

## LABOR INFORMATION

### Inbound Freight Procedure

Carrier

Target Date

Date Shipped

Pro Number

Shipped By

# of Pieces  Weight (lbs)

### Set-Up Information for installation

Please check all that apply and provide information where requested:

Set-up drawings are attached Set-up drawings are with exhibit Plans in

Crate #

Forklift is required

Rental Carpet Color

Own Carpet Color

Padding Size

Booth Size

### Services Ordered

Please check all services ordered:

Electrical  Telecommunications  AV Equipment

Booth Cleaning  Furniture  Other Items (Please List)

### Electrical Specifications

Electrical should go under the carpet.

Electrical drawings are attached.

Electrical drawings are with display.

Electrical drawings were sent to the Official Contractor

### Outbound Freight Information

Consignee

Address

City, St, Zip

2nd Consignee

Address

City, St, Zip

Carrier

Choose Carrier Type:  Common  Air Freight  Van Line

Other

### Emergency Contact / Show Site Contact

Name

Title

Phone

Alternate Contact #

Contact's Hotel

Arrival Date / Time

Depart Date / Time

Company Name: \_\_\_\_\_ Space #: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

On-Site Contact: \_\_\_\_\_ On-Site Cell: \_\_\_\_\_

Name (print or type): \_\_\_\_\_ Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*By signing this form you acknowledge, understand and agree to the Convention Services by Informa Markets US Boat Shows Payment Policy and Terms & Conditions

**IMPORTANT INFORMATION:** \*Phone orders will NOT be accepted. \*Adjustments to your invoice will not be made after the close of the show. \*A finance charge of 1.5% per month (18% annum) will be added to all accounts not paid within ten days of invoice date. \*In the event it becomes necessary to enforce this agreement for collection through legal counsel, exhibitor and/or exhibiting company agrees to pay a reasonable attorney's fee for such collection effort.

Convention Services by Informa Markets US Boat Shows, 1650 SE 17th Street, Fort Lauderdale, Florida 33316

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