

■ EXHIBIT

Show Info Request

Exhibit Sales, Shipping and Show Services

*Please provide the information requested
below as soon as possible.*

Client Name: _____

Client Contact: _____

Contact Phone #: _____

Name of Show: _____

Booth Number: _____ Show Website _____

Show City: _____

Set Up Date(s): _____ Time(s): _____

Take Down Date(s): _____ Time(s): _____

Please supply the page(s) from the show manual / kit that specify all the critical dates, times and shipping addresses, or supply any login info to the event organizers or show decorators that would be helpful to us.

The pertinent pages from my Show Kit are:

_____ Accessible online Login User: _____ Password: _____

_____ Attached

_____ Unavailable at this time, but coming soon

Date: _____

Please fax this document to Peter McGuire at 301-990-7890. Thanks very much.