES ORDERED BY GVC:

Furniture  Yes  No

Electric  Yes  No

Carpet/Flooring  Yes  No

Internet  Yes  No

Rigging  Yes  No

Other

## ITEMS TO SEND WITH BOOTH:

Monitor(s)  Yes  No

Hanging Sign  Yes  No

Other

Graphics  New  Reused **Graphic Type**

Show Site Contact

Phone

## SETUP:

## DISMANTLE:

Setup Date  Time

Supervision by GVC  Yes  No

Comments

Dismantle Date  Time

Supervision by GVC  Yes  No

Comments