



42 Winter St., Unit 13
Pembroke, MA 02359

Phone: 781-826-3777 • Fax: 781-826-2213

Please Fax Completed Form To: 781-826-2213

Instructions for Exhibit Installation and Dismantling

Date: _____ **Job#** _____
Ins. Cert.: **Letter:**

CLIENT INFORMATION

Client:	Contact:
Booth Number:	Tele:
Booth Size:	Fax:

EXHIBIT HOUSE / BILLING INFORMATION

Exhibit House:	Telephone No.
Attention:	Fax No.
Address:	
Address:	

SHOW INFORMATION

Show Name:	Show Dates:		
Show Location:			
Set up Date:	Time	No.of Men:	# of Hours:
Dismantle Date:	Time	No.of Men:	# of Hours:
Supervision:	<u>Set Up</u>	<u>Dismantle</u>	
Boston Show	<input type="checkbox"/>	<input type="checkbox"/>	
Client	<input type="checkbox"/>	<input type="checkbox"/>	
Exhibit House	<input type="checkbox"/>	<input type="checkbox"/>	
Carpet:	<input type="checkbox"/> rental	<input type="checkbox"/> w/booth	
Electrical:	<input type="checkbox"/> ordered	<input type="checkbox"/> none ordered	
Special Instructions:			
	<u>Blue Prints:</u>		
	Enclosed: <input type="checkbox"/>	With Booth: <input type="checkbox"/>	
	Padding: <input type="checkbox"/>	yes <input type="checkbox"/>	no <input type="checkbox"/>
	Visqueen: <input type="checkbox"/>	yes <input type="checkbox"/>	no <input type="checkbox"/>

SHIPPING INFORMATION

Inbound: Shipping to:	Outbound: Return Shipping To:
Carrier:	Carrier:
Telephone:	Telephone:
<input type="checkbox"/> warehouse <input type="checkbox"/> direct	Return paid by:
Date Shipped:	P/U Date:
No. of Pieces:	Arranged/Confirmed by: