

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		☐ MC ² Storage
Carrier (If Known)	Contact	Phone

EMERGENCY CONTACT INFORMATION

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