



Payment Policy: 100% advance payment must accompany your order. All invoices must be settled at our service desk prior to close of show. We accept VISA, Mastercard and American Express. Please return this form with your check or credit card information to MC² at the above address.

SERVICE	NUMBER OF WORKERS	X	HOURS PER WORKER	X	TOTAL WORKER HOURS	@	RATE	=	TOTAL
INSTALLATION									
ADD 30% (\$40.00 MINIMUM) FOR MC ² SUPERVISION									
DISMANTLE									
ADD 30% (\$40.00 MINIMUM) FOR MC ² SUPERVISION									
TOTAL SERVICES ORDERED									\$

INBOUND FREIGHT INFORMATION

CARRIER	SHIP BY	DATE
NUMBER OF PIECES	WEIGHT	PRO NUMBER
TARGET DATE	LOOSE DISPLAY	CRATED DISPLAY

SET UP INFORMATION FOR MC² INSTALLATION

☐ Set Up Drawings Attached	☐ Set Up Drawings with Exhibit - Case/Crate Number	
☐ Rental Carpet Color	☐ Padding	
Approximate Setup Time	Number of Workers Required	
☐ Forklift Ordered/Hours/Time	Special Equipment Required	

DID YOU ORDER

Electrical ☐ Yes ☐ No	Electrical Under Carpet ☐ Yes ☐ No	
Electrical Drawing: ☐ Attached	☐ Sent to the Official Electrical Contractor	☐ With the Exhibit
Booth Cleaning ☐ Yes ☐ No	Furniture ☐ Yes ☐ No	A/V Equipment ☐ Yes ☐ No
Telephone ☐ Yes ☐ No	Other	

OUTBOUND FREIGHT INFORMATION

<u>Charges:</u> ☐ Prepaid ☐ Collect ☐ Bill To:		
Consigned To		
Address		
City	State	Zip
Second Consignee		
City	State	Zip
Method: ☐ Common Carrier ☐ Air Freight ☐ Vanline ☐ Other		☐ MC² Storage
Carrier (If Known)	Contact	Phone

EMERGENCY CONTACT INFORMATION

Name	Title	Telephone
Other Means of Contact		Contact's Hotel
Arrival	Departure	Purchasing Authorization